

BOARD of SUPERVISORS



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MEMORANDUM

HOMELESSNESS AND BEHAVIORAL HEALTH SELECT COMMITTEE

SAN FRANCISCO BOARD OF SUPERVISORS

TO: Supervisor Hillary Ronen, Chair
Homelessness and Behavioral Health Select Committee

FROM: Stephanie Cabrera, Assistant Clerk

DATE: September 8, 2023.

SUBJECT: **COMMITTEE REPORT, BOARD MEETING**
Tuesday, September 12, 2023

The following file should be presented as COMMITTEE REPORT at the regular Board meeting on Tuesday, September 12, 2023. This Resolution was acted upon at the Homelessness and Behavioral Health Select Committee meeting on Friday, September 8, 2023, at 10:00 a.m., by the votes indicated.

Item No. 21 File No. 230871

Resolution approving the second amendment to the grant agreement between the Tenderloin Housing Clinic, Inc. and the Department of Homelessness and Supportive Housing (“HSH”) for master lease stewardship, property management, and support services at 16 permanent supportive housing sites; extending the grant term by 24 months for a total term of July 1, 2020, through June 30, 2026; increasing the agreement amount by \$108,753,662 for a total amount not to exceed \$241,657,513; and authorizing HSH to enter into any additions, amendments, or other modifications to the agreement that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City.

RECOMMENDED AS A COMMITTEE REPORT

Vote: Supervisor Hillary Ronen - Excused
Supervisor Rafael Mandelman - Aye
Supervisor Shamann Walton - Excused
Supervisor Myrna Melgar - Aye

Cc: Board of Supervisors
Angela Calvillo, Clerk of the Board
Alisa Somera, Legislative Deputy
Anne Pearson, Deputy City Attorney

File No. 230871

Committee Item No. 3

Board Item No. 21

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Homelessness and Behavioral Health Select Date: September 8, 2023

Board of Supervisors Meeting: _____ Date: September 12, 2023

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU - FY2022-2024 - Clean |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU - FY2022-2024 - Redline |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Contract / DRAFT Mills Act Agreement |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>FYI Referral 073123</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Committee Rpt Request 083123</u> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <u>HSH PPT 090823</u> |
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Prepared by: Stephanie Cabrera

Date: August 31, 2023

Prepared by: Stephanie Cabrera

Date: September 8, 2023

Prepared by: _____

Date: _____

1 [Grant Agreement Amendment - Tenderloin Housing Clinic, Inc. - Master Lease Hotels - Not
2 to Exceed \$241,657,513]

3 **Resolution approving the second amendment to the grant agreement between the**
4 **Tenderloin Housing Clinic, Inc. and the Department of Homelessness and Supportive**
5 **Housing (“HSH”) for master lease stewardship, property management, and support**
6 **services at 16 permanent supportive housing sites; extending the grant term by 24**
7 **months for a total term of July 1, 2020, through June 30, 2026; increasing the**
8 **agreement amount by \$108,753,662 for a total amount not to exceed \$241,657,513; and**
9 **authorizing HSH to enter into any additions, amendments, or other modifications to the**
10 **agreement that do not materially increase the obligations or liabilities, or materially**
11 **decrease the benefits to the City.**

12
13 WHEREAS, The mission of the Department of Homelessness and Supportive Housing
14 (“HSH” or “Department”) is to prevent homelessness when possible and make homelessness
15 rare, brief, and one-time in the City and County of San Francisco (“the City”) through the
16 provision of coordinated, compassionate, and high-quality services; and

17 WHEREAS, Permanent supportive housing (“PSH”) is the most effective evidence-
18 based solution to chronic homelessness; and

19 WHEREAS, The nonprofit provider Tenderloin Housing Clinic, Inc. (“THC”) has
20 extensive experience providing supportive services and property management at PSH sites in
21 San Francisco; and

22 WHEREAS, THC is the longtime provider of supportive services and property
23 management at 16 master-leased PSH sites (the “Master Lease Hotels”); and

24 WHEREAS, The Human Services Agency (“HSA”) selected THC to provide services at
25 the Master Lease Hotels through Notice of Funding Opportunity #592 in 2014; and

1 WHEREAS, When HSH was created in 2016, the Department inherited HSA’s
2 agreement with THC for the Master Lease Hotels; and

3 WHEREAS, In July 2020, the Board of Supervisors adopted Resolution No. 261-22
4 approving HSH to enter into a new grant agreement (“Agreement”) for the term of July 1,
5 2020, to February 29, 2024, in an amount not to exceed \$89,400,486 with THC to continue to
6 provide master lease stewardship, property management, and support services at over 1,500
7 PSH units at the Master Lease Hotels for formerly homeless adults, a copy of which is on file
8 with the Clerk of the Board of Supervisors in File No. 200705; and

9 WHEREAS, In June 2022, the Board of Supervisors adopted Resolution No. 261-22
10 approving HSH to execute the first amendment to the Agreement, which extended the
11 Agreement term for THC to continue providing these services by four months to June 30,
12 2024, and increased the not to exceed amount by \$43,503,365 for a total amount not to
13 exceed \$132,903,851, a copy of which is on file with the Clerk of the Board of Supervisors in
14 File No. 220453; and

15 WHEREAS, The Master Lease Hotels served 1,652 tenants between July 1, 2022, and
16 June 30, 2023, including 278 new tenants who moved in during that period; and

17 WHEREAS, The proposed second amendment (“Amendment”) to the Agreement
18 would extend the Agreement for THC to continue to provide these services by 24 months to
19 June 30, 2026; and

20 WHEREAS, The Amendment would increase the not to exceed amount by
21 \$108,753,662 for a total amount not to exceed \$241,657,513 to cover the full fiscal year 2023-
22 24 budget amount, approved one-time funding for capital improvements in fiscal year 2023-
23 24, and the additional 24 months of services; and

1 WHEREAS, A copy of the Amendment is on file with the Clerk in File No. 230871,
2 substantially in final form, with all material terms and conditions included, and only remains to
3 be executed by the parties upon approval of this Resolution; and

4 WHEREAS, The Amendment requires Board of Supervisors approval under Section
5 9.118 of the Charter; now, therefore, be it

6 RESOLVED, That the Board of Supervisors hereby authorizes the Executive Director
7 of HSH (“Director”) or their designee to execute the Amendment to extend the current term of
8 July 1, 2020, through June 30, 2024, to July 1, 2020, through June 30, 2026, and to increase
9 the not to exceed amount by \$108,753,662 for a total amount not to exceed \$241,657,513;
10 and, be it

11 FURTHER RESOLVED, That the Board of Supervisors authorizes the Director or their
12 designee to enter into any amendments or modifications to the Amendment, prior to its final
13 execution by all parties, that HSH determines, in consultation with the City Attorney, are in the
14 best interest of the City, do not otherwise materially increase the obligations or liabilities of the
15 City, are necessary or advisable to effectuate the purposes of the grant, and are in
16 compliance with all applicable laws; and, be it

17 FURTHER RESOLVED, That within 30 days of the Amendment being executed by all
18 parties, HSH shall submit to the Clerk a completely executed copy for inclusion in File No.
19 230871; this requirement and obligation resides with HSH, and is for the purposes of having a
20 complete file only, and in no manner affects the validity of the approved agreement.

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Recommended:

/s/_____

Shireen McSpadden
Executive Director
Department of Homelessness and Supportive Housing

| | |
|---|---|
| <p>Item 3 File 23-0871</p> | <p>Department: Homelessness and Supportive Housing</p> |
| <p>EXECUTIVE SUMMARY</p> | |
| <p style="text-align: center;">Legislative Objectives</p> <ul style="list-style-type: none"> The proposed resolution authorizes the second amendment to the grant agreement between the Tenderloin Housing Clinic, Inc. and the Department of Homelessness and Supportive Housing (HSH) to continue providing permanent supportive housing at 16 master-leased hotels. The proposed amendment extends the current grant agreement term by 24 months through June 30, 2026 and increases the not-to-exceed amount by \$108,753,662 for a total not-to-exceed amount of \$241,657,513. <p style="text-align: center;">Key Points</p> <ul style="list-style-type: none"> Tenderloin Housing Clinic provides property management, support services, and lease services for 16 supportive housing properties, totaling 1,529 units. Tenderloin Housing Clinic enters into private leases with the landlord. Building operations and services are funded by this grant agreement and by tenant rents, which are capped at 30 percent of tenant income. <p style="text-align: center;">Fiscal Impact</p> <ul style="list-style-type: none"> The annual budget in FY 2023-24 is increasing by 29 percent from \$35.8 million to \$46.3 million due to: (a) increases in wages for case managers, support services positions, and property management staff, (b) increases in staffing to reduce case management ratios and improve tenant outcomes, and (c) \$1.0 million in one-time capital improvements. Funding sources for contract expenditures include: the General Fund, the HSH Fund (formerly the Care Not Cash Program), and Proposition C Homelessness Gross Receipts Tax. Total program expenditures also account for tenant rental income. The current contract’s not to exceed amount of \$132,903,851 has been fully spent with ten months remaining under the existing term. <p style="text-align: center;">Policy Consideration</p> <ul style="list-style-type: none"> By the time the current agreement expires in 2024, 10 years will have passed since a competitive solicitation, and the proposed amendment extends the agreement by an additional two years. The Department was planning to re-procure its entire housing portfolio by June 2024, however that process has been delayed by two years due to contract staff vacancies at HSH and because the Department has prioritized expansion of its housing portfolio. HSH reports it is planning to re-procure its entire housing portfolio before this proposed extension ends in 2026, though the process for selecting new master lease providers is complicated by the fact the buildings are privately owned and leased to Tenderloin Housing Clinic. <p style="text-align: center;">Recommendation</p> <ul style="list-style-type: none"> Approve the proposed resolution. | |

MANDATE STATEMENT

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

BACKGROUND

Procurement

In 2015, Tenderloin Housing Clinic, a nonprofit organization, was selected by the Human Services Agency to provide permanent supportive housing services at master leased hotels through a Notice of Funding Availability process. In July 2020, the Department of Homelessness and Supportive Housing (HSH) entered into a new grant agreement with Tenderloin Housing Clinic to provide property management and supportive services to 16 master-leased hotels that provide permanent supportive housing for formerly homeless adults. Tenderloin Housing Clinic was selected for this agreement under Administrative Code Chapter 21B, which allows HSH to enter into service contracts without a competitive process to more quickly respond to the homelessness crisis. This code section sunsets in March 2024 or if the Point-in-Time Count falls below 5,250.

Current Term

The initial grant agreement was for a term of three years and eight months from July 1, 2020 through February 29, 2024 for a total not to exceed amount of \$89,400,486 (File 20-0705). In June 2022, the agreement was amended to extend the grant term by four months through June 30, 2024 and increase the grant agreement to \$132,903,851 (File 22-0453). The increase in costs was primarily driven by increasing property rental costs, salary and benefit costs, and reductions in tenants rents due to implementation of City policy to limit tenant rent to 30 percent of tenant income (File 20-1185).

DETAILS OF PROPOSED LEGISLATION

According to the proposed legislation, the resolution authorizes the second amendment to the grant agreement between the Tenderloin Housing Clinic, Inc. and the Department of Homelessness and Supportive Housing (HSH) to continue providing permanent supportive housing, including supportive services and property management services at 16 master-leased hotels. The proposed second amendment extends the current grant agreement term by 24 months, from June 30, 2024 through June 30, 2026, for a total term of July 1, 2020 through June 30, 2026 and increases the not-to-exceed amount by \$108,753,662 for a total not-to-exceed amount of \$241,657,513. The additional funding for the agreement will be used for (1) a \$9.5 million increase to the FY 2023-24 operating budget; (2) one-time \$1 million for capital improvements in FY 2023-24; and (3) funding the two additional years of services in FY 2024-25 and FY 2025-26.

Services

The second amendment maintains the current services provided by Tenderloin Housing Clinic. These include:

- **supportive services** that include but are not limited to outreach to tenants about services, intake and assessment, case management, housing stability support to help tenants maintain secure housing, and wellness and emergency safety checks; and
- **property management and lease services**, which includes selecting program applicants in accordance with applicable laws and HSH policies, executing leases, re-certifying income on an annual basis, collecting rent, enforcing leases, paying for building services (e.g., utilities), and building maintenance.

Tenderloin Housing Clinic is responsible for managing the master lease with the property's owner, which includes coordination with the property owners on regular maintenance, capital needs, changes to the sublease, and other changes to the master lease.

Tenderloin Housing Clinic provides property management and supportive services across 16 sites and 1,529 units which are listed in Exhibit 1 below. These units serve formerly homeless and income eligible adults who are 18 or older without dependents under the age of 18.

Exhibit 1: Tenderloin Housing Clinic Master Leased Hotel Sites

| Housing Site | Funding Category | Street Address | Zip code | Number of Units¹ |
|--------------------------|-------------------------|-----------------------|-----------------|------------------------------------|
| All Star ⁺ | HSH Fund | 2791 16th St. | 94103 | 83 |
| Boyd ^{*,+} | HSH Fund | 41 Jones St. | 94102 | 79 |
| Caldrake | HSH Fund | 1541 California St. | 94109 | 48 |
| Edgeworth | General Fund | 770 O'Farrell St. | 94109 | 42 |
| Elk [*] | HSH Fund | 670 Eddy St. | 94109 | 86 |
| Graystone ⁺ | HSH Fund | 66 Geary St. | 94108 | 71 |
| Hartland [*] | General Fund | 909 Geary St. | 94109 | 134 |
| Jefferson ^{*,+} | General Fund | 440 Eddy St. | 94109 | 107 |
| Mayfair | General Fund | 626 Polk St. | 94102 | 53 |
| Mission ^{*,+} | General Fund | 520 S. Van Ness Ave. | 94110 | 238 |
| Pierre ⁺ | HSH Fund | 540 Jones St. | 94102 | 84 |
| Raman [*] | General Fund | 1011 Howard St. | 94103 | 82 |
| Royan | HSH Fund | 405 Valencia St. | 94103 | 67 |
| Seneca [*] | General Fund | 34 6th St. | 94103 | 198 |
| Union ⁺ | HSH Fund | 811 Geary Blvd. | 94109 | 59 |
| Vincent ^{*,+} | General Fund | 459 Turk St. | 94102 | 98 |
| Total Units | | | | 1,529 |

Source: Proposed Amendment Appendix A

*Indicates that the site had an on-site program monitoring visit from HSH in 2022 as part of their FY 2020-21 and FY 2021-22 program monitoring visits.

⁺Indicates that the site had an on-site program monitoring visit from HSH in 2023 as part of their FY2022-23 program monitoring visits.

Of the 1,529 units funded through this agreement, 577 units (38 percent) are funded through the "HSH Fund," which was previously referred to as the Care Not Cash program² and funds housing for low-income individuals who receive support through the County Adult Assistance Program (CAAP). The remaining 952 units (62 percent) are funded through the General fund and provide housing for CAAP recipients as well as tenants who are not eligible for CAAP. Tenants in all units pay 30 percent of their income as rent, which is used to partially fund the cost of building operations and supportive services. The 1,529 units funded under the proposed second amendment is a decrease of 37 units from 1,566 units funded in the original agreement. According to HSH staff, 37 units were excluded from the latest count because they are not used as dwelling units, including a portion that were converted to offices between 2022 and 2023 to accommodate additional case managers. These additional case management positions were

¹ This is the number of units as of July 1, 2023.

² The Care Not Cash program was approved by San Francisco voters in 2002 and transfers some of the City's General Fund cash assistance to unhoused individuals into supportive housing. Care Not Cash specifically funds housing for individuals receiving support through the County Adult Assistance Program (CAAP), for which only low-income adults are eligible.

added to the agreement in FY 2022-23 to bring the case management ratio down to one case manager per 25 tenants to meet HSH service requirements.

System of Care

According to HSH's Housing Inventory Dashboard, the Department has 13,237 units of permanent supportive housing.³ Of these units, 9,109 units are site-based permanent supportive housing, which includes the 1,529 units in these 16 buildings. During the 2022 Point-in-Time count, San Francisco counted 4,397 residents who were unsheltered, a 15 percent decrease from 5,180 residents in 2019.

Program Monitoring

HSH's FY 2022-23 Program Monitoring for Tenderloin Clinic's Master Lease Hotels is in process, and Tenderloin Housing Clinic had until the end of August 2023 to respond to FY 2022-23 findings. The Department conducted onsite monitoring at eight of the 16 master leased hotel sites between July 6 and July 28, 2023, and visited the Graystone Hotel, Mission Hotel, All Star Hotel, Jefferson Hotel, Boyd Hotel, Vincent Hotel, Pierre Hotel, and Union Hotel.⁴ The Program Monitoring report indicates that each site had either a client file and/or property management related findings. Common findings included not having proper documentation or demonstrated review of client files; and personal items and/or trash in hallways or common areas and bathrooms that are cleaned infrequently due to lack of janitorial staff on-site. According to the report, "THC has expressed difficulty with retaining janitorial and maintenance staff on a consistent basis for the Master Lease sites. Janitorial and maintenance staff retention rates directly impacts some of the recommendations and findings." As noted in the Fiscal Impact section below, the proposed second amendment provides increases to property management staff wages to support hiring and retaining janitorial and maintenance staff.

The report found that Tenderloin Housing Clinic was also meeting all but one service and outcome objectives that HSH staff reviewed.⁵ The annual tenant survey found that 89 percent of tenants who completed the survey rated their satisfaction as 3 (satisfied) or 4 (very satisfied) with program services. However, the percentage of tenants who completed the survey was not included in the program monitoring report; HSH staff reported to our office that 70 percent of tenants completed the satisfaction survey in FY 2022-23. The contract requires that 75 percent

³ HSH Housing Inventory Dashboard: <https://hsh.sfgov.org/services/the-homelessness-response-system/housing/>

⁴ According to HSH staff, the Department's program monitoring procedure for contracts that fund multiple housing sites is to visit 50% of them per year. Of the eight sites visited for the FY 2020-21- FY 2021-22 monitoring, the four with the most significant findings were re-visited during the FY 2022-23 monitoring process along with four new sites.

⁵ Under the proposed 2nd amendment to this grant agreement, Outcome Objective #4 has modified and reduces the target occupancy rate from 97 to 93 percent to align with the standard HSH now applies to all supportive housing providers.

of tenants complete the annual tenant survey, and the proposed amendment would lower the objective to 65 percent.

Occupancy

The agreement in effect during the FY 2020-21 – FY 2021-22 program monitoring cycle contained outcome objectives related to unit occupancy. These objectives were not included in the FY 2020-21 – FY 2021-22 program monitoring report, due to an administrative error, but were provided to HSH in monthly reporting for 2021 and 2022. Exhibit 2 summarizes the occupancy requirements and available data:

Exhibit 2: Occupancy Performance

| Occupancy Objective | FY 2020-21 | FY 2021-22 | FY 2022-23 |
|---|--|--|--|
| 90% of tenants remain housed for at least 12 months | 1,365/1,401 (97%) | 1,290/1,340 (96%) | 1,578/1,640 (96%) |
| At least 75% of households with lease violations remain housed | 440/495 (89%) | 553/617 (90%) | 430/464 (93%) |
| Turnover units within 7 days | HSH reviews monthly data | HSH reviews monthly data | Increased to 21 days in Modification 1. HSH reviews monthly data |
| Report vacancies to HSH "in a timely fashion" [timeframe not specified] | HSH reports THC met this objective | HSH reports THC met this objective | HSH reports THC met this objective |
| Maintain 97% occupancy rate* | Average Occupancy Rate (June 2021) 90% | Average Occupancy Rate (June 2022) 89% | Average Occupancy Rate (June 2023) 94% Objective lowered to 93% in proposed Modification 2 to align with standard set by HSH. |

Source: HSH

*THC provides monthly occupancy reports to HSH. The averages above for 2021 and 2022 are taken from June Monthly Reports.

THC submits monthly occupancy reports in CARBON; these reports reflect some of the buildings covered in this agreement exceeding the occupancy goal, and others below the goal for periods of time. These reports, which are reviewed regularly by HSH and THC also include information on time for the turnover of units. According to HSH, occupancy rate and unit turnover is dynamic as tenants enter/exit the program, and as such is monitored on an ongoing basis and reviewed regularly by both HSH and THC. The proposed second modification to HSH's grant agreement

with THC reduces the target occupancy rate from 97 percent to 93 percent, which is the standard HSH now applies to all supportive housing providers.⁶ As of August 29, 2023, the vacancy rate was 5.7%.

HSH staff reported that THC reported vacancies in a “timely fashion” – a period not specified in the grant agreement – and that certain units were not turned over within the required timeframes but did not provide data on the frequency and duration of unit turnovers that exceed the contract standard. According to HSH, data on occupancy, vacancies, and the turnover of units is reviewed during biweekly meetings and regular operations meetings between HSH and THC. In FY2022-23, THC exceeded the contract objectives of keeping at least 90% of tenants housed for at least 12 months, 85 percent of tenant lease violations were resolved without loss of housing, and at least 75% of all households that showed housing instability remained in housing.

Fiscal and Compliance Monitoring

HSH conducted the FY 2022-23 Citywide Nonprofit Fiscal and Compliance Monitoring for Tenderloin Housing Clinic in April 2023. The monitoring letter indicates that there were no findings identified during the fiscal and compliance monitoring.

FISCAL IMPACT

As shown below in Exhibit 3 below, the total annual cost of the services in the extension period is approximately \$45.2 million (FY 2024-25 and FY 2025-26), and in the current year of the agreement (FY 2023-24), there is an additional \$1.1 million for capital expenditures and other expenses. Of the total proposed FY 2023-24 HSH Revenues, the General Fund supports \$26.8 million of those costs, the HSH Fund (formerly the Care Not Cash Program) supports \$9.8 million in costs, and Proposition C Homelessness Gross Receipts Tax revenues support \$4.4 million in costs. Total program expenditures also account for an estimated \$5.2 million in tenant rental income.

⁶ According to HSH staff, in June 2023, the Department rolled out the new unit-level inventory data structure in HSH’s main database, the Online Navigation and Entry (ONE System), that will support review of real-time vacancy data.

Exhibit 3: Annual Program Budget

| Sources | Year 4 (FY 2023-24) Current | Year 4 (FY 2023-24) Proposed | Difference Current vs. Proposed Yr. 4 | Years 5 & 6 (FY 2024-26) Extension | Difference Yrs. 5 & 6 vs. Yr. 4 Proposed |
|---|--|---|--|---|---|
| <i>HSH Funding</i> | | | | | |
| General Fund | \$17,631,679 | \$26,801,799 | \$9,170,120 | \$25,353,412 | (\$1,448,387) |
| HSH Fund | 8,696,558 | 9,836,613 | 1,140,055 | 10,224,960 | 388,347 |
| Prop C | 4,226,566 | 4,353,363 | 126,797 | 4,353,363 | 0 |
| Housing & Homelessness Incentive Program (State) | 0 | 68,100 | 68,100 | 0 | (68,100) |
| Subtotal HSH Funding | \$30,554,803 | \$41,059,875 | \$10,505,072 | \$39,931,735 | (\$1,128,140) |
| <i>Other Funding</i> | | | | | |
| Tenant Rental Income | \$5,207,252 | \$5,235,584 | \$28,332 | \$5,235,584 | \$0 |
| Total Funding | \$35,762,055 | \$46,295,459 | \$10,533,404 | \$45,167,319 | (\$1,128,140) |
| Expenditures | | | | | |
| Salaries & Benefits | \$14,282,661 | 20,958,071 | 6,675,410 | 20,958,071 | \$0 |
| Operating Expenses | 6,741,600 | 8,516,780 | 1,775,180 | 8,516,780 | 0 |
| Indirect Cost (11.5%) | 2,417,790 | 3,389,608 | 971,818 | 3,389,608 | 0 |
| Other Expenses | 12,320,003 | 12,384,883 | 64,880 | 12,288,610 | (96,273) |
| Capital Expenditures | | 1,046,117 | 1,046,117 | 14,250 | (1,031,867) |
| Total Expenditures | \$35,762,054 | \$46,295,459 | \$10,533,405 | \$45,167,319 | (\$1,128,140) |

Source: Proposed Amendment Appendix B and Executed First Amendment Appendix B

Note: Operating Expenses include utilities, office supplies, building maintenance. Other Expenses include rental of property, client subsidies, one-time transfers and adjustments, as well as funding for bonus pay (supported by Proposition C) and funding to the operating reserves.

Changes to Program Budget

Compared to the program budget under the first amendment, the annual budget in FY 2023-24 is increasing from approximately \$35.8 million to \$46.3 million, a 29 percent increase, with the largest increase in salaries and benefits (\$6.7 million, 47 percent). The \$10.5 million of additional spending in FY 2023-24 is almost entirely funded by the General Fund.

The increase in salaries and benefits is partially driven by a 12 percent increase in staffing (from 216.31 FTE to 242.35 FTE) due to an increase in support services staff (39.17 FTE to 68.86 FTE—a 76 percent increase). These are primarily case manager, clinical case manager, and support services manager positions. In addition, salaries have also increased between the first amendment budget and the proposed second amendment. The increase was part of a budget modification to increase wages for case managers, support services positions, property management staff, and address associated wage compaction. The increase in salaries and benefit costs are sustained in the extension years (FY 2024-25 and FY 2025-26). These investments and policy decisions—to increase wage equity across HSH housing providers and lower case management ratios for improved tenant outcomes—were adopted by the Board of Supervisors starting in the FY 2022-24 budget cycle. HSH does not yet have enough data to evaluate the

impact of these increases across its portfolio, but providers report improved retention and recruitment of permanent supportive housing property management staff according to HSH staff.

Operating expenses are also increasing by \$1.8 million (26 percent) in FY 2023-24 driven by increases in costs related to utilities, building maintenance supplies and repair, and temporary staff for desk clerks and janitors who cover vacancies on an as-needed basis.

The FY 2023-24 budget has increased capital expenditure costs (\$1.0 million), which will fund one-time bathroom and kitchen upgrades, elevator repairs, improving accessibility, and security system upgrades. This additional funding is not budgeted in the two extension years of the contract.

Not to Exceed Amount

Exhibit 4 shows the proposed resolution's not to exceed amount, which includes actual spending on the contract for Years 1 and 2 and projected spending for Years 3 through 6; this also includes a 20 percent contingency on funding for FY 2023-24 and the extension period. According to HSH staff, the contingency will allow the contract to cover future service or wage enhancements as well as unexpected capital needs and building repairs. The not to exceed amount is based on the annual program budget and the portion of funds that are covered by HSH (HSH Funding in Exhibit 2), tenant income is not included in the not to exceed amount.

Exhibit 4: Grant Not to Exceed Amount

| Year | Spending (Actual and Projected) |
|-----------------------------|--|
| Year 1 (FY 2020-21) | \$26,746,533 |
| Year 2 (FY 2021-22) | 29,871,231 |
| Year 3 (FY 2022-23) | 39,931,735 |
| Year 4 (FY 2023-24) | 41,059,875 |
| Year 5 (FY 2024-25) | 39,931,735 |
| Year 6 (FY 2025-26) | 39,931,735 |
| Subtotal, Projected | \$217,472,844 |
| Contingency (20%) | \$24,184,669 |
| Not to Exceed Amount | \$241,657,513 |

Source: Appendix B of the Proposed Amendment

Actual Spending

HSH reports that the current contract's not to exceed amount of \$132,903,851 has been fully spent with ten months remaining under the existing term. The contract's existing 15 percent contingency was spent on increasing wages and maintenance.

POLICY CONSIDERATION

Contract Extension Beyond Sole Source Authority Expiration

As we noted in our May 2022 report on the current agreement (File 22-0453), Tenderloin Housing Clinic was initially chosen to provide these services under a 2015 solicitation issued by the Human Services Agency. THC was selected by HSH to continue providing these services under Chapter 21B of the Administrative Code, which allowed HSH to award service contracts without a competitive process due to the homelessness crisis. This agreement terminates on June 30, 2024 and the proposed amendment would extend the agreement through June 2026, however Chapter 21B of the Administrative Code sunsets in March 2024. Chapter 21B of the Administrative Code does not prohibit agreements entered into under its authority to extend beyond the end of the emergency authorities. HSH staff reported in May 2022 that the Department was planning to re-procure its entire housing portfolio by June 2024, however that process has been delayed by two years due to contract staff vacancies at HSH and because the Department has prioritized expansion of its housing portfolio. HSH currently reports that it intends to re-procure their permanent supportive housing portfolio before this proposed extension ends in 2026. They anticipate a new agreement will be in place by FY 2025-26.

We note that the competitive process for selecting new master lease providers is complicated by the fact the buildings are privately owned and leased (in this case to Tenderloin Housing Clinic), which is then funded by the City. If THC is not selected to provide housing services in a new procurement cycle, the City would likely have to arrange for current residents to be moved to other City funded housing or for the lease to be transferred to a new provider.

RECOMMENDATION

Approve the proposed resolution.



San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 . Fax: 415.252.3112

ethics.commission@sfgov.org . www.sfethics.org

Received On:

File #: 230871

Bid/RFP #:

Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

1. FILING INFORMATION

| | |
|---|---|
| TYPE OF FILING | DATE OF ORIGINAL FILING (for amendment only) |
| Original | |
| AMENDMENT DESCRIPTION – Explain reason for amendment | |
| | |

2. CITY ELECTIVE OFFICE OR BOARD

| | |
|------------------------|--------------------------------------|
| OFFICE OR BOARD | NAME OF CITY ELECTIVE OFFICER |
| Board of Supervisors | Members |

3. FILER'S CONTACT

| | |
|----------------------------------|--------------------------------|
| NAME OF FILER'S CONTACT | TELEPHONE NUMBER |
| Angela Calvillo | 415-554-5184 |
| FULL DEPARTMENT NAME | EMAIL |
| office of the clerk of the Board | Board.of.Supervisors@sfgov.org |

4. CONTRACTING DEPARTMENT CONTACT

| | |
|---|--|
| NAME OF DEPARTMENTAL CONTACT | DEPARTMENT CONTACT TELEPHONE NUMBER |
| Bryn Miller | 9784602875 |
| FULL DEPARTMENT NAME | DEPARTMENT CONTACT EMAIL |
| HOM Homelessness and Supportive Housing | bryn.miller@sfgov.org |

| 5. CONTRACTOR | |
|--|---|
| NAME OF CONTRACTOR Tenderloin Housing Clinic, Inc | TELEPHONE NUMBER 415-885-3286 |
| STREET ADDRESS (including City, State and Zip Code) 126 Hyde St. San Francisco, CA 94102 | EMAIL |

| 6. CONTRACT | | |
|---|--------------------------------|--|
| DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S) | ORIGINAL BID/RFP NUMBER | FILE NUMBER (If applicable) 230871 |
| DESCRIPTION OF AMOUNT OF CONTRACT \$241,657,513 | | |
| NATURE OF THE CONTRACT (Please describe) <p>The second amendment to the grant agreement between the Tenderloin Housing Clinic, Inc. and the Department of Homelessness and Supportive Housing ("HSH") for master lease stewardship, property management, and support services at 16 permanent supportive housing sites, which extends the grant term by 24 months for a total term of July 1, 2020, through June 30, 2026 and increases the agreement amount by \$108,753,662 for a total amount not to exceed \$241,657,513.</p> | | |

| 7. COMMENTS |
|-------------|
| |

| 8. CONTRACT APPROVAL | |
|-------------------------------------|--|
| This contract was approved by: | |
| <input type="checkbox"/> | THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM |
| <input checked="" type="checkbox"/> | A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES Board of Supervisors |
| <input type="checkbox"/> | THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS |

9. AFFILIATES AND SUBCONTRACTORS

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

| # | LAST NAME/ENTITY/SUBCONTRACTOR | FIRST NAME | TYPE |
|----|--------------------------------|------------|-------------------------|
| 1 | Shaw | Randy | CEO |
| 2 | Tang | Wynne | CFO |
| 3 | Allen | Tabitha | Other Principal Officer |
| 4 | wilson | Randy | Board of Directors |
| 5 | Brophy | Ken | Board of Directors |
| 6 | Pujas | Fernando | Board of Directors |
| 7 | Vaughn | Katherine | Board of Directors |
| 8 | Tiedemann | Chris | Board of Directors |
| 9 | Aguilar | Enrique | Board of Directors |
| 10 | Ruiz | Gabriella | Board of Directors |
| 11 | | | |
| 12 | | | |
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| 14 | | | |
| 15 | | | |
| 16 | | | |
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| 19 | | | |

9. AFFILIATES AND SUBCONTRACTORS

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

| # | LAST NAME/ENTITY/SUBCONTRACTOR | FIRST NAME | TYPE |
|----|--------------------------------|------------|------|
| 20 | | | |
| 21 | | | |
| 22 | | | |
| 23 | | | |
| 24 | | | |
| 25 | | | |
| 26 | | | |
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| 36 | | | |
| 37 | | | |
| 38 | | | |

9. AFFILIATES AND SUBCONTRACTORS

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

| # | LAST NAME/ENTITY/SUBCONTRACTOR | FIRST NAME | TYPE |
|----|--------------------------------|------------|------|
| 39 | | | |
| 40 | | | |
| 41 | | | |
| 42 | | | |
| 43 | | | |
| 44 | | | |
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| 50 | | | |

Check this box if you need to include additional names. Please submit a separate form with complete information. Select “Supplemental” for filing type.

10. VERIFICATION

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

| | |
|---|---------------------------|
| <p>SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK</p> <p>BOS Clerk of the Board</p> | <p>DATE SIGNED</p> |
|---|---------------------------|

**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
TENDERLOIN HOUSING CLINIC, INC.**

THIS AMENDMENT of the **June 1, 2020** Grant Agreement (the "Agreement") is dated as of **September 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **TENDERLOIN HOUSING CLINIC, INC.** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

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

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

WHEREAS, the City's Board of Supervisors approved this Second Amendment to the Agreement under San Francisco Charter Section 9.118 by Resolution **<insert Resolution number>** on **<Month Date, Year>** to extend the grant term by **two** years and increase the grant amount by up to **\$241,657,513**; and

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

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

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
 - (a) Agreement. The term "Agreement" shall mean the Agreement dated **June 1, 2020** between Grantee and City; and **First Amendment**, dated **June 1, 2022**.

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

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

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

3.2 Duration of Term.

(a) The term of this Agreement shall commence on **July 1, 2020** and expire on **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.

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

ARTICLE 3 TERM

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

3.2 Duration of Term.

(a) The term of this Agreement shall commence on **July 1, 2020** and expire on **June 30, 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 **ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS** of the Agreement currently reads as follows:

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **One Hundred Thirty Two Million Nine Hundred Three Thousand, Eight Hundred Fifty One Dollars (\$132,903,851)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Thirteen Million Eight Hundred Forty Six Thousand Six Hundred Seven Dollars (\$13,846,607)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department

of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

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

5.4 Reserved. (State or Federal Funds).

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

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Two Hundred Forty One Million Six Hundred Fifty Seven Thousand Five Hundred Thirteen Dollars (\$241,657,513)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Twenty Four Million One Hundred Eighty Four Thousand Six Hundred Sixty Nine Dollars (\$24,184,669)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a “Funding Request”) substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.
- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's

Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit www.sfgov.org/ach. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 State or Federal Funds.

(a) **Disallowance.** With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset 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) **Reserved. (Grant Terms).**

2.3 Section 16.24 Additional City Compliance Requirements is hereby added to this Agreement.

16.24 Additional City Compliance Requirements. 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 subgrantees/subrecipients/subcontractors 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 subgrantees/subrecipients/subcontractors to remain in good standing with applicable requirements shall be a material breach of this Agreement.

2.4 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 September 1, 2023)

Appendix B, Budget (dated September 1, 2023)

Appendix C, Method of Payment (dated September 1, 2023)

Appendix D, Interests in Other City Grants (dated September 1, 2023)

- 2.5 **Appendix A, Services to be Provided** (dated June 1, 2022) of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated September 1, 2023), for the period of July 1, 2023 to June 30, 2026.
- 2.6 **Appendix B, Budget** (dated June 1, 2022) of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated September 1, 2023), for the period of July 1, 2020 to June 30, 2026.
- 2.7 **Appendix C, Method of Payment** (dated June 1, 2022) of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated September 1, 2023).
- 2.8 **Appendix D, Interests in Other City Grants** (dated June 1, 2022) of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated September 1, 2023).

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

CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

**TENDERLOIN HOUSING CLINIC,
INC.**

By: _____
Shireen McSpadden
Executive Director

By: _____
Randy Shaw
Executive Director
City Supplier Number: 0000009870

Approved as to Form:
David Chiu
City Attorney

By: _____
Adam Radtke
Deputy City Attorney

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

I. Purpose of Grant

The purpose of the grant is to provide Support Services, Property Management and Master Lease Stewardship to the served population. The goal of these services is to help tenants retain their housing or move 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. The served population may include pre-existing tenants of the service locations.

III. Referral and Prioritization

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

Eligibility criteria for Permanent Supportive Housing (PSH) 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 Lease Stewardship to tenants of the housing sites listed in **Section V. Location and Time of Services**. Grantee shall serve the number of tenants listed in Appendix B, Budget ("Number Served" tab).

A. Support Services

Support Services are voluntary and shall be available to all tenants of the housing sites. Support Services shall include, but are not limited to the following:

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

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

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

Master Lease Stewardship shall include, but is not limited to, the following:

1. Grantee shall provide HSH with a copy of the master lease agreement and any amendments. Grantee shall obtain HSH approval prior to entering into any agreement that will materially impact the HSH-funded portion of the budget.
2. Grantee shall maintain all Lessee responsibilities and coordinate with the Landlord to meet owner's obligations, including maintenance and capital needs.

3. Grantee shall promptly notify HSH of any default, failure to exercise an option to extend or other situation which could impact the term of the master lease agreement.

V. Location and Time of Services

Grantee shall provide services to tenants of the San Francisco housing sites listed below.

| Housing Site | Funding Category | Street Address | Zip Code |
|---------------------|------------------|---------------------------|----------|
| 1. All Star Hotel | HSH Fund | 2791 16 th St. | 94103 |
| 2. Boyd Hotel | HSH Fund | 41 Jones St. | 94102 |
| 3. Caldrake Hotel* | HSH Fund | 1541 California St. | 94109 |
| 4. Edgeworth Hotel* | General Fund | 770 O'Farrell St. | 94109 |
| 5. Elk Hotel | HSH Fund | 670 Eddy St. | 94109 |
| 6. Graystone Hotel | HSH Fund | 66 Geary St. | 94108 |
| 7. Hartland Hotel | General Fund | 909 Geary St. | 94109 |
| 8. Jefferson Hotel | General Fund | 440 Eddy St. | 94109 |
| 9. Mayfair Hotel* | General Fund | 626 Polk St. | 94102 |
| 10. Mission Hotel | General Fund | 520 S. Van Ness Ave. | 94110 |
| 11. Pierre Hotel | HSH Fund | 540 Jones St. | 94102 |
| 12. Raman Hotel | General Fund | 1011 Howard St. | 94103 |
| 13. Royan Hotel | HSH Fund | 405 Valencia St. | 94103 |
| 14. Seneca Hotel | General Fund | 34 6 th St. | 94103 |
| 15. Union Hotel | HSH Fund | 811 Geary Blvd. | 94109 |
| 16. Vincent Hotel | General Fund | 459 Turk St. | 94102 |

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

A. Support Services

Grantee shall serve tenants during regular business hours, but may also provide services evenings, weekends, and at other times when necessary to best meet the needs of tenants, using the staffing outlined in Appendix B, Budget. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

B. Property Management

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

VI. Service Requirements

- A. Case Management Ratio:** Grantee shall maintain a 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 the [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 tenants' 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 tenant to contact after the tenant has exhausted Grantee's internal Grievance Procedure.

2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- 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. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
 2. That Grantee management staff is available to respond to neighbors within three business days, if reasonable; and
 3. Having a representative of Grantee attend all appropriate neighborhood meetings.
- 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 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 Description of Services 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 tenant data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for tenant enrollment, tenant exit, and tenant 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 standard.¹
 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

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

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. Eighty-five percent of tenant lease violations will be resolved without loss of housing to tenants.
- C. At least 65 percent of tenants shall complete an annual Tenant Satisfaction Survey and of those, eighty percent of tenants will be satisfied or very satisfied with Support Services and Property Management.

IX. Reporting Requirements

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

- A. When required by HSH, Grantee shall enter tenant data in the ONE system.
- B. Grantee shall report vacancies to HSH in a timely fashion according to established procedures and process all tenant referrals in the pre-established timeframe.
- C. 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;

3. The total number of new move-ins during the month;
 4. The number of unduplicated tenants actively outreached to by Support Services staff at least once during the month; and
 5. The number of lease/program rule violations issued for the month and the number of lease/program rule violations for which Support Services staff outreached to tenants to offer support.
- D. 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;
 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.
- E. 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 tenants showing housing instability that remained housed.
- F. 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.

- G. 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.
- H. 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.
- I. 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.
- J. 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, including but is not limited to, review of the following: tenant files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, data submitted in program reports, and backup documentation for reporting progress towards meeting Service and Outcome Objectives.
 - 1. Monitoring of program participation in the ONE system may include, but is not 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.

| DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | Summary | | Summary | |
|---|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|--------------|--|
| Appendix B, Budget | | | | | | | | | | | Page 1 of 52 | | Page 1 of 52 | |
| Document Date | 9/1/2023 | | | | | | | | | | | | | |
| Contract Term | Begin Date | End Date | Duration (Years) | | | | | | | | | | | |
| Current Term | 7/1/2020 | 6/30/2024 | 4 | | | | | | | | | | | |
| Amended Term | 7/1/2020 | 6/30/2026 | 6 | | | | | | | | | | | |
| Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | | | | | |
| Program | Master Lease Hotels | | | | | | | | | | | | | |
| F&P Contract ID# | 1000017241 | | | | | | | | | | | | | |
| Action (select) | Amendment | | | | | | | | | | | | | |
| Effective Date | 9/1/2023 | | | | | | | | | | | | | |
| Budget Names | Support Services, Property Management & Master Leasing (General Fund Hotels); Support Services, Property Management & Master Leasing (HSH Fund Hotels); One-Time Prop C Bonus Pay; One-Time Capital; Operating Reserve | | | | | | | | | | | | | |
| | Current | New | | | | | | | | | | | | |
| Term Budget | \$ 132,903,851 | \$ 217,472,844 | | | | | | | | | | | | |
| Contingency | \$ 0 | \$ 24,184,669 | 20% | | | | | | | | | | | |
| Not-To-Exceed | \$ 132,903,851 | \$ 241,657,513 | | | | | | | | | | | | |
| | Year 1 | Year 2 | Year 3 | Year 4 | | Year 5 | Year 6 | All Years | | | | | | |
| | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 | | | |
| | Current | Current | Current | Current | Amendment | New | New | New | Current | Amendment | New | | | |
| Expenditures - General Fund Hotels | | | | | | | | | | | | | | |
| Salaries & Benefits | \$ 7,931,269 | \$ 8,414,048 | \$ 12,621,230 | \$ 12,621,230 | \$ - | \$ 12,621,230 | \$ 12,621,230 | \$ 12,621,230 | \$ 41,587,777 | \$ 25,242,460 | \$ 66,830,237 | | | |
| Operating Expense | \$ 3,776,460 | \$ 4,127,561 | \$ 5,044,826 | \$ 5,044,826 | \$ - | \$ 5,044,826 | \$ 5,044,826 | \$ 5,044,826 | \$ 17,993,672 | \$ 10,089,651 | \$ 28,083,324 | | | |
| Subtotal | \$ 11,707,730 | \$ 12,541,609 | \$ 17,666,056 | \$ 17,666,056 | \$ - | \$ 17,666,056 | \$ 17,666,056 | \$ 17,666,056 | \$ 59,581,450 | \$ 35,332,111 | \$ 94,913,561 | | | |
| Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | | 11.50% | 11.50% | 11.50% | | | | | | |
| Indirect Cost | \$ 1,346,389 | \$ 1,442,285 | \$ 2,031,596 | \$ 2,031,596 | \$ - | \$ 2,031,596 | \$ 2,031,596 | \$ 2,031,596 | \$ 6,851,867 | \$ 4,063,193 | \$ 10,915,059 | | | |
| Other Expenses (Not subject to indirect %) | \$ 9,352,532 | \$ 7,457,130 | \$ 8,810,490 | \$ 6,525,477 | \$ 2,285,014 | \$ 8,810,491 | \$ 8,810,491 | \$ 8,810,491 | \$ 32,145,629 | \$ 19,905,995 | \$ 52,051,624 | | | |
| Capital Expenditure | \$ - | \$ - | \$ 8,864 | \$ 8,864 | \$ - | \$ 8,864 | \$ 8,864 | \$ 8,864 | \$ 17,727 | \$ 17,727 | \$ 35,454 | | | |
| Total Expenditures - General Fund Hotels | \$ 22,406,650 | \$ 21,441,024 | \$ 28,517,006 | \$ 26,231,992 | \$ 2,285,014 | \$ 28,517,006 | \$ 28,517,006 | \$ 28,517,006 | \$ 98,596,673 | \$ 59,319,026 | \$ 157,915,698 | | | |
| Expenditures - HSH Fund Hotels | | | | | | | | | | | | | | |
| Salaries & Benefits | \$ 5,308,116 | \$ 5,565,761 | \$ 8,336,841 | \$ 8,336,841 | \$ - | \$ 8,336,841 | \$ 8,336,841 | \$ 8,336,841 | \$ 27,547,559 | \$ 16,673,682 | \$ 304,880,883 | | | |
| Operating Expense | \$ 2,346,230 | \$ 2,612,833 | \$ 3,471,955 | \$ 3,471,955 | \$ - | \$ 3,471,955 | \$ 3,471,955 | \$ 3,471,955 | \$ 11,902,973 | \$ 6,943,910 | \$ 8,431,018 | | | |
| Subtotal | \$ 7,654,347 | \$ 8,178,594 | \$ 11,808,796 | \$ 11,808,796 | \$ - | \$ 11,808,796 | \$ 11,808,796 | \$ 11,808,796 | \$ 39,450,532 | \$ 23,617,591 | \$ 27,641,736 | | | |
| Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | | 11.50% | 11.50% | 11.50% | | | | | | |
| Indirect Cost | \$ 880,250 | \$ 940,538 | \$ 1,358,012 | \$ 1,358,012 | \$ - | \$ 1,358,012 | \$ 1,358,012 | \$ 1,358,012 | \$ 4,536,811 | \$ 2,716,023 | \$ 7,252,834 | | | |
| Other Expenses (Not subject to indirect %) | \$ 3,935,798 | \$ 2,922,395 | \$ 3,478,119 | \$ 2,089,478 | \$ 1,388,642 | \$ 3,478,119 | \$ 3,478,119 | \$ 3,478,119 | \$ 12,425,789 | \$ 8,344,880 | \$ 20,770,670 | | | |
| Capital Expenditure | \$ - | \$ - | \$ 5,387 | \$ 5,387 | \$ - | \$ 5,387 | \$ 5,387 | \$ 5,387 | \$ 10,773 | \$ 10,773 | \$ 21,546 | | | |
| Total Expenditures - HSH Fund Hotels | \$ 12,470,395 | \$ 12,041,527 | \$ 16,650,313 | \$ 15,261,671 | \$ 1,388,642 | \$ 16,650,313 | \$ 16,650,313 | \$ 16,650,313 | \$ 56,423,906 | \$ 34,689,268 | \$ 91,113,173 | | | |
| Expenditures - One-Time Prop C Bonus Pay | | | | | | | | | | | | | | |
| Other Expenses (Not subject to indirect %) | \$ 1,305,859 | \$ 649,775 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,955,634 | \$ - | \$ 1,955,634 | | | |
| Total Expenditures - One-Time Prop C Bonus Pay | \$ 1,305,859 | \$ 649,775 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,955,634 | \$ - | \$ 1,955,634 | | | |
| Expenditures - One-Time Capital | | | | | | | | | | | | | | |
| Capital Expenditure | \$ - | \$ 946,156 | \$ - | \$ - | \$ 1,031,867 | \$ 1,031,867 | \$ - | \$ - | \$ 946,156 | \$ 1,031,867 | \$ 1,978,023 | | | |
| Total Expenditures - One-Time Capital | \$ - | \$ 946,156 | \$ - | \$ - | \$ 1,031,867 | \$ 1,031,867 | \$ - | \$ - | \$ 946,156 | \$ 1,031,867 | \$ 1,978,023 | | | |
| Expenditures - Operating Reserve | | | | | | | | | | | | | | |
| General Fund - Operating Reserve | \$ - | \$ - | \$ - | \$ 96,273 | \$ - | \$ 96,273 | \$ - | \$ - | \$ 96,273 | \$ - | \$ 96,273 | | | |
| Total Expenditures - Operating Reserve | \$ - | \$ - | \$ - | \$ 96,273 | \$ - | \$ 96,273 | \$ - | \$ - | \$ 96,273 | \$ - | \$ 96,273 | | | |

| | A | B | C | D | E | H | K | N | O | P | S | V | AI | AJ | AK |
|-----|---|--|----------------|------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | Summary | | Summary |
| 2 | Appendix B, Budget | | | | | | | | | | | | Page 2 of 52 | | Page 2 of 52 |
| 3 | Document Date | 9/1/2023 | | Duration (Years) | | | | | | | | | | | |
| 4 | Contract Term | Begin Date | End Date | Duration (Years) | | | | | | | | | | | |
| 5 | Current Term | 7/1/2020 | 6/30/2024 | 4 | | | | | | | | | | | |
| 6 | Amended Term | 7/1/2020 | 6/30/2026 | 6 | | | | | | | | | | | |
| 7 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | | | | | |
| 8 | Program | Master Lease Hotels | | | | | | | | | | | | | |
| 9 | FSP Contract ID# | 1000017241 | | | | | | | | | | | | | |
| 10 | Action (select) | Amendment | | | | | | | | | | | | | |
| 11 | Effective Date | 9/1/2023 | | | | | | | | | | | | | |
| 12 | Budget Names | Support Services, Property Management & Master Leasing (General Fund Hotels); Support Services, Property Management & Master Leasing (HSH Fund Hotels); One-Time Prop C Bonus Pay; One-Time Capital; Operating Reserve | | | | | | | | | | | | | |
| 13 | | Current | New | | | | | | | | | | | | |
| 14 | Term Budget | \$ 132,903,851 | \$ 217,472,844 | | | | | | | | | | | | |
| 15 | Contingency | \$ 0 | \$ 24,184,669 | 20% | | | | | | | | | | | |
| 16 | Not-To-Exceed | \$ 132,903,851 | \$ 241,657,513 | | | | | | | | | | | | |
| 17 | | | | | Year 1 | Year 2 | Year 3 | Year 4 | | Year 5 | Year 6 | All Years | | | |
| 18 | | | | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 |
| 19 | | | | | Current | Current | Current | Current | Amendment | New | New | New | Current | Amendment | New |
| 20 | 53 Total Expenditures - Master Lease Hotels | | | | | | | | | | | | \$ - | \$ - | \$ - |
| 21 | 54 Salaries & Benefits | \$ 13,239,386 | \$ 13,979,809 | \$ 20,958,071 | \$ 20,958,071 | \$ - | \$ 20,958,071 | \$ 20,958,071 | \$ 20,958,071 | \$ 20,958,071 | \$ 20,958,071 | \$ 20,958,071 | \$ 69,135,336 | \$ 41,916,141 | \$ 111,051,478 |
| 22 | 55 Operating Expense | \$ 6,122,691 | \$ 6,740,393 | \$ 8,516,780 | \$ 8,516,780 | \$ - | \$ 8,516,780 | \$ 8,516,780 | \$ 8,516,780 | \$ 8,516,780 | \$ 8,516,780 | \$ 8,516,780 | \$ 29,896,645 | \$ 17,033,561 | \$ 46,930,206 |
| 23 | 56 Subtotal | \$ 19,362,077 | \$ 20,720,203 | \$ 29,474,851 | \$ 29,474,851 | \$ - | \$ 29,474,851 | \$ 29,474,851 | \$ 29,474,851 | \$ 29,474,851 | \$ 29,474,851 | \$ 29,474,851 | \$ 99,031,982 | \$ 58,949,702 | \$ 157,981,684 |
| 24 | 57 Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | |
| 25 | 58 Indirect Cost | \$ 2,226,639 | \$ 2,382,823 | \$ 3,389,608 | \$ 3,389,608 | \$ - | \$ 3,389,608 | \$ 3,389,608 | \$ 3,389,608 | \$ 3,389,608 | \$ 3,389,608 | \$ 3,389,608 | \$ 11,388,678 | \$ 6,779,216 | \$ 18,167,894 |
| 26 | 59 Other Expenses (Not subject to indirect %) | \$ 14,594,188 | \$ 11,029,300 | \$ 12,288,610 | \$ 8,711,227 | \$ 3,673,656 | \$ 12,384,883 | \$ 12,288,610 | \$ 12,288,610 | \$ 12,288,610 | \$ 12,288,610 | \$ 12,288,610 | \$ 46,623,325 | \$ 28,250,875 | \$ 74,874,201 |
| 27 | 60 Capital Expenditure | \$ - | \$ 946,156 | \$ 14,250 | \$ 14,250 | \$ 1,031,867 | \$ 1,046,117 | \$ 14,250 | \$ 14,250 | \$ 14,250 | \$ 14,250 | \$ 974,656 | \$ 1,060,367 | \$ 2,035,023 | |
| 28 | 62 Total Expenditures - TOTAL Master Lease Hotels | \$ 36,182,904 | \$ 35,078,482 | \$ 45,167,319 | \$ 41,589,936 | \$ 4,705,523 | \$ 46,295,459 | \$ 45,167,319 | \$ 45,167,319 | \$ 45,167,319 | \$ 45,167,319 | \$ 45,167,319 | \$ 158,018,641 | \$ 95,040,160 | \$ 253,058,801 |
| 29 | 64 HSH Revenues (select)* | | | | | | | | | | | | | | |
| 30 | 65 General Fund - Ongoing | \$ 15,950,958 | \$ 15,573,186 | \$ 22,489,381 | \$ 20,204,367 | \$ 2,285,014 | \$ 22,489,381 | \$ 22,489,381 | \$ 22,489,381 | \$ 22,489,381 | \$ 22,489,381 | \$ 22,489,381 | \$ 74,217,892 | \$ 47,263,776 | \$ 121,481,668 |
| 31 | 66 HSH Fund - Ongoing | \$ 8,595,630 | \$ 7,960,140 | \$ 8,232,513 | \$ 8,232,513 | \$ 1,604,100 | \$ 9,836,613 | \$ 10,224,960 | \$ 10,224,960 | \$ 10,224,960 | \$ 10,224,960 | \$ 10,224,960 | \$ 33,020,796 | \$ 22,054,019 | \$ 55,074,815 |
| 32 | 68 Prop C - Ongoing - Tenant Rent Relief | \$ - | \$ 4,226,566 | \$ 4,353,363 | \$ 4,353,363 | \$ - | \$ 4,353,363 | \$ 4,353,363 | \$ 4,353,363 | \$ 4,353,363 | \$ 4,353,363 | \$ 4,353,363 | \$ 12,933,292 | \$ 8,706,726 | \$ 21,640,018 |
| 33 | 69 General Fund - One-Time | \$ 804,551 | \$ 974,347 | \$ - | \$ - | \$ 963,767 | \$ 963,767 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,778,898 | \$ 963,767 | \$ 2,742,665 |
| 34 | 70 HHIP - One-Time | \$ - | \$ - | \$ - | \$ - | \$ 68,100 | \$ 68,100 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 68,100 | \$ 68,100 |
| 35 | 74 General Fund - Supplement for HSH Fund Programs | \$ 89,535 | \$ 487,218 | \$ 4,856,478 | \$ 3,467,836 | \$ (215,458) | \$ 3,252,378 | \$ 2,864,031 | \$ 2,864,031 | \$ 2,864,031 | \$ 2,864,031 | \$ 2,864,031 | \$ 8,901,066 | \$ 5,512,604 | \$ 14,413,671 |
| 36 | 75 Prop C - One-Time - Bonus Pay | \$ 1,305,859 | \$ 649,775 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,955,634 | \$ - | \$ 1,955,634 |
| 37 | 76 General Fund - One-Time - Operating Reserve | \$ - | \$ - | \$ - | \$ 96,273 | \$ - | \$ 96,273 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 96,273 | \$ - | \$ 96,273 |
| 38 | 80 Total HSH Revenues (All Master Lease Hotels) | \$ 26,746,533 | \$ 29,871,231 | \$ 39,931,735 | \$ 36,354,352 | \$ 4,705,523 | \$ 41,059,875 | \$ 39,931,735 | \$ 39,931,735 | \$ 39,931,735 | \$ 39,931,735 | \$ 39,931,735 | \$ 132,903,851 | \$ 84,568,993 | \$ 217,472,844 |
| 39 | 81 Other Revenues (to offset Total Expenditures) | | | | | | | | | | | | | | |
| 40 | 82 General Fund Budget - Other Revenues | \$ 5,852,878 | \$ 3,227,777 | \$ 3,326,422.00 | \$ 3,326,422 | \$ - | \$ 3,326,422 | \$ 3,326,422 | \$ 3,326,422 | \$ 3,326,422 | \$ 3,326,422 | \$ 3,326,422 | \$ 15,733,499 | \$ 6,652,844 | \$ 22,386,343 |
| 41 | 83 HSH Fund Budget - Other Revenues | \$ 3,583,493 | \$ 1,979,474 | \$ 1,909,162.00 | \$ 1,909,162 | \$ - | \$ 1,909,162 | \$ 1,909,162 | \$ 1,909,162 | \$ 1,909,162 | \$ 1,909,162 | \$ 1,909,162 | \$ 9,381,291 | \$ 3,818,324 | \$ 13,199,615 |
| 42 | 102 Total Other Revenues | \$ 9,436,371 | \$ 5,207,251 | \$ 5,235,584.00 | \$ 5,235,584 | \$ - | \$ 5,235,584 | \$ 5,235,584 | \$ 5,235,584 | \$ 5,235,584 | \$ 5,235,584 | \$ 5,235,584 | \$ 25,114,790 | \$ 10,471,168 | \$ 35,585,958 |
| 43 | 103 | | | | | | | | | | | | | | |
| 44 | 104 Total HSH + Other Revenues (All Master Lease Hotels) | \$ 36,182,904 | \$ 35,078,482 | \$ 45,167,318.83 | \$ 41,589,936 | \$ 4,705,523 | \$ 46,295,459 | \$ 45,167,319 | \$ 45,167,319 | \$ 45,167,319 | \$ 45,167,319 | \$ 45,167,319 | \$ 158,018,641 | \$ 95,040,161 | \$ 253,058,801 |
| 45 | 105 Rev-Exp (Budget Match Check) | \$ 0 | \$ (0) | \$ (0) | \$ 0 | \$ (0) | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ (0) | \$ 0 | \$ 0 |
| 46 | 107 Total Adjusted Salary FTE (All Budgets) | 211.91 | 216.62 | 242.35 | 242.35 | | 242.35 | 242.35 | 242.35 | 242.35 | 242.35 | 242.35 | | | |
| 114 | *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. | | | | | | | | | | | | | | |
| 115 | | | | | | | | | | | | | | | |

| | A | B | C | D | E | H | K | N | O | P | S | V | AI | AJ | AK |
|-----|---|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|--------------|--------------|----|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | Summary | Summary | |
| 2 | Appendix B, Budget | | | | | | | | | | | | General Fund | General Fund | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | | | Page 4 of 52 | Page 4 of 52 | |
| 4 | Contract Term | Begin Date | End Date | Duration (Years) | | | | | | | | | | | |
| 5 | Current Term | 7/1/2020 | 6/30/2024 | 4 | | | | | | | | | | | |
| 6 | Amended Term | 7/1/2020 | 6/30/2026 | 6 | | | | | | | | | | | |
| 7 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | | | | | |
| 8 | Program | Master Lease Hotels (General Fund Hotels) | | | | | | | | | | | | | |
| 9 | FSP Contract ID# | 1000017241 | | | | | | | | | | | | | |
| 10 | Action (select) | Amendment | | | | | | | | | | | | | |
| 11 | Effective Date | 9/1/2023 | | | | | | | | | | | | | |
| 12 | Budget Names | Edgeworth, Hartland, Jefferson, Mayfair, Mission, Raman, Seneca, Vincent, Money Management, General Property Management, Support Services | | | | | | | | | | | | | |
| 13 | Term Budget | Current | New | | | | | | | | | | | | |
| 14 | | \$ 74,217,892 | \$ 121,481,668 | | | | | | | | | | | | |
| 15 | | \$ - | \$ - | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | |
| 17 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 | | | |
| 18 | | Current | Current | Current | Current | Amendment | New | New | New | Current | Amendment | New | | | |
| 19 | Expenditures - Vincent | | | | | | | | | | | | | | |
| 96 | Salaries & Benefits | \$ 545,044 | \$ 615,072 | \$ 842,700 | \$ 842,700 | \$ - | \$ 842,700 | \$ 842,700 | \$ 842,700 | \$ 2,845,516 | \$ 1,685,400 | \$ 4,530,916 | | | |
| 97 | Operating Expense | \$ 388,322 | \$ 376,107 | \$ 438,290 | \$ 438,290 | \$ - | \$ 438,290 | \$ 438,290 | \$ 438,290 | \$ 1,641,009 | \$ 876,580 | \$ 2,517,589 | | | |
| 99 | Subtotal | \$ 933,366 | \$ 991,179 | \$ 1,280,990 | \$ 1,280,990 | \$ - | \$ 1,280,990 | \$ 1,280,990 | \$ 1,280,990 | \$ 4,486,525 | \$ 2,561,980 | \$ 7,048,505 | | | |
| 100 | Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | |
| 101 | Indirect Cost (Line 99 X Line 100) | \$ 107,337 | \$ 113,986 | \$ 147,314 | \$ 147,314 | \$ - | \$ 147,314 | \$ 147,314 | \$ 147,314 | \$ 515,950 | \$ 294,628 | \$ 810,578 | | | |
| 102 | Other Expenses (Not subject to indirect %) | \$ 1,038,792 | \$ 877,677 | \$ 940,517 | \$ 938,367 | \$ - | \$ 938,367 | \$ 938,367 | \$ 938,367 | \$ 3,795,354 | \$ 1,876,734 | \$ 5,672,088 | | | |
| 103 | Capital Expenditure | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 104 | Total Expenditures - Vincent | \$ 2,079,495 | \$ 1,982,842 | \$ 2,368,821 | \$ 2,366,671 | \$ - | \$ 2,366,671 | \$ 2,366,671 | \$ 2,366,671 | \$ 8,797,829 | \$ 4,733,342 | \$ 13,531,170 | | | |
| 105 | Expenditures - Money Management (MLMPP - General Fund Hotels) | | | | | | | | | | | | | | |
| 107 | Salaries & Benefits | \$ 224,145 | \$ 224,468 | \$ 306,225 | \$ 306,225 | \$ - | \$ 306,225 | \$ 306,225 | \$ 306,225 | \$ 1,061,062 | \$ 612,449 | \$ 1,673,512 | | | |
| 109 | Operating Expense | \$ 35,922 | \$ 36,649 | \$ 51,898 | \$ 51,898 | \$ - | \$ 51,898 | \$ 51,898 | \$ 51,898 | \$ 176,368 | \$ 103,797 | \$ 280,165 | | | |
| 110 | Subtotal | \$ 260,067 | \$ 261,118 | \$ 358,123 | \$ 358,123 | \$ - | \$ 358,123 | \$ 358,123 | \$ 358,123 | \$ 1,237,431 | \$ 716,246 | \$ 1,953,677 | | | |
| 111 | Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | |
| 112 | Indirect Cost (Line 110 X Line 111) | \$ 29,908 | \$ 30,029 | \$ 41,184 | \$ 41,184 | \$ - | \$ 41,184 | \$ 41,184 | \$ 41,184 | \$ 142,305 | \$ 82,368 | \$ 224,673 | | | |
| 113 | Other Expenses (Not subject to indirect %) | \$ (13,208) | \$ 9,983 | \$ 12,893 | \$ 12,893 | \$ - | \$ 12,893 | \$ 12,893 | \$ 12,893 | \$ 22,561 | \$ 25,786 | \$ 48,347 | | | |
| 114 | Capital Expenditure | \$ - | \$ - | \$ 8,864 | \$ 8,864 | \$ - | \$ 8,864 | \$ 8,864 | \$ 8,864 | \$ 17,727 | \$ 17,727 | \$ 35,454 | | | |
| 116 | Total Expenditures - Money Management (MLMPP - General Fund Hotels) | \$ 276,767 | \$ 301,129 | \$ 421,064 | \$ 421,064 | \$ - | \$ 421,064 | \$ 421,064 | \$ 421,064 | \$ 1,420,023 | \$ 842,127 | \$ 2,262,150 | | | |
| 117 | Expenditures - General Property Management (General Fund Hotels) | | | | | | | | | | | | | | |
| 119 | Salaries & Benefits | \$ 1,442,546 | \$ 1,505,289 | \$ 2,188,064 | \$ 2,188,064 | \$ - | \$ 2,188,064 | \$ 2,188,064 | \$ 2,188,064 | \$ 7,323,963 | \$ 4,376,128 | \$ 11,700,092 | | | |
| 120 | Operating Expense | \$ 335,244 | \$ 500,098 | \$ 494,167 | \$ 494,167 | \$ - | \$ 494,167 | \$ 494,167 | \$ 494,167 | \$ 1,823,677 | \$ 988,335 | \$ 2,812,012 | | | |
| 121 | Subtotal | \$ 1,777,790 | \$ 2,005,387 | \$ 2,682,231 | \$ 2,682,231 | \$ - | \$ 2,682,231 | \$ 2,682,231 | \$ 2,682,231 | \$ 9,147,640 | \$ 5,364,463 | \$ 14,512,103 | | | |
| 122 | Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | |
| 123 | Indirect Cost (Line 121 X Line 122) | \$ 204,446 | \$ 230,620 | \$ 308,457 | \$ 308,457 | \$ - | \$ 308,457 | \$ 308,457 | \$ 308,457 | \$ 1,051,979 | \$ 616,913 | \$ 1,668,892 | | | |
| 124 | Other Expenses (Not subject to indirect %) | \$ 49,083 | \$ (168,240) | \$ (71,006) | \$ 29,944 | \$ - | \$ 29,944 | \$ 29,944 | \$ 29,944 | \$ (160,219) | \$ 59,888 | \$ (100,331) | | | |
| 125 | Capital Expenditure | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 127 | Total Expenditures - General Property Management (General Fund Hotels) | \$ 2,031,319 | \$ 2,067,767 | \$ 2,919,682 | \$ 3,020,632 | \$ - | \$ 3,020,632 | \$ 3,020,632 | \$ 3,020,632 | \$ 10,039,400 | \$ 6,041,264 | \$ 16,080,664 | | | |
| 128 | Expenditures - Support Services (General Fund Hotels) | | | | | | | | | | | | | | |
| 129 | Salaries & Benefits | \$ 1,626,397 | \$ 1,767,014 | \$ 3,864,783 | \$ 3,864,783 | \$ - | \$ 3,864,783 | \$ 3,864,783 | \$ 3,864,783 | \$ 11,122,976 | \$ 7,729,566 | \$ 18,852,542 | | | |
| 131 | Operating Expense | \$ 247,144 | \$ 247,245 | \$ 420,590 | \$ 420,590 | \$ - | \$ 420,590 | \$ 420,590 | \$ 420,590 | \$ 1,335,569 | \$ 841,180 | \$ 2,176,748 | | | |
| 132 | Subtotal | \$ 1,873,541 | \$ 2,014,259 | \$ 4,285,373 | \$ 4,285,373 | \$ - | \$ 4,285,373 | \$ 4,285,373 | \$ 4,285,373 | \$ 12,458,545 | \$ 8,570,745 | \$ 21,029,290 | | | |
| 133 | Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | |
| 134 | Indirect Cost (Line 132 X Line 133) | \$ 215,457 | \$ 231,640 | \$ 492,818 | \$ 492,818 | \$ - | \$ 492,818 | \$ 492,818 | \$ 492,818 | \$ 1,432,733 | \$ 985,636 | \$ 2,418,368 | | | |
| 135 | Other Expenses (Not subject to indirect %) | \$ (281,394) | \$ (612,912) | \$ 12,428 | \$ (2,272,586) | \$ 2,285,014 | \$ 12,428 | \$ 12,428 | \$ 12,428 | \$ (3,154,464) | \$ 2,309,869 | \$ (844,595) | | | |
| 136 | Capital Expenditure | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | |
| 138 | Total Expenditures - Support Services (General Fund Hotels) | \$ 1,807,604 | \$ 1,632,987 | \$ 4,790,618 | \$ 2,505,605 | \$ 2,285,014 | \$ 4,790,618 | \$ 4,790,618 | \$ 4,790,618 | \$ 10,736,813 | \$ 11,866,250 | \$ 22,603,064 | | | |
| 139 | Expenditures - ALL General Fund Hotels | | | | | | | | | | | | | | |
| 140 | Salaries & Benefits | \$ 7,931,269 | \$ 8,414,048 | \$ 12,621,230 | \$ 12,621,230 | \$ - | \$ 12,621,230 | \$ 12,621,230 | \$ 12,621,230 | \$ 41,587,777 | \$ 25,242,460 | \$ 66,830,237 | | | |
| 142 | Operating Expense | \$ 3,776,460 | \$ 4,127,561 | \$ 5,044,826 | \$ 5,044,826 | \$ - | \$ 5,044,826 | \$ 5,044,826 | \$ 5,044,826 | \$ 17,993,672 | \$ 10,089,651 | \$ 28,083,324 | | | |
| 143 | Subtotal | \$ 11,707,730 | \$ 12,541,609 | \$ 17,666,056 | \$ 17,666,056 | \$ - | \$ 17,666,056 | \$ 17,666,056 | \$ 17,666,056 | \$ 59,581,450 | \$ 35,332,111 | \$ 94,913,561 | | | |
| 144 | Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | |
| 145 | Indirect Cost | \$ 1,346,389 | \$ 1,442,285 | \$ 2,031,596 | \$ 2,031,596 | \$ - | \$ 2,031,596 | \$ 2,031,596 | \$ 2,031,596 | \$ 6,851,867 | \$ 4,063,193 | \$ 10,915,059 | | | |
| 146 | Other Expenses (Not subject to indirect %) | \$ 9,352,532 | \$ 7,457,130 | \$ 8,810,490 | \$ 6,525,477 | \$ 2,285,014 | \$ 8,810,491 | \$ 8,810,491 | \$ 8,810,491 | \$ 32,145,629 | \$ 19,905,995 | \$ 52,051,624 | | | |
| 147 | Capital Expenditure | \$ - | \$ - | \$ 8,864 | \$ 8,864 | \$ - | \$ 8,864 | \$ 8,864 | \$ 8,864 | \$ 17,727 | \$ 17,727 | \$ 35,454 | | | |
| 149 | Total Expenditures - TOTAL ALL General Fund Hotels | \$ 22,406,650 | \$ 21,441,024 | \$ 28,517,006 | \$ 26,231,992 | \$ 2,285,014 | \$ 28,517,006 | \$ 28,517,006 | \$ 28,517,006 | \$ 98,596,673 | \$ 59,319,026 | \$ 157,915,698 | | | |
| 150 | HSR Revenues (select) | | | | | | | | | | | | | | |
| 151 | General Fund - Ongoing | \$ 15,950,958 | \$ 15,573,186 | \$ 22,489,381 | \$ 20,204,367 | \$ 2,285,014 | \$ 22,489,381 | \$ 22,489,381 | \$ 22,489,381 | \$ 74,217,892 | \$ 47,263,776 | ##### | | | |
| 154 | Prop C - Ongoing Tenant Rent Relief | \$ - | \$ 2,622,527 | \$ 2,701,203 | \$ 2,701,203 | \$ - | \$ 2,701,203 | \$ 2,701,203 | \$ 2,701,203 | \$ 8,024,933 | \$ 5,402,406 | \$ 13,427,338.32 | | | |
| 155 | General Fund - One-Time | \$ 602,814 | \$ 17,535 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 620,349 | \$ - | \$ 620,349.07 | | | |
| 161 | Total HSR Revenues (General Fund Hotels) | \$ 16,553,772 | \$ 18,213,247 | \$ 25,190,584 | \$ 22,905,570 | \$ 2,285,014 | \$ 25,190,584 | \$ 25,190,584 | \$ 25,190,584 | \$ 82,863,174 | \$ 52,666,182 | \$ 135,529,355 | | | |
| 162 | Other Revenues (to offset Total Expenditures) | | | | | | | | | | | | | | |
| 163 | Edgeworth - Rental Income | \$ 226,320 | \$ 118,800 | \$ 120,139 | \$ 120,139 | \$ - | \$ 120,139 | \$ 120,139 | \$ 120,139 | \$ 585,398 | \$ 240,278 | \$ 825,676.00 | | | |
| 164 | Edgeworth - Laundry Income | \$ 313 | \$ 313 | \$ 613 | \$ 613 | \$ - | \$ 613 | \$ 613 | \$ 613 | \$ 1,852 | \$ 1,226 | \$ 3,078.00 | | | |
| 165 | Hartland - Rental Income | \$ 763,800 | \$ 367,200 | \$ 404,695 | \$ 404,695 | \$ - | \$ 404,695 | \$ 404,695 | \$ 404,695 | \$ 1,940,390 | \$ 809,390 | \$ 2,749,780.00 | | | |
| 166 | Jefferson - Rental Income | \$ 592,800 | \$ 294,300 | \$ 308,514 | \$ 308,514 | \$ - | \$ 308,514 | \$ 308,514 | \$ 308,514 | \$ 1,504,128 | \$ 617,028 | \$ 2,121,156.00 | | | |
| 167 | Jefferson - Laundry Income | \$ (448) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (448) | \$ - | \$ (448.00) | | | |
| 168 | Mayfair - Rental Income | \$ 438,900 | \$ 143,100 | \$ 326,817 | \$ 326,817 | \$ - | \$ 326,817 | \$ 326,817 | \$ 326,817 | \$ 1,235,634 | \$ 653,634 | \$ 1,889,268.00 | | | |
| 169 | Mission - Rental Income | \$ 1,324,800 | \$ 650,700 | \$ 694,813 | \$ 694,813 | \$ - | \$ 694,813 | \$ 694,813 | \$ 694,813 | \$ 3,365,126 | \$ 1,389,626 | \$ 4,754,752.00 | | | |
| 170 | Mission - Laundry Income | \$ 4,002 | \$ 4,002 | \$ 2,788 | \$ 2,788 | \$ - | \$ 2,788 | \$ 2,788 | \$ 2,788 | \$ 13,580 | \$ 5,576 | \$ 19,156.00 | | | |
| 171 | PM - FY 19-20 Refund from Temp Staff - Floating Janitors consultant | \$ 3,131 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,131 | \$ - | \$ 3,130.52 | | | |
| 172 | PM - Allocation of costs to other contracts | \$ 608,305 | \$ 608,305 | \$ 630,092 | \$ 630,092 | \$ - | \$ 630,092 | \$ 630,092 | \$ 630,092 | \$ 2,476,794 | \$ 1,260,184 | \$ 3,736,978.42 | | | |
| 173 | Raman - Rental Income | \$ 308,027 | \$ 229,500 | \$ 236,361 | \$ 236,361 | \$ - | \$ 236,361 | \$ 236,361 | \$ 236,361 | \$ 1,010,249 | \$ 472,722 | \$ 1,482,971.00 | | | |
| 174 | Raman - Laundry Income | \$ 1,229 | \$ 1,229 | \$ 635 | \$ 635 | \$ - | \$ 635 | \$ 635 | \$ 635 | \$ 3,728 | \$ 1,270 | \$ 4,998.00 | | | |
| 175 | Seneca - Rental Income | \$ 1,059,840 | \$ 540,000 | \$ 350,206 | \$ 350,206 | \$ - | \$ 350,206 | \$ 350,206 | \$ 350,206 | \$ 2,300,252 | \$ 700,412 | \$ 3,000,664.00 | | | |
| 176 | Seneca - Laundry Income | \$ (109) | \$ - | \$ 710 | \$ 710 | \$ - | \$ 710 | \$ 71 | | | | | | | |

| DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | Summary | | Summary | | |
|---|--|---------------------|---------------------|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Appendix B, Budget | | | | | | | | | | HSF Fund | | HSF Fund | | |
| Document Date | 9/1/2023 | | | | | | | | | Page 5 of 52 | | Page 5 of 52 | | |
| Contract Term | Begin Date | End Date | Duration (Years) | | | | | | | | | | | |
| Current Term | 7/1/2020 | 6/30/2024 | 4 | | | | | | | | | | | |
| Amended Term | 7/1/2020 | 6/30/2026 | 6 | | | | | | | | | | | |
| Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | | | | | |
| Program | Master Lease Hotels (HSF Fund Hotels) | | | | | | | | | | | | | |
| FSP Contract ID# | 1000017241 | | | | | | | | | | | | | |
| Action (select) | Amendment | | | | | | | | | | | | | |
| Effective Date | 9/1/2023 | | | | | | | | | | | | | |
| Budget Names | Allstar, Boyd, Caldrake, Elk, Graystone, Pierre, Royan, Union, Money Management, General Property Management, Support Services | | | | | | | | | | | | | |
| Term Budget | Current | New | | | | | | | | | | | | |
| | \$ - | \$ - | | | | | | | | | | | | |
| | | | | EXTENSION YEAR EXTENSION YEAR | | | | | | | | | | |
| | | | | Year 1 | Year 2 | Year 3 | Year 4 | | Year 5 | Year 6 | All Years | | | |
| | | | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 |
| | | | | Current | Current | Current | Current | Amendment | New | New | New | Current | Amendment | New |
| Expenditures - Allstar | | | | | | | | | | | | | | |
| Salaries & Benefits | \$ 511,386 | \$ 552,864 | \$ 652,349 | \$ 652,349 | \$ - | \$ 652,349 | \$ 652,349 | \$ 652,349 | \$ 652,349 | \$ 652,349 | \$ 652,349 | \$ 2,368,949 | \$ 1,304,699 | \$ 3,673,648 |
| Operating Expense | \$ 190,339 | \$ 215,131 | \$ 316,833 | \$ 316,833 | \$ - | \$ 316,833 | \$ 316,833 | \$ 316,833 | \$ 316,833 | \$ 316,833 | \$ 316,833 | \$ 1,039,136 | \$ 633,666 | \$ 1,672,802 |
| Subtotal | \$ 701,725 | \$ 767,994 | \$ 969,182 | \$ 969,182 | \$ - | \$ 969,182 | \$ 969,182 | \$ 969,182 | \$ 969,182 | \$ 969,182 | \$ 969,182 | \$ 3,408,084 | \$ 1,938,365 | \$ 5,346,449 |
| Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | |
| Indirect Cost (Line 22 X Line 23) | \$ 80,698 | \$ 88,319 | \$ 111,456 | \$ 111,456 | \$ - | \$ 111,456 | \$ 111,456 | \$ 111,456 | \$ 111,456 | \$ 111,456 | \$ 111,456 | \$ 391,930 | \$ 222,912 | \$ 614,842 |
| Other Expenses (Not subject to indirect %) | \$ 677,283 | \$ 561,216 | \$ 500,977 | \$ 463,377 | \$ - | \$ 463,377 | \$ 463,377 | \$ 463,377 | \$ 463,377 | \$ 463,377 | \$ 463,377 | \$ 2,202,853 | \$ 926,754 | \$ 3,129,607 |
| Capital Expenditure | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Expenditures - Allstar | \$ 1,459,707 | \$ 1,417,529 | \$ 1,581,615 | \$ 1,544,015 | \$ - | \$ 1,544,015 | \$ 1,544,015 | \$ 1,544,015 | \$ 1,544,015 | \$ 1,544,015 | \$ 1,544,015 | \$ 6,002,867 | \$ 3,088,031 | \$ 9,090,898 |
| Expenditures - Boyd | | | | | | | | | | | | | | |
| Salaries & Benefits | \$ 210,166 | \$ 535,843 | \$ 736,101 | \$ 736,101 | \$ - | \$ 736,101 | \$ 736,101 | \$ 736,101 | \$ 736,101 | \$ 736,101 | \$ 736,101 | \$ 2,518,212 | \$ 1,472,203 | \$ 3,990,415 |
| Operating Expense | \$ 269,410 | \$ 296,281 | \$ 350,025 | \$ 350,025 | \$ - | \$ 350,025 | \$ 350,025 | \$ 350,025 | \$ 350,025 | \$ 350,025 | \$ 350,025 | \$ 1,265,741 | \$ 700,050 | \$ 1,965,791 |
| Subtotal | \$ 779,576 | \$ 832,124 | \$ 1,086,126 | \$ 1,086,126 | \$ - | \$ 1,086,126 | \$ 1,086,126 | \$ 1,086,126 | \$ 1,086,126 | \$ 1,086,126 | \$ 1,086,126 | \$ 3,783,953 | \$ 2,172,253 | \$ 5,956,206 |
| Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | |
| Indirect Cost (Line 33 X Line 34) | \$ 89,651 | \$ 95,694 | \$ 124,905 | \$ 124,905 | \$ - | \$ 124,905 | \$ 124,905 | \$ 124,905 | \$ 124,905 | \$ 124,905 | \$ 124,905 | \$ 435,155 | \$ 249,809 | \$ 684,964 |
| Other Expenses (Not subject to indirect %) | \$ 455,773 | \$ 387,269 | \$ 464,005 | \$ 472,005 | \$ - | \$ 472,005 | \$ 472,005 | \$ 472,005 | \$ 472,005 | \$ 472,005 | \$ 472,005 | \$ 1,779,051 | \$ 944,010 | \$ 2,723,061 |
| Capital Expenditure | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Expenditures - Boyd | \$ 1,325,000 | \$ 1,315,087 | \$ 1,675,036 | \$ 1,683,036 | \$ - | \$ 1,683,036 | \$ 1,683,036 | \$ 1,683,036 | \$ 1,683,036 | \$ 1,683,036 | \$ 1,683,036 | \$ 5,998,159 | \$ 3,366,072 | \$ 9,364,231 |
| Expenditures - Caldrake | | | | | | | | | | | | | | |
| Salaries & Benefits | \$ 113,991 | \$ 123,098 | \$ 172,650 | \$ 172,650 | \$ - | \$ 172,650 | \$ 172,650 | \$ 172,650 | \$ 172,650 | \$ 172,650 | \$ 172,650 | \$ 582,389 | \$ 345,300 | \$ 927,690 |
| Operating Expense | \$ 140,231 | \$ 150,541 | \$ 173,504 | \$ 173,504 | \$ - | \$ 173,504 | \$ 173,504 | \$ 173,504 | \$ 173,504 | \$ 173,504 | \$ 173,504 | \$ 637,780 | \$ 347,008 | \$ 984,788 |
| Subtotal | \$ 254,222 | \$ 273,639 | \$ 346,154 | \$ 346,154 | \$ - | \$ 346,154 | \$ 346,154 | \$ 346,154 | \$ 346,154 | \$ 346,154 | \$ 346,154 | \$ 1,220,169 | \$ 692,308 | \$ 1,912,477 |
| Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | |
| Indirect Cost (Line 44 X Line 45) | \$ 29,236 | \$ 31,468 | \$ 39,808 | \$ 39,808 | \$ - | \$ 39,808 | \$ 39,808 | \$ 39,808 | \$ 39,808 | \$ 39,808 | \$ 39,808 | \$ 140,319 | \$ 79,615 | \$ 219,935 |
| Other Expenses (Not subject to indirect %) | \$ 236,520 | \$ 236,860 | \$ 303,039 | \$ 303,039 | \$ - | \$ 303,039 | \$ 303,039 | \$ 303,039 | \$ 303,039 | \$ 303,039 | \$ 303,039 | \$ 1,079,458 | \$ 606,078 | \$ 1,685,536 |
| Capital Expenditure | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Expenditures - Caldrake | \$ 519,977 | \$ 541,967 | \$ 689,001 | \$ 689,001 | \$ - | \$ 689,001 | \$ 689,001 | \$ 689,001 | \$ 689,001 | \$ 689,001 | \$ 689,001 | \$ 2,439,946 | \$ 1,378,002 | \$ 3,817,948 |
| Expenditures - Elk | | | | | | | | | | | | | | |
| Salaries & Benefits | \$ 408,162 | \$ 384,708 | \$ 466,789 | \$ 466,789 | \$ - | \$ 466,789 | \$ 466,789 | \$ 466,789 | \$ 466,789 | \$ 466,789 | \$ 466,789 | \$ 1,726,448 | \$ 933,577 | \$ 2,660,025 |
| Operating Expense | \$ 305,997 | \$ 356,874 | \$ 514,796 | \$ 514,796 | \$ - | \$ 514,796 | \$ 514,796 | \$ 514,796 | \$ 514,796 | \$ 514,796 | \$ 514,796 | \$ 1,692,463 | \$ 1,029,592 | \$ 2,722,055 |
| Subtotal | \$ 714,159 | \$ 741,582 | \$ 981,585 | \$ 981,585 | \$ - | \$ 981,585 | \$ 981,585 | \$ 981,585 | \$ 981,585 | \$ 981,585 | \$ 981,585 | \$ 3,418,911 | \$ 1,963,169 | \$ 5,382,080 |
| Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | |
| Indirect Cost (Line 55 X Line 56) | \$ 82,128 | \$ 85,282 | \$ 112,882 | \$ 112,882 | \$ - | \$ 112,882 | \$ 112,882 | \$ 112,882 | \$ 112,882 | \$ 112,882 | \$ 112,882 | \$ 393,175 | \$ 225,764 | \$ 618,939 |
| Other Expenses (Not subject to indirect %) | \$ 692,911 | \$ 624,248 | \$ 528,494 | \$ 507,494 | \$ - | \$ 507,494 | \$ 507,494 | \$ 507,494 | \$ 507,494 | \$ 507,494 | \$ 507,494 | \$ 2,353,147 | \$ 1,014,988 | \$ 3,368,135 |
| Capital Expenditure | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Expenditures - Elk | \$ 1,489,199 | \$ 1,451,112 | \$ 1,622,961 | \$ 1,601,961 | \$ - | \$ 1,601,961 | \$ 1,601,961 | \$ 1,601,961 | \$ 1,601,961 | \$ 1,601,961 | \$ 1,601,961 | \$ 6,165,232 | \$ 3,203,922 | \$ 9,369,154 |
| Expenditures - Graystone | | | | | | | | | | | | | | |
| Salaries & Benefits | \$ 423,917 | \$ 460,622 | \$ 546,250 | \$ 546,250 | \$ - | \$ 546,250 | \$ 546,250 | \$ 546,250 | \$ 546,250 | \$ 546,250 | \$ 546,250 | \$ 1,977,040 | \$ 1,092,501 | \$ 3,069,540 |
| Operating Expense | \$ 282,456 | \$ 317,587 | \$ 414,230 | \$ 414,230 | \$ - | \$ 414,230 | \$ 414,230 | \$ 414,230 | \$ 414,230 | \$ 414,230 | \$ 414,230 | \$ 1,428,503 | \$ 828,460 | \$ 2,256,963 |
| Subtotal | \$ 706,373 | \$ 778,209 | \$ 960,480 | \$ 960,480 | \$ - | \$ 960,480 | \$ 960,480 | \$ 960,480 | \$ 960,480 | \$ 960,480 | \$ 960,480 | \$ 3,405,543 | \$ 1,920,961 | \$ 5,326,504 |
| Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | |
| Indirect Cost (Line 67 X Line 68) | \$ 81,233 | \$ 89,494 | \$ 110,455 | \$ 110,455 | \$ - | \$ 110,455 | \$ 110,455 | \$ 110,455 | \$ 110,455 | \$ 110,455 | \$ 110,455 | \$ 391,637 | \$ 220,910 | \$ 612,548 |
| Other Expenses (Not subject to indirect %) | \$ 548,078 | \$ 403,782 | \$ 468,684 | \$ 429,684 | \$ - | \$ 429,684 | \$ 429,684 | \$ 429,684 | \$ 429,684 | \$ 429,684 | \$ 429,684 | \$ 1,850,228 | \$ 859,368 | \$ 2,709,596 |
| Capital Expenditure | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Expenditures - Graystone | \$ 1,335,684 | \$ 1,271,486 | \$ 1,539,620 | \$ 1,500,620 | \$ - | \$ 1,500,620 | \$ 1,500,620 | \$ 1,500,620 | \$ 1,500,620 | \$ 1,500,620 | \$ 1,500,620 | \$ 5,647,409 | \$ 3,001,239 | \$ 8,648,648 |
| Expenditures - Pierre | | | | | | | | | | | | | | |
| Salaries & Benefits | \$ 438,800 | \$ 512,743 | \$ 588,290 | \$ 588,290 | \$ - | \$ 588,290 | \$ 588,290 | \$ 588,290 | \$ 588,290 | \$ 588,290 | \$ 588,290 | \$ 2,128,123 | \$ 1,176,580 | \$ 3,304,703 |
| Operating Expense | \$ 301,321 | \$ 326,488 | \$ 449,677 | \$ 449,677 | \$ - | \$ 449,677 | \$ 449,677 | \$ 449,677 | \$ 449,677 | \$ 449,677 | \$ 449,677 | \$ 1,527,163 | \$ 899,354 | \$ 2,426,517 |
| Subtotal | \$ 740,121 | \$ 839,231 | \$ 1,037,967 | \$ 1,037,967 | \$ - | \$ 1,037,967 | \$ 1,037,967 | \$ 1,037,967 | \$ 1,037,967 | \$ 1,037,967 | \$ 1,037,967 | \$ 3,655,286 | \$ 2,075,934 | \$ 5,731,220 |
| Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | |
| Indirect Cost (Line 77 X Line 78) | \$ 85,114 | \$ 96,512 | \$ 119,366 | \$ 119,366 | \$ - | \$ 119,366 | \$ 119,366 | \$ 119,366 | \$ 119,366 | \$ 119,366 | \$ 119,366 | \$ 420,358 | \$ 238,732 | \$ 659,090 |
| Other Expenses (Not subject to indirect %) | \$ 661,293 | \$ 441,961 | \$ 589,816 | \$ 509,266 | \$ - | \$ 509,266 | \$ 509,266 | \$ 509,266 | \$ 509,266 | \$ 509,266 | \$ 509,266 | \$ 2,202,336 | \$ 1,018,532 | \$ 3,220,868 |
| Capital Expenditure | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Expenditures - Pierre | \$ 1,486,528 | \$ 1,377,704 | \$ 1,747,149 | \$ 1,666,599 | \$ - | \$ 1,666,599 | \$ 1,666,599 | \$ 1,666,599 | \$ 1,666,599 | \$ 1,666,599 | \$ 1,666,599 | \$ 6,277,981 | \$ 3,333,199 | \$ 9,611,179 |
| Expenditures - Royan | | | | | | | | | | | | | | |
| Salaries & Benefits | \$ 448,356 | \$ 505,073 | \$ 613,833 | \$ 613,833 | \$ - | \$ 613,833 | \$ 613,833 | \$ 613,833 | \$ 613,833 | \$ 613,833 | \$ 613,833 | \$ 2,181,096 | \$ 1,227,667 | \$ 3,408,763 |
| Operating Expense | \$ 267,490 | \$ 258,734 | \$ 402,307 | \$ 402,307 | \$ - | \$ 402,307 | \$ 402,307 | \$ 402,307 | \$ 402,307 | \$ 402,307 | \$ 402,307 | \$ 1,330,838 | \$ 804,614 | \$ 2,135,452 |
| Subtotal | \$ 715,846 | \$ 763,807 | \$ 1,016,140 | \$ 1,016,140 | \$ - | \$ 1,016,140 | \$ 1,016,140 | \$ 1,016,140 | \$ 1,016,140 | \$ 1,016,140 | \$ 1,016,140 | \$ 3,511,934 | \$ 2,032,281 | \$ 5,544,215 |
| Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | |
| Indirect Cost (Line 88 X Line 89) | \$ 82,322 | \$ 87,838 | \$ 116,856 | \$ 116,856 | \$ - | \$ 116,856 | \$ 116,856 | \$ 116,856 | \$ 116,856 | \$ 116,856 | \$ 116,856 | \$ 403,872 | \$ 233,712 | \$ 637,585 |
| Other Expenses (Not subject to indirect %) | \$ 527,289 | \$ 345,486 | \$ 281,991 | \$ 401,991 | \$ - | \$ 401,991 | \$ 401,991 | \$ 401,991 | \$ 401,991 | \$ 401,991 | \$ 401,991 | \$ 1,556,757 | \$ 803,982 | \$ 2,360,739 |
| Capital Expenditure | \$ - | \$ - | \$ - | \$ - | | | | | | | | | | |

| | A | B | C | D | E | H | K | N | O | P | S | V | AI | AJ | AK |
|-----|--|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | | Summary | | Summary |
| 2 | Appendix B, Budget | | | | | | | | | | | | HSH Fund | | HSH Fund |
| 3 | Document Date | 9/1/2023 | | | | | | | | | | | Page 6 of 52 | | Page 6 of 52 |
| 4 | Contract Term | Begin Date | End Date | Duration (Years) | | | | | | | | | | | |
| 5 | Current Term | 7/1/2020 | 6/30/2024 | 4 | | | | | | | | | | | |
| 6 | Amended Term | 7/1/2020 | 6/30/2026 | 6 | | | | | | | | | | | |
| 7 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | | | | | |
| 8 | Program | Master Lease Hotels (HSH Fund Hotels) | | | | | | | | | | | | | |
| 9 | FSP Contract ID# | 1000017241 | | | | | | | | | | | | | |
| 10 | Action (select) | Amendment | | | | | | | | | | | | | |
| 11 | Effective Date | 9/1/2023 | | | | | | | | | | | | | |
| 12 | Budget Names | Allstar, Boyd, Caldrake, Elk, Graystone, Pierre, Royan, Union, Money Management, General Property Management, Support Services | | | | | | | | | | | | | |
| 13 | Term Budget | Current | New | | | | | | | | | | | | |
| 14 | | \$ - | \$ - | | | | | | | | | | | | |
| 15 | | \$ - | \$ - | | | | | | | | | | | | |
| 16 | | | | Year 1 | Year 2 | Year 3 | Year 4 | | | Year 5 | Year 6 | All Years | | | |
| 17 | | | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2024 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 | |
| 18 | | | | Current | Current | Current | Current | Amendment | New | New | New | Current | Amendment | New | |
| 96 | Expenditures - Union | | | | | | | | | | | | | | |
| 97 | Salaries & Benefits | \$ 453,904 | \$ 489,503 | \$ 612,419 | \$ 612,419 | \$ - | \$ 612,419 | \$ 612,419 | \$ 612,419 | \$ 612,419 | \$ 612,419 | \$ 2,168,245 | \$ 1,224,838 | \$ 3,393,083 | |
| 98 | Operating Expense | \$ 213,229 | \$ 214,499 | \$ 263,446 | \$ 263,446 | \$ - | \$ 263,446 | \$ 263,446 | \$ 263,446 | \$ 263,446 | \$ 263,446 | \$ 954,620 | \$ 526,892 | \$ 1,481,512 | |
| 99 | Subtotal | \$ 667,133 | \$ 704,002 | \$ 875,865 | \$ 875,865 | \$ - | \$ 875,865 | \$ 875,865 | \$ 875,865 | \$ 875,865 | \$ 875,865 | \$ 3,122,865 | \$ 1,751,730 | \$ 4,874,595 | |
| 100 | Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | | |
| 101 | Indirect Cost (Line 99 X Line 100) | \$ 76,720 | \$ 80,960 | \$ 100,724 | \$ 100,724 | \$ - | \$ 100,724 | \$ 100,724 | \$ 100,724 | \$ 100,724 | \$ 100,724 | \$ 359,129 | \$ 201,449 | \$ 560,578 | |
| 102 | Other Expenses (Not subject to indirect %) | \$ 489,244 | \$ 456,370 | \$ 408,118 | \$ 357,678 | \$ - | \$ 357,678 | \$ 357,678 | \$ 357,678 | \$ 357,678 | \$ 357,678 | \$ 1,711,410 | \$ 715,356 | \$ 2,426,766 | |
| 103 | Capital Expenditure | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 105 | Total Expenditures - Union | \$ 1,233,098 | \$ 1,241,331 | \$ 1,384,708 | \$ 1,334,268 | \$ - | \$ 1,334,268 | \$ 1,334,268 | \$ 1,334,268 | \$ 1,334,268 | \$ 1,334,268 | \$ 5,193,404 | \$ 2,668,535 | \$ 7,861,939 | |
| 106 | | | | | | | | | | | | | | | |
| 107 | Expenditures - Money Management (MLMPP - HSH Fund Hotels) | | | | | | | | | | | | | | |
| 108 | Salaries & Benefits | \$ 136,217 | \$ 136,414 | \$ 186,098 | \$ 186,098 | \$ - | \$ 186,098 | \$ 186,098 | \$ 186,098 | \$ 186,098 | \$ 186,098 | \$ 644,826 | \$ 372,196 | \$ 1,017,022 | |
| 109 | Operating Expense | \$ 21,830 | \$ 22,273 | \$ 31,223 | \$ 31,223 | \$ - | \$ 31,223 | \$ 31,223 | \$ 31,223 | \$ 31,223 | \$ 31,223 | \$ 106,549 | \$ 62,446 | \$ 168,996 | |
| 110 | Subtotal | \$ 158,047 | \$ 158,686 | \$ 217,321 | \$ 217,321 | \$ - | \$ 217,321 | \$ 217,321 | \$ 217,321 | \$ 217,321 | \$ 217,321 | \$ 751,376 | \$ 434,642 | \$ 1,186,018 | |
| 111 | Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | | |
| 112 | Indirect Cost (Line 110 X Line 111) | \$ 18,175 | \$ 18,249 | \$ 24,992 | \$ 24,992 | \$ - | \$ 24,992 | \$ 24,992 | \$ 24,992 | \$ 24,992 | \$ 24,992 | \$ 86,408 | \$ 49,984 | \$ 136,392 | |
| 113 | Other Expenses (Not subject to indirect %) | \$ (8,027) | \$ 6,067 | \$ 7,835 | \$ 7,835 | \$ - | \$ 7,835 | \$ 7,835 | \$ 7,835 | \$ 7,835 | \$ 7,835 | \$ 13,710 | \$ 15,670 | \$ 29,381 | |
| 114 | Capital Expenditure | \$ - | \$ - | \$ 5,387 | \$ 5,387 | \$ - | \$ 5,387 | \$ 5,387 | \$ 5,387 | \$ 5,387 | \$ 5,387 | \$ 10,773 | \$ 10,773 | \$ 21,546 | |
| 116 | Total Expenditures - Money Management (MLMPP - HSH Fund Hotels) | \$ 168,195 | \$ 183,002 | \$ 255,535 | \$ 255,535 | \$ - | \$ 255,535 | \$ 255,535 | \$ 255,535 | \$ 255,535 | \$ 255,535 | \$ 862,267 | \$ 511,069 | \$ 1,373,337 | |
| 117 | | | | | | | | | | | | | | | |
| 118 | Expenditures - General Prop Mgmt (HSH Fund Hotels) | | | | | | | | | | | | | | |
| 119 | Salaries & Benefits | \$ 874,828 | \$ 914,159 | \$ 1,329,724 | \$ 1,329,724 | \$ - | \$ 1,329,724 | \$ 1,329,724 | \$ 1,329,724 | \$ 1,329,724 | \$ 1,329,724 | \$ 4,448,435 | \$ 2,659,448 | \$ 7,107,882 | |
| 120 | Operating Expense | \$ 203,734 | \$ 307,372 | \$ 300,314 | \$ 300,314 | \$ - | \$ 300,314 | \$ 300,314 | \$ 300,314 | \$ 300,314 | \$ 300,314 | \$ 1,111,734 | \$ 600,628 | \$ 1,712,362 | |
| 121 | Subtotal | \$ 1,078,561 | \$ 1,221,531 | \$ 1,630,038 | \$ 1,630,038 | \$ - | \$ 1,630,038 | \$ 1,630,038 | \$ 1,630,038 | \$ 1,630,038 | \$ 1,630,038 | \$ 5,560,168 | \$ 3,260,076 | \$ 8,820,244 | |
| 122 | Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | | |
| 123 | Indirect Cost (Line 121 X Line 122) | \$ 124,035 | \$ 140,476 | \$ 187,454 | \$ 187,454 | \$ - | \$ 187,454 | \$ 187,454 | \$ 187,454 | \$ 187,454 | \$ 187,454 | \$ 639,419 | \$ 374,909 | \$ 1,014,328 | |
| 124 | Other Expenses (Not subject to indirect %) | \$ 34,078 | \$ (103,185) | \$ (82,392) | \$ 18,198 | \$ - | \$ 18,198 | \$ 18,198 | \$ 18,198 | \$ 18,198 | \$ 18,198 | \$ (133,302) | \$ 36,395 | \$ (96,906) | |
| 125 | Capital Expenditure | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 127 | Total Expenditures - General Prop Mgmt (HSH Fund Hotels) | \$ 1,236,674 | \$ 1,258,823 | \$ 1,735,100 | \$ 1,835,690 | \$ - | \$ 1,835,690 | \$ 1,835,690 | \$ 1,835,690 | \$ 1,835,690 | \$ 1,835,690 | \$ 6,066,286 | \$ 3,671,380 | \$ 9,737,666 | |
| 128 | | | | | | | | | | | | | | | |
| 129 | Expenditures - Support Services (HSH Fund Hotels) | | | | | | | | | | | | | | |
| 130 | Salaries & Benefits | \$ 988,389 | \$ 950,735 | \$ 2,432,336 | \$ 2,432,336 | \$ - | \$ 2,432,336 | \$ 2,432,336 | \$ 2,432,336 | \$ 2,432,336 | \$ 2,432,336 | \$ 6,803,796 | \$ 4,864,673 | \$ 11,668,469 | |
| 131 | Operating Expense | \$ 150,194 | \$ 147,053 | \$ 255,600 | \$ 255,600 | \$ - | \$ 255,600 | \$ 255,600 | \$ 255,600 | \$ 255,600 | \$ 255,600 | \$ 808,446 | \$ 511,199 | \$ 1,319,646 | |
| 132 | Subtotal | \$ 1,138,583 | \$ 1,097,788 | \$ 2,687,936 | \$ 2,687,936 | \$ - | \$ 2,687,936 | \$ 2,687,936 | \$ 2,687,936 | \$ 2,687,936 | \$ 2,687,936 | \$ 7,612,243 | \$ 5,375,872 | \$ 12,988,115 | |
| 133 | Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | | |
| 134 | Indirect Cost (Line 132 X Line 133) | \$ 130,937 | \$ 126,246 | \$ 309,113 | \$ 309,113 | \$ - | \$ 309,113 | \$ 309,113 | \$ 309,113 | \$ 309,113 | \$ 309,113 | \$ 875,408 | \$ 618,225 | \$ 1,493,633 | |
| 135 | Other Expenses (Not subject to indirect %) | \$ (378,645) | \$ (437,678) | \$ 7,553 | \$ (1,381,089) | \$ 1,388,642 | \$ 7,553 | \$ 7,553 | \$ 7,553 | \$ 7,553 | \$ 7,553 | \$ (2,189,860) | \$ 1,403,747 | \$ (786,113) | |
| 136 | Capital Expenditure | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 138 | Total Expenditures - Support Services (HSH Fund Hotels) | \$ 890,875 | \$ 786,355 | \$ 3,004,601 | \$ 1,615,959 | \$ 1,388,642 | \$ 3,004,601 | \$ 3,004,601 | \$ 3,004,601 | \$ 3,004,601 | \$ 3,004,601 | \$ 6,297,791 | \$ 7,397,844 | \$ 13,695,635 | |
| 139 | | | | | | | | | | | | | | | |
| 140 | Total Expenditures - ALL HSH Fund Hotels | | | | | | | | | | | | | | |
| 141 | Salaries & Benefits | \$ 5,308,116 | \$ 5,565,761 | \$ 8,336,841 | \$ 8,336,841 | \$ - | \$ 8,336,841 | \$ 8,336,841 | \$ 8,336,841 | \$ 8,336,841 | \$ 8,336,841 | \$ 27,547,559 | \$ 16,673,682 | \$ 44,221,241 | |
| 142 | Operating Expense | \$ 2,346,230 | \$ 2,612,833 | \$ 3,471,955 | \$ 3,471,955 | \$ - | \$ 3,471,955 | \$ 3,471,955 | \$ 3,471,955 | \$ 3,471,955 | \$ 3,471,955 | \$ 11,902,973 | \$ 6,943,910 | \$ 18,846,882 | |
| 143 | Subtotal | \$ 7,654,347 | \$ 8,178,594 | \$ 11,808,796 | \$ 11,808,796 | \$ - | \$ 11,808,796 | \$ 11,808,796 | \$ 11,808,796 | \$ 11,808,796 | \$ 11,808,796 | \$ 39,450,532 | \$ 23,617,591 | \$ 63,068,123 | |
| 144 | Indirect Percentage | 11.50% | 11.50% | 11.50% | 11.50% | | 11.50% | 11.50% | 11.50% | 11.50% | 11.50% | | | | |
| 145 | Indirect Cost | \$ 880,250 | \$ 940,538 | \$ 1,358,012 | \$ 1,358,012 | \$ - | \$ 1,358,012 | \$ 1,358,012 | \$ 1,358,012 | \$ 1,358,012 | \$ 1,358,012 | \$ 4,536,811 | \$ 2,716,023 | \$ 7,252,834 | |
| 146 | Other Expenses (Not subject to indirect %) | \$ 3,935,798 | \$ 2,922,395 | \$ 3,478,119 | \$ 2,089,478 | \$ 1,388,642 | \$ 3,478,119 | \$ 3,478,119 | \$ 3,478,119 | \$ 3,478,119 | \$ 3,478,119 | \$ 12,425,789 | \$ 8,344,880 | \$ 20,770,670 | |
| 147 | Capital Expenditure | \$ - | \$ - | \$ 5,387 | \$ 5,387 | \$ - | \$ 5,387 | \$ 5,387 | \$ 5,387 | \$ 5,387 | \$ 5,387 | \$ 10,773 | \$ 10,773 | \$ 21,546 | |
| 149 | Total Expenditures - TOTAL ALL HSH Fund Hotels | \$ 12,470,395 | \$ 12,041,527 | \$ 16,650,313 | \$ 15,261,671 | \$ 1,388,642 | \$ 16,650,313 | \$ 16,650,313 | \$ 16,650,313 | \$ 16,650,313 | \$ 16,650,313 | \$ 56,423,905 | \$ 34,689,268 | \$ 91,113,173 | |
| 150 | | | | | | | | | | | | | | | |
| 151 | HSH Revenues (select) | | | | | | | | | | | | | | |
| 152 | HSH Fund - Ongoing | \$ 8,595,630 | \$ 7,960,140 | \$ 8,232,513 | \$ 8,232,513 | \$ 1,604,100 | \$ 9,836,613 | \$ 10,224,960 | \$ 10,224,960 | \$ 10,224,960 | \$ 10,224,960 | \$ 33,020,796 | \$ 22,054,019 | \$ 55,074,815 | |
| 154 | Prop C - Ongoing Tenant Rent Relief | \$ - | \$ 1,604,039 | \$ 1,652,160 | \$ 1,652,160 | \$ - | \$ 1,652,160 | \$ 1,652,160 | \$ 1,652,160 | \$ 1,652,160 | \$ 1,652,160 | \$ 4,908,359 | \$ 3,304,320 | \$ 8,212,680 | |
| 155 | General Fund - One-Time | \$ 201,737 | \$ 10,656 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 212,393 | \$ - | \$ 212,393 | |
| 159 | General Fund - HSH Fund Supplement | \$ 89,535 | \$ 487,218 | \$ 4,856,478 | \$ 3,467,836 | \$ (215,458) | \$ 3,252,378 | \$ 2,864,031 | \$ 2,864,031 | \$ 2,864,031 | \$ 2,864,031 | \$ 8,901,066 | \$ 5,512,604 | \$ 14,413,671 | |
| 162 | Total HSH Revenues (HSH Hotels) | \$ 8,886,902 | \$ 10,062,052 | \$ 14,741,151 | \$ 13,352,509 | \$ 1,388,642 | \$ 14,741,151 | \$ 14,741,151 | \$ 14,741,151 | \$ 14,741,151 | \$ 14,741,151 | \$ 47,042,615 | \$ 30,870,944 | \$ 77,913,558 | |
| 163 | Other Revenues (to offset Total Expenditures) | | | | | | | | | | | | | | |
| 164 | Allstar - Rental Income | \$ 464,727 | \$ 229,500 | \$ 184,813 | \$ 184,813 | \$ - | \$ 184,813 | \$ 184,813 | \$ 184,813 | \$ 184,813 | \$ 184,813 | \$ 1,063,853 | \$ 369,626 | \$ 1,433,479 | |
| 165 | Allstar - Laundry Income | \$ 321 | \$ 321 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 642 | \$ - | \$ 642 | |
| 166 | Boyd - Rental Income | \$ 436,080 | \$ 218,700 | \$ 212,047 | \$ 212,047 | \$ - | \$ 212,047 | \$ 212,047 | \$ 212,047 | \$ 212,047 | \$ 212,047 | \$ 1,078,874 | \$ 424,094 | \$ 1,502,968 | |
| 167 | Boyd - Laundry Income | \$ 53 | \$ 53 | \$ 121 | \$ 121 | \$ - | \$ 121 | \$ 121 | \$ 121 | \$ 121 | \$ 121 | \$ 348 | \$ 242 | \$ 590 | |
| 168 | Caldrake - Rental Income | \$ 256,558 | \$ 135,000 | \$ 184,723 | \$ 184,723 | \$ - | \$ 184,723 | \$ 184,723 | \$ 184,723 | \$ 184,723 | \$ 184,723 | \$ 761,004 | \$ 369,446 | \$ 1,130,450 | |
| 169 | PM - FY 19-20 Refund from Temp Staff - Floating Janitors consultant | \$ 1,902 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,902 | \$ - | \$ 1,902 | |
| 170 | PM - Allocation of costs to other contracts | \$ 371,884 | \$ 371,883 | \$ 382,917 | \$ 382,917 | \$ - | \$ 382,917 | \$ 382,917 | \$ 382,917 | \$ 382,917 | \$ 382,917 | \$ 1,509,601 | \$ 765,834 | \$ 2,275,435 | |
| 171 | Elk - Rental Income | | | | | | | | | | | | | | |

| | A | B | E | H | K | P | S | AF | AG | AH | |
|----|--|---|----------------------|----------------------|----------------------|-------------------------------|----------------------|------------------------|----------------------|----------------------|--|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 8 of 52 | | Page 8 of 52 | |
| 2 | OPERATING DETAIL | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | |
| 5 | Program | Master Lease Hotels (General Fund Hotels) | | | | | | | | | |
| 6 | F\$P Contract ID# | 1000017241 | | | | | | | | | |
| 7 | Budget Name | Money Management | | | | EXTENSION YEAR EXTENSION YEAR | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 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 | |
| 13 | Utilities | \$ 4,690 | \$ 5,288 | \$ 11,157 | \$ 11,157 | \$ 11,157 | \$ 11,157 | \$ 32,293 | \$ 22,315 | \$ 54,608 | |
| 14 | Office Supplies, security for housing | \$ 4,523 | \$ 4,653 | \$ 7,801 | \$ 7,801 | \$ 7,801 | \$ 7,801 | \$ 24,779 | \$ 15,602 | \$ 40,381 | |
| 15 | Maintenance & Repairs | \$ 3,295 | \$ 3,295 | \$ 6,013 | \$ 6,013 | \$ 6,013 | \$ 6,013 | \$ 18,616 | \$ 12,025 | \$ 30,641 | |
| 16 | Printing & Postings | \$ 3,705 | \$ 3,705 | \$ 4,077 | \$ 4,077 | \$ 4,077 | \$ 4,077 | \$ 15,564 | \$ 8,155 | \$ 23,719 | |
| 17 | Insurance | \$ 327 | \$ 327 | \$ 244 | \$ 244 | \$ 244 | \$ 244 | \$ 1,142 | \$ 489 | \$ 1,631 | |
| 18 | Training | \$ 159 | \$ 159 | \$ 355 | \$ 355 | \$ 355 | \$ 355 | \$ 1,026 | \$ 709 | \$ 1,735 | |
| 19 | Travel | \$ 16 | \$ 16 | \$ 18 | \$ 18 | \$ 18 | \$ 18 | \$ 67 | \$ 35 | \$ 103 | |
| 20 | Bank Charges | \$ 10,292 | \$ 10,292 | \$ 10,104 | \$ 10,104 | \$ 10,104 | \$ 10,104 | \$ 40,793 | \$ 20,209 | \$ 61,001 | |
| 21 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 42 | Consultants/Temp Staffing | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 43 | Temp Rep Payee | \$ 8,915 | \$ 8,915 | \$ 12,129 | \$ 12,129 | \$ 12,129 | \$ 12,129 | \$ 42,088 | \$ 24,258 | \$ 66,346 | |
| 44 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 54 | Subcontractors | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 55 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 68 | TOTAL OPERATING EXPENSES | \$ 35,922 | \$ 36,649 | \$ 51,898 | \$ 51,898 | \$ 51,898 | \$ 51,898 | \$ 176,368 | \$ 103,797 | \$ 280,165 | |
| 69 | | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | | |
| 71 | Office Rent | \$ 9,983 | \$ 9,983 | \$ 12,893 | \$ 12,893 | \$ 12,893 | \$ 12,893 | \$ 45,751 | \$ 25,786 | \$ 71,537 | |
| 72 | One-Time CODB (FY 2020-21 Non-Leasing Budget) | \$ 8,699 | | | \$ - | \$ - | \$ - | \$ 8,699 | \$ - | \$ 8,699 | |
| 73 | One-Time Transfer for Other GF Budgets | \$ (31,890) | | | \$ - | \$ - | \$ - | \$ (31,890) | \$ - | \$ (31,890) | |
| 74 | Above NTE, Withheld pending Amendment | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 83 | | | | | | | | | | | |
| 84 | TOTAL OTHER EXPENSES | \$ (13,208) | \$ 9,983 | \$ 12,893 | \$ 12,893 | \$ 12,893 | \$ 12,893 | \$ 22,561 | \$ 25,786 | \$ 48,347 | |
| 85 | | | | | | | | | | | |
| 86 | Capital Expenses | | | | | | | | | | |
| 87 | Approved Capital Expenses (MPP office) | | | \$ 8,864 | \$ 8,864 | \$ 8,864 | \$ 8,864 | \$ 17,727 | \$ 17,727 | \$ 35,454 | |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ 8,864 | \$ 8,864 | \$ 8,864 | \$ 8,864 | \$ 17,727 | \$ 17,727 | \$ 35,454 | |
| 97 | HSH #3 | | | | | | | Template last modified | | 11/4/2019 | |

| | A | B | E | H | K | L | M | P | S | AF | AG | AH | |
|----|---|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------|----------------------|------------------------|----------------------|----------------------|--|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | Page 10 of 52 | | Page 10 of 52 | |
| 2 | OPERATING DETAIL | | | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | | | |
| 5 | Program | Master Lease Hotels (HSH Fund Hotels) | | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | | | | |
| 7 | Budget Name | Money Management | | | | | | EXTENSION YEAR EXTENSION YEAR | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | | | Year 5 | Year 6 | All Years | | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 | |
| 11 | | Current | Current | Current | Current | Amendment | New | New | New | Current | Amendment | New | |
| 12 | Operating Expenses | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense | |
| 13 | Utilities | \$ 2,850 | \$ 3,214 | \$ 6,781 | \$ 6,781 | \$ - | \$ 6,781 | \$ 6,781 | \$ 6,781 | \$ 19,625 | \$ 13,561 | \$ 33,186 | |
| 14 | Office Supplies, security for housing | \$ 2,749 | \$ 2,828 | \$ 4,741 | \$ 4,741 | \$ - | \$ 4,741 | \$ 4,741 | \$ 4,741 | \$ 15,059 | \$ 9,482 | \$ 24,540 | |
| 15 | Maintenance & Repairs | \$ 2,003 | \$ 2,003 | \$ 3,338 | \$ 3,338 | \$ - | \$ 3,338 | \$ 3,338 | \$ 3,338 | \$ 10,680 | \$ 6,675 | \$ 17,356 | |
| 16 | Printing & Postings | \$ 2,252 | \$ 2,252 | \$ 2,478 | \$ 2,478 | \$ - | \$ 2,478 | \$ 2,478 | \$ 2,478 | \$ 9,459 | \$ 4,956 | \$ 14,414 | |
| 17 | Insurance | \$ 199 | \$ 199 | \$ 148 | \$ 148 | \$ - | \$ 148 | \$ 148 | \$ 148 | \$ 694 | \$ 297 | \$ 991 | |
| 18 | Training | \$ 96 | \$ 96 | \$ 215 | \$ 215 | \$ - | \$ 215 | \$ 215 | \$ 215 | \$ 624 | \$ 431 | \$ 1,055 | |
| 19 | Travel | \$ 10 | \$ 10 | \$ 11 | \$ 11 | \$ - | \$ 11 | \$ 11 | \$ 11 | \$ 41 | \$ 22 | \$ 62 | |
| 20 | Bank Charges | \$ 6,255 | \$ 6,255 | \$ 6,141 | \$ 6,141 | \$ - | \$ 6,141 | \$ 6,141 | \$ 6,141 | \$ 24,790 | \$ 12,281 | \$ 37,072 | |
| 21 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 42 | Consultants/Temp Staffing | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 43 | Temporary Staff - Representative Payees | \$ 5,418 | \$ 5,418 | \$ 7,371 | \$ 7,371 | \$ - | \$ 7,371 | \$ 7,371 | \$ 7,371 | \$ 25,577 | \$ 14,742 | \$ 40,319 | |
| 44 | | \$ - | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 54 | Subcontractors | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 55 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 66 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 67 | | | | | | | | | | | | | |
| 68 | TOTAL OPERATING EXPENSES | \$ 21,830 | \$ 22,273 | \$ 31,223 | \$ 31,223 | \$ - | \$ 31,223 | \$ 31,223 | \$ 31,223 | \$ 106,549 | \$ 62,446 | \$ 168,996 | |
| 69 | | | | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | | | | |
| 71 | Office Rent | \$ 6,067 | \$ 6,067 | \$ 7,835 | \$ 7,835 | \$ - | \$ 7,835 | \$ 7,835 | \$ 7,835 | \$ 27,804 | \$ 15,670 | \$ 43,474 | |
| 72 | One-Time CODB (FY 2020-21 Non-Leasing Budget) | \$ 5,287 | | | | \$ - | \$ - | \$ - | \$ - | \$ 5,287 | \$ - | \$ 5,287 | |
| 73 | One-Time Transfer to other HSH Fund Budgets | \$ (19,380) | | | | \$ - | \$ - | \$ - | \$ - | \$ (19,380) | \$ - | \$ (19,380) | |
| 74 | Above NTE, Withheld pending Amendment | \$ - | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 82 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 83 | | | | | | | | | | | | | |
| 84 | TOTAL OTHER EXPENSES | \$ (8,027) | \$ 6,067 | \$ 7,835 | \$ 7,835 | \$ - | \$ 7,835 | \$ 7,835 | \$ 7,835 | \$ 13,710 | \$ 15,670 | \$ 29,381 | |
| 85 | | | | | | | | | | | | | |
| 86 | Capital Expenses | | | | | | | | | | | | |
| 87 | Approved Capital Expenses (MPP office) | | | \$ 5,387 | \$ 5,387 | \$ - | \$ 5,387 | \$ 5,387 | \$ 5,387 | \$ 10,773 | \$ 10,773 | \$ 21,546 | |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ 5,387 | \$ 5,387 | \$ - | \$ 5,387 | \$ 5,387 | \$ 5,387 | \$ 10,773 | \$ 10,773 | \$ 21,546 | |
| 97 | HSH #3 | | | | | | | | | | | | |
| | | | | | | | | | | Template last modified | | 11/4/2019 | |

| | A | B | E | H | K | P | S | AF | AG | AH |
|----|---|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|----------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 12 of 52 | | Page 12 of 52 |
| 2 | OPERATING DETAIL | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | |
| 5 | Program | Master Lease Hotels (General Fund Hotels) | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | |
| 7 | Budget Name | General Property Management | | | | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 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 |
| 13 | Utilities | \$ 22,683 | \$ 21,447 | \$ 26,331 | \$ 26,331 | \$ 26,331 | \$ 26,331 | \$ 96,792 | \$ 52,662 | \$ 149,454 |
| 14 | Office Supplies /Software | \$ 18,563 | \$ 28,006 | \$ 21,727 | \$ 21,727 | \$ 21,727 | \$ 21,727 | \$ 90,024 | \$ 43,455 | \$ 133,479 |
| 15 | Building Maintenance/Pest Control | \$ 102,965 | \$ 173,956 | \$ 99,452 | \$ 99,452 | \$ 99,452 | \$ 99,452 | \$ 475,824 | \$ 198,903 | \$ 674,727 |
| 16 | Printing and Reproduction | \$ 44,309 | \$ 42,958 | \$ 40,430 | \$ 40,430 | \$ 40,430 | \$ 40,430 | \$ 168,127 | \$ 80,860 | \$ 248,987 |
| 17 | Insurance | \$ 369 | \$ 423 | \$ 786 | \$ 786 | \$ 786 | \$ 786 | \$ 2,364 | \$ 1,572 | \$ 3,936 |
| 18 | Training | \$ 12,440 | \$ 12,440 | \$ 12,440 | \$ 12,440 | \$ 12,440 | \$ 12,440 | \$ 49,760 | \$ 24,880 | \$ 74,640 |
| 19 | Travel | \$ 684 | \$ 622 | \$ 311 | \$ 311 | \$ 311 | \$ 311 | \$ 1,928 | \$ 622 | \$ 2,550 |
| 20 | Peer Group consultant | \$ 4,478 | \$ 4,478 | \$ 4,478 | \$ 4,478 | \$ 4,478 | \$ 4,478 | \$ 17,914 | \$ 8,957 | \$ 26,870 |
| 21 | Legal Fees | \$ 64,591 | \$ 100,123 | \$ 163,603 | \$ 163,603 | \$ 163,603 | \$ 163,603 | \$ 491,920 | \$ 327,207 | \$ 819,127 |
| 22 | Tenant Screening | \$ 1,962 | \$ 1,962 | \$ 208 | \$ 208 | \$ 208 | \$ 208 | \$ 4,341 | \$ 417 | \$ 4,757 |
| 23 | Program Equipment (Beds, Mattresses, etc.) | \$ - | \$ 51,482 | \$ 124,400 | \$ 124,400 | \$ 124,400 | \$ 124,400 | \$ 300,282 | \$ 248,800 | \$ 549,082 |
| 24 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 42 | Consultants / Temp Staffing | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 43 | Temp Attorney | \$ 43,540 | \$ 43,540 | \$ - | \$ - | \$ - | \$ - | \$ 87,080 | \$ - | \$ 87,080 |
| 44 | Temp Admin Assistant | \$ 6,220 | \$ 6,220 | \$ - | \$ - | \$ - | \$ - | \$ 12,440 | \$ - | \$ 12,440 |
| 45 | Temp Floating Janitor | \$ 12,440 | \$ 12,440 | \$ - | \$ - | \$ - | \$ - | \$ 24,880 | \$ - | \$ 24,880 |
| 46 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 48 | Subcontractors | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 49 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 62 | TOTAL OPERATING EXPENSES | \$ 335,244 | \$ 500,098 | \$ 494,167 | \$ 494,167 | \$ 494,167 | \$ 494,167 | \$ 1,823,677 | \$ 988,335 | \$ 2,812,012 |
| 63 | | | | | | | | | | |
| 64 | Other Expenses (not subject to indirect cost %) | | | | | | | | | |
| 65 | Office Space & Parking | \$ 58,991 | \$ 52,316 | \$ 29,944 | \$ 29,944 | \$ 29,944 | \$ 29,944 | \$ 171,195 | \$ 59,888 | \$ 231,083 |
| 66 | One-Time Credit from Temp Janitor Agency Refund | \$ 3,131 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,131 | \$ - | \$ 3,131 |
| 67 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 41,117 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 41,117 | \$ - | \$ 41,117 |
| 68 | One-Time Transfer to Other GF Budgets | \$ (52,250) | \$ - | \$ (100,950) | \$ - | \$ - | \$ - | \$ (153,200) | \$ - | \$ (153,200) |
| 69 | One-Time Deep Clean of Hotels | \$ - | \$ 10,139 | \$ - | \$ - | \$ - | \$ - | \$ 10,139 | \$ - | \$ 10,139 |
| 70 | One-Time Turnover Assistance | \$ - | \$ 7,396 | \$ - | \$ - | \$ - | \$ - | \$ 7,396 | \$ - | \$ 7,396 |
| 71 | One-Time Adjustment to Actuals | \$ (1,905) | \$ (238,091) | \$ - | \$ - | \$ - | \$ - | \$ (239,997) | \$ - | \$ (239,997) |
| 72 | Above NTE - Withheld pending Amendment | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 73 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 77 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 78 | TOTAL OTHER EXPENSES | \$ 49,083 | \$ (168,240) | \$ (71,006) | \$ 29,944 | \$ 29,944 | \$ 29,944 | \$ (160,219) | \$ 59,888 | \$ (100,331) |
| 79 | | | | | | | | | | |
| 80 | Capital Expenses | | | | | | | | | |
| 81 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 89 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 91 | HSH #3 | | | | | | | | Template last modified | 11/4/2019 |

| | A | B | E | H | K | P | S | AF | AG | AH |
|----|---|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|----------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 14 of 52 | | Page 14 of 52 |
| 2 | OPERATING DETAIL | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | |
| 5 | Program | Master Lease Hotels (HSH Fund Hotels) | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | |
| 7 | Budget Name | General Property Management | | | | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 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 |
| 13 | Utilities | \$ 13,785 | \$ 13,034 | \$ 16,002 | \$ 16,002 | \$ 16,002 | \$ 16,002 | \$ 58,823 | \$ 32,004 | \$ 90,826 |
| 14 | Office Supplies /Software | \$ 11,281 | \$ 17,020 | \$ 13,204 | \$ 13,204 | \$ 13,204 | \$ 13,204 | \$ 54,709 | \$ 26,408 | \$ 81,118 |
| 15 | Building Maintenance/Pest Control | \$ 62,573 | \$ 109,170 | \$ 60,438 | \$ 60,438 | \$ 60,438 | \$ 60,438 | \$ 292,620 | \$ 120,877 | \$ 413,497 |
| 16 | Printing and Reproduction | \$ 26,928 | \$ 26,107 | \$ 24,570 | \$ 24,570 | \$ 24,570 | \$ 24,570 | \$ 102,174 | \$ 49,140 | \$ 151,314 |
| 17 | Insurance | \$ 224 | \$ 257 | \$ 478 | \$ 478 | \$ 478 | \$ 478 | \$ 1,436 | \$ 955 | \$ 2,392 |
| 18 | Training | \$ 7,560 | \$ 7,560 | \$ 7,560 | \$ 7,560 | \$ 7,560 | \$ 7,560 | \$ 30,240 | \$ 15,120 | \$ 45,360 |
| 19 | Travel | \$ 416 | \$ 378 | \$ 189 | \$ 189 | \$ 189 | \$ 189 | \$ 1,172 | \$ 378 | \$ 1,550 |
| 20 | Peer Group consultant | \$ 2,722 | \$ 2,722 | \$ 2,722 | \$ 2,722 | \$ 2,722 | \$ 2,722 | \$ 10,886 | \$ 5,443 | \$ 16,330 |
| 21 | Legal Fees | \$ 39,253 | \$ 60,847 | \$ 99,425 | \$ 99,425 | \$ 99,425 | \$ 99,425 | \$ 298,948 | \$ 198,849 | \$ 497,798 |
| 22 | Tenant Screening | \$ 1,192 | \$ 1,192 | \$ 127 | \$ 127 | \$ 127 | \$ 127 | \$ 2,638 | \$ 253 | \$ 2,891 |
| 23 | Program Equipment (Beds, Mattresses, etc.) | | \$ 31,287 | \$ 75,600 | \$ 75,600 | \$ 75,600 | \$ 75,600 | \$ 182,487 | \$ 151,200 | \$ 333,687 |
| 24 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 42 | Consultants/Temp Staffing | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 43 | Temp Attorney | \$ 26,460 | \$ 26,460 | \$ - | \$ - | \$ - | \$ - | \$ 52,920 | \$ - | \$ 52,920 |
| 44 | Temp Admin Assistant | \$ 3,780 | \$ 3,780 | \$ - | \$ - | \$ - | \$ - | \$ 7,560 | \$ - | \$ 7,560 |
| 45 | Temp Floating Janitor | \$ 7,560 | \$ 7,560 | \$ - | \$ - | \$ - | \$ - | \$ 15,120 | \$ - | \$ 15,120 |
| 46 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 54 | Subcontractors | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 55 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 68 | TOTAL OPERATING EXPENSES | \$ 203,734 | \$ 307,372 | \$ 300,314 | \$ 300,314 | \$ 300,314 | \$ 300,314 | \$ 1,111,734 | \$ 600,628 | \$ 1,712,362 |
| 69 | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | |
| 71 | Office Space & Parking | \$ 35,850 | \$ 31,794 | \$ 18,198 | \$ 18,198 | \$ 18,198 | \$ 18,198 | \$ 104,039 | \$ 36,395 | \$ 140,434 |
| 72 | One-Time Credit from Temp Janitor Agency | \$ 1,902 | | | | \$ - | \$ - | \$ 1,902 | \$ - | \$ 1,902 |
| 73 | Expenditure Reduction to match HSH Revenues | \$ (125) | | | | \$ - | \$ - | \$ (125) | \$ - | \$ (125) |
| 74 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 24,918 | | | | \$ - | \$ - | \$ 24,918 | \$ - | \$ 24,918 |
| 75 | One-Time Transfer to Other HSH Fund Budgets | \$ (28,468) | | \$ (100,590) | | \$ - | \$ - | \$ (129,058) | \$ - | \$ (129,058) |
| 76 | One-Time Deep Clean of Hotels | | \$ 6,161 | | | \$ - | \$ - | \$ 6,161 | \$ - | \$ 6,161 |
| 77 | One-Time Turnover Assistance | | \$ 4,494 | | | \$ - | \$ - | \$ 4,494 | \$ - | \$ 4,494 |
| 78 | Above NTE, withheld pending Amendment | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 79 | One-Time Adjustment to Actuals | | \$ (145,634) | | | \$ - | \$ - | \$ (145,634) | \$ - | \$ (145,634) |
| 83 | | | | | | | | | | |
| 84 | TOTAL OTHER EXPENSES | \$ 34,078 | \$ (103,185) | \$ (82,392) | \$ 18,198 | \$ 18,198 | \$ 18,198 | \$ (133,302) | \$ 36,395 | \$ (96,906) |
| 85 | | | | | | | | | | |
| 86 | Capital Expenses | | | | | | | | | |
| 87 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 97 | HSH #3 | | | | | | | | Template last modified | 11/4/2019 |

| | | | | | | | | | | | | | | | |
|----|---|---|----------------------|----------------------|--|--------------|-----------------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|
| | A | F | M | T | W | X | Y | Z | AA | AJ | AQ | BT | BU | BV | |
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | Page 15 of 52 | | Page 15 of 52 | |
| 2 | SALARY & BENEFIT DETAIL | | | | | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | | | | | |
| 5 | Program | Master Lease Hotels (General Fund Hotels) | | | | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | | | | | | |
| 7 | Budget Name | Support Services | | | | | | | | | EXTENSION YEAR | | EXTENSION YEAR | | |
| 8 | | Year 1 | Year 2 | Year 3 | Year 4 | | | | Year 5 | Year 6 | All Years | | | | |
| 9 | POSITION TITLE | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | Agency Totals | | For HSH Funded Program | | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 | |
| 10 | | Current | Current | Current | | | | | Current | New | New | Current | Amendment | New | |
| 11 | | 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 | Budgeted Salary | Budgeted Salary | Change | Budgeted Salary | |
| 12 | Support Services Director | \$ 45,080 | \$ 46,373 | \$ 71,156 | \$ 132,657 | 1.00 | 53.6% | 0.54 | \$ 71,156 | \$ 71,156 | \$ 71,156 | \$ 233,765 | \$ 142,311 | \$ 376,076 | |
| 13 | Associate Director - Support Services | \$ 40,543 | \$ 40,636 | \$ 52,973 | \$ 99,719 | 2.00 | 26.6% | 0.53 | \$ 52,973 | \$ 52,973 | \$ 52,973 | \$ 187,126 | \$ 105,947 | \$ 293,072 | |
| 14 | Clinical Associate Director - Support Services | | | \$ 85,841 | \$ 138,008 | 1.00 | 62.2% | 0.62 | \$ 85,841 | \$ 85,841 | \$ 85,841 | \$ 171,682 | \$ 171,682 | \$ 343,364 | |
| 15 | Support Services Manager | \$ 212,069 | \$ 238,040 | \$ 532,353 | \$ 83,290 | 12.00 | 53.3% | 6.39 | \$ 532,353 | \$ 532,353 | \$ 532,353 | \$ 1,514,816 | \$ 1,064,707 | \$ 2,579,522 | |
| 16 | Admin Assistant | \$ 8,350 | \$ 1,937 | \$ 8,842 | \$ 43,627 | 1.00 | 20.3% | 0.20 | \$ 8,842 | \$ 8,842 | \$ 8,842 | \$ 27,971 | \$ 17,684 | \$ 45,655 | |
| 17 | Case Manager | \$ 885,458 | \$ 967,529 | \$ 1,681,520 | \$ 59,613 | 44.50 | 63.4% | 28.21 | \$ 1,681,520 | \$ 1,681,520 | \$ 1,681,520 | \$ 5,216,028 | \$ 3,363,041 | \$ 8,579,069 | |
| 18 | Clinical Case Manager | | | \$ 409,066 | \$ 68,178 | 13.00 | 46.2% | 6.00 | \$ 409,066 | \$ 409,066 | \$ 409,066 | \$ 818,133 | \$ 818,133 | \$ 1,636,266 | |
| 19 | | | | | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 56 | | \$ 1,191,499 | \$ 1,294,516 | \$ 2,841,752 | TOTAL SALARIES | | | | \$ 2,841,752 | \$ 2,841,752 | \$ 2,841,752 | \$ 8,169,519 | \$ 5,683,504 | \$ 13,853,023 | |
| 57 | | | | | TOTAL FTE | | | 42.49 | | | | | | | |
| 58 | | 36.50% | 36.50% | 36.00% | FRINGE BENEFIT RATE | | | | 36.00% | 36.00% | 36.00% | | | | |
| 59 | | \$ 434,897 | \$ 472,498 | \$ 1,023,031 | EMPLOYEE FRINGE BENEFITS | | | | \$ 1,023,031 | \$ 1,023,031 | \$ 1,023,031 | \$ 2,953,457 | \$ 2,046,062 | \$ 4,999,519 | |
| 60 | | \$ 1,626,397 | \$ 1,767,014 | \$ 3,864,783 | TOTAL SALARIES & BENEFITS | | | | \$ 3,864,783 | \$ 3,864,783 | \$ 3,864,783 | \$ 11,122,976 | \$ 7,729,566 | \$ 18,852,542 | |
| 61 | | | | | | | | | | | | | | | |
| 62 | | | | | | | | | | | | | | | |
| 63 | | | | | | | | | | | | | | | |

| | A | B | E | H | K | L | M | P | S | AF | AG | AH |
|----|---|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|----------------------|----------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | Page 16 of 52 | Page 16 of 52 |
| 2 | OPERATING DETAIL | | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | | |
| 5 | Program | Master Lease Hotels (General Fund Hotels) | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | | | |
| 7 | Budget Name | Support Services | | | | | | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | | | Year 5 | Year 6 | All Years | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 |
| 11 | | Current | Current | Current | Current | Amendment | New | New | New | Current | Amendment | New |
| 12 | Operating Expenses | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense |
| 13 | Utilities | \$ 3,160 | \$ 3,421 | \$ 28,301 | \$ 28,301 | \$ - | \$ 28,301 | \$ 28,301 | \$ 28,301 | \$ 63,183 | \$ 56,602 | \$ 119,785 |
| 14 | Maintenance | \$ 6,220 | \$ 6,220 | \$ 6,220 | \$ 6,220 | \$ - | \$ 6,220 | \$ 6,220 | \$ 6,220 | \$ 24,880 | \$ 12,440 | \$ 37,320 |
| 15 | Office Supplies | \$ 21,544 | \$ 18,660 | \$ 18,660 | \$ 18,660 | \$ - | \$ 18,660 | \$ 18,660 | \$ 18,660 | \$ 77,524 | \$ 37,320 | \$ 114,844 |
| 16 | Printing / Recruiting | \$ 9,641 | \$ 12,440 | \$ 12,440 | \$ 12,440 | \$ - | \$ 12,440 | \$ 12,440 | \$ 12,440 | \$ 46,961 | \$ 24,880 | \$ 71,841 |
| 17 | Insurance | \$ 75 | \$ - | \$ 69 | \$ 69 | \$ - | \$ 69 | \$ 69 | \$ 69 | \$ 213 | \$ 138 | \$ 351 |
| 18 | Training | \$ 9,330 | \$ 9,330 | \$ 18,660 | \$ 18,660 | \$ - | \$ 18,660 | \$ 18,660 | \$ 18,660 | \$ 55,980 | \$ 37,320 | \$ 93,300 |
| 19 | Travel | \$ 1,244 | \$ 1,244 | \$ 1,244 | \$ 1,244 | \$ - | \$ 1,244 | \$ 1,244 | \$ 1,244 | \$ 4,976 | \$ 2,488 | \$ 7,464 |
| 20 | Welcome Kits | \$ 9,330 | \$ 9,330 | \$ 12,440 | \$ 12,440 | \$ - | \$ 12,440 | \$ 12,440 | \$ 12,440 | \$ 43,540 | \$ 24,880 | \$ 68,420 |
| 21 | Client Management Software | | | \$ 199,043 | \$ 199,043 | \$ - | \$ 199,043 | \$ 199,043 | \$ 199,043 | \$ 398,086 | \$ 398,086 | \$ 796,171 |
| 22 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 42 | Consultants/Temporary Staffing | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 43 | Temp Case Managers | \$ 176,600 | \$ 176,600 | \$ 98,633 | \$ 98,633 | \$ - | \$ 98,633 | \$ 98,633 | \$ 98,633 | \$ 550,466 | \$ 197,266 | \$ 747,732 |
| 44 | Temp - Admin | \$ 10,000 | \$ 10,000 | \$ 24,880 | \$ 24,880 | \$ - | \$ 24,880 | \$ 24,880 | \$ 24,880 | \$ 69,760 | \$ 49,760 | \$ 119,520 |
| 45 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 54 | Subcontractors | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 55 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 67 | | | | | | | | | | | | |
| 68 | TOTAL OPERATING EXPENSES | \$ 247,144 | \$ 247,245 | \$ 420,590 | \$ 420,590 | \$ - | \$ 420,590 | \$ 420,590 | \$ 420,590 | \$ 1,335,569 | \$ 841,180 | \$ 2,176,748 |
| 69 | | | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | | | |
| 71 | Office Rent | \$ - | | \$ 12,428 | \$ 12,428 | \$ - | \$ 12,428 | \$ 12,428 | \$ 12,428 | \$ 24,855 | \$ 24,856 | \$ 49,711 |
| 72 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 60,576 | | | | \$ - | \$ - | \$ - | \$ - | \$ 60,576 | \$ - | \$ 60,576 |
| 74 | One-Time Transfer to other GF budgets | \$ (341,950) | \$ (264,600) | | | \$ - | \$ - | \$ - | \$ - | \$ (606,550) | \$ - | \$ (606,550) |
| 75 | One-Time Adjustment to Actuals | \$ (20) | \$ (348,312) | | | \$ - | \$ - | \$ - | \$ - | \$ (348,332) | \$ - | \$ (348,332) |
| 76 | Above NTE, Withheld pending amendment | | | \$ - | \$ (2,285,014) | \$ 2,285,014 | \$ - | \$ - | \$ - | \$ (2,285,014) | \$ 2,285,014 | \$ - |
| 77 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 83 | | | | | | | | | | | | |
| 84 | TOTAL OTHER EXPENSES | \$ (281,394) | \$ (612,912) | \$ 12,428 | \$ (2,272,586) | \$ 2,285,014 | \$ 12,428 | \$ 12,428 | \$ 12,428 | \$ (3,154,464) | \$ 2,309,869 | \$ (844,595) |
| 85 | | | | | | | | | | | | |
| 86 | Capital Expenses | | | | | | | | | | | |
| 87 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 97 | HSH #3 | | | | | | | | | Template last modified | | 11/4/2019 |

| | A | B | E | H | K | L | M | P | S | AF | AG | AH | |
|----|--|---------------------------------------|----------------------|----------------------|----------------------|----------------------|--------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | Page 18 of 52 | Page 18 of 52 | |
| 2 | OPERATING DETAIL | | | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | | | |
| 5 | Program | Master Lease Hotels (HSH Fund Hotels) | | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | | | | |
| 7 | Budget Name | Support Services | | | | | EXTENSION YEAR EXTENSION YEAR | | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | | | Year 5 | Year 6 | All Years | | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 | |
| 11 | | Current | Current | Current | Current | Amendment | New | New | New | Current | Amendment | New | |
| 12 | Operating Expenses | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense | |
| 13 | Utilities | \$ 1,920 | \$ 2,079 | \$ 17,199 | \$ 17,199 | \$ - | \$ 17,199 | \$ 17,199 | \$ 17,199 | \$ 38,397 | \$ 34,398 | \$ 72,795 | |
| 14 | Maintenance | \$ 3,780 | \$ 3,780 | \$ 3,780 | \$ 3,780 | \$ - | \$ 3,780 | \$ 3,780 | \$ 3,780 | \$ 15,120 | \$ 7,560 | \$ 22,680 | |
| 15 | Office Supplies | \$ 13,093 | \$ 13,093 | \$ 11,340 | \$ 11,340 | \$ - | \$ 11,340 | \$ 11,340 | \$ 11,340 | \$ 48,866 | \$ 22,680 | \$ 71,546 | |
| 16 | Printing / Recruiting | \$ 5,859 | \$ 7,560 | \$ 7,560 | \$ 7,560 | \$ - | \$ 7,560 | \$ 7,560 | \$ 7,560 | \$ 28,539 | \$ 15,120 | \$ 43,659 | |
| 17 | Insurance | \$ 46 | \$ 46 | \$ 42 | \$ 42 | \$ - | \$ 42 | \$ 42 | \$ 42 | \$ 175 | \$ 84 | \$ 259 | |
| 18 | Training | \$ 5,670 | \$ 5,670 | \$ 11,340 | \$ 11,340 | \$ - | \$ 11,340 | \$ 11,340 | \$ 11,340 | \$ 34,020 | \$ 22,680 | \$ 56,700 | |
| 19 | Travel | \$ 756 | \$ 756 | \$ 756 | \$ 756 | \$ - | \$ 756 | \$ 756 | \$ 756 | \$ 3,024 | \$ 1,512 | \$ 4,536 | |
| 20 | Welcome Kits | \$ 5,670 | \$ 5,670 | \$ 7,560 | \$ 7,560 | \$ - | \$ 7,560 | \$ 7,560 | \$ 7,560 | \$ 26,460 | \$ 15,120 | \$ 41,580 | |
| 21 | Client Management Software | | \$ - | \$ 120,962 | \$ 120,962 | \$ - | \$ 120,962 | \$ 120,962 | \$ 120,962 | \$ 241,923 | \$ 241,923 | \$ 483,847 | |
| 41 | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 42 | Consultants/Temp Staffing | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 43 | Temporary Staff - Case Managers | \$ 103,400 | \$ 103,400 | \$ 59,941 | \$ 59,941 | \$ - | \$ 59,941 | \$ 59,941 | \$ 59,941 | \$ 326,682 | \$ 119,882 | \$ 446,564 | |
| 44 | Temporary Staff - Admin | \$ 10,000 | \$ 5,000 | \$ 15,120 | \$ 15,120 | \$ - | \$ 15,120 | \$ 15,120 | \$ 15,120 | \$ 45,240 | \$ 30,240 | \$ 75,480 | |
| 45 | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 54 | Subcontractors | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 55 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 66 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 67 | | | | | | | | | | | | | |
| 68 | TOTAL OPERATING EXPENSES | \$ 150,194 | \$ 147,053 | \$ 255,600 | \$ 255,600 | \$ - | \$ 255,600 | \$ 255,600 | \$ 255,600 | \$ 808,446 | \$ 511,199 | \$ 1,319,646 | |
| 69 | | | | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | | | | |
| 71 | Office Rent | \$ - | | \$ 7,553 | \$ 7,553 | \$ - | \$ 7,553 | \$ 7,553 | \$ 7,553 | \$ 15,105 | \$ 15,105 | \$ 30,210 | |
| 72 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 36,640 | | | | \$ - | \$ - | \$ - | \$ - | \$ 36,640 | \$ - | \$ 36,640 | |
| 73 | One-Time Transfer to other HSH Fund budgets | \$ (415,285) | \$ (230,000) | | | \$ - | \$ - | \$ - | \$ - | \$ (645,285) | \$ - | \$ (645,285) | |
| 74 | Above NTE, Withheld pending amendment | \$ - | \$ - | \$ (1,388,642) | \$ (1,388,642) | \$ 1,388,642 | \$ - | \$ - | \$ - | \$ (1,388,642) | \$ 1,388,642 | \$ - | |
| 75 | One-Time Adjustment to Actuals | \$ - | \$ (207,678) | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ (207,678) | \$ - | \$ (207,678) | |
| 82 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 83 | | | | | | | | | | | | | |
| 84 | TOTAL OTHER EXPENSES | \$ (378,645) | \$ (437,678) | \$ 7,553 | \$ (1,381,089) | \$ 1,388,642 | \$ 7,553 | \$ 7,553 | \$ 7,553 | \$ (2,189,860) | \$ 1,403,747 | \$ (786,113) | |
| 85 | | | | | | | | | | | | | |
| 86 | Capital Expenses | | | | | | | | | | | | |
| 94 | | | | | | | | | | | | | |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 97 | HSH #3 | | | | | | | | | | | | |

| | A | F | M | T | W | X | Y | Z | AA | AJ | AQ | BT | BU | BV |
|----|---|---|----------------------|----------------------|--|--------------|-----------------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | Page 19 of 52 | Page 19 of 52 | |
| 2 | SALARY & BENEFIT DETAIL | | | | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | | | | |
| 5 | Program | Master Lease Hotels (General Fund Hotels) | | | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | | | | | |
| 7 | Budget Name | Edgeworth | | | | | | | | | | | EXTENSION YEAR | EXTENSION YEAR |
| 8 | | Year 1 | Year 2 | Year 3 | Year 4 | | | | Year 5 | Year 6 | All Years | | | |
| 9 | POSITION TITLE | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | Agency Totals | | For HSH Funded Program | | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 |
| 10 | | Current | Current | Current | | | | | Current | New | New | Current | Amendment | New |
| 11 | | 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 | Budgeted Salary | Budgeted Salary | Change | Budgeted Salary |
| 12 | Supportive Housing Property Manager | \$ 26,522 | \$ 28,137 | \$ 39,060 | \$ 78,120 | 1.00 | 50% | 0.50 | \$ 39,060 | \$ 39,060 | \$ 39,060 | \$ 132,779 | \$ 78,120 | \$ 210,899 |
| 13 | Desk Clerk | \$ 76,786 | \$ 77,328 | \$ 99,478 | \$ 49,739 | 2.00 | 100% | 2.00 | \$ 99,478 | \$ 99,478 | \$ 99,478 | \$ 353,070 | \$ 198,956 | \$ 552,026 |
| 14 | Janitor | \$ 34,157 | \$ 29,028 | \$ 48,337 | \$ 50,543 | 1.00 | 96% | 0.96 | \$ 48,337 | \$ 48,337 | \$ 48,337 | \$ 159,859 | \$ 96,674 | \$ 256,533 |
| 15 | Maintenance Worker | \$ 22,799 | \$ 23,483 | \$ 32,127 | \$ 65,724 | 1.00 | 49% | 0.49 | \$ 32,127 | \$ 32,127 | \$ 32,127 | \$ 110,535 | \$ 64,253 | \$ 174,789 |
| 16 | | | | | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 55 | | \$ 160,264 | \$ 157,976 | \$ 219,002 | TOTAL SALARIES | | | | \$ 219,002 | \$ 219,002 | \$ 219,002 | \$ 756,244 | \$ 438,004 | \$ 1,194,247 |
| 56 | | | | | TOTAL FTE | | | | 3.95 | | | | | |
| 57 | | 36.50% | 36.50% | 36.00% | FRINGE BENEFIT RATE | | | | 36.00% | 36.00% | 36.00% | | | |
| 58 | | \$ 58,496 | \$ 57,661 | \$ 78,841 | EMPLOYEE FRINGE BENEFITS | | | | \$ 78,841 | \$ 78,841 | \$ 78,841 | \$ 273,839 | \$ 157,681 | \$ 431,520 |
| 59 | | \$ 218,760 | \$ 215,637 | \$ 297,842 | TOTAL SALARIES & BENEFITS | | | | \$ 297,842 | \$ 297,842 | \$ 297,842 | \$ 1,030,083 | \$ 595,685 | \$ 1,625,767 |

| | A | B | E | H | K | P | S | AF | AG | AH |
|----|---|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 20 of 52 | | Page 20 of 52 |
| 2 | OPERATING DETAIL | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | |
| 5 | Program | Master Lease Hotels (General Fund Hotels) | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | |
| 7 | Budget Name | Edgeworth | | | | | | | | |
| 8 | | EXTENSION YEAR EXTENSION YEAR | | | | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 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 |
| 13 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 97,411 | \$ 97,411 | \$ 96,983 | \$ 96,983 | \$ 96,983 | \$ 96,983 | \$ 388,788 | \$ 193,966 | \$ 582,754 |
| 14 | Office Supplies, Postage | \$ 2,168 | \$ 2,168 | \$ 1,700 | \$ 1,700 | \$ 1,700 | \$ 1,700 | \$ 7,736 | \$ 3,400 | \$ 11,136 |
| 15 | Building Maintenance Supplies and Repair | \$ 60,494 | \$ 71,627 | \$ 76,883 | \$ 76,883 | \$ 76,883 | \$ 76,883 | \$ 285,887 | \$ 153,766 | \$ 439,653 |
| 16 | Insurance | \$ 13,485 | \$ 13,056 | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 50,541 | \$ 24,000 | \$ 74,541 |
| 17 | Client Engagement | \$ 1,900 | \$ 1,900 | \$ 2,580 | \$ 2,580 | \$ 2,580 | \$ 2,580 | \$ 8,960 | \$ 5,160 | \$ 14,120 |
| 18 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 38 | Consultants/Temp Staffing | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 39 | Temp Desk Clerks | \$ 1,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,000 | \$ - | \$ 1,000 |
| 40 | Temp Janitors | | \$ 10,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 16,000 | \$ 6,000 | \$ 22,000 |
| 41 | Temp Maintenance Worker | | | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 2,000 | \$ 2,000 | \$ 4,000 |
| 42 | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 50 | Subcontractors | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 51 | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 63 | | | | | | | | | | |
| 64 | TOTAL OPERATING EXPENSES | \$ 176,458 | \$ 196,162 | \$ 194,146 | \$ 194,146 | \$ 194,146 | \$ 194,146 | \$ 760,912 | \$ 388,292 | \$ 1,149,204 |
| 65 | | | | | | | | | | |
| 66 | Other Expenses (not subject to indirect cost %) | | | | | | | | | |
| 67 | Rental of Property | \$ 253,592 | \$ 253,592 | \$ 264,833 | \$ 264,833 | \$ 264,833 | \$ 264,833 | \$ 1,036,850 | \$ 529,666 | \$ 1,566,516 |
| 68 | Client Subsidies | \$ 14,511 | \$ 14,511 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 36,222 | \$ 7,200 | \$ 43,422 |
| 69 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 6,819 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,819 | \$ - | \$ 6,819 |
| 70 | One-Time Transfer from SS MPP contract | \$ 10,000 | | \$ - | \$ - | \$ - | \$ - | \$ 10,000 | \$ - | \$ 10,000 |
| 71 | One-Time Transfer from other GF budgets | \$ 4,320 | | \$ 16,600 | \$ - | \$ - | \$ - | \$ 20,920 | \$ - | \$ 20,920 |
| 72 | One-Time Adjustment to Actuals | \$ - | \$ (66,343) | | \$ - | \$ - | \$ - | \$ (66,343) | \$ - | \$ (66,343) |
| 79 | | | | | | | | | | |
| 80 | TOTAL OTHER EXPENSES | \$ 289,242 | \$ 201,760 | \$ 285,033 | \$ 268,433 | \$ 268,433 | \$ 268,433 | \$ 1,044,468 | \$ 536,866 | \$ 1,581,334 |
| 81 | | | | | | | | | | |
| 82 | Capital Expenses | | | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 83 | | | | | | | | | | |
| 91 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 93 | HSH #3 | | | | | | | | | |

| | A | B | E | H | K | P | S | AF | AG | AH |
|----|---|---|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|----------------------|----------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 22 of 52 | | Page 22 of 52 |
| 2 | OPERATING DETAIL | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | |
| 5 | Program | Master Lease Hotels (General Fund Hotels) | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | |
| 7 | Budget Name | Hartland | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 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 |
| 13 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 247,199 | \$ 287,997 | \$ 360,000 | \$ 360,000 | \$ 360,000 | \$ 360,000 | \$ 1,255,196 | \$ 720,000 | \$ 1,975,196 |
| 14 | Office Supplies, Postage | \$ 16,068 | \$ 12,000 | \$ 9,000 | \$ 9,000 | \$ 9,000 | \$ 9,000 | \$ 46,068 | \$ 18,000 | \$ 64,068 |
| 15 | Building Maintenance Supplies and Repair | \$ 96,597 | \$ 107,421 | \$ 158,767 | \$ 158,767 | \$ 158,767 | \$ 158,767 | \$ 521,552 | \$ 317,534 | \$ 839,086 |
| 16 | Insurance | \$ 40,120 | \$ 40,660 | \$ 37,317 | \$ 37,317 | \$ 37,317 | \$ 37,317 | \$ 155,414 | \$ 74,634 | \$ 230,048 |
| 17 | Client Engagement | \$ 4,800 | \$ 4,800 | \$ 8,040 | \$ 8,040 | \$ 8,040 | \$ 8,040 | \$ 25,680 | \$ 16,080 | \$ 41,760 |
| 18 | Elevator | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 60,000 | \$ 30,000 | \$ 90,000 |
| 19 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 38 | Consultants/Temp Staffing | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 39 | Temp Desk Clerks | \$ 25,000 | \$ 60,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 285,000 | \$ 200,000 | \$ 485,000 |
| 40 | Temp Janitors | \$ 5,200 | \$ 20,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 85,200 | \$ 60,000 | \$ 145,200 |
| 41 | Temp Maintenance Workers | \$ 3,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,000 | \$ - | \$ 3,000 |
| 42 | Temp Prop Mgr | \$ - | \$ 2,000 | \$ - | \$ - | \$ - | \$ - | \$ 2,000 | \$ - | \$ 2,000 |
| 43 | Temp Assist Prop Mgr | \$ - | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ 30,000 | \$ - | \$ 30,000 |
| 44 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 50 | Subcontractors | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 51 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 63 | | | | | | | | | | |
| 64 | TOTAL OPERATING EXPENSES | \$ 452,984 | \$ 579,878 | \$ 718,124 | \$ 718,124 | \$ 718,124 | \$ 718,124 | \$ 2,469,110 | \$ 1,436,248 | \$ 3,905,358 |
| 65 | | | | | | | | | | |
| 66 | Other Expenses (not subject to indirect cost %) | | | | | | | | | |
| 67 | Rental of Property | \$ 1,293,379 | \$ 1,293,379 | \$ 1,423,623 | \$ 1,423,623 | \$ 1,423,623 | \$ 1,423,623 | \$ 5,434,004 | \$ 2,847,246 | \$ 8,281,250 |
| 68 | Client Subsidies | \$ 47,762 | \$ 33,428 | \$ 7,200 | \$ 7,200 | \$ 7,200 | \$ 7,200 | \$ 95,590 | \$ 14,400 | \$ 109,990 |
| 69 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 13,970 | | | | \$ - | \$ - | \$ 13,970 | \$ - | \$ 13,970 |
| 70 | One-Time Transfer from other GF budgets | \$ 6,430 | \$ 101,000 | \$ (46,400) | | \$ - | \$ - | \$ 61,030 | \$ - | \$ 61,030 |
| 71 | One-Time Transfer from Operating Reserve | \$ 187,000 | | | | \$ - | \$ - | \$ 187,000 | \$ - | \$ 187,000 |
| 72 | One-Time Adjustment to Actuals | | \$ (942) | | | \$ - | \$ - | \$ (942) | \$ - | \$ (942) |
| 79 | | | | | | | | | | |
| 80 | TOTAL OTHER EXPENSES | \$ 1,548,541 | \$ 1,426,865 | \$ 1,384,423 | \$ 1,430,823 | \$ 1,430,823 | \$ 1,430,823 | \$ 5,790,652 | \$ 2,861,646 | \$ 8,652,298 |
| 81 | | | | | | | | | | |
| 82 | Capital Expenses | | | | | | | | | |
| 83 | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 91 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 93 | HSH #3 | | | | | | | Template last modified | 11/4/2019 | |

| | A | F | M | T | W | X | Y | Z | AA | AJ | AQ | BT | BU | BV | |
|----|---|---|----------------------|----------------------|--|--------------|-----------------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | Page 23 of 52 | Page 23 of 52 | | |
| 2 | SALARY & BENEFIT DETAIL | | | | | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | | | | | |
| 5 | Program | Master Lease Hotels (General Fund Hotels) | | | | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | | | | | | |
| 7 | Budget Name | Jefferson | | | EXTENSION YEAR | | | | | | EXTENSION YEAR | | | | |
| 8 | | Year 1 | Year 2 | Year 3 | Year 4 | | | | Year 5 | Year 6 | All Years | | | | |
| 9 | POSITION TITLE | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | Agency Totals | | For HSH Funded Program | | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 | |
| 10 | | Current | Current | Current | Annual Full Time Salary (for 1.00 FTE) | Position FTE | % FTE funded by this budget | Adjusted Budgeted FTE | Current | New | New | Current | Amendment | New | |
| 11 | | Budgeted Salary | Budgeted Salary | Budgeted Salary | | | | | Budgeted Salary | Budgeted Salary | Budgeted Salary | Budgeted Salary | Budgeted Salary | Budgeted Salary | Budgeted Salary |
| 12 | Supportive Housing Property Manager | \$ 57,423 | \$ 56,135 | \$ 77,624 | \$ 77,624 | 1.00 | 1.00 | 1.00 | \$ 77,624 | \$ 77,624 | \$ 77,624 | \$ 268,806 | \$ 155,248 | \$ 424,054 | |
| 13 | Supp Hsg Senior Assistant Property Manager | \$ 34,016 | \$ 31,237 | \$ 69,961 | \$ 69,961 | 1.00 | 1.00 | 1.00 | \$ 69,961 | \$ 69,961 | \$ 69,961 | \$ 205,175 | \$ 139,922 | \$ 345,097 | |
| 14 | Desk Clerk | \$ 221,338 | \$ 222,992 | \$ 242,469 | \$ 50,216 | 6.00 | 0.80 | 4.83 | \$ 242,469 | \$ 242,469 | \$ 242,469 | \$ 929,269 | \$ 484,939 | \$ 1,414,207 | |
| 15 | Janitor | \$ 100,264 | \$ 113,412 | \$ 122,769 | \$ 53,178 | 3.00 | 0.77 | 2.31 | \$ 122,769 | \$ 122,769 | \$ 122,769 | \$ 459,214 | \$ 245,539 | \$ 704,753 | |
| 16 | Maintenance Worker | \$ 66,095 | \$ 69,587 | \$ 104,058 | \$ 104,058 | 1.00 | 1.00 | 1.00 | \$ 104,058 | \$ 104,058 | \$ 104,058 | \$ 343,798 | \$ 208,116 | \$ 551,914 | |
| 17 | | | | | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 54 | | | | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 55 | | \$ 479,135 | \$ 493,363 | \$ 616,882 | TOTAL SALARIES | | | | \$ 616,882 | \$ 616,882 | \$ 616,882 | \$ 2,206,261 | \$ 1,233,764 | \$ 3,440,025 | |
| 56 | | | | | TOTAL FTE | | | | 10.14 | | | | | | |
| 57 | | 36.50% | 36.50% | 36.00% | FRINGE BENEFIT RATE | | | | 36.00% | 36.00% | 36.00% | | | | |
| 58 | | \$ 174,884 | \$ 180,077 | \$ 222,077 | EMPLOYEE FRINGE BENEFITS | | | | \$ 222,077 | \$ 222,077 | \$ 222,077 | \$ 799,117 | \$ 444,155 | \$ 1,243,271 | |
| 59 | | \$ 654,020 | \$ 673,440 | \$ 838,959 | TOTAL SALARIES & BENEFITS | | | | \$ 838,959 | \$ 838,959 | \$ 838,959 | \$ 3,005,378 | \$ 1,677,918 | \$ 4,683,296 | |
| 60 | | | | | | | | | | | | | | | |

| | A | B | E | H | K | P | S | AF | AG | AH |
|----|---|---|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|----------------------|----------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 24 of 52 | | Page 24 of 52 |
| 2 | OPERATING DETAIL | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | |
| 5 | Program | Master Lease Hotels (General Fund Hotels) | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | |
| 7 | Budget Name | Jefferson | | | | | | | | |
| 8 | | | | | | EXTENSION YEAR | | EXTENSION YEAR | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 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 |
| 13 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 173,035 | \$ 170,964 | \$ 184,705 | \$ 184,705 | \$ 184,705 | \$ 184,705 | \$ 713,409 | \$ 369,410 | \$ 1,082,819 |
| 14 | Office Supplies, Postage | \$ 7,803 | \$ 7,803 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 25,606 | \$ 10,000 | \$ 35,606 |
| 15 | Building Maintenance Supplies and Repair | \$ 100,268 | \$ 127,323 | \$ 120,000 | \$ 120,000 | \$ 120,000 | \$ 120,000 | \$ 467,591 | \$ 240,000 | \$ 707,591 |
| 16 | Insurance | \$ 31,890 | \$ 32,342 | \$ 29,754 | \$ 29,754 | \$ 29,754 | \$ 29,754 | \$ 123,740 | \$ 59,508 | \$ 183,248 |
| 17 | Client Engagement | \$ 4,100 | \$ 4,100 | \$ 6,480 | \$ 6,480 | \$ 6,480 | \$ 6,480 | \$ 21,160 | \$ 12,960 | \$ 34,120 |
| 18 | Elevator | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 60,000 | \$ 30,000 | \$ 90,000 |
| 19 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 41 | Consultants/Temp Staffing | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 42 | Temp Senior Assistant Prop Manager | \$ 20,000 | \$ 30,000 | | \$ - | \$ - | \$ - | \$ 50,000 | \$ - | \$ 50,000 |
| 43 | Temp Desk Clerks | \$ 20,000 | \$ 20,000 | \$ 80,000 | \$ 80,000 | \$ 80,000 | \$ 80,000 | \$ 200,000 | \$ 160,000 | \$ 360,000 |
| 44 | Temp Janitors | \$ 7,700 | \$ 4,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 111,700 | \$ 100,000 | \$ 211,700 |
| 45 | Temp Maintenance Workers | \$ 2,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,000 | \$ - | \$ 2,000 |
| 46 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 54 | Subcontractors | | | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 55 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 67 | | | | | | | | | | |
| 68 | TOTAL OPERATING EXPENSES | \$ 381,796 | \$ 411,532 | \$ 490,939 | \$ 490,939 | \$ 490,939 | \$ 490,939 | \$ 1,775,206 | \$ 981,878 | \$ 2,757,084 |
| 69 | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | |
| 71 | Rental of Property | \$ 881,869 | \$ 881,869 | \$ 931,056 | \$ 931,056 | \$ 931,056 | \$ 931,056 | \$ 3,625,850 | \$ 1,862,112 | \$ 5,487,962 |
| 72 | Client Subsidies | \$ 82,665 | \$ 69,137 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 159,002 | \$ 7,200 | \$ 166,202 |
| 73 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 19,260 | | | | \$ - | \$ - | \$ 19,260 | \$ - | \$ 19,260 |
| 74 | One-Time Transfer from other GF Budgets | \$ 109,000 | | \$ 48,500 | | \$ - | \$ - | \$ 157,500 | \$ - | \$ 157,500 |
| 75 | Laundry Expenses | \$ - | \$ 448 | \$ - | \$ - | \$ - | \$ - | \$ 448 | \$ - | \$ 448 |
| 76 | One-Time Adjustment to Actuals | \$ (1,114) | | | | \$ - | \$ - | \$ (1,114) | \$ - | \$ (1,114) |
| 82 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 83 | | | | | | | | | | |
| 84 | TOTAL OTHER EXPENSES | \$ 1,091,679 | \$ 951,454 | \$ 983,156 | \$ 934,656 | \$ 934,656 | \$ 934,656 | \$ 3,960,945 | \$ 1,869,312 | \$ 5,830,257 |
| 85 | | | | | | | | | | |
| 86 | Capital Expenses | | | | | | | | | |
| 87 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 97 | HSH #3 | | | | | | | Template last modified | 11/4/2019 | |

| | A | B | E | H | K | P | S | AF | AG | AH | |
|----|---|---|----------------------|----------------------|----------------------|----------------------|-------------------------------|----------------------|------------------------|----------------------|--|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 26 of 52 | | Page 26 of 52 | |
| 2 | OPERATING DETAIL | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | |
| 5 | Program | Master Lease Hotels (General Fund Hotels) | | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | | |
| 7 | Budget Name | Mayfair | | | | | EXTENSION YEAR EXTENSION YEAR | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 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 | |
| 13 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 129,529 | \$ 129,529 | \$ 158,476 | \$ 158,476 | \$ 158,476 | \$ 158,476 | \$ 576,010 | \$ 316,952 | \$ 892,962 | |
| 14 | Office Supplies, Postage | \$ 1,651 | \$ 1,800 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 19,451 | \$ 16,000 | \$ 35,451 | |
| 15 | Building Maintenance Supplies and Repair | \$ 67,722 | \$ 85,111 | \$ 84,869 | \$ 84,869 | \$ 84,869 | \$ 84,869 | \$ 322,571 | \$ 169,738 | \$ 492,309 | |
| 16 | Insurance | \$ 16,174 | \$ 16,443 | \$ 15,119 | \$ 15,119 | \$ 15,119 | \$ 15,119 | \$ 62,855 | \$ 30,238 | \$ 93,093 | |
| 17 | Client Engagement | \$ 2,250 | \$ 2,250 | \$ 3,180 | \$ 3,180 | \$ 3,180 | \$ 3,180 | \$ 10,860 | \$ 6,360 | \$ 17,220 | |
| 18 | Elevator | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 60,000 | \$ 30,000 | \$ 90,000 | |
| 19 | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 42 | Consultants/Temp Staffing | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 43 | Temp Desk Clerks | \$ 8,400 | \$ 2,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 60,400 | \$ 50,000 | \$ 110,400 | |
| 44 | Temp Janitors | \$ 2,000 | \$ 5,000 | \$ 9,000 | \$ 9,000 | \$ 9,000 | \$ 9,000 | \$ 25,000 | \$ 18,000 | \$ 43,000 | |
| 45 | Temp Property Manager | | \$ - | \$ 14,334 | \$ 14,334 | \$ 14,334 | \$ 14,334 | \$ 28,668 | \$ 28,668 | \$ 57,336 | |
| 46 | Temporary Maintenance Workers | | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 47 | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 54 | Subcontractors | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 55 | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 67 | | | | | | | | | | | |
| 68 | TOTAL OPERATING EXPENSES | \$ 242,726 | \$ 257,133 | \$ 332,978 | \$ 332,978 | \$ 332,978 | \$ 332,978 | \$ 1,165,815 | \$ 665,956 | \$ 1,831,771 | |
| 69 | | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | | |
| 71 | Rental of Property | \$ 546,435 | \$ 546,435 | \$ 570,183 | \$ 570,183 | \$ 570,183 | \$ 570,183 | \$ 2,233,236 | \$ 1,140,366 | \$ 3,373,602 | |
| 72 | Client Subsidies | \$ 3,401 | \$ 2,673 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 13,274 | \$ 7,200 | \$ 20,474 | |
| 73 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 10,010 | | | \$ - | \$ - | \$ - | \$ 10,010 | \$ - | \$ 10,010 | |
| 74 | One-Time Transfer from Other GF Budgets | \$ 24,225 | | \$ 62,700 | \$ - | \$ - | \$ - | \$ 86,925 | \$ - | \$ 86,925 | |
| 75 | One-Time Adjustment to Actuals | \$ - | \$ (197,087) | | \$ - | \$ - | \$ - | \$ (197,087) | \$ - | \$ (197,087) | |
| 76 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 83 | | | | | | | | | | | |
| 84 | TOTAL OTHER EXPENSES | \$ 584,071 | \$ 352,021 | \$ 636,483 | \$ 573,783 | \$ 573,783 | \$ 573,783 | \$ 2,146,358 | \$ 1,147,566 | \$ 3,293,924 | |
| 85 | | | | | | | | | | | |
| 86 | Capital Expenses | | | | | | | | | | |
| 87 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 97 | HSH #3 | | | | | | | | Template last modified | 11/4/2019 | |

| | A | F | M | T | W | X | Y | Z | AA | AJ | AQ | BT | BU | BV | |
|----|---|---|----------------------|----------------------|--|--------------|-----------------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | Page 27 of 52 | Page 27 of 52 | | |
| 2 | SALARY & BENEFIT DETAIL | | | | | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | | | | | |
| 5 | Program | Master Lease Hotels (General Fund Hotels) | | | | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | | | | | | |
| 7 | Budget Name | Mission | | | | | | | | | | | | | |
| 8 | | Year 1 | Year 2 | Year 3 | Year 4 | | | | EXTENSION YEAR | EXTENSION YEAR | Year 5 | Year 6 | All Years | | |
| 9 | POSITION TITLE | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | Agency Totals | | For HSH Funded Program | | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 | |
| 10 | | Current | Current | Current | | | | | Current | New | New | Current | Amendment | New | |
| 11 | | 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 | Budgeted Salary | Budgeted Salary | Change | Budgeted Salary | |
| 12 | Supportive Housing Property Manager | \$ 40,696 | \$ 72,100 | \$ 85,790 | \$ 85,790 | 1.00 | 100% | 1.00 | \$ 85,790 | \$ 85,790 | \$ 85,790 | \$ 284,376 | \$ 171,580 | \$ 455,956 | |
| 13 | Supp Hsg Senior Assistant Property Manager | \$ 57,878 | \$ 63,287 | \$ 87,848 | \$ 87,848 | 1.00 | 100% | 1.00 | \$ 87,848 | \$ 87,848 | \$ 87,848 | \$ 296,861 | \$ 175,696 | \$ 472,557 | |
| 14 | Supp Hsg Assistant Property Manager | \$ 31,698 | \$ 49,180 | \$ 67,099 | \$ 67,099 | 1.00 | 100% | 1.00 | \$ 67,099 | \$ 67,099 | \$ 67,099 | \$ 215,076 | \$ 134,198 | \$ 349,274 | |
| 15 | Desk Clerk | \$ 243,147 | \$ 256,032 | \$ 332,338 | \$ 49,578 | 7.00 | 96% | 6.70 | \$ 332,338 | \$ 332,338 | \$ 332,338 | \$ 1,163,855 | \$ 664,676 | \$ 1,828,531 | |
| 16 | Janitor | \$ 137,896 | \$ 146,806 | \$ 169,736 | \$ 47,949 | 4.00 | 88% | 3.54 | \$ 169,736 | \$ 169,736 | \$ 169,736 | \$ 624,174 | \$ 339,472 | \$ 963,646 | |
| 17 | Maintenance Worker | \$ 103,476 | \$ 106,580 | \$ 116,137 | \$ 58,069 | 2.00 | 100% | 2.00 | \$ 116,137 | \$ 116,137 | \$ 116,137 | \$ 442,330 | \$ 232,274 | \$ 674,604 | |
| 18 | | \$ - | \$ - | \$ - | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 54 | | \$ - | \$ - | \$ - | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 55 | | \$ 614,790 | \$ 693,985 | \$ 858,948 | TOTAL SALARIES | | | | \$ 858,948 | \$ 858,948 | \$ 858,948 | \$ 3,026,672 | \$ 1,717,897 | \$ 4,744,568 | |
| 56 | | | | | TOTAL FTE | | | | 15.24 | | | | | | |
| 57 | | 36.50% | 36.50% | 36.00% | FRINGE BENEFIT RATE | | | | 36.00% | 36.00% | 36.00% | | | | |
| 58 | | \$ 224,398 | \$ 253,305 | \$ 309,221 | EMPLOYEE FRINGE BENEFITS | | | | \$ 309,221 | \$ 309,221 | \$ 309,221 | \$ 1,096,146 | \$ 618,443 | \$ 1,714,589 | |
| 59 | | \$ 839,189 | \$ 947,290 | \$ 1,168,170 | TOTAL SALARIES & BENEFITS | | | | \$ 1,168,170 | \$ 1,168,170 | \$ 1,168,170 | \$ 4,122,818 | \$ 2,336,339 | \$ 6,459,157 | |

| | A | B | E | H | K | P | S | AF | AG | AH | |
|----|---|---|----------------------|----------------------|----------------------|-------------------------------|----------------------|----------------------|----------------------|----------------------|--|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 28 of 52 | | Page 28 of 52 | |
| 2 | OPERATING DETAIL | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | |
| 5 | Program | Master Lease Hotels (General Fund Hotels) | | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | | |
| 7 | Budget Name | Mission | | | | EXTENSION YEAR EXTENSION YEAR | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 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 | |
| 13 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 264,413 | \$ 288,980 | \$ 350,063 | \$ 350,063 | \$ 350,063 | \$ 350,063 | \$ 1,253,519 | \$ 700,126 | \$ 1,953,645 | |
| 14 | Office Supplies, Postage | \$ 8,317 | \$ 11,000 | \$ 11,000 | \$ 11,000 | \$ 11,000 | \$ 11,000 | \$ 41,317 | \$ 22,000 | \$ 63,317 | |
| 15 | Building Maintenance Supplies and Repair | \$ 164,675 | \$ 183,127 | \$ 209,288 | \$ 209,288 | \$ 209,288 | \$ 209,288 | \$ 766,378 | \$ 418,576 | \$ 1,184,954 | |
| 16 | Insurance | \$ 70,879 | \$ 72,443 | \$ 66,546 | \$ 66,546 | \$ 66,546 | \$ 66,546 | \$ 276,414 | \$ 133,092 | \$ 409,506 | |
| 17 | Travel | \$ 480 | \$ 480 | \$ 80 | \$ 80 | \$ 80 | \$ 80 | \$ 1,120 | \$ 160 | \$ 1,280 | |
| 18 | Client Engagement | \$ 6,900 | \$ 6,900 | \$ 14,400 | \$ 14,400 | \$ 14,400 | \$ 14,400 | \$ 42,600 | \$ 28,800 | \$ 71,400 | |
| 19 | Elevator | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 60,000 | \$ 30,000 | \$ 90,000 | |
| 20 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 42 | Consultants/Temp Staffing | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 43 | Temp Property Manager | \$ 40,000 | \$ - | | \$ - | \$ - | \$ - | \$ 40,000 | \$ - | \$ 40,000 | |
| 44 | Temp Assistant Prop Manager | \$ 20,000 | \$ - | | \$ - | \$ - | \$ - | \$ 20,000 | \$ - | \$ 20,000 | |
| 45 | Temp Desk Clerks | \$ 8,000 | \$ 2,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 50,000 | \$ 40,000 | \$ 90,000 | |
| 46 | Temp Janitors | \$ 12,000 | \$ 5,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 77,000 | \$ 60,000 | \$ 137,000 | |
| 47 | Temp Sr Assist Prop Manager | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 48 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 54 | Subcontractors | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 55 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 67 | | | | | | | | | | | |
| 68 | TOTAL OPERATING EXPENSES | \$ 610,664 | \$ 584,930 | \$ 716,377 | \$ 716,377 | \$ 716,377 | \$ 716,377 | \$ 2,628,348 | \$ 1,432,754 | \$ 4,061,102 | |
| 69 | | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | | |
| 71 | Rental of Property | \$ 2,092,266 | \$ 2,109,110 | \$ 2,248,100 | \$ 2,248,100 | \$ 2,248,100 | \$ 2,248,100 | \$ 8,697,576 | \$ 4,496,200 | \$ 13,193,776 | |
| 72 | Client Subsidies | \$ 129,982 | \$ 123,512 | \$ 10,800 | \$ 10,800 | \$ 10,800 | \$ 10,800 | \$ 275,094 | \$ 21,600 | \$ 296,694 | |
| 73 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 9,607 | | | | \$ - | \$ - | \$ 9,607 | \$ - | \$ 9,607 | |
| 74 | One-Time Transfer from SSMPP contract | \$ 134,000 | | | | \$ - | \$ - | \$ 134,000 | \$ - | \$ 134,000 | |
| 75 | One-Time Transfer from Other GF Budgets | \$ - | \$ - | \$ 87,550 | | \$ - | \$ - | \$ 87,550 | \$ - | \$ 87,550 | |
| 76 | One-Time Adjustment to Actuals | | \$ (334,123) | \$ - | | \$ - | \$ - | \$ (334,123) | \$ - | \$ (334,123) | |
| 83 | | | | | | | | | | | |
| 84 | TOTAL OTHER EXPENSES | \$ 2,365,855 | \$ 1,898,499 | \$ 2,346,450 | \$ 2,258,900 | \$ 2,258,900 | \$ 2,258,900 | \$ 8,869,704 | \$ 4,517,800 | \$ 13,387,504 | |
| 85 | | | | | | | | | | | |
| 86 | Capital Expenses | | | | | | | | | | |
| 87 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 97 | HS#3 | | | | | | | | | | |

| | A | B | E | H | K | P | S | AF | AG | AH |
|----|--|---|----------------------|----------------------|----------------------|-----------------------|----------------------|-----------------------|------------------------|----------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 30 of 52 | | Page 30 of 52 |
| 2 | OPERATING DETAIL | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | |
| 5 | Program | Master Lease Hotels (General Fund Hotels) | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | |
| 7 | Budget Name | Raman | | | | EXTENSION YEAR | | EXTENSION YEAR | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 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 |
| 13 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 121,409 | \$ 139,671 | \$ 168,236 | \$ 168,236 | \$ 168,236 | \$ 168,236 | \$ 597,552 | \$ 336,472 | \$ 934,024 |
| 14 | Office Supplies, Postage | \$ 4,493 | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ 20,993 | \$ 11,000 | \$ 31,993 |
| 15 | Building Maintenance Supplies and Repair | \$ 83,705 | \$ 118,360 | \$ 142,382 | \$ 142,382 | \$ 142,382 | \$ 142,382 | \$ 486,829 | \$ 284,764 | \$ 771,593 |
| 16 | Insurance | \$ 24,646 | \$ 25,153 | \$ 23,145 | \$ 23,145 | \$ 23,145 | \$ 23,145 | \$ 96,089 | \$ 46,290 | \$ 142,379 |
| 17 | Client Engagement | \$ 3,700 | \$ 3,700 | \$ 5,040 | \$ 5,040 | \$ 5,040 | \$ 5,040 | \$ 17,480 | \$ 10,080 | \$ 27,560 |
| 18 | Elevator | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 60,000 | \$ 30,000 | \$ 90,000 |
| 19 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 42 | Consultants/Temp Staffing | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 43 | Temp Desk Clerks | \$ 7,500 | \$ 7,500 | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 39,000 | \$ 24,000 | \$ 63,000 |
| 44 | Temp Janitors | \$ 7,800 | \$ 7,800 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 35,600 | \$ 20,000 | \$ 55,600 |
| 45 | Temp Maintenance Workers | \$ 4,500 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,500 | \$ - | \$ 4,500 |
| 46 | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 54 | Subcontractors | | | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 55 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 67 | | | | | | | | | | |
| 68 | TOTAL OPERATING EXPENSES | \$ 272,753 | \$ 322,684 | \$ 381,303 | \$ 381,303 | \$ 381,303 | \$ 381,303 | \$ 1,358,043 | \$ 762,606 | \$ 2,120,649 |
| 69 | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | |
| 71 | Rental of Property | \$ 466,087 | \$ 466,087 | \$ 486,102 | \$ 486,102 | \$ 486,102 | \$ 486,102 | \$ 1,904,378 | \$ 972,204 | \$ 2,876,582 |
| 72 | Client Subsidies | \$ 2,620 | \$ 2,620 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 12,440 | \$ 7,200 | \$ 19,640 |
| 73 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 18,153 | | | | \$ - | \$ - | \$ 18,153 | \$ - | \$ 18,153 |
| 74 | One-Time Transfer from Other GF Budgets | \$ 74,300 | \$ 142,000 | \$ (25,800) | | \$ - | \$ - | \$ 190,500 | \$ - | \$ 190,500 |
| 75 | One-Time Adjustment to Actuals | \$ - | \$ (978) | | | \$ - | \$ - | \$ (978) | \$ - | \$ (978) |
| 82 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 83 | | | | | | | | | | |
| 84 | TOTAL OTHER EXPENSES | \$ 561,160 | \$ 609,729 | \$ 463,902 | \$ 489,702 | \$ 489,702 | \$ 489,702 | \$ 2,124,494 | \$ 979,404 | \$ 3,103,898 |
| 85 | | | | | | | | | | |
| 86 | Capital Expenses | | | | | | | | | |
| 87 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 97 | HSH #3 | | | | | | | | Template last modified | 11/4/2019 |

| | A | F | M | T | W | X | Y | Z | AA | AJ | AQ | BT | BU | BV |
|----|---|---|----------------------|----------------------|--|--------------|-----------------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------|----------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | Page 31 of 52 | Page 31 of 52 | |
| 2 | SALARY & BENEFIT DETAIL | | | | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | | | | |
| 5 | Program | Master Lease Hotels (General Fund Hotels) | | | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | | | | | |
| 7 | Budget Name | Seneca | | | | | | | | | | | EXTENSION YEAR EXTENSION YEAR | |
| 8 | | Year 1 | Year 2 | Year 3 | Year 4 | | | | Year 5 | Year 6 | All Years | | | |
| 9 | POSITION TITLE | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | Agency Totals | | For HSH Funded Program | | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 |
| 10 | | Current | Current | Current | | | | | Current | New | New | Current | Amendment | New |
| 11 | | 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 | Budgeted Salary | Budgeted Salary | Change | Budgeted Salary |
| 12 | Supportive Housing Property Manager | \$ 66,156 | \$ 68,141 | \$ 94,592 | \$ 94,592 | 1.00 | 100% | 1.00 | \$ 94,592 | \$ 94,592 | \$ 94,592 | \$ 323,481 | \$ 189,184 | \$ 512,665 |
| 13 | Supp Hsg Senior Assistant Property Manager | \$ 52,000 | \$ 56,859 | \$ 73,292 | \$ 76,685 | 1.00 | 96% | 0.96 | \$ 73,292 | \$ 73,292 | \$ 73,292 | \$ 255,442 | \$ 146,583 | \$ 402,025 |
| 14 | Supp Hsg Assistant Property Manager | \$ 45,000 | \$ 41,947 | \$ 39,158 | \$ 67,099 | 1.00 | 58% | 0.58 | \$ 39,158 | \$ 39,158 | \$ 39,158 | \$ 305,575 | \$ 78,316 | \$ 383,891 |
| 15 | Desk Clerk | \$ 185,313 | \$ 213,109 | \$ 290,931 | \$ 49,965 | 7.00 | 83% | 5.82 | \$ 290,931 | \$ 290,931 | \$ 290,931 | \$ 921,762 | \$ 581,863 | \$ 1,503,625 |
| 16 | Janitor | \$ 126,790 | \$ 149,662 | \$ 143,346 | \$ 50,543 | 4.00 | 71% | 2.84 | \$ 143,346 | \$ 143,346 | \$ 143,346 | \$ 530,855 | \$ 286,693 | \$ 817,548 |
| 17 | Maintenance Worker | \$ 94,500 | \$ 97,335 | \$ 111,243 | \$ 55,622 | 2.00 | 100% | 2.00 | \$ 111,243 | \$ 111,243 | \$ 111,243 | \$ 319,821 | \$ 222,486 | \$ 542,307 |
| 18 | | | | | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 54 | | | | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 55 | | \$ 569,759 | \$ 627,053 | \$ 752,562 | TOTAL SALARIES | | | | \$ 752,562 | \$ 752,562 | \$ 752,562 | \$ 2,656,936 | \$ 1,505,125 | \$ 4,162,061 |
| 56 | | | | | TOTAL FTE | | 13.20 | | | | | | | |
| 57 | | 36.50% | 36.50% | 36.00% | FRINGE BENEFIT RATE | | | | 36.00% | 36.00% | 36.00% | | | |
| 58 | | \$ 207,962 | \$ 228,874 | \$ 270,922 | EMPLOYEE FRINGE BENEFITS | | | | \$ 270,922 | \$ 270,922 | \$ 270,922 | \$ 978,681 | \$ 541,845 | \$ 1,520,526 |
| 59 | | \$ 777,721 | \$ 855,927 | \$ 1,023,485 | TOTAL SALARIES & BENEFITS | | | | \$ 1,023,485 | \$ 1,023,485 | \$ 1,023,485 | \$ 3,680,617 | \$ 2,046,970 | \$ 5,727,587 |
| 60 | | | | | | | | | | | | | | |
| 61 | | | | | | | | | | | | | | |
| 62 | | | | | | | | | | | | | | |

| | A | B | E | H | K | P | S | AF | AG | AH | |
|----|---|---|----------------------|----------------------|----------------------|----------------------|-------------------------------|----------------------|----------------------|----------------------|--|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 32 of 52 | | Page 32 of 52 | |
| 2 | OPERATING DETAIL | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | |
| 5 | Program | Master Lease Hotels (General Fund Hotels) | | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | | |
| 7 | Budget Name | Seneca | | | | | EXTENSION YEAR EXTENSION YEAR | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 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 | |
| 13 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 272,430 | \$ 280,826 | \$ 320,944 | \$ 320,944 | \$ 320,944 | \$ 320,944 | \$ 1,195,144 | \$ 641,888 | \$ 1,837,032 | |
| 14 | Office Supplies, Postage | \$ 9,544 | \$ 12,000 | \$ 9,400 | \$ 9,400 | \$ 9,400 | \$ 9,400 | \$ 40,344 | \$ 18,800 | \$ 59,144 | |
| 15 | Building Maintenance Supplies and Repair | \$ 151,141 | \$ 168,077 | \$ 192,088 | \$ 192,088 | \$ 192,088 | \$ 192,088 | \$ 703,394 | \$ 384,176 | \$ 1,087,570 | |
| 16 | Insurance | \$ 58,432 | \$ 58,432 | \$ 54,146 | \$ 54,146 | \$ 54,146 | \$ 54,146 | \$ 225,156 | \$ 108,292 | \$ 333,448 | |
| 17 | Client Engagement | \$ 5,900 | \$ 5,900 | \$ 11,820 | \$ 11,820 | \$ 11,820 | \$ 11,820 | \$ 35,440 | \$ 23,640 | \$ 59,080 | |
| 18 | Elevator | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 60,000 | \$ 30,000 | \$ 90,000 | |
| 19 | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 41 | Consultants / Temp Staffing | | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 42 | Temp Desk Clerks | \$ 90,000 | \$ 60,000 | \$ 80,000 | \$ 80,000 | \$ 80,000 | \$ 80,000 | \$ 310,000 | \$ 160,000 | \$ 470,000 | |
| 43 | Temp Janitors | \$ 30,000 | \$ 5,000 | \$ 80,000 | \$ 80,000 | \$ 80,000 | \$ 80,000 | \$ 195,000 | \$ 160,000 | \$ 355,000 | |
| 44 | Temp Assistant Prop Mgr | | \$ 9,908 | \$ 38,000 | \$ 38,000 | \$ 38,000 | \$ 38,000 | \$ 85,908 | \$ 76,000 | \$ 161,908 | |
| 45 | Temp Property Manager | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 46 | Temp Maintenance Worker | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 47 | Temp Senior Assistant Prop Mgr | | | \$ 4,615 | \$ 4,615 | \$ 4,615 | \$ 4,615 | \$ 9,230 | \$ 9,230 | \$ 18,460 | |
| 48 | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 53 | Subcontractors | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 54 | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 67 | TOTAL OPERATING EXPENSES | \$ 632,447 | \$ 615,143 | \$ 806,013 | \$ 806,013 | \$ 806,013 | \$ 806,013 | \$ 2,859,616 | \$ 1,612,026 | \$ 4,471,642 | |
| 68 | | | | | | | | | | | |
| 69 | Other Expenses (not subject to indirect cost %) | | | | | | | | | | |
| 70 | Rental of Property | \$ 1,765,144 | \$ 1,765,144 | \$ 1,849,762 | \$ 1,849,762 | \$ 1,849,762 | \$ 1,849,762 | \$ 7,229,812 | \$ 3,699,524 | \$ 10,929,336 | |
| 71 | Client Subsidies | \$ 135,826 | \$ 123,487 | \$ 10,800 | \$ 10,800 | \$ 10,800 | \$ 10,800 | \$ 280,913 | \$ 21,600 | \$ 302,513 | |
| 72 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 19,340 | | | | \$ - | \$ - | \$ 19,340 | \$ - | \$ 19,340 | |
| 73 | One-Time Transfer from Other GF Budgets | \$ 200,000 | \$ 21,600 | \$ (44,350) | | \$ - | \$ - | \$ 177,250 | \$ - | \$ 177,250 | |
| 74 | Seneca Laundry Expenses | | \$ 109 | \$ - | \$ - | \$ - | \$ - | \$ 109 | \$ - | \$ 109 | |
| 75 | One-Time Adjustment to Actuals | \$ (1,599) | \$ (47) | | | \$ - | \$ - | \$ (1,646) | \$ - | \$ (1,646) | |
| 82 | | | | | | | | | | | |
| 83 | TOTAL OTHER EXPENSES | \$ 2,118,711 | \$ 1,910,293 | \$ 1,816,212 | \$ 1,860,562 | \$ 1,860,562 | \$ 1,860,562 | \$ 7,705,777 | \$ 3,721,124 | \$ 11,426,901 | |
| 84 | | | | | | | | | | | |
| 85 | Capital Expenses | | | | | | | | | | |
| 86 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 94 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 96 | SHS #3 | | | | | | | | | | |

| | A | B | E | H | K | P | S | AF | AG | AH | |
|----|--|---|----------------------|----------------------|----------------------|----------------------|--------------------------------------|------------------------|----------------------|----------------------|--|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 34 of 52 | | Page 34 of 52 | |
| 2 | OPERATING DETAIL | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | |
| 5 | Program | Master Lease Hotels (General Fund Hotels) | | | | | | | | | |
| 6 | F\$P Contract ID# | 1000017241 | | | | | | | | | |
| 7 | Budget Name | Vincent | | | | | EXTENSION YEAR EXTENSION YEAR | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 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 | |
| 13 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 160,032 | \$ 171,753 | \$ 204,000 | \$ 204,000 | \$ 204,000 | \$ 204,000 | \$ 739,785 | \$ 408,000 | \$ 1,147,785 | |
| 14 | Office Supplies, Postage | \$ 5,120 | \$ 7,500 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 22,620 | \$ 10,000 | \$ 32,620 | |
| 15 | Building Maintenance Supplies and Repair | \$ 80,512 | \$ 105,891 | \$ 102,324 | \$ 102,324 | \$ 102,324 | \$ 102,324 | \$ 391,051 | \$ 204,648 | \$ 595,699 | |
| 16 | Insurance | \$ 29,658 | \$ 29,713 | \$ 27,086 | \$ 27,086 | \$ 27,086 | \$ 27,086 | \$ 113,543 | \$ 54,172 | \$ 167,715 | |
| 17 | Client Engagement | \$ 3,800 | \$ 3,800 | \$ 5,880 | \$ 5,880 | \$ 5,880 | \$ 5,880 | \$ 19,360 | \$ 11,760 | \$ 31,120 | |
| 18 | Elevator | \$ 5,000 | \$ 5,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 30,000 | \$ 20,000 | \$ 50,000 | |
| 19 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 41 | Consultants/Temp Staffing | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 42 | Temp Senior Assistant Prop Manager | \$ 38,200 | \$ 6,350 | | \$ - | \$ - | \$ - | \$ 44,550 | \$ - | \$ 44,550 | |
| 43 | Temp Desk Clerks | \$ 60,000 | \$ 44,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 164,000 | \$ 60,000 | \$ 224,000 | |
| 44 | Temp Janitors | \$ 6,000 | \$ 2,100 | \$ 54,000 | \$ 54,000 | \$ 54,000 | \$ 54,000 | \$ 116,100 | \$ 108,000 | \$ 224,100 | |
| 45 | Temp Property Manager | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 46 | Temp Maintenance Worker | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 47 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 53 | Subcontractors | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 54 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 66 | | | | | | | | | | | |
| 67 | TOTAL OPERATING EXPENSES | \$ 388,322 | \$ 376,107 | \$ 438,290 | \$ 438,290 | \$ 438,290 | \$ 438,290 | \$ 1,641,009 | \$ 876,580 | \$ 2,517,589 | |
| 68 | | | | | | | | | | | |
| 69 | Other Expenses (not subject to indirect cost %) | | | | | | | | | | |
| 70 | Rental of Property | \$ 911,901 | \$ 911,901 | \$ 934,767 | \$ 934,767 | \$ 934,767 | \$ 934,767 | \$ 3,693,336 | \$ 1,869,534 | \$ 5,562,870 | |
| 71 | Client Subsidies | \$ 50,173 | \$ 43,164 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 100,537 | \$ 7,200 | \$ 107,737 | |
| 72 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 16,903 | | | | \$ - | \$ - | \$ 16,903 | \$ - | \$ 16,903 | |
| 73 | One-Time Transfer from Operating Reserve | \$ 52,000 | | | | \$ - | \$ - | \$ 52,000 | \$ - | \$ 52,000 | |
| 74 | One-Time Transfer from other GF budgets | \$ 7,815 | | \$ 2,150 | | \$ - | \$ - | \$ 9,965 | \$ - | \$ 9,965 | |
| 75 | One-Time Adjustment to Actuals | \$ - | \$ (77,388) | | | \$ - | \$ - | \$ (77,388) | \$ - | \$ (77,388) | |
| 81 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 82 | | | | | | | | | | | |
| 83 | TOTAL OTHER EXPENSES | \$ 1,038,792 | \$ 877,677 | \$ 940,517 | \$ 938,367 | \$ 938,367 | \$ 938,367 | \$ 3,795,354 | \$ 1,876,734 | \$ 5,672,088 | |
| 84 | | | | | | | | | | | |
| 85 | Capital Expenses | | | | | | | | | | |
| 86 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 94 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 96 | HSH #3 | | | | | | | Template last modified | | 11/4/2019 | |

| | A | F | M | T | W | X | Y | Z | AA | AJ | AQ | BT | BU | BV | |
|----|---|---------------------------------------|----------------------|----------------------|--|--------------|-----------------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | Page 35 of 52 | Page 35 of 52 | | |
| 2 | SALARY & BENEFIT DETAIL | | | | | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | | | | | |
| 5 | Program | Master Lease Hotels (HSH Fund Hotels) | | | | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | | | | | | |
| 7 | Budget Name | Allstar | | | | | | | | | | | EXTENSION YEAR | | EXTENSION YEAR |
| 8 | | Year 1 | Year 2 | Year 3 | Year 4 | | | | Year 5 | Year 6 | All Years | | | | |
| 9 | POSITION TITLE | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | Agency Totals | | For HSH Funded Program | | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 | |
| 10 | | Current | Current | Current | | | | | Current | New | New | Current | Amendment | New | |
| 11 | | 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 | Budgeted Salary | Budgeted Salary | Change | Budgeted Salary | |
| 12 | Supportive Housing Property Manager | \$ 54,783 | \$ 62,380 | \$ 74,352 | \$ 74,352 | 1.00 | 100% | 1.00 | \$ 74,352 | \$ 74,352 | \$ 74,352 | \$ 265,866 | \$ 148,703 | \$ 414,569 | |
| 13 | Desk Clerk | \$ 229,949 | \$ 230,494 | \$ 260,814 | \$ 50,982 | 6.00 | 85% | 5.12 | \$ 260,814 | \$ 260,814 | \$ 260,814 | \$ 982,072 | \$ 521,629 | \$ 1,503,700 | |
| 14 | Janitor | \$ 37,570 | \$ 58,244 | \$ 79,636 | \$ 55,051 | 1.50 | 96% | 1.45 | \$ 79,636 | \$ 79,636 | \$ 79,636 | \$ 255,086 | \$ 159,272 | \$ 414,357 | |
| 15 | Maintenance Worker | \$ 52,340 | \$ 53,910 | \$ 64,867 | \$ 64,867 | 1.00 | 100% | 1.00 | \$ 64,867 | \$ 64,867 | \$ 64,867 | \$ 235,984 | \$ 129,734 | \$ 365,718 | |
| 54 | | | | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 55 | | \$ 374,642 | \$ 405,028 | \$ 479,669 | TOTAL SALARIES | | | | \$ 479,669 | \$ 479,669 | \$ 479,669 | \$ 1,739,008 | \$ 959,337 | \$ 2,698,345 | |
| 56 | | | | | TOTAL FTE | | | | 8.56 | | | | | | |
| 57 | | 36.50% | 36.50% | 36.00% | FRINGE BENEFIT RATE | | | | 36.00% | 36.00% | 36.00% | | | | |
| 58 | | \$ 136,744 | \$ 147,835 | \$ 172,681 | EMPLOYEE FRINGE BENEFITS | | | | \$ 172,681 | \$ 172,681 | \$ 172,681 | \$ 629,941 | \$ 345,361 | \$ 975,303 | |
| 59 | | \$ 511,386 | \$ 552,864 | \$ 652,349 | TOTAL SALARIES & BENEFITS | | | | \$ 652,349 | \$ 652,349 | \$ 652,349 | \$ 2,368,949 | \$ 1,304,699 | \$ 3,673,648 | |
| 60 | | | | | | | | | | | | | | | |
| 61 | | | | | | | | | | | | | | | |
| 62 | | | | | | | | | | | | | | | |

| | A | B | E | H | K | P | S | AF | AG | AH |
|----|--|--|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|----------------------|----------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 36 of 52 | | Page 36 of 52 |
| 2 | OPERATING DETAIL | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | |
| 5 | Program | Master Lease Hotels (HSH Fund Hotels) | | | | | | | | |
| 6 | F\$P Contract ID# | 1000017241 | | | | | | | | |
| 7 | Budget Name | Allstar EXTENSION YEAR EXTENSION YEAR | | | | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 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 |
| 13 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 82,738 | \$ 80,990 | \$ 139,304 | \$ 139,304 | \$ 139,304 | \$ 139,304 | \$ 442,336 | \$ 278,608 | \$ 720,944 |
| 14 | Office Supplies, Postage | \$ 2,061 | \$ 4,230 | \$ 4,230 | \$ 4,230 | \$ 4,230 | \$ 4,230 | \$ 14,751 | \$ 8,460 | \$ 23,211 |
| 15 | Building Maintenance Supplies and Repair | \$ 62,840 | \$ 77,788 | \$ 79,865 | \$ 79,865 | \$ 79,865 | \$ 79,865 | \$ 300,358 | \$ 159,730 | \$ 460,088 |
| 16 | Insurance | \$ 24,935 | \$ 25,158 | \$ 23,147 | \$ 23,147 | \$ 23,147 | \$ 23,147 | \$ 96,387 | \$ 46,294 | \$ 142,681 |
| 17 | Travel | \$ 115 | \$ 115 | \$ - | \$ - | \$ - | \$ - | \$ 230 | \$ - | \$ 230 |
| 18 | Client Engagement | \$ 3,750 | \$ 3,750 | \$ 4,980 | \$ 4,980 | \$ 4,980 | \$ 4,980 | \$ 17,460 | \$ 9,960 | \$ 27,420 |
| 19 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 42 | Consultants/Temp Staffing | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 44 | Temp Desk Clerks | \$ 10,800 | \$ 20,000 | \$ 61,307 | \$ 61,307 | \$ 61,307 | \$ 61,307 | \$ 153,414 | \$ 122,614 | \$ 276,028 |
| 45 | Temp Janitor | \$ 3,100 | \$ 3,100 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ 14,200 | \$ 8,000 | \$ 22,200 |
| 46 | Temp Property Manager | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 47 | Temp Maintenance Worker | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 48 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 54 | Subcontractors | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 55 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 68 | TOTAL OPERATING EXPENSES | \$ 190,339 | \$ 215,131 | \$ 316,833 | \$ 316,833 | \$ 316,833 | \$ 316,833 | \$ 1,039,136 | \$ 633,666 | \$ 1,672,802 |
| 69 | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | |
| 71 | Rental of Property | \$ 440,734 | \$ 440,733 | \$ 459,777 | \$ 459,777 | \$ 459,777 | \$ 459,777 | \$ 1,801,021 | \$ 919,554 | \$ 2,720,575 |
| 72 | Client Subsidies | \$ 65,788 | \$ 61,714 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 134,702 | \$ 7,200 | \$ 141,902 |
| 73 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 11,495 | | | | \$ - | \$ - | \$ 11,495 | \$ - | \$ 11,495 |
| 74 | One-Time Transfer from Support Services | \$ 62,115 | \$ 59,000 | | | \$ - | \$ - | \$ 121,115 | \$ - | \$ 121,115 |
| 75 | One-Time Transfer from Other HSH Fund Budgets | \$ 54,652 | | \$ 37,600 | | \$ - | \$ - | \$ 92,252 | \$ - | \$ 92,252 |
| 76 | One-Time Transfer from SSMPP contract (GF) | \$ 31,500 | | | | \$ - | \$ - | \$ 31,500 | \$ - | \$ 31,500 |
| 77 | One-Time Transfer from GF Operating Reserve | \$ 11,000 | | | | \$ - | \$ - | \$ 11,000 | \$ - | \$ 11,000 |
| 78 | One-Time Adjustment to Actuals | | \$ (231) | \$ - | \$ - | \$ - | \$ - | \$ (231) | \$ - | \$ (231) |
| 82 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 83 | | | | | | | | | | |
| 84 | TOTAL OTHER EXPENSES | \$ 677,283 | \$ 561,216 | \$ 500,977 | \$ 463,377 | \$ 463,377 | \$ 463,377 | \$ 2,202,853 | \$ 926,754 | \$ 3,129,607 |
| 85 | | | | | | | | | | |
| 86 | Capital Expenses | | | | | | | | | |
| 87 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 97 | HSH #3 | | | | | | | Template last modified | 11/4/2019 | |

| | A | B | E | H | K | P | S | AF | AG | AH | |
|----|--|---------------------------------------|----------------------|----------------------|----------------------|--------------------------------------|----------------------|----------------------|------------------------|----------------------|--|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 38 of 52 | | Page 38 of 52 | |
| 2 | OPERATING DETAIL | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | |
| 5 | Program | Master Lease Hotels (HSH Fund Hotels) | | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | | |
| 7 | Budget Name | Boyd | | | | EXTENSION YEAR EXTENSION YEAR | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2020 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 | |
| 11 | | Current | Current | Current | Current | New | New | Current | 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 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 118,357 | \$ 118,357 | \$ 158,294 | \$ 158,294 | \$ 158,294 | \$ 158,294 | \$ 553,302 | \$ 316,588 | \$ 869,890 | |
| 14 | Office Supplies, Postage | \$ 3,476 | \$ 4,000 | \$ 3,500 | \$ 3,500 | \$ 3,500 | \$ 3,500 | \$ 14,476 | \$ 7,000 | \$ 21,476 | |
| 15 | Building Maintenance Supplies and Repair | \$ 89,672 | \$ 107,783 | \$ 146,704 | \$ 146,704 | \$ 146,704 | \$ 146,704 | \$ 490,863 | \$ 293,408 | \$ 784,271 | |
| 16 | Insurance | \$ 24,755 | \$ 24,391 | \$ 21,787 | \$ 21,787 | \$ 21,787 | \$ 21,787 | \$ 92,720 | \$ 43,574 | \$ 136,294 | |
| 17 | Client Engagement | \$ 3,750 | \$ 3,750 | \$ 4,740 | \$ 4,740 | \$ 4,740 | \$ 4,740 | \$ 16,980 | \$ 9,480 | \$ 26,460 | |
| 18 | Elevator | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 60,000 | \$ 30,000 | \$ 90,000 | |
| 19 | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 42 | <u>Consultants/Subcontractors</u> | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 43 | Temp Desk Clerks | \$ 10,000 | \$ 3,000 | | \$ - | \$ - | \$ - | \$ 13,000 | \$ - | \$ 13,000 | |
| 44 | Temp Janitors | \$ 3,200 | \$ 20,000 | | \$ - | \$ - | \$ - | \$ 23,200 | \$ - | \$ 23,200 | |
| 45 | Temp Maintenance Workers | \$ 1,200 | \$ - | | \$ - | \$ - | \$ - | \$ 1,200 | \$ - | \$ 1,200 | |
| 46 | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 54 | <u>Subcontractors</u> | | | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 55 | | | | \$ - | | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 67 | | | | | | | | | | | |
| 68 | TOTAL OPERATING EXPENSES | \$ 269,410 | \$ 296,281 | \$ 350,025 | \$ 350,025 | \$ 350,025 | \$ 350,025 | \$ 1,265,741 | \$ 700,050 | \$ 1,965,791 | |
| 69 | | | | | | | | | | | |
| 70 | <u>Other Expenses (not subject to indirect cost %)</u> | | | | | | | | | | |
| 71 | Rental of Property | \$ 449,473 | \$ 449,473 | \$ 468,405 | \$ 468,405 | \$ 468,405 | \$ 468,405 | \$ 1,835,756 | \$ 936,810 | \$ 2,772,566 | |
| 72 | Client Subsidies | \$ 66,905 | \$ 59,597 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 133,702 | \$ 7,200 | \$ 140,902 | |
| 73 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 14,837 | | | | \$ - | \$ - | \$ 14,837 | \$ - | \$ 14,837 | |
| 74 | One-Time Transfer to Other HSH Budgets | \$ (75,442) | | \$ (8,000) | | \$ - | \$ - | \$ (83,442) | \$ - | \$ (83,442) | |
| 75 | One-Time Adjustment to Actuals | \$ - | \$ (121,801.2) | | | \$ - | \$ - | \$ (121,801) | \$ - | \$ (121,801) | |
| 83 | | | | | | | | | | | |
| 84 | TOTAL OTHER EXPENSES | \$ 455,773 | \$ 387,269 | \$ 464,005 | \$ 472,005 | \$ 472,005 | \$ 472,005 | \$ 1,779,051 | \$ 944,010 | \$ 2,723,061 | |
| 85 | | | | | | | | | | | |
| 86 | <u>Capital Expenses</u> | | | | | | | | | | |
| 87 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 97 | HSH #3 | | | | | | | | Template last modified | 11/4/2019 | |

| | A | F | M | T | W | X | Y | Z | AA | AJ | AQ | BT | BU | BV | |
|----|---|---------------------------------------|----------------------|----------------------|--|--------------|-----------------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------|--|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | Page 39 of 52 | Page 39 of 52 | | |
| 2 | SALARY & BENEFIT DETAIL | | | | | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | | | | | |
| 5 | Program | Master Lease Hotels (HSH Fund Hotels) | | | | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | | | | | | |
| 7 | Budget Name | Caldrake | | | | | | | | | | | | EXTENSION YEAR EXTENSION YEAR | |
| 8 | | Year 1 | Year 2 | Year 3 | Year 4 | | | | Year 5 | Year 6 | All Years | | | | |
| 9 | POSITION TITLE | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | Agency Totals | | For HSH Funded Program | | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 | |
| 10 | | Current | Current | Current | | | | | Current | New | New | Current | Amendment | New | |
| 11 | | 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 | Budgeted Salary | Budgeted Salary | Change | Budgeted Salary | |
| 12 | Supportive Housing Property Manager | \$ 26,522 | \$ 28,137 | \$ 39,060 | \$ 78,120 | 1.00 | 50% | 0.50 | \$ 39,060 | \$ 39,060 | \$ 39,060 | \$ 132,779 | \$ 78,120 | \$ 210,899 | |
| 13 | Janitor | \$ 34,738 | \$ 39,111 | \$ 55,027 | \$ 55,762 | 1.00 | 99% | 0.99 | \$ 55,027 | \$ 55,027 | \$ 55,027 | \$ 183,903 | \$ 110,053 | \$ 293,956 | |
| 14 | Maintenance Worker | \$ 22,250 | \$ 22,934 | \$ 32,862 | \$ 65,724 | 1.00 | 50% | 0.50 | \$ 32,862 | \$ 32,862 | \$ 32,862 | \$ 110,907 | \$ 65,724 | \$ 176,631 | |
| 54 | | | | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 55 | | \$ 83,510 | \$ 90,182 | \$ 126,949 | TOTAL SALARIES | | | | \$ 126,949 | \$ 126,949 | \$ 126,949 | \$ 427,589 | \$ 253,897 | \$ 681,486 | |
| 56 | | | | | TOTAL FTE | | | | 1.99 | | | | | | |
| 57 | | 36.50% | 36.50% | 36.00% | FRINGE BENEFIT RATE | | | | 36.00% | 36.00% | 36.00% | | | | |
| 58 | | \$ 30,481 | \$ 32,916 | \$ 45,702 | EMPLOYEE FRINGE BENEFITS | | | | \$ 45,702 | \$ 45,702 | \$ 45,702 | \$ 154,800 | \$ 91,403 | \$ 246,204 | |
| 59 | | \$ 113,991 | \$ 123,098 | \$ 172,650 | TOTAL SALARIES & BENEFITS | | | | \$ 172,650 | \$ 172,650 | \$ 172,650 | \$ 582,389 | \$ 345,300 | \$ 927,690 | |
| 60 | | | | | | | | | | | | | | | |
| 61 | | | | | | | | | | | | | | | |
| 62 | | | | | | | | | | | | | | | |

| | A | B | E | H | K | P | S | AF | AG | AH | |
|----|---|---------------------------------------|----------------------|----------------------|----------------------|-------------------------------|----------------------|----------------------|------------------------|----------------------|--|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 40 of 52 | | Page 40 of 52 | |
| 2 | OPERATING DETAIL | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | |
| 5 | Program | Master Lease Hotels (HSH Fund Hotels) | | | | | | | | | |
| 6 | F\$P Contract ID# | 1000017241 | | | | | | | | | |
| 7 | Budget Name | Caldrake | | | | EXTENSION YEAR EXTENSION YEAR | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 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 | |
| 13 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 72,966 | \$ 72,966 | \$ 94,819 | \$ 94,819 | \$ 94,819 | \$ 94,819 | \$ 335,570 | \$ 189,638 | \$ 525,208 | |
| 14 | Office Supplies, Postage | \$ 1,777 | \$ 1,777 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 5,554 | \$ 2,000 | \$ 7,554 | |
| 15 | Building Maintenance Supplies and Repair | \$ 47,097 | \$ 57,500 | \$ 59,856 | \$ 59,856 | \$ 59,856 | \$ 59,856 | \$ 224,309 | \$ 119,712 | \$ 344,021 | |
| 16 | Insurance | \$ 14,841 | \$ 14,748 | \$ 13,829 | \$ 13,829 | \$ 13,829 | \$ 13,829 | \$ 57,247 | \$ 27,658 | \$ 84,905 | |
| 17 | Client Engagement | \$ 2,100 | \$ 2,100 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 10,200 | \$ 6,000 | \$ 16,200 | |
| 18 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 42 | Consultants/Temp Staffing | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 43 | Temp Janitor | \$ 700 | \$ 700 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 3,400 | \$ 2,000 | \$ 5,400 | |
| 44 | Temp Maintenance Worker | \$ 750 | \$ 750 | | \$ - | \$ - | \$ - | \$ 1,500 | \$ - | \$ 1,500 | |
| 45 | Temp Property Manager | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 46 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 54 | Subcontractors | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 55 | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 67 | | | | | | | | | | | |
| 68 | TOTAL OPERATING EXPENSES | \$ 140,231 | \$ 150,541 | \$ 173,504 | \$ 173,504 | \$ 173,504 | \$ 173,504 | \$ 637,780 | \$ 347,008 | \$ 984,788 | |
| 69 | | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | | |
| 71 | Rental of Property | \$ 285,279 | \$ 287,203 | \$ 299,439 | \$ 299,439 | \$ 299,439 | \$ 299,439 | \$ 1,171,360 | \$ 598,878 | \$ 1,770,238 | |
| 72 | Client Subsidies | \$ 14,070 | \$ 13,848 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 35,118 | \$ 7,200 | \$ 42,318 | |
| 73 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 1,226 | | | | \$ - | \$ - | \$ 1,226 | \$ - | \$ 1,226 | |
| 74 | One-Time Transfer from other HSH Fund Budgets | \$ (64,055) | | \$ - | | \$ - | \$ - | \$ (64,055) | \$ - | \$ (64,055) | |
| 75 | One-Time Adjustment to Actuals | \$ - | \$ (64,191) | \$ - | | \$ - | \$ - | \$ (64,191) | \$ - | \$ (64,191) | |
| 82 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 83 | | | | | | | | | | | |
| 84 | TOTAL OTHER EXPENSES | \$ 236,520 | \$ 236,860 | \$ 303,039 | \$ 303,039 | \$ 303,039 | \$ 303,039 | \$ 1,079,458 | \$ 606,078 | \$ 1,685,536 | |
| 85 | | | | | | | | | | | |
| 86 | Capital Expenses | | | | | | | | | | |
| 87 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 97 | HSH #3 | | | | | | | | Template last modified | 11/4/2019 | |

| | A | B | E | H | K | P | S | AF | AG | AH | |
|----|--|---------------------------------------|----------------------|----------------------|----------------------|-------------------------------|----------------------|------------------------|----------------------|----------------------|--|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 42 of 52 | | Page 42 of 52 | |
| 2 | OPERATING DETAIL | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | |
| 5 | Program | Master Lease Hotels (HSH Fund Hotels) | | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | | |
| 7 | Budget Name | Elk | | | | EXTENSION YEAR EXTENSION YEAR | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 | |
| 11 | | Current | Current | Current | Current | New | New | Current | 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 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 130,146 | \$ 130,146 | \$ 156,764 | \$ 156,764 | \$ 156,764 | \$ 156,764 | \$ 573,820 | \$ 313,528 | \$ 887,348 | |
| 14 | Office Supplies, Postage | \$ 5,141 | \$ 4,230 | \$ 4,230 | \$ 4,230 | \$ 4,230 | \$ 4,230 | \$ 17,831 | \$ 8,460 | \$ 26,291 | |
| 15 | Building Maintenance Supplies and Repair | \$ 61,161 | \$ 87,665 | \$ 147,600 | \$ 147,600 | \$ 147,600 | \$ 147,600 | \$ 444,026 | \$ 295,200 | \$ 739,226 | |
| 16 | Insurance | \$ 25,799 | \$ 25,751 | \$ 23,692 | \$ 23,692 | \$ 23,692 | \$ 23,692 | \$ 98,934 | \$ 47,384 | \$ 146,318 | |
| 17 | Client Engagement | \$ 3,750 | \$ 3,750 | \$ 5,160 | \$ 5,160 | \$ 5,160 | \$ 5,160 | \$ 17,820 | \$ 10,320 | \$ 28,140 | |
| 18 | Elevator | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 60,000 | \$ 30,000 | \$ 90,000 | |
| 19 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 42 | <u>Consultants/Temp Staffing</u> | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 43 | Temp Property Manager | \$ 30,000 | \$ 30,000 | \$ 16,300 | \$ 16,300 | \$ 16,300 | \$ 16,300 | \$ 92,600 | \$ 32,600 | \$ 125,200 | |
| 44 | Temp Desk Clerks | \$ 25,000 | \$ 50,000 | \$ 112,050 | \$ 112,050 | \$ 112,050 | \$ 112,050 | \$ 299,100 | \$ 224,100 | \$ 523,200 | |
| 45 | Temp Janitors | \$ 10,000 | \$ 10,000 | \$ 33,500 | \$ 33,500 | \$ 33,500 | \$ 33,500 | \$ 87,000 | \$ 67,000 | \$ 154,000 | |
| 46 | Temp Maintenance Worker | | \$ 332 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ 1,332 | \$ 1,000 | \$ 2,332 | |
| 47 | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 54 | <u>Subcontractors</u> | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 55 | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 67 | | | | | | | | | | | |
| 68 | TOTAL OPERATING EXPENSES | \$ 305,997 | \$ 356,874 | \$ 514,796 | \$ 514,796 | \$ 514,796 | \$ 514,796 | \$ 1,692,463 | \$ 1,029,592 | \$ 2,722,055 | |
| 69 | | | | | | | | | | | |
| 70 | <u>Other Expenses (not subject to indirect cost %)</u> | | | | | | | | | | |
| 71 | Rental of Property | \$ 483,022 | \$ 483,022 | \$ 503,894 | \$ 503,894 | \$ 503,894 | \$ 503,894 | \$ 1,973,832 | \$ 1,007,788 | \$ 2,981,620 | |
| 72 | Client Subsidies | \$ 78,730 | \$ 65,470 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 151,400 | \$ 7,200 | \$ 158,600 | |
| 73 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 12,453 | | | \$ - | \$ - | \$ - | \$ 12,453 | \$ - | \$ 12,453 | |
| 74 | One-Time Transfer from Support Services | \$ 15,105 | \$ 76,000 | | \$ - | \$ - | \$ - | \$ 91,105 | \$ - | \$ 91,105 | |
| 75 | One-Time Transfer from Other HSH Fund Budgets | \$ 103,601 | | \$ 21,000 | \$ - | \$ - | \$ - | \$ 124,601 | \$ - | \$ 124,601 | |
| 76 | One-Time Adjustment to Actuals | | \$ (244) | | \$ - | \$ - | \$ - | \$ (244) | \$ - | \$ (244) | |
| 77 | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 83 | | | | | | | | | | | |
| 84 | TOTAL OTHER EXPENSES | \$ 692,911 | \$ 624,248 | \$ 528,494 | \$ 507,494 | \$ 507,494 | \$ 507,494 | \$ 2,353,147 | \$ 1,014,988 | \$ 3,368,135 | |
| 85 | | | | | | | | | | | |
| 86 | <u>Capital Expenses</u> | | | | | | | | | | |
| 87 | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 97 | HSH #3 | | | | | | | Template last modified | | 11/4/2019 | |

| | A | B | E | H | K | P | S | AF | AG | AH | |
|----|---|---------------------------------------|----------------------|----------------------|----------------------|-------------------------------|----------------------|----------------------|------------------------|----------------------|--|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 44 of 52 | | Page 44 of 52 | |
| 2 | OPERATING DETAIL | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | |
| 5 | Program | Master Lease Hotels (HSH Fund Hotels) | | | | | | | | | |
| 6 | F\$P Contract ID# | 1000017241 | | | | | | | | | |
| 7 | Budget Name | Graystone | | | | EXTENSION YEAR EXTENSION YEAR | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 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 | |
| 13 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 105,597 | \$ 120,211 | \$ 146,082 | \$ 146,082 | \$ 146,082 | \$ 146,082 | \$ 517,972 | \$ 292,164 | \$ 810,136 | |
| 14 | Office Supplies, Postage | \$ 4,976 | \$ 4,976 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ 17,952 | \$ 8,000 | \$ 25,952 | |
| 15 | Building Maintenance Supplies and Repair | \$ 90,354 | \$ 107,171 | \$ 114,832 | \$ 114,832 | \$ 114,832 | \$ 114,832 | \$ 427,189 | \$ 229,664 | \$ 656,853 | |
| 16 | Insurance | \$ 21,479 | \$ 21,479 | \$ 20,136 | \$ 20,136 | \$ 20,136 | \$ 20,136 | \$ 83,230 | \$ 40,272 | \$ 123,502 | |
| 17 | Client Engagement | \$ 3,750 | \$ 3,750 | \$ 4,380 | \$ 4,380 | \$ 4,380 | \$ 4,380 | \$ 16,260 | \$ 8,760 | \$ 25,020 | |
| 18 | Elevator | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 100,000 | \$ 50,000 | \$ 150,000 | |
| 21 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 42 | Consultants/Temp Staffing | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 43 | Temp Desk Clerks | \$ 13,300 | \$ 30,000 | \$ 39,800 | \$ 39,800 | \$ 39,800 | \$ 39,800 | \$ 122,900 | \$ 79,600 | \$ 202,500 | |
| 44 | Temp Janitors | \$ 18,000 | \$ 5,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 83,000 | \$ 60,000 | \$ 143,000 | |
| 45 | Temp Property Manager | \$ - | \$ - | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 60,000 | \$ 60,000 | \$ 120,000 | |
| 46 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 54 | Subcontractors | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 55 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 68 | TOTAL OPERATING EXPENSES | \$ 282,456 | \$ 317,587 | \$ 414,230 | \$ 414,230 | \$ 414,230 | \$ 414,230 | \$ 1,428,503 | \$ 828,460 | \$ 2,256,963 | |
| 69 | | | | | | | | | | | |
| 70 | Other Expenses (not subject to indirect cost %) | | | | | | | | | | |
| 71 | Rental of Property | \$ 407,661 | \$ 407,662 | \$ 426,084 | \$ 426,084 | \$ 426,084 | \$ 426,084 | \$ 1,667,491 | \$ 852,168 | \$ 2,519,659 | |
| 72 | Client Subsidies | \$ 51,792 | \$ 51,792 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 110,784 | \$ 7,200 | \$ 117,984 | |
| 73 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 12,590 | | | \$ - | \$ - | \$ - | \$ 12,590 | \$ - | \$ 12,590 | |
| 74 | One-Time Transfer from Other HSH Fund Budgets | \$ 76,035 | | \$ 39,000 | \$ - | \$ - | \$ - | \$ 115,035 | \$ - | \$ 115,035 | |
| 75 | One-Time Adjustment to Actuals | | \$ (55,672) | \$ - | \$ - | \$ - | \$ - | \$ (55,672) | \$ - | \$ (55,672) | |
| 83 | | | | | | | | | | | |
| 84 | TOTAL OTHER EXPENSES | \$ 548,078 | \$ 403,782 | \$ 468,684 | \$ 429,684 | \$ 429,684 | \$ 429,684 | \$ 1,850,228 | \$ 859,368 | \$ 2,709,596 | |
| 85 | | | | | | | | | | | |
| 86 | Capital Expenses | | | | | | | | | | |
| 87 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 97 | HSH #3 | | | | | | | | Template last modified | 11/4/2019 | |

| | A | F | M | T | W | X | Y | Z | AA | AJ | AQ | BT | BU | BV | |
|----|---|---------------------------------------|----------------------|----------------------|--|--------------|-----------------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | | | | | Page 45 of 52 | Page 45 of 52 | | |
| 2 | SALARY & BENEFIT DETAIL | | | | | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | | | | | |
| 5 | Program | Master Lease Hotels (HSH Fund Hotels) | | | | | | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | | | | | | |
| 7 | Budget Name | Pierre | | | EXTENSION YEAR | | | | | | EXTENSION YEAR | | | | |
| 8 | | Year 1 | Year 2 | Year 3 | Year 4 | | | | Year 5 | Year 6 | All Years | | | | |
| 9 | POSITION TITLE | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | Agency Totals | | For HSH Funded Program | | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 | |
| 10 | | Current | Current | Current | | | | | Current | New | New | Current | Amendment | New | |
| 11 | | 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 | Budgeted Salary | Budgeted Salary | Change | Budgeted Salary | |
| 12 | Supportive Housing Property Manager | \$ 56,389 | \$ 56,389 | \$ 78,279 | \$ 78,279 | 1.00 | 100% | 1.00 | \$ 78,279 | \$ 78,279 | \$ 78,279 | \$ 269,336 | \$ 156,558 | \$ 425,894 | |
| 13 | Desk Clerk | \$ 187,652 | \$ 213,324 | \$ 222,974 | \$ 50,771 | 5.00 | 88% | 4.39 | \$ 222,974 | \$ 222,974 | \$ 222,974 | \$ 846,923 | \$ 445,947 | \$ 1,292,871 | |
| 14 | Janitor | \$ 32,808 | \$ 56,852 | \$ 71,548 | \$ 55,051 | 1.50 | 87% | 1.30 | \$ 71,548 | \$ 71,548 | \$ 71,548 | \$ 232,755 | \$ 143,095 | \$ 375,851 | |
| 15 | Maintenance Worker | \$ 44,617 | \$ 49,070 | \$ 59,766 | \$ 59,766 | 1.00 | 100% | 1.00 | \$ 59,766 | \$ 59,766 | \$ 59,766 | \$ 213,219 | \$ 119,532 | \$ 332,751 | |
| 54 | | | | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 55 | | \$ 321,465 | \$ 375,636 | \$ 432,566 | TOTAL SALARIES | | | | \$ 432,566 | \$ 432,566 | \$ 432,566 | \$ 1,562,234 | \$ 865,132 | \$ 2,427,366 | |
| 56 | | | | | TOTAL FTE | | | | 7.69 | | | | | | |
| 57 | | 36.50% | 36.50% | 36.00% | FRINGE BENEFIT RATE | | | | 36.00% | 36.00% | 36.00% | | | | |
| 58 | | \$ 117,335 | \$ 137,107 | \$ 155,724 | EMPLOYEE FRINGE BENEFITS | | | | \$ 155,724 | \$ 155,724 | \$ 155,724 | \$ 565,890 | \$ 311,448 | \$ 877,337 | |
| 59 | | \$ 438,800 | \$ 512,743 | \$ 588,290 | TOTAL SALARIES & BENEFITS | | | | \$ 588,290 | \$ 588,290 | \$ 588,290 | \$ 2,128,123 | \$ 1,176,580 | \$ 3,304,703 | |
| 60 | | | | | | | | | | | | | | | |
| 61 | | | | | | | | | | | | | | | |
| 62 | | | | | | | | | | | | | | | |

| | A | B | E | H | K | P | S | AF | AG | AH | |
|----|--|---------------------------------------|----------------------|----------------------|----------------------|-------------------------------|----------------------|----------------------|----------------------|----------------------|--|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 46 of 52 | | Page 46 of 52 | |
| 2 | OPERATING DETAIL | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | |
| 5 | Program | Master Lease Hotels (HSH Fund Hotels) | | | | | | | | | |
| 6 | F&P Contract ID# | 1000017241 | | | | | | | | | |
| 7 | Budget Name | Pierre | | | | EXTENSION YEAR EXTENSION YEAR | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 | |
| 11 | | Current | Current | Current | Current | New | New | Current | 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 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 143,433 | \$ 166,356 | \$ 227,786 | \$ 227,786 | \$ 227,786 | \$ 227,786 | \$ 765,361 | \$ 455,572 | \$ 1,220,933 | |
| 14 | Office Supplies, Postage | \$ 6,622 | \$ 4,230 | \$ 4,230 | \$ 4,230 | \$ 4,230 | \$ 4,230 | \$ 19,312 | \$ 8,460 | \$ 27,772 | |
| 15 | Building Maintenance Supplies and Repair | \$ 76,482 | \$ 104,697 | \$ 117,202 | \$ 117,202 | \$ 117,202 | \$ 117,202 | \$ 415,583 | \$ 234,404 | \$ 649,987 | |
| 16 | Insurance | \$ 24,934 | \$ 25,455 | \$ 23,419 | \$ 23,419 | \$ 23,419 | \$ 23,419 | \$ 97,227 | \$ 46,838 | \$ 144,065 | |
| 17 | Client Engagement | \$ 3,750 | \$ 3,750 | \$ 5,040 | \$ 5,040 | \$ 5,040 | \$ 5,040 | \$ 17,580 | \$ 10,080 | \$ 27,660 | |
| 18 | Elevator | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 60,000 | \$ 30,000 | \$ 90,000 | |
| 19 | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 42 | <u>Consultants/Temp Staffing</u> | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 43 | Temp Desk Clerks | \$ 16,400 | \$ 1,000 | \$ 42,000 | \$ 42,000 | \$ 42,000 | \$ 42,000 | \$ 101,400 | \$ 84,000 | \$ 185,400 | |
| 44 | Temp Janitors | \$ 9,600 | \$ 5,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 44,600 | \$ 30,000 | \$ 74,600 | |
| 45 | Temp Maintenance Workers | \$ 5,100 | \$ 1,000 | | \$ - | \$ - | \$ - | \$ 6,100 | \$ - | \$ 6,100 | |
| 46 | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 54 | <u>Subcontractors</u> | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 55 | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 68 | TOTAL OPERATING EXPENSES | \$ 301,321 | \$ 326,488 | \$ 449,677 | \$ 449,677 | \$ 449,677 | \$ 449,677 | \$ 1,527,163 | \$ 899,354 | \$ 2,426,517 | |
| 69 | | | | | | | | | | | |
| 70 | <u>Other Expenses (not subject to indirect cost %)</u> | | | | | | | | | | |
| 71 | Rental of Property | \$ 484,839 | \$ 484,838 | \$ 505,666 | \$ 505,666 | \$ 505,666 | \$ 505,666 | \$ 1,981,009 | \$ 1,011,332 | \$ 2,992,341 | |
| 72 | Client Subsidies | \$ 65,751 | \$ 64,264 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 137,215 | \$ 7,200 | \$ 144,415 | |
| 73 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 13,255 | | | \$ - | \$ - | \$ - | \$ 13,255 | \$ - | \$ 13,255 | |
| 74 | One-Time Transfer from Support Services | \$ 1,520 | | | \$ - | \$ - | \$ - | \$ 1,520 | \$ - | \$ 1,520 | |
| 75 | One-Time Transfer from Other HSH Fund Budgets | \$ 95,928 | | \$ 80,550 | \$ - | \$ - | \$ - | \$ 176,478 | \$ - | \$ 176,478 | |
| 76 | One-Time Adjustment to Actuals | | \$ (107,141) | \$ - | \$ - | \$ - | \$ - | \$ (107,141) | \$ - | \$ (107,141) | |
| 84 | TOTAL OTHER EXPENSES | \$ 661,293 | \$ 441,961 | \$ 589,816 | \$ 509,266 | \$ 509,266 | \$ 509,266 | \$ 2,202,336 | \$ 1,018,532 | \$ 3,220,868 | |
| 85 | | | | | | | | | | | |
| 86 | <u>Capital Expenses</u> | | | | | | | | | | |
| 87 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 97 | HSH #3 | | | | | | | | | | |

| | A | B | E | H | K | P | S | AF | AG | AH | |
|----|--|---------------------------------------|----------------------|----------------------|----------------------|--------------------------------------|----------------------|----------------------|------------------------|----------------------|--|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 47 of 52 | | Page 47 of 52 | |
| 2 | OPERATING DETAIL | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | |
| 5 | Program | Master Lease Hotels (HSH Fund Hotels) | | | | | | | | | |
| 6 | F\$P Contract ID# | 1000017241 | | | | | | | | | |
| 7 | Budget Name | Royan | | | | EXTENSION YEAR EXTENSION YEAR | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 | |
| 11 | | Current | Current | Current | Current | New | New | Current | 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 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 130,977 | \$ 130,977 | \$ 189,782 | \$ 189,782 | \$ 189,782 | \$ 189,782 | \$ 641,518 | \$ 379,564 | \$ 1,021,082 | |
| 14 | Office Supplies, Postage | \$ 2,405 | \$ 3,700 | \$ 3,700 | \$ 3,700 | \$ 3,700 | \$ 3,700 | \$ 13,505 | \$ 7,400 | \$ 20,905 | |
| 15 | Building Maintenance Supplies and Repair | \$ 56,868 | \$ 67,150 | \$ 82,976 | \$ 82,976 | \$ 82,976 | \$ 82,976 | \$ 289,970 | \$ 165,952 | \$ 455,922 | |
| 16 | Insurance | \$ 20,040 | \$ 20,407 | \$ 18,769 | \$ 18,769 | \$ 18,769 | \$ 18,769 | \$ 77,985 | \$ 37,538 | \$ 115,523 | |
| 17 | Client Engagement | \$ 3,500 | \$ 3,500 | \$ 4,080 | \$ 4,080 | \$ 4,080 | \$ 4,080 | \$ 15,160 | \$ 8,160 | \$ 23,320 | |
| 18 | Elevator | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 60,000 | \$ 30,000 | \$ 90,000 | |
| 19 | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 42 | <u>Consultants/Temp Staffing</u> | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 43 | Temp Desk Clerks | \$ 35,000 | \$ 12,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 107,000 | \$ 60,000 | \$ 167,000 | |
| 44 | Temp Janitors | \$ 3,700 | \$ 6,000 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 25,700 | \$ 16,000 | \$ 41,700 | |
| 45 | Temp Property Manager | | \$ - | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 100,000 | \$ 100,000 | \$ 200,000 | |
| 46 | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 54 | <u>Subcontractors</u> | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 55 | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 67 | | | | | | | | | | | |
| 68 | TOTAL OPERATING EXPENSES | \$ 267,490 | \$ 258,734 | \$ 402,307 | \$ 402,307 | \$ 402,307 | \$ 402,307 | \$ 1,330,838 | \$ 804,614 | \$ 2,135,452 | |
| 69 | | | | | | | | | | | |
| 70 | <u>Other Expenses (not subject to indirect cost %)</u> | | | | | | | | | | |
| 71 | Rental of Property | \$ 381,071 | \$ 381,070 | \$ 398,391 | \$ 398,391 | \$ 398,391 | \$ 398,391 | \$ 1,558,923 | \$ 796,782 | \$ 2,355,705 | |
| 72 | Client Subsidies | \$ 51,543 | \$ 35,091 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 93,834 | \$ 7,200 | \$ 101,034 | |
| 73 | One-Time CODB (Non-Leasing) | \$ 13,832 | | | | \$ - | \$ - | \$ 13,832 | \$ - | \$ 13,832 | |
| 74 | One-Time Transfer from Other HSH Fund Budgets | \$ 80,844 | | \$ (120,000) | | \$ - | \$ - | \$ (39,156) | \$ - | \$ (39,156) | |
| 75 | One-Time Adjustment to Actuals | | \$ (70,675) | \$ - | \$ - | \$ - | \$ - | \$ (70,675) | \$ - | \$ (70,675) | |
| 83 | | | | | | | | | | | |
| 84 | TOTAL OTHER EXPENSES | \$ 527,289 | \$ 345,486 | \$ 281,991 | \$ 401,991 | \$ 401,991 | \$ 401,991 | \$ 1,556,757 | \$ 803,982 | \$ 2,360,739 | |
| 85 | | | | | | | | | | | |
| 86 | <u>Capital Expenses</u> | | | | | | | | | | |
| 87 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 97 | HSH #3 | | | | | | | | Template last modified | 11/4/2019 | |

| | A | B | E | H | K | P | S | AF | AG | AH | |
|----|--|---------------------------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------------|----------------------|------------------------|----------------------|--|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 50 of 52 | | Page 50 of 52 | |
| 2 | OPERATING DETAIL | | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | | |
| 5 | Program | Master Lease Hotels (HSH Fund Hotels) | | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | | |
| 7 | Budget Name | Union | | | | | EXTENSION YEAFEXTENSION YEAF | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 | |
| 11 | | Current | Current | Current | Current | New | New | Current | 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 | Utilities(Elec, Water, Gas, Phone, Scavenger) | \$ 128,700 | \$ 120,058 | \$ 124,340 | \$ 124,340 | \$ 124,340 | \$ 124,340 | \$ 497,438 | \$ 248,680 | \$ 746,118 | |
| 14 | Office Supplies, Postage | \$ 2,517 | \$ 3,500 | \$ 3,500 | \$ 3,500 | \$ 3,500 | \$ 3,500 | \$ 13,017 | \$ 7,000 | \$ 20,017 | |
| 15 | Building Maintenance Supplies and Repair | \$ 39,676 | \$ 50,208 | \$ 80,425 | \$ 80,425 | \$ 80,425 | \$ 80,425 | \$ 250,734 | \$ 160,850 | \$ 411,584 | |
| 16 | Insurance | \$ 17,736 | \$ 18,033 | \$ 16,581 | \$ 16,581 | \$ 16,581 | \$ 16,581 | \$ 68,931 | \$ 33,162 | \$ 102,093 | |
| 17 | Client Engagement | \$ 2,500 | \$ 2,500 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 12,200 | \$ 7,200 | \$ 19,400 | |
| 18 | Elevator | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 60,000 | \$ 30,000 | \$ 90,000 | |
| 19 | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 42 | <u>Consultants/Temp Staffing</u> | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 43 | Temp Desk Clerks | \$ 4,700 | \$ 4,700 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 25,400 | \$ 16,000 | \$ 41,400 | |
| 44 | Temp Janitors | \$ 2,400 | \$ 500 | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 26,900 | \$ 24,000 | \$ 50,900 | |
| 45 | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 54 | <u>Subcontractors</u> | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 55 | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 68 | TOTAL OPERATING EXPENSES | \$ 213,229 | \$ 214,499 | \$ 263,446 | \$ 263,446 | \$ 263,446 | \$ 263,446 | \$ 954,620 | \$ 526,892 | \$ 1,481,512 | |
| 69 | | | | | | | | | | | |
| 70 | <u>Other Expenses (not subject to indirect cost %)</u> | | | | | | | | | | |
| 71 | Rental of Property | \$ 339,331 | \$ 339,331 | \$ 354,078 | \$ 354,078 | \$ 354,078 | \$ 354,078 | \$ 1,386,818 | \$ 708,156 | \$ 2,094,974 | |
| 72 | HSH assigned Client Subsidies | \$ 24,378 | \$ 22,639 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 3,600 | \$ 54,217 | \$ 7,200 | \$ 61,417 | |
| 73 | One-Time CODB (FY 2020-21 Non-Leasing) | \$ 12,706 | | | | \$ - | \$ - | \$ 12,706 | \$ - | \$ 12,706 | |
| 74 | One-Time Transfer from Support Services | \$ 35,000 | \$ 95,000 | | | \$ - | \$ - | \$ 130,000 | \$ - | \$ 130,000 | |
| 75 | One-Time Transfer from Other HSH Fund Budgets | \$ 77,830 | | \$ 50,440 | | \$ - | \$ - | \$ 128,270 | \$ - | \$ 128,270 | |
| 76 | One-Time Adjustment to Actuals | | \$ (600) | \$ - | \$ - | \$ - | \$ - | \$ (600) | \$ - | \$ (600) | |
| 83 | | | | | | | | | | | |
| 84 | TOTAL OTHER EXPENSES | \$ 489,244 | \$ 456,370 | \$ 408,118 | \$ 357,678 | \$ 357,678 | \$ 357,678 | \$ 1,711,410 | \$ 715,356 | \$ 2,426,766 | |
| 85 | | | | | | | | | | | |
| 86 | <u>Capital Expenses</u> | | | | | | | | | | |
| 87 | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 95 | TOTAL CAPITAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 97 | HSH #3 | | | | | | | | Template last modified | 11/4/2019 | |

| | A | B | E | H | M | P | S | AF | AG | AH |
|-----|---|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|----------------------|----------------------|
| 1 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING | | | | | | | Page 52 of 52 | | Page 52 of 52 |
| 2 | OPERATING DETAIL | | | | | | | | | |
| 3 | Document Date | 9/1/2023 | | | | | | | | |
| 4 | Provider Name | Tenderloin Housing Clinic Inc. | | | | | | | | |
| 5 | Program | Master Lease Hotels | | | | | | | | |
| 6 | FSP Contract ID# | 1000017241 | | | | | | | | |
| 7 | Budget Name | One-Time Capital | | | | | | | | |
| 9 | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | All Years | | |
| 10 | | 7/1/2020 - 6/30/2021 | 7/1/2021 - 6/30/2022 | 7/1/2022 - 6/30/2023 | 7/1/2023 - 6/30/2024 | 7/1/2024 - 6/30/2025 | 7/1/2025 - 6/30/2026 | 7/1/2020 - 6/30/2024 | 7/1/2020 - 6/30/2026 | 7/1/2020 - 6/30/2026 |
| 11 | | Current | Current | Current | New | New | New | Current | Amendment | New |
| 12 | One-Time Capital Expenses | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Budgeted Expense | Change | Budgeted Expense |
| 56 | All Star Hotel - Floor repair | \$ - | \$ - | \$ - | \$ 21,000 | \$ - | \$ - | \$ - | \$ 21,000 | \$ 21,000 |
| 57 | All Star Hotel - Community shower rooms | \$ - | \$ - | \$ - | \$ 24,000 | \$ - | \$ - | \$ - | \$ 24,000 | \$ 24,000 |
| 58 | Boyd Hotel - DVR System | \$ - | \$ - | \$ - | \$ 18,332 | \$ - | \$ - | \$ - | \$ 18,332 | \$ 18,332 |
| 59 | Boyd Hotel - Floor repair | \$ - | \$ - | \$ - | \$ 26,000 | \$ - | \$ - | \$ - | \$ 26,000 | \$ 26,000 |
| 60 | Boyd Hotel - Community shower rooms | \$ - | \$ - | \$ - | \$ 85,000 | \$ - | \$ - | \$ - | \$ 85,000 | \$ 85,000 |
| 61 | Caldrake Hotel - Security cameras | \$ - | \$ - | \$ - | \$ 9,556 | \$ - | \$ - | \$ - | \$ 9,556 | \$ 9,556 |
| 62 | Caldrake Hotel - Lighting repair | \$ - | \$ - | \$ - | \$ 4,500 | \$ - | \$ - | \$ - | \$ 4,500 | \$ 4,500 |
| 63 | Caldrake Hotel - Community shower rooms | \$ - | \$ - | \$ - | \$ 48,000 | \$ - | \$ - | \$ - | \$ 48,000 | \$ 48,000 |
| 64 | Edgeworth Hotel - Security cameras | \$ - | \$ - | \$ - | \$ 8,492 | \$ - | \$ - | \$ - | \$ 8,492 | \$ 8,492 |
| 65 | Edgeworth Hotel - Floor repair | \$ - | \$ - | \$ - | \$ 57,000 | \$ - | \$ - | \$ - | \$ 57,000 | \$ 57,000 |
| 66 | Elk Hotel - Security cameras | \$ - | \$ - | \$ - | \$ 8,863 | \$ - | \$ - | \$ - | \$ 8,863 | \$ 8,863 |
| 67 | Elk Hotel - Floor repair | \$ - | \$ - | \$ - | \$ 6,500 | \$ - | \$ - | \$ - | \$ 6,500 | \$ 6,500 |
| 68 | Graystone Hotel - Floor repair | \$ - | \$ - | \$ - | \$ 12,500 | \$ - | \$ - | \$ - | \$ 12,500 | \$ 12,500 |
| 69 | Graystone Hotel - Community shower rooms | \$ - | \$ - | \$ - | \$ 64,000 | \$ - | \$ - | \$ - | \$ 64,000 | \$ 64,000 |
| 70 | Hartland Hotel - Community shower rooms | \$ - | \$ - | \$ - | \$ 7,200 | \$ - | \$ - | \$ - | \$ 7,200 | \$ 7,200 |
| 71 | Jefferson Hotel - DVR System | \$ - | \$ - | \$ - | \$ 14,034 | \$ - | \$ - | \$ - | \$ 14,034 | \$ 14,034 |
| 72 | Jefferson Hotel - Security cameras | \$ - | \$ - | \$ - | \$ 15,653 | \$ - | \$ - | \$ - | \$ 15,653 | \$ 15,653 |
| 73 | Jefferson Hotel - Bathrooms reparation | \$ - | \$ - | \$ - | \$ 217,500 | \$ - | \$ - | \$ - | \$ 217,500 | \$ 217,500 |
| 74 | Mayfair Hotel - Lighting repair | \$ - | \$ - | \$ - | \$ 18,600 | \$ - | \$ - | \$ - | \$ 18,600 | \$ 18,600 |
| 75 | Mayfair Hotel - Floor repair | \$ - | \$ - | \$ - | \$ 28,000 | \$ - | \$ - | \$ - | \$ 28,000 | \$ 28,000 |
| 76 | Pierre Hotel - Security cameras | \$ - | \$ - | \$ - | \$ 16,790 | \$ - | \$ - | \$ - | \$ 16,790 | \$ 16,790 |
| 77 | Raman Hotel - DVR System | \$ - | \$ - | \$ - | \$ 17,222 | \$ - | \$ - | \$ - | \$ 17,222 | \$ 17,222 |
| 78 | Raman Hotel - Floor repair | \$ - | \$ - | \$ - | \$ 25,250 | \$ - | \$ - | \$ - | \$ 25,250 | \$ 25,250 |
| 79 | Royan Hotel - Electrical system | \$ - | \$ - | \$ - | \$ 40,000 | \$ - | \$ - | \$ - | \$ 40,000 | \$ 40,000 |
| 80 | Royan Hotel - DVR System | \$ - | \$ - | \$ - | \$ 17,037 | \$ - | \$ - | \$ - | \$ 17,037 | \$ 17,037 |
| 81 | Royan Hotel - Community shower rooms | \$ - | \$ - | \$ - | \$ 72,000 | \$ - | \$ - | \$ - | \$ 72,000 | \$ 72,000 |
| 82 | Seneca Hotel - DVR System | \$ - | \$ - | \$ - | \$ 22,784 | \$ - | \$ - | \$ - | \$ 22,784 | \$ 22,784 |
| 83 | Union Hotel - Floor and painting | \$ - | \$ - | \$ - | \$ 6,200 | \$ - | \$ - | \$ - | \$ 6,200 | \$ 6,200 |
| 84 | Union Hotel - Bathrooms reparation | \$ - | \$ - | \$ - | \$ 12,000 | \$ - | \$ - | \$ - | \$ 12,000 | \$ 12,000 |
| 85 | Vincent - Floor repair | \$ - | \$ - | \$ - | \$ 8,500 | \$ - | \$ - | \$ - | \$ 8,500 | \$ 8,500 |
| 86 | Vincent - Lighting repair | \$ - | \$ - | \$ - | \$ 10,500 | \$ - | \$ - | \$ - | \$ 10,500 | \$ 10,500 |
| 87 | Vincent - Replace door | \$ - | \$ - | \$ - | \$ 12,500 | \$ - | \$ - | \$ - | \$ 12,500 | \$ 12,500 |
| 88 | Vincent - Security cameras | \$ - | \$ - | \$ - | \$ 8,254 | \$ - | \$ - | \$ - | \$ 8,254 | \$ 8,254 |
| 89 | | | | | | | | | | |
| 90 | Total General Fund Expenditures | \$ - | \$ 946,156 | \$ - | \$ 963,767 | \$ - | \$ - | \$ 946,156 | \$ 963,767 | \$ 1,909,923 |
| 91 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 92 | HHIP: Elk Hotel - Elevator repair | \$ - | \$ - | \$ - | \$ 12,500 | \$ - | \$ - | \$ - | \$ 12,500 | \$ 12,500 |
| 93 | HHIP:Jefferson Hotel - ADA Accessibility | \$ - | \$ - | \$ - | \$ 13,200 | \$ - | \$ - | \$ - | \$ 13,200 | \$ 13,200 |
| 94 | HHIP: Pierre Hotel - ADA Accessibility | \$ - | \$ - | \$ - | \$ 13,200 | \$ - | \$ - | \$ - | \$ 13,200 | \$ 13,200 |
| 95 | HHIP: Union Hotel - ADA Accessibility | \$ - | \$ - | \$ - | \$ 13,200 | \$ - | \$ - | \$ - | \$ 13,200 | \$ 13,200 |
| 96 | HHIP: Seneca Hotel - Elevator repair | \$ - | \$ - | \$ - | \$ 16,000 | \$ - | \$ - | \$ - | \$ 16,000 | \$ 16,000 |
| 97 | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 98 | Total HHIP Expenditures | \$ - | \$ - | \$ - | \$ 68,100 | \$ - | \$ - | \$ - | \$ 68,100 | \$ 68,100 |
| 99 | | | | | | | | | | |
| 100 | TOTAL CAPITAL EXPENSES | \$ - | \$ 946,156 | \$ - | \$ 1,031,867 | \$ - | \$ - | \$ 946,156 | \$ 1,031,867 | \$ 1,978,023 |
| 129 | HSH #3 | | | | | | | Template last modified | | 11/4/2019 |

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

Number Served

Appendix B, Budget

| | | | |
|----------------------|-------------------|-----------------|-------------------------|
| Document Date | 9/1/2023 | | |
| Contract Term | Begin Date | End Date | Duration (Years) |
| Current Term | 7/1/2020 | 6/30/2024 | 4 |
| Amended Term | 7/1/2020 | 6/30/2026 | 6 |

| | Housing Site | Funding Category | Address | Zip Code | Total # Units (on 7/1/23) |
|----|--------------|------------------|----------------------|----------|---------------------------|
| 1 | All Star | HSH Fund | 2791 16th St. | 94103 | 83 |
| 2 | Boyd | HSH Fund | 41 Jones St. | 94102 | 79 |
| 3 | Caldrake | HSH Fund | 1541 California St. | 94109 | 48 |
| 4 | Edgeworth | General Fund | 770 O'Farrell St. | 94109 | 42 |
| 5 | Elk | HSH Fund | 670 Eddy St. | 94109 | 86 |
| 6 | Graystone | HSH Fund | 66 Geary St. | 94108 | 71 |
| 7 | Hartland | General Fund | 909 Geary St. | 94109 | 134 |
| 8 | Jefferson | General Fund | 440 Eddy St. | 94109 | 107 |
| 9 | Mayfair | General Fund | 626 Polk St. | 94102 | 53 |
| 10 | Mission | General Fund | 520 S. Van Ness Ave. | 94110 | 238 |
| 11 | Pierre | HSH Fund | 540 Jones St. | 94102 | 84 |
| 12 | Raman | General Fund | 1011 Howard St. | 94103 | 82 |
| 13 | Royan | HSH Fund | 405 Valencia St. | 94103 | 67 |
| 14 | Seneca | General Fund | 34 6th St. | 94103 | 198 |
| 15 | Union | HSH Fund | 811 Geary Blvd. | 94109 | 59 |
| 16 | Vincent | General Fund | 459 Turk St. | 94102 | 98 |
| | Total | | | | 1529 |

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
Appendix B, Budget

Approved Subcontractors

| | | | |
|----------------------|-------------------|-----------------|-------------------------|
| Document Date | 9/1/2023 | | |
| Contract Term | Begin Date | End Date | Duration (Years) |
| Current Term | 7/1/2020 | 6/30/2024 | 4 |
| Amended Term | 7/1/2020 | 6/30/2026 | 6 |

| Permitted Subcontractors | |
|---------------------------------|-------|
| 1 | None. |
| | |
| | |
| | |
| | |

Appendix C, Method of Payment

- I. **Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in Appendix B, Budget(s) of the Agreement.

- II. **General Instructions for Invoice Submittal:** Grantee invoices shall include actual expenditures for eligible activities incurred during the month.
 - A. **Timelines:** Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred, and within 15 days after the month the service has occurred. All final invoices must be submitted 15 days after the close of the fiscal year or project period. Expenditures must be paid by the Grantee prior to invoicing HSH for those expenditures.

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

- B. **Invoicing System:**
 1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)’s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.

 2. Grantee’s Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.

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

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

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

| General Fund & HSH Fund & Prop C & HHIP | |
|---|---|
| Type | Instructions and Examples of Documentation |
| Salaries & Benefits | <p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p> |
| Operating | <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 Operating line items that exceed \$10,000.</p> |

| General Fund & HSH Fund & Prop C & HHIP | |
|---|--|
| Type | Instructions and Examples of Documentation |
| | Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments. |
| Capital and/or One-Time Funding | Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted. Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases. |
| Revenue | Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted. |

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

C. Advance Repayment Process:

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

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

Appendix D, Interests in Other City Grants

| City Department or Commission | Program Name | Agreement Term | Grant Amount (Not-to-Exceed) |
|---|---|---|------------------------------|
| Department of Homelessness and Supportive Housing | Supportive Services Modified Payment Program (MPP) | July 1, 2021 - June 30, 2024 | \$3,124,249 |
| Department of Homelessness and Supportive Housing | Property Management, Support Services and Master Leasing at Garland Hotel | April 1, 2022 - June 30, 2024 | \$6,940,524 |
| Department of Homelessness and Supportive Housing | Continuum of Care (CoC) Rental Assistance at Garland Hotel | September 1, 2022 - September 30, 2025 | \$8,894,939 |
| Department of Homelessness and Supportive Housing | Property Management, Support Services and Master Leasing at Crown, National & Winton Hotels | July 1, 2021 - June 30, 2026 | \$34,326,248 |
| Department of Homelessness and Supportive Housing | Continuum of Care (CoC) Rental Assistance at Crown, Winton and National Hotels | December 1, 2022 - September 30, 2025 | \$8,864,747 |
| Department of Homelessness and Supportive Housing | Property Management, Support Services and Master Leasing at Abigail Hotel | January 1, 2021 - February 29, 2024 | \$7,045,244 |
| Department of Building Inspection | Central City SRO Collaborative | July 1, 2023 - June 30, 2024 (in negotiations) | \$619,680 |
| Department of Building Inspection | Code Enforcement Outreach Program (CEOP) Outreach | July 1, 2023 - June 30, 2024 (in negotiations) | \$526,927 |
| Adult Probation Department | Transitional Housing program | July 1, 2023 - June 30, 2024 | \$8,706,081 |
| Mayor's Office of Housing and Community Development | Right to Counsel | July 1, 2023 - June 30, 2024 (in negotiations) | \$1,599,380 |
| Mayor's Office of Housing and Community Development | Right to Counsel Expansion | July 1, 2022 - June 30, 2024 (in negotiations) | \$425,000 |



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

Tenderloin Housing Clinic: Master Lease Housing Grant Agreement Second Amendment

Homelessness and Behavioral Health Select Committee | September 8, 2023



Proposed Amendment Details

- **Resolution:** Approve the **second amendment** to the grant agreement between HSH and **Tenderloin Housing Clinic (THC)** for **property management** and **supportive services** at **16 master-leased supportive housing properties**.
- **Term:**
 - Current Term: July 1, 2020 – June 30, 2024
 - Amended Term: **July 1, 2020 – June 30, 2026**
- **Amount:** Increases not-to-exceed amount by **\$108,753,662** for a total not-to-exceed amount of **\$241,657,513**.

Grant Agreement Overview

- Agreement for these sites originally procured by HSA in 2014 under **NOFA #592** and transferred to HSH.
- Population served: **adults who have exited homelessness.**
- THC provides **property management** and **supportive services**, including:
 - Housing stability support
 - Wellness and emergency safety checks
 - Support groups and social events
 - Tenant selection and lease management
 - Building management
 - Case management

Program Context

- **1,529** site-based units at **16** sites.
- **16%** of HSH's site-based portfolio of 9,396 units.
- **5.7% vacancy rate across the 16 sites as of August 29, 2023:**
 - Decrease in vacancies since last fiscal year
 - Lower than 7% HSH goal.

FY 2022-23 Master Lease Hotels Information

1,652 guests served

278 move-ins

34% older adults 55+

37% Black

15% Latinx



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

Questions?

Thank you!

Member, Board of Supervisors
District 9



City and County of San Francisco

HILLARY RONEN

DATE: August 31, 2023

TO: Angela Calvillo
Clerk of the Board of Supervisors

A handwritten signature in cursive script, appearing to read "Hillary Ronen".

FROM: Supervisor Hillary Ronen, Chair, Homelessness and Behavioral Health Select
Committee

RE: Homelessness and Behavioral Health Select Committee
COMMITTEE REPORT

Pursuant to Board Rule 4.20, as Chair of the Homelessness and Behavioral Health Select Committee, I have deemed the following matters of an urgent nature and request they be considered by the full Board on Tuesday, September 12, 2023, as Committee Reports:

1. 230869 Grant Agreement Amendment - Homeless Prenatal Program - Homelessness Prevention Assistance - Not to Exceed \$23,461,035
2. 230870 Grant Agreement Amendment - Brilliant Corners - Young Adult Rapid Re-Housing - Not to Exceed \$27,309,402
3. 230871 Grant Agreement Amendment - Tenderloin Housing Clinic, Inc. - Master Lease Hotels - Not to Exceed \$241,657,513
4. 230872 Grant Agreement Amendment - Five Keys Schools and Programs - Bayshore Navigation Center - Not to Exceed \$25,071,113

These matters will be heard in the Homelessness and Behavioral Health Select Committee at a Special Meeting on Friday, September 8, 2023, at 10:00 a.

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. No. (415) 554-5184
Fax No. (415) 554-5163
TDD/TTY No. (415) 554-5227

MEMORANDUM

TO: Tom Paulino, Liaison to the Board of Supervisors, Office of the Mayor
Shireen McSpadden, Executive Director, Department of Homelessness
and Supportive Housing

FROM: Stephanie Cabrera, Assistant Clerk, Homelessness and Behavioral Health
Select Committee, Board of Supervisors

DATE: July 31, 2023

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Homelessness and Behavioral Health Select Committee has received the following proposed legislation, introduced by Mayor London N. Breed on July 25, 2023:

File No. 230871

Resolution approving the second amendment to the grant agreement between the Tenderloin Housing Clinic, Inc. and the Department of Homelessness and Supportive Housing ("HSH") for master lease stewardship, property management, and support services at 16 permanent supportive housing sites; extending the grant term by 24 months for a total term of July 1, 2020, through June 30, 2026; increasing the agreement amount by \$108,753,662 for a total amount not to exceed \$241,657,513; and authorizing HSH to enter into any additions, amendments, or other modifications to the agreement that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City.

If you have any additional comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or by email at: Stephanie.Cabrera@sfgov.org.

cc: Andres Power, Office of the Mayor
Dylan Schneider, Department of Homelessness and Supportive Housing
Emily Cohen, Department of Homelessness and Supportive Housing
Bridget Badasow, Department of Homelessness and Supportive Housing