

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

**FIRST AMENDMENT  
TO GRANT AGREEMENT  
between  
CITY AND COUNTY OF SAN FRANCISCO  
and  
TENDERLOIN HOUSING CLINIC, INC.**

THIS AMENDMENT of the **June 1, 2020** Grant Agreement (the "Agreement") is dated as of **June 1, 2022** and is made in the City and County of San Francisco, State of California, by and between **TENDERLOIN HOUSING CLINIC, INC.** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

**RECITALS**

WHEREAS, Grantee was selected pursuant to Ordinance No. 61-19, which authorizes the Department to enter into contracts without adhering to the Administrative Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to the shelter crisis; and

WHEREAS, the City's Board of Supervisors approved this Agreement by Resolution 321-20 on July 23, 2020, and approved this Amendment under San Francisco Charter Section 9.118 by Resolution 261-22 on June 10, 2022, to extend the grant term by four months and increase the grant amount; and

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement;

NOW, THEREFORE, City and Grantee agree to amend said Grant Agreement as follows:

**1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

(a) **Agreement.** The term "Agreement" shall mean the Agreement dated **June 1, 2020** between Grantee and City.

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

**2.1 ARTICLE 3 TERM** of the Agreement currently reads as follows:

**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 Department has notified Grantee thereof in writing.

**3.2 Duration of Term.**

- (a) The term of this Agreement shall commence on **July 1, 2020** and expire on **February 29, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

**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 Department has notified Grantee thereof in writing.

**3.2 Duration of Term.**

- (a) The term of this Agreement shall commence on **July 1, 2020** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

**2.2 Section 4.2 Grantee's Personnel** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**4.2 Grantee's Personnel.**

- (a) **Qualified Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.
- (b) **Grantor Vaccination Policy.**
  - (1) Grantee acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors and Grantees issued by the City Administrator ("Contractor Vaccination Policy"), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at:

<https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

- (2) A Contract or Grant subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Contractor/Grantee or Subcontractor work in-person with City employees in connection with the work or services performed under the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract or Grant includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract or Grant does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.
- (3) In accordance with the Contractor Vaccination Policy, Grantee agrees that:
  - A. Where applicable, Grantee shall ensure it complies with the requirements of the [Contractor Vaccination Policy](#) pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or obtain from Grantee an exemption based on medical or religious grounds; and
  - B. If Grantee grants Covered Employees an exemption based on medical or religious grounds, Grantee will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form (“Exemptions Form”), which can be found at <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to “Exemptions” to download the form).

**2.3 ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS** of the Agreement currently reads as follows:

**5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Eighty Nine Million Four Hundred Thousand Four Hundred Eighty Six Dollars (\$89,400,486)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine Million Five Hundred**

**Seventy Eight Thousand Six Hundred Twenty Two Dollars (\$9,578,622)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget 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 Department for approval, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department 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 Department.
- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach). The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

**5.4 Reserved. (State or Federal Funds).**

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

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

### **5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **One Hundred Thirty Two Million Nine Hundred Three Thousand, Eight Hundred Fifty One Dollars (\$132,903,851)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Thirteen Million Eight Hundred Forty Six Thousand Six Hundred Seven Dollars (\$13,846,607)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget 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 Department for approval, in the manner specified for notices pursuant to Article 15, a document (a “Funding Request”) substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department 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 Department.
- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee

sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach). The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

**5.4 Reserved. (State or Federal Funds).**

**2.4** **ARTICLE 10 INSURANCE** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**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.
- (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.
- (d) Professional liability insurance for negligent acts, errors or omission with respect to professional or technical services, if any, required in the performance of this Agreement with limits not less than one million dollars (\$1,000,000) each claim.

**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 County of San Francisco 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 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, 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 Grantee listed as Additional Insureds.

**2.5 Section 13.3 Subcontracting** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**13.3 Subcontracting.** If Appendix B, Budget, lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If Appendix B, Budget, 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 subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix B, Budget, 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 subcontracted 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 Subcontract.** Each subcontract 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 subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the 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 subcontract permitted hereunder.

**2.6 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS** of the Agreement is deleted and replaced by the following:

**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 may be sent by U.S. mail or email, and shall be addressed as follows:

If to the Department or City: Department of Homelessness and Supportive Housing  
Contracts Unit  
440 Turk Street  
San Francisco, CA 94102



hshcontracts@sfgov.org

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

Any notice of default must be sent by registered mail.

**15.2 Effective Date.** All communications sent in accordance with Section 15.1 shall become effective on the date of receipt.

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

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

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

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

**2.8 Appendix A, Services to be Provided,** of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided** (dated June 1, 2022), for the period of July 1, 2020 to June 30, 2024.

**2.9 Appendix B, Budget,** of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated June 1, 2022), for the period of July 1, 2020 to June 30, 2024.

**2.10 Appendix C, Method of Payment,** of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated June 1, 2022).

**2.11 Appendix D, Interests in Other City Grants,** of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated June 1, 2022).

**2.12 Appendix E, Permitted Subgrantees,** of the Agreement is hereby deleted.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of this Agreement.


**CITY**

**GRANTEE**


**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**TENDERLOIN HOUSING CLINIC,  
INC.**

By:   
CAD7B781896B449...  
Shireen McSpadden  
Executive Director

By:   
66609935715245B...  
Randy Shaw  
Executive Director  
City Supplier Number: 0000009870

Approved as to Form:  
David Chiu  
City Attorney

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

**Appendix A, Services to be Provided**  
**by**  
**Tenderloin Housing Clinic**  
**Master Lease Hotels**

**I. Purpose of Grant**

The purpose of the grant is to provide Support Services, Property Management and Master Lease Stewardship to the served population. The goal of these services is to support tenants in retaining their housing; or moving to other appropriate housing.

**II. Served Population**

Grantee shall serve formerly homeless and income-eligible adults aged 18 years or older without the custody of minors below 18 years of age.

**III. Referral and Prioritization**

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

Eligibility criteria for Permanent Supportive Housing (PSH) may include meeting a definition of homelessness at the time of referral and placement, enrollment in specific benefits programs, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for PSH are prioritized based on various criteria, such as levels of vulnerability, length and history of homelessness, and severity of housing barriers.

Tenants must be County Adult Assistance Program (CAAP) recipients at the time of placement into an HSH Fund (formerly known as Care Not Cash) unit.

**IV. Description of Services**

Grantee shall serve tenants of at least 1,544 units at housing sites listed in **Section V. Location and Time of Services**. Services shall include, but are not limited to, the following:

A. Support Services

Support Services are voluntary and shall be available to all tenants in the service location(s). Support Services shall include, but are not limited to, the following:

1. Outreach: Grantee shall engage with tenants to provide information about available Support Services and invite them to participate. Grantee shall contact each tenant at least three times during the first 60 days following placement. Grantee shall document all outreach and attempts.
2. Intake and Assessment: Grantee shall coordinate with Property Management during the initial intake for units and participate in orientation meetings with Property Management. If possible, Grantee shall establish rapport with tenants prior to move-in to support tenants during the application and move-in process.

Grantee shall coordinate with tenant's current support service provider(s) to ensure a successful transition into housing.

Grantee intake of tenants shall include, but is not limited to, a review of the tenant's history in the Online Navigation and Entry (ONE) system, gathering updated information from the tenant, and establishing strengths, skills, needs, plans and goals that are tenant-centered and supportive of housing retention. The intake shall take place at the same time of the interview with Property Management, on a separate date or time coordinated with Support Services during the application period, or within no more than 30 days of move-in.

3. Case Management: Grantee shall provide case management services to tenants with the primary goal of maintaining housing stability, including ongoing meetings and counseling to establish goals, develop services plans that are tenant-driven without predetermined goals, provide referrals and linkages to off-site support services, and track progress toward achieving those goals. Grantee shall document case management meetings, engagement, and progress.
  - a. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
  - b. Grantee shall refer tenants to and coordinate services within the community that support progress toward identified goals. This may include providing information about services, calling to make appointments, assisting with applications, providing appointment reminders, following up/checking in with tenants regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
  - c. Grantee shall provide benefits advocacy to assist tenants with obtaining and maintaining benefits, including, but not limited to, cash aid, food programs, medical clinics and/or in-home support.
4. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all tenants who display indications of housing instability, within a reasonable timeframe. Such indications include, but are not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants. Grantee shall work with tenants, in conjunction with Property Management, to resolve issues that put tenants at risk for eviction. Grantee shall assist with the de-escalation and resolution of conflicts, as needed. Grantee shall document Housing Stability outreach and assistance provided.
5. Coordination with Property Management: Grantee shall assist tenants in communicating with, responding to, and meeting with Property Management. This may include helping a tenant to understand the communications from Property Management, helping to write requests, responses, or complaints to Property Management, and attending meetings between the tenant and Property Management to facilitate communication.

If a tenant is facing housing instability, Grantee shall coordinate with Property Management to find creative ways to engage with tenants to prevent housing loss.

Grantee shall ensure there is a process in place for receiving timely communication from Property Management and copies of correspondence (e.g., notices, warning letters, lease violations, etc.) issued. Grantee shall have a structured written process for engaging tenants who receive such notices.

6. **Wellness and Emergency Safety Checks:** Grantee shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety when there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency.
7. **Support Groups, Social Events and Organized Activities:**
  - a. Grantee shall plan groups, events, and activities with input from tenants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events. Grantee shall post and provide to tenants a monthly calendar of events.
  - b. Grantee shall conduct monthly community meetings for tenants, in coordination with Property Management, during which tenants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
  - c. Grantee shall periodically assess the needs of tenants with Property Management and other teams at the building to develop programming that will help tenants maintain stability and enjoy their housing.
8. **Exit Planning:** If a tenant is moving out of the building, Grantee shall engage tenant in exit planning to support the tenant's successful transition out of the program. The exit plan shall depend on the tenant's needs and preferences, and may include establishing a link to services in the community.

**B. Property Management**

Grantee shall provide Property Management services including, but not limited to, the following:

**1. Tenant Selection and Intake:**

Grantee shall adhere to Housing First principles and follow the processes agreed upon by Grantee, HSH, housing subsidy administrators, funding regulations, fair housing laws, and/or other entities involved with referrals. Under Housing First, tenant screening and selection practices must promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services. Applicants must not be rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness."

Grantee shall adhere to all published HSH policies, including, but not limited to those covering tenant intake, HSH housing documentation, reasonable accommodation, and transfers when accepting referrals and placing tenants into housing.

2. Tenant Lease Set-Up: Grantee shall draft, provide, and sign a rental agreement with each tenant at the time of move-in. The lease agreement shall include House Rules and other pertinent Lease Addenda. Grantee shall review its Grievance policies and procedures and HSH policies and procedures with tenants at the time of lease signing.
3. Annual Tenant Re-certification: As required by rental subsidy type, Grantee shall re-certify tenant income annually. This is generally done on the anniversary of a tenant's move-in date.
4. Collection of Rents, Security Deposits, and Other Receipts: Grantee shall collect and process rent and other housing-related payments (e.g., security deposits) made by tenants.
  - a. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
  - b. For tenants paying a portion of their income towards rent, Grantee shall assist with payment arrangements and comply with HSH and other applicable requirements governing the tenant portion of rent. All PSH tenants will pay no more than 30 percent of their monthly adjusted household income towards rent.
5. Lease Enforcement, Written Notices and Eviction Prevention:
  - a. Grantee shall provide written notice to tenants regarding issues that may impact housing stability including, but not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants.
  - b. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with all applicable laws.
  - c. Grantee shall copy Support Services staff on all communications to tenants.
6. Building Service Payments: Grantee shall set up and manage utility accounts and services related to the property, including but not limited to communications, alarms/security, fire alarm monitoring, garbage, water, and pest control. This may include elevator maintenance, as required.
7. Building Maintenance: Grantee shall maintain the facility in sanitary and operable condition, post protocol and forms for tenant requests for maintenance or repairs and respond to requests in a timely manner. Building maintenance shall include the following services:
  - a. Janitorial services in common areas, offices, and shared-use restrooms, and shower facilities;

- b. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
  - c. Pest control services, as needed;
  - d. Maintenance and repair of facility systems, plumbing, electrical;
  - e. Building security; and
  - f. Preparation of apartments for tenant move-in and move-out.
8. Coordination with Support Services: If a tenant is facing housing instability, Grantee shall coordinate with Support Services staff to find creative ways to engage with tenants to prevent housing loss. Grantee shall work with Support Services staff in communicating with and meeting with tenant regarding behaviors and issues that put the tenant at risk for housing instability.

Grantee shall participate in regular coordination meetings with Support Services to review tenants at risk for eviction and strategize on how to support tenants in maintaining their housing.

9. Wellness Checks and Emergency Safety Checks: Grantee shall conduct Wellness Checks and/or Emergency Safety Checks in accordance with HSH policy, internal agency policies and tenant laws to assess a tenant's safety when there is a reason to believe the tenant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
10. Front Desk Coverage: Grantee shall provide front desk coverage 24 hours per day, seven days per week.
11. Exit Planning: Grantee shall alert Support Services staff when tenants give notice to leave housing and shall keep a record of each tenant's forwarding address, whenever possible.

C. Stewardship of the Master Lease:

- 1. Grantee shall provide HSH with a copy of the master lease agreement and any amendments. Grantee shall obtain HSH approval prior to entering into any agreement that will materially impact the HSH-funded portion of the budget.
- 2. Grantee shall maintain all Lessee responsibilities and coordinate with the Landlord to meet owner's obligations, including maintenance and capital needs.
- 3. Grantee shall promptly notify HSH of any default, failure to exercise an option to extend or other situation which could impact the term of the master lease agreement.

V. **Location and Time of Services**

Grantee shall provide services in San Francisco, CA at the location(s) listed below.



Housing Site	Funding Category	Address	Zip Code	# of Tenant Units
1. All Star Hotel	HSH Fund	2791 16 <sup>th</sup> St.	94103	84
2. Boyd Hotel	HSH Fund	41 Jones St.	94102	79
3. Caldroke Hotel*	HSH Fund	1541 California St.	94109	49
4. Edgeworth Hotel*	General Fund	770 O'Farrell St.	94109	43
5. Elk Hotel	HSH Fund	670 Eddy St.	94109	86
6. Graystone Hotel	HSH Fund	66 Geary St.	94108	73
7. Hartland Hotel	General Fund	909 Geary St.	94109	132
8. Jefferson Hotel	General Fund	440 Eddy St.	94109	108
9. Mayfair Hotel*	General Fund	626 Polk St.	94102	54
10. Mission Hotel	General Fund	520 S. Van Ness Ave.	94110	244
11. Pierre Hotel	HSH Fund	540 Jones St.	94102	85
12. Raman Hotel	General Fund	1011 Howard St.	94103	84
13. Royan Hotel	HSH Fund	405 Valencia St.	94103	68
14. Seneca Hotel	General Fund	34 6 <sup>th</sup> St.	94103	197
15. Union Hotel	HSH Fund	811 Geary Blvd.	94109	60
16. Vincent Hotel	General Fund	459 Turk St.	94102	98
<b>TOTAL UNITS</b>				<b>1,544</b>

\*Site designated as a 'step-up' building for current PSH tenants.

Grantee shall provide Support Services during business hours. Grantee may also provide services evenings and weekends, and at other times when necessary to best meet the needs of tenants.

Grantee shall provide Property Management services 24 hours a day, seven days a week, either on-site or on-call. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

## VI. Service Requirements

- A. Case Management Ratio: Grantee shall maintain a 1:25 ratio of case management staff to units.
- B. Supervision: Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants.
- C. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
  1. Grantee shall notify HSH immediately in the event it is given notice of violations by the Department of Building Inspection (DBI), the Department of Public Health (DPH), or another City agency.

- D. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- E. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.
- F. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow [HSH overdose prevention policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- G. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed.
- H. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding a tenant's housing stability.
- I. Grievance Procedure:
1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
    - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
    - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
    - c. The amount of time required for each step, including when a tenant can expect a response; and
    - d. In accordance with published HSH policies/procedures, the HSH Grievances email address and mailing address for the tenant to contact after the tenant has exhausted Grantee's internal Grievance Procedure.
  2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- J. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:

1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
  2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.
- K. City Communications, Trainings and Meetings: Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
  2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
  3. Attendance at trainings (e.g., overdose prevention training), when required by HSH. Grantee shall ensure all site-based or tenant-facing staff and subcontractors are onboarded and trained to perform the services in accordance with Housing First, Harm Reduction, and Trauma-Informed Principles.
- L. Coordination with Other Service Providers: Grantee shall establish written agreements with other service providers that are part of the site team to formalize collaboration and roles and responsibilities.
- M. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and published HSH policies/procedures.
- N. Disaster and Emergency Response Plan: Grantee 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. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- O. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
  2. That Grantee management staff is available to respond to neighbors within three business days, if reasonable; and
  3. Having a representative of the Grantee attend all appropriate neighborhood meetings.
- P. Record Keeping and Files: Grantee shall update applicant referral status information in the ONE System in accordance with HSH policy and instruction.

1. Grantee shall maintain program enrollment, eligibility and inspection documentation, annual status updates, and program exit information in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
2. Grantee shall maintain a program roster of all current tenants in the ONE System.
3. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress reports as described in the Service Description and Service Requirements. This shall also include signed lease agreement and addenda, notices or lease violations issued to the tenant, copies of payment plans or other agreements to support housing stability.
4. Grantee shall track receipt and completion of maintenance work orders.

**Q. Data Standards:**

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement, including but not limited to:
  - a. Entering all household data within three working days (unless specifically requested to do so sooner);
  - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
  - c. Running monthly data quality reports and correcting any errors.
2. Grantee shall maintain updated unit vacancy information on a weekly basis in the data system designated by HSH (Offline Vacancy Tracker and/or ONE System) as required. Changes to vacancy reporting shall be communicated to Grantees in writing from HSH.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. Any information shared between Grantee, 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.

**VII. Service Objectives**

On an annual basis, Grantee shall achieve the following Service Objectives:

**A. Support Services**

1. Grantee shall engage with at least 95 percent of tenants once every 30 days. Engagement may include direct outreach to tenants and attendance at community events.

2. Grantee shall offer Support Services to 100 percent of all households who showed housing instability (e.g., non-payment of rent, lease violations) at least once per incident.
3. Grantee shall offer assessment to 100 percent of tenants within 90 days of move-in and annually thereafter for primary medical care, mental health, and substance use treatment needs, and to maximize their income and assist in applying for benefits for which they are eligible.
4. Grantee shall review existing Service Plans with tenants at least once every six months and update as appropriate.
5. Grantee shall administer an annual written anonymous equity focused survey of tenants to obtain feedback on the type and quality of program services. Grantee shall offer all tenants the opportunity to take this survey.

**B. Property Management**

1. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 21 working days, on average.
2. Grantee shall report vacancies the HSH in a timely fashion according to established procedures and process all tenant referrals in the pre-established timeframe.
3. Grantee shall maintain an occupancy rate of at least 97 percent.

**VIII. Outcome Objectives**

On an annual basis, Grantee shall meet the following Outcome Objectives:

- A. Ninety percent of tenants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. Eighty-five percent of tenant lease violations will be resolved without loss of housing to tenants.
- C. At least 75 percent of tenants shall complete an annual Tenant Satisfaction Survey and of those, eighty percent of tenants will be satisfied or very satisfied with program services.

**X. Reporting Requirements**

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

- A. When required by HSH, Grantee shall enter tenant data in the ONE System.
- B. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the month of service.
  1. The occupancy rate; and
  2. The number of new placements.

- C. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each quarter:
1. The number and percentage of households Grantee outreached to complete an assessment for primary medical care, mental health, and substance use treatment needs within 60 days of move-in;
  2. The number and percentage of households Grantee outreached to complete a benefits assessment within 60 days of move-in;
  3. The number of lease/program rule violations issued for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services; and
  4. The average number of days to turn over units.
- D. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each year:
1. The number and percentage of tenants who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
  2. The number of program exits;
  3. The number of tenants who had a Service Plan during the program year; the number and percentage of Services Plans that were reviewed at least once every 6 months and updated as appropriate; and
  4. The number and percentage of households who completed a written survey to provide feedback on the type and quality of program services. Please include survey results on what tenants reported regarding the quality and satisfaction with services.
- E. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted tenants and eviction notices issued to tenants residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- F. Grantee shall submit Facility Inventory data to HSH during the last week of January. Data will include unit/bed inventory, point in time population count of residents, and general characteristic data of residents. Data is used for reporting mandated by the Federal Government under the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) program.
- G. Grantee shall provide information for an annual report on tenant enrollment in public benefits per the Administrative Code - Permanent Supportive Housing - Rent Contribution Standard (<https://sfgov.legistar.com/View.ashx?M=F&ID=9074560&GUID=FDA1BCF9-1096-42C8-AD19-9143A348AC07>), as instructed by HSH.

- H. Grantee shall participate, as required HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and any Grantee response will become part of the official report.
- I. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

## **IX. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, review of the following: tenant files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting Service and Outcome Objectives.
  - 1. Monitoring of program participation in the ONE system may include, but not be limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.
- B. Fiscal and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may 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 may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts and Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.





	A	B	C	D	E	H	K	L	M	N	O	P	AI	AJ	AK
DocuSign Envelope ID: 564B910C-7B07-4FA2-8552-D2E91EC22C27															Summary
2	Appendix B, Budget														Page 1/2 of 51
3	Document Date	6/1/2022													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	7/1/2020	2/29/2024	3yrs 8mo											
6	Amended Term	7/1/2020	6/30/2024	4											
7	Provider Name	Tenderloin Housing Clinic Inc.													
8	Program	Master Lease Hotels													
9	FSP Contract ID#	1000017241													
10	Action (select)	Amendment													
11	Effective Date	6/1/2022													
12	Budget Names	Master Lease Hotels - General Fund & HSH Fund Budgets; One-Time Prop C Bonus Pay													
13		Current	New												
14	Term Budget	\$ 89,400,486	\$ 119,057,244												
15	Contingency	\$ -	\$ 13,846,607	15%											
16	Not-To-Exceed	\$ 89,400,486	\$ 132,903,851		Year 1	Year 2	Year 3			Year 4			All Years		
17		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024			
18		Current	Current	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New
60	HSH Revenues (select)														
61	General Fund - Ongoing	\$ 15,926,300	\$ 16,836,495	\$ 16,836,495	\$ 202,838	\$ 17,039,333	\$ 1,168,561	\$ 15,870,772	\$ 17,039,333	\$ 50,767,851	\$ 16,073,610	\$ 66,841,461			
62	HSH Fund - Ongoing	\$ 8,579,885	\$ 7,960,140	\$ 8,696,558	\$ -	\$ 8,696,558	\$ -	\$ 8,696,558	\$ 8,696,558	\$ 25,236,583	\$ 8,696,558	\$ 33,933,141			
64	Prop C - Ongoing - Tenant Rent Relief	\$ -	\$ 4,226,566	\$ 4,226,566	\$ -	\$ 4,226,566	\$ -	\$ 4,226,566	\$ 4,226,566	\$ 8,453,132	\$ 4,226,566	\$ 12,679,698			
65	General Fund - One-Time	\$ 379,051	\$ 137,791	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 516,842	\$ -	\$ 516,842			
66	General Fund - One-Time - Operating Reserve	\$ -	\$ 96,273	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,273	\$ -	\$ 96,273			
67	Prop C - One-Time - Bonus Pay	\$ 1,305,859	\$ 682,754	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,988,613	\$ -	\$ 1,988,613			
69	General Fund - MCO Adjustment	\$ 40,403	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,403	\$ -	\$ 40,403			
70	General Fund - HSH Fund Supplement	\$ 89,535	\$ 1,261,086	\$ 524,668	\$ 67,678	\$ 592,345.93	\$ -	\$ 592,346	\$ 592,346	\$ 1,875,289	\$ 660,024	\$ 2,535,313			
71	General Fund - One-Time Transfer	\$ 425,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 425,500	\$ -	\$ 425,500			
75		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
76	Total HSH Revenues	\$ 26,746,533	\$ 31,201,105	\$ 30,284,287	\$ 270,516	\$ 30,554,803	\$ 1,168,561	\$ 29,386,242	\$ 30,554,803	\$ 89,400,486	\$ 29,656,758	\$119,057,244			
77	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)														
78	General Fund Budget - Other Revenues	\$ 5,852,878	\$ 3,227,777	\$ 3,227,777	\$ -	\$ 3,227,777	\$ -	\$ 3,227,777	\$ 3,227,777	\$ 12,308,432	\$ 3,227,777	\$ 15,536,209			
79	HSH Fund Budget - Other Revenues	\$ 3,583,493	\$ 1,979,474	\$ 1,979,475	\$ -	\$ 1,979,475	\$ -	\$ 1,979,475	\$ 1,979,475	\$ 7,542,441	\$ 1,979,475	\$ 9,521,916			
98	Total Other Revenues	\$ 9,436,371	\$ 5,207,251	\$ 5,207,252	\$ -	\$ 5,207,252	\$ -	\$ 5,207,252	\$ 5,207,252	\$ 19,850,873	\$ 5,207,252	\$ 25,058,125			
99															
100	Total HSH + Other Revenues	\$ 36,182,904	\$ 36,408,356	\$ 35,491,539	\$ 270,516	\$ 35,762,054	\$ 1,168,561	\$ 34,593,494	\$ 35,762,054	\$109,251,359	\$ 34,864,010	\$144,115,369			
101	Rev-Exp (Budget Match Check)	\$ 0	\$ (0)	\$ 0	\$ (0)	\$ 0	\$ -	\$ -	\$ -	\$ 0	\$ 0	\$ 0			
103	Total Adjusted Salary FTE (All Budgets)	211.91				216.31			216.31						
110															
111															
116															
117															

1 DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING  
2 Appendix B, Budget

Summary  
General Fund  
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3 Document Date 6/1/2022  
4 Contract Term Begin Date 7/1/2020 End Date 2/29/2024 Duration (Years) 3yrs 8mo  
5 Current Term 7/1/2020 2/29/2024 3yrs 8mo  
6 Amended Term 7/1/2020 6/30/2024 4  
7 Provider Name Tenderloin Housing Clinic Inc.  
8 Program Master Lease Hotels (General Fund)  
9 FSP Contract ID# 1000017241  
10 Action (select) Amendment  
11 Effective Date 6/1/2022

12 Budget Names Edgeworth, Hartland, Jefferson, Mayfair, Mission, Raman, Seneca, Vincent, General Fund - Money Management (General Fund - Property Management (General), General Fund - Support Services

13 Current New  
14 Term Budget \$ 50,767,851 \$ 66,841,461

16 Year 1 Year 2 Year 3 Year 4 All Years  
17 7/1/2020 - 6/30/2021 7/1/2021 - 6/30/2022 7/1/2022 - 6/30/2023 7/1/2022 - 6/30/2023 7/1/2022 - 6/30/2023 7/1/2023 - 6/30/2024 7/1/2023 - 6/30/2024 7/1/2023 - 6/30/2024 7/1/2020 - 6/30/2024 7/1/2020 - 6/30/2024 7/1/2020 - 6/30/2024

18 Current Current Current Amendment New Current Amendment New Current Amendment New  
19 Expenditures - Edgeworth  
20 Salaries & Benefits \$ 218,760 \$ 215,637 \$ 215,637 \$ - \$ 215,637 \$ - \$ 215,637 \$ 215,637 \$ 650,035 \$ 215,637 \$ 865,673  
21 Operating Expense \$ 176,458 \$ 196,162 \$ 196,162 \$ - \$ 196,162 \$ - \$ 196,162 \$ 196,162 \$ 568,782 \$ 196,162 \$ 764,944  
22 Subtotal \$ 395,218 \$ 411,800 \$ 411,800 \$ - \$ 411,800 \$ - \$ 411,800 \$ 411,800 \$ 1,218,817 \$ 411,800 \$ 1,630,617  
23 Indirect Percentage 11.50% 11.50% 11.50% 11.50% 11.50%  
24 Indirect Cost (Line 22 X Line 23) \$ 45,450 \$ 47,357 \$ 47,357 \$ - \$ 47,357 \$ - \$ 47,357 \$ 47,357 \$ 140,164 \$ 47,357 \$ 187,521  
25 Other Expenses (Not subject to indirect %) \$ 289,242 \$ 268,103 \$ 268,103 \$ - \$ 268,103 \$ - \$ 268,103 \$ 268,103 \$ 825,448 \$ 268,103 \$ 1,093,551  
26 Capital Expenditure \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -  
28 Total Expenditures - Edgeworth \$ 729,910 \$ 727,260 \$ 727,260 \$ - \$ 727,260 \$ - \$ 727,260 \$ 727,260 \$ 2,184,429 \$ 727,260 \$ 2,911,689  
29  
30 Expenditures - Hartland  
31 Salaries & Benefits \$ 609,997 \$ 570,379 \$ 570,379 \$ - \$ 570,379 \$ - \$ 570,379 \$ 570,379 \$ 1,750,754 \$ 570,379 \$ 2,321,132  
32 Operating Expense \$ 452,984 \$ 579,878 \$ 579,878 \$ - \$ 579,878 \$ - \$ 579,878 \$ 579,878 \$ 1,612,740 \$ 579,878 \$ 2,192,618  
33 Subtotal \$ 1,062,981 \$ 1,150,257 \$ 1,150,257 \$ - \$ 1,150,257 \$ - \$ 1,150,257 \$ 1,150,257 \$ 3,363,494 \$ 1,150,257 \$ 4,513,750  
34 Indirect Percentage 11.50% 11.50% 11.50% 11.50% 11.50%  
35 Indirect Cost (Line 33 X Line 34) \$ 122,243 \$ 132,279 \$ 132,279 \$ - \$ 132,279 \$ - \$ 132,279 \$ 132,279 \$ 386,802 \$ 132,279 \$ 519,081  
36 Other Expenses (Not subject to indirect %) \$ 1,548,541 \$ 1,326,807 \$ 1,326,807 \$ - \$ 1,326,807 \$ - \$ 1,326,807 \$ 1,326,807 \$ 4,202,155 \$ 1,326,807 \$ 5,528,962  
37 Capital Expenditure \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -  
39 Total Expenditures - Hartland \$ 2,733,764 \$ 2,609,343 \$ 2,609,343 \$ - \$ 2,609,343 \$ - \$ 2,609,343 \$ 2,609,343 \$ 7,952,450 \$ 2,609,343 \$ 10,561,793  
40  
41 Expenditures - Jefferson  
42 Salaries & Benefits \$ 654,020 \$ 673,440 \$ 673,440 \$ - \$ 673,440 \$ - \$ 673,440 \$ 673,440 \$ 2,000,900 \$ 673,440 \$ 2,674,339  
43 Operating Expense \$ 381,796 \$ 411,532 \$ 411,532 \$ - \$ 411,532 \$ - \$ 411,532 \$ 411,532 \$ 1,204,860 \$ 411,532 \$ 1,616,392  
44 Subtotal \$ 1,035,816 \$ 1,084,972 \$ 1,084,972 \$ - \$ 1,084,972 \$ - \$ 1,084,972 \$ 1,084,972 \$ 3,205,759 \$ 1,084,972 \$ 4,290,731  
45 Indirect Percentage 11.50% 11.50% 11.50% 11.50% 11.50%  
46 Indirect Cost (Line 44 X Line 45) \$ 119,119 \$ 124,772 \$ 124,772 \$ - \$ 124,772 \$ - \$ 124,772 \$ 124,772 \$ 368,662 \$ 124,772 \$ 493,434  
47 Other Expenses (Not subject to indirect %) \$ 1,091,679 \$ 951,454 \$ 951,454 \$ - \$ 951,454 \$ - \$ 951,454 \$ 951,454 \$ 2,994,587 \$ 951,454 \$ 3,946,041  
48 Capital Expenditure \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -  
50 Total Expenditures - Jefferson \$ 2,246,614 \$ 2,161,197 \$ 2,161,197 \$ - \$ 2,161,197 \$ - \$ 2,161,197 \$ 2,161,197 \$ 6,569,009 \$ 2,161,197 \$ 8,730,206  
51  
52 Expenditures - Mayfair  
53 Salaries & Benefits \$ 447,369 \$ 464,749 \$ 464,749 \$ - \$ 464,749 \$ - \$ 464,749 \$ 464,749 \$ 1,376,866 \$ 464,749 \$ 1,841,615  
54 Operating Expense \$ 242,726 \$ 257,133 \$ 257,133 \$ - \$ 257,133 \$ - \$ 257,133 \$ 257,133 \$ 756,992 \$ 257,133 \$ 1,014,125  
55 Subtotal \$ 690,095 \$ 721,882 \$ 721,882 \$ - \$ 721,882 \$ - \$ 721,882 \$ 721,882 \$ 2,133,859 \$ 721,882 \$ 2,855,740  
56 Indirect Percentage 11.50% 11.50% 11.50% 11.50% 11.50%  
57 Indirect Cost (Line 55 X Line 56) \$ 79,361 \$ 83,016 \$ 83,016 \$ - \$ 83,016 \$ - \$ 83,016 \$ 83,016 \$ 245,394 \$ 83,016 \$ 328,410  
58 Other Expenses (Not subject to indirect %) \$ 584,071 \$ 549,108 \$ 549,108 \$ - \$ 549,108 \$ - \$ 549,108 \$ 549,108 \$ 1,682,287 \$ 549,108 \$ 2,231,395  
59 Capital Expenditure \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -  
61 Total Expenditures - Mayfair \$ 1,353,527 \$ 1,354,006 \$ 1,354,006 \$ - \$ 1,354,006 \$ - \$ 1,354,006 \$ 1,354,006 \$ 4,061,539 \$ 1,354,006 \$ 5,415,545  
62  
63 Expenditures - Mission  
64 Salaries & Benefits \$ 839,189 \$ 947,290 \$ 947,290 \$ - \$ 947,290 \$ - \$ 947,290 \$ 947,290 \$ 2,733,768 \$ 947,290 \$ 3,681,058  
65 Operating Expense \$ 610,664 \$ 584,930 \$ 584,930 \$ - \$ 584,930 \$ - \$ 584,930 \$ 584,930 \$ 1,780,524 \$ 584,930 \$ 2,365,454  
66 Subtotal \$ 1,449,853 \$ 1,532,220 \$ 1,532,220 \$ - \$ 1,532,220 \$ - \$ 1,532,220 \$ 1,532,220 \$ 4,514,292 \$ 1,532,220 \$ 6,046,512  
67 Indirect Percentage 11.50% 11.50% 11.50% 11.50% 11.50%  
68 Indirect Cost (Line 66 X Line 67) \$ 166,733 \$ 176,205 \$ 176,205 \$ - \$ 176,205 \$ - \$ 176,205 \$ 176,205 \$ 519,144 \$ 176,205 \$ 695,349  
69 Other Expenses (Not subject to indirect %) \$ 2,365,855 \$ 2,232,622 \$ 2,232,622 \$ - \$ 2,232,622 \$ 1,168,561 \$ 1,064,061 \$ 2,232,622 \$ 7,999,660 \$ 1,064,061 \$ 9,063,721  
70 Capital Expenditure \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -  
72 Total Expenditures - Mission \$ 3,982,441 \$ 3,941,047 \$ 3,941,047 \$ - \$ 3,941,047 \$ 1,168,561 \$ 2,772,486 \$ 3,941,047 \$ 13,033,095 \$ 2,772,486 \$ 15,805,581  
73  
74 Expenditures - Raman  
75 Salaries & Benefits \$ 546,083 \$ 574,784 \$ 574,784 \$ - \$ 574,784 \$ - \$ 574,784 \$ 574,784 \$ 1,695,651 \$ 574,784 \$ 2,270,435  
76 Operating Expense \$ 272,753 \$ 322,684 \$ 322,684 \$ - \$ 322,684 \$ - \$ 322,684 \$ 322,684 \$ 918,120 \$ 322,684 \$ 1,240,804  
77 Subtotal \$ 818,836 \$ 897,468 \$ 897,468 \$ - \$ 897,468 \$ - \$ 897,468 \$ 897,468 \$ 2,613,771 \$ 897,468 \$ 3,511,239  
78 Indirect Percentage 11.50% 11.50% 11.50% 11.50% 11.50%  
79 Indirect Cost (Line 77 X Line 78) \$ 94,166 \$ 103,209 \$ 103,209 \$ - \$ 103,209 \$ - \$ 103,209 \$ 103,209 \$ 300,584 \$ 103,209 \$ 403,792  
80 Other Expenses (Not subject to indirect %) \$ 561,160 \$ 468,707 \$ 468,707 \$ - \$ 468,707 \$ - \$ 468,707 \$ 468,707 \$ 1,498,574 \$ 468,707 \$ 1,967,281  
81 Capital Expenditure \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -  
83 Total Expenditures - Raman \$ 1,474,162 \$ 1,469,383 \$ 1,469,383 \$ - \$ 1,469,383 \$ - \$ 1,469,383 \$ 1,469,383 \$ 4,412,929 \$ 1,469,383 \$ 5,882,313  
84  
85 Expenditures - Seneca  
86 Salaries & Benefits \$ 777,721 \$ 855,927 \$ 855,927 \$ - \$ 855,927 \$ - \$ 855,927 \$ 855,927 \$ 2,489,574 \$ 855,927 \$ 3,345,501  
87 Operating Expense \$ 632,447 \$ 615,143 \$ 615,143 \$ - \$ 615,143 \$ - \$ 615,143 \$ 615,143 \$ 1,862,733 \$ 615,143 \$ 2,477,875  
88 Subtotal \$ 1,410,168 \$ 1,471,069 \$ 1,471,069 \$ - \$ 1,471,069 \$ - \$ 1,471,069 \$ 1,471,069 \$ 4,352,307 \$ 1,471,069 \$ 5,823,376  
89 Indirect Percentage 11.50% 11.50% 11.50% 11.50% 11.50%  
90 Indirect Cost (Line 88 X Line 89) \$ 162,169 \$ 169,173 \$ 169,173 \$ - \$ 169,173 \$ - \$ 169,173 \$ 169,173 \$ 500,515 \$ 169,173 \$ 669,688  
91 Other Expenses (Not subject to indirect %) \$ 2,118,711 \$ 1,888,740 \$ 1,888,740 \$ - \$ 1,888,740 \$ - \$ 1,888,740 \$ 1,888,740 \$ 5,896,191 \$ 1,888,740 \$ 7,784,931  
92 Capital Expenditure \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -  
94 Total Expenditures - Seneca \$ 3,691,048 \$ 3,528,982 \$ 3,528,982 \$ - \$ 3,528,982 \$ - \$ 3,528,982 \$ 3,528,982 \$ 10,749,013 \$ 3,528,982 \$ 14,277,995  
95







	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 7 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	<b>Document Date</b>	6/1/2022										
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.										
5	<b>Program</b>	Master Lease Hotels (General Fund)										
6	<b>F\$P Contract ID#</b>	1000017241										
7	<b>Budget Name</b>	General Fund - Money Management										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Housing Services Director	\$ 15,382	\$ 99,000	1.00	16%	0.16	\$ 15,395	\$ 15,395	\$ 15,395	\$ 46,171	\$ 15,395	\$ 61,566
13	Housing Services Mgr	\$ 9,591	\$ 61,574	1.00	16%	0.16	\$ 9,575	\$ 9,575	\$ 9,575	\$ 28,741	\$ 9,575	\$ 38,316
14	Housing Counselor	\$ 34,413	\$ 49,276	5.00	16%	0.78	\$ 38,312	\$ 38,312	\$ 38,312	\$ 111,037	\$ 38,312	\$ 149,349
15	Rental Acct. Manager	\$ 13,720	\$ 90,618	1.00	16%	0.16	\$ 14,091	\$ 14,091	\$ 14,091	\$ 41,902	\$ 14,091	\$ 55,993
16	Lead Rental Acct. Associate	\$ 8,697	\$ 60,640	1.00	16%	0.16	\$ 9,430	\$ 9,430	\$ 9,430	\$ 27,557	\$ 9,430	\$ 36,987
17	Rental Acct. Associate	\$ 22,002	\$ 50,226	3.00	16%	0.47	\$ 23,431	\$ 23,431	\$ 23,431	\$ 68,864	\$ 23,431	\$ 92,295
18	Rep Payee Manager	\$ 8,864	\$ 58,700	1.00	15%	0.15	\$ 8,913	\$ 8,913	\$ 8,913	\$ 26,690	\$ 8,913	\$ 35,603
19	Rep Payee	\$ 26,242	\$ 44,777	5.00	13%	0.63	\$ 28,283	\$ 28,283	\$ 28,283	\$ 82,808	\$ 28,283	\$ 111,091
20	SalesForce Administrator	\$ 10,056	\$ 63,400	1.00	2%	0.02	\$ 1,219	\$ -	\$ -	\$ 11,275	\$ -	\$ 11,275
21	Admin Assist	\$ 7,899	\$ 55,283	1.00	16%	0.16	\$ 8,597	\$ 8,597	\$ 8,597	\$ 25,093	\$ 8,597	\$ 33,690
22	Program Office Coordinator	\$ 7,344	\$ 46,300	1.00	16%	0.16	\$ 7,200	\$ 7,200	\$ 7,200	\$ 21,744	\$ 7,200	\$ 28,944
53									\$ -	\$ -	\$ -	\$ -
54		\$ 164,209	<b>TOTAL SALARIES</b>				\$ 164,446	\$ 163,227	\$ 163,227	\$ 491,881	\$ 163,227	\$ 655,108
55			<b>TOTAL FTE</b>		<b>2.980</b>							
56		36.50%	<b>FRINGE BENEFIT RATE</b>		36.50%		36.50%	36.50%	36.50%			
57		\$ 59,936	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 60,023	\$ 59,578	\$ 59,578	\$ 179,537	\$ 59,578	\$ 239,114
58		\$ 224,145	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 224,468	\$ 222,804	\$ 222,804	\$ 671,418	\$ 222,804	\$ 894,222
59												
60												
61												

	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 8 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (General Fund)						
6	<b>FSP Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	<b>General Fund - Money Management</b>						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	<b>Amendment</b>	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
13	Utilities	\$ 4,690	\$ 5,288	\$ 5,288	\$ 5,288	\$ 15,266	\$ 5,288	\$ 20,554
14	Office Supplies, security for housing	\$ 4,523	\$ 4,653	\$ 4,653	\$ 4,653	\$ 13,830	\$ 4,653	\$ 18,484
15	Maintenance & Repairs	\$ 3,295	\$ 3,295	\$ 3,295	\$ 3,295	\$ 9,885	\$ 3,295	\$ 13,181
16	Printing & Postings	\$ 3,705	\$ 3,705	\$ 3,705	\$ 3,705	\$ 11,115	\$ 3,705	\$ 14,819
17	Insurance	\$ 327	\$ 327	\$ 327	\$ 327	\$ 981	\$ 327	\$ 1,307
18	Training	\$ 159	\$ 159	\$ 159	\$ 159	\$ 476	\$ 159	\$ 634
19	Travel	\$ 16	\$ 16	\$ 16	\$ 16	\$ 48	\$ 16	\$ 63
20	Bank Charges	\$ 10,292	\$ 10,292	\$ 10,292	\$ 10,292	\$ 30,876	\$ 10,292	\$ 41,168
21					\$ -	\$ -	\$ -	\$ -
42	<u>Consultants</u>				\$ -	\$ -	\$ -	\$ -
43	Temp Rep Payee	\$ 8,915	\$ 8,915	\$ 8,915	\$ 8,915	\$ 26,744	\$ 8,915	\$ 35,659
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 35,922	\$ 36,649	\$ 36,649	\$ 36,649	\$ 109,221	\$ 36,649	\$ 145,870
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Office Rent	\$ 9,983	\$ 9,983	\$ 9,983	\$ 9,983	\$ 29,949	\$ 9,983	\$ 39,932
72	One-Time CODB (FY 2020-21 Non-Leasing Budget)	\$ 8,699			\$ -	\$ 8,699	\$ -	\$ 8,699
73	One-Time Transfer for Other GF Budgets	\$ (31,890)			\$ -	\$ (31,890)	\$ -	\$ (31,890)
84	<b>TOTAL OTHER EXPENSES</b>	\$ (13,208)	\$ 9,983	\$ 9,983	\$ 9,983	\$ 6,758	\$ 9,983	\$ 16,741
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>					Template last modified		11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 9 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (HSH Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	<b>HSH Fund - Money Management</b>										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>		<b>Year 4</b>	<b>All Years</b>		
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Housing Services Director	\$ 9,348	\$ 99,000	1.00	9%	0.095	\$ 9,356	\$ 9,356	\$ 9,356	\$ 28,060	\$ 9,356	\$ 37,416
13	Housing Services Mgr	\$ 5,829	\$ 61,574	1.00	9%	0.095	\$ 5,819	\$ 5,819	\$ 5,819	\$ 17,467	\$ 5,819	\$ 23,286
14	Housing Counselor	\$ 20,913	\$ 49,276	5.00	9%	0.473	\$ 23,283	\$ 23,283	\$ 23,283	\$ 67,479	\$ 23,283	\$ 90,762
15	Rental Acct. Manager	\$ 8,338	\$ 90,618	1.00	9%	0.095	\$ 8,563	\$ 8,563	\$ 8,563	\$ 25,465	\$ 8,563	\$ 34,028
16	Lead Rental Acct. Associate	\$ 5,285	\$ 60,640	1.00	9%	0.095	\$ 5,731	\$ 5,731	\$ 5,731	\$ 16,747	\$ 5,731	\$ 22,478
17	Client Acct. Associate	\$ 13,371	\$ 50,226	3.00	9%	0.284	\$ 14,239	\$ 14,239	\$ 14,239	\$ 41,849	\$ 14,239	\$ 56,088
18	Rep Payee Manager	\$ 5,387	\$ 58,700	1.00	9%	0.092	\$ 5,417	\$ 5,417	\$ 5,417	\$ 16,220	\$ 5,417	\$ 21,636
19	Rep Payee	\$ 15,948	\$ 44,777	5.00	8%	0.384	\$ 17,188	\$ 17,188	\$ 17,188	\$ 50,324	\$ 17,188	\$ 67,512
20	SalesForce Administrator	\$ 6,111	\$ 63,400	1.00	1%	0.012	\$ 741	\$ -	\$ -	\$ 6,852	\$ -	\$ 6,852
21	Admin Assist	\$ 4,800	\$ 55,283	1.00	9%	0.095	\$ 5,224	\$ 5,224	\$ 5,224	\$ 15,249	\$ 5,224	\$ 20,473
22	Program Office Coordinator	\$ 4,463	\$ 46,300	1.00	9%	0.095	\$ 4,375	\$ 4,375	\$ 4,375	\$ 13,214	\$ 4,375	\$ 17,589
23								\$ -	\$ -	\$ -	\$ -	\$ -
54									\$ -	\$ -	\$ -	\$ -
55		\$ 99,793	<b>TOTAL SALARIES</b>				\$ 99,937	\$ 99,196	\$ 99,196	\$ 298,925	\$ 99,196	\$ 398,121
56			<b>TOTAL FTE</b>		<b>1.81</b>							
57		36.50%	<b>FRINGE BENEFIT RATE</b>				36.50%	36.50%	36.50%			
58		\$ 36,424	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 36,477	\$ 36,206	\$ 36,206	\$ 109,108	\$ 36,206	\$ 145,314
59		\$ 136,217	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 136,414	\$ 135,402	\$ 135,402	\$ 408,032	\$ 135,402	\$ 543,435
60												
61												
62												



	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 10 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (HSH Fund)						
6	<b>FSP Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	<b>HSH Fund - Money Management</b>						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	<b>Amendment</b>	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
13	Utilities	\$ 2,850	\$ 3,214	\$ 3,214	\$ 3,214	\$ 9,278	\$ 3,214	\$ 12,492
14	Office Supplies, security for housing	\$ 2,749	\$ 2,828	\$ 2,828	\$ 2,828	\$ 8,405	\$ 2,828	\$ 11,233
15	Maintenance & Repairs	\$ 2,003	\$ 2,003	\$ 2,003	\$ 2,003	\$ 6,008	\$ 2,003	\$ 8,010
16	Printing & Postings	\$ 2,252	\$ 2,252	\$ 2,252	\$ 2,252	\$ 6,755	\$ 2,252	\$ 9,006
17	Insurance	\$ 199	\$ 199	\$ 199	\$ 199	\$ 596	\$ 199	\$ 795
18	Training	\$ 96	\$ 96	\$ 96	\$ 96	\$ 289	\$ 96	\$ 386
19	Travel	\$ 10	\$ 10	\$ 10	\$ 10	\$ 29	\$ 10	\$ 39
20	Bank Charges	\$ 6,255	\$ 6,255	\$ 6,255	\$ 6,255	\$ 18,764	\$ 6,255	\$ 25,018
21					\$ -	\$ -	\$ -	\$ -
42	<u>Consultants</u>				\$ -	\$ -	\$ -	\$ -
43	Temporary Staff - Representative Payees	\$ 5,418	\$ 5,418	\$ 5,418	\$ 5,418	\$ 16,253	\$ 5,418	\$ 21,671
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 21,830	\$ 22,273	\$ 22,273	\$ 22,273	\$ 66,376	\$ 22,273	\$ 88,649
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Office Rent	\$ 6,067	\$ 6,067	\$ 6,067	\$ 6,067	\$ 18,201	\$ 6,067	\$ 24,268
72	One-Time CODB (FY 2020-21 Non-Leasing Budget)	\$ 5,287			\$ -	\$ 5,287	\$ -	\$ 5,287
73	One-Time Transfer to other HSH Fund Budgets	\$ (19,500)			\$ -	\$ (19,500)	\$ -	\$ (19,500)
74	One-Time Transfer from other HSH Fund Budgets	\$ 120			\$ -	\$ 120	\$ -	\$ 120
84	<b>TOTAL OTHER EXPENSES</b>	\$ (8,027)	\$ 6,067	\$ 6,067	\$ 6,067	\$ 4,107	\$ 6,067	\$ 10,174
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>						Template last modified	11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 11 of 51
2	SALARY & BENEFIT DETAIL											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (General Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	General Fund - Property Management (General)										
8		Year 1	Year 2				Year 3	Year 4	All Years			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals			For HSH Funded Program	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Director of Programs	\$ 75,884	\$ 125,660	1.00	62%	0.62	\$ 78,161	\$ 78,161	\$ 78,161	\$ 232,205	\$ 78,161	\$ 310,366
13	Director of Supportive Housing	\$ 56,578	\$ 116,699	1.00	50%	0.50	\$ 58,335	\$ 58,335	\$ 58,335	\$ 173,248	\$ 58,335	\$ 231,584
14	Director of Business Operations	\$ -	\$ 100,000	1.00	0%	0.00	\$ 479	\$ 479	\$ 479	\$ 958	\$ 479	\$ 1,437
15	Director of Facilities	\$ 50,754	\$ 112,880	1.00	48%	0.48	\$ 54,525	\$ 54,525	\$ 54,525	\$ 159,804	\$ 54,525	\$ 214,329
16	Associate Director - Operations	\$ 48,629	\$ 80,528	1.00	62%	0.62	\$ 50,088	\$ 50,088	\$ 50,088	\$ 148,806	\$ 50,088	\$ 198,894
17	Lead Assoc Director - Supportive Housing	\$ 55,036	\$ 90,822	1.00	62%	0.62	\$ 56,687	\$ 56,687	\$ 56,687	\$ 168,410	\$ 56,687	\$ 225,096
18	Associate Directors - Supportive Housing	\$ 167,282	\$ 80,522	3.47	64%	2.23	\$ 179,371	\$ 179,371	\$ 179,371	\$ 526,023	\$ 179,371	\$ 705,394
19	Associate Director - Facilities	\$ 47,371	\$ 86,606	1.00			\$ -	\$ -	\$ -	\$ 47,371	\$ -	\$ 47,371
20	Facilities Manager	\$ 112,318	\$ 69,253	2.84	73%	2.09	\$ 144,514	\$ 128,208	\$ 128,208	\$ 385,040	\$ 128,208	\$ 513,248
21	Manager Janitor Department	\$ 40,288	\$ 66,715	1.00	43%	0.43	\$ 28,729	\$ -	\$ -	\$ 69,017	\$ -	\$ 69,017
22	Manager Desk Clerk Department	\$ 38,440	\$ 63,654	1.00	62%	0.62	\$ 39,593	\$ 39,593	\$ 39,593	\$ 117,625	\$ 39,593	\$ 157,218
23	Desk Clk Dept Assistant	\$ -	\$ 40,950	1.00			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Property Mgmt Admin Manager	\$ 32,204	\$ 53,328	1.00	62%	0.62	\$ 33,170	\$ 33,170	\$ 33,170	\$ 98,544	\$ 33,170	\$ 131,715
25	Admin. Assistant	\$ 50,901	\$ 40,701	2.00	57%	1.13	\$ 46,076	\$ 46,076	\$ 46,076	\$ 143,053	\$ 46,076	\$ 189,129
26	Floating Janitors	\$ 113,672	\$ 36,177	5.62	63%	3.53	\$ 127,629	\$ 127,629	\$ 127,629	\$ 368,930	\$ 127,629	\$ 496,560
27	Floating Maintenance Workers	\$ 112,151	\$ 43,444	4.00	62%	2.49	\$ 108,088	\$ 108,088	\$ 108,088	\$ 328,328	\$ 108,088	\$ 436,416
28	Staff THC Attorney-Leases	\$ -	\$ 92,391	1.00			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Staff Eviction Attorney	\$ 11,643	\$ 82,400	1.00	23%	0.23	\$ 19,355	\$ 19,355	\$ 19,355	\$ 50,353	\$ 19,355	\$ 69,709
30	Supervising Eviction Lawyer	\$ 43,660	\$ 95,585	1.00	47%	0.47	\$ 45,242	\$ 45,242	\$ 45,242	\$ 134,144	\$ 45,242	\$ 179,387
31	Senior Facilities Manager		\$ 92,834	1.00	19%	0.19	\$ 17,767	\$ 57,743	\$ 57,743	\$ 75,510	\$ 57,743	\$ 133,252
32	Facilities Operations Manager		\$ 78,200	1.00	19%	0.19	\$ 14,966	\$ 48,640	\$ 48,640	\$ 63,607	\$ 48,640	\$ 112,247
35		\$ -							\$ -	\$ -	\$ -	\$ -
55		\$ 1,056,810	TOTAL SALARIES				\$ 1,102,776	\$ 1,131,391	\$ 1,131,391	\$ 3,290,977	\$ 1,131,391	\$ 4,422,368
56			TOTAL FTE				17.08					
57		36.50%	FRINGE BENEFIT RATE				36.50%	36.50%	36.50%			
58		\$ 385,736	EMPLOYEE FRINGE BENEFITS				\$ 402,513	\$ 412,958	\$ 412,958	\$ 1,201,207	\$ 412,958	\$ 1,614,164
59		\$ 1,442,546	TOTAL SALARIES & BENEFITS				\$ 1,505,289	\$ 1,544,348	\$ 1,544,348	\$ 4,492,183	\$ 1,544,348	\$ 6,036,532
60												
61												

	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 12 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (General Fund)						
6	<b>FSP Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	<b>General Fund - Property Management (General)</b>						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<b>Operating Expenses</b>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
13	Utilities	\$ 22,683	\$ 21,447	\$ 21,447	\$ 21,447	\$ 65,577	\$ 21,447	\$ 87,024
14	Office Supplies /Software	\$ 18,563	\$ 28,006	\$ 28,006	\$ 28,006	\$ 74,576	\$ 28,006	\$ 102,582
15	Building Maintenance/Pest Control	\$ 102,965	\$ 173,956	\$ 174,707	\$ 174,707	\$ 451,627	\$ 174,707	\$ 626,334
16	Printing and Reproduction	\$ 44,309	\$ 42,958	\$ 42,958	\$ 42,958	\$ 130,225	\$ 42,958	\$ 173,183
17	Insurance	\$ 369	\$ 423	\$ 423	\$ 423	\$ 1,215	\$ 423	\$ 1,638
18	Training	\$ 12,440	\$ 12,440	\$ 12,440	\$ 12,440	\$ 37,320	\$ 12,440	\$ 49,760
19	Travel	\$ 684	\$ 622	\$ 622	\$ 622	\$ 1,928	\$ 622	\$ 2,550
20	Peer Group consultant	\$ 4,478	\$ 4,478	\$ 4,478	\$ 4,478	\$ 13,435	\$ 4,478	\$ 17,914
21	Legal Fees	\$ 64,591	\$ 100,123	\$ 100,123	\$ 100,123	\$ 264,837	\$ 100,123	\$ 364,960
22	Tenant Screening	\$ 1,962	\$ 1,962	\$ 1,962	\$ 1,962	\$ 5,886	\$ 1,962	\$ 7,848
23	Program Equipment (Beds, Mattresses, etc.)	\$ -	\$ 51,482	\$ 51,482	\$ 51,482	\$ 102,965	\$ 51,482	\$ 154,447
24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<b>Consultants / Subcontractors</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Attorney	\$ 43,540	\$ 43,540	\$ 43,540	\$ 43,540	\$ 130,620	\$ 43,540	\$ 174,160
44	Temp Admin Assistant	\$ 6,220	\$ 6,220	\$ 6,220	\$ 6,220	\$ 18,660	\$ 6,220	\$ 24,880
45	Temp Floating Janitor	\$ 12,440	\$ 12,440	\$ 12,440	\$ 12,440	\$ 37,320	\$ 12,440	\$ 49,760
61								
62	<b>TOTAL OPERATING EXPENSES</b>	\$ 335,244	\$ 500,098	\$ 500,849	\$ 500,849	\$ 1,336,191	\$ 500,849	\$ 1,837,039
63								
64	<b>Other Expenses (not subject to indirect cost %)</b>							
65	Office Rent	\$ 58,991	\$ 52,316	\$ -	\$ -	\$ 111,307	\$ -	\$ 111,307
66	Temp Floating Janitor (credit from Fy 19-20 refund)	\$ 3,131		\$ -	\$ -	\$ 3,131	\$ -	\$ 3,131
67	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 41,117			\$ -	\$ 41,117	\$ -	\$ 41,117
68	One-Transfer to Other GF Budgets	\$ (52,250)			\$ -	\$ (52,250)	\$ -	\$ (52,250)
69	One-Time Deep Clean of Hotels		\$ 10,139		\$ -	\$ 10,139	\$ -	\$ 10,139
70	One-Time Turnover Assistance		\$ 7,396		\$ -	\$ 7,396	\$ -	\$ 7,396
71	One-Time Adjustment to Actuals	\$ (1,905)	\$ -	\$ -	\$ -	\$ (1,905)	\$ -	\$ (1,905)
78	<b>TOTAL OTHER EXPENSES</b>	\$ 49,083	\$ 69,851	\$ -	\$ -	\$ 118,934	\$ -	\$ 118,934
79								
80	<b>Capital Expenses</b>							
81				\$ -	\$ -	\$ -	\$ -	\$ -
89	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	<b>HS#3</b>						Template last modified	11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 13 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	<b>Document Date</b>	6/1/2022										
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.										
5	<b>Program</b>	Master Lease Hotels (HSH Fund)										
6	<b>FSP Contract ID#</b>	1000017241										
7	<b>Budget Name</b>	<b>HSH Fund - Property Management (General)</b>										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Director of Programs	\$ 46,116	\$ 125,660	1.00	38%	0.38	\$ 47,499	\$ 47,499	\$ 47,499	\$ 141,115	\$ 47,499	\$ 188,614
13	Director of Supportive Housing	\$ 34,383	\$ 116,699	1.00	30%	0.30	\$ 35,463	\$ 35,463	\$ 35,463	\$ 105,310	\$ 35,463	\$ 140,774
14	Director of Business Operations	\$ -	\$ 100,000	1.00	0%	0.00	\$ 291	\$ 291	\$ 291	\$ 582	\$ 291	\$ 873
15	Director of Facilities	\$ 30,844	\$ 112,880	1.00	29%	0.29	\$ 33,136	\$ 33,136	\$ 33,136	\$ 97,116	\$ 33,136	\$ 130,252
16	Associate Director - Operations	\$ 29,553	\$ 80,528	1.00	38%	0.38	\$ 30,439	\$ 30,439	\$ 30,439	\$ 90,432	\$ 30,439	\$ 120,871
17	Lead Assoc Director - Supportive Housing	\$ 33,446	\$ 90,822	1.00	38%	0.38	\$ 34,450	\$ 34,450	\$ 34,450	\$ 102,345	\$ 34,450	\$ 136,795
18	Associate Directors - Supportive Housing	\$ 101,660	\$ 80,522	3.47	39%	1.35	\$ 109,007	\$ 109,007	\$ 109,007	\$ 319,673	\$ 109,007	\$ 428,680
19	Associate Director - Facilities	\$ 28,788	\$ 86,606	1.00			\$ -	\$ -	\$ -	\$ 28,788	\$ -	\$ 28,788
20	Facilities Manager	\$ 68,257	\$ 69,253	2.84	44%	1.26	\$ 87,349	\$ 77,525	\$ 77,525	\$ 233,132	\$ 77,525	\$ 310,656
21	Manager Janitor Department	\$ 24,484	\$ 66,715	1.00	26%	0.26	\$ 17,459	\$ -	\$ -	\$ 41,943	\$ -	\$ 41,943
22	Manager Desk Clerk Department	\$ 23,360	\$ 63,654	1.00	38%	0.38	\$ 24,061	\$ 24,061	\$ 24,061	\$ 71,483	\$ 24,061	\$ 95,544
23	Desk Clk Dept Assistant	\$ -	\$ 40,950	1.00			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Property Mgmt Admin Manager	\$ 19,571	\$ 53,328	1.00	38%	0.38	\$ 20,158	\$ 20,158	\$ 20,158	\$ 59,887	\$ 20,158	\$ 80,045
25	Admin. Assistant	\$ 30,934	\$ 40,701	2.00	34%	0.69	\$ 28,001	\$ 28,001	\$ 28,001	\$ 86,936	\$ 28,001	\$ 114,937
26	Floating Janitors	\$ 67,738	\$ 36,177	5.38	40%	2.14	\$ 77,563	\$ 77,563	\$ 77,563	\$ 222,863	\$ 77,563	\$ 300,426
27	Floating Maintance Workers	\$ 68,156	\$ 43,444	4.00	38%	1.51	\$ 65,687	\$ 65,687	\$ 65,687	\$ 199,531	\$ 65,687	\$ 265,218
28	Staff THC Attorney-Leases	\$ -	\$ 92,391	1.00			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Staff Eviction Attorney	\$ 7,075	\$ 82,400	1.00	14%	0.14	\$ 11,763	\$ 11,763	\$ 11,763	\$ 30,601	\$ 11,763	\$ 42,363
30	Supervising Eviction Lawyer	\$ 26,533	\$ 95,585	1.00	29%	0.29	\$ 27,495	\$ 27,495	\$ 27,495	\$ 81,522	\$ 27,495	\$ 109,016
31	Senior Facilities Manager		\$ 92,834	1.00	12%	0.12	\$ 10,797	\$ 35,091	\$ 35,091	\$ 45,889	\$ 35,091	\$ 80,980
32	Facilities Operations Manager		\$ 78,200	1.00	12%	0.12	\$ 9,095	\$ 29,560	\$ 29,560	\$ 38,655	\$ 29,560	\$ 68,214
33			\$ -						\$ -	\$ -	\$ -	\$ -
54			\$ -						\$ -	\$ -	\$ -	\$ -
55		\$ 640,899	<b>TOTAL SALARIES</b>				\$ 669,714	\$ 687,188	\$ 687,188	\$ 1,997,801	\$ 687,188	\$ 2,684,990
56			<b>TOTAL FTE</b>		10.38							
57		36.50%	<b>FRINGE BENEFIT RATE</b>		36.50%							
58		\$ 233,928	<b>EMPLOYEE FRINGE BENEFITS</b>		\$ 244,445	\$ 250,824	\$ 250,824	\$ 250,824	\$ 729,197	\$ 250,824	\$ 980,021	
59		\$ 874,828	<b>TOTAL SALARIES &amp; BENEFITS</b>		\$ 914,159	\$ 938,012	\$ 938,012	\$ 938,012	\$ 2,726,999	\$ 938,012	\$ 3,665,011	
60												
61												
62												

	A	B	E	H	M	AF	AG	AH	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>								Page 14 of 51
2	<b>OPERATING DETAIL</b>								
3	<b>Document Date</b>	6/1/2022							
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.							
5	<b>Program</b>	Master Lease Hotels (HSH Fund)							
6	<b>F\$P Contract ID#</b>	1000017241							
7	<b>Budget Name</b>	<b>HSH Fund - Property Management (General)</b>							
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	
11		Current	Current	Current	New	Current	<b>Amendment</b>	New	
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense	
13	Utilities	\$ 13,785	\$ 13,034	\$ 13,034	\$ 13,034	\$ 39,853	\$ 13,034	\$ 52,887	
14	Office Supplies /Software	\$ 11,281	\$ 17,020	\$ 17,020	\$ 17,020	\$ 45,321	\$ 17,020	\$ 62,341	
15	Building Maintenance/Pest Control	\$ 62,573	\$ 109,170	\$ 109,626	\$ 109,626	\$ 281,369	\$ 109,626	\$ 390,994	
16	Printing and Reproduction	\$ 26,928	\$ 26,107	\$ 26,107	\$ 26,107	\$ 79,141	\$ 26,107	\$ 105,247	
17	Insurance	\$ 224	\$ 257	\$ 257	\$ 257	\$ 738	\$ 257	\$ 995	
18	Training	\$ 7,560	\$ 7,560	\$ 7,560	\$ 7,560	\$ 22,680	\$ 7,560	\$ 30,240	
19	Travel	\$ 416	\$ 378	\$ 378	\$ 378	\$ 1,172	\$ 378	\$ 1,550	
20	Peer Group consultant	\$ 2,722	\$ 2,722	\$ 2,722	\$ 2,722	\$ 8,165	\$ 2,722	\$ 10,886	
21	Legal Fees	\$ 39,253	\$ 60,847	\$ 60,847	\$ 60,847	\$ 160,946	\$ 60,847	\$ 221,792	
22	Tenant Screening	\$ 1,192	\$ 1,192	\$ 1,192	\$ 1,192	\$ 3,577	\$ 1,192	\$ 4,770	
23	Program Equipment (Beds, Mattresses, etc.)		\$ 31,287	\$ 31,287	\$ 31,287	\$ 62,573	\$ 31,287	\$ 93,860	
24					\$ -	\$ -	\$ -	\$ -	
42	<u>Consultants/Subcontractors</u>				\$ -	\$ -	\$ -	\$ -	
43	Temp Attorney	\$ 26,460	\$ 26,460	\$ 26,460	\$ 26,460	\$ 79,380	\$ 26,460	\$ 105,840	
44	Temp Admin Assistant	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 11,340	\$ 3,780	\$ 15,120	
45	Temp Floating Janitor	\$ 7,560	\$ 7,560	\$ 7,560	\$ 7,560	\$ 22,680	\$ 7,560	\$ 30,240	
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 203,734	\$ 307,372	\$ 307,828	\$ 307,828	\$ 818,934	\$ 307,828	\$ 1,126,763	
70	<u>Other Expenses (not subject to indirect cost %)</u>								
71	Office Rent	\$ 35,850	\$ 31,794	\$ -	\$ -	\$ 67,644	\$ -	\$ 67,644	
72	Temp Floating Janitor (credit from FY 19-20 refund)	\$ 1,902				\$ 1,902	\$ -	\$ 1,902	
73	<i>Expenditure Reduction to match HSH Revenues</i>	\$ (125)				\$ (125)	\$ -	\$ (125)	
74	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 24,918				\$ 24,918	\$ -	\$ 24,918	
75	One-Time Transfer to Other HSH Fund Budgets	\$ (28,468)				\$ (28,468)	\$ -	\$ (28,468)	
76	One-Time Deep Clean of Hotels		\$ 6,161			\$ 6,161	\$ -	\$ 6,161	
77	One-Time Turnover Assistance		\$ 4,494			\$ 4,494	\$ -	\$ 4,494	
84	<b>TOTAL OTHER EXPENSES</b>	\$ 34,078	\$ 42,449	\$ -	\$ -	\$ 76,527	\$ -	\$ 76,527	
86	<u>Capital Expenses</u>								
87					\$ -	\$ -	\$ -	\$ -	
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
97	<b>HSH #3</b>						Template last modified	11/4/2019	

	A	F	I	J	K	L	M	P	Q	R	S	T	U	V	AC	BT	BU	BV			
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		Page 15 of 51		
2	SALARY & BENEFIT DETAIL																				
3	Document Date	6/1/2022																			
4	Provider Name	Tenderloin Housing Clinic Inc.																			
5	Program	Master Lease Hotels (General Fund)																			
6	FSP Contract ID#	1000017241																			
7	Budget Name	General Fund - Support Services																			
8		Year 1					Year 2					Year 3					Year 4		All Years		
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals			For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals			For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	
10		Current						Current						Current	Amendment	New	New	Current	Amendment	New	
11		Budgeted Salary	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Support Services Director	\$ 45,080	\$ 97,464	1.00	48%	0.48	\$ 46,373	\$ 97,464	1.00	48%	0.48	\$ 46,373	\$ -	\$ 46,373	\$ 46,373	\$ 137,827	\$ 46,373	\$ 46,373	\$ 46,373	\$ 184,200	
13	Associate Director - Support Services	\$ 40,543	\$ 72,047	1.00	56%	0.56	\$ 40,636	\$ 72,047	1.00	56%	0.56	\$ 40,636	\$ -	\$ 40,636	\$ 40,636	\$ 121,815	\$ 40,636	\$ 40,636	\$ 40,636	\$ 162,452	
14	Support Services Manager	\$ 212,069	\$ 65,621	8.00	45%	3.63	\$ 238,040	\$ 65,621	8.00	45%	3.63	\$ 238,040	\$ -	\$ 238,040	\$ 238,040	\$ 688,149	\$ 238,040	\$ 238,040	\$ 238,040	\$ 926,189	
15	Admin Assistant	\$ 8,350	\$ 44,688	1.00	4%	0.04	\$ 1,937	\$ 44,688	1.00	4%	0.04	\$ 1,937	\$ -	\$ 1,937	\$ 1,937	\$ 12,224	\$ 1,937	\$ 1,937	\$ 1,937	\$ 14,161	
16	Case Manager	\$ 885,458	\$ 45,704	36.50	58%	21.17	\$ 967,529	\$ 52,000	36.50	58%	21.17	\$ 967,529	\$ 133,273	\$ 1,100,802	\$ 1,100,802	\$ 2,820,516	\$ 1,100,802	\$ 1,100,802	\$ 1,100,802	\$ 4,054,591	
20		\$ -	\$ -				\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55		\$ 1,191,499	TOTAL SALARIES			\$ 1,294,516	TOTAL SALARIES			\$ 1,294,516	\$ 133,273	\$ 1,427,789	\$ 1,427,789	\$ 1,427,789	\$ 3,780,531	\$ 1,561,061	\$ 5,341,592				
56			TOTAL FTE			25.88	TOTAL FTE			25.88											
57		36.50%	FRINGE BENEFIT RATE			36.50%	FRINGE BENEFIT RATE			36.50%											
58		\$ 434,897	EMPLOYEE FRINGE BENEFITS			\$ 472,498	EMPLOYEE FRINGE BENEFITS			\$ 472,498	\$ 48,645	\$ 521,143	\$ 521,143	\$ 521,143	\$ 1,379,894	\$ 569,787	\$ 1,949,681				
59		\$ 1,626,397	TOTAL SALARIES & BENEFITS			\$ 1,767,014	TOTAL SALARIES & BENEFITS			\$ 1,767,014	\$ 181,917	\$ 1,948,931	\$ 1,948,931	\$ 1,948,931	\$ 5,160,425	\$ 2,130,849	\$ 7,291,273				
60																					
61																					
62																					

	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 16 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (General Fund)						
6	<b>F\$P Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	<b>General Fund - Support Services</b>						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	<b>Amendment</b>	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
13	Utilities	\$ 3,160	\$ 3,421	\$ 3,421	\$ 3,421	\$ 10,002	\$ 3,421	\$ 13,423
14	Maintenance	\$ 6,220	\$ 6,220	\$ 6,220	\$ 6,220	\$ 18,660	\$ 6,220	\$ 24,880
15	Office Supplies	\$ 21,544	\$ 18,660	\$ 18,660	\$ 18,660	\$ 58,864	\$ 18,660	\$ 77,524
16	Printing / Recruiting	\$ 9,641	\$ 12,440	\$ 12,440	\$ 12,440	\$ 34,521	\$ 12,440	\$ 46,961
17	Insurance	\$ 75	\$ -	\$ -	\$ -	\$ 75	\$ -	\$ 75
18	Training	\$ 9,330	\$ 9,330	\$ 9,330	\$ 9,330	\$ 27,990	\$ 9,330	\$ 37,320
19	Travel	\$ 1,244	\$ 1,244	\$ 1,244	\$ 1,244	\$ 3,732	\$ 1,244	\$ 4,976
20	Welcome Kits	\$ 9,330	\$ 9,330	\$ 9,330	\$ 9,330	\$ 27,990	\$ 9,330	\$ 37,320
22					\$ -	\$ -	\$ -	\$ -
42	<u>Consultants</u>				\$ -	\$ -	\$ -	\$ -
43	Temp Case Managers	\$ 176,600	\$ 176,600	\$ 176,600	\$ 176,600	\$ 529,800	\$ 176,600	\$ 706,400
44	Temp - Admin	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000	\$ 10,000	\$ 40,000
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 247,144	\$ 247,245	\$ 247,245	\$ 247,245	\$ 741,634	\$ 247,245	\$ 988,879
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 62,670			\$ -	\$ 62,670	\$ -	\$ 62,670
72	Less FY 2020-21 CODB Adjustment for non-ongoing	\$ (2,094)			\$ -	\$ (2,094)	\$ -	\$ (2,094)
73	One-Time Transfer to Hartland PM	\$ (4,100)			\$ -	\$ (4,100)	\$ -	\$ (4,100)
74	One-Time Transfer to other GF budgets	\$ (337,850)			\$ -	\$ (337,850)	\$ -	\$ (337,850)
75	One-Time Adjustment to Actuals	\$ (20)			\$ -	\$ (20)	\$ -	\$ (20)
76	Office Rent			\$ 9,783	\$ 9,783	\$ 9,783	\$ 9,783.20	\$ 19,566
84	<b>TOTAL OTHER EXPENSES</b>	\$ (281,394)	\$ -	\$ 9,783	\$ 9,783	\$ (271,611)	\$ 9,783	\$ (261,828)
85								
86	<u>Capital Expenses</u>							
94								
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>					Template last modified		11/4/2019





	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 18 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (HSH Fund)						
6	<b>F\$P Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	<b>HSH Fund - Support Services</b>						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities	\$ 1,920	\$ 2,079	\$ 2,079	\$ 2,079	\$ 6,078	\$ 2,079	\$ 8,157
14	Maintenance	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 11,340	\$ 3,780	\$ 15,120
15	Office Supplies	\$ 13,093	\$ 13,093	\$ 13,093	\$ 13,093	\$ 39,278	\$ 13,093	\$ 52,371
16	Printing / Recruiting	\$ 5,859	\$ 7,560	\$ 7,560	\$ 7,560	\$ 20,979	\$ 7,560	\$ 28,539
17	Insurance	\$ 46	\$ 46	\$ 46	\$ 46	\$ 137	\$ 46	\$ 183
18	Training	\$ 5,670	\$ 5,670	\$ 5,670	\$ 5,670	\$ 17,010	\$ 5,670	\$ 22,680
19	Travel	\$ 756	\$ 756	\$ 756	\$ 756	\$ 2,268	\$ 756	\$ 3,024
20	Welcome Kits	\$ 5,670	\$ 5,670	\$ 5,670	\$ 5,670	\$ 17,010	\$ 5,670	\$ 22,680
22			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temporary Staff - Case Managers	\$ 103,400	\$ 103,400	\$ 103,400	\$ 103,400	\$ 310,200	\$ 103,400	\$ 413,600
44	Temporary Staff - Admin	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000	\$ 5,000	\$ 25,000
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 150,194	\$ 147,053	\$ 147,053	\$ 147,053	\$ 444,301	\$ 147,053	\$ 591,354
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 38,086			\$ -	\$ 38,086	\$ -	\$ 38,086
72	Less FY 2020-21 CODB Adjustment for non-ongoing	\$ (1,446)			\$ -	\$ (1,446)	\$ -	\$ (1,446)
73	One-Time Transfer to HSH Fund Hotels	\$ (113,740)			\$ -	\$ (113,740)	\$ -	\$ (113,740)
74	One-Time Transfer to other HSH Fund budgets	\$ (301,545)			\$ -	\$ (301,545)	\$ -	\$ (301,545)
75	Office Rent			\$ 5,817	\$ 5,817	\$ 5,817	\$ 5,817	\$ 11,634
84	<b>TOTAL OTHER EXPENSES</b>	\$ (378,645)	\$ -	\$ 5,817	\$ 5,817	\$ (372,828)	\$ 5,817	\$ (367,011)
85								
86	<u>Capital Expenses</u>							
94								
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>						Template last modified	11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 19 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	<b>Document Date</b>	6/1/2022										
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.										
5	<b>Program</b>	Master Lease Hotels (General Fund)										
6	<b>FSP Contract ID#</b>	1000017241										
7	<b>Budget Name</b>	Edgeworth										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Supportive Housing Property Manager	\$ 26,522	\$ 56,274	1.00	50%	0.50	\$ 28,137	\$ 28,137	\$ 28,137	\$ 82,796	\$ 28,137	\$ 110,934
13	Desk Clerk	\$ 76,786	\$ 36,355	2.12	100%	2.13	\$ 77,328	\$ 77,328	\$ 77,328	\$ 231,442	\$ 77,328	\$ 308,770
14	Janitor	\$ 34,157	\$ 36,354	1.00	80%	0.80	\$ 29,028	\$ 29,028	\$ 29,028	\$ 92,213	\$ 29,028	\$ 121,241
15	Maintenance Worker	\$ 22,799	\$ 46,966	1.00	50%	0.50	\$ 23,483	\$ 23,483	\$ 23,483	\$ 69,765	\$ 23,483	\$ 93,248
16			\$ -						\$ -	\$ -	\$ -	\$ -
55		\$ 160,264	<b>TOTAL SALARIES</b>				\$ 157,976	\$ 157,976	\$ 157,976	\$ 476,216	\$ 157,976	\$ 634,192
56			<b>TOTAL FTE</b>		3.93							
57		36.50%	<b>FRINGE BENEFIT RATE</b>			36.50%	36.50%	36.50%				
58		\$ 58,496	<b>EMPLOYEE FRINGE BENEFITS</b>			\$ 57,661	\$ 57,661	\$ 57,661	\$ 173,819	\$ 57,661	\$ 231,480	
59		\$ 218,760	<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 215,637	\$ 215,637	\$ 215,637	\$ 650,035	\$ 215,637	\$ 865,673	

	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 20 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (General Fund)						
6	<b>F\$P Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	Edgeworth						
8								
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 97,411	\$ 97,411	\$ 97,411	\$ 97,411	\$ 292,233	\$ 97,411	\$ 389,644
14	Office Supplies, Postage	\$ 2,168	\$ 2,168	\$ 2,168	\$ 2,168	\$ 6,504	\$ 2,168	\$ 8,672
15	Building Maintenance Supplies and Repair	\$ 60,494	\$ 71,627	\$ 71,627	\$ 71,627	\$ 203,748	\$ 71,627	\$ 275,375
16	Insurance	\$ 13,485	\$ 13,056	\$ 13,056	\$ 13,056	\$ 39,597	\$ 13,056	\$ 52,653
17	Client Engagement	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900	\$ 5,700	\$ 1,900	\$ 7,600
18					\$ -	\$ -	\$ -	\$ -
38	<u>Consultants/Subcontractors</u>				\$ -	\$ -	\$ -	\$ -
39	Temp Desk Clerks	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
40	Temp Janitors		\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000	\$ 10,000	\$ 30,000
62					\$ -	\$ -	\$ -	\$ -
63								
64	TOTAL OPERATING EXPENSES	\$ 176,458	\$ 196,162	\$ 196,162	\$ 196,162	\$ 568,782	\$ 196,162	\$ 764,944
65								
66	<u>Other Expenses (not subject to indirect cost %)</u>							
67	Rental of Property	\$ 253,592	\$ 253,592	\$ 253,592	\$ 253,592	\$ 760,776	\$ 253,592	\$ 1,014,368
68	HSH assigned Client Subsidies	\$ 14,511	\$ 14,511	\$ 14,511	\$ 14,511	\$ 43,533	\$ 14,511	\$ 58,044
69	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 6,820	\$ -		\$ -	\$ 6,820	\$ -	\$ 6,820
70	One-Time Transfer from SS MPP contract	\$ 10,000			\$ -	\$ 10,000	\$ -	\$ 10,000
71	One-Time Transfer from other GF budgets	\$ 4,320			\$ -	\$ 4,320	\$ -	\$ 4,320
72	One-Time Adjustment to Actuals	\$ (1)	\$ -		\$ -	\$ (1)	\$ -	\$ (1)
79								
80	TOTAL OTHER EXPENSES	\$ 289,242	\$ 268,103	\$ 268,103	\$ 268,103	\$ 825,448	\$ 268,103	\$ 1,093,551
81								
82	<u>Capital Expenses</u>							
83					\$ -	\$ -	\$ -	\$ -
91	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93	<b>HSH #3</b>					Template last modified		11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 21 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	<b>Document Date</b>	6/1/2022										
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.										
5	<b>Program</b>	Master Lease Hotels (General Fund)										
6	<b>FSP Contract ID#</b>	1000017241										
7	<b>Budget Name</b>	Hartland										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Supportive Housing Property Manager	\$ 54,500	\$ 56,135	1.00	97%	0.97	\$ 54,670	\$ 54,670	\$ 54,670	\$ 163,840	\$ 54,670	\$ 218,509
13	Supp Hsg Senior Assistant Property Manager	\$ 47,250	\$ 53,215	1.00	59%	0.59	\$ 31,237	\$ 31,237	\$ 31,237	\$ 109,724	\$ 31,237	\$ 140,961
14	Desk Clerk	\$ 198,201	\$ 36,320	6.00	83%	4.99	\$ 181,287	\$ 181,287	\$ 181,287	\$ 560,775	\$ 181,287	\$ 742,062
15	Janitor	\$ 103,532	\$ 36,354	3.00	87%	2.60	\$ 94,411	\$ 94,411	\$ 94,411	\$ 292,354	\$ 94,411	\$ 386,765
16	Maintenance Worker	\$ 43,400	\$ 56,255	1.00	100%	1.00	\$ 56,255	\$ 56,255	\$ 56,255	\$ 155,910	\$ 56,255	\$ 212,165
17		\$ -							\$ -	\$ -	\$ -	\$ -
55		\$ 446,884	<b>TOTAL SALARIES</b>				\$ 417,860	\$ 417,860	\$ 417,860	\$ 1,282,603	\$ 417,860	\$ 1,700,463
56			<b>TOTAL FTE</b>		10.15							
57		36.50%	<b>FRINGE BENEFIT RATE</b>		36.50%		36.50%	36.50%	36.50%			
58		\$ 163,113	<b>EMPLOYEE FRINGE BENEFITS</b>		\$ 152,519		\$ 152,519	\$ 152,519	\$ 152,519	\$ 468,150	\$ 152,519	\$ 620,669
59		\$ 609,997	<b>TOTAL SALARIES &amp; BENEFITS</b>		\$ 570,379		\$ 570,379	\$ 570,379	\$ 570,379	\$ 1,750,754	\$ 570,379	\$ 2,321,132
60												

	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 22 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (General Fund)						
6	<b>FSP Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	Hartland						
8								
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 247,199	\$ 287,997	\$ 287,997	\$ 287,997	\$ 823,193	\$ 287,997	\$ 1,111,190
14	Office Supplies, Postage	\$ 16,068	\$ 12,000	\$ 12,000	\$ 12,000	\$ 40,068	\$ 12,000	\$ 52,068
15	Building Maintenance Supplies and Repair	\$ 96,597	\$ 107,421	\$ 107,421	\$ 107,421	\$ 311,439	\$ 107,421	\$ 418,860
16	Insurance	\$ 40,120	\$ 40,660	\$ 40,660	\$ 40,660	\$ 121,440	\$ 40,660	\$ 162,100
17	Client Engagement	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800	\$ 14,400	\$ 4,800	\$ 19,200
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000
19			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	<u>Consultants/Subcontractors</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39	Temp Desk Clerks	\$ 25,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 145,000	\$ 60,000	\$ 205,000
40	Temp Janitors	\$ 5,200	\$ 20,000	\$ 20,000	\$ 20,000	\$ 45,200	\$ 20,000	\$ 65,200
41	Temp Maintenance Workers	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000
42	Temp Prop Mgr		\$ 2,000	\$ 2,000	\$ 2,000	\$ 4,000	\$ 2,000	\$ 6,000
43	Temp Assist Prop Mgr		\$ 30,000	\$ 30,000	\$ 30,000	\$ 60,000	\$ 30,000	\$ 90,000
64	<b>TOTAL OPERATING EXPENSES</b>	\$ 452,984	\$ 579,878	\$ 579,878	\$ 579,878	\$ 1,612,740	\$ 579,878	\$ 2,192,618
65								
66	<u>Other Expenses (not subject to indirect cost %)</u>							
67	Rental of Property	\$ 1,293,379	\$ 1,293,379	\$ 1,293,379	\$ 1,293,379	\$ 3,880,137	\$ 1,293,379	\$ 5,173,516
68	HSH assigned Client Subsidies	\$ 47,762	\$ 33,428	\$ 33,428	\$ 33,428	\$ 114,618	\$ 33,428	\$ 148,046
69	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 13,971			\$ -	\$ 13,971	\$ -	\$ 13,971
70	One-Time Transfer from other GF budgets	\$ 6,430			\$ -	\$ 6,430	\$ -	\$ 6,430
71	One-Time Transfer from Operating Reserve	\$ 187,000			\$ -	\$ 187,000	\$ -	\$ 187,000
72	One-Time Adjustment to Actuals	\$ (1)			\$ -	\$ (1)	\$ -	\$ (1)
80	<b>TOTAL OTHER EXPENSES</b>	\$ 1,548,541	\$ 1,326,807	\$ 1,326,807	\$ 1,326,807	\$ 4,202,155	\$ 1,326,807	\$ 5,528,962
81								
82	<u>Capital Expenses</u>							
83					\$ -	\$ -	\$ -	\$ -
91	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93	<b>HSH #3</b>						Template last modified	11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 23 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	<b>Document Date</b>	6/1/2022										
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.										
5	<b>Program</b>	Master Lease Hotels (General Fund)										
6	<b>FSP Contract ID#</b>	1000017241										
7	<b>Budget Name</b>	Jefferson										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Supportive Housing Property Manager	\$ 57,423	\$ 56,135	1.00	100%	1.00	\$ 56,135	\$ 56,135	\$ 56,135	\$ 169,693	\$ 56,135	\$ 225,828
13	Supp Hsg Senior Assistant Property Manager	\$ 34,016	\$ 53,215	1.00	59%	0.59	\$ 31,237	\$ 31,237	\$ 31,237	\$ 96,490	\$ 31,237	\$ 127,727
14	Desk Clerk	\$ 221,338	\$ 39,607	6.00	94%	5.63	\$ 222,992	\$ 222,992	\$ 222,992	\$ 667,322	\$ 222,992	\$ 890,314
15	Janitor	\$ 100,264	\$ 38,781	3.00	97%	2.92	\$ 113,412	\$ 113,412	\$ 113,412	\$ 327,087	\$ 113,412	\$ 440,499
16	Maintenance Worker	\$ 66,095	\$ 69,587	1.00	100%	1.00	\$ 69,587	\$ 69,587	\$ 69,587	\$ 205,269	\$ 69,587	\$ 274,856
17			\$ -						\$ -	\$ -	\$ -	\$ -
55		\$ 479,135	<b>TOTAL SALARIES</b>				\$ 493,363	\$ 493,363	\$ 493,363	\$ 1,465,860	\$ 493,363	\$ 1,959,223
56			<b>TOTAL FTE</b>		11.14							
57		36.50%	<b>FRINGE BENEFIT RATE</b>			36.50%	36.50%	36.50%				
58		\$ 174,884	<b>EMPLOYEE FRINGE BENEFITS</b>			\$ 180,077	\$ 180,077	\$ 180,077	\$ 535,039	\$ 180,077	\$ 715,116	
59		\$ 654,020	<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 673,440	\$ 673,440	\$ 673,440	\$ 2,000,900	\$ 673,440	\$ 2,674,339	
60												

	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 24 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (General Fund)						
6	<b>F\$P Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	Jefferson						
8								
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 173,035	\$ 170,964	\$ 170,964	\$ 170,964	\$ 514,963	\$ 170,964	\$ 685,927
14	Office Supplies, Postage	\$ 7,803	\$ 7,803	\$ 7,803	\$ 7,803	\$ 23,409	\$ 7,803	\$ 31,212
15	Building Maintenance Supplies and Repair	\$ 100,268	\$ 127,323	\$ 127,323	\$ 127,323	\$ 354,914	\$ 127,323	\$ 482,237
16	Insurance	\$ 31,890	\$ 32,342	\$ 32,342	\$ 32,342	\$ 96,574	\$ 32,342	\$ 128,916
17	Client Engagement	\$ 4,100	\$ 4,100	\$ 4,100	\$ 4,100	\$ 12,300	\$ 4,100	\$ 16,400
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000
19			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41	<u>Consultants/Subcontractors</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Temp Senior Assistant Prop Manager	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 80,000	\$ 30,000	\$ 110,000
43	Temp Desk Clerks	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 60,000	\$ 20,000	\$ 80,000
44	Temp Janitors	\$ 7,700	\$ 4,000	\$ 4,000	\$ 4,000	\$ 15,700	\$ 4,000	\$ 19,700
45	Temp Maintenance Workers	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 381,796	\$ 411,532	\$ 411,532	\$ 411,532	\$ 1,204,860	\$ 411,532	\$ 1,616,392
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 881,869	\$ 881,869	\$ 881,869	\$ 881,869	\$ 2,645,607	\$ 881,869	\$ 3,527,476
72	HSH assigned Client Subsidies	\$ 82,665	\$ 69,137	\$ 69,137	\$ 69,137	\$ 220,939	\$ 69,137	\$ 290,076
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 19,260			\$ -	\$ 19,260	\$ -	\$ 19,260
74	One-Time Transfer from other GF Budgets	\$ 109,000			\$ -	\$ 109,000	\$ -	\$ 109,000
75	Laundry Expenses	\$ -	\$ 448	\$ 448	\$ 448	\$ 896	\$ 448	\$ 1,344
76	One-Time Adjustment to Actuals	\$ (1,114)			\$ -	\$ (1,114)	\$ -	\$ (1,114)
84	<b>TOTAL OTHER EXPENSES</b>	\$ 1,091,679	\$ 951,454	\$ 951,454	\$ 951,454	\$ 2,994,587	\$ 951,454	\$ 3,946,041
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>						Template last modified	11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 25 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	<b>Document Date</b>	6/1/2022										
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.										
5	<b>Program</b>	Master Lease Hotels (General Fund)										
6	<b>FSP Contract ID#</b>	1000017241										
7	<b>Budget Name</b>	Mayfair										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change
12	Supportive Housing Property Manager	\$ 52,515	\$ 54,090	1.00	100%	1.00	\$ 54,090	\$ 54,090	\$ 54,090	\$ 160,696	\$ 54,090	\$ 214,786
13	Desk Clerk	\$ 192,667	\$ 40,978	5.00	100%	5.00	\$ 203,425	\$ 203,425	\$ 203,425	\$ 599,516	\$ 203,425	\$ 802,941
14	Janitor	\$ 36,963	\$ 39,581	1.00	100%	1.00	\$ 35,994	\$ 35,994	\$ 35,994	\$ 108,951	\$ 35,994	\$ 144,945
15	Maintenance Worker	\$ 45,598	\$ 46,966	1.00	100%	1.00	\$ 46,966	\$ 46,966	\$ 46,966	\$ 139,530	\$ 46,966	\$ 186,496
16		\$ -							\$ -	\$ -	\$ -	\$ -
54									\$ -	\$ -	\$ -	\$ -
55		\$ 327,742	<b>TOTAL SALARIES</b>				\$ 340,475	\$ 340,475	\$ 340,475	\$ 1,008,693	\$ 340,475	\$ 1,349,169
56			<b>TOTAL FTE</b>		8.00							
57		36.50%	<b>FRINGE BENEFIT RATE</b>		36.50%	36.50%	36.50%					
58		\$ 119,626	<b>EMPLOYEE FRINGE BENEFITS</b>		\$ 124,274	\$ 124,274	\$ 124,274	\$ 368,173	\$ 124,274	\$ 492,447		
59		\$ 447,369	<b>TOTAL SALARIES &amp; BENEFITS</b>		\$ 464,749	\$ 464,749	\$ 464,749	\$ 1,376,866	\$ 464,749	\$ 1,841,615		
60												



	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 26 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (General Fund)						
6	<b>FSP Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	Mayfair						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 129,529	\$ 129,529	\$ 129,529	\$ 129,529	\$ 388,587	\$ 129,529	\$ 518,116
14	Office Supplies, Postage	\$ 1,651	\$ 1,800	\$ 1,800	\$ 1,800	\$ 5,251	\$ 1,800	\$ 7,051
15	Building Maintenance Supplies and Repair	\$ 67,722	\$ 85,111	\$ 85,111	\$ 85,111	\$ 237,944	\$ 85,111	\$ 323,055
16	Insurance	\$ 16,174	\$ 16,443	\$ 16,443	\$ 16,443	\$ 49,060	\$ 16,443	\$ 65,503
17	Client Engagement	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 6,750	\$ 2,250	\$ 9,000
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000
19			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<u>Consultants</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Desk Clerks	\$ 8,400	\$ 2,000	\$ 2,000	\$ 2,000	\$ 12,400	\$ 2,000	\$ 14,400
44	Temp Janitors	\$ 2,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 12,000	\$ 5,000	\$ 17,000
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 242,726	\$ 257,133	\$ 257,133	\$ 257,133	\$ 756,992	\$ 257,133	\$ 1,014,125
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 546,435	\$ 546,435	\$ 546,435	\$ 546,435	\$ 1,639,305	\$ 546,435	\$ 2,185,740
72	HSH assigned Client Subsidies	\$ 3,401	\$ 2,673	\$ 2,673	\$ 2,673	\$ 8,747	\$ 2,673	\$ 11,420
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 10,012			\$ -	\$ 10,012	\$ -	\$ 10,012
74	One-Time Transfer from Other GF Budgets	\$ 24,225			\$ -	\$ 24,225	\$ -	\$ 24,225
75	One-Time Adjustment to Actuals	\$ (2)			\$ -	\$ (2)	\$ -	\$ (2)
84	<b>TOTAL OTHER EXPENSES</b>	\$ 584,071	\$ 549,108	\$ 549,108	\$ 549,108	\$ 1,682,287	\$ 549,108	\$ 2,231,395
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>						Template last modified	11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 27 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	<b>Document Date</b>	6/1/2022										
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.										
5	<b>Program</b>	Master Lease Hotels (General Fund)										
6	<b>FSP Contract ID#</b>	1000017241										
7	<b>Budget Name</b>	Mission										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Supportive Housing Property Manager	\$ 40,696	\$ 72,100	1.00	100%	1.00	\$ 72,100	\$ 72,100	\$ 72,100	\$ 184,896	\$ 72,100	\$ 256,996
13	Supp Hsg Senior Assistant Property Manager	\$ 57,878	\$ 63,287	1.00	100%	1.00	\$ 63,287	\$ 63,287	\$ 63,287	\$ 184,452	\$ 63,287	\$ 247,739
14	Supp Hsg Assistant Property Manager	\$ 31,698	\$ 49,180	1.00	100%	1.00	\$ 49,180	\$ 49,180	\$ 49,180	\$ 130,058	\$ 49,180	\$ 179,238
15	Desk Clerk	\$ 243,147	\$ 36,785	7.00	99%	6.96	\$ 256,032	\$ 256,032	\$ 256,032	\$ 755,210	\$ 256,032	\$ 1,011,242
16	Janitor	\$ 137,896	\$ 37,617	4.00	98%	3.90	\$ 146,806	\$ 146,806	\$ 146,806	\$ 431,508	\$ 146,806	\$ 578,314
17	Maintenance Worker	\$ 103,476	\$ 53,291	2.00	100%	2.00	\$ 106,580	\$ 106,580	\$ 106,580	\$ 316,637	\$ 106,580	\$ 423,217
18			\$ -				\$ -		\$ -	\$ -	\$ -	\$ -
54							\$ -		\$ -	\$ -	\$ -	\$ -
55		\$ 614,790	<b>TOTAL SALARIES</b>				\$ 693,985	\$ 693,985	\$ 693,985	\$ 2,002,760	\$ 693,985	\$ 2,696,745
56			<b>TOTAL FTE</b>				15.86					
57		36.50%	<b>FRINGE BENEFIT RATE</b>				36.50%	36.50%	36.50%			
58		\$ 224,398	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 253,305	\$ 253,305	\$ 253,305	\$ 731,008	\$ 253,305	\$ 984,312
59		\$ 839,189	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 947,290	\$ 947,290	\$ 947,290	\$ 2,733,768	\$ 947,290	\$ 3,681,058

	A	B	E	H	K	L	M	AF	AG	AH	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>										Page 28 of 51
2	<b>OPERATING DETAIL</b>										
3	<b>Document Date</b>	6/1/2022									
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.									
5	<b>Program</b>	Master Lease Hotels (General Fund)									
6	<b>F\$P Contract ID#</b>	1000017241									
7	<b>Budget Name</b>	<b>Mission</b>									
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>			<b>All Years</b>			
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024	
11		Current	Current	Current	Current	Amendment	New	Current	Amendment	New	
12	<b>Operating Expenses</b>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 264,413	\$ 288,980	\$ 288,980	\$ -	\$ 288,980	\$ 288,980	\$ 842,373	\$ 288,980	\$ 1,131,353	
14	Office Supplies, Postage	\$ 8,317	\$ 11,000	\$ 11,000	\$ -	\$ 11,000	\$ 11,000	\$ 30,317	\$ 11,000	\$ 41,317	
15	Building Maintenance Supplies and Repair	\$ 164,675	\$ 183,127	\$ 183,127	\$ -	\$ 183,127	\$ 183,127	\$ 530,929	\$ 183,127	\$ 714,056	
16	Insurance	\$ 70,879	\$ 72,443	\$ 72,443	\$ -	\$ 72,443	\$ 72,443	\$ 215,765	\$ 72,443	\$ 288,208	
17	Travel	\$ 480	\$ 480	\$ 480	\$ -	\$ 480	\$ 480	\$ 1,440	\$ 480	\$ 1,920	
18	Client Engagement	\$ 6,900	\$ 6,900	\$ 6,900	\$ -	\$ 6,900	\$ 6,900	\$ 20,700	\$ 6,900	\$ 27,600	
19	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000	
25				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	<b>Consultants/Subcontractors</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Temp Property Manager	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000	
44	Temp Assistant Prop Manager	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	
45	Temp Desk Clerks	\$ 8,000	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 12,000	\$ 2,000	\$ 14,000	
46	Temp Janitors	\$ 12,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 22,000	\$ 5,000	\$ 27,000	
47	Temp Sr Assist Prop Manager			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 610,664	\$ 584,930	\$ 584,930	\$ -	\$ 584,930	\$ 584,930	\$ 1,780,524	\$ 584,930	\$ 2,365,454	
69											
70	<b>Other Expenses (not subject to indirect cost %)</b>										
71	Rental of Property	\$ 2,092,266	\$ 2,109,110	\$ 2,109,110	\$ 1,168,561	\$ 940,549	\$ 2,109,110	\$ 7,479,047	\$ 940,549	\$ 8,419,596	
72	HSH assigned Client Subsidies	\$ 129,982	\$ 123,512	\$ 123,512	\$ -	\$ 123,512	\$ 123,512	\$ 377,006	\$ 123,512	\$ 500,518	
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 12,422				\$ -	\$ -	\$ 12,422	\$ -	\$ 12,422	
74	One-Time Transfer from SSMPP contract	\$ 134,000				\$ -	\$ -	\$ 134,000	\$ -	\$ 134,000	
75	One-Time Adjustment to Actuals	\$ (2,815)				\$ -	\$ -	\$ (2,815)	\$ -	\$ (2,815)	
84	<b>TOTAL OTHER EXPENSES</b>	\$ 2,365,855	\$ 2,232,622	\$ 2,232,622	\$ 1,168,561	\$ 1,064,061	\$ 2,232,622	\$ 7,999,660	\$ 1,064,061	\$ 9,063,721	
85											
86	<b>Capital Expenses</b>										
87						\$ -	\$ -	\$ -	\$ -	\$ -	
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
97	<b>HSH #3</b>							<b>Template last modified</b>		<b>11/4/2019</b>	

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 29 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	<b>Document Date</b>	6/1/2022										
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.										
5	<b>Program</b>	Master Lease Hotels (General Fund)										
6	<b>FSP Contract ID#</b>	1000017241										
7	<b>Budget Name</b>	Raman										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Supportive Housing Property Manager	\$ 56,135	\$ 62,969	1.00	100%	1.00	\$ 62,969	\$ 62,969	\$ 62,969	\$ 182,073	\$ 62,969	\$ 245,042
13	Desk Clerk	\$ 227,430	\$ 38,830	6.10	99%	6.04	\$ 234,466	\$ 234,466	\$ 234,466	\$ 696,363	\$ 234,466	\$ 930,829
14	Janitor	\$ 64,786	\$ 36,355	2.00	92%	1.84	\$ 66,995	\$ 66,995	\$ 66,995	\$ 198,775	\$ 66,995	\$ 265,770
15	Maintenance Worker	\$ 51,710	\$ 56,657	1.00	100%	1.00	\$ 56,657	\$ 56,657	\$ 56,657	\$ 165,024	\$ 56,657	\$ 221,681
54									\$ -	\$ -	\$ -	\$ -
55		\$ 400,061	<b>TOTAL SALARIES</b>				\$ 421,087	\$ 421,087	\$ 421,087	\$ 1,242,235	\$ 421,087	\$ 1,663,322
56			<b>TOTAL FTE</b>		9.88							
57		36.50%	<b>FRINGE BENEFIT RATE</b>		36.50%	36.50%	36.50%					
58		\$ 146,022	<b>EMPLOYEE FRINGE BENEFITS</b>		\$ 153,697	\$ 153,697	\$ 153,697	\$ 453,416	\$ 153,697	\$ 607,113		
59		\$ 546,083	<b>TOTAL SALARIES &amp; BENEFITS</b>		\$ 574,784	\$ 574,784	\$ 574,784	\$ 1,695,651	\$ 574,784	\$ 2,270,435		
60												

	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 30 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (General Fund)						
6	<b>FSP Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	Raman						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	<b>Amendment</b>	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 121,409	\$ 139,671	\$ 139,671	\$ 139,671	\$ 400,751	\$ 139,671	\$ 540,422
14	Office Supplies, Postage	\$ 4,493	\$ 5,500	\$ 5,500	\$ 5,500	\$ 15,493	\$ 5,500	\$ 20,993
15	Building Maintenance Supplies and Repair	\$ 83,705	\$ 118,360	\$ 118,360	\$ 118,360	\$ 320,424	\$ 118,360	\$ 438,784
16	Insurance	\$ 24,646	\$ 25,153	\$ 25,153	\$ 25,153	\$ 74,952	\$ 25,153	\$ 100,105
17	Client Engagement	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700	\$ 11,100	\$ 3,700	\$ 14,800
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000
19					\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>				\$ -	\$ -	\$ -	\$ -
43	Temp Desk Clerks	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 22,500	\$ 7,500	\$ 30,000
44	Temp Janitors	\$ 7,800	\$ 7,800	\$ 7,800	\$ 7,800	\$ 23,400	\$ 7,800	\$ 31,200
45	Temp Maintenance Workers	\$ 4,500	\$ -	\$ -	\$ -	\$ 4,500	\$ -	\$ 4,500
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 272,753	\$ 322,684	\$ 322,684	\$ 322,684	\$ 918,120	\$ 322,684	\$ 1,240,804
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 466,087	\$ 466,087	\$ 466,087	\$ 466,087	\$ 1,398,261	\$ 466,087	\$ 1,864,348
72	HSH assigned Client Subsidies	\$ 2,620	\$ 2,620	\$ 2,620	\$ 2,620	\$ 7,860	\$ 2,620	\$ 10,480
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 18,182			\$ -	\$ 18,182	\$ -	\$ 18,182
74	One-Time Transfer from Other GF Budgets	\$ 74,300			\$ -	\$ 74,300	\$ -	\$ 74,300
75	One-Time Adjustment to Actuals	\$ (29)			\$ -	\$ (29)	\$ -	\$ (29)
84	<b>TOTAL OTHER EXPENSES</b>	\$ 561,160	\$ 468,707	\$ 468,707	\$ 468,707	\$ 1,498,574	\$ 468,707	\$ 1,967,281
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>					Template last modified		11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 31 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	<b>Document Date</b>	6/1/2022										
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.										
5	<b>Program</b>	Master Lease Hotels (General Fund)										
6	<b>FSP Contract ID#</b>	1000017241										
7	<b>Budget Name</b>	Seneca										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Supportive Housing Property Manager	\$ 66,156	\$ 68,141	1.00	100%	1.00	\$ 68,141	\$ 68,141	\$ 68,141	\$ 202,438	\$ 68,141	\$ 270,579
13	Supp Hsg Senior Assistant Property Manager	\$ 52,000	\$ 56,859	1.00	100%	1.00	\$ 56,859	\$ 56,859	\$ 56,859	\$ 165,718	\$ 56,859	\$ 222,577
14	Supp Hsg Assistant Property Manager	\$ 45,000	\$ 49,205	1.00	85%	0.85	\$ 41,947	\$ 41,947	\$ 41,947	\$ 269,206	\$ 41,947	\$ 311,152
15	Desk Clerk	\$ 185,313	\$ 36,724	7.00	83%	5.80	\$ 213,109	\$ 213,109	\$ 213,109	\$ 553,008	\$ 213,109	\$ 766,117
16	Janitor	\$ 126,790	\$ 38,331	4.00	98%	3.90	\$ 149,662	\$ 149,662	\$ 149,662	\$ 393,824	\$ 149,662	\$ 543,486
17	Maintenance Worker	\$ 94,500	\$ 48,668	2.00	100%	2.00	\$ 97,335	\$ 97,335	\$ 97,335	\$ 194,670	\$ 97,335	\$ 292,005
54									\$ -	\$ -	\$ -	\$ -
55		\$ 569,759	<b>TOTAL SALARIES</b>				\$ 627,053	\$ 627,053	\$ 627,053	\$ 1,778,864	\$ 627,053	\$ 2,405,917
56			<b>TOTAL FTE</b>		14.56							
57		36.50%	<b>FRINGE BENEFIT RATE</b>		36.50%		36.50%	36.50%	36.50%			
58		\$ 207,962	<b>EMPLOYEE FRINGE BENEFITS</b>		\$ 228,874		\$ 228,874	\$ 228,874	\$ 228,874	\$ 665,710	\$ 228,874	\$ 894,585
59		\$ 777,721	<b>TOTAL SALARIES &amp; BENEFITS</b>		\$ 855,927		\$ 855,927	\$ 855,927	\$ 855,927	\$ 2,489,574	\$ 855,927	\$ 3,345,501
60												
61												
62												

	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 32 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (General Fund)						
6	<b>FSP Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	Seneca						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	<b>Amendment</b>	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 272,430	\$ 280,826	\$ 280,826	\$ 280,826	\$ 834,082	\$ <b>280,826</b>	\$ 1,114,908
14	Office Supplies, Postage	\$ 9,544	\$ 12,000	\$ 12,000	\$ 12,000	\$ 33,544	\$ <b>12,000</b>	\$ 45,544
15	Building Maintenance Supplies and Repair	\$ 151,141	\$ 168,077	\$ 168,077	\$ 168,077	\$ 487,295	\$ <b>168,077</b>	\$ 655,372
16	Insurance	\$ 58,432	\$ 58,432	\$ 58,432	\$ 58,432	\$ 175,296	\$ <b>58,432</b>	\$ 233,728
17	Client Engagement	\$ 5,900	\$ 5,900	\$ 5,900	\$ 5,900	\$ 17,700	\$ <b>5,900</b>	\$ 23,600
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ <b>15,000</b>	\$ 60,000
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41	<u>Consultants / Subcontractors</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Temp Desk Clerks	\$ 90,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 210,000	\$ <b>60,000</b>	\$ 270,000
43	Temp Janitors	\$ 30,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 40,000	\$ <b>5,000</b>	\$ 45,000
44	Temp Assistant Prop Mgr		\$ 9,908	\$ 9,908	\$ 9,908	\$ 19,816	\$ <b>9,908</b>	\$ 29,723
67	<b>TOTAL OPERATING EXPENSES</b>	\$ 632,447	\$ 615,143	\$ 615,143	\$ 615,143	\$ 1,862,733	\$ <b>615,143</b>	\$ 2,477,875
68								
69	<u>Other Expenses (not subject to indirect cost %)</u>							
70	Rental of Property	\$ 1,765,144	\$ 1,765,144	\$ 1,765,144	\$ 1,765,144	\$ 5,295,432	\$ <b>1,765,144</b>	\$ 7,060,576
71	HSH assigned Client Subsidies	\$ 135,826	\$ 123,487	\$ 123,487	\$ 123,487	\$ 382,800	\$ <b>123,487</b>	\$ 506,287
72	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 19,340			\$ -	\$ 19,340	\$ -	\$ 19,340
73	One-Time Transfer from Other GF Budgets	\$ 200,000			\$ -	\$ 200,000	\$ -	\$ 200,000
74	Seneca Laundry Expenses		\$ 109	\$ 109	\$ 109	\$ 218	\$ <b>109</b>	\$ 327
75	One-Time Adjustment to Actuals	\$ (1,599)			\$ -	\$ (1,599)	\$ -	\$ (1,599)
83	<b>TOTAL OTHER EXPENSES</b>	\$ 2,118,711	\$ 1,888,740	\$ 1,888,740	\$ 1,888,740	\$ 5,896,191	\$ <b>1,888,740</b>	\$ 7,784,931
84								
85	<u>Capital Expenses</u>							
86		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96	<b>HSH #3</b>						Template last modified	11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 33 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	<b>Document Date</b>	6/1/2022										
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.										
5	<b>Program</b>	Master Lease Hotels (General Fund)										
6	<b>FSP Contract ID#</b>	1000017241										
7	<b>Budget Name</b>	Vincent										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Supportive Housing Property Manager	\$ 54,500	\$ 57,819	1.00	100%	1.00	\$ 57,819	\$ 57,819	\$ 57,819	\$ 170,138	\$ 57,819	\$ 227,957
13	Supp Hsg Senior Assistant Property Manager	\$ 19,265	\$ 48,668	1.00	90%	0.90	\$ 44,016	\$ 44,016	\$ 44,016	\$ 107,297	\$ 44,016	\$ 151,313
14	Desk Clerk	\$ 211,979	\$ 37,069	7.00	88%	6.13	\$ 227,248	\$ 227,248	\$ 227,248	\$ 666,475	\$ 227,248	\$ 893,722
15	Janitor	\$ 64,673	\$ 36,355	2.00	98%	1.96	\$ 71,171	\$ 71,171	\$ 71,171	\$ 207,014	\$ 71,171	\$ 278,184
16	Maintenance Worker	\$ 48,883	\$ 50,349	1.00	100%	1.00	\$ 50,349	\$ 50,349	\$ 50,349	\$ 149,581	\$ 50,349	\$ 199,930
55		\$ 399,300	<b>TOTAL SALARIES</b>				\$ 450,602	\$ 450,602	\$ 450,602	\$ 1,300,504	\$ 450,602	\$ 1,751,106
56			<b>TOTAL FTE</b>		10.99							
57		36.50%	<b>FRINGE BENEFIT RATE</b>			36.50%	36.50%	36.50%				
58		\$ 145,744	<b>EMPLOYEE FRINGE BENEFITS</b>		\$ 164,470	\$ 164,470	\$ 164,470	\$ 474,684	\$ 164,470	\$ 639,154		
59		\$ 545,044	<b>TOTAL SALARIES &amp; BENEFITS</b>		\$ 615,072	\$ 615,072	\$ 615,072	\$ 1,775,188	\$ 615,072	\$ 2,390,260		
60												
61												
62												



	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 34 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (General Fund)						
6	<b>FSP Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	Vincent						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 160,032	\$ 171,753	\$ 171,753	\$ 171,753	\$ 503,538	\$ 171,753	\$ 675,291
14	Office Supplies, Postage	\$ 5,120	\$ 7,500	\$ 7,500	\$ 7,500	\$ 20,120	\$ 7,500	\$ 27,620
15	Building Maintenance Supplies and Repair	\$ 80,512	\$ 105,891	\$ 105,891	\$ 105,891	\$ 292,294	\$ 105,891	\$ 398,185
16	Insurance	\$ 29,658	\$ 29,713	\$ 29,713	\$ 29,713	\$ 89,084	\$ 29,713	\$ 118,797
17	Client Engagement	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 11,400	\$ 3,800	\$ 15,200
18	Elevator	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000	\$ 5,000	\$ 20,000
20				\$ -	\$ -	\$ -	\$ -	\$ -
41	<u>Consultants/Subcontractors</u>			\$ -	\$ -	\$ -	\$ -	\$ -
42	Temp Senior Assistant Prop Manager	\$ 38,200	\$ 6,350	\$ 6,350	\$ 6,350	\$ 50,900	\$ 6,350	\$ 57,250
43	Temp Desk Clerks	\$ 60,000	\$ 44,000	\$ 44,000	\$ 44,000	\$ 148,000	\$ 44,000	\$ 192,000
44	Temp Janitors	\$ 6,000	\$ 2,100	\$ 2,100	\$ 2,100	\$ 10,200	\$ 2,100	\$ 12,300
67	<b>TOTAL OPERATING EXPENSES</b>	\$ 388,322	\$ 376,107	\$ 376,107	\$ 376,107	\$ 1,140,536	\$ 376,107	\$ 1,516,643
68								
69	<u>Other Expenses (not subject to indirect cost %)</u>							
70	Rental of Property	\$ 911,901	\$ 911,901	\$ 911,901	\$ 911,901	\$ 2,735,703	\$ 911,901	\$ 3,647,604
71	HSH assigned Client Subsidies	\$ 50,173	\$ 43,164	\$ 43,164	\$ 43,164	\$ 136,501	\$ 43,164	\$ 179,665
72	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 16,907			\$ -	\$ 16,907	\$ -	\$ 16,907
73	One-Time Transfer from Operating Reserve	\$ 52,000			\$ -	\$ 52,000	\$ -	\$ 52,000
74	One-Time Transfer from other GF budgets	\$ 7,815			\$ -	\$ 7,815	\$ -	\$ 7,815
75	One-Time Adjustment to Actuals	\$ (4)			\$ -	\$ (4)	\$ -	\$ (4)
83	<b>TOTAL OTHER EXPENSES</b>	\$ 1,038,792	\$ 955,065	\$ 955,065	\$ 955,065	\$ 2,948,922	\$ 955,065	\$ 3,903,987
84								
85	<u>Capital Expenses</u>							
86	Upgrades: 4 showers		\$ 28,000		\$ -	\$ 28,000	\$ -	\$ 28,000
94	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ 28,000	\$ -	\$ -	\$ 28,000	\$ -	\$ 28,000
96	<b>HSH #3</b>						Template last modified	11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 35 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (HSH Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Allstar										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Supportive Housing Property Manager	\$ 54,783	\$ 62,380	1.00	100%	1.00	\$ 62,380	\$ 62,380	\$ 62,380	\$ 179,543	\$ 62,380	\$ 241,923
13	Desk Clerk	\$ 229,949	\$ 40,858	6.00	94%	5.64	\$ 230,494	\$ 230,494	\$ 230,494	\$ 690,937	\$ 230,494	\$ 921,431
14	Janitor	\$ 37,570	\$ 41,036	1.50	95%	1.42	\$ 58,244	\$ 58,244	\$ 58,244	\$ 154,058	\$ 58,244	\$ 212,302
15	Maintenance Worker	\$ 52,340	\$ 53,910	1.00	100%	1.00	\$ 53,910	\$ 53,910	\$ 53,910	\$ 160,160	\$ 53,910	\$ 214,071
54									\$ -	\$ -	\$ -	\$ -
55		<b>\$ 374,642</b>	<b>TOTAL SALARIES</b>				<b>\$ 405,028</b>	<b>\$ 405,028</b>	<b>\$ 405,028</b>	<b>\$ 1,184,698</b>	<b>\$ 405,028</b>	<b>\$ 1,589,727</b>
56			<b>TOTAL FTE</b>		<b>9.06</b>							
57		36.50%	<b>FRINGE BENEFIT RATE</b>			36.50%	36.50%	36.50%				
58		<b>\$ 136,744</b>	<b>EMPLOYEE FRINGE BENEFITS</b>			<b>\$ 147,835</b>	<b>\$ 147,835</b>	<b>\$ 147,835</b>	<b>\$ 432,415</b>	<b>\$ 147,835</b>	<b>\$ 580,250</b>	
59		<b>\$ 511,386</b>	<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 552,864</b>	<b>\$ 552,864</b>	<b>\$ 552,864</b>	<b>\$ 1,617,113</b>	<b>\$ 552,864</b>	<b>\$ 2,169,977</b>	
60												
61												
62												

	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 36 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (HSH Fund)						
6	<b>FSP Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	Allstar						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 82,738	\$ 80,990	\$ 80,990	\$ 80,990	\$ 244,718	\$ 80,990	\$ 325,708
14	Office Supplies, Postage	\$ 2,061	\$ 4,230	\$ 4,230	\$ 4,230	\$ 10,521	\$ 4,230	\$ 14,751
15	Building Maintenance Supplies and Repair	\$ 62,840	\$ 77,788	\$ 77,788	\$ 77,788	\$ 218,416	\$ 77,788	\$ 296,203
16	Insurance	\$ 24,935	\$ 25,158	\$ 25,158	\$ 25,158	\$ 75,251	\$ 25,158	\$ 100,409
17	Travel	\$ 115	\$ 115	\$ 115	\$ 115	\$ 345	\$ 115	\$ 460
18	Client Engagement	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 11,250	\$ 3,750	\$ 15,000
19					\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>				\$ -	\$ -	\$ -	\$ -
44	Temp Desk Clerks	\$ 10,800	\$ 20,000	\$ 20,000	\$ 20,000	\$ 50,800	\$ 20,000	\$ 70,800
45	Temp Janitor	\$ 3,100	\$ 3,100	\$ 3,100	\$ 3,100	\$ 9,300	\$ 3,100	\$ 12,400
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 190,339	\$ 215,131	\$ 215,131	\$ 215,131	\$ 620,601	\$ 215,131	\$ 835,731
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 440,734	\$ 440,733	\$ 440,733	\$ 440,733	\$ 1,322,200	\$ 440,733	\$ 1,762,933
72	HSH assigned Client Subsidies	\$ 65,788	\$ 61,714	\$ 61,714	\$ 61,714	\$ 189,216	\$ 61,714	\$ 250,930
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 11,495			\$ -	\$ 11,495	\$ -	\$ 11,495
74	One-Time Transfer from Support Services	\$ 62,115			\$ -	\$ 62,115	\$ -	\$ 62,115
75	One-Time Transfer from Other HSH Fund Budgets	\$ 54,652			\$ -	\$ 54,652	\$ -	\$ 54,652
76	One-Time Transfer from SSMPP contract (GF)	\$ 31,500			\$ -	\$ 31,500	\$ -	\$ 31,500
77	One-Time Transfer from GF Operating Reserve	\$ 11,000			\$ -	\$ 11,000	\$ -	\$ 11,000
84	<b>TOTAL OTHER EXPENSES</b>	\$ 677,283	\$ 502,447	\$ 502,447	\$ 502,447	\$ 1,682,177	\$ 502,447	\$ 2,184,624
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>						Template last modified	11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 37 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	Document Date	6/1/2022										
4	Provider Name	Tenderloin Housing Clinic Inc.										
5	Program	Master Lease Hotels (HSH Fund)										
6	FSP Contract ID#	1000017241										
7	Budget Name	Boyd										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	POSITION TITLE	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Supportive Housing Property Manager	\$ 62,800	\$ 64,684	1.00	100%	1.00	\$ 64,684	\$ 64,684	\$ 64,684	\$ 192,168	\$ 64,684	\$ 256,852
13	Desk Clerk	\$ 215,967	\$ 36,993	6.00	99%	5.94	\$ 219,762	\$ 219,762	\$ 219,762	\$ 655,491	\$ 219,762	\$ 875,253
14	Janitor	\$ 50,262	\$ 36,355	2.00	82%	1.63	\$ 59,359	\$ 59,359	\$ 59,359	\$ 168,981	\$ 59,359	\$ 228,340
15	Maintenance Worker	\$ 44,719	\$ 48,754	1.00	100%	1.00	\$ 48,754	\$ 48,754	\$ 48,754	\$ 142,227	\$ 48,754	\$ 190,981
16			\$ -						\$ -	\$ -	\$ -	\$ -
55		\$ 373,748	<b>TOTAL SALARIES</b>				\$ 392,559	\$ 392,559	\$ 392,559	\$ 1,158,867	\$ 392,559	\$ 1,551,426
56			<b>TOTAL FTE</b>		<b>9.57</b>							
57		36.50%	<b>FRINGE BENEFIT RATE</b>				36.50%	36.50%	36.50%			
58		\$ 136,418	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 143,284	\$ 143,284	\$ 143,284	\$ 422,986	\$ 143,284	\$ 566,270
59		\$ 510,166	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 535,843	\$ 535,843	\$ 535,843	\$ 1,581,853	\$ 535,843	\$ 2,117,696
60												
61												
62												

	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 38 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (HSH Fund)						
6	<b>FSP Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	Boyd						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 118,357	\$ 118,357	\$ 118,357	\$ 118,357	\$ 355,071	\$ 118,357	\$ 473,428
14	Office Supplies, Postage	\$ 3,476	\$ 4,000	\$ 4,000	\$ 4,000	\$ 11,476	\$ 4,000	\$ 15,476
15	Building Maintenance Supplies and Repair	\$ 89,672	\$ 107,783	\$ 107,783	\$ 107,783	\$ 305,238	\$ 107,783	\$ 413,020
16	Insurance	\$ 24,755	\$ 24,391	\$ 24,391	\$ 24,391	\$ 73,537	\$ 24,391	\$ 97,928
17	Client Engagement	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 11,250	\$ 3,750	\$ 15,000
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Desk Clerks	\$ 10,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 16,000	\$ 3,000	\$ 19,000
44	Temp Janitors	\$ 3,200	\$ 20,000	\$ 20,000	\$ 20,000	\$ 43,200	\$ 20,000	\$ 63,200
45	Temp Maintenance Workers	\$ 1,200	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 269,410	\$ 296,281	\$ 296,281	\$ 296,281	\$ 861,972	\$ 296,281	\$ 1,158,252
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 449,473	\$ 449,473	\$ 449,473	\$ 449,473	\$ 1,348,419	\$ 449,473	\$ 1,797,892
72	HSH assigned Client Subsidies	\$ 66,905	\$ 59,597	\$ 59,597	\$ 59,597	\$ 186,099	\$ 59,597	\$ 245,696
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 14,837			\$ -	\$ 14,837	\$ -	\$ 14,837
74	One-Time Transfer to Other HSH Budgets	\$ (79,000)			\$ -	\$ (79,000)	\$ -	\$ (79,000)
75	One-Time Transfer from other HSH Budgets	\$ 3,558			\$ -	\$ 3,558	\$ -	\$ 3,558
84	<b>TOTAL OTHER EXPENSES</b>	\$ 455,773	\$ 509,070	\$ 509,070	\$ 509,070	\$ 1,473,913	\$ 509,070	\$ 1,982,983
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>					Template last modified		11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 39 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	<b>Document Date</b>	6/1/2022										
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.										
5	<b>Program</b>	Master Lease Hotels (HSH Fund)										
6	<b>FSP Contract ID#</b>	1000017241										
7	<b>Budget Name</b>	Caldrake										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change
12	Supportive Housing Property Manager	\$ 26,522	\$ 56,274.00	1.00	50%	0.50	\$ 28,137	\$ 28,137	\$ 28,137	\$ 82,796	\$ 28,137	\$ 110,933
13	Janitor	\$ 34,738	\$ 39,624.00	1.00	99%	0.99	\$ 39,111	\$ 39,111	\$ 39,111	\$ 112,961	\$ 39,111	\$ 152,072
14	Maintenance Worker	\$ 22,250	\$ 46,966.00	1.00	49%	0.49	\$ 22,934	\$ 22,934	\$ 22,934	\$ 68,117	\$ 22,934	\$ 91,050
54									\$ -	\$ -	\$ -	\$ -
55		\$ 83,510	<b>TOTAL SALARIES</b>				\$ 90,182	\$ 90,182	\$ 90,182	\$ 263,873	\$ 90,182	\$ 354,055
56			<b>TOTAL FTE</b>		1.98							
57		36.50%	<b>FRINGE BENEFIT RATE</b>		36.50%		36.50%	36.50%	36.50%			
58		\$ 30,481	<b>EMPLOYEE FRINGE BENEFITS</b>		\$ 32,916		\$ 32,916	\$ 32,916	\$ 32,916	\$ 96,314	\$ 32,916	\$ 129,230
59		\$ 113,991	<b>TOTAL SALARIES &amp; BENEFITS</b>		\$ 123,098		\$ 123,098	\$ 123,098	\$ 123,098	\$ 360,187	\$ 123,098	\$ 483,285
60												
61												
62												

	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 40 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (HSH Fund)						
6	<b>FSP Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	Caldrake						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	<b>Amendment</b>	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 72,966	\$ 72,966	\$ 72,966	\$ 72,966	\$ 218,898	\$ <b>72,966</b>	\$ 291,864
14	Office Supplies, Postage	\$ 1,777	\$ 1,777	\$ 1,777	\$ 1,777	\$ 5,331	\$ <b>1,777</b>	\$ 7,108
15	Building Maintenance Supplies and Repair	\$ 47,097	\$ 57,500	\$ 57,500	\$ 57,500	\$ 162,096	\$ <b>57,500</b>	\$ 219,596
16	Insurance	\$ 14,841	\$ 14,748	\$ 14,748	\$ 14,748	\$ 44,337	\$ <b>14,748</b>	\$ 59,085
17	Client Engagement	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 6,300	\$ <b>2,100</b>	\$ 8,400
18					\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>				\$ -	\$ -	\$ -	\$ -
43	Temp Janitor	\$ 700	\$ 700	\$ 700	\$ 700	\$ 2,100	\$ <b>700</b>	\$ 2,800
44	Temp Maintenance Worker	\$ 750	\$ 750	\$ 750	\$ 750	\$ 2,250	\$ <b>750</b>	\$ 3,000
45	Temp Property Manager				\$ -	\$ -	\$ -	\$ -
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 140,231	\$ 150,541	\$ 150,541	\$ 150,541	\$ 441,312	\$ <b>150,541</b>	\$ 591,853
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 285,279	\$ 287,203	\$ 287,203	\$ 287,203	\$ 859,685	\$ <b>287,203</b>	\$ 1,146,888
72	HSH assigned Client Subsidies	\$ 14,070	\$ 13,848	\$ 13,848	\$ 13,848	\$ 41,766	\$ <b>13,848</b>	\$ 55,614
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 1,226			\$ -	\$ 1,226	\$ -	\$ 1,226
74	One-Time Transfer to other HSH Fund Budgets	\$ (67,000)			\$ -	\$ (67,000)	\$ -	\$ (67,000)
75	One-Time Transfer from other HSH Fund Budgets	\$ 2,945			\$ -	\$ 2,945	\$ -	\$ 2,945
84	<b>TOTAL OTHER EXPENSES</b>	\$ 236,520	\$ 301,051	\$ 301,051	\$ 301,051	\$ 838,622	\$ <b>301,051</b>	\$ 1,139,673
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>					<b>Template last modified</b>		<b>11/4/2019</b>

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 41 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	<b>Document Date</b>	6/1/2022										
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.										
5	<b>Program</b>	Master Lease Hotels (HSH Fund)										
6	<b>FSP Contract ID#</b>	1000017241										
7	<b>Budget Name</b>	Elk										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Supportive Housing Property Manager	\$ 30,022	\$ 53,560	1.00	59%	0.59	\$ 31,582	\$ 31,582	\$ 31,582	\$ 93,186	\$ 31,582	\$ 124,768
13	Desk Clerk	\$ 177,194	\$ 38,591	5.00	81%	4.05	\$ 156,327	\$ 156,327	\$ 156,327	\$ 489,847	\$ 156,327	\$ 646,174
14	Janitor	\$ 46,207	\$ 36,355	1.50	87%	1.30	\$ 47,206	\$ 47,206	\$ 47,206	\$ 140,619	\$ 47,206	\$ 187,825
15	Maintenance Worker	\$ 45,598	\$ 46,966	1.00	99%	0.99	\$ 46,723	\$ 46,723	\$ 46,723	\$ 139,043	\$ 46,723	\$ 185,766
24		\$ -							\$ -	\$ -	\$ -	\$ -
55		\$ 299,020	<b>TOTAL SALARIES</b>				\$ 281,837	\$ 281,837	\$ 281,837	\$ 862,695	\$ 281,837	\$ 1,144,532
56			<b>TOTAL FTE</b>		6.93							
57		36.50%	<b>FRINGE BENEFIT RATE</b>			36.50%	36.50%	36.50%				
58		\$ 109,142	<b>EMPLOYEE FRINGE BENEFITS</b>			\$ 102,871	\$ 102,871	\$ 102,871	\$ 314,884	\$ 102,871	\$ 417,754	
59		\$ 408,162	<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 384,708	\$ 384,708	\$ 384,708	\$ 1,177,579	\$ 384,708	\$ 1,562,287	
60												
61												
62												



	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 42 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (HSH Fund)						
6	<b>FSP Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	Elk						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 130,146	\$ 130,146	\$ 130,146	\$ 130,146	\$ 390,438	\$ 130,146	\$ 520,584
14	Office Supplies, Postage	\$ 5,141	\$ 4,230	\$ 4,230	\$ 4,230	\$ 13,601	\$ 4,230	\$ 17,831
15	Building Maintenance Supplies and Repair	\$ 61,161	\$ 87,665	\$ 87,665	\$ 87,665	\$ 236,490	\$ 87,665	\$ 324,155
16	Insurance	\$ 25,799	\$ 25,751	\$ 25,751	\$ 25,751	\$ 77,301	\$ 25,751	\$ 103,052
17	Client Engagement	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 11,250	\$ 3,750	\$ 15,000
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Property Manager	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 90,000	\$ 30,000	\$ 120,000
44	Temp Desk Clerks	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 125,000	\$ 50,000	\$ 175,000
45	Temp Janitors	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000	\$ 10,000	\$ 40,000
46	Temp Maintenance Worker		\$ 332	\$ 332	\$ 332	\$ 665	\$ 332	\$ 997
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 305,997	\$ 356,874	\$ 356,874	\$ 356,874	\$ 1,019,745	\$ 356,874	\$ 1,376,619
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 483,022	\$ 483,022	\$ 483,022	\$ 483,022	\$ 1,449,066	\$ 483,022	\$ 1,932,088
72	HSH assigned Client Subsidies	\$ 78,730	\$ 65,470	\$ 65,470	\$ 65,470	\$ 209,670	\$ 65,470	\$ 275,140
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 12,453			\$ -	\$ 12,453	\$ -	\$ 12,453
74	One-Time Transfer from Support Services	\$ 15,105			\$ -	\$ 15,105	\$ -	\$ 15,105
75	One-Time Transfer from Other HSH Fund Budgets	\$ 103,601			\$ -	\$ 103,601	\$ -	\$ 103,601
84	<b>TOTAL OTHER EXPENSES</b>	\$ 692,911	\$ 548,492	\$ 548,492	\$ 548,492	\$ 1,789,895	\$ 548,492	\$ 2,338,387
85								
86	<u>Capital Expenses</u>							
87	One-Time Capital Upgrades: 3 Shower Stalls		\$ 21,000		\$ -	\$ 21,000	\$ -	\$ 21,000
88	One-Time Capital Upgrades: 3 Toilet Rooms		\$ 8,000		\$ -	\$ 8,000	\$ -	\$ 8,000
89	One-Time Capital Upgrades: Bathroom Ventilation		\$ 52,600		\$ -	\$ 52,600	\$ -	\$ 52,600
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ 81,600	\$ -	\$ -	\$ 81,600	\$ -	\$ 81,600
97	<b>HSH #3</b>						Template last modified	11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 43 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	<b>Document Date</b>	6/1/2022										
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.										
5	<b>Program</b>	Master Lease Hotels (HSH Fund)										
6	<b>FSP Contract ID#</b>	1000017241										
7	<b>Budget Name</b>	Graystone										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change
12	Supportive Housing Property Manager	\$ 53,560	\$ 55,167	1.00	100%	1.00	\$ 55,167	\$ 55,167	\$ 55,167	\$ 163,894	\$ 55,167	\$ 219,061
13	Desk Clerk	\$ 188,709	\$ 40,349	5.00	89%	4.46	\$ 179,766	\$ 179,766	\$ 179,766	\$ 548,241	\$ 179,766	\$ 728,007
14	Janitor	\$ 22,695	\$ 36,354	1.50	96%	1.44	\$ 52,170	\$ 52,170	\$ 52,170	\$ 127,035	\$ 52,170	\$ 179,205
15	Maintenance Worker	\$ 45,598	\$ 50,349	1.00	100%	1.00	\$ 50,349	\$ 50,349	\$ 50,349	\$ 146,296	\$ 50,349	\$ 196,645
54									\$ -	\$ -	\$ -	\$ -
55		<b>\$ 310,562</b>	<b>TOTAL SALARIES</b>				<b>\$ 337,452</b>	<b>\$ 337,452</b>	<b>\$ 337,452</b>	<b>\$ 985,466</b>	<b>\$ 337,452</b>	<b>\$ 1,322,918</b>
56			<b>TOTAL FTE</b>		<b>7.89</b>							
57		36.50%	<b>FRINGE BENEFIT RATE</b>			36.50%	36.50%	36.50%				
58		<b>\$ 113,355</b>	<b>EMPLOYEE FRINGE BENEFITS</b>			<b>\$ 123,170</b>	<b>\$ 123,170</b>	<b>\$ 123,170</b>	<b>\$ 359,695</b>	<b>\$ 123,170</b>	<b>\$ 482,865</b>	
59		<b>\$ 423,917</b>	<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 460,622</b>	<b>\$ 460,622</b>	<b>\$ 460,622</b>	<b>\$ 1,345,161</b>	<b>\$ 460,622</b>	<b>\$ 1,805,783</b>	
60												
61												
62												

	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 44 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (HSH Fund)						
6	<b>FSP Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	Graystone						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 105,597	\$ 120,211	\$ 120,211	\$ 120,211	\$ 346,019	\$ 120,211	\$ 466,230
14	Office Supplies, Postage	\$ 4,976	\$ 4,976	\$ 4,976	\$ 4,976	\$ 14,928	\$ 4,976	\$ 19,904
15	Building Maintenance Supplies and Repair	\$ 90,354	\$ 107,171	\$ 107,171	\$ 107,171	\$ 304,697	\$ 107,171	\$ 411,868
16	Insurance	\$ 21,479	\$ 21,479	\$ 21,479	\$ 21,479	\$ 64,437	\$ 21,479	\$ 85,916
17	Client Engagement	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 11,250	\$ 3,750	\$ 15,000
18	Elevator	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 75,000	\$ 25,000	\$ 100,000
21			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Desk Clerks	\$ 13,300	\$ 30,000	\$ 30,000	\$ 30,000	\$ 73,300	\$ 30,000	\$ 103,300
44	Temp Janitors	\$ 18,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 28,000	\$ 5,000	\$ 33,000
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 282,456	\$ 317,587	\$ 317,587	\$ 317,587	\$ 917,631	\$ 317,587	\$ 1,235,218
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 407,661	\$ 407,662	\$ 407,662	\$ 407,662	\$ 1,222,985	\$ 407,662	\$ 1,630,647
72	HSH assigned Client Subsidies	\$ 51,792	\$ 51,792	\$ 51,792	\$ 51,792	\$ 155,376	\$ 51,792	\$ 207,168
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 12,590			\$ -	\$ 12,590	\$ -	\$ 12,590
74	One-Time Transfer from Other HSH Fund Budgets	\$ 76,035			\$ -	\$ 76,035	\$ -	\$ 76,035
83								
84	<b>TOTAL OTHER EXPENSES</b>	\$ 548,078	\$ 459,454	\$ 459,454	\$ 459,454	\$ 1,466,986	\$ 459,454	\$ 1,926,440
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>					Template last modified		11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 45 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	<b>Document Date</b>	6/1/2022										
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.										
5	<b>Program</b>	Master Lease Hotels (HSH Fund)										
6	<b>FSP Contract ID#</b>	1000017241										
7	<b>Budget Name</b>	Pierre										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Supportive Housing Property Manager	\$ 56,389	\$ 56,389	1.00	100%	1.00	\$ 56,389	\$ 56,389	\$ 56,389	\$ 169,167	\$ 56,389	\$ 225,556
13	Desk Clerk	\$ 187,652	\$ 42,811	5.00	100%	4.98	\$ 213,324	\$ 213,324	\$ 213,324	\$ 614,300	\$ 213,324	\$ 827,625
14	Janitor	\$ 32,808	\$ 41,036	1.50	92%	1.39	\$ 56,852	\$ 56,852	\$ 56,852	\$ 146,512	\$ 56,852	\$ 203,364
15	Maintenance Worker	\$ 44,617	\$ 49,803	1.00	99%	0.99	\$ 49,070	\$ 49,070	\$ 49,070	\$ 142,758	\$ 49,070	\$ 191,828
54									\$ -	\$ -	\$ -	\$ -
55		\$ 321,465	<b>TOTAL SALARIES</b>				\$ 375,636	\$ 375,636	\$ 375,636	\$ 1,072,737	\$ 375,636	\$ 1,448,373
56			<b>TOTAL FTE</b>		8.35							
57		36.50%	<b>FRINGE BENEFIT RATE</b>			36.50%	36.50%	36.50%				
58		\$ 117,335	<b>EMPLOYEE FRINGE BENEFITS</b>			\$ 137,107	\$ 137,107	\$ 137,107	\$ 391,549	\$ 137,107	\$ 528,656	
59		\$ 438,800	<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 512,743	\$ 512,743	\$ 512,743	\$ 1,464,286	\$ 512,743	\$ 1,977,029	
60												
61												
62												

	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 46 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (HSH Fund)						
6	<b>FSP Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	Pierre						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	<b>Amendment</b>	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 143,433	\$ 166,356	\$ 166,356	\$ 166,356	\$ 476,145	\$ <b>166,356</b>	\$ 642,501
14	Office Supplies, Postage	\$ 6,622	\$ 4,230	\$ 4,230	\$ 4,230	\$ 15,082	\$ <b>4,230</b>	\$ 19,312
15	Building Maintenance Supplies and Repair	\$ 76,482	\$ 104,697	\$ 104,697	\$ 104,697	\$ 285,876	\$ <b>104,697</b>	\$ 390,573
16	Insurance	\$ 24,934	\$ 25,455	\$ 25,455	\$ 25,455	\$ 75,844	\$ <b>25,455</b>	\$ 101,299
17	Client Engagement	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 11,250	\$ <b>3,750</b>	\$ 15,000
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ <b>15,000</b>	\$ 60,000
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ <b>-</b>	\$ -
42	<u>Consultants/Subcontractors</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ <b>-</b>	\$ -
43	Temp Desk Clerks	\$ 16,400	\$ 1,000	\$ 1,000	\$ 1,000	\$ 18,400	\$ <b>1,000</b>	\$ 19,400
44	Temp Janitors	\$ 9,600	\$ 5,000	\$ 5,000	\$ 5,000	\$ 19,600	\$ <b>5,000</b>	\$ 24,600
45	Temp Maintenance Workers	\$ 5,100	\$ 1,000	\$ 1,000	\$ 1,000	\$ 7,100	\$ <b>1,000</b>	\$ 8,100
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 301,321	\$ 326,488	\$ 326,488	\$ 326,488	\$ 954,297	\$ <b>326,488</b>	\$ 1,280,785
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 484,839	\$ 484,838	\$ 484,838	\$ 484,838	\$ 1,454,515	\$ <b>484,838</b>	\$ 1,939,353
72	HSH assigned Client Subsidies	\$ 65,751	\$ 64,264	\$ 64,264	\$ 64,264	\$ 194,279	\$ <b>64,264</b>	\$ 258,543
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 13,255			\$ -	\$ 13,255	\$ <b>-</b>	\$ 13,255
74	One-Time Transfer from Support Services	\$ 1,520			\$ -	\$ 1,520	\$ <b>-</b>	\$ 1,520
75	One-Time Transfer from Other HSH Fund Budgets	\$ 95,928			\$ -	\$ 95,928	\$ <b>-</b>	\$ 95,928
84	<b>TOTAL OTHER EXPENSES</b>	\$ 661,293	\$ 549,102	\$ 549,102	\$ 549,102	\$ 1,759,497	\$ <b>549,102</b>	\$ 2,308,599
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ <b>-</b>	\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ <b>-</b>	\$ -
97	<b>HSH #3</b>						Template last modified	11/4/2019

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 47 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	<b>Document Date</b>	6/1/2022										
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.										
5	<b>Program</b>	Master Lease Hotels (HSH Fund)										
6	<b>FSP Contract ID#</b>	1000017241										
7	<b>Budget Name</b>	Royan										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Supportive Housing Property Manager	\$ 57,292	\$ 53,560	1.00	100%	1.00	\$ 53,560	\$ 53,560	\$ 53,560	\$ 164,412	\$ 53,560	\$ 217,972
13	Desk Clerk	\$ 177,609	\$ 39,585	5.10	100%	5.11	\$ 202,209	\$ 202,209	\$ 202,209	\$ 582,026	\$ 202,209	\$ 784,235
14	Janitor	\$ 35,717	\$ 39,581	1.50	92%	1.38	\$ 54,665	\$ 54,665	\$ 54,665	\$ 145,046	\$ 54,665	\$ 199,711
15	Maintenance Worker	\$ 57,848	\$ 59,583	1.00	100%	1.00	\$ 59,583	\$ 59,583	\$ 59,583	\$ 177,015	\$ 59,583	\$ 236,598
54									\$ -	\$ -	\$ -	\$ -
55		\$ 328,466	<b>TOTAL SALARIES</b>				\$ 370,017	\$ 370,017	\$ 370,017	\$ 1,068,500	\$ 370,017	\$ 1,438,516
56			<b>TOTAL FTE</b>		<b>8.49</b>							
57		36.50%	<b>FRINGE BENEFIT RATE</b>				36.50%	36.50%	36.50%			
58		\$ 119,890	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 135,056	\$ 135,056	\$ 135,056	\$ 390,002	\$ 135,056	\$ 525,058
59		\$ 448,356	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 505,073	\$ 505,073	\$ 505,073	\$ 1,458,502	\$ 505,073	\$ 1,963,575
60												
61												
62												

	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 48 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (HSH Fund)						
6	<b>FSP Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	Royan						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	<b>Amendment</b>	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 130,977	\$ 130,977	\$ 130,977	\$ 130,977	\$ 392,931	\$ <b>130,977</b>	\$ 523,908
14	Office Supplies, Postage	\$ 2,405	\$ 3,700	\$ 3,700	\$ 3,700	\$ 9,805	\$ <b>3,700</b>	\$ 13,505
15	Building Maintenance Supplies and Repair	\$ 56,868	\$ 67,150	\$ 67,150	\$ 67,150	\$ 191,168	\$ <b>67,150</b>	\$ 258,318
16	Insurance	\$ 20,040	\$ 20,407	\$ 20,407	\$ 20,407	\$ 60,854	\$ <b>20,407</b>	\$ 81,261
17	Client Engagement	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 10,500	\$ <b>3,500</b>	\$ 14,000
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ <b>15,000</b>	\$ 60,000
19			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Desk Clerks	\$ 35,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 59,000	\$ <b>12,000</b>	\$ 71,000
44	Temp Janitors	\$ 3,700	\$ 6,000	\$ 6,000	\$ 6,000	\$ 15,700	\$ <b>6,000</b>	\$ 21,700
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 267,490	\$ 258,734	\$ 258,734	\$ 258,734	\$ 784,958	\$ <b>258,734</b>	\$ 1,043,692
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 381,071	\$ 381,070	\$ 381,070	\$ 381,070	\$ 1,143,211	\$ <b>381,070</b>	\$ 1,524,281
72	HSH assigned Client Subsidies	\$ 51,543	\$ 35,091	\$ 35,091	\$ 35,091	\$ 121,725	\$ <b>35,091</b>	\$ 156,816
73	One-Time CODB (Non-Leasing)	\$ 13,832			\$ -	\$ 13,832	\$ -	\$ 13,832
74	One-Time Transfer from Other HSH Fund Budgets	\$ 80,844			\$ -	\$ 80,844	\$ -	\$ 80,844
84	<b>TOTAL OTHER EXPENSES</b>	\$ 527,289	\$ 416,161	\$ 416,161	\$ 416,161	\$ 1,359,611	\$ <b>416,161</b>	\$ 1,775,772
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>					<b>Template last modified</b>		<b>11/4/2019</b>

	A	F	I	J	K	L	M	T	AC	BT	BU	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 49 of 51
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	<b>Document Date</b>	6/1/2022										
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.										
5	<b>Program</b>	Master Lease Hotels (HSH Fund)										
6	<b>FSP Contract ID#</b>	1000017241										
7	<b>Budget Name</b>	Union										
8		<b>Year 1</b>	<b>Year 2</b>				<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>			
9	<b>POSITION TITLE</b>	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
10		Current					Current	Current	New	Current	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Supportive Housing Property Manager	\$ 56,013	\$ 57,693	1.00	100%	1.00	\$ 57,693	\$ 57,693	\$ 57,693	\$ 171,400	\$ 57,693	\$ 229,093
13	Desk Clerk	\$ 186,415	\$ 39,585	5.00	98%	4.91	\$ 194,483	\$ 194,483	\$ 194,483	\$ 575,380	\$ 194,483	\$ 769,863
14	Janitor	\$ 35,487	\$ 38,363	1.50	100%	1.50	\$ 57,476	\$ 57,476	\$ 57,476	\$ 150,438	\$ 57,476	\$ 207,914
15	Maintenance Worker	\$ 54,616	\$ 48,958	1.00	100%	1.00	\$ 48,958	\$ 48,958	\$ 48,958	\$ 152,532	\$ 48,958	\$ 201,490
54									\$ -	\$ -	\$ -	\$ -
55		\$ 332,531	<b>TOTAL SALARIES</b>				\$ 358,610	\$ 358,610	\$ 358,610	\$ 1,049,751	\$ 358,610	\$ 1,408,361
56			<b>TOTAL FTE</b>		8.41							
57		36.50%	<b>FRINGE BENEFIT RATE</b>			36.50%	36.50%	36.50%				
58		\$ 121,374	<b>EMPLOYEE FRINGE BENEFITS</b>			\$ 130,893	\$ 130,893	\$ 130,893	\$ 383,159	\$ 130,893	\$ 514,052	
59		\$ 453,904	<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 489,503	\$ 489,503	\$ 489,503	\$ 1,432,910	\$ 489,503	\$ 1,922,412	
60												
61												
62												



	A	B	E	H	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							Page 50 of 51
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>	6/1/2022						
4	<b>Provider Name</b>	Tenderloin Housing Clinic Inc.						
5	<b>Program</b>	Master Lease Hotels (HSH Fund)						
6	<b>FSP Contract ID#</b>	1000017241						
7	<b>Budget Name</b>	Union						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2020 - 2/29/2024	7/1/2020 - 6/30/2024	7/1/2020 - 6/30/2024
11		Current	Current	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 128,700	\$ 120,058	\$ 120,058	\$ 120,058	\$ 368,816	\$ 120,058	\$ 488,874
14	Office Supplies, Postage	\$ 2,517	\$ 3,500	\$ 3,500	\$ 3,500	\$ 9,517	\$ 3,500	\$ 13,017
15	Building Maintenance Supplies and Repair	\$ 39,676	\$ 50,208	\$ 50,208	\$ 50,208	\$ 140,092	\$ 50,208	\$ 190,300
16	Insurance	\$ 17,736	\$ 18,033	\$ 18,033	\$ 18,033	\$ 53,802	\$ 18,033	\$ 71,835
17	Client Engagement	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 7,500	\$ 2,500	\$ 10,000
18	Elevator	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	\$ 15,000	\$ 60,000
21		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	<u>Consultants/Subcontractors</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Temp Desk Clerks	\$ 4,700	\$ 4,700	\$ 4,700	\$ 4,700	\$ 14,100	\$ 4,700	\$ 18,800
44	Temp Janitors	\$ 2,400	\$ 500	\$ 500	\$ 500	\$ 3,400	\$ 500	\$ 3,900
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 213,229	\$ 214,499	\$ 214,499	\$ 214,499	\$ 642,227	\$ 214,499	\$ 856,726
69								
70	<u>Other Expenses (not subject to indirect cost %)</u>							
71	Rental of Property	\$ 339,331	\$ 339,331	\$ 339,331	\$ 339,331	\$ 1,017,993	\$ 339,331	\$ 1,357,324
72	HSH assigned Client Subsidies	\$ 24,378	\$ 22,639	\$ 22,639	\$ 22,639	\$ 69,656	\$ 22,639	\$ 92,295
73	One-Time CODB (FY 2020-21 Non-Leasing)	\$ 12,706			\$ -	\$ 12,706	\$ -	\$ 12,706
74	One-Time Transfer from Support Services	\$ 35,000			\$ -	\$ 35,000	\$ -	\$ 35,000
75	One-Time Transfer from Other HSH Fund Budgets	\$ 77,830			\$ -	\$ 77,830	\$ -	\$ 77,830
84	<b>TOTAL OTHER EXPENSES</b>	\$ 489,244	\$ 361,970	\$ 361,970	\$ 361,970	\$ 1,213,184	\$ 361,970	\$ 1,575,154
85								
86	<u>Capital Expenses</u>							
87					\$ -	\$ -	\$ -	\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	<b>HSH #3</b>					Template last modified		11/4/2019

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**  
**Appendix B, Budget**

<b>Document Date</b>	6/1/2022		
<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
<b>Current Term</b>	7/1/2020	2/29/2024	3yrs 8mo
<b>Amended Term</b>	7/1/2020	6/30/2024	4

<b>Permitted Subcontractors</b>	
1	None.

## Appendix C, Method of Payment

- I. Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual expenditures for eligible activities incurred during the month.
- A. Timelines: Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred, and within 15 days after the month the service has occurred. All final invoices must be submitted 15 days after the close of the fiscal year or project period.

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

B. Invoicing System:

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

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

than five years after final payment under this Agreement, and shall provide to the City upon request.

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

General Fund, HSH Fund and Prop C	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs,

General Fund, HSH Fund and Prop C	
Type	Instructions and Examples of Documentation
	and documentation for any Operating line items that exceed \$10,000.  Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.  Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.
Revenue	Grantee 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 or Prop C amounts (i.e., authorized by executed Agreements) in order to meet non-profit Grantee cash flow needs in certain circumstances. Requests for advance payment will be granted by HSH on a case-by-case basis. Advances are not intended to be a regular automatic procedure.

**A. Advance Requirements:**

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

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

**B. Advance Request Process:**

1. Grantee shall submit a written request via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.

2. HSH, at its sole discretion, may make available to Grantee up to two months of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10<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 Grantee's monthly invoices, Grantee shall be repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

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

### Appendix D, Interests in Other City Grants

City Department or Commission	Agreement Term	Grant Amount (Not-to-Exceed)
Department of Homelessness and Supportive Housing; Supportive Service Modified Payment Program	7/1/21 - 6/30/24	\$3,124,249
Department of Homelessness and Supportive Housing; Baldwin House Hotel	7/1/19 - 6/30/22	\$9,999,905
Department of Homelessness and Supportive Housing; CoC Rental Assistance for Baldwin House Hotel	9/1/19 - 8/31/22	\$9,338,682
Department of Homelessness and Supportive Housing; Crown, National & Winton Hotels	7/1/21 - 6/30/23	\$9,990,000
Department of Homelessness and Supportive Housing; CoC Rental Assistance for Crown, National & Winton Hotels	12/1/19 - 11/30/22	\$9,788,192
Department of Homelessness and Supportive Housing; Abigail Hotel	1/1/21 - 2/29/24	\$7,045,244
Department of Building Inspection; Central City SRO Collaborative	7/1/21 - 6/30/22	\$619,680
Department of Building Inspection; Code Enforcement Outreach Program (CEOP) Outreach	7/1/21 - 6/30/22	\$526,925
Adult Probation Department; Housing program	3/1/20 - 2/28/22	\$5,745,022
Mayor's Office of Housing and Community Development; Right to Counsel	7/1/21 - 6/30/22	\$1,525,103
Mayor's Office of Housing and Community Development; Right to Counsel Expansion	7/1/21 - 6/30/22	\$425,000
Mayor's Office of Housing and Community Development; Rental Assistance Outreach, Education & Navigation	6/1/21 - 9/30/22	\$105,000