

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

**SECOND AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
CONARD HOUSE, INC.**

THIS AMENDMENT of the **January 1, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2024** and is made in the City and County of San Francisco, State of California, by and between **CONARD HOUSE, 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 San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding relating to Projects Addressing Homelessness, which expired on May 4, 2024; and

WHEREAS, this extension is justified pursuant to San Francisco Administrative Code Section 21B which authorizes the Department to enter into, or amend contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness; such authority is valid until May 5, 2029 or until the Point In Time (PIT) count is fewer than 2,199; and

WHEREAS, City and Grantee desire to execute this amendment to update the Agreement in order to extend the agreement term; and

WHEREAS, the City's Homelessness Oversight Commission approved this Agreement by Resolution No. 24-022 on April 4, 2024; and

WHEREAS, the City's Board of Supervisors approved this Second Amendment to the Agreement under San Francisco Charter Section 9.118 by Resolution No. 252-24 on May 14, 2024;

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 **January 1, 2021** between Grantee and City; and **First Amendment**, dated **July 1, 2023**.
- (b) “San Francisco Labor and Employment Code”: As of January 4, 2024, San Francisco Administrative Code Chapters 21C (Miscellaneous Prevailing Wage Requirements), 12B (Nondiscrimination in Contracts), 12C (Nondiscrimination in Property Contracts), 12K (Salary History), 12P (Minimum Compensation), 12Q (Health Care Accountability), 12T (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 12U (Sweatfree Contracting) are redesignated as Articles 102 (Miscellaneous Prevailing Wage Requirements), 131 (Nondiscrimination in Contracts), 132 (Nondiscrimination in Property Contracts), 141 (Salary History), 111 (Minimum Compensation), 121 (Health Care Accountability), 142 (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 151 (Sweatfree Contracting) of the San Francisco Labor and Employment Code, respectively. Wherever this Agreement refers to San Francisco Administrative Code Chapters 21C, 12B, 12C, 12K, 12P, 12Q, 12T, and 12U, it shall be construed to mean San Francisco Labor and Employment Code Articles 102, 131, 132, 141, 111, 121, 142, and 151, respectively.

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

2.1 Section 3.2 Duration of Term of the Agreement currently reads as follows:

- (a) The term of this Agreement shall commence on **January 1, 2021** 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.
- (b) The City has options to renew the Agreement for additional years. The City may extend this Agreement beyond the termination date by exercising an option at the City’s sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, Modification.

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

3.2 Duration of Term. The term of this Agreement shall commence on **January 1, 2021** and expire on **June 30, 2026**, 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 Qualified Personnel. The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.

2.3 Section 5.1 Maximum Amount 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 **Eight Million Three Hundred Twenty Five Thousand Six Hundred Seventy Two Dollars (\$8,325,672).**

(b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Three Hundred Eighty Seven Thousand Six Hundred Twelve Dollars (\$1,387,612)** 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.

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

5.1 Maximum Amount of Grant Funds.

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Twelve Million Eight Hundred Fifteen Thousand Nine Hundred Sixteen Dollars (\$12,815,916).**

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine Hundred Thirty Nine Thousand Twenty Seven Dollars (\$939,027)** 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.

2.4 Section 5.2 Use of Grant Funds of the Agreement is hereby deleted and replaced in its entirety to read as follows:

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses 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.

2.5 Section 5.4 Reserved. (State or Federal Funds) of the Agreement is hereby deleted and replaced in its entirety to read as follows:

5.4 State or Federal Funds.

(a) **Disallowance.** Where the funds are provided by the State or Federal government, with respect to Grant Funds, if any, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the State or Federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(b) **Grant Terms.** Where the funding for this Agreement is provided in full or in part by a federal or state Grant to the City, as part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements.

2.6 Section 6.7 Submitting False Claims of the Agreement is hereby deleted and replaced in its entirety with:

6.7 Submitting False Claims. Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented

to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d) conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

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

13.3 Subcontracting. If the 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 the Budget 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 in the 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

2.8 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS of the Agreement is 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: Conard House, Inc.
1385 Mission Street, Suite 200
San Francisco, CA 94103
Attn: Anne Quaintance
anne@conard.org

Any notice of default must be sent by certified mail or other trackable written communication.

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.

2.9 Section 16.8 Requiring Minimum Compensation for Employees of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.8 Requiring Minimum Compensation for Employees. Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Labor and Employment Code Article 111, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Article 111. Information about and the text of the Article 111 is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of Article 111, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Article 111.

2.10 Section 16.21 Compliance with Other Laws of the Agreement is hereby deleted and replaced in its entirety to read as follows:

- (a) Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.
- (b) Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subcontractors/subgrantees/subrecipients to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subcontractors/subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.

2.11 Section 16.23 Reserved. (Additional Requirements for Federally-Funded Awards) of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.23 Additional Requirements for Federally-Funded Awards, when applicable.

- (a) Grantee shall comply with the requirements described in 2 CFR 25.200, or any successor provisions, to provide a valid Unique Entity Identifier (UEI) and maintain an active SAM.gov registration with current information.
- (b) The Grant Agreement is subject to 2 CFR Part 175, Award Term for Trafficking in Persons. Federal funding under this Grant Agreement may be terminated without penalty if Grantee:
 - (1) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procures a commercial sex act during the period of time that the award is in effect; or
 - (3) Uses forced labor in the performance of the award or sub-awards under the award.

2.12 Section 16.24 Additional City Compliance Requirements of the Agreement is hereby deleted.

2.13 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 July 1, 2024)

Appendix B, Budget (dated July 1, 2024)

Appendix C, Method of Payment (dated July 1, 2024)

Appendix D, Interests in Other City Grants (dated July 1, 2024)

2.14 Section 17.12 Dispute Resolution Procedure of the Agreement is hereby deleted and replaced with the following:

17.12 Reserved.

2.15 Section 17.14 Services During a City-Declared Emergency of the Agreement is hereby deleted and replaced with the following:

17.14 Services During a City-Declared Emergency. In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Eligible Expenses. Any services provided beyond those listed in Eligible Expenses must be approved by the Department.

2.16 Appendix A, Services to be Provided (dated July 1, 2023), of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2024), for the period of July 1, 2024 to June 30, 2026.

2.17 Appendix B, Budget (dated July 1, 2023), of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2024), for the period of January 1, 2021 to June 30, 2026.

2.18 Appendix C, Method of Payment (dated July 1, 2023), of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2024).

2.19 Appendix D, Interests in Other City Grants (dated July 1, 2023), of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2024).

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.

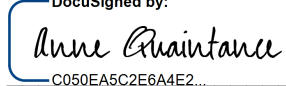
CITY

GRANTEE

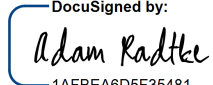
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

CONARD HOUSE, INC.

By: 
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Shireen McSpadden
Executive Director

By: 
C050EA5C2E6A4E2...
Anne Quaintance
CEO/Executive Director
City Supplier Number: 22403

Approved as to Form:
David Chiu
City Attorney

By: 
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Adam Radtke
Deputy City Attorney

Appendix A, Services to be Provided
by
Conard House, Inc.
Support Services, Property Management and Master Leasing at McAllister Hotel

I. Purpose of Grant

The purpose of this grant is to provide Support Services, Property Management and Master Lease Stewardship to the served population. The goals of these services are to support the served population 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 households 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) varies upon the subsidy funding source and 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.

IV. Description of Services

Grantee shall provide Support Services, Property Management, and Master Leasing to tenants of the number of units listed in Appendix B, Budget ("Number Served" tab).

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 participant-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 households 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.

- a. 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.
 - b. 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

Property Management services shall include, but are not limited to, the following:

1. Program Applicant Selection and Intake: Grantee shall align with Housing First principles and follow the processes agreed upon by Grantee, HSH, property owner, housing subsidy administrators, 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 Community Rules, the Lease Addendum for City & County of San Francisco PSH, HSH Resident Emergency Safety Check Policy Notice, 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 deposit) made by tenants.
 - a. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
 - b. 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's shall take a housing retention approach to lease enforcement, including, but not limited to, proactive engagement in collaboration with Support Services, conversations and meetings with tenants, and mediation strategies. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.
 - b. 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.
 - c. Grantee shall offer tenants who become delinquent in rent the opportunity to enter into a rent payment plan or referral to third party rent payment services.
 - d. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with all applicable laws.
 - e. 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. Grantee shall provide exit information to Support Services to complete the tenant's program exit in the ONE System.

C. Stewardship of the 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

A. Support Services

Grantee shall provide Support Services at the McAllister Hotel located at 270 McAllister Street, San Francisco, CA from Monday to Friday, during posted business hours. Grantee may also provide services on evenings and weekends, and at other times when necessary to best serve tenants.

Grantee shall provide services times when necessary to best serve tenants using the staffing outlined in the Appendix B, Budget.

Grantee's Support Services staff shall work with Property Management staff to coordinate after-hours emergency backup, which will include the ability to reach Property Management by phone. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

B. Property Management

Grantee shall provide services at the McAllister Hotel, 24 hours per day, seven days per week. 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 maximum 25:1 ratio of units to case management staff.

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. 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.

D. 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.

E. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and

provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.

- F. 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 tenant's progress.
- G. 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.
- H. 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 (hshgrievances@sfgov.org) and mailing address for the household to contact after the household 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.
- I. 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 tenants with survey completion if the written format presents any problem.

- J. 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.
- K. Coordination with Other Service Providers: Grantee shall establish written agreements with other service providers that are part of the site care team to formalize collaboration and roles and responsibilities.
- L. Critical Incidents: Grantee shall report critical incidents in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form](#) within 72 hours of the incident. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH Program Manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- M. 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).
- N. 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), Department of Public Health (DPH), or another City agency.
- O. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Collaborating with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
 2. Have a public phone line (and/or email) available for the community to report concerns;
 3. Grantee management staff are available to respond to neighbors within two business days;

4. Have a representative of the Grantee attend all appropriate neighborhood meetings;
5. Participating in community/neighborhood events in partnership with the local community benefit district as appropriate;
6. Providing staff training in de-escalation and crisis response, including having written policies and protocols for contacting law enforcement, San Francisco Homeless Outreach Team (SFHOT), Healthy Streets Operation Center (HSOC), Department of Public Works (DPW), and/or crisis response teams as needed; and
7. Grantee shall create and offer a “good neighbor” onboarding for tenants as they move in that outlines community resources, community norms, and expectations.

P. Record Keeping and Files:

1. Support Services: Grantee shall maintain confidential tenant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
 - a. Grantee shall maintain client program enrollment, annual status updates and program exit information in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
 - b. Grantee shall maintain a program roster of all current tenants in the ONE System.
 - c. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
 - d. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
2. Property Management: Grantee shall update applicant referral status information in the ONE System in accordance with HSH policy and instruction.
 - a. Grantee shall maintain confidential tenant files on the served population, including signed lease agreement and addenda, notices or lease violations issued to the tenant, copies of payment plans or other agreements to support housing stability.
 - b. Grantee shall track receipt and completion of maintenance work orders.
 - c. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.

Q. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including, but not limited to:
 - a. Entering all household data within three working days (unless specifically requested to do so sooner);

¹ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

- 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. Records entered into the ONE system shall meet or exceed the ONE System CDQI Process standards¹.
 3. 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.
 4. 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.
 5. 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.
 6. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

VII. Service Objectives

A. Support Services

Grantee shall achieve the Service Objectives listed below for Support Services:

1. Grantee shall actively outreach to 100 percent of tenants at least once every month.
2. Grantee shall offer assessment to 100 percent of tenants for primary medical care, mental health and substance use treatment needs within 60 days of move-in.
3. Grantee shall offer assessment to 100 percent of tenants for benefits within 60 days of move-in and shall assist tenants to apply for benefits for which they are eligible.
4. Grantee shall offer Support Services to 100 percent of all tenants who showed housing instability (e.g., non-payment of rent, lease violations) at least once per incident.
5. Grantee shall outreach to 100 percent of tenants with planned exits from the program to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
6. Grantee shall outreach to 100 percent of tenants participating in Support Services to create/engage in Service Plans, as needed, on an ongoing basis.

7. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
8. Grantee shall administer a written anonymous survey of tenants at least once per year 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

Grantee shall achieve the Services Objectives listed below for Property Management:

1. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 21 days, on average.
2. Grantee shall ensure that new tenant move-ins occur within 30 days of referral.
3. Grantee shall collect at least 90 percent of tenant portions of monthly rent from occupied units.
4. Grantee shall maintain an occupancy rate of at least 93 percent.

VIII. Outcome Objectives

Grantee shall achieve the Outcome Objectives listed below.

- 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. At least eighty-five percent of tenant lease violations will be resolved without loss of housing to tenants.
- C. Eighty percent of tenants completing an annual Tenant Satisfaction Survey will be satisfied or very satisfied with Support Services and Property Management services (based on a four-point scale: 1 = very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

IX. Reporting Requirements

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

- A. Grantee shall report vacancies to HSH in a timely fashion according to established procedures and process all tenant referrals in the pre-established timeframe. 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 15th of the month following the month of service.
 1. The occupancy rate;
 2. The number of new placements into the program made for the month by Property Management staff;

3. The total number of unduplicated households who resided at the site during the month and the number of unduplicated households actively outreached to at least once during the month; and
 4. The total number of new move-ins during the month.
- C. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
1. The number and percentage of tenants to whom 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 tenants to whom Grantee outreached to complete a benefits assessment within 60 days of move-in;
 3. The number of lease/program rule violations Property Management issued and shared with Support Services for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services;
 4. The number and percentage of tenants with planned exits from the program to whom Grantee outreached to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
 5. The number and percentage of tenant lease violations resolved without loss of housing to tenants; and
 6. 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 15th 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 and percentage of tenants participating in Support Services Grantee outreached to create Service Plans, as needed;
 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 six months and updated as appropriate;
 4. The number and percentage of tenants 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 both Support Services and Property Management services.
 5. The number of program exits;
 6. The number of tenants showing housing instability that remained housed.
- 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 information on evictions and eviction notices issued to households

residing in City-funded housing to Support Services to enter into the ONE System. Grantee shall verify the accuracy of eviction reporting data in the ONE System quarterly, and shall review the annual eviction report prior to submission to HSH. Grantee shall adhere to all deadlines for submission as required by HSH.

- F. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- G. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877, as instructed by HSH.
- H. Grantee shall participate, as required by 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 such 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.

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, review of the following: participant files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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 Compliance and Contract Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of 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
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	1/1/2021	6/30/2024	4
6	Amended Term	1/1/2021	6/30/2026	6
7	Program	McAllister Hotel		
8				
9	Approved Subcontractors			
10	None.			

Program Budget History

Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Asana Approval Link	Annual Budget	Total Agreement Budget	Contingency	Not-to-Exceed	Change Description
7/1/2022	Modification	Ongoing	\$381,123	N/A	\$2,319,131	\$5,766,861	\$0	\$5,766,861	Annualized enhancement amounts for FY22-23: • CODB - \$65,372 • Case Manager Wage Floor Increase - \$123,500 • Front line Staff Wage Increase - \$167,116 • Master Lease Increase - \$25,135
7/1/2023	Amendment	One-Time	\$1,171,199	https://app.asana.com/1193046179778671/1205304973514603f	\$2,001,984	\$6,938,060	\$1,387,612	\$8,325,672	Amending agreement to make FY 23-24 budget whole and incorporates previous fiscal year ongoing enhancements. The amendment includes a budget increase of \$1,171,199 (including 113,340 in One-time funding) +\$1,387,612 in contingency for a new NTE amount of \$8,325,672 and an end date change from February 2024 to June 2024.
9/22/2023	Modification	Ongoing	\$161,789.00	N/A	\$2,163,773	\$7,100,016	\$1,225,656	\$8,325,672	Tenant Rent Relief implementation: revision to decrease rental income and add to HSH Prop C revenue in PM budget
7/1/2023	Modification	Ongoing	\$75,820.90	ANI/A	\$2,239,594	\$7,175,837	\$1,149,835	\$8,325,672	FY23-24 CODB/COLA
1/25/2024	Modification	Ongoing	\$5,915.00	https://dshs.app.box.com/file/1410550060302?s=j9vactkqqs59	\$2,245,509	\$7,181,752	\$1,143,920	\$8,325,672	FY23-24 Master Lease Increase amount.
7/1/2024	Amendment	Ongoing	\$4,491,018.00	PENDING	\$2,245,509	\$11,672,770	\$889,789	\$12,562,558	This amendment includes a budget increase of \$4,491,018 for an additional two performance years and \$889,789 in contingency for a new NTE amount of \$12,562,558 and an end date change from June 2024 to June 2026.

	A	B	C	D	E	H	K	N	R	S	U	V	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	7/1/2024													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	1/1/2021	6/30/2024	4											
6	Amended Term	1/1/2021	6/30/2026	6											
7	Provider Name	Conard House													
8	Program	McAllister Hotel													
9	FSP Contract ID#	1000020628													
10	Action (select)	Amendment													
11	Effective Date	7/1/2024													
12	Budget Names	HSH Fund & General Fund & Prop C - Support Services, HSH Fund & General Fund & Prop C - Modified Payment Program, HSH Fund & General Fund - Property Management, Prop C - One-Time Bonus Pay, General Fund - One-Time - Capital													
13		Current	New												
14	Term Budget	\$ 7,181,754	\$ 11,876,889												
15	Contingency	\$ 1,143,918	\$ 939,027	20%											
16	Not-To-Exceed	\$ 8,325,672	\$ 12,815,916												
17				Year 1	Year 2	Year 3	Year 4	Year 5		Year 6		All Years			
18				1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026	
19	Expenditures			Actuals	Actuals	Actuals	Current	Amendment	New	Amendment	New	Actuals	Amendment	New	
20	Salaries & Benefits	\$ 480,039	\$ 850,510	\$ 1,270,622	\$ 1,214,255	\$ 1,214,255	\$ 1,214,255	\$ 1,214,255	\$ 1,214,255	\$ 1,214,255	\$ 1,214,255	\$ 3,815,427	\$ 2,428,510	\$ 6,243,937	
21	Operating Expense	\$ 302,702	\$ 591,903	\$ 786,428	\$ 629,232	\$ 629,232	\$ 629,232	\$ 629,232	\$ 629,232	\$ 629,232	\$ 629,232	\$ 2,310,265	\$ 1,258,464	\$ 3,568,729	
22	Subtotal	\$ 782,742	\$ 1,442,413	\$ 2,057,050	\$ 1,843,487	\$ 1,843,487	\$ 1,843,487	\$ 1,843,487	\$ 1,843,487	\$ 1,843,487	\$ 1,843,487	\$ 6,125,692	\$ 3,686,974	\$ 9,812,666	
23	Indirect Percentage														
24	Indirect Cost	\$ 101,756	\$ 187,514	\$ 267,415	\$ 239,653	\$ 239,653	\$ 239,653	\$ 239,653	\$ 239,653	\$ 239,653	\$ 239,653	\$ 796,339	\$ 479,307	\$ 1,275,646	
25	Other Expenses (Not subject to indirect %)	\$ 400,616	\$ 209,464	\$ 247,078	\$ 366,166	\$ 366,166	\$ 366,166	\$ 366,166	\$ 366,166	\$ 366,166	\$ 366,166	\$ 1,223,325	\$ 936,451	\$ 2,159,776	
26	Capital Expenditure	\$ -	\$ 41,409	\$ -	\$ 113,340	\$ -	\$ 113,340	\$ -	\$ -	\$ -	\$ -	\$ 154,749	\$ -	\$ 154,749	
28	Total Expenditures	\$ 1,285,115	\$ 1,880,800	\$ 2,571,544	\$ 2,562,647	\$ 2,562,647	\$ 2,562,647	\$ 2,516,673	\$ 2,516,673	\$ 2,586,059	\$ 2,586,059	\$ 8,300,105	\$ 5,102,732	\$ 13,402,837	
29															
30	HSH Revenues (select)*														
31	HSH Fund (formerly CNC Fund)	\$ 735,078	\$ 1,685,560	\$ 1,499,100	\$ 1,797,528	\$ 2,015,210	\$ 2,015,210	\$ 2,015,210	\$ 2,015,210	\$ 2,075,667	\$ 2,075,667	\$ 5,717,266	\$ 4,090,877	\$ 9,808,144	
34	HSH Fund (formerly CNC Fund) - One-time	\$ 206,221	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 206,221	\$ -	\$ 206,221	
35	General Fund - Ongoing	\$ 51,705	\$ -	\$ 379,383	\$ 158,987	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 590,074	\$ -	\$ 590,074	
36	Prop C - One-Time COVID-19 Bonus Pay	\$ 131,709	\$ 2,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,334	\$ -	\$ 134,334	
37	General Fund - One-Time	\$ -	\$ -	\$ 317,148	\$ 113,340	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 430,488	\$ -	\$ 430,488	
38	Prop C - Ongoing	\$ -	\$ -	\$ 123,500	\$ 288,994	\$ 297,664	\$ 297,664	\$ 297,664	\$ 297,664	\$ 306,594	\$ 306,594	\$ 412,494	\$ 604,258	\$ 1,016,752	
39	Adjustment to Actuals	\$ (22,978)	\$ (172,972)	\$ (113,174)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (309,124)	\$ -	\$ (309,124)	
40	Total HSH Revenues*	\$ 1,101,734	\$ 1,515,214	\$ 2,205,957	\$ 2,358,849	\$ 2,312,874	\$ 2,312,874	\$ 2,312,874	\$ 2,312,874	\$ 2,382,261	\$ 2,382,261	\$ 7,181,754	\$ 4,695,135	\$ 11,876,889	
41	Other Revenues (to offset Total Expenditures)														
42	CAPP Resident Rent	\$ 181,873	\$ 363,102	\$ 363,102	\$ 201,313	\$ 201,313	\$ 201,313	\$ 201,313	\$ 201,313	\$ 201,313	\$ 201,313	\$ 1,109,390	\$ 402,626	\$ 1,512,016	
43	Non-CAPP Resident Rent	\$ 1,508	\$ 2,484	\$ 2,484	\$ 2,485	\$ 2,485	\$ 2,485	\$ 2,485	\$ 2,485	\$ 2,485	\$ 2,485	\$ 8,961	\$ 4,970	\$ 13,931	
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
47	Total Other Revenues	\$ 183,381	\$ 365,586	\$ 365,586	\$ 203,798	\$ 203,799	\$ 203,799	\$ 203,799	\$ 203,799	\$ 203,798	\$ 203,798	\$ 1,118,351	\$ 407,597	\$ 1,525,947	
48															
49	Total HSH + Other Revenues	\$ 1,285,115	\$ 1,880,800	\$ 2,571,543	\$ 2,562,647	\$ 2,516,673	\$ 2,516,673	\$ 2,516,673	\$ 2,516,673	\$ 2,586,059	\$ 2,586,059	\$ 8,300,105	\$ 5,102,732	\$ 13,402,836	
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
52	Total Adjusted Salary FTE (All Budgets)								14.60			14.60			
53		*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.													
54	Prepared by	Stella Wang													
55	Phone	415-864-7833													
56	Email	stella@conard.org													

	A	B	C	D	E	H	K	N	S	V	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	7/1/2024											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	1/1/2021	6/30/2024	4									
6	Amended Term	1/1/2021	6/30/2026	6									
7	Provider Name	Conard House											
8	Program	McAllister Hotel											
9	FSP Contract ID#	1000020628											
10	Action (select)	Amendment											
11	Effective Date	7/1/2024											
12	Budget Name	HSH Fund & General Fund & Prop C - Support Services											
13		Current	New										
14	Term Budget	\$ 1,079,288	\$ 1,981,454	20%									
15	Contingency	\$ 1,143,918	\$ 939,027										
16	Not-To-Exceed	\$ 8,325,672	\$ 12,815,916										
					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years		
17					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026
18					Actuals	Actuals	Actuals	Current	New	New	Actuals	Amendment	New
19	Expenditures												
20	Salaries & Benefits	\$ 106,482	\$ 174,360	\$ 293,678	\$ 312,267	\$ 312,267	\$ 312,267	\$ 312,267	\$ 312,267	\$ 312,267	\$ 886,787	\$ 624,533	\$ 1,511,320
21	Operating Expense	\$ 31,959	\$ 66,387	\$ 50,922	\$ 69,568	\$ 69,568	\$ 69,568	\$ 69,568	\$ 69,568	\$ 69,568	\$ 218,836	\$ 139,136	\$ 357,972
22	Subtotal	\$ 138,442	\$ 240,747	\$ 344,600	\$ 381,835	\$ 381,835	\$ 381,835	\$ 381,835	\$ 381,835	\$ 381,835	\$ 1,105,623	\$ 763,669	\$ 1,869,293
23	Indirect Percentage	13.00%	13.00%	13.00%	13.00%	13.00%	13.00%	13.00%	13.00%	13.00%			
24	Indirect Cost (Line 22 X Line 23)	\$ 17,997	\$ 31,297	\$ 44,798	\$ 49,639	\$ 49,639	\$ 49,639	\$ 49,639	\$ 49,639	\$ 49,639	\$ 143,731	\$ 99,277	\$ 243,008
25	Other Expenses (Not subject to indirect %)	\$ 21,807	\$ (103,370)	\$ (88,504)	\$ -	\$ 12,944	\$ 26,277	\$ (170,067)	\$ 39,221	\$ (130,846)	\$ -	\$ -	\$ -
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures	\$ 178,246	\$ 168,673	\$ 300,895	\$ 431,473	\$ 444,417	\$ 457,750	\$ 1,079,287	\$ 902,167	\$ 1,981,455			
29													
30	HSH Revenues (select)												
31	HSH Fund (formerly CNC Fund)	\$ 115,531	\$ 305,186	\$ 27,679	\$ 246,469	\$ 342,653	\$ 352,933	\$ 694,864.51	\$ 695,586	\$ 1,390,450.49			
34	HSH Fund (formerly CNC Fund) - One-time	\$ 17,188				\$ -	\$ -	\$ 17,188	\$ -	\$ 17,188			
35	General Fund - Ongoing	\$ 51,705		\$ 262,920	\$ 86,204	\$ -	\$ -	\$ 400,828	\$ -	\$ 400,828			
38	Prop C - Ongoing			\$ 98,800	\$ 98,800	\$ 101,764	\$ 104,817	\$ 197,600	\$ 206,581	\$ 404,181			
39	Adjustment to Actuals	\$ (6,177)	\$ (136,512)	\$ (88,504)	\$ -	\$ -	\$ -	\$ (231,193)	\$ -	\$ (231,193)			
40	Total HSH Revenues	\$ 178,246	\$ 168,673	\$ 300,895	\$ 431,473	\$ 444,417	\$ 457,750	\$ 1,079,288	\$ 902,167	\$ 1,981,454			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52													
53	Prepared by	Stella Wang											
54	Phone	415-864-7833											
55	Email	stella@conard.org											

	A	F	M	T	AA	AD	AE	AF	AG	AJ	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date	7/1/2024									
4	Provider Name	Conard House, Inc.									
5	Program	McAllister Hotel									
6	FSP Contract ID#	1000020628									
7	Budget Name	HSH Fund & General Fund & Prop C - Support Services				EXTENSION YEAR					
8		Year 1	Year 2	Year 3	Year 4	Year 5					
9	POSITION TITLE	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	
10		Actuals	Actuals	Actuals	Current					New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	
12	Director SHP/CS	\$ 3,632	\$ 5,667	\$ 5,895	\$ 6,638	\$ 138,295	1.00	4.8%	0.05	\$ 6,638	
14	Associate Director		\$ -	\$ 19,142	\$ 23,153	\$ 99,369	1.00	23%	0.23	\$ 23,153	
15	Program Director I	\$ 27,073	\$ 47,042	\$ 57,941	\$ 60,693	\$ 75,866	1.00	80%	0.80	\$ 60,693	
16	Sr. Case Manager	\$ 3,314	\$ -	\$ 49,438	\$ 51,788	\$ 64,735	1.00	80%	0.80	\$ 51,788	
17	Case Manager I	\$ 26,444	\$ 40,152	\$ 46,592	\$ 48,807	\$ 61,009	1.00	80%	0.80	\$ 48,807	
18	Case Manager I	\$ 23,094	\$ 37,873	\$ 46,592	\$ 48,807	\$ 61,009	1.00	80%	0.80	\$ 48,807	
19	Program Assistant	\$ 1,064	\$ 476	\$ 542	\$ 568	\$ 56,760	1.00	1%	0.01	\$ 568	
54			\$ -	\$ -	\$ -					\$ -	
55		\$ 84,621	\$ 134,262	\$ 226,141	\$ 240,454	TOTAL SALARIES				\$ 240,454	
56						TOTAL FTE		3.49			
57		25.83%	29.87%	29.87%	29.87%	FRINGE BENEFIT RATE				29.87%	
58		\$ 21,861	\$ 40,098	\$ 67,538	\$ 71,812.74	EMPLOYEE FRINGE BENEFITS				\$ 71,813	
59		\$ 106,482	\$ 174,360	\$ 293,678	\$ 312,267	TOTAL SALARIES & BENEFITS				\$ 312,267	
60											
61											
62											

	A	AQ	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	SALARY & BENEFIT DETAIL				
3	Document Date				
4	Provider Name				
5	Program				
6	FSP Contract ID#				
7	Budget Name				
8		EXTENSION YEAR			
9		Year 6	All Years		
10	POSITION TITLE	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026
11		New	Actuals	Amendment	New
12		Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Director SHP/CS	\$ 6,638	\$ 21,832	\$ 13,276	\$ 35,108
14	Associate Director	\$ 23,153	\$ 42,295	\$ 46,306	\$ 88,601
15	Program Director I	\$ 60,693	\$ 192,748	\$ 121,386	\$ 314,134
16	Sr. Case Manager	\$ 51,788	\$ 104,540	\$ 103,576	\$ 208,116
17	Case Manager I	\$ 48,807	\$ 161,995	\$ 97,614	\$ 259,610
18	Case Manager I	\$ 48,807	\$ 156,366	\$ 97,614	\$ 253,980
19	Program Assistant	\$ 568	\$ 2,649	\$ 1,135	\$ 3,785
54		\$ -	\$ -	\$ -	\$ -
55		\$ 240,454	\$ 685,478	\$ 480,908	\$ 1,166,386
56					
57		29.87%			
58		\$ 71,813	\$ 201,309	\$ 143,625	\$ 344,935
59		\$ 312,267	\$ 886,787	\$ 624,533	\$ 1,511,320
60					
61					
62					

	A	B	E	H	K	P	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	7/1/2024								
4	Provider Name	Conard House								
5	Program	McAllister Hotel								
6	FSP Contract ID#	1000020628								
7	Budget Name	HSH Fund & General Fund & Prop C - Support Services								
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years		
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026
11		Actuals	Actuals	Actuals	Current	New	New	Actuals	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 4,244	\$ 6,100	\$ 4,713	\$ 5,407	\$ 5,407	\$ 5,407	\$ 20,464	\$ 10,814	\$ 31,278
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 5,545	\$ 13,500	\$ 9,858	\$ 7,175	\$ 7,175	\$ 7,175	\$ 36,078	\$ 14,350	\$ 50,428
15	Office Supplies, Postage	\$ 5,088	\$ 7,443	\$ 5,097	\$ 16,119	\$ 16,119	\$ 16,119	\$ 33,747	\$ 32,238	\$ 65,985
16	Building Maintenance Supplies and Repair	\$ 299	\$ 523	\$ 1,170	\$ 360	\$ 360	\$ 360	\$ 2,352	\$ 720	\$ 3,072
18	Insurance	\$ 745	\$ 3,850	\$ 285	\$ 672	\$ 672	\$ 672	\$ 5,552	\$ 1,344	\$ 6,896
19	Staff Training	\$ 1,369	\$ 2,621	\$ 309	\$ 1,100	\$ 1,100	\$ 1,100	\$ 5,399	\$ 2,200	\$ 7,599
20	Staff Travel-(Local & Out of Town)	\$ 208	\$ 381	\$ 233	\$ 345	\$ 345	\$ 345	\$ 1,167	\$ 690	\$ 1,857
21	Rental of Equipment	\$ 3,331	\$ 8,500	\$ 576	\$ 595	\$ 595	\$ 595	\$ 13,002	\$ 1,190	\$ 14,192
22	Equipment Purchase & Repairs		\$ -	\$ 935	\$ 6,850	\$ 6,850	\$ 6,850	\$ 7,785	\$ 13,700	\$ 21,485
23	Clients Services (check cashing, bank analysis, transportation, and data systems & storage fees)	\$ 10,349	\$ 14,948	\$ 13,870	\$ 21,700	\$ 21,700	\$ 21,700	\$ 60,867	\$ 43,400	\$ 104,267
24	Operating Fees	\$ 560	\$ 1,021	\$ 379	\$ 470	\$ 470	\$ 470	\$ 2,430	\$ 940	\$ 3,370
25	Legal & Accounting Fees	\$ 226	\$ 7,500	\$ 3,231	\$ 145	\$ 145	\$ 145	\$ 11,102	\$ 290	\$ 11,392
27	Other Contracted Services			\$ 8,786	\$ 8,630	\$ 8,630	\$ 8,630	\$ 17,416	\$ 17,260	\$ 34,676
68										
69	TOTAL OPERATING EXPENSES	\$ 31,959	\$ 66,387	\$ 50,922	\$ 69,568	\$ 69,568	\$ 69,568	\$ 217,356	\$ 139,136	\$ 356,492
70										
71	<u>Other Expenses (not subject to indirect cost %)</u>									
72	General Fund - One-Time FY20-21 CODB	\$ 22,239	\$ 23,289			\$ -	\$ -	\$ 45,528	\$ -	\$ 45,528
73	MCO Adjustment – To Be Allocated	\$ 5,746	\$ 9,850	\$ -	\$ -	\$ -	\$ -	\$ 15,596	\$ -	\$ 15,596
74	CODB (Pending Provider Allocation)					\$ 12,944	\$ 26,277	\$ -	\$ 39,221	\$ 39,221
75	Actuals Adjustment	\$ (6,177)	\$ (136,510)	\$ (88,504)		\$ -	\$ -	\$ (231,191)	\$ -	\$ (231,191)
85	TOTAL OTHER EXPENSES	\$ 21,807	\$ (103,370)	\$ (88,504)	\$ -	\$ 12,944	\$ 26,277	\$ (170,067)	\$ 39,221	\$ (130,846)
97										
98	HSH #3								Template last modified	1/22/2020

BUDGET NARRATIVE

Fiscal Year

Fiscal Term Start 7/1/2024 Fiscal Term End 6/30/2025

HSH Fund & General Fund & Pro

FY24-25

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

<u>Salaries & Benefits</u>	<u>Adjusted</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>Budgeted</u>	<u>Salary</u>			
	<u>FTE</u>				
Director SHP/CS	0.048	\$ 6,638	Responsible for overall direction and administration of the Supportive Services and Rep Payee and supervision of the Associate Director	0.048 FTE @ \$138,295 equals \$6,638 annually	Liliana Suarez
Associate Director	0.233	\$ 23,153	Responsible for monitoring implementation and preparing reports on the Supportive Services and Rep Payee scope of work and supervision of the Program Director	0.23 FTE @ \$86,055 equals \$20,051 annually	Susan Marick-Ker
Program Director I	0.800	\$ 60,693	Responsible for hiring Case Managers and implementing Supportive Services work plan at McAllister Hotel, including Case Management services, Rep Payee services and Community Building. The Program Director will assign cases, tasks and supervise the Case Managers and may carry a small case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.80 FTE @ \$75,866 equals \$60,693 annually	Sandra Davis
Sr. Case Manager	0.800	\$ 51,788	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load and providing supervision of Case Managers when the Program Director is away from the site. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.80 FTE @ \$64,735 equals \$51,788 annually	Monica Monroy
Case Manager I	0.800	\$ 48,807	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.80 FTE @ \$61,009 equals \$48,807 annually	NA
Case Manager I	0.800	\$ 48,807	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.80 FTE @ \$61,009 equals \$48,807 annually	Jacob Delle
Program Assistant	0.010	\$ 568	Responsible for compiling data for service reports and performing other duties to support implementation of the program under the direction of the Associate Director of SHP/CS	0.010 FTE @ \$56,760 equals \$568.00 annually	Yue Ming Guo
		\$ -			
TOTAL	3.49	\$ 240,454			
Employee Fringe Benefits		\$ 71,813	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 29.87% of total salaries.</u>		
Salaries & Benefits Total		\$ 312,267			

<u>Operating Expenses</u>	<u>Budgeted</u>	<u>Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 5,407		Rental of office space used for program administration, overseeing and monitoring of support and rep payee services.	Calculations are based on Conard cost allocations.
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 7,175		Electricity, water/sewer, gas, telephone/cable and data security & systems related to the McAllister staff offices.	Monthly charges based on usage.
Office Supplies, Postage	\$ 16,119		Office supply costs related to the support services and rep payee staff. Including, but not limited, to printing, postage, meetings and courier services.	Supplies expenses as needed.
Building Maintenance Supplies and Repair	\$ 360		Routine maintenance and repairs for the McAllister support services offices.	On-going maintenance, supplies and repairs as needed.
Printing and Reproduction	\$ -			
Insurance	\$ 672		Commercial all-risk insurance and fidelity bond . The McAllister Hotel share of the policy premium is based on Conard cost allocations	Calculations are based on Conard cost allocations.
Staff Training	\$ 1,100		Annual training costs are Cultural diversity training, mandatory in-service training, conferences, and other in-service training.	Calculations are based on Conard cost allocations.
Staff Travel-(Local & Out of Town)	\$ 345		Contract-related travel costs, reimbursable mileage, out-of-town conferences and parking.	Travel and reimbursement costs as needed.
Rental of Equipment	\$ 595		Copiers and printers.	Calculations are based on Conard cost allocations.
Equipment Purchase & Repairs	\$ 6,850		Annual computer maintenance agreement and database management.	Calculations are based on Conard cost allocations.
Clients Services (check cashing, bank analysis, transportation)	\$ 21,700		Incidental fees paid on behalf of clients to assist them in obtaining identification cards and records which includes transportation. Conard pays check cashing fees for money management clients and bank analysis fees.	Costs incurred by assistance to clients.
Operating Fees	\$ 470		Mandatory TB test/review and TB symptom X-ray fees and bank fees.	Costs incurred by staff adhering to mandatory requirements.

Legal & Accounting Fees	\$	145	Annual audit cost and legal services	Calculations are based on Conard cost allocations.
Furnishings	\$	-	Covers expendable furnishings and equipment, including desks, chairs and locked file cabinets.	Expenses as needed
Other Contracted Services	\$	8,630	Annual subscription of computer software and third party contracted services for staffing.	Calculations are based on Conard cost allocations.
	\$	-		
TOTAL OPERATING EXPENSES	\$	69,568		
Indirect Cost	13.0%	\$	49,639	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
CODB (Pending Provider Allocation)	\$ 12,944	This line item is a placeholder for the 3% CODB increase applied to the baseline HSH & Prop C budget amounts. Provider will allocate once amendment is fully executed	
	\$ -		
TOTAL OTHER EXPENSES	\$ 12,944		

	A	B	C	D	E	H	K	N	S	V	AI	AJ	AK						
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	7/1/2024																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	6/30/2024	4															
6	Amended Term	1/1/2021	6/30/2026	6															
7	Provider Name	Conard House																	
8	Program	McAllister Hotel																	
9	F\$P Contract ID#	1000020628																	
10	Action (select)	Amendment																	
11	Effective Date	7/1/2024																	
42	CAPP Resident Rent	\$	181,873	\$	363,102	\$	363,102	\$	201,313	\$	201,313	\$	201,313	\$	1,109,390	\$	402,626	\$	1,512,016
43	Non-CAPP Resident Rent	\$	1,508	\$	2,484	\$	2,484	\$	2,485	\$	2,485	\$	2,485	\$	8,961	\$	4,970	\$	13,931
47	Total Other Revenues	\$	183,381	\$	365,586	\$	365,586	\$	203,798	\$	203,799	\$	203,798	\$	1,118,351	\$	407,597	\$	1,525,947
49	Total HSH + Other Revenues	\$	962,933	\$	1,668,316	\$	2,189,917	\$	1,896,531	\$	1,947,314	\$	1,999,618	\$	6,717,696	\$	3,946,932	\$	10,664,629
50	Rev-Exp (Budget Match Check)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
52																			
53	Prepared by	Stella Wang																	
54	Phone	415-864-7833																	
55	Email	stella@conard.org																	

	A	F	M	T	AA	AD	AE	AF	AG	AJ	AQ	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date	7/1/2024										
4	Provider Name	Conard House										
5	Program	McAllister Hotel										
6	FSP Contract ID#	1000020628										
7	Budget Name	HSH Fund & General Fund - Property Management				EXTENSION YEAR				EXTENSION YEAR		
8		Year 1	Year 2	Year 3	Year 4	Year 5				Year 6		
9	POSITION TITLE	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	
10		Actuals	Actuals	Actuals	Current					New	New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	
12	Compliance Specialist	\$ 7,946	\$ 13,250	\$ 16,318	\$ 17,093	\$ 68,373	1.00	25%	0.25	\$ 17,093	\$ 17,093	
13	Director of Property Management	\$ 13,484	\$ 25,773	\$ 28,483	\$ 29,836	\$ 129,160	1.00	23%	0.23	\$ 29,836	\$ 29,836	
15	Facilities & Maintenance Manager	\$ 23,852	\$ 20,397	\$ 21,897	\$ 22,937	\$ 85,587	1.00	27%	0.27	\$ 22,937	\$ 22,937	
16	Sr. Property Manager	\$ 31,761	\$ 61,339	\$ 62,968	\$ 65,959	\$ 87,945	1.00	75%	0.75	\$ 65,959	\$ 65,959	
17	Janitor	\$ 18,475	\$ 22,938	\$ 154,045	\$ 75,171	\$ 50,114	1.50	100%	1.50	\$ 75,171	\$ 75,171	
20	Maintenance Technician	\$ 22,429	\$ 45,427	\$ 52,000	\$ 54,472	\$ 54,472	1.00	100%	1.00	\$ 54,472	\$ 54,472	
21	Maintenance Technician	\$ 14,100	\$ 24,014	\$ 52,000	\$ 54,472	\$ 54,472	1.00	100%	1.00	\$ 54,472	\$ 54,472	
23	Lead Desk Clerk	\$ 22,505	\$ 38,584	\$ 47,840	\$ 50,114	\$ 50,114	1.00	100%	1.00	\$ 50,114	\$ 50,114	
24	Desk Clerk	\$ 69,965	\$ 145,274	\$ 186,701	\$ 195,575	\$ 47,935	4.08	100%	4.08	\$ 195,575	\$ 195,575	
53				\$ -	\$ -					\$ -	\$ -	
54		\$ 243,558	\$ 435,225	\$ 622,251	\$ 565,629	TOTAL SALARIES				\$ 565,629	\$ 565,629	
55						TOTAL FTE				10.08		
56		46.07%	43.36%	43.36%	43.36%	FRINGE BENEFIT RATE				43.36%	43.36%	
57		\$ 112,210	\$ 188,713	\$ 269,808	\$ 245,257	EMPLOYEE FRINGE BENEFITS				\$ 245,257	\$ 245,257	
58		\$ 355,768	\$ 623,938	\$ 892,059	\$ 810,886	TOTAL SALARIES & BENEFITS				\$ 810,886	\$ 810,886	
59												
60												
61												

	A	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	SALARY & BENEFIT DETAIL			
3	Document Date			
4	Provider Name			
5	Program			
6	FSP Contract ID#			
7	Budget Name			
8		All Years		
9	POSITION TITLE	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026
10		Actuals	Amendment	New
11		Budgeted Salary	Change	Budgeted Salary
12	Compliance Specialist	\$ 54,606	\$ 34,187	\$ 88,793
13	Director of Property Management	\$ 97,575	\$ 59,672	\$ 157,247
15	Facilities & Maintenance Manager	\$ 89,084	\$ 45,875	\$ 134,958
16	Sr. Property Manager	\$ 222,026	\$ 131,918	\$ 353,944
17	Janitor	\$ 270,628	\$ 150,342	\$ 420,970
20	Maintenance Technician	\$ 174,328	\$ 108,944	\$ 283,272
21	Maintenance Technician	\$ 144,586	\$ 108,944	\$ 253,530
23	Lead Desk Clerk	\$ 159,043	\$ 100,228	\$ 259,271
24	Desk Clerk	\$ 597,515	\$ 391,150	\$ 988,664
53		\$ -	\$ -	\$ -
54		\$ 1,866,663	\$ 1,131,258	\$ 2,997,921
55				
56				
57		\$ 815,988	\$ 490,514	\$ 1,306,501
58		\$ 2,682,651	\$ 1,621,772	\$ 4,304,422
59				
60				
61				

	A	B	E	H	K	P	S	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	OPERATING DETAIL										
3	Document Date	7/1/2024									
4	Provider Name	Conard House									
5	Program	McAllister Hotel									
6	FSP Contract ID#	1000020628									
7	Budget Name	HSH Fund & General Fund - Property Management					EXTENSION YEAR EXTENSION YEAR				
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years			
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026	
11		Actuals	Actuals	Actuals	Current	New	New	Actuals	Amendment	New	
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Rental of Property	\$ 17,342	\$ 24,684	\$ 16,564	\$ 19,205	\$ 19,205	\$ 19,205	\$ 77,795	\$ 38,410	\$ 116,205	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 61,439	\$ 101,707	\$ 132,981	\$ 67,785	\$ 67,785	\$ 67,785	\$ 363,912	\$ 135,570	\$ 499,482	
15	Office Supplies, Postage	\$ 4,575	\$ 9,149	\$ 4,061	\$ 6,350	\$ 6,350	\$ 6,350	\$ 24,135	\$ 12,700	\$ 36,835	
16	Building Maintenance Supplies and Repair	\$ 97,044	\$ 178,387	\$ 339,000	\$ 199,313	\$ 199,313	\$ 199,313	\$ 813,744	\$ 398,626	\$ 1,212,370	
18	Insurance	\$ 9,327	\$ 13,654	\$ 21,459	\$ 23,460	\$ 23,460	\$ 23,460	\$ 67,900	\$ 46,920	\$ 114,820	
19	Staff Training	\$ 868	\$ 4,736	\$ 190	\$ 52	\$ 52	\$ 52	\$ 5,846	\$ 104	\$ 5,950	
20	Staff Travel-(Local & Out of Town)	\$ 1,017	\$ 2,500	\$ 5,780	\$ 1,355	\$ 1,355	\$ 1,355	\$ 10,652	\$ 2,710	\$ 13,362	
21	Rental of Equipment	\$ 1,180	\$ 1,500	\$ 3,670	\$ 3,948	\$ 3,948	\$ 3,948	\$ 10,298	\$ 7,896	\$ 18,194	
23	Legal & Accounting	\$ 21,803	\$ 77,500	\$ 74,092	\$ 65,543	\$ 65,543	\$ 65,543	\$ 238,938	\$ 131,086	\$ 370,024	
24	Furnishings	\$ 11,055	\$ 22,109	\$ 27,647	\$ 14,739	\$ 14,739	\$ 14,739	\$ 75,550	\$ 29,478	\$ 105,028	
25	Property Taxes	\$ 8,515	\$ 16,771	\$ 15,514	\$ 14,100	\$ 14,100	\$ 14,100	\$ 54,900	\$ 28,200	\$ 83,100	
26	Management Fees	\$ 18,313	\$ 36,625	\$ 36,625	\$ 36,625	\$ 36,625	\$ 36,625	\$ 128,188	\$ 73,250	\$ 201,438	
27	Security Services/Other Contracted Services	\$ 3,782	\$ 7,563	\$ 13,674	\$ 46,000	\$ 46,000	\$ 46,000	\$ 71,019	\$ 92,000	\$ 163,019	
28	Operating Fees	\$ 1,286	\$ 3,750	\$ 4,568	\$ 1,149	\$ 1,149	\$ 1,149	\$ 10,753	\$ 2,298	\$ 13,051	
29	Office Equipment Purchase/Repair	\$ 2,087	\$ 5,570	\$ 5,555	\$ 2,795	\$ 2,795	\$ 2,795	\$ 16,007	\$ 5,590	\$ 21,597	
41				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	<u>Consultants</u>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	<u>Subcontractors</u>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55	Pacific Coast Staffing	\$ 3,215	\$ 5,500	\$ 25,734	\$ 41,000	\$ 41,000	\$ 41,000	\$ 75,449	\$ 82,000	\$ 157,449	
56								\$ -	\$ -	\$ -	
68	TOTAL OPERATING EXPENSES	\$ 262,844	\$ 511,705	\$ 727,114	\$ 543,419	\$ 543,419	\$ 543,419	\$ 2,045,082	\$ 1,086,838	\$ 3,131,920	
69											
70	<u>Other Expenses (not subject to indirect cost %)</u>										
71	Master Lease Rent	\$ 263,902	\$ 346,668	\$ 360,252	\$ 366,167	\$ 366,167	\$ 366,167	\$ 1,336,989	\$ 732,334	\$ 2,069,323	
72	Actuals Adjustment		\$ (3,037)			\$ -	\$ -	\$ (3,037)	\$ -	\$ (3,037)	
73	CODB (Pending Provider Allocation)				\$ -	\$ 50,782	\$ 103,087	\$ -	\$ 153,869	\$ 153,869	
84	TOTAL OTHER EXPENSES	\$ 263,902	\$ 343,631	\$ 360,252	\$ 366,167	\$ 416,949	\$ 469,255	\$ 1,333,952	\$ 886,204	\$ 2,220,155	
96											
97	HSH #3							Template last modified	1/22/2020		

BUDGET NARRATIVE

Fiscal Year

HSH Fund & General Fund - Prop

FY24-25

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

<u>Salaries & Benefits</u>	<u>Adjusted</u>		<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>Budgeted</u>	<u>Budgeted</u>			
	<u>FTE</u>	<u>Salary</u>			
Compliance Specialist	0.250	\$ 17,093	Assists with administrative and general office management for Property Management and Real Estate Departments. Development of organizational policies and procedures related to property management compliance and implementing these policies and procedures.	0.25 FTE @ \$68,373 equals \$17,093 annually	Jorge Orozco
Director of Property Management	0.231	\$ 29,836	Responsible for the department's general administration, personnel management, property management operations, and project management. To carry out the administration and operations of the property management department through Property Managers and the property management staff in accordance with Conard House policies and procedures.	0.23 FTE @ \$129,160 equals \$29,836 annually	Elijah Bornstein
Facilities & Maintenance Manager	0.268	\$ 22,937	Responsible for assisting the Director of Real Estate with the department's general administration, personnel management, facilities operations, and project management. Manages the maintenance and housekeeping of Conard House owned or leased properties.	0.268 FTE @ \$85,587 equals \$22,937 annually	Ken Bounthavy
Sr. Property Manager	0.750	\$ 65,959	Responsible for the general management, personnel management, financial administration and maintenance and administration of the property. Responsible for the overall operation of the assigned properties under the direction of the Property Management,	0.750 FTE @ \$87,945 equals \$65,959 annually	David Hasbrouck
Janitor	1.500	\$ 75,171	Responsible for the cleanliness and orderliness of assigned work sites, including offices, restrooms, kitchens, public spaces and work area. The work assignments will be assigned by the Property Manager.	3 FTE @ \$50,114 equals \$150,342 annually	Various
Janitor		\$ -			
Janitor		\$ -			
Maintenance Technician	1.000	\$ 54,472	Responsible for carrying out maintenance task for sites assigned by the Property Manager, Taks include making repairs, contacting and scheduling vendors to provide additional services, preparing vacant units for occupancy and general building maintenance.	1 FTE @ \$54,472 equals \$54,472 annually	Gary Henderson
Maintenance Technician	1.000	\$ 54,472	Responsible for carrying out maintenance task for sites assigned by the Property Manager, Taks include making repairs, contacting and scheduling vendors to provide additional services, preparing vacant units for occupancy and general building maintenance.	1 FTE @ \$54,472 equals \$54,472 annually	Boris Ratner
Lead Desk Clerk	1.000	\$ 50,114	Assists the Property Manager with scheduling and coordinating coverage of the desk clerks as well as performing desk clerk duties.	1 FTE @ \$50,114 equals \$50,114 annually	Antoinette Jones
Desk Clerk	4.080	\$ 195,575	Under the direction of the Property Manager and Lead Desk Clerk, the Desk Clerk performs a number of varied responsibilities including managing communication (both verbal and written), monitoring traffic in and out of the building, handling building/medical emergencies and writing Work Order requests. Inspecting the property as required by the Property Manager and keeping the reception area clean and neat.	4.08 FTE @ \$47,935 equals \$195,575 annually	Various
TOTAL	10.08	\$ 565,629			
<u>Employee Fringe Benefits</u>		\$ 245,257	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 43.36% of total salaries.</u>		
Salaries & Benefits Total		\$ 810,886			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 19,205	Rental of office space used for property administration, overseeing and monitoring of property management services.	Calculations are based on Conard cost allocations.
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 67,785	Electricity, water/sewer, gas, telephone/cable and data security & systems related to the property management.	Monthly charges based on usage

Office Supplies, Postage	\$ 6,350	Office supply costs related to the property management. Printing, postage, meetings and courier services.	Supplies expenses as needed.
Building Maintenance Supplies and Repair	\$ 199,313	Routine maintenance and repairs for the McAllister building.	On-going maintenance, supplies and repairs as needed.
Printing and Reproduction	\$ -		
Insurance	\$ 23,460	Commercial all-risk insurance and fidelity bond . The McAllister Hotel share of the policy premium is based on Conard cost allocations	Calculations are based on Conard cost allocations.
Staff Training	\$ 52	Annual training costs are Cultural diversity training, mandatory in-service training, conferences, and other in-service training.	Calculations are based on Conard cost allocations.
Staff Travel-(Local & Out of Town)	\$ 1,355	Contract-related travel costs, reimbursable mileage, out-of-town conferences and parking.	Travel and reimbursement costs as needed.
Rental of Equipment	\$ 3,948	Copiers and printers.	Calculations are based on Conard cost allocations.
	\$ -		
Legal & Accounting	\$ 65,543	Annual audit cost and legal services	Calculations are based on Conard cost allocations.
Furnishings	\$ 14,739	Covers expendable furnishings and equipment, including desks, chairs and locked file cabinets.	Expenses as needed
Property Taxes	\$ 14,100	Property license fees and taxes	Charges as needed.
Management Fees	\$ 36,625	Property management fee	\$3,052 monthly equals \$36,625 annually
Security Services/Other Contracted Services	\$ 46,000	Annual subscription of computer software and other contracted services	Calculations are based on Conard cost allocations.
Operating Fees	\$ 1,149	Mandatory TB test/review and TB symptom X-ray fees and bank fees.	Costs incurred by staff adhering to mandatory requirements.
Office Equipment Purchase/Repair	\$ 2,795	Annual computer maintenance agreement and database management.	Calculations are based on Conard cost allocations.
Subcontractors	\$ -		
Pacific Coast Staffing	\$ 41,000	Third party contracted services for staffing.	Service expenses as needed
	\$ -		
TOTAL OPERATING EXPENSES	\$ 543,419		
Indirect Cost	13.0%	\$ 176,060	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Master Lease Rent	\$ 366,167	Term leases known as the McAllister Hotel located at 270 McAllister St., SF. The 5-story plus basement, non-combustible, multifamily apartment building with an elevator. 80 single room units, service provider offices, one community space, a mezzanine with laundry facilities and a large basement with ample storage space. The approximate building area is 23,250 square feet.	\$30,514 monthly equals \$366,167 annually
CODB (Pending Provider Allocation)	\$ 50,782	This line item is a placeholder for the 3% CODB increase applied to the baseline HSH & Prop C budget amounts. Provider will allocate once amendment is fully executed	.
TOTAL OTHER EXPENSES	\$ 416,949		

Fiscal Term Start	Fiscal Term End
7/1/2024	6/30/2025

	A	B	C	D	E	H	K	N	R	S	U	V	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	7/1/2024		Duration (Years)											
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	1/1/2021	6/30/2024	4											
6	Amended Term	1/1/2021	6/30/2026	6											
7	Provider Name	Conard House													
8	Program	McAllister Hotel													
9	FSP Contract ID#	1000020628													
10	Action (select)	Amendment													
11	Effective Date	7/1/2024													
12	Budget Name	HSH Fund & General Fund & Prop C - Modified Payment Program													
13		Current	New												
14	Term Budget	\$ 255,447	\$ 509,079												
15	Contingency	\$ 1,143,918	\$ 939,027	20%											
16	Not-To-Exceed	\$ 8,325,672	\$ 12,815,916												
					Year 1	Year 2	Year 3	Year 4	Year 5		Year 6		All Years		
17					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026
18					Actuals	Actuals	Actuals	Current	Amendment	New	Amendment	New	Actuals	Amendment	New
19	Expenditures														
20	Salaries & Benefits	\$ 17,789	\$ 52,213	\$ 84,884	\$ 91,103	\$ 91,103	\$ 91,103	\$ 91,103	\$ 91,103	\$ 91,103	\$ 91,103	\$ 91,103	\$ 245,989	\$ 182,205	\$ 428,194
21	Operating Expense	\$ 7,899	\$ 13,811	\$ 8,392	\$ 16,245	\$ 16,245	\$ 16,245	\$ 16,245	\$ 16,245	\$ 16,245	\$ 16,245	\$ 16,245	\$ 46,347	\$ 32,490	\$ 78,837
22	Subtotal	\$ 25,689	\$ 66,024	\$ 93,276	\$ 107,348	\$ 107,348	\$ 107,348	\$ 107,348	\$ 107,348	\$ 107,348	\$ 107,348	\$ 107,348	\$ 292,336	\$ 214,695	\$ 507,031
23	Indirect Percentage	13.00%	13.00%	13.00%	13.00%					13.00%		13.00%			
24	Indirect Cost (Line 22 X Line 23)	\$ 3,340	\$ 8,583	\$ 12,126	\$ 13,955	\$ 13,955	\$ 13,955	\$ 13,955	\$ 13,955	\$ 13,955	\$ 13,955	\$ 13,955	\$ 38,004	\$ 27,910	\$ 65,914
25	Other Expenses (Not subject to indirect %)	\$ (16,801)	\$ (33,422)	\$ (24,670)	\$ -	\$ 3,639	\$ 3,639	\$ 7,387	\$ 7,387	\$ 7,387	\$ 7,387	\$ 7,387	\$ (74,893)	\$ 11,027	\$ (63,866)
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures	\$ 12,227	\$ 41,185	\$ 80,732	\$ 121,303	\$ 124,942	\$ 124,942	\$ 128,690	\$ 128,690	\$ 128,690	\$ 128,690	\$ 128,690	\$ 255,447	\$ 253,632	\$ 509,079
29															
30	HSH Revenues (select)														
31	HSH Fund (formerly CNC Fund)	\$ 20,694	\$ 74,607	\$ 80,702	\$ 49,738	\$ 99,501	\$ 99,501	\$ 102,486	\$ 102,486	\$ 102,486	\$ 102,486	\$ 102,486	\$ 225,741	\$ 201,987	\$ 427,728
35	General Fund - Ongoing			\$ -	\$ 46,865	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,865	\$ -	\$ 46,865
38	Prop C - Ongoing			\$ 24,700	\$ 24,700	\$ 25,441	\$ 25,441	\$ 26,204	\$ 26,204	\$ 26,204	\$ 26,204	\$ 26,204	\$ 49,400	\$ 51,645	\$ 101,045
39	Adjustment to Actuals	\$ (16,801)	\$ (33,422)	\$ (24,670)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (74,893)	\$ -	\$ (74,893)
40	Total HSH Revenues	\$ 12,227	\$ 41,185	\$ 80,732	\$ 121,303	\$ 124,942	\$ 124,942	\$ 128,690	\$ 128,690	\$ 128,690	\$ 128,690	\$ 128,690	\$ 255,447	\$ 253,632	\$ 509,079
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52															
53	Prepared by	Stella Wang													
54	Phone	415-864-7833													
55	Email	stella@conard.org													

	A	F	M	T	AA	AD	AE	AF	AG	AJ	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date	7/1/2024									
4	Provider Name	Conard House									
5	Program	McAllister Hotel									
6	F\$P Contract ID#	1000020628									
7	Budget Name	HSH Fund & General Fund & Prop C - Modified Payment Program				EXTENSION YEAR					
8		Year 1	Year 2	Year 3	Year 4	Year 5					
9	POSITION TITLE	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	
10		Actuals	Actuals	Actuals	Current					New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	
12	Director SHP/CS	\$ 753	\$ 889	\$ 1,842	\$ 2,074	\$ 138,295	1.00	2%	0.02	\$ 2,074	
14	Associate Director			\$ 8,215	\$ 9,937	\$ 99,369	1.00	10%	0.10	\$ 9,937	
15	Program Director I	\$ 1,143	\$ 11,760	\$ 14,485	\$ 15,173	\$ 75,866	1.00	20%	0.20	\$ 15,173	
16	Sr. Case Manager	\$ 470	\$ -	\$ 12,359	\$ 12,947	\$ 64,735	1.00	20%	0.20	\$ 12,947	
17	Case Manager I	\$ 4,516	\$ 10,038	\$ 11,648	\$ 12,202	\$ 61,009	1.00	20%	0.20	\$ 12,202	
18	Case Manager I	\$ 4,038	\$ 9,468	\$ 11,648	\$ 12,202	\$ 61,009	1.00	20%	0.20	\$ 12,202	
19	Program Assistant		\$ 1,644	\$ 2,167	\$ 2,270	\$ 56,760	1.00	4%	0.04	\$ 2,270	
20	FIU Account Supervisor	\$ 1,064	\$ 1,639	\$ 1,038	\$ 1,087	\$ 72,491	1.00	2%	0.02	\$ 1,087	
21	FIU Sr. Account Manager	\$ 696	\$ 1,506	\$ 930	\$ 975	\$ 64,974	1.00	2%	0.02	\$ 975	
23	FIU Messenger	\$ 650	\$ 1,453	\$ 1,977	\$ 2,301	\$ 47,935	1.60	3%	0.05	\$ 2,301	
55		\$ 14,026	\$ 40,788	\$ 66,311	\$ 71,168	TOTAL SALARIES				\$ 71,168	
56						TOTAL FTE			1.03		
57		26.84%	28.01%	28.01%	28.01%	FRINGE BENEFIT RATE				28.01%	
58		\$ 3,764	\$ 11,425	\$ 18,574	\$ 19,934	EMPLOYEE FRINGE BENEFITS				\$ 19,934	
59		\$ 17,789	\$ 52,213	\$ 84,884	\$ 91,103	TOTAL SALARIES & BENEFITS				\$ 91,103	
60											
61											
62											

	A	AQ	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HC				
2	SALARY & BENEFIT DETAIL				
3	Document Date				
4	Provider Name				
5	Program				
6	F\$P Contract ID#				
7	Budget Name				
8		EXTENSION YEAR			
		Year 6	All Years		
9	POSITION TITLE	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026
10		New	Actuals	Amendment	New
11		Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Director SHP/CS	\$ 2,074	\$ 5,559	\$ 4,149	\$ 9,707
14	Associate Director	\$ 9,937	\$ 18,152	\$ 19,874	\$ 38,026
15	Program Director I	\$ 15,173	\$ 42,562	\$ 30,346	\$ 72,908
16	Sr. Case Manager	\$ 12,947	\$ 25,776	\$ 25,894	\$ 51,670
17	Case Manager I	\$ 12,202	\$ 38,404	\$ 24,404	\$ 62,807
18	Case Manager I	\$ 12,202	\$ 37,356	\$ 24,404	\$ 61,759
19	Program Assistant	\$ 2,270	\$ 6,082	\$ 4,541	\$ 10,623
20	FIU Account Supervisor	\$ 1,087	\$ 4,829	\$ 2,175	\$ 7,004
21	FIU Sr. Account Manager	\$ 975	\$ 4,107	\$ 1,949	\$ 6,056
23	FIU Messenger	\$ 2,301	\$ 6,380	\$ 4,602	\$ 10,982
55		\$ 71,168	\$ 192,293	\$ 142,337	\$ 334,629
56					
57		28.01%			
58		\$ 19,934	\$ 53,697	\$ 39,869	\$ 93,565
59		\$ 91,103	\$ 245,989	\$ 182,205	\$ 428,194
60					
61					
62					

	A	B	E	H	K	P	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	7/1/2024								
4	Provider Name	Conard House								
5	Program	McAllister Hotel								
6	FSP Contract ID#	1000020628								
7	Budget Name	HSH Fund & General Fund & Prop C - Modified Payment Program								
8		EXTENSION YEAEXTENSION YEAF								
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years		
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026
11		Actuals	Actuals	Actuals	Current	New	New	Actuals	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 778	\$ 1,820	\$ 1,722	\$ 2,040	\$ 2,040	\$ 2,040	\$ 6,360	\$ 4,080	\$ 10,440
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 968	\$ 1,899	\$ 1,757	\$ 2,070	\$ 2,070	\$ 2,070	\$ 6,694	\$ 4,140	\$ 10,834
15	Office Supplies, Postage	\$ 885	\$ 1,347	\$ 756	\$ 1,750	\$ 1,750	\$ 1,750	\$ 4,738	\$ 3,500	\$ 8,238
16	Building Maintenance Supplies and Repair	\$ 42	\$ 160	\$ 94	\$ 119	\$ 119	\$ 119	\$ 415	\$ 238	\$ 653
18	Insurance	\$ -	\$ 505	\$ 45	\$ 96	\$ 96	\$ 96	\$ 646	\$ 192	\$ 838
19	Staff Training	\$ 44	\$ 88	\$ 91	\$ 223	\$ 223	\$ 223	\$ 446	\$ 446	\$ 892
20	Staff Travel-(Local & Out of Town)	\$ 115	\$ 250	\$ 67	\$ 84	\$ 84	\$ 84	\$ 516	\$ 168	\$ 684
21	Rental of Equipment	\$ 152	\$ 185	\$ 170	\$ 203	\$ 203	\$ 203	\$ 710	\$ 406	\$ 1,116
22	Equipment Purchase & Repairs		\$ -	\$ 299	\$ 70	\$ 70	\$ 70	\$ 369	\$ 140	\$ 509
23	Clients Services (check cashing, bank analysis, transpor	\$ 4,795	\$ 7,507	\$ 2,141	\$ 6,700	\$ 6,700	\$ 6,700	\$ 21,143	\$ 13,400	\$ 34,543
24	Legal & Accounting	\$ 68	\$ 25	\$ 71	\$ 20	\$ 20	\$ 20	\$ 184	\$ 40	\$ 224
25	Operating Fees	\$ 53	\$ 25	\$ 19	\$ 20	\$ 20	\$ 20	\$ 117	\$ 40	\$ 157
26	Other Contracted Services			\$ 1,160	\$ 2,850	\$ 2,850	\$ 2,850	\$ 4,010	\$ 5,700	\$ 9,710
68	TOTAL OPERATING EXPENSES	\$ 7,899	\$ 13,811	\$ 8,392	\$ 16,245	\$ 16,245	\$ 16,245	\$ 46,347	\$ 32,490	\$ 78,837
69										
70	<u>Other Expenses (not subject to indirect cost %)</u>									
71	Actuals Adjustment	\$ (16,801)	\$ (33,422)	\$ (24,670)		\$ -	\$ -	\$ (74,893)	\$ -	\$ (74,893)
72	COBD (Pending Provider Allocation)			\$ -		\$ 3,639	\$ 7,387	\$ -	\$ 11,027	\$ 11,027
84	TOTAL OTHER EXPENSES	\$ (16,801)	\$ (33,422)	\$ (24,670)	\$ -	\$ 3,639	\$ 7,387	\$ (74,893)	\$ 11,027	\$ (63,866)
96										
97	HSH #3							Template last modified		1/22/2020

BUDGET NARRATIVE

Fiscal Year

Fiscal Term Start
7/1/2024

HSH Fund & General Fund & Pro

FY24-25

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

Salaries & Benefits	Adjusted		Justification	Calculation	Employee Name
	Budgeted	Budgeted			
	FTE	Salary			
Director SHP/CS	0.015	\$ 2,074	Responsible for overall direction and administration of the Supportive Services and Rep Payee and supervision of the Associate Director	0.015 FTE @ \$138,295 equals \$2,074 annually	Liliana Suarez
Associate Director	0.100	\$ 9,937	Responsible for monitoring implementation and preparing reports on the Supportive Services and Rep Payee scope of work and supervision of the Program Director	0.10 FTE @ \$86,055 equals \$8,692 annually	Susan Marick-Ker
Program Director I	0.200	\$ 15,173	Responsible for hiring Case Managers and implementing Supportive Services work plan at McAllister Hotel, including Case Management services, Rep Payee services and Community Building. The Program Director will assign cases, tasks and supervise the Case Managers and may carry a small case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.20 FTE @ \$75,866 equals \$15,173 annually	Sandra Davis
Sr. Case Manager	0.200	\$ 12,947	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load and providing supervision of Case Managers when the Program Director is away from the site. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.20 FTE @ \$64,735 equals \$12,947 annually	Monica Monroy
Case Manager I	0.200	\$ 12,202	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.20 FTE @ \$61,009 equals \$12,202 annually	NA
Case Manager I	0.200	\$ 12,202	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.20 FTE @ \$61,009 equals \$12,202 annually	Jacob Delle
Program Assistant	0.040	\$ 2,270	Responsible for compiling data for service reports and performing other duties to support implementation of the program under the direction of the Associate Director of SHP/CS	0.04 FTE @ \$56,760 equals \$2,270 annually	Yue Ming Guo
FIU Account Supervisor	0.015	\$ 1,087	Responsible for operating and maintaining the Conard House money management system and supervising the FIU Sr. Account Manager	0.015 FTE @ \$72,491 equals \$1,087 annually	Hallie Gillespie-Sullivan
FIU Sr. Account Manager	0.015	\$ 975	Responsible for processing disbursements for PAY clients, maintaining accurate account records in the money management system and scheduling and supervising couriers.	0.015 FTE @ 664974 equals \$975 annually	Jason Smith
FIU Account Manager		\$ -			
FIU Messenger	0.048	\$ 2,301	Responsible courier services to an assigned sites	0.043 FTE @ \$47,935 equals \$2,071 annually	Various
TOTAL	1.03	\$ 71,168			
Employee Fringe Benefits		\$ 19,934	Includes FICA, SSUI, Workers Compensation and Medical calculated at 28.01% of total salaries.		
Salaries & Benefits Total		\$ 91,103			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ 2,040	Rental of office space used for program administration, overseeing and monitoring of support and rep payee services.	Calculations are based on Conard cost allocations.
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,070	Electricity, water/sewer, gas, telephone/cable and data security & systems related to the McAllister staff offices.	Monthly charges based on usage.
Office Supplies, Postage	\$ 1,750	Office supply costs related to the support services and rep payee staff. Including, but not limited, to printing, postage, meetings and courier services.	Supplies expenses as needed.
Building Maintenance Supplies and Repair	\$ 119	Routine maintenance and repairs for the McAllister support services offices.	On-going maintenance, supplies and repairs as needed.
Printing and Reproduction	\$ -		
Insurance	\$ 96	Commercial all-risk insurance and fidelity bond . The McAllister Hotel share of the policy premium is based on Conard cost allocations	Calculations are based on Conard cost allocations.

Staff Training	\$	223	Annual training costs are Cultural diversity training, mandatory in-service training, conferences, and other in-service training.	Calculations are based on Conard cost allocations.
Staff Travel-(Local & Out of Town)	\$	84	Contract-related travel costs, reimbursable mileage, out-of-town conferences and parking.	Travel and reimbursement costs as needed.
Rental of Equipment	\$	203	Copiers and printers.	Calculations are based on Conard cost allocations.
Equipment Purchase & Repairs	\$	70	Annual computer maintenance agreement and database management.	Calculations are based on Conard cost allocations.
Clients Services (check cashing, bank analysis, transporta	\$	6,700	Incidental fees paid on behalf of clients to assist them in obtaining identification cards and records which includes transportation. Conard pays check cashing fees for money management clients and bank analysis fees.	Costs incurred by assistance to clients.
Legal & Accounting	\$	20	Annual audit cost and legal services	Calculations are based on Conard cost allocations.
Operating Fees	\$	20	Mandatory TB test/review and TB symptom X-ray fees and bank fees.	Costs incurred by staff adhering to mandatory requirements.
Other Contracted Services	\$	2,850	Annual subscription of computer software and third party contracted services for staffing.	Calculations are based on Conard cost allocations.
TOTAL OPERATING EXPENSES	\$	16,245		
Indirect Cost	13.0%	\$ 13,955		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
CODB (Pending Provider Allocation)	\$ 3,639	This line item is a placeholder for the 3% CODB increase applied to the baseline HSH & Prop C budget amounts. Provider will allocate once amendment is fully executed	.
	\$ -		
TOTAL OTHER EXPENSES	\$ 3,639		

	A	B	C	D	E	H	K	N	S	V	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	7/1/2024											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	1/1/2021	6/30/2024	4									
6	Amended Term	1/1/2021	6/30/2026	6									
7	Provider Name	Conard House											
8	Program	McAllister Hotel											
9	F\$P Contract ID#	1000020628											
10	Action (select)	Amendment											
11	Effective Date	7/1/2024											
12	Budget Name	Prop C - One-Time Bonus Pay											
13		Current	New										
14	Term Budget	\$ 134,334	\$ 134,334	20%									
15	Contingency	\$ 1,143,918	\$ 939,027										
16	Not-To-Exceed	\$ 8,325,672	\$ 12,815,916										
					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years		
17					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026
18					Current	Current	Current	Current	New	New	Current	Amendment	New
19	Expenditures												
25	Other Expenses (Not subject to indirect %)	\$ 131,709	\$ 2,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,334	\$ -	\$ 134,334
28	Total Expenditures	\$ 131,709	\$ 2,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,334	\$ -	\$ 134,334
29													
30	HSH Revenues (select)												
36	Prop C - One-Time COVID-19 Bonus Pay	\$ 131,709	\$ 2,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,334	\$ -	\$ 134,334
40	Total HSH Revenues	\$ 131,709	\$ 2,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,334.00	\$ -	\$ 134,334.00
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52													
53	Prepared by	Stella Wang											
54	Phone	415-864-7833											
55	Email	stella@conard.org											

	A	B	E	H	K	P	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	7/1/2024								
4	Provider Name	Conard House								
5	Program	McAllister Hotel								
6	FSP Contract ID#	1000020628								
7	Budget Name	Prop C - One-Time Bonus Pay								
8		EXTENSION YEAR EXTENSION YEAR								
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years		
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026
11		Current	Current	Current	Current	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
69										
70	Other Expenses (not subject to indirect cost %)									
71	Prop C - One-Time COVID-19 Bonus Pay	\$ 131,709	\$ 2,625			\$ -	\$ -	\$ 134,334	\$ -	\$ 134,334
84	TOTAL OTHER EXPENSES	\$ 131,709	\$ 2,625	\$ -	\$ -	\$ -	\$ -	\$ 134,334	\$ -	\$ 134,334

	A	B	C	D	E	H	K	N	S	V	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	7/1/2024											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	1/1/2021	6/30/2024	4									
6	Amended Term	1/1/2021	6/30/2026	6									
7	Provider Name	Conard House											
8	Program	McAllister Hotel											
9	F\$P Contract ID#	1000020628											
10	Action (select)	Amendment											
11	Effective Date	7/1/2024											
12	Budget Name	General Fund - One-Time - Capital											
13		Current	New										
14	Term Budget	\$ 113,340	\$ 113,340	20%									
15	Contingency	\$ 1,143,918	\$ 939,027										
16	Not-To-Exceed	\$ 8,325,672	\$ 12,815,916										
					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years		
17		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026			
18		Current	Current	Current	Current	New	New	Current	Amendment	New			
19	Expenditures												
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ 113,340	\$ -	\$ -	\$ 113,340	\$ -	\$ -	\$ 113,340	\$ -	\$ 113,340
28	Total Expenditures	\$ -	\$ -	\$ -	\$ 113,340	\$ -	\$ -	\$ 113,340	\$ -	\$ -	\$ 113,340	\$ -	\$ 113,340
29													
30	HSH Revenues (select)												
37	General Fund - One-Time				\$ 113,340	\$ -	\$ -	\$ 113,340	\$ -	\$ -	\$ 113,340	\$ -	\$ 113,340
40	Total HSH Revenues	\$ -	\$ -	\$ -	\$ 113,340	\$ -	\$ -	\$ 113,340	\$ -	\$ -	\$ 113,340	\$ -	\$ 113,340
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52													
53	Prepared by	Stella Wang											
54	Phone	415-864-7833											
55	Email	stella@conard.org											

	A	B	E	H	K	P	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	7/1/2024								
4	Provider Name	Conard House								
5	Program	McAllister Hotel								
6	FSP Contract ID#	1000020628								
7	Budget Name	General Fund - One-Time - Capital								
8						EXTENSION YEAR		EXTENSION YEAR		
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years		
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026
11		Current	Current	Current	Current	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
85										
86	Capital Expenses									
87	Ventilation System				\$ 75,000	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
88	Security & Cameras				\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
89	Security				\$ 7,140	\$ -	\$ -	\$ 7,140	\$ -	\$ 7,140
90	Water Coolers				\$ 1,200	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
94										
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ 113,340	\$ -	\$ -	\$ 113,340	\$ -	\$ 113,340
96										
97	HS# #3							Template last modified	1/22/2020	

Appendix C, Method of Payment

- I. Reimbursement for 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, paid by the Grantee, 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 the Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.
- A. Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
- B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
- C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
- D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee's ability to apply for future funding or requests for additional funding.

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

E. 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.
- F. 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 more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- G. 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 Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

H. 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) and summarized in excel;
 - 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));
 - 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 as Approved Subcontractors;
 - e. Include only documentation that pertains to the Grant budget that is being invoiced. Grantee shall not provide agency-wide supporting documentation for other agency costs or HSH Grants. (e.g., only payroll documentation for the personnel being charged to that invoice should be included); and
 - f. Include the Grantee's cost allocation plan.
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. HSH reserves the right to reject and/or deny invoices, in part or as a whole, that do not follow these instructions.

HSH Fund/Our City, Our Home (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, a personnel report in excel format that itemizes all payroll costs included in the invoice, 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	<p>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, and documentation for any single expense within the Operating budget category that exceed \$10,000>.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in excel format that itemizes all costs included in each operating invoice line, 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.</p>
Capital and/or One-Time Funding	<p>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.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in excel format that itemizes all costs included in each capital/one-time invoice line, receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>
Revenue	<p>Grantee shall maintain and provide documentation, as requested by HSH,> for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.</p>

4. HSH will conduct regular monitoring of provider operating expenses under \$10,000 including, but not limited to requesting supporting documentation showing invoices were paid. Grantees shall provide requested information within specified timelines. HSH reserves the right to require full documentation of invoice submission regardless of amount to ensure the Grantee's compliance with HSH's invoicing requirements.

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 to the assigned HSH Contract Manager, as listed in CARBON, on an agency letterhead with a narrative justification that fully describes the unique circumstances, for review and approval. Advance requests must be submitted by the Grantee's authorized staff only.
2. HSH, at its sole discretion, may make available to Grantee up to one month 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 one month of the ongoing annualized budget amount may be considered on a case-by-case basis only.
3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

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 1/10th per month from July to April. An alternative period of repayment may be calculated 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 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 monthly invoicing. Failure to submit required information or comply by specified deadlines may result in HSH withholding payments.

Appendix D, Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Public Health	Outpatient Services, Supportive Housing, Rep Payee/Money Management	July 1, 2018 - December 31, 2027	\$292,051,200
Department of Homelessness and Supportive Housing	Allen GF and HUD/CoC	May 1, 2020 - June 30, 2026	\$9,938,362
Department of Homelessness and Supportive Housing	Aranda Hotel	January 1, 2021 – February 28, 2025	\$9,143,980
Department of Homelessness and Supportive Housing	McAllister Hotel	January 1, 2021 – June 30, 2026 (in process)	\$12,815,916
Department of Homelessness and Supportive Housing	Lyric CoC Rental Assistance & Admin	April 1, 2024 – March 31, 2028	\$5,926,344
Department of Homelessness and Supportive Housing	El Dorado/Midori Rental Assistance & Admin	July 1, 2018 – June 30, 2024	\$2,519,808
Department of Disability and Aging Services	SF Connected Digital Literacy	January 1, 2021 - June 30, 2024	\$698,851
Department of Disability and Aging Services	Money Management	July 1, 2023 - June 30, 2027	\$344,528