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

RETAIN AT: Office of Contract Administration Central Office - City Hall

THIRD Amendment

This AMENDMENT (this "Amendment") is made as May 1, 2013, in San Francisco, California, by and between **WEST BAY HOUSING CORPORATION** ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

RECITALS

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

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to increase funds and extend contract terms to housing services, scattered site housing and rental subsidies;

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract Number 2000-03/04, on January 7, 2013;

NOW THEREFORE, Contractor and the City agree as follows:

- 1. **Definitions.** The following definitions shall apply to this Amendment:
- a. Agreement. The term "Agreement" shall mean the Agreement dated April 01, 2009, (BPHC09000173/DPHC09001067/DPHC10000144), between Contractor and City, as amended by the

First Internal Contract Revision dated April 1, 2010, (BPHC09000173/DPHC10000144), and First Amendment dated July 01, 2010, (BPHC09000173/DPHC11000655), and Second Internal Contract Revision dated May 1, 2012, (BPHC09000173/DPHC12000394), and Second Amendment dated October 01, 2012, (BPHC09000173/DPHC13000525), and Third Internal Contract Revision dated March 1, 2013, (BPHC09000173/DPHC13000525).

- **b.** Other Terms. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.
- 2. Modifications to the Agreement. The Agreement is hereby modified as follows:
- a. Section 02. Section 02 Term of the Agreement, of the Agreement currently reads as follows:
- 2. Term of the Agreement. Subject to Section 1, the term of this Agreement shall be from April 1, 2009 to June 30, 2013.

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

Option 1:	07/01/2010-06/30/2012	Exercised
Option 2:	07/01/2012-06/30/2013	Exercised
Option 3:	07/01/2013-06/30/2014	
Option 4:	07/01/2014-06/30/2015	

07/01/2015-06/30/2016

6579

Option 5:

Option 6: 07/01/2016-06/30/2017 Option 7: 07/01/2017-06/30/2018

Supplementally actions

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

2. **Term of the Agreement.** Subject to Section 1, the term of this Agreement shall be from April 1, 2009 to June 30, 2018.

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

Option 1:	07/01/2010-06/30/2012	Exercised
Option 2:	07/01/2012-06/30/2013	Exercised
Option 3:	07/01/2013-06/30/2014	Exercised
Option 4:	07/01/2014-06/30/2015	Exercised
Option 5:	07/01/2015-06/30/2016	Exercised
Option 6:	07/01/2016-06/30/2017	Exercised
Option 7:	07/01/2017-06/30/2018	Exercised

b. Section 05. Section 05 Compensation, of the Agreement currently reads as follows:

5. Compensation. Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed Nine Million Five Hundred Sixty-NineThousand Four Hundred Thirty DOLLARS (\$9,569,430). The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

In no event shall City be liable for interest or late charges for any late payments.

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

5. Compensation. Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed Twenty-Six Million Fifty Thousand Two Hundred Ninety-Seven DOLLARS (\$26,050,297). The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

In no event shall City be liable for interest or late charges for any late payments.

The following Appendices are being added to or substituted for the Exhibits and/or Appendices, as indicated, in the "Original Agreement" and any subsequent "Amendments", and are titled to support the period of 04/01/09-06/30/18.

- c. **Delete** Appendix A, 04/01/09-06/30/13, Pages 1-5, and **substitute** Appendix A, 04/01/09-06/30/18, Pages 1-5.
- d. Add Appendix A-1, 07/01/13-06/30/18, Pages 1-5.
- e. **Delete** Appendix B, 04/01/09-06/30/13, Pages 1-3, and **substitute** Appendix B, 04/01/09-06/30/18, Pages 1-4.
- f. Add Appendix B-1i, 07/01/13-06/30/14, Pages 1-4.
- g. Add Appendix B-1j, 07/01/13-06/30/14, Pages 1-2.
- h. Add Appendix B-1k, 07/01/14-06/30/15, Pages 1-4.
- i. Add Appendix B-11, 07/01/14-06/30/15, Pages 1-2.
- j. Add Appendix B-1m, 07/01/15-06/30/16, Pages 1-4.
- k. Add Appendix B-1n, 07/01/15-06/30/16, Pages 1-2.
- 1. Add Appendix B-10, 07/01/16-06/30/17, Pages 1-4.
- m. Add Appendix B-1p, 07/01/16-06/30/17, Pages 1-2.
- n. Add Appendix B-1q, 07/01/17-06/30/18, Pages 1-4.
- o. Add Appendix B-1r, 07/01/17-06/30/18, Pages 1-2.
- p. Add Appendix F-1i, 07/01/13-06/30/14, Pages A and B.
- q. Add Appendix F-1j, 07/01/13-06/30/14, Pages A and B.
- r. Add Appendix F-1k, 07/01/14-06/30/15, Pages A and B.
- s. **Add** Appendix F-11, 07/01/14-06/30/15, Pages A and B.
- t. **Add** Appendix F-1m, 07/01/15-06/30/16, Pages A and B.
- u. Add Appendix F-1n, 07/01/15-06/30/16, Pages A and B.
- v. Add Appendix F-10, 07/01/16-06/30/17, Pages A and B.
- w. **Add** Appendix F-1p, 07/01/16-06/30/17, Pages A and B.
- x. Add Appendix F-1q, 07/01/17-06/30/18, Pages A and B.
- y. Add Appendix F-1r, 07/01/17-06/30/18, Pages A and B.
- z. Delete Appendix H Certificates of Insurance, and substitute Appendix H Certificates of Insurance.
- 3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.
- 4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first mentioned above.

	CITY		CONTRACTOR	
	Recommended by:		WEST BAY HOUSING CORPORATION	
	BARBARA A. GARCIA, M.P.A. / Director of Health Approved as to Form:	S 11 5 Date	By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.	
	Dennis J. Herrera City Attorney		I have read and understood paragraph 35, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business	
Ву:	Aleeta Van Runkle / Deputy City Attorney	5./3./7 Date	with corporations that abide by the MacBride Principles.	
	Approved:		William Pickel Executive Director 1390 Market Street, Suite 405 San Francisco, CA 94102 City vendor number: 78059	/ <u>05/09/</u> Date
	Jaci Fong Acting Director Office of Contract Administration and Purchaser	Date	·	
A: B:	Appendices Services to be provided by Contractor Calculation of Charges			

F:

H:

Invoice

Insurance Certificates

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Appendix A Services to be provided by Contractor

1. Terms

A. Contract Administrator:

In performing the Services hereunder, Contractor shall report to Margot Antonetty, Contract Administrator for the City, or his / her designee.

B. Reports:

Contractor shall submit written reports as requested by the City. The format for the content of such reports shall be determined by the City. The timely submission of all reports is a necessary and material term and condition of this Agreement. All reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.

C. Evaluation:

Contractor shall participate as requested with the City, State and/or Federal government in evaluative studies designed to show the effectiveness of Contractor's Services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final written reports generated through the evaluation program shall be made available to Contractor within thirty (30) working days. Contractor may submit a written response within thirty working days of receipt of any evaluation report and such response will become part of the official report.

D. Possession of Licenses/Permits:

Contractor warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.

E. Adequate Resources:

Contractor agrees that it has secured or shall secure at its own expense all persons, employees and equipment required to perform the Services required under this Agreement, and that all such Services shall be performed by Contractor, or under Contractor's supervision, by persons authorized by law to perform such Services.

F. Admission Policy:

Admission policies for the 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 in Section 2 of Appendix A, such policies must include a provision that clients are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or AIDS/HIV status.

G. San Francisco Residents Only:

Only San Francisco residents shall be treated under the terms of this Agreement. Exceptions must have the written approval of the Contract Administrator.

H. Grievance Procedure:

Contractor agrees to establish and maintain a written Client Grievance Procedure which shall include the following elements as well as others that may be appropriate to the Services: (1) the name or title of the person or persons authorized to make a determination regarding the grievance; (2) the opportunity for the aggrieved party to discuss the grievance with those who will be making the determination; and (3) the right of a client dissatisfied with the decision to ask for a review and recommendation from the community advisory board or planning council that has purview over the aggrieved service. Contractor shall provide a copy of this procedure, and any amendments thereto, to each client and to the Director of Public Health or his/her designated agent (hereinafter referred to as "DIRECTOR"). Those clients who do not receive direct Services will be provided a copy of this procedure upon request.

I. Infection Control, Health and Safety:

- (1) Contractor must have a Bloodborne Pathogen (BBP) Exposure Control plan as defined in the California Code of Regulations, Title 8, Section 5193, Bloodborne Pathogens (http://www.dir.ca.gov/title8/5193.html), and demonstrate compliance with all requirements including, but not limited to, exposure determination, training, immunization, use of personal protective equipment and safe needle devices, maintenance of a sharps injury log, post-exposure medical evaluations, and recordkeeping.
- (2) Contractor must demonstrate personnel policies/procedures for protection of staff and clients from other communicable diseases prevalent in the population served. Such policies and procedures shall include, but not be limited to, work practices, personal protective equipment, staff/client Tuberculosis (TB) surveillance, training, etc.
- (3) Contractor must demonstrate personnel policies/procedures for Tuberculosis (TB) exposure control consistent with the Centers for Disease Control and Prevention (CDC) recommendations for health care facilities and based on the Francis J. Curry National Tuberculosis Center: Template for Clinic Settings, as appropriate.
- (4) Contractor is responsible for site conditions, equipment, health and safety of their employees, and all other persons who work or visit the job site.
- (5) Contractor shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as BBP and TB and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.
- (6) Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.
- (7) Contractor assumes responsibility for procuring all medical equipment and supplies for use by their staff, including safe needle devices, and provides and documents all appropriate training.
- (8) Contractor shall demonstrate compliance with all state and local regulations with regard to handling and disposing of medical waste.

J. Acknowledgment of Funding:

Contractor agrees to acknowledge the San Francisco Department of Public Health in any printed material or public announcement describing the San Francisco Department of Public Health-funded Services. Such documents or announcements shall contain a credit substantially as follows: "This program/service/activity/research project was funded through the Department of Public Health, City and County of San Francisco."

K. Client Fees and Third Party Revenue:

- (1) Fees required by federal, state or City laws or regulations to be billed to the client, client's family, or insurance company, shall be determined in accordance with the client's ability to pay and in conformance with all applicable laws. Such fees shall approximate actual cost. No additional fees may be charged to the client or the client's family for the Services. Inability to pay shall not be the basis for denial of any Services provided under this Agreement.
- (2) Contractor agrees that revenues or fees received by Contractor related to Services performed and materials developed or distributed with funding under this Agreement shall be used to increase the gross program funding such that a greater number of persons may receive Services. Accordingly, these revenues and fees shall not be deducted by Contractor from its billing to the City.

L. Patients Rights:

All applicable Patients Rights laws and procedures shall be implemented.

M. Under-Utilization Reports:

For any quarter that CONTRACTOR maintains less than ninety percent (90%) of the total agreed upon units of service, and for HIV Prevention Services contracts the number of clients (NOC), for any mode of service hereunder, except for taxi scrip, bus tokens, clothing vouchers, and bousehold goods vouchers, which may be

distributed on an as-needed basis, CONTRACTOR shall immediately notify the Contract Administrator in writing and shall specify the number of underutilized units of service.

N. Quality Assurance:

Contractor agrees to develop and implement a Quality Assurance Plan based on internal standards established by Contractor applicable to the Services as follows:

- (1) Staff evaluations completed on an annual basis.
- (2) Personnel policies and procedures in place, reviewed and updated annually.
- (3) Board Review of Quality Assurance Plan.

O. Compliance With Grant Award Notices:

If any portion of funding for this Agreement is provided to the City through federal, state or private foundation awards, Contractor agrees to comply with the provisions of the City's agreements with said funding sources, which agreements are incorporated by reference as though fully set forth.

P. Aerosol Transmissible Disease Program, Health and Safety:

- (1) Contractor must have an Aerosol Transmissible Disease (ATD) Program as defined in the California Code of Regulations, Title 8, Section 5199, Aerosol Transmissible Diseases (http://www.dir.ca.gov/Title8/5199.html), and demonstrate compliance with all requirements including, but not limited to, exposure determination, screening procedures, source control measures, use of personal protective equipment, referral procedures, training, immunization, post-exposure medical evaluations/follow-up, and recordkeeping.
- (2) Contractor shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as Aerosol Transmissible Disease and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.
- (3) Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.
- (4) Contractor assumes responsibility for procuring all medical equipment and supplies for use by their staff, including Personnel Protective Equipment such as respirators, and provides and documents all appropriate training.

Q. Research Study Records:

To facilitate the exchange of research study records, should this Appendix A include the use of human study subjects, Contractor will include the City in all study subject consent forms reviewed and approved by Contractor's IRB.

2. Description of Services

Detailed descriptions of services supporting the period 04/01/09-6/30/18 may be found in the following Appendixes:

	Appendix A-1, 07/01/13-06/30/18, Pages 1-5	Scattered-Site Housing & Rental Subsidy Administration
ICR	Appendix A-1, 07/01/12-06/30/13, Pages 1-7	Scattered-Site Housing & Rental Subsidy Administration
	Appendix A-1, 07/01/10-06/30/12, Pages 1-7	Scattered-Site Housing & Rental Subsidy Administration
	Appendix A-1, 04/01/09-06/30/10, Pages 1-7	Scattered-Site Housing & Rental Subsidy Administration
	Appendix A, 04/01/09-06/30/18, Pages 4-5	Program Summary

Appendix A 3 of 5 04/01/2009 CMS#6579 Contractor: West Bay Housing Corporation Program: Scattered-Site Housing CMS Contract # 6579

Appendix A, Page 4 * 04/01/09 – 06/30/18 General Fund-Project / General Fund

Document Date: 05/08/13

SUMMARY

Service Providers: Fiscal Agent:	West Bay Housing Corporation	n					
Total Contract Amount:	\$ 24,189,141						
System of Gare:	Housing and Urban Health						
Frovider Address:	1390 Market Street, San Franc	sco, CA	94102				
Provider Pnone:	(415) 618-0012 Ext. 205			Provider Fax #: (415)	618-028	38	
Contact Person:	William Pickle, Executive Direc	ctor					
	bill@westbayhousing.org				.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	****	
Program Name:	Scattered-Site Housing & Ren	tal Subsic	<u>ly Admin</u>	istration (SSHRSA) Total	Units =	130	
Amount for Start-Up:	Appendix A-1 \$200,000 (General Fund Project		.				
Term:	04/01/09 06/30/09	UOS	UDC				
Definition of UOS:	Housing Subsidy Month	9	6				
Total UOS / UDC:		9*	6*				
	Appendix A-1			Appendix A-1			
Amount Year One:	\$1,291,464 (General Fund Proje		T	\$54,000 (SAMHSA Grant)	1127	1 2 mg 42.
Term:	07/01/09 — 06/30/10	UOS	UDC	09/01/09 – 06/30/10		UOS	UDC
Definition of UOS:	Housing Subsidy Month	702	100	Housing Subsidy Month		N/A	N/A -
Total UOS / UDC:	Totals	702*	100**		Totals	N/A***	N/A***
	Appendix A-1			Appe	endix A-	1	
Amount Year Two:	\$2,063,638 (General Fund-Proje	ct)		\$158,000	(General	Fund)	
Term:	07/01/10 – 06/30/11	UOS	UDC	07/01/10 - 06/30/11	`	UOS	UDC
Definition of UOS:	Housing Subsidy Month	479	70	Housing Subsidy Month		N/A	N/A
				,			
Total UOS / UDC:	Totals	479*	70**		Totals	W/A***	N/A***
	Appendix A-1			Appendix A-1			
Amount Year Three:	\$1,950,000 (General Fund-Proje	ect)		\$174,830 (General Fund)			
Term:	07/01/11 - 06/30/12	UOS	UDC	07/01/11 - 06/30/12		UOS	UDC
Definition of UOS:	Housing Subsidy Month	1,211	15	Housing Subsidy Month		N/A	N/A
7.1100/1100	Tatala	4 264*	15**		Totals	N/A***	N/A***
Total UOS / UDC:	Totals	1,211*	13		TOLAIS	INW	IWA
A	Appendix A-1	ot)		Appendix A-1 \$178,169 (General Fund)			
Amount Year Four	\$2,609,407 (General Fund Proje 07/01/12 – 06/30/13	UOS	UDC] \$176,169 (General Fund)] 07/01/12 – 06/30/13		UOS	UDC
Term:	Housing Subsidy Month	1,395	151	Housing Subsidy Month		N/A	N/A
Definition of UOS:	Housing Subsidy Month	1,385	131	Housing Subsidy Month		IWA	111/7
Total UOS / UDC:	Totals	1,395*	151**		Totals	N/A***	N/A***
	Appendix A-1			Appendix A-1		ampyonyadiiAfa	
Amount Year Five	\$2,729,115 (General Fund Proje	,	LIBA	\$178,327 (General Fund)		1100	1150
Term:	07/01/13 – 06/30/14	UOS	UDC	07/01/13 – 06/30/14		UOS	UDC
Definition of UOS:	Housing Subsidy Month	1,543	135	Housing Subsidy Month		N/A	N/A
Total UOS / UDC:	Totals	1,543*	135**	-	Totals	N/A***	N/A***
•	1			-			

Contractor: West Bay Housing Corporation Program: Scattered-Site Housing

CMS Contract # 6579

Appendix A, Page 5 04/01/09 - 06/30/18 General Fund-Project / General Fund

Document Date: 05/08/13

	Appendix A-1			Appendix A-1			
Amount Year Six	\$2,753,588 (General Fund Proje	,' 	1 2 2 2 2 2 2	\$178,327 (General Fund)			, 17m e
Term:	07/01/14 - 06/30/15	UOS	UDC	07/01/14-06/30/15		UOS	UDC
Definition of UOS:	Housing Subsidy Month	1,623	138	Housing Subsidy Month		N/A	N/A
Total UOS / UDC:	Totals	1,632*	138**		Totals	N/A***	N/A***
	Appendix A-1			Appendix A-1			6 may 1 mg 1 m
Amount Year Seven	\$2,886,047 (General Fund Proje	ect)		\$178,327 (General Fund)			
Term:	07/01/15 - 06/30/16	UOS	UDC	07/01/15 - 06/30/16		uos	UDC
Definition of UOS:	Housing Subsidy Month	1,658	140	Housing Subsidy Month		N/A	N/A
Total UOS / UDC:	Totals	1,658*	140**		Totals	N/A***	N/A***
	Appendix A-1			Appendix A-1			
Amount Year Eight	\$3,038,086 (General Fund Proje	ct)		\$178,327 (General Fund)			
Term:	07/01/16 - 06/30/17	UOS	UDC	07/01/16 - 06/30/17		UOS	UDC
Definition of UOS:	Housing Subsidy Month	1,685	145	Housing Subsidy Month		N/A	N/A
Total UOS / UDC:	Totals	1,685*	145**		Totals	N/A***	N/A***
	Appendix A-1			Appendix A-1			
Amount Year Nine	\$3,211,162(General Fund Project	ct)		\$178,327 (General Fund)			
Term:	07/01/17 06/30/18	UOS	UDC	07/01/17 - 06/30/18		UOS	UDC
Definition of UOS:	Housing Subsidy Month	1,745	150	Housing Subsidy Month		N/A	N/A
Total UOS / UDC:	Totals	1,745*	150**		Totals	N/A***	W/A***
Target Population A-1: Description of Service A-1:	Laguna Hospital (LHH) patients on the LHH wait list), but who will Program (DCIP) will determine to LHH Scattered-Site Housing and Public Health (SFDPH) and the Housing Subsidy Month: A UC outreach to the private real estate property owner/program particip	sh to live i dinical app d Rental S Departmen DS is definate te market,	n the con ropriaten ubsidy Pr nt of Agin ed as but unit ident	nmunity. The Diversion and ess for community housing ogram; staff from the San F g and Adult Services (DAA not limited to person-cente dification, master-leasing, re	d Commu and will rancisco S) compo red place antal sub-	unity Integrated person to Departmentise the DC ement and sidy admin	ation ons to the ent of CIP unit. planning, istration,

^{*} Units of Service (UOS) - There is no perfect formula to calculate the total number of UOS in a Fiscal Year, as it is based on a projection and the needs of the target population being served. Thus, the total number of UOS per year is an estimate. Each Fiscal Year UOS is calculated by multiplying the base number of clients housed by 12 months, then adding new clients (UDC).

^{**} Unduplicated Clients (UDC) – Is based on the number of new program participants served each year and program participants who were housed in previous fiscal years but continue to receive a rent subsidy in current years. Since attrition and new demand are difficult to predict, historical rates have been used to project Unduplicated New Units/Clients throughout any given contract year as best as possible.

^{***}The UOS and UDC are calculated under one funding source (General Fund-Project).

Appendix A-1

Contractor: West Bay Housing Corporation

Program: Scattered-Site Housing & Rental Subsidy

Contract Term: 07/1/13 through 06/30/18 Funding Sources: General Fund-Project / General Fund

Administration

City Fiscal Year: 07/1/13 - 06/30/14

CMS#: 6579

Program Name:

Scattered-Site Housing & Rental Subsidy Administration (SSHRSA)

Program Address:

1390 Market St. Suite 405 City, State, Zip Code: San Francisco, CA. 94102 (415) 618-0012 x 205

Telephone: Facsimile:

(415) 618-0228

2. Nature of Document (check one)

New 🗵 Re	newal	Modification #
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3. Goal Statement

Identify and secure rental units for individuals transitioning out of Laguna Honda Hospital (LHH) and persons considered at-risk of placement in a skilled nursing facility (i.e., on the LHH wait list), providing rental subsidy administration, tenant-landlord liaison services, housing retention services, unit habitability and tenant well-being inspections, 24-hour emergency services, and, as needed, unit modifications (reasonable accommodations).

4. Target Population

The target population consists of Laguna Honda Hospital (LHH) patients and persons considered at-risk of placement in a skilled nursing facility (i.e., on the LHH wait list), but who wish to live in the community and who are part of the Chamber's Case Settlement class. The Diversion and Community Integration Program (DCIP) will determine clinical appropriateness for community housing and will refer persons to the LHH Scattered-Site Housing and Rental Subsidy Program; staff from the Department of Public Health (DPH) and the Department of Aging and Adult Services (DAAS) comprise the DCIP unit.

5. Modality(ies)/interventions

Unit of Service Description FY13-14	Units of Service (UOS)	Number of Units/Clients	Unduplicated New Units/ Clients (UDC)
A Unit of Service is defined as a Housing Subsidy Month: A UOS includes placing and maintaining members of the <i>Chamber's Case</i> Settlement class in appropriate housing in the community. This includes person- centered placement and planning, outreach to the private real estate market, unit identification, master-leasing, rental subsidy administration, property owner/program participant liaison, unit repairs and modifications, inspections, service provider communication.	1,543	· 128	7
TOTAL:	1,543*	128	135**
Unit of Service Description FY14-15	Units of Service (UOS)	Number of Units/Clients	Unduplicated New Units/ Clients (UDC)
A Unit of Service is defined as a Housing Subsidy Month: A UOS includes placing and maintaining members of the <u>Chamber's Case</u> <u>Settlement class</u> in appropriate housing in the community. This includes person- centered placement and planning, outreach to the private real estate market, unit identification, master-leasing, rental subsidy administration, property owner/program participant liaison, unit repairs and modifications, inspections, service provider communication.	1,623	135	3
TOTAL:	1,623*	135	138**

Contractor. West Day Housing Corp

zzhbommwa z Program: Scattered-Site Housing & Rental Subsidy Administration

City Fiscal Year: 07/1/13 - 06/30/14

CMS#: 6579

Contract Term: 07/01/13 through 06/30/14 Funding Sources: General Fund

Unit of Service Description FY15-16	Units of Service (UOS)	Number of Units/Clients	Unduplicated New Units/ Clients (UDC)
A Unit of Service is defined as a Housing Subsidy Month:			
	1,658	138	2
A UOS includes placing and maintaining members of the <u>Chamber's Case</u> <u>Settlement class</u> in appropriate housing in the community. This includes person- centered placement and planning, outreach to the private real estate market, unit identification, master-leasing, rental subsidy administration, property owner/program participant liaison, unit repairs and modifications, inspections, service provider communication.			
TOTAL:	1,658*	138	140**

Unit of Service Description FY16-17	Units of Service (UOS)	Number of Units/Clients	Unduplicated New Units/ Clients (UDC)
A Unit of Service is defined as a Housing Subsidy Month: A UOS includes placing and maintaining members of the <i>Chamber's Case</i> Settlement class in appropriate housing in the community. This includes person- centered placement and planning, outreach to the private real estate market, unit identification, master-leasing, rental subsidy administration, property owner/program participant liaison, unit repairs and modifications, inspections, service provider communication.	1,685	140	5
TOTAL:	1,685*	140	145**

Unit of Service Description FY17-18	Units of Service (UOS)	Number of Units/Clients	Unduplicated New Units/ Clients (UDC)
A Unit of Service is defined as a Housing Subsidy Month:			_
A UOS includes placing and maintaining members of the <u>Chamber's Case</u> <u>Settlement class</u> in appropriate housing in the community. This includes personcentered placement and planning, outreach to the private real estate market, unit identification, master-leasing, rental subsidy administration, property owner/program participant liaison, unit repairs and modifications, inspections, service provider communication.	1,745	145	D
TOTAL:	1,745*	145	150**

^{*} Units of Service (UOS) - There is no perfect formula to calculate the total number of UOS in a Fiscal Year, as it is based on a projection and the needs of the target population being served. Thus, the total number of UOS per year is an estimate. Each Fiscal Year UOS is calculated by multiplying the base number of clients housed by 12 months, then adding new clients (UDC).

^{**} Unduplicated Clients (UDC) - is based on the number of new program participants served each year and program participants who were housed in previous fiscal years but continue to receive a rent subsidy in current years. Since attrition and new demand are difficult to predict, historical rates have been used to project Unduplicated New Units/Clients throughout any given contract year as best as possible.

contractor: west bay housing corp Appendix A-1 Contract Term: 07/01/13 through 06/30/14

Program: Scattered-Site Housing & Rental Subsidy Administration

City Fiscal Year: 07/1/13 - 06/30/14

CMS#: 6579

Funding Sources: General Fund

Methodology

Person-Centered Planning

West Bay Housing Corporation (WBHC) program staff will participate in the DCIP process and communicate frequently with program participants, their case managers, and other stakeholders to ensure that WBHC's search for suitable housing reflects overall program criteria (e.g., safe neighborhoods, easy access to public transportation, community amenities, etc.) and matches participants with the most appropriate units per a Community Living Plan (CLP) documenting their assessed needs and preferences.

Outreach to the Private Residential Real Estate Market: WBHC's marketing/outreach will highlight the benefits of master leasing with rental subsidy to prospective partners, including for-profit and non-profit landlords, property managers, real estate brokers, and trade associations. WBHC will develop marketing materials, presentations, brochures, references and testimonials to explain the nature and benefits of the master leasing program. The materials may include draft master leases and preliminary engagement documents, such as Letters of Collaboration (LOC).

Unit Identification

Informed by DCIP-established neighborhood and unit criteria, and more particularly by the assessed housing needs and preferences of program participants, WBHC will conduct a systematic search for suitable housing in a range of configurations, excluding single-room occupancy units. This search will simultaneously target owners/managers of large portfolios as well as smaller operators in order to maximize the range of housing options available and expedite progress toward the goal of master leasing 100+ units. All units proposed for master leasing may be subject to DCIP review and approval.

Note: With direction from the City of San Francisco, DPH - Housing and Urban Health section, WBHC will establish community partnerships with local affordable housing developers and residential community providers in an effort to create additional subsidized housing units.

Master-Leasing

For housing units meeting with DCIP approval, WBHC will negotiate master leases with landlords/property managers. All master leases are subject to final approval by DPH. Subject to the requirements of DPH and the program, WBHC will offer landlords/property managers flexibility regarding master lease terms, such as responsibility for ongoing minor maintenance, code violations, major repairs, and accessibility modifications. WBHC will seek to negotiate long-term master leases with prescribed annual rent increases or a floor/ceiling mechanism, and termination/extension clauses designed to provide maximum housing security to participants and opt-out flexibility to DPH. WBHC will use HUD Fair Market Rents (FMRs) as a benchmark, exceeded where warranted by the benefits to program participants; all contract rents will be subject to prior approval by DPH. WBHC will develop, enter into and enforce the terms of a DPH-approved Occupancy Agreement (i.e., a sub-lease) with each program participant.

Rental Subsidy Administration

WBHC will administer a rental subsidy program for program participants. WBHC will conduct income verifications prior to move-in and monthly to ensure no program participant pays more than 50% of his or her monthly income toward rent. WBHC will be responsible for the ongoing monthly payments of rent per master leases. WBHC will collect the participant's share of the total contract rent from a third-party payee service provider designated by DPH. WBHC staff will notify the City if a tenant experiences or may experience difficulty paying their portion of the rent, so the City may consider whether a larger rent subsidy is necessary to secure or retain housing. WBHC will meticulously document all communication with tenants, landlords, property managers, Third Party Rent Payment providers, and other parties regarding rent payments.

Third Party Rent Payment Policy: In order to minimize program participant's risk of returning to housing instability due to nonpayment of rent, the new Scattered-Site Housing and Rental Subsidy program will include Third Party Rent Payment in the program's basic policies and procedures. Every program participant has to sign up with a professional Money Management provider, who receives the client's income and pays the rent directly to the housing provider.

Unless a client already has a Third Party Rent Payment provider or a court-mandated Payee in place, program participants will be provided with this service via the existing DPH Third Party Rent Payment contract. In other words, HUH, together with the DCIP, assures that the resources for this requirement are provided. Unless a client receives mandated Payee services or chooses to, s/he does not have to utilize any other money management services. However, the DPH-contracted provider is resourced to deliver the full array of money management services to those who choose them.

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Program: Scattered-Site Housing & Rental Subsidy Administration

City Fiscal Year: 07/1/13 - 06/30/14

CMS#: 6579

Contract Term: 07/01/13 through 06/30/14 Funding Sources: General Fund

Owner/Participant Liaison

WBHC will serve as liaison between the property owner/manager and the program participant(s) in all matters, including initial occupancy, unit modifications (accessibility, life safety), maintenance, and relations with management and neighbors. A contact person will be designated for each program participant. WBHC will refer any concerns jeopardizing a participant's housing stability to the participant's case manager and/or to DCIP as needed; all participant, property owner/manager, and neighbor complaints or grievances will be documented.

Unit Repairs and Modifications

WBHC will designate a procedure for requesting repairs and/or modifications to a participant's unit and will determine whether the property owner/manager or WBHC is responsible for the requested repairs or modifications under the terms of the master lease. The procedure will include a tenant request form to WBHC. Where appropriate, WBHC will use a reserve fund or other allocated source to cover the cost of the requested repairs or modifications.

Unit Habitability and Tenant Wellness Checks

WBHC will conduct regular inspections to ensure basic program oversight and unit monitoring, including unit habitability (e.g., code compliance, life safety, accessibility, cleanliness, etc.) and participant well-being. WBHC staff will apply housing knowledge of the San Francisco rental market to educate and advocate for participants living in the community by understanding tenant rights and lease agreements. WBHC staff will work closely with participants and landlords to check and immediately remedy property damage and identify opportunities to perform preventative maintenance. Life retention and health watch through regular wellness checks by WBHC will allow staff to identify and direct to the proper agency needed intervention and assistance. Participants will receive prior notice of all unit inspections/visits, and WBHC will document all such inspections/visits.

Housing Retention Services

WBHC staff will serve as liaison to community supports and bridge communication between program participants and ongoing case management staff. WBHC will serve as a community resource with expertise on specific scattered-site communities. WBHC staff will develop and maintain a data base of community resource data, a network of supportive housing resources available in San Francisco. These generic resources will include: Security deposit assistance programs, 24-hour emergency shelter services, emergency rental assistance agencies, food banks and transportation services. WBHC staff will work to maintain relationships with the property managers, business owners, and tenants who reside within the micro-community. This will allow WBHC program participants unique access to pre-existing relationships in their neighborhoods with the primary goal of rapid inclusion in their communities. WBHC staff will be aware of community events that the program participants will have access to, and be able to clearly communicate with the participant the value of involvement in these events. WBHC staff will also provide supports around the development of housing-related life skills specific to each program participant (e.g., tenant-landlord mediation, neighbor relations, travel, moving, storage, and establishing utility services). The unique combination of understanding our program participants and their lease agreements will allow WBHC staff to effectively identify precursors to possible tenant-landlord contention.

Service Provider Communication

WBHC will communicate professionally and confidentially with each participant's case manager and service provider of record, and with DCIP during initial move-in and housing stabilization, as well as whenever concerns threatening the participant's well-being and/or housing tenure arise during occupancy. WBHC will participate in case conferencing as scheduled by participants' primary case management providers. Additionally, WBHC will prepare housing updates on participants as requested by DCIP. The Director of Housing Services will attend DCIP meetings, as well as additional work groups and planning meetings to ensure the development of successful program collaboration. WBHC will participate in the development of Memoranda of Understanding with other DCIP members and service providers, as necessary.

On-Call Service Capability/24-Hour Response

A designated WBHC employee will be on call 24 hours a day, 7 days a week to assist participants and property owners/managers with urgent (non-emergency) matters. Prior to move-in, a WBHC Housing Coordinator will discuss emergency protocols with each participant. This will be included as part of the Move-In Orientation protocols. WBHC will provide each tenant with an emergency contact information list including numbers for local police, fire, and ambulance.

Contractor: West Bay Housing Corp

Appendix A-1

Program: Scattered-Site Housing & Rental Subsidy Administration

City Fiscal Year: 07/1/13 - 06/30/14

CMS#: 6579

Contract Term: 07/01/13 through 06/30/14 Funding Sources: General Fund

7. Objectives and Measurements

All objectives, and descriptions of how objectives will be measured, are contained in the HUH document entitled Performance Objectives FY 13-14.

8. Continuous Quality improvement

WBHC staff will take the following systematic steps to ensure program quality:

- Review and continuously develop program policies and procedures related to all aspects of the Scattered-Site Housing and Rental Subsidy Administration program;
- Utilize an incident reporting system that complies with DPH Community Programs' policies;
- Post client grievance policy and procedure; sign policy and procedure with each new program participant and file signed copy;
- Develop MOU's and LOC's with DCIP agencies and other service providers, landlords and rental agencies, as appropriate;
- Utilize electronic or paper charting system for the program and open a file on each new participant; system will include an ongoing supervisory review and sign-off process;
- Provide orientation and ongoing training to staff and supervisors; require all staff to study models of scattered-site supportive housing and master leasing, "bench-marking" to avoid pitfalls, false-starts, and other inefficiencies;
- Utilize information tracking tools to administer rent subsidies; this includes all necessary tools, policies and procedures;
- Utilize tracking systems to monitor, manage, report on, and analyze master lease, contract rent, repair/maintenance/unit modification, and related property information, including all necessary tools, policies and procedures;
- Conduct weekly team meetings to discuss weekly and monthly objectives and progress toward annual/contract term goals;
- Conduct monthly case conferences as appropriate; such as, during initial occupancy and housing stabilization, or to address housing-related issues during occupancy;
- COO/Director of Housing Programs or designated staff will engage in weekly supervisory review of all program staff work and progress, identifying challenges and areas for improvement, and setting the agenda for case conferences and weekly team meetings;
- Generate monthly reports for DCIP/DPH to document and track progress;
- Participate in DCIP meetings, and develop procedures and forms to ensure that DCIP and case manager direction and input is conveyed to Housing Retention Specialist;
- Post relevant policy information (i.e., Fair Housing guidelines);
- Participate in all aspects of City and DPH Compliance policies, including but not limited to annually program monitoring, year-end reporting, annual independent audit, and cultural competency reporting;
- Conduct monthly visits to ensure client well-being and unit habitability; develop forms and tracking systems to capture and analyze information regarding housing stability, unit condition, landlord-tenant relations, efficiency and responsiveness in maintenance, repairs, dispute resolution, etc.;
- Comply with Health Commission, Local, State, Federal and/or Funding Source polices and requirements such as Harm Reduction, Health Insurance Portability and Accountability Act (HIPAA), Cultural Competency;
- Program staff will administer and analyze data from a resident satisfaction survey annually.

Appendix B Calculation of Charges

Method of Payment 1.

Contractor shall submit monthly invoices in the format attached in Appendix F, by the fifteenth (15th) working day of each month for reimbursement of the actual costs for Services of the immediately preceding month. All costs associated with the Services shall be reported on the invoice each month. All costs incurred under this Agreement shall be due and payable only after Services have been rendered and in no case in advance of such Services.

2. **Program Budgets and Final Invoice**

Program Budgets supporting the period 04/01/09-06/30/18 may be found in the following Appendixes: Α.

Appendix B, 04/01/09-06/30/13, Page 2
Appendix B-1, 04/01/09-06/30/09, Pages 1-3
Appendix B-1a, 07/01/09-06/30/10, Pages 1-2
Appendix B-1b, 09/01/09-06/30/10, Pages 1-3
Appendix B-1c, 07/01/10-06/30/11, Pages 1-4
Appendix B-1d, 07/01/10-06/30/11, Pages 1-2
Appendix B-1e, 07/01/11-06/30/12, Pages 1-4
Appendix B-1f, 07/01/11-06/30/12, Pages 1-2
Appendix B-1g, 07/01/12-06/30/13, Pages 1-4
Appendix B-1h, 07/01/12-06/30/13, Pages 1-2
Appendix B-1i, 07/01/13-06/30/14, Pages 1-4
Appendix B-1j, 07/01/13-06/30/14, Pages 1-2
Appendix B-1k, 07/01/14-06/30/15, Pages 1-4
Appendix B-11, 07/01/14-06/30/15, Pages 1-2
Appendix B-1m, 07/01/15-06/30/16, Pages 1-4
Appendix B-1n, 07/01/15-06/30/16, Pages 1-2
Appendix B-1o, 07/01/16-06/30/17, Pages 1-4
Appendix B-1p, 07/01/16-06/30/17, Pages 1-2
Appendix B-1q, 07/01/17-06/30/18, Pages 1-4
Appendix B-1r, 07/01/17-06/30/18, Pages 1-2

Budget Summary

Scattered-Site Housing & Rental Subsidy Administration Scattered-Site Housing & Rental Subsidy Administration

Contractor understands that, of the maximum dollar obligation listed in Section 5 of this Agreement, \$1,861,156 is included as a contingency amount and is neither to be used in Program Budgets attached to this Appendix, or available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to the Program Budgets of Appendix B, which has been approved by Contract Administrator. Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable City and Department of Public Health laws, regulations and policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

The maximum dollar for each funding source shall be as follows:

Original Agreement	General Fund	\$200,000	04/01/09-06/30/09	(Appx B-1)
Original Agreement	General Fund	\$1,756,464	07/01/09-06/30/10	(Appx B-1a)
Internal Contract Revision	General Fund	(\$465,000)	07/01/09-06/30/10	(Appx B-ia)
Internal Contract Revision	SAMHSA	\$54,000	09/01/09-06/30/10	(Appx B-1b)
1st Amendment	General Fund (Project)	\$2,063,638	7/01/10-06/30/11	(Appx B-ic)
1 st Amendment	General Fund	\$158,000	7/01/10-06/30/11	(Appx B-14)

Appendix B 1 of 4 04/01/2009 CMS#6579

1 st Amendment	General Fund (Project)	\$3,004,867	7/01/11-06/30/12	(Appx B-1e)
1 st Amendment	General Fund	\$158,000	7/01/11-06/30/12	(Appx B-1f)
Internal Contract Revision #1	General Fund (Project)	(\$1,054,867)	7/01/11-06/30/12	(Appx H-1e)
Internal Contract Revision#1	General Fund	\$16,830	7/01/11-06/30/12	(Appx B-11)
2 nd Amendment	General Fund (Project)	\$2,474,033	7/01/12-06/30/13	(Appx B-1g)
2 nd Amendment	General Fund	\$178,169	7/01/12-06/30/13	(Appx B-lh)
Internal Contract Revision #2	General Fund (Project)	(\$2,474,033)	7/01/12-06/30/13	(Аррж В-19)
Internal Contract Revision #2	General Fund (Project)	\$2,609,407	7/01/12-06/30/13	(Appx B-1g)
3 rd Amendment	General Fund (Project)	\$2,729,115	7/01/13-06/30/14	(Appx B-li)
3 rd Amendment	General Fund	\$178,327	7/01/13-06/30/14	(Appx B-13)
3 rd Amendment	General Fund (Project)	\$2,753,588	7/01/14-06/30/15	(Appx B-1k)
3 rd Amendment	General Fund	\$178,327	7/01/14-06/30/15	(Appx B-II)
3 rd Amendment	General Fund (Project)	\$2,886,047	7/01/15-06/30/16	(Appx B-lm)
3 rd Amendment	General Fund	\$178,327	7/01/15-06/30/16	(Appx B-In)
3 rd Amendment	General Fund (Project)	\$3,038,086	7/01/16-06/30/17	(Appx B-16)
3 rd Amendment	General Fund	\$178,327	7/01/16-06/30/17	(Appx R-1p)
3 rd Amendment	General Fund (Project)	\$3,211,162	7/01/17-06/30/18	(Appx B-1q)
3 rd Amendment	General Fund	\$178,327	7/01/17-06/30/18	(Appx B-ir)
		\$24,189,141		
	Contingency	\$1,861,156	7/01/13-6/30/18	
		\$26,050,297		

- C. Contractor agrees to comply with its Program Budgets of Appendix B in the provision of Services. Changes to the budget that do not increase or reduce the maximum dollar obligation of the City are subject to the provisions of the Department of Public Health Policy/Procedure Regarding Contract Budget Changes. Contractor agrees to comply fully with that policy/procedure.
- D. A final closing invoice, clearly marked "FINAL," shall be submitted no later than forty-five (45) calendar days following the closing date of the Agreement, and shall include only those costs incurred during the referenced period of performance. If costs are not invoiced during this period, all unexpended funding set aside for this Agreement will revert to City.

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			3,211,162	3,211,102	0 014 460	SAMO FORMAT TO THE TOTAL TO THE		3,211,162	3.5%	3,101,862 109 300		2,669,222	100 010	General Fund-Project 7/1/17- 6/30/18	A-1 / B-1q A)	***************************************	Contr	ı	z
			178,327 1			178,327		178,327 1	,	178,327	A.W., W. (1997)	111,339	ß	General Fund 7/1/17- 6/30/18	A-1/B-1r						Contract Term:		0
			15,509,633	0		891,635		15,509,633 2		14,963,133 546 500		12,580,193 1	·	SUB- TOTALS			-			٥	4/1/2009 - 6/30/2018	Appendix B	Q
		100	24,189,141	54,000	30 730 EA7	1,402,634		24,189,141		23,127,073 1.062.068		18,839,705	4 797 360	GRAND TOTALS		***************************************				DPH1	/30/2018	Page 4	ದ

A	E	<u> </u>		Б	E		F	G	Н		
1 Contractor Name:	West Bay Housing Corporation	วท								Appendi	
2 Contract Term:	4/1/2009 - 6/30/2018							Appen	dix Term:	7/1/13 - 6/	/30/14
3 Funding Source:	Gerneral Fund-Project									Р	age 1
4											
- 5		S	FDPH AIDS	S OFFICE	CONTRA	CT					
6	U	JOS CO	OST ALLO	CATION B	Y SERVIC	EMO	DE				
7											
В					SERVI	CE M	ODES				
8 Personnel Expenses											
16 Position Titles	FTE	S	alaries	% FTE	Salarie	95	% FTE	Salaries	% FTE	Contract Total	als
11 COO/Director of Housing Programs	0.25		37,500	100%							7,500
12 Program Manager	1.00		68.000	100%		j				68	8.000
13 Property Acquistions Specilaist	0.50		40,000	100%							0,000
14 Housing Retention Specifalst	3,00		135,000	100%							5,000
15 Unit Mod/Maintenance Technician	0.25		12,500	100%						12	2,500
16											
17											
18 Total FTE & Total Salaries	5.00		293,000	100%							3,000
19 Fringe Benefits	28%		82,040	100%							2,040
20 Total Personnel Expenses			375.040	100%						375	5,040
21											
22 Operating Expenses		Exp	enditure	1/6	Expendi	iture	%	Expenditure	%	Contract To	*************
23 Total Occupancy			2,164.775	100%						2,164	4,775
24 Total Materials and Supplies			10,000	100%							000,0
25 Total General Operating			35.000	100%							5.000
26 Total Staff Travel		ļ	15,000	100%							5,000
27 Other:			20,000	100%						20	0,000
28											
29											***************************************
30											
31											
32		l									
33											
34											
35 Total Operating Expenses		\$	2,244,775	100%	\$	-				\$ 2,244	4,775
36											
37 Total Direct Expenses			2,619,815	100%							9,815
38 Indirect Expenses			109,300	100%							9,300
39 TOTAL EXPENSES		\$	2,729,115	100%						\$2,729	9,115
40											
	rvice (UOS) per Service Mode		1,543								1,543
	it of Service by Service Mode		\$1,768.7	1				Carrier of the second section of the second of			
421 003(16) 01					,,						
	ients (UDC) per Service Mode		135								

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ITA	B D E	F	G
1			Appendix B-1i
2			7/1/13-6/30/14
3	General Fund - Project		Page 2
4	Index Code: HCHSHOUSNACP		
5	FISCAL YEAR: 2013/2014		i
6 7	Budget Justification		
7	Salaries and Benefits		-
8	ODD TO THE SECOND THE		
9	COO/Director of Housing Programs Responsible for overall program design and implementation. Primary liaison with DPH-HUH.		į
	Evaluates program needs and ensures that program objectives are met. Coordinates		
	activities and reviews all program procedures. Provides direction and supervision the		
	Program Manager and all program staff as needed. Relies on experience and judgment to		į
10	plan and accomplish goals.		1
	Minimum Qualifications: This position requires an MS and a minimum of 5 years of		ļ
	experience working in the not-for-profit human services sector.		ži in de la
11	Annual Colony of 6450 000 × 0.25 ETE -	\$37,500	į
12	Annual Salary of \$150,000 x 0.25 FTE =	#37,500	
13	Program Manager		
	The Program Manger is responsible for the day-to-day management of all program activities.		
	The program manager participates in DCIP meetings, oversees daily program operation from		*****
	receipt of initial nousing application to lease-up and initial occupancy. The program manager		
	reviews housing applications, arranges for money management, coordinates property visits, provides unit access, maintains all records related to ongoing program portfolio, and		
	maintains ongoing program rent roll and acts as a liaison between program participants and		
	their money management agency (e.g. Lutheran Social Services). In addition the program		
	manager is responsible for the supervision of all program staff. The Program Manager is also		
	responsible for insuring that unit modifications are coordinated and delivered according to		
14	building standards.		
	Minimum Qualifications: Bachelors Degree in related field and 3 years		
15	of related field experience working with under privilege populations		
16	Annual Salary of \$68,000 x 1.0 FTE =	\$68,000	
17	7. mail 3. day, 3. 400,000 X 10. 12	400,555	
18	Property Acquisitions Specialist		
	Responsible for the acquisition/master leasing of all program property. Activities include:		
	markets program to prospective landlords and property managers, conducts market research		
	and site visits to identify suitable units for designated program participants, negotiates and		
19	reviews leases, maintains housing acquisition data base, ensures compliance with relevant real estate and fair housing law.		
	Minimum Qualifications: This position requires a commercial real-estate license and		
	experience acquiring/leasing real-estate in San Francisco		
20	Annual Salary of \$80,000 x .50 FTE =	\$40,000	ļ
21 22	Affilial Salary of \$40,000 K.50 F1E	340,000	
	Mary Potentian Constitute		and a second
23	Housing Retention Specialists The Housing Retention Specialists serve as a liaison to community supports and bridge		
	communication between program participants and ongoing community services. Housing		
	Retention Specialists conduct monthly home visits to ensure basic program oversight,		
1 1	including unit habitability, code compliance, life safety, accessibility, cleanliness and program		
	participant well-being. The primary objective of this role is to ensure that residents		
24	successfully retain housing after initial housing placement.		1
	Minimum Qualifications: Bachelors Degree in related field or 3 – 5 years working with		
25	underprivileged and underserved populations.		
26 27	Annual Salary of \$45,000 x 3.0 FTE =	\$135,000	[
27			[
28	Maintenance Technician		
	Responsible for small repairs and unit maintenance associated with normal occupancy. The maintenance		j
	technician is also responsible for returning a unit to a habitable condition upon unit turnover if the responsibility falls		
	to WBHC under the terms of our master lease agreement. Completes annual unit habitability surveys to assess		***************************************
	repairs, inspect unit modifications, and ensure the unit is code compliant.		
29	Minimum Qualifications: Experience working in construction with core competencies in the		
1 20	areas of carpentry, plumbing and electrical.		ĺ
31	Annual Salary of \$50,000 x 0.25 FTE =	\$12,500	
30 31 32 33 34 35 36	, and a same of the same of th	, 2	
33	Tak-i Calanina	ድንበን በድላ	.
34 35	Total Salaries	\$293,000	
36	Fringe Benefits		***************************************
	Total Fringe Benefits based on 28% pf annual salaries. Benefits include: payroll taxes,		de servicio de la compansión de la compa
	general liability, 403 B contributions, Dental, Life Insurance, Medical, Vision, and workers		-
37 38	compensation.	\$82,040	[
1 1			
39	TOTAL SALARIES & BENEFITS	\$375,040	
40			İ
41			

· A	B D	E	E I	Ģ
J				Appendix B
1				7/1/13-6/30, Page
	Occupancy: Rent Subsidy Reserve:			ray
1				
	Funds reserved to administer payment of current scattered-site master-leased portfolio.			
	These funds will also be utilized to cover cost related to the acquisition of mew units and the maintenance and turning over of existing portfolio.		\$2,164,775	
1	mainterfairce and turning over or existing portions.		WZ.104,710	
	Total Decoratey:		\$2,164,775	
	Materials and Supplies:			
	Program Materials and Activities:			
	Funds will be utilized to purchase program materials and supplies that will enable the program			
	staff to better serve program participants. Materials to be purchased may include: Locks for Computer for theft prevention, Office Depot (Office) Supplies, Computers, Telephones, Costs			
	for Certified Mail, Copies of keys are made for certain units when locks are changed and			
	Cleaning supplies.			
	\$833 (Approx. Monthly expense) X 12 =		\$10,000	
	Total Materials and Supplies:		\$10,000	
			* (2,222	
	General Operating:			
	Rent Office Space			
	Annual cost to rent corporate office space for program staff.		\$35,000	
			#25 A00	
	Total General Operating:		\$35,000	
			•	
	Staff Travel (Local & Out of Town):			
	Travel related to program activities (e.g. Housing Retention visits, Property acquisition		\$15,000	
	activities).			
	Total Staff Travel:		\$15,000	
			+ /	
	Joiner:			
	Other program expenses associated with administering the program. Cost include contract			
	work and legal fees to cover court costs associated with seeking legal consultation in the			
	areas of reasonable accommodations and master leasing documentation.			
	\$1,600 (Approx. Monthly expense) X 12 Months =		\$20,000	
	Total Other:		\$20,000	
	* 1111 20101		***************************************	
	TOTAL OPERATING EXPENSES		\$2,244,775	
			\$2,244,775	
			\$2,244,775	
	TOTAL OPERATING EXPENSES		\$2,244,775	
			\$2,244,775	\$2,619,
	TOTAL OPERATING EXPENSES TOTAL DIRECT COSTS		\$2,244,775	\$2,619,
	TOTAL OPERATING EXPENSES		\$2,244,775	\$2,619,
	TOTAL OPERATING EXPENSES TOTAL DIRECT COSTS Indirect Cost Indirect Cost Expenses represent costs not directly connected to the Scattered Site Master-		\$2,244,775	\$2,619,
	TOTAL OPERATING EXPENSES TOTAL DIRECT COSTS Indirect Cost Indirect Cost Expenses represent costs not directly connected to the Scattered Site Master-Leasing Program that are necessary to run an agency and support program goal and		\$2,244,775	\$2,619,
	TOTAL OPERATING EXPENSES TOTAL DIRECT COSTS Indirect Cost Indirect Cost Expenses represent costs not directly connected to the Scattered Site Master-		\$2,244,775	\$2,619
	TOTAL OPERATING EXPENSES TOTAL DIRECT COSTS Indirect Cost Indirect Cost Expenses represent costs not directly connected to the Scattered Site Master-Leasing Program that are necessary to run an agency and support program goal and		\$2,244,775	\$2,619
	TOTAL OPERATING EXPENSES TOTAL DIRECT COSTS Indirect Cost Indirect Cost Expenses represent costs not directly connected to the Scattered Site Master-Leasing Program that are necessary to run an agency and support program goal and		\$2,244,775	\$2,619
	TOTAL OPERATING EXPENSES TOTAL DIRECT COSTS Indirect Cost Indirect Cost Expenses represent costs not directly connected to the Scattered Site Master-Leasing Program that are necessary to run an agency and support program goal and		\$2,244,775	\$2,619, \$109,

	A	В	С
1			Appendix B-1
2		Housing & Rental Subsidy Administration Program	7/1/13-6/30/14
3	Fiscal Year: 7/1/13- 6/30/14		Page 4
Ĝ.	INDIRECT COSTS JUSTIFICATION		
		Justification	Expenses
6	Indirect Staffing Cost	Oversees COO/Director of Housing Programs. Advises on program	The bottom
		design, implementation, and sustainability. Reviews and authorizes all	
		critical financial decisions and committments (program contracts, leasing,	
		salaries). Participates in DPH, DCIP, and landlord conference calls and	
		meetings as needed. Liaisons with Board of Directors and Finance	
		Committee to review program performance and obtain Board resolutions	*
		as needed. Signs checks, contracts, other key documents.	
7	Executive Director	Annual Salary of \$170,000 x 0.05 FTE = \$8.500	\$8,500
		Provides general accounting services to the agency. Responsibilities	
		include accounts payable/receivable, payroll, general ledger, monthly	•
		financial statements, allocation of costs to DPH and other programs,	
		regular review of program income and expenses with program and executive staff (including rent roll), and audit preparation.	
	OFFO 14	Annual Salary of \$85,000 x 0.25 FTE = \$21,250.	\$21.250
8	CFO/Accountant/Bookkeeper	Annual Salary of \$65,000 x 0.25 FTE = \$21,250.	Ψ21,200
		Responsible for all human resource functions, including coordination of	
		staff training, initial recruiting and on-boarding, and supervisor trainings.	
9	Operations Manager	Annual Salary of \$75,000 x 0.25 FTE = 17,500	\$18,750
10	Total Indirect Staffing Cost		\$48,500
44	Indirect Operating Costs		
11	mairect Operating Costs		
	Mar . I	Agency telephone and communication expenses.	\$6,500
12	Telephone	Agency telephone and communication expenses.	- Maria de la Maria de la C
		insurance cost related to operating the program include the following:	
13	Insurance Cost	Worker's Comp, General Liability, Property Loss, and Rental Insurance.	\$10,000
14	Hiring/Recruiting	Hiring and recruiting.	\$1,500
			nagan tara ya ji
15	IT Support and Maintenance	IT support. Total annual cost \$20,000. \$20,000 x .40 ≈ \$8,000	\$8,000
		Program postage and mailing related cost. (e.g. Client satisfaction survey	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	Dantaga	mailing, landlord outreach, and apartment notification).	\$1,000
16	Postage	mailing, landlord outleach, and apartment rouncation).	.ψ1,υ0υ
17	Staff Training	Program staff training cost.	\$5,000
		Described of taket and an exhibit rolations and a valeted to the	
	Dublic Policies Condition Order to the	Percentage of total agency public relations costs related to the Department of Public Health.	\$2,000
18	Public Relations Landlord Outreach	Department of Fablic Fediti.	φε;σσσ
	1		
40	General Office Supplies	Percentage of total agency office supplies.	\$10,000
19	General Office aubblies	Legal fees as they related to affordable housing, fair housing law and	
20	i eggi Fees	reasonable accommodations.	\$10,000
	Legal Fees		
21	Agency Audit	Percentage of agency audit cost. Annual cost \$17,000 x .40 = \$6,800.	\$6,800
	I A Company of the Co		
^-	Total Indirect Operating Cost		\$60.800

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1 Contractor Name:	West Bay Housing Corp	oration						Appendix B-1j
	4/1/2009 - 6/30/2018				_	Appendix	Term:	7/1/13 - 6/30/14
8 Funding Source	: General Fund				-			Page 1
4								
5				CONTRACT				
6		UOS COST ALLO	CATION B	BY SERVICE M	ODE			
7						····	-	
8				SERVICE MOD	ES	······································		<u> </u>
s Personnel Expenses	-						.,	
10 Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
1: Program Manager/Database Coordinator	1.00	66,988	100%					66,988
12							ļ	
13				<u> </u>				
34								
16								
16				<u> </u>			ļ	<u> </u>
17				ļ				
18 Total FTE & Total Salaries	1.00	66,988	100%	ļ				66,988
19 Fringe Benefits	0%			<u> </u>			ļ	66.988
26 Total Personnel Expenses		66.988	100%	1		2000	<u> </u>	60.988
21		n		-				
32 Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
23 Total Occupancy		99,000	100%					99,000
24 Total Materials and Supplies		2,000	100%		ļ		-	2,000
25 Total General Operating		8.339	100%		ļ			8,339
26 Total Staff Travel		2,000	100%					2.000
27 Consultants/Subcontractor:							-	
28 Other:					- 			
29							ļ	
30			ļ ·		ļ		ļ	
31							 	
32			}			ļ <u> </u>	<u> </u>	
33			ļ		-			<u> </u>
34		ļ	ļ	<u> </u>	 			
35				4	ļ		<u> </u>	<u></u>
36		114 500	40007				-	\$ 111,339
37 Total Operating Expenses		\$ 111,339	100%	\$ -		<u> </u>	3	\$ 111,339
38			40004	1				178,327
39 Total Direct Expenses	A//	178,327	100%	<u> </u>			-	170,327
40 Indirect Expenses	0%	<u> </u>	100%	ļ	-	<u> </u>	·}	\$178,327
41 TOTAL EXPENSES ·		\$ 178,327	100%		.i		<u>.i</u>	\$110,027
42	((A))	ļ		-				N/A
43 Number of Units of Service						 		IV//A
44 Cost Per Unit o	f Service by Service Mode	N/A N/A			·····			
Number of Unduplicated Client	s (UDC) per Service Mode	j N/A		1		L		
46								m
47 DPH #1A(1)								Rev. 04/2013

Budget Justification		Annondiu D 4
General Fund		Appendix B-1 7/1/13-6/30/14
Index Code: HCHSHHOUSGGF FIASCAL YEAR: 2013/2014		771713-0/30/14 Page 2
I MUUNE IEMI, AVIOLUIY		r age 2
Salaries and Benefits		
Program Manager and Database Coordinator		
Under the supervision of the Director of Housing Programs for West Bay and the Medical		
Director of Housing and Urban Health, the Contractor will manage the Direct Access to		
Housing (DAH) program and maintain the DAH Data Base. This may include: Facilitate the		
DAH referral and application process, Assess and revise DAH forms, processes, and policies,		
as necessary, Gather, input, and track client data in the Oracle database, Run monthly and		
quarterly reports, Participate in program meetings, as appropriate.		
Minimum Qualifications: Master's degree in Public Health. Experience with quantitative and		
qualitative evaluation. Experience with database design and analysis and website design. Strengths in statistical analyses. Fluency in Spanish		
Annual Salary of \$66,988 x 1.00 FTE =	\$66,988	
Total Salaries	\$66,988	
Occupancy:		
Additional Master Leased Units:		
Funds reserved to administer payment of scattered-site master leased units in		
correspondence with the MOU between Tenderioin Neighborhood Development (TNDC) and		
West Bay Housing Corp. (WBHC) for Units located at the Civic Center Residence (CCR).		
These funds will also be utilized to cover cost related to the acquisition and retention of these program units.	\$99,000	
program oracs.	Ψου,σου	
Tratal Occupancy:	\$99,000	
Materials and Supplies: Program Materials and Activities		
Materials and Supplies: Program Materials and Activities:		
Program Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities.		
Program Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings.		
Program Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities.	\$2,000	
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 =		
Program Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings.	\$2,000 \$2,000	
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Total Materials and Supplies;		
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 =		
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Total Materials and Supplies;		
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Total Materials and Supplies; General Operating: Contract Administration		
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Fotal Materials and Supplies; Contract Administration Funds will be utilized to cover cost related to the program		
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Fotal Materials and Supplies; Contract Administration Funds will be utilized to cover cost related to the program administration expenses associated with managing this program.	\$2,000	
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Fotal Materials and Supplies; Contract Administration Funds will be utilized to cover cost related to the program	\$2,000 \$8,339	
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Fotal Materials and Supplies; Contract Administration Funds will be utilized to cover cost related to the program administration expenses associated with managing this program.	\$2,000	
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Total Materials and Supplies; Contract Administration Funds will be utilized to cover cost related to the program administration expenses associated with managing this program. \$895 (Approx. Monthly expense) X 12 =	\$2,000 \$8,339	
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Total Materials and Supplies; Contract Administration Funds will be utilized to cover cost related to the program administration expenses associated with managing this program. \$695 (Approx. Monthly expense) X 12 = Total General Operating:	\$2,000 \$8,339	
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Total Materials and Supplies; Contract Administration Funds will be utilized to cover cost related to the program administration expenses associated with managing this program. \$895 (Approx. Monthly expense) X 12 =	\$2,000 \$8,339	
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Total Materials and Supplies; Contract Administration Funds will be utilized to cover cost related to the program administration expenses associated with managing this program. \$695 (Approx. Monthly expense) X 12 = Total General Operating:	\$2,000 \$8,339	
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Total Materials and Supplies; Contract Administration Funds will be utilized to cover cost related to the program administration expenses associated with managing this program. \$695 (Approx. Monthly expense) X 12 = Total General Operating: Staff Travel (Local & Out of Town):	\$2,000 \$8,339	
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Total Materials and Supplies; General Operating: Contract Administration Funds will be utilized to cover cost related to the program administration expenses associated with managing this program. \$695 (Approx. Monthly expense) X 12 = Total General Operating: Staff Travel (Local & Out of Town): Funds will be utilized to cover travel expenses related to managing this portfolio. \$167 (Approx. Monthly expense) X 12 =	\$2,000 \$8,339 \$6,339	
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Total Materials and Supplies; General Operating: Contract Administration Funds will be utilized to cover cost related to the program administration expenses associated with managing this program. \$695 (Approx. Monthly expense) X 12 = Total General Operating: Staff Travel (Local & Out of Town): Funds will be utilized to cover travel expenses related to managing this portfolio.	\$2,000 \$8,339 \$8,339	
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Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Total Materials and Supplies; General Operating: Contract Administration Funds will be utilized to cover cost related to the program administration expenses associated with managing this program. \$695 (Approx. Monthly expense) X 12 = Total General Operating: Staff Travel (Local & Out of Town): Funds will be utilized to cover travel expenses related to managing this portfolio. \$167 (Approx. Monthly expense) X 12 = Total Staff Travel:	\$2,000 \$8,339 \$8,339 \$2,000	
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Total Materials and Supplies; General Operating: Contract Administration Funds will be utilized to cover cost related to the program administration expenses associated with managing this program. \$695 (Approx. Monthly expense) X 12 = Total General Operating: Staff Travel (Local & Out of Town): Funds will be utilized to cover travel expenses related to managing this portfolio. \$167 (Approx. Monthly expense) X 12 =	\$2,000 \$8,339 \$6,339	
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Total Materials and Supplies; General Operating: Contract Administration Funds will be utilized to cover cost related to the program administration expenses associated with managing this program. \$695 (Approx. Monthly expense) X 12 = Total General Operating: Staff Travel (Local & Out of Town): Funds will be utilized to cover travel expenses related to managing this portfolio. \$167 (Approx. Monthly expense) X 12 = Total Staff Travel:	\$2,000 \$8,339 \$8,339 \$2,000	
Frogram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 = Total Materials and Supplies; General Operating: Contract Administration Funds will be utilized to cover cost related to the program administration expenses associated with managing this program. \$695 (Approx. Monthly expense) X 12 = Total General Operating: Staff Travel (Local & Out of Town): Funds will be utilized to cover travel expenses related to managing this portfolio. \$167 (Approx. Monthly expense) X 12 = Total Staff Travel:	\$2,000 \$8,339 \$8,339 \$2,000	

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I A	В	С	D	Ε	F G I	H	
	ame: West Bay Housing Corpor	ration					Appendix B-1k
2 Contract	Term: 4/1/2009 - 6/30/2018			Ap	pendix Ten	m:	7/1/14 - 6/30/15
3 Funding So	ource: Gerneral Fund-Project						Page 1
4		•					
5		SFDPH AIDS	OFFICE	CONTRA	ICT		
6	uos	COST ALLOC	ATION E	SY SERVI	CE MODE		
7							
8		New York	SERVICE	MODES			
9 Personnel Expenses							
10 Position Titles	FTE	Salaries	% FTE	Salaries 5	FT alarie	FT	Contract Totals
11 COO/Director of Housing Programs	0.25	37,500	100%				37.500
12 Program Manager	1.00	000.86	100%				68.000
13 Property Acquistions Specilaist	0.50	40,000	100%				40,000
14 Housing Retention Specilaist	3,50	157,500	100%				157,500
15 Unit Mod/Maintenance Technician	0.25	12,500	100%				12,500
16							
17							
18 Total FTE & Total Salaries	5.50	315.500	100%				315.50 0
19 Fringe Benefits	28%	88.340	100%				88,340
20 Total Personnel Expenses		403,840	100%	<u>L</u>			403.840
21	,	·			····		
22 Operating Expenses		Expenditure	%	pendite	% pendit	%	Contract Total
23 Total Occupancy		2,158.048	100%	1			2,158,048
24 Total Materials and Supplies		10,300	100%				10,300
25 Total General Operating		36.050					36.050
26 Total Staff Travel		15,450		<u> </u>			1 5.450
27 Other:		20,600	100%	<u> </u>			20.600
28				 	_		
29							
30				1			
31				1	-		······································
32							
33							
34		6.0.040.440	4000/	↓			\$ 2.240,448
35 Total Operating Expenses	Page to the state of the state	\$ 2,240,448	100%	\$ -			\$ 2,240,448
36	COMMOND WATER TO THE WAY DOWN THE WAY TO THE TOTAL TO THE	0.044.000	4000	1	7	- 37	2 644 200
37 Total Direct Expenses		2,644,288 109,300	100%	-			2.644,288 109.300
38 Indirect Expenses	The state of the s	\$ 2,753.588	100%	-			\$2,753,588
39 TOTAL EXPENSES	DANIERO DE LA CONTRACTORIO DE LA	φ 4,100,000	100%	-	1	#	ψ <u>ε,</u> , υυ,υθο
40	5	1.623	##40#9EW963#########				1.623
Number of Units of S	Service (UOS) per Service Mode	1,623 \$1,696.	60	-			1.043
The second control of the second control of	Unit of Service by Service Mode						
	Clients (UDC) per Service Mode	136					and the second s
44 45 DPH #1A(1)							Rev. 04/2013

I I A	T B D E	F	G H I I
		······································	Appendix 5-1k
	Budget Justification		7/1/14-6/30/15
3 4 5 6 7	General Fund - Project		Page 2
<u>-</u>	Index Code: HCHSHOUSNACP FISCAL YEAR: 2013/2014		
吊	FISCAL TEAR. 2013/2014		
7	Salaries and Benefits		
9	COO/Director of Housing Programs		
	Responsible for overall program design and implementation, Primary liaison with DPH-HUH.		**************************************
	Evaluates program needs and ensures that program objectives are met. Coordinates activities and reviews all program procedures. Provides direction and supervision the Program Manager		
	and all program staff as needed. Relies on experience and judgment to plan and accomplish		
10	goals.		·
	Minimum Qualifications: This position requires an MS and a minimum of 5 years of		
11	experience working in the not-for-profit human services sector.		
12	Annual Salary of \$150,000 x 0.25 FTE =	\$37,500	
13	Program Manager		
	The Program Manger is responsible for the day-to-day management of all program activities.		
	The program manager participates in DCIP meetings, oversees daily program operation from		
	receipt of initial housing application to lease-up and initial occupancy. The program manager		
	reviews housing applications, arranges for money management, coordinates property visits,		
	provides unit access, maintains all records related to ongoing program portfolio, and maintains ongoing program rent roll and acts as a liaison between program participants and their money		
	ongoing program rent roll and acts as a liaison detween program participants and their thories management agency (e.g. Lutheran Social Services). In addition the program manager is		
	responsible for the supervision of all program staff. The Program Manager is also responsible		
	for insuring that unit modifications are coordinated and delivered according to building		
14	standards.		
	Minimum Qualifications: Bachelors Degree in related field and 3 years of		
18	related field experience working with under privilege populations		
16 17 18	Annual Salary of \$68,000 x 1.0 FTE =	\$68,000	
18	Property Acquisitions Specialist		
	Responsible for the acquisition/master leasing of all program property. Activities include:		
	markets program to prospective landlords and properly managers, conducts market research		÷
	and site visits to identify suitable units for designated program participants, negotiates and		
19	reviews leases, maintains housing acquisition data base, ensures compliance with relevant real estate and fair housing law.		
	Minimum Qualifications: This position requires a commercial real-estate license and		
	experience acquiring/leasing real-estate in San Francisco		
20 21	Annual Salary of \$80,000 x .50 FTE =	\$40,000	
22			
23	Housing Retention Specialists		
	The Housing Retention Specialists serve as a liaison to community supports and bridge		
	communication between program participants and ongoing community services. Housing		
	Retention Specialists conduct monthly home visits to ensure basic program oversight, including unit habitability, code compliance, life safety, accessibility, cleanliness and program participant		
	well-being. The primary objective of this role is to ensure that residents successfully retain		
24	housing after initial housing placement		
	Minimum Qualifications: Bachelors Degree in related field or 3 – 5 years working with		
25 26 27	underprivileged and underserved populations. Annual Salary of \$45,000 x 3.5 FTE =	\$157,500	
27	Attitude and the first and the	1000	
28	Maintenance Technician		
	Responsible for small repairs and unit maintenance associated with normal occupancy. The maintenance technician is		
	also responsible for returning a unit to a habitable condition upon unit turnover if the responsibility falls to WBHC under		
	the terms of our master lease agreement. Completes annual unit habitability surveys to assess repairs, inspect unit modifications, and ensure the unit is code compliant.		
29	mountations, and endure the unit is code compitant.		
	Minimum Qualifications: Experience working in construction with core competencies in the		
30	areas of carpentry, plumbing and electrical.		
30 31 32 33 34 35	Annual Salary of \$50,000 x 0.25 FTE ≃	\$12,500	
32 33			
34	Total Salaries	\$315,500	
36	Fringe Benefits		
	Total Fringe Benefits based on 28% of annual salaries. Benefits include: payroll taxes, general		Į
37 38	liability, 403 B contributions, Dental, Life Insurance, Medical, Vision, and workers compensation.	\$88,340	
39	TOTAL SALARIES & BENEFITS	\$403,840	
40	The first that the state of the	410-40	
41			

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42 F	B I D E	F. J.	G H I Appendix B-1
3			7/1/14-6/30/1
4	Occupancy: Rent Subsidy Reserve:		Page
	Funds reserved to administer payment of current scattered-site master-leased portfolio. These		
	funds will also be utilized to cover cost related to the acquisition of mew units and the	MO 450 040	
7	maintenance and turning over of existing portfolio.	\$2,158,048	
8			
9	Total Cooupanes.	\$2,158,048	
2	Materials and Supplies:		
53	Program Materials and Activities:		
on the street of the state of t	Funds will be utilized to purchase program materials and supplies that will enable the program staff to better serve program participants. Materials to be purchased may include: Locks for Computer for theft prevention, Office Depot (Office) Supplies, Computers, Telephones, Costs for Certified Mail, Copies of keys are made for certain units when locks are changed and Cleaning supplies.		
5	\$858 (Approx. Monthly expense) X 12 ≖	\$10,300	
6			
7 8	Total Materials and Supplies	\$10,300	
8 9			
1	General Operating: Rent Office Space		
		#00 0E0	
3	Annual cost to rent corporate office space for program staff.	\$36,050	
4	Total General Operating:	\$36,050	
5			
7	Staff Travel (Local & Out of Town):		
8		\$15,450	
	Travel related to program activities (e.g. Housing Retention visits, Property acquisition activities).	φ13,430	
9 '0	request relation to program activities (e.g., modaling retention violes, moderny acquisition activities).		
1			
2	Total Staff Francis	\$15,450	
2 3 4 5			
6	Other:		
~			
	Other program expenses associated with administering the program. Cost include contract work and legal fees to cover court costs associated with seeking legal consultation in the areas of		
7	reasonable accommodations and master leasing documentation.		
8	\$1,717 (Approx. Monthly expense) X 12 Months =	\$20,600	
S 0			
1		economicacon remáchermos missonos e	
2	Total Other	\$20,600	
4	TOTAL OPERATING EXPENSES	\$2,240,448	
5			
6			
7			40.444.000
8	TOTAL DIRECT COSTS		\$2,644,288
0	indirect Cost		
	Indirect Cost Expenses represent costs not directly connected to the Scattered Site Master-		
	Leasing Program that are necessary to run an agency and support program goal and objectives.		
11	(See Indirect Cost Justification)		
2 3 4 5			
4			6400 000
5	TOTAL INDIRECT COSTS	:	\$109,300
7	APPENDIX TOTAL		\$2,753,588

	A	В	C
1			Appendix B-1k
2	West Bay Housing - Scattered-Site	Housing & Rental Subsidy Administration Program	7/1/14-6/30/15
3	Fiscal Year: 7/1/14- 6/30/15		Page 4
4		•	
6	INDIRECT COSTS JUSTIFICATION		
6	indirect Staffing Cost	Justification	Expenses
	STANDS COLUMN CO	Oversees COO/Director of Housing Programs. Advises on program design,	,
-		implementation, and sustainability. Reviews and authorizes all critical	
	I	financial decisions and committments (program contracts, leasing,	
		salaries). Participates in DPH, DCIP, and landlord conference calls and	
		meetings as needed. Liaisons with Board of Directors and Finance	
		Committee to review program performance and obtain Board resolutions	
		as needed. Signs checks, contracts, other key documents.	
	pro constitute Police above	Annual Salary of \$170,000 x 0.05 FTE = \$8,500	\$8,500
7_	Executive Director	Provides general accounting services to the agency. Responsibilities	<u></u>
		include accounts payable/receivable, payroll, general ledger, monthly	
		include accounts payable/receivable, payroll, general leager, monthly	
		financial statements, allocation of costs to DPH and other programs,	
		regular review of program income and expenses with program and	
		executive staff (including rent roll), and audit preparation.	.004.050
8	CFO/Accountant/Bookkeeper	Annual Salary of \$85,000 x 0.25 FTE = \$21,250.	\$21,250
		The state of the s	
		Responsible for all human resource functions, including coordination of	
		staff training, initial recruiting and on-boarding, and supervisor trainings.	ቀላጉ ግርስ
	Operations Manager	Annual Salary of \$75,000 x 0.25 FTE = 17,500	\$18.750
*****	Total Indirect Staffing Cost		\$48,500
11	Indirect Operating Costs	provided the state of the state	
			\$6,500
12	Telephone	Agency telephone and communication expenses.	Φ0,300
		learners and the specified the program include the following:	
	<u>.</u> .	insurance cost related to operating the program include the following:	\$10,000
13	Insurance Cost	Worker's Comp, General Liability, Property Loss, and Rental Insurance.	310,000
	Hiring/Recruiting	Hiring and recruiting.	\$1,500
14	Hillig/Necidualg	irrang and residenty.	
15	IT Support and Maintenance	IT support. Total annual cost \$20,000. \$20,000 x .40 = \$8,000	\$8,000
		Program postage and mailing related cost. (e.g. Client satisfaction survey	
			\$1,000
16	Postage	mailing, landlord outreach, and apartment notification).	φ1,500
477	Staff Training	Program staff training cost.	\$5,000
	Totals Transing	Trought, out a determ of the	
		Percentage of total agency public relations costs related to the Department	
12	Public Relations Landlord Outreach	of Public Health.	\$2,000
10	april Country Landing Country		Name Cauchi Direction
	1	Percentage of total agency office supplies.	\$10,000
	Comment Office Committee		4.0,000
19	General Office Supplies		
19	General Office Supplies		
		Legal fees as they related to affordable housing, fair housing law and reasonable accommodations.	\$10,000
20	Legal Fees	Legal fees as they related to affordable housing, fair housing law and reasonable accommodations.	\$6,800
20		Legal fees as they related to affordable housing, fair housing law and reasonable accommodations. Percentage of agency audit cost, Annual cost \$17,000 x .40 = \$6,800.	\$6,800
20 21	Legal Fees	Legal fees as they related to affordable housing, fair housing law and reasonable accommodations.	\$6,800

ì A	В		7	Þ	7	E	F	Ğ	Н		T
	West Bay Housing Corpo	ration							•	A	ppendix B-11
Contract Term	4/1/2009 - 6/30/2018							Appen	dix Tem:	7/1	/14 - 6/30/15
Funding Source:				·····							Page 1
4											
<u> </u>		SFD	PH AIDS	OFFICE	CONTR	RACT					
6	uc	s cos	T ALLOC	CATION B	Y SERV	ICE MOD)E				
7											
entainere (-			SER	VICE MO	DES				
6 Personnel Expenses											
13 Position Titles	FTE	Sala	anes	% FTE	Sa	aries	% FTE	Salaries	% FTE	Contra	ct Totals
11 Program Manager/Database Coordinator	1.00		66.988	100%							66.988
12											
18			ļ								
14 }			-								
15					ļ						
16					<u> </u>						
17					ļ				ļ		
18 Total FTE & Total Salaries	1.00		66,988	100%							66,988
19 Fringe Benefits	0%	<u> </u>			ļ				-	ļ	66,988
20 Total Personnel Expenses		<u> </u>	66,988 <u>]</u>	100%	1	~		<u> </u>			00,000
21		12			s			0	T		
22 Operating Expenses			diture	%	Expe	nditure	%	Expenditure	%	Contr	act Total
23 Total Occupancy			99.000	100%	 		~~~				99,000
24 Total Materials and Supplies		}	2,000	100%	ļ						2,000
25 Total General Op erating		ļ	8,339	100%	ļ						8,339
26 Total Staff Travel		ļ	2,000	100%	ļ			ļ.,	-		2,000
27 Consultants/Subcontractor:		ļ							-		
28 Other:		ļ									
29		ļ			 				-		
30		}							-		
35		ļ <u> </u>			-			ļ	-		
32		-							 		
33		ļ				·····			-		
34		ļ			-				1		
35		 			 				 		
36 Total Operating Expenses		\$ 1	11,339	100%	\$					S	111.339
36 September 2019 September 2019		P .	. 1,000		H.T.			f		V	
39 Total Direct Expenses		1 1	78,327	100%	1				T		178,327
40 Indirect Expenses	0%		, 0,021	70070	1				-		
41 TOTAL EXPENSES	Q 70		78,327	100%	1				<u> </u>		\$178,327
42		1	. 3,027		1			·			
	ce (UOS) per Service Mode	-	N/A		 						N/A
44 Cost Per Unit of	of Service by Service Mode	ļ	N/A		1				·		
45 Number of Unduplicated Clien			N/A		1			1			
46		<u></u>						 	······································	delika dan manganya	
47 DPH #1A(1)										1	Rev. 04/2013

	В	C D E	F	G	ŀ	1	 	K I L
3		Budget Justifica	tion					
	General Fund Index Code: HCHSHHOUSGGF							Appendix B-11 7/1/14-6/30/15
5	FIASCAL YEAR: 2014/2015							Page 2
6								
7 2	Salaries and Benefits							
ÿ.	<u>Frogram Manager and Database Coordinator</u> Under the supervision of the Director of Housing Programs for West Bay Director of Housing and Urban Health, the Contractor will manage the Dir (DAH) program and maintain the DAH Data Base. This may include: Faci and application process, Assess and revise DAH forms, processes, and gather, input, and track client data in the Oracle database, Run monthly a Participate in program meetings, as appropriate.	ect Access to Housin litate the DAH referra policies, as necessary						
10	Minimum Qualifications: Master's degree in Public Health. Experience qualitative evaluation. Experience with database design and analysis and							
11	Strengths in statistical analyses. Fluency in Spanish							
12 13 14	Annual Salary of	\$66,980 x 1.00 FTE	= \$66,988					
14 15 16	Total Salaries		\$66,988					
16 18	Оссирансу: Additional Master Leased Units:	New Telline						
20	Funds reserved to administer payment of scattered-site master leased u with the MOU between Tenderloin Neighborhood Development (TNDC) a Corp. (WBHC) for Units located at the Civic Center Residence (CCR). To utilized to cover cost related to the acquisition and retention of these prog	and West Bay Housing nese funds will also be	3					
21 22	Total Occupancy:		\$99,000					
23 24 25 26 27	Materials and Supplies: Prouram Materials and Activities: Funds will be utilized to purchase program materials and sponsor program							
28 29	Activities may include housing retention meetings and community meeting \$167 (Approx. Monthly expense	gs.	\$2,000	_				
30 31 32	Total Materials and Supplies:		\$2,000					
33 34 36	General Operating: Contract Administration	1453448174502441414						
	Funds will be utilized to cover cost related to the program							
36 37	administration expenses associeted with managing this program. \$695 (Approx. Monthly expense) X 12 =	\$8,339					
38				_				
39 40	Cotal General Operating:		\$8,339					
41	Staff Travel (Local & Out of Town)							
43	Funds will be utilized to cover travel expenses related to managing this p	ortfolia.						
44	\$167 (Approx. Monthly expense		\$2,000					
45	Total Staff Trayel:		\$2,000	-				
46 47	Total Staff Trayel:	W 24 Sept. 18 19 19 19 19 19 19 19 19 19 19 19 19 19	\$2,000					
48								
49 50	TOTAL OPERATING EXPENSES		\$111,339					
51								
52								
53	TOTAL DIRECT COSTS			\$178,	327		 	

	A	В	С		D	E	Pi I	G	Н	
1		West Bay Housing Corporat	tion							Appendix B-1m
	Contract Term:	4/1/2009 - 6/30/2018					_	Apper	idix Term:	7/1/15 - 6/30/16
3	Funding Source:	Gerneral Fund-Project								Page 1
			SEDPH A	ads o	FFICE	CONTRACT				
6		UC	OS COST ALI	LOCAT	TION B	Y SERVICE MODI	Ξ			
7										
						SERVICE N	AODES			
O P	ersonnel Expenses				W-7884-7-7-7-8-7-7-7-8-8-8					
16 P	osition Titles	FTE.	Salaries		4 FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
H C	OO/Director of Housing Programs	0.25	37,50		100%					37.500
12 P	rogram Manager	1.00	68,00	00 1	100%					68.000
13 P	roperty Acquistions Specilaist	0.50	40,00	DG 1	100%		Li			40.000
14 H	ousing Retention Specilaists	3.50	157,50	00 1	100%					157,500
15 U	nit Mod/Maintenance Technician	0.25	12,50	00 1	100%					12,500
16										
17]										
18 1	otal FTE & Total Salaries	5,50	315,56		100%					315,500
19 F	inge Benefits	28%	88,34		100%					88.340
20 To	otal Personnel Expenses		403,8-	40 1	100%		L			4 03.840
21										
22 0	perating Expenses		Expenditu	re	%	Expenditure	%	Expenditure	%	Contract Total
23 1	otal Occupancy		2,288,0)35 1	100%					2,288,035
24 Ti	otal Materials and Supplies		10,6	909 1	100%					10,609
25 T	otal General Operating	_	37,1	32 1	100%					37.132
26 1	otal Staff Travel		15,9	314 1	100%					15,914
27 0	ther.		21,2	18 1	100%					2 1,2 1 8
28	A									
29										
30										
31				ĺ						
32										
33										
34										
35 T	otal Operating Expenses		\$ 2,372,90	07 1	100%	\$ -				\$ 2.372.907
36										
37 T	otal Direct Expenses		2,776,7		100%					2,776,747
	ndirect Expenses		109,3		100%					109,300
39 T i	OTAL EXPENSES		\$ 2,886,0	47 1	100%					\$2,886,047
4Ú					·					
41	Number of Units of Ser	vice (UOS) per Service Mode	1,6	58						1.658
42		t of Service by Service Mode		40.68						
43	Number of Unduplicated Cli-	ents (UDC) per Service Mode	1	40						and a second
41,			40		~~~					
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I. A	B D É	F G	н
		и и и и и и и и и и и и и и и и и и и	Appendix B-1m
2	Budget Justification		7/1/15-6/30/16
	General Fund - Project		Page 2
2 3 4 5 6 7 8	Index Code; HCHSHOUSNACP FISCAL YEAR: 2015/2016		
	FINAL PRINT POPULATION		
	Salaries and Benefits		
9	COO/Director of Housing Programs		
	Responsible for overall program design and implementation. Primary liaison with DPH-HUH.		
	Evaluates program needs and ensures that program objectives are met. Coordinates activities and reviews all program procedures. Provides direction and supervision the Program Manager		
	and all program staff as needed, Relies on experience and judgment to plan and accomplish		
10	goals.		
	Minimum Qualifications: This position requires an MS and a minimum of 5 years of		
	experience working in the not-for-profit human services sector.		
11	Annual Salary of \$150,000 x 0.25 FTE =	\$37,500	
12 13	Program Manager		
<u> </u>	The Program Manger is responsible for the day-to-day management of all program activities.		
	The program manager participates in DCIP meetings, oversees daily program operation from		
	receipt of initial housing application to lease-up and initial occupancy. The program manager		
	reviews housing applications, arranges for money management, coordinates property visits,		
	provides unit access, maintains all records related to ongoing program portfolio, and maintains		
	ongoing program rent roll and acts as a liaison between program participants and their money management agency (e.g. Lutheran Social Services), in addition the program manager is		
	responsible for the supervision of all program staff. The Program Manager is also responsible		
	for insuring that unit modifications are coordinated and delivered according to building		
14	standards.		
	Minimum Qualifications: Bachelors Degree in related field and 3 years of		
15	related field experience working with under privilege populations		
16 17	Annual Salary of \$68,000 x 1.0 FTE =	\$68,000	
17 18	Property Acquisitions Specialist		
18	Responsible for the acquisition/master leasing of all program property. Activities include:		
	markets program to prospective landlords and property managers, conducts market research		
	and site visits to identify suitable units for designated program participants, negotiates and		
	reviews leases, maintains housing acquisition data base, ensures compliance with relevant real		1
19	estate and fair housing law.		
	Minimum Qualifications: This position requires a commercial real-estate license and experience acquiring/leasing real-estate in San Francisco		
20		\$40,000	İ
21 22	Annual Salary of \$80,000 x .50 FTE =	\$40,000	
23	Housing Retention Specialists		
23	The Housing Retention Specialists serve as a liaison to community supports and bridge		
	communication between program participants and ongoing community services. Housing		
1 1	Retention Specialists conduct monthly home visits to ensure basic program oversight, including		
	unit habitability, code compliance, life safety, accessibility, cleanliness and program participant		
	well-being. The primary objective of this role is to ensure that residents successfully retain		i i
24	housing after initial housing placement. Minimum Qualifications: Bachelors Degree in related field or 3 – 5 years working with		
25	underprivileged and underserved populations.		***************************************
25 26 27	Annual Salary of \$45,000 x 3.5 FTE =	\$157,500	Ì
24			
28	Maintenance Technician		
	Responsible for small repairs and unit maintenance associated with normal occupancy. The maintenance technician is		
	also responsible for returning a unit to a habitable condition upon unit turnover if the responsibility falls to WBHC under the terms of our master lease agreement. Completes annual unit habitability surveys to assess repairs, inspect unit		
	the terms of our master lease agreement. Completes annual unit habitability surveys to assess repairs, hispect unit modifications, and ensure the unit is code compliant.		
29	memoratery and vitoury the drift to do an complication		***************************************
П	Minimum Qualifications: Experience working in construction with core competencies in the		ļ
30	areas of carpentry, plumbing and electrical.		į
31	Annual Salary of \$50,000 x 0,26 FTE =	\$12,500	and the same of th
31 32 33 34 35 36	<u> </u>		
34	Total Salaries	\$315,500	
36	Fringe Benefits		
[[Total Fringe Benefits based on 28% of annual salaries. Benefits include: payroll taxes, general		ļ
37 38	liability, 403 B contributions, Dental, Life Insurance, Medical, Vision, and workers compensation.	\$88,340	**************************************
1 1	TOTAL CALADIES & BENEFITS	\$403,840	l l
39	TOTAL SALARIES & BENEFITS	\$405,0 4 0	
40 41			
411			

	A B D	E F	G H I
42	Colored to the colore		Appendix B-1m
43			7/1/15-6/30/16
44	Occupancy:		Page 3
45	Rent Subsidy Reserve:		
	Funds reserved to administer payment of current scattered-site master-leased portfolio. These		
	funds will also be utilized to cover cost related to the ecquisition of mew units and the	\$2,288.035	
46	maintenance and turning over of existing portfolio.	#Z,280.UU	
47			
48	Total Occupancy	\$2,268,035	
50			ļ
61			
-	Materials and Supplies		
52			
53	Program Materials and Activities:		
	Funds will be utilized to purchase program materials and supplies that will enable the program		
	staff to better serve program participants. Materials to be purchased may include: Locks for		
	Computer for theft prevention, Office Depot (Office) Supplies, Computers, Telephones, Costs for		مالية
	Certified Mail, Copies of keys are made for certain units when locks are changed and Cleaning		
EA	supplies.		
55	\$884 (Approx. Monthly expense) X 12 =	\$10.609	
	too () proximally organization		AAA American
57	Fotal Materials and Supplies:	\$10,609	***************************************
5.6	\$5000000000000000000000000000000000000		
56 57 58 59 60			Libration
	General Operating:		ii waa
61	Rent Office Space		1
62	Annual cost to rent corporate office space for program staff.	\$37,132	1
63	Altitude const to tolic outpostate office apase for program statis		
64	Zoraj General Operating:	\$37,132	1
65			
66			
67	Staff Travel (Locali& Out of Town):		
68			
		\$15,914	
69	Travel related to program activities (e.g. Housing Retention visits, Property acquisition activities).		
70	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
71			ŀ
72	Total Staff Travel: ,	\$15,914	
73			i
72 73 74 75	warmers and the control of the contr		
75	Stre.		
76			
	Oll and the second of the seco		
	Other program expenses associated with administering the program. Cost include contract work and legal fees to cover court costs associated with seeking legal consultation in the areas of		
1_	reasonable accommodations and master leasing documentation.		
77	\$1,768 (Approx. Monthly expense) X 12 Months =	\$21,218	
79	art, 100 (Approx. Mortally experies) it is invitate	12.,2	
80			
81			
82	Total Other;	\$21,218	
B3			
84	TOTAL OPERATING EXPENSES	\$2,372,907	
85			
86			
87			
	TOTAL DIRECT COSTS		\$2,776,747
88	TOTAL DIRECT COSTS		4-71 1 W11 T1
89	Indirect Cost		
90	\cdot		
] [Indirect Cost Expenses represent costs not directly connected to the Scattered Site Master-		
	Leasing Program that are necessary to run an agency and support program goal and objectives.		
91	(See Indirect Cost Justification)		
92			
93			
92 93 94 95	TOTAL NIDIDEAT CORTS		\$100 300
95	TOTAL INDIRECT COSTS		\$109,300
97	APPENDIX TOTAL		\$2,886,047
	The state of the s		

	A	В	С
1			Appendix B-1m
2	West Bay Housing - Scattered-Site Fiscal Year: 7/1/15- 6/30/16	Housing & Rental Subsidy Administration Program	7/1/15-6/30/16 Page 4
4			, ago .
-	INDIRECT COSTS JUSTIFICATION		-
6	Indirect Staffing Cost	Justification	Expenses
To the state of th	Executive Director	Oversees COO/Director of Housing Programs. Advises on program design, implementation, and sustainability. Reviews and authorizes all critical financial decisions and committments (program contracts, leasing, safaries). Participates in DPH, DCIP, and landford conference calls and meetings as needed. Liaisons with Board of Directors and Finance Committee to review program performance and obtain Board resolutions as needed. Signs checks, contracts, other key documents. Annual Salary of \$170,000 x 0.05 FTE = \$8.500	\$8,500
8	CFO/Accountant/Bookkeeper	Provides general accounting services to the agency. Responsibilities include accounts payable/receivable, payroll, general ledger, monthly financial statements, allocation of costs to DPH and other programs, regular review of program income and expenses with program and executive staff (including rent roll), and audit preparation. Annual Salary of \$85,000 x 0.25 FTE = \$21,250.	\$21,250
10	Operations Manager Total Indirect Staffing Cost	Responsible for all human resource functions, including coordination of staff training, initial recruiting and on-boarding, and supervisor trainings. Annual Salary of \$75,000 × 0.25 FTE = 17,500	\$18,750 \$48,500
11	Indirect Operating Costs		
12	Telephone	Agency telephone and communication expenses.	\$6,500
13	Insurance Cost	Insurance cost related to operating the program include the following: Worker's Comp, General Liability, Property Loss, and Rental Insurance.	\$10,000
14	Hiring/Recruiting .	Hiring and recruiting.	\$1,500
	IT Support and Maintenance	IT support. Total annual cost \$20,000. \$20,000 x .40 = \$8,000	\$8,000
	Postage	Program postage and mailing related cost. (e.g. Client satisfaction survey mailing, landlord outreach, and apartment notification).	\$1,000
	Staff Training	Program staff training cost.	\$5,000
	Public Relations Landlord Outreach	Percentage of total agency public relations costs related to the Department of Public Health.	\$2,000
19	General Office Supplies	Percentage of total agency office supplies.	\$10,000
20	Legal Fees	Legal fees as they related to affordable housing, fair housing law and reasonable accommodations.	\$10,000
	Agency Audit Total Indirect Operating Cost	Percentage of agency audit cost. Annual cost \$17.000 x .40 = \$6,800.	\$6,800 \$60,800
	Fotal Indirect Cost		\$109,300

Contract Name Mest Eay Housing Corporation Appendix Funding Source Funding Source SPPH AIDS OFFICE CONTRACT MIT		ε	C C	T D	E	F	Ġ	Н	ì	Ι΄	
Funding Source General Fund Page 1		Contractor Name:	West Bay Housing	Corporation			daesmannes and a second				
## Funding Source: General Fund ## SPPPH AIDS OFFICE CONTRACT ## UOS COST ALLOCATION BY SERVICE MODE ## SERVICE MODES ## Personnel Expenses ## Personnel Expenses ## PET							•	Appen	dix Term:	7/1/	15 - 6/30/16
SERVICE MODES		Funding Source:	General Fund				•				Page 1
SERVICE MODE		· ·					•				
Personnel Expenses				SFDPH AIL	S OFFICE	CONTRACT					
Service Serv	6	•	υ	OS COST ALLO	CATION E	Y SERVICE MOD	Ē				
September September Selaries Selarie											
	8					SERVICE M	ODE5	orana and an an an an an an an an an an an an an]	
	9	Personnel Expenses	[1		<u> </u>					
Program Manager/Detabase Coordinator			FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contra	ct Totals
			1.00	66,988	100%						66.988
1	-										
10	-								Ĭ		
1-											
1	_										
17											
10 Total FEE & Total Salaries 1.00 66,988 100%					1						
10		Total FTE & Total Salaries	1.00	66,988	100%						68.988
Total Personnel Expenses 66 988 100%	19	Fringe Benefits	0%								
Expenditure Septembre Se	20	Total Personnel Expenses		66 .988	100%						66.9 88
Expenditure Septembre Se	21										
23 Total Occupancy		Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contr	act Total
Start Star				99,000	100%						
Total General Operating				2,000	100%				Ţ		2. 0 60
25 Total Staff Travel				8,339	100%						8,339
27 Consultants/Subcontractor:				2,000	100%						2,000
28											
29											
30	<u></u>										
32	30								j	İ	
32											
Sample S	,										
34											
35	-										
36					,	Į .					
178,327 100% 178,											
39 Total Direct Expenses 178.327 100% 100%	37	Total Operating Expenses		\$ 111,339	100%	\$ -				\$	111,339
40 Indirect Expenses 0%	38										
41 TOTAL EXPENSES	39			178,327	100%						178,327
1			0%								
43 Number of Units of Service (UOS) per Service Mode N/A N/A 44 Cost Per Unit of Service by Service Mode N/A 45 Number of Unduplicated Clients (UDC) per Service Mode N/A 46 N/A	41	TOTAL EXPENSES		\$ 178,327	100%						\$178,327
44 Cost Per Unit of Service Mode N/A 45 Number of Unduplicated Clients (UDC) per Service Mode N/A 46 N/A	42										
44 Cost Per Unit of Service by Service Mode N/A 45 Number of Unduplicated Clients (UDC) per Service Mode N/A 46	43										WA.
46	_										
46 Pay M/2013	45	Number of Unduplicated Clients (UDG	C) per Service Mode	N/A							
	46	TODA #4 S (4)								-	ev 04/2013

	AI B I C D E	F	G H
1		t	Appendix B-1n
2	Budget Justification		7/1/15-6/30/16
	-		
3	General Fund		Page 2
4	Index Code: HCHSHHOUSGGF		
5	FIASCAL YEAR: 2015/2016		
6			
7	Salaries and Benefits		
8			
9	Program Manager and Database Coordinator		
3	Under the supervision of the Director of Housing Programs for West Bay and the Medical		
	Director of Housing and Urban Health, the Contractor will manage the Direct Access to		
	Housing (DAH) program and maintain the DAH Data Base. This may include: Facilitate the		
	DAH referral and application process, Assess and revise DAH forms, processes, and policies,		
	as necessary, Gather, input, and track client data in the Oracle database, Run monthly and		
10	quarterly reports, Participate in program meetings, as appropriate.		
	Minimum Qualifications: Master's degree in Public Health. Experience with quantitative and		
1 1	qualitative evaluation. Experience with database design and analysis and website design.		•
].	Strengths in statistical analyses. Fluency in Spanish		
11		000	
12 13	Annual Salary of \$66,988 x 1.00 FTE =	\$66,988	
13			
14 15			
16	Total Salaries –	\$66,988	
17		+55,556	
18	Occupancy:		
19	Additional Master Leased Units		
18	TRACTORIAL PRODUCTION OF THE P		
	Funds reserved to administer payment of scattered-site master leased units in correspondence		
	with the MOU between Tenderloin Neighborhood Development (TNDC) and West Bay Housing		
	Corp. (WBHC) for Units located at the Civic Center Residence (CCR). These funds will also be		
20	utilized to cover cost related to the acquisition and retention of these program units.	\$99,000	
21		•	
22	Total Occupancy:	\$99,000	
22		400,000	
23			
24			
25			
26	Materials and Supplies:		
27	Program Materials and Activities:		
	Funds will be utilized to purchase program materials and sponsor program related activities.		
28	Activities may include housing retention meetings and community meetings.		
29	\$167 (Approx. Monthly expense) X 12 =	\$2,000	
30			
31	Total Materials and Supplies:	\$2,000	
32			
33			
34	General Operating:		
35	Contract Administration		
	Funds will be utilized to cover cost related to the program		
36	administration expenses associated with managing this program.		
37	\$695 (Approx. Monthly expense) X 12 =	\$8,33 9	
	φοσο (Λρηνιαλ. Monthly exhense) Λ 12	ψυ,υ υ σ	
38		<i>ው</i> ያ ታንሰ	
39	Total General Operating:	\$8,339	
40			
41			
42	Staff Travel (Local & Out of Town):		
	The second secon		
43	Funds will be utilized to cover travel expenses related to managing this portfolio.		
44	\$167 (Approx. Monthly expense) X 12 =	\$2,000	
45	Anna Andrewson Control of Control	,	
	Total Staff Travel:	\$2,000	
46	and the state of t	φε,σσσ	
. 47			
48			
49	TOTAL OPERATING EXPENSES	\$111,339	
50			
51	CALL TO SERVICE OF THE SERVICE OF TH	*************************************	
52	=		
53	TOTAL DIRECT COSTS		\$178,327
JO	1 O FAC DI NOT OCCIO		T

	A	E.		C	D	E) F	Ğ	H	
1		West Bay Housing Corporation								Appendix B-16
2		4/1/2009 - 6/30/2018						Appen	dix Term:	7/1/16 - 6/30/17
3	Funding Source:	Gerneral Fund-Project					_			Page 1
4										
_ 5_				SEDPH AIDS	OFFICE	CONTRACT				
6			uos	COST ALLO	CATION E	BY SERVICE MOD	ÞΕ			
3						SERVICE MOI	DES			
	Personnel Expenses									
karamanan dari	Position Titles	FTE		Salaries	% FTE	Salaries	% FTE	Salanes	% FTE	Contract Totals
	COO/Director of Housing Programs	0.25		37.500	100%				!	37.500
	Program Manager	1.00		58.000	100%					68.000
	Property Acquistions Specifaist	0.50	ļ	40.000	100%				<u> </u>	40.000
	Housing Retention Specificist	4,00		180.000	100%				<u> </u>	180,000
-	Linit Mod/Maintenance Technician	0.25	ļ	12,500	160%	<u> </u>	4			12,500
16									ļ	
17						1	-			100,000
	Total FTE & Total Salaries	6.00		338,000	100%				ļ	338,000
	Fringe Benefits Total Personnel Expenses	28%		94,640 4 32,6 4 0	100% 100%				4	94,640 432,640
	Total Personnel Expenses		t	432,640	100%	<u> </u>			1	434,040
121	A		· ·			T F	1 50	Expenditure	7 67 9	Contract Total
	Operating Expenses		EX	penditure	%	Expenditure	%	Expenditure	%	
	Tetal Occupancy			2,408,728	100%				 	2.406.728
	Total Materials and Supplies		<u> </u>	10,927 38,245	100% 100%				ļ	10,927 38,245
	Total General Operating			16,391	100%				 	16.391
	Total Staff Travel Other		ļ			ļ			 	21,855
	(Otner		ļ	21.855	100%	-				Z1,650
28 29	***************************************									
30									+	
31										
32										
33						l			+	
34					·	 			+	
	Total Operating Expenses		\$	2,496,146	100%	15 -			 	s 2.496.146
36			-			.4. ·		L	1	
h	Total Direct Expenses		<u> </u>	2,928,786	100%		T		1	2.928.786
38]	109,300	100%		1		1	109,300
	TOTAL EXPENSES		\$	3,038,086	100%	***************************************	1	<u> </u>	 	\$3.038,086
40		accessore accessore successore - Administration of a summittee summittee of the summittee o								
41	Number of linits of	Service (UOS) per Service Mode		1,685						1.685
42		Unit of Service by Service Mode	<u> </u>	\$1,803.02				L	i	
43		Clients (UDC) per Service Mode		145	***********					
44						-V				
45	DPH #1A(1)									Rev. 04/2013

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h	and the second s		Appendix B-1o
2	Budget Justification		7/1/16-6/30/17
3	General Fund - Project		Page 2
3 4 5	index Code: HCHSHOUSNACP		
5	FISCAL YEAR: 2016/2017		
6			1
7	Salaries and Benefits		1
8 0,	CPANELINATION of Managing Decreases		
	COO/Director of Housing Programs Responsible for overall program design and implementation. Primary liaison with DPH-HUH.		
	Evaluates program needs and ensures that program objectives are met. Coordinates activities		ļ
	and reviews all program procedures. Provides direction and supervision the Program Manager		
	and all program staff as needed. Relies on experience and judgment to plan and accomplish		
10	goats.		
	Minimum Qualifications: This position requires an MS and a minimum of 5 years of		
	experience working in the not-for-profit human services sector.		
1	Annual Salary of \$150,000 x 0.25 FTE =	\$37,500	
12		000,100	
13	Program Manager		
	The Program Manger is responsible for the day-to-day management of all program activities.		-
	The program manager participates in DCIP meetings, oversees daily program operation from		
1	receipt of initial housing application to lease-up and initial occupancy. The program manager reviews housing applications, arranges for money management, coordinates properly visits.		
	provides unit access, maintains all records related to ongoing program portfolio, and maintains		
	ongoing program rent roll and acts as a liaison between program participants and their money		
	management agency (e.g. Lutheran Social Services). In addition the program manager is		***************************************
	responsible for the supervision of all program staff. The Program Manager is also responsible		
	for insuring that unit modifications are coordinated and delivered according to building		
14	standards.		
	Minimum Qualifications: Bachelors Degree in related field and 3 years of		name or o
15	related field experience working with under privilege populations		1
16	Annual Salary of \$68,000 x 1.0 FTE ≈	\$68,000	Į.
1771			
18	Property Acquisitions Specialist		and the second
	Responsible for the acquisition/master leasing of all program property. Activities include:		a de la companya de l
	markets program to prospective landlords and property managers, conducts market research		To the state of th
	and site visits to identify suitable units for designated program participants, negotiates and		
19	reviews leases, maintains housing acquisition data base, ensures compliance with relavant real estate and fair housing law.		·
H	estate and tair housing law. Minimum Qualifications: This position requires a commercial real-estate license and		
	experience acquiring/leasing real-estate in San Francisco		
20	Annual Salary of \$80,000 x .50 FTE =	\$40.000	
21	Aillian Salary of \$60,000 x .50 f FE =	Q-10,000	
	United Potentian Specialists		
23	Housing Retention Specialists The Housing Retention Specialists serve as a liaison to community supports and bridge		
	communication between program participants and ongoing community services. Housing		
	Retention Specialists conduct monthly home visits to ensure basic program oversight, including		
	unit habitability, code compliance, life safety, accessibility, cleanliness and program participant		
1 1	well-being. The primary objective of this role is to ensure that residents successfully retain		
24	housing after initial housing placement.		
	Minimum Qualifications: Bachelors Degree in related field or 3 – 5 years working with		
25	underprivileged and underserved populations.	ድፋየለ ለሰባ	
26	Annual Salary of \$45,000 x 4.0 FTE =	\$180,000	j
M	No. 1. Production		
28	Maintenance Technician		
	Responsible for small repairs and unit maintenance associated with normal occupancy. The maintenance technician is		
	also responsible for returning a unit to a nabitable condition upon unit turnover if the responsibility falls to WBHC under the terms of our master lease agreement. Completes annual unit habitability surveys to assess repairs, inspect unit		
	modifications, and ensure the unit is code compliant.		
29	modifications, and charge the unit to code dompilans.		
鬥	Minimum Qualifications: Experience working in construction with core competencies in the		
30	areas of carpentry, plumbing and electrical.		
31	Annual Salary of \$50,000 x 0.25 FTE =	\$12,5 0 0	
32			
22	Total Salaries	\$338,000	
32 30 34 30	I Utat Squipts		
36	Fringe Benefits		
	Total Fringe Benefits based on 28% of annual salaries. Benefits include: payroll taxes, general	mn 4 0 40	
37 38	liability, 403 B contributions, Dental, Life Insurance, Medical, Vision, and workers compensation.	\$94,640	
	TOTAL CALABIEC & DENIEGITS	\$432,640	
39	TOTAL SALARIES & BENEFITS	かんちいいん	
40			

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41			Appendix B-1o 7/1/16-6/30/17	
42			7/1/16-6/30/17 Page 3	
43 44 (1	Occupancy:			
	Rent Subsidy Reserve:			
,	Funds reserved to administer payment of current scattered-site master-leased portfolio. These			
	unds will also be utilized to cover cost related to the acquisition of mew units and the			
	maintenance and turning over of existing portfolio.	\$2,408,728		
48				
49	notei Occupency:	\$2,408,728		
50				
51	Materials and Supplies:			
	vaterials and Supplies: Program Materials and Activities:			
	Funds will be utilized to purchase program materials and supplies that will enable the program staff to better serve program participants. Materials to be purchased may include: Locks for Computer for theft prevention, Office Depot (Office) Supplies, Computers, Telephones, Costs for Certified Mail, Copies of keys are made for certain units when locks are changed and Cleaning supplies.			
56	\$911 (Approx. Monthly expense) X 12 =	\$10,927_		
56				
57 §	Total Materials and Supplies	\$10,927	ļ	
F.C.				
	General Operating) Rent Office Space			
		200 045		
62 . 63	Annual cost to rent corporate office space for program staff.	\$38,245		
64	Total General Operating	\$38,245		
66			aand work of the state of the s	
	Staff Travel (Local & Out of Town):		Politica estados de la composição de la	
68		\$16,391		
69	Travel related to program activities (e.g. Housing Retention visits, Property acquisition activities).			
70	The state of the s			
75	Total Staff Travel	\$16,391		
72 73	A (Configuration of the Configuration of the Config	410,331		
74 75			L. Company	
75	Othera			
76				
	Other program expenses associated with administering the program. Cost include contract work			
	and legal fees to cover court costs associated with seeking legal consultation in the areas of			
77 78	reasonable accommodations and master leasing documentation. \$1,821 (Approx. Monthly expense) X 12 Months =	\$21,855		
79	• • • •			
80 E1				
82	Total Citaer:	\$21,855		
E3 "	TOTAL COMPANY OF THE PROPERTY	\$2,496,146		
84 65	TOTAL OPERATING EXPENSES	3∠,490,146		
86				
87		Control of the Contro		
86	TOTAL DIRECT COSTS		\$2,928,786	
89				
	Indirect Cost		- Contraction of the Contraction	
91	Indirect Cost Expenses represent costs not directly connected to the Scattered Site Master- Leasing Program that are necessary to run an agency and support program goal and objectives. (See Indirect Cost Justification)			
92 03				
93 94 95				
95	TOTAL INDIRECT COSTS		\$109,300	
97	APPENDIX TOTAL		\$3,038,086	

	A	В	C Appendix B-1c
3 Fis	st Bay Housing - Scattered-Site cai Year: 7/1/16- 6/30/17	Housing & Rental Subsidy Administration Program	7/1/16-6/30/17 Page 4
4 5 IND	DIRECT COSTS JUSTIFICATION		
6	Indirect Staffing Cost	Justification	Expenses
7 Exe	ecutive Director	Oversees COO/Director of Housing Programs. Advises on program design, implementation, and sustainability. Reviews and authorizes all critical financial decisions and committments (program contracts, leasing, salaries). Participates in DPH, DCIP, and landlord conference calls and meetings as needed. Liaisons with Board of Directors and Finance Committee to review program performance and obtain Board resolutions as needed. Signs checks, contracts, other key documents. Annual Salary of \$170,000 x 0.05 FTE = \$8,500	\$8,500
8 (CF)	O/Accountant/Bookkeeper	Provides general accounting services to the agency. Responsibilities include accounts payable/receivable, payroli, general ledger, monthly financial statements, allocation of costs to DPH and other programs, regular review of program income and expenses with program and executive staff (including rent roll), and audit preparation. Annual Salary of \$85,000 x 0.25 FTE = \$21,250.	\$21,250
a One	erations Manager	Responsible for all human resource functions, including coordination of staff training, initial recruiting and on-boarding, and supervisor trainings. Annual Salary of \$75,000 × 0.25 FTE = 17,500	\$18.750
	al Indirect Staffing/Cost	Trinds Calary of Groupout X 525 1712 17,500	\$48,500
	irect Operating Costs		
12 Tele	ephone	Agency telephone and communication expenses.	\$6,500
13 lnsı	urance Cost	Insurance cost related to operating the program include the following: Worker's Comp. General Liability, Property Loss, and Rental Insurance.	\$10,000
14 Hiri	ng/Recruiting	Hiring and recruiting.	\$1,500
	<u> </u>		
15 IT S	Support and Maintenance	IT support. Total annual cost \$20,000. \$20,000 x .40 = \$8,000	\$8,000
16 Pos	stage	Program postage and mailing related cost. (e.g. Client satisfaction survey mailing, landlord outreach, and apartment notification).	\$1,000
17 Star	ff Training	Program staff training cost.	\$5,000
18 Pub	olic Relations Landlord Outreach	Percentage of total agency public relations costs related to the Department of Public Health.	\$2,000
19 Ger	neral Office Supplies	Percentage of total agency office supplies.	\$10,000
20 Leg	ial Fees	Legal fees as they related to affordable housing, fair housing law and reasonable accommodations.	\$10,000
	ency Audit al Indirect Operating Cost	Percentage of agency audit cost. Annual cost \$17,000 x .40 = \$6,800.	\$6,800 \$60,800
23 Tota	al Indirect Cost		\$109,300

West Bay Housing Corpo : 4/1/2009 - 6/30/2018 : General Fund	ration						Appendix B-1p
: General Fund						lix Term:	7/1/16 - 6/30/17
				_			Page 1
			CONTRACT				
U	OS COST ALLO	CATION B	Y SERVICE MOD	DE			
						The same of the sa	
			SERVICE MO	DES			
		···					
FTE		***********	Salaries	% FTE	Salaries	% FTE	Contract Totals
1.00	66.988	100%					86,988
			ļ				
	6 6,988	100%					66,9 8 8
0%				1			
	886,98	100%		<u> </u>			66.988
	·	,		· , , , , , , , , , , , , , , , , , , ,			
			Expenditure	%	Expenditure	%	Contract Total
							99,000
	2,900	100%					2,000
	8,339	100%					8,339
	2,000	100%					2,000
						į	
				<u> </u>			
	\$ 111.339	100%	\$ -				\$ 111.339
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
	178,327	100%					178,327
0%				}			
	\$ 178,327	100%					\$178,327
ce (UOS) per Service Mode							N/A
	N/A				,		
its (UDC) per Service Mode	N/A						
							Rev. 04/201
	1.90 0% 0% 0% 0%	1.00 66.988 1.00 66.988 1.00 66.988 0% 66.988 Expenditure 99.000 2.000 8.339 2.000 \$ 111.339 \$ 111.339 178.327 0% 5 178.327 cc (UOS) per Service Mode N/A of Service by Service Mode N/A	1.00 66.988 100% 1.90 66.988 100% 0% 66.988 100% Expenditure % 99.000 100% 2.000 100% 8.339 100% 2.000 100% 1.00% 8.339 100% 5.111.339 100% 178.327 100% cce (UOS) per Service Mode of Service by Service Mode of Service by Service Mode of Service by Service Mode N/A	FTE Salaries %FTE Salaries 1.00 66.988 100% 1.00 66.988 100% 1.00 66.988 100% Expenditure % Expenditure 99.000 100% 2.000 100% 2.000 100% 2.000 100% 3.339 100% 2.000 100% 3.399 100% 3.399 100% 3.390 100% 3	1.00 66.988 100% 1.00 66.988 100% Expenditure	FTE	FTE

A	B CDE	F	G H
1			Appendix B-1p
2	Budget Justification		7/1/16-6/30/17
3	General Fund		Page 2
	Index Code: HCHSHHOUSGGF		
4 5	FIASCAL YEAR: 2016/2017		
6			
7	Salaries and Benefits		
8	Estates una perenta		-
name and the same of	Processor Barrage and Processor Consulinguistics		
9	Program Manager and Database Coordinator		
	Under the supervision of the Director of Housing Programs for West Bay and the Medical		
	Director of Housing and Urban Health, the Contractor will manage the Direct Access to Housing		
	(DAH) program and maintain the DAH Data Base. This may include: Facilitate the DAH referral		
	and application process, Assess and revise DAH forms, processes, and policies, as necessary,		
	Gather, input, and track client data in the Oracle database, Run monthly and quarterly reports,		
10	Participate in program meetings, as appropriate.		ļ
	Minimum Qualifications: Master's degree in Public Health. Experience with quantitative and		art red
	qualitative evaluation. Experience with database design and analysis and website design.		
	Strengths in statisfical analyses. Fluency in Spanish		A CONTRACTOR OF THE CONTRACTOR
11		#CC 000	
12	Annual Salary of \$66,988 x 1.00 FTE =	\$66,988	
14	_		- III-die
16	Total Salaries	\$66,988	o chambles
	ggrow membersag kreekers tegge gang bijer in hiji di kallandir kestato di Aliferia in		and the same of th
18	Оссирансу:		
19	Additional Master Leased Units:		
	Fine de recented to administra poursent of poettored site mapter topced units in correspondence		
	Funds reserved to administer payment of scattered-site master leased units in correspondence		and description of the second
	with the MOU between Tenderloin Neighborhood Development (TNDC) and West Bay Housing		veillasen
	Corp. (WBHC) for Units located at the Civic Center Residence (CCR). These funds will also be	000.000	Ì
20	utilized to cover cost related to the acquisition and retention of these program units.	\$99,000	
21		*00.000	
22	Total Occupancy:	\$99,000	
23			
24			
25	halicontended to the control of the second o		Į.
26	Materials and Supplies:		
27	Program Materials and Activities:		
	Funds will be utilized to purchase program materials and sponsor program related activities.		
28	Activities may include housing retention meetings and community meetings.		***************************************
29	\$167 (Approx. Monthly expense) X 12 =	\$2,000	1
30	, , , , , , , , , , , , , , , , , , ,		-
31	Total Waterials and Supplies:	\$2,000	
32	5 4 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5		ĺ
33			İ
34	General Operating:		
25	Contract Administration		
35	CONTROC MATHRIBORATOR		
	Funds will be utilized to cover cost related to the program		
36	administration expenses associated with managing this program.		
37	\$695 (Approx. Monthly expense) X 12 =	\$8,339	
38	Ange A Marian manufi anhamas A m	7-1000	
39	Total General Operating:	\$8,339	-
40		+ +,000	
41			
	Staff Travel (Local & Out of Town):		
42	EXCEPTION CONTROL CONT		
43	Funds will be utilized to cover travel expenses related to managing this portfolio.		
44	\$167 (Approx. Monthly expense) X 12 =	\$2,000	
45	4 · · · · · · · · · · · · · · · · ·	/ •	
46	Total Staff Travel:	\$2,000	•
47		,	
48			
49	TOTAL OPERATING EXPENSES	\$111,339	
50	TO THE STREET WITH SELECTION OF STREET	Ţ ,555	
51	***	***************************************	•
52			
53	TOTAL DIRECT COSTS		\$178,327

	Ė.			С	D	T E		F	G	Н		7
	Contractor Name:	West Bay Housing Corporation			····	<i></i>				·*		Appendix B-1g
2	Contract Term:	4/1/2009 - 6/30/2018						•	Appen	dix Term:		7/1/17 - 6/30/18
3		Gerneral Fund-Project			· · · · · · · · · · · · · · · · · · ·			_				Page 1
4	Ü							=				-
5				SEDPH AIDS	OFFICE	CONTRA	CT					
6		U	JOS	COST ALLO	CATION E	BY SERVIC	E MOD	E				
7												
B					***************************************	SER\	/ICE MO	DES				
	Personnel Expenses											
10	Position Titles	FTE		Salaries	% FTE	Sala	ries	% FTE	Salaries	% FTE	Col	ntract Totals
111	COO/Director of Housing Programs	0.25		37.5 0 0	100%							37,500
	Program Manager	1.00		68,000	100%					<u> </u>		000.86
	Property Acquistions Speciiaist	0.50		40.000	100%							40,000
	Housing Retention Specialist	4.00		180.000	100%					L		180, 00 0
15	Unit Mod/Maintenance Technician	0.25	ļ	12.5 0 0	100%							12,500
16						ļ						
17		1	<u> </u>					1		ļ		
	Total FTE & Total Salaries	6.00		338.000	100%			ļ		<u> </u>		338,000
	Fringe Benefits	28%		94,640	100%			1		 		94.640
20	Total Personnel Expenses		L	432,640	100%			ļ.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		<u> </u>		432,640
121									T	T		
	Operating Expenses		E	xpenditure	%	Expen	diture	%	Expenditure	%	Co	intract Total
	Total Occupancy			2,579,181	100%			<u> </u>		ļ		2,579.181
-	Total Materials and Supplies			11.255								11,255
25	Total General Operating			39,393	100%	·				ļ		39,393
-	Total Staff Travei		ļ	16,883	100%	ļ				-		16.883
27	Other			22,510	100%	ļ				-		22,510
28					······································	<u> </u>		 		ļ		
28										-		
30	Manufacture 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				·····	ļ						
31						 		<u> </u>				
32 33						 		ļ		 		
33						 				 		
35	Total Operating Expenses		\$	2,669,222	100%	\$	-			 	\$	2,669,222
36	Tom. Operating Expenses		L.,	2,000,224	10075	1.*		J	I			W, 400 , ELL 2.
	Total Direct Expenses			3,101,862	100%					1		3,101,862
38	Indirect Expenses			109,300	100%	 				<u> </u>		109.300
39	TOTAL EXPENSES		\$	3,211,162	100%	ļ	·········	 		} -		\$3,211,162
40			<u> </u>			 				*******		
41	Number of linits of	Service (UOS) per Service Mode		1,745								1,745
42		Unit of Service by Service Mode		\$1,840,2	1	-						
43		Clients (UDC) per Service Mode		150								
44						·	-				date dinastria	Day 0.40000
1 45	DPH #1A(1)											Rev. 04/2013

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1	B D E	
2	Budget Justification	
3	General Fund - Project	
	Index Code: HCHSHOUSNACP	
4 5	FISCAL YEAR: 2017/2018	
2	FISCAL FEAR. 2017/2010	
6	Salaying and Parasits	
	Salaries and Benefits	
8	CONDination of Harring Programs	
9	COO/Director of Housing Programs	
	Responsible for overall program design and implementation. Primary liaison with DPH-HUH.	
	Evaluates program needs and ensures that program objectives are met. Coordinates	
	activities and reviews all program procedures. Provides direction and supervision the	
¥	Program Manager and all program staff as needed. Relies on experience and judgment to	
10	plan and accomplish goals.	
	Minimum Qualifications: This position requires an MS and a minimum of 5 years of	
.	experience working in the not-for-profit human services sector.	
15	Annual Salary of \$150,000 x 0.25 FTE =	\$37,500
12	·	000,100
13	Program Manager	
O/others	The Program Manger is responsible for the day-to-day management of all program activities.	
Nan A College	The program manager participates in DCIP meetings, oversees daily program operation from	
-	receipt of initial housing application to lease-up and initial occupancy. The program manager	
- 1	reviews housing applications, arranges for money management, coordinates property visits,	
	provides unit access, maintains all records related to ongoing program portfolio, and	
-	maintains ongoing program rent roll and acts as a fialson between program participants and	
	their money management agency (e.g. Lutheran Social Services). In addition the program	
	manager is responsible for the supervision of all program staff. The Program Manager is also	
	responsible for insuring that unit modifications are coordinated and delivered according to	
14	building standards.	
	•	
	Minimum Qualifications: Bachelors Degree in related field and 3 years	
15	of related field experience working with under privilege populations	
16	Annual Salary of \$68,000 x 1.0 FTE ≈	\$68,000
17	Province Association Constalled	
18	Property Acquisitions Specialist	
	Responsible for the acquisition/master leasing of all program property. Activities include:	
	markets program to prospective landlords and property managers, conducts market research	
1	and site visits to identify suitable units for designated program participants, negotiates and	
	reviews leases, maintains housing acquisition data base, ensures compliance with relevant	
19	real estate and fair housing law.	
	Minimum Qualifications: This position requires a commercial real-estate license and	
20	experience acquiring/leasing real-estate in San Francisco	
21	Annual Salary of \$80,000 x .50 FTE =	\$40,000
22	• • •	
23	Housing Retention Specialists	
40	The Housing Retention Specialists serve as a liaison to community supports and bridge	
	communication between program participants and ongoing community services. Housing	
ļ	Retention Specialists conduct monthly home visits to ensure basic program oversight,	
1	including unit habitability, code compliance, life safety, accessibility, cleanliness and program	
	participant well-being. The primary objective of this role is to ensure that residents	
24	successfully retain housing after initial housing placement.	
	Minimum Qualifications: Bachelors Degree in related field or 3 – 5 years working with	
25	underprivileged and underserved populations.	****
26 27	Annual Salary of \$45,000 x 4.0 FTE =	\$180,000
28	Maintenance Technician	
7	Responsible for small repairs and unit maintenance associated with normal occupancy. The maintenance	
	technician is also responsible for returning a unit to a habitable condition upon unit turnover if the responsibility falls	
1	to WBHC under the terms of our master lease agreement. Completes annual unit habitability surveys to assess	
1	repairs, inspect unit modifications, and ensure the unit is code compliant.	
29		
\neg	Minimum Qualifications: Experience working in construction with core competencies in the	
30	areas of carpentry, plumbing and electrical.	
31	Annual Salary of \$50,000 x 0.25 FTE =	\$12,500
		,
32		6000.00
32 33	Total Salaries	\$338,000
32 33 34		
32 33 34 30	Frings Repatits	
32 34 35 36	Fringe Benefits	
34 36 36	Total Fringe Benefits based on 28% of annual salaries. Benefits include: payroll taxes,	
36	Total Fringe Benefits based on 28% of annual salaries. Benefits include: payroll taxes, general liability, 403 B contributions, Dental, Life Insurance, Medical, Vision, and workers	ወ በ <i>ለ ፍላ</i> ብ
36	Total Fringe Benefits based on 28% of annual salaries. Benefits include: payroll taxes,	\$94,640
36 37 38	Total Fringe Benefits based on 28% of annual salaries. Benefits include: payroll taxes, general liability, 403 B contributions, Dental, Life Insurance, Medical, Vision, and workers compensation.	
36	Total Fringe Benefits based on 28% of annual salaries. Benefits include: payroll taxes, general liability, 403 B contributions, Dental, Life Insurance, Medical, Vision, and workers	\$94,640 \$432,64 0

b 12

<u> </u>							Appendix B-1
	Оссцрапсу: Rent Subsidy Reserve:	onenenes sonos Soe neballa (vans)	\$25 \$5 4 8 5 \$70 mag 2 10				7/1/17-6/30/1 Page
7							
<u>5</u>	Funds reserved to administer These funds will also be utiliz maintenance and turning ove	ed to cover cost relate				\$2,579,181	-
8 9 8			Total Geoup	ancy	are Str	\$2,579,181	
2	Materials and Supplies: Program Materials and Acti	viting					
	Funds will be utilized to purch staff to better serve program Computer for theft prevention for Certified Mail, Copies of k Cleaning supplies.	nase program materials participants. Materials n, Office Depot (Office)	to be purchased Supplies, Comp	may include: Locks for uters, Telephones, Cos			
<u>4</u>		\$938 (Approx. Mor	nthly expense) X	12 =		\$11,255	
			,	Dires:	# T		•
7 8 9		(claiv:	stewsis and onb	aves.	esi.	\$11,25 5	
0	General Operating: Rent Office Space				355		
	Annual cost to rent corporate	office space for progr	am staff.			\$3 9, 39 3	
3 4 5		and the state of t	al General Oper	ating.		\$3 9,393	
6	Staff Travel (Local & Out of	Town	型性型 第25章 第35章		***		
9	Travel related to program act activities).	ivities (e.g. Housing R	etention visits, Pr	operty acquisition		\$16,883	
1 2			Total Staffil	tsasi;		\$16,883	-
3 4 5	Other:	ः प्रस्तिवस्य स्टब्स्टरस्य	प्रत्यक्षात्वम् । जन्मकृष्ट्	estatos proprietas de la como			
	Other program expenses ass work and legal fees to cover	court costs associated	with seeking leg	al consultation in the			
8	areas of reasonable accomm \$1,8'	odations and master in 76 (Approx. Monthly ex				\$22,510	
0					980%:	\$22,510	-
2			Totali	lther:			-
4 5	TOTAL OPERATING EXPEN	ISES				\$2,669,222	
6 7							÷
8		T	OTAL DIRECT C	OSTS			\$3,101,86
9	Indirect Cost						
	Indirect Cost Expenses repre Leasing Program that are ne						
	objectives, (See Indirect Cos						
-1		TOI	AL INDIRECT C	OSTS			\$109,30
4 5							

1	A West Bay Housing - Scattered-Site	Housing & Rental Subsidy Administration Program	Appendix B-10
3 4	Fiscal Year: 7/1/17- 6/30/18		7/1/17-6/30/1 Page
5	INDIRECT COSTS JUSTIFICATION		
6	Indirect Staffing Cost	Justification	Expenses
7	Executive Director	Oversees COO/Director of Housing Programs. Advises on program design, implementation, and sustainability. Reviews and authorizes all critical financial decisions and committments (program contracts, leasing, salaries). Participates in DPH, DCIP, and landlord conference calls and meetings as needed. Liaisons with Board of Directors and Finance Committee to review program performance and obtain Board resolutions as needed. Signs checks, contracts, other key documents. Annual Salary of \$170,000 x 0.05 FTE = \$8,500	\$8,500
8	CFO/Accountant/Bookkeeper	Provides general accounting services to the agency. Responsibilities include accounts payable/receivable, payroll, general ledger, monthly financial statements, allocation of costs to DPH and other programs, regular review of program income and expenses with program and executive staff (including rent roll), and audit preparation. Annual Salary of \$85,000 x 0.25 FTE = \$21,250.	\$21,250
		Responsible for all human resource functions, including coordination of staff training, initial recruiting and on-boarding, and supervisor trainings.	\$18,750
	Operations Manager Total Indirect Staffing Cost	Annual Salary of \$75,000 x 0.25 FTE = 17,500	\$48,500
-	Indirect Operating Costs		
12	Telephone	Agency telephone and communication expenses.	\$6,500
13	Insurance Cost	Insurance cost related to operating the program include the following: Worker's Comp. General Liability, Property Loss, and Rental Insurance.	\$10, 000
			**
14	Hiring/Recruiting	Hiring and recruiting.	\$1,500
15	IT Support and Maintenance	IT support. Total annual cost \$20,000. \$20,000 x .40 = \$8,000	\$8,000
16	Postage	Program postage and mailing related cost. (e.g. Client satisfaction survey mailing, landlord outreach, and apartment notification).	\$1,000
		Durana deff training cont	\$5,000
	Staff Training Public Relations Landlord Outreach	Program staff training cost. Percentage of total agency public relations costs related to the Department of Public Health.	\$2,000
19	General Office Supplies	Percentage of total agency office supplies	\$10,000
20	Legal Fees	Legal fees as they related to affordable housing, fair housing law and reasonable accommodations.	\$10,000
21 22	Agency Audit Total Indirect Operating Cost	Percentage of agency audit cost. Annual cost \$17,000 x .40 = \$6,800.	\$6,800 \$60,800
	Total Indirect Cost	*.	\$109,300

I A	B 1	С	Đ	T É	F	G	Н	į
	West Bay Housing Corpora	ation						Appendix B-1r
Contract Term:	4/1/2009 - 6/30/2018				-	Append	dix Term:	7/1/17 - 6/30/18
Funding Source:	General Fund				_			Page 1
4			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
57		SEDPH AID:	S OFFICE	CONTRACT				
6	u	IOS COST ALLO	CATION E	BY SERVICE MOI	DE			
8				SERVICE MO	DDES			
Personnel Expenses	3							
10 Position Titles	FTE	Salanes	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11 Program Manager/Database Coordinator	1.00	66,988	100%		.i	<u> </u>		66,988
12								
13				ļ	<u> </u>			
14							ļ	
15			<u></u>	<u> </u>				
36				1		ļ	 	
1 T 1 L L L L L L L L L L L L L L L L L	1,00	66,988	100%	-	+			6E,988
18 Total FTE & Total Salaries	1,	00,985	10076	 	+		-	00,000
19 Fringe Benefits 20 Total Personnel Expenses	0%	66.988	100%				 	66.988
		1	10070			<u>L</u>	 	
21 Operating Expenses	1	Expenditure	%	Expenditure	1 %	Expenditure	%	Contract Total
23 Total Occupancy		99,000	100%				1	99.000
24 Total Materials and Supplies		2.000	100%		·			2.000
25 Total General Operating		8,339	100%		†			8,339
26 Total Staff Travel		2,000	100%		1			2,000
27 Consultants/Subcontractor:					1		i	
28 Other		<u> </u>		1				
29		1						
30								
31 [
32								
33								
34					1			
35								
36								
ลา Total Operating Expenses		\$ 11 1.339	100%	[5]			<u> </u>	\$ 111,339
38			·			p	,	, W
39 Total Direct Expenses		178,327	100%	-				178,327
40 Indirect Expenses	0%			<u> </u>			ļ	6470 500
41 TOTAL EXPENSES		\$ 178.327	100%	ļ	1		1	\$178,327
42				<u> </u>				ATE
	ice (UOS) per Service Mode	N/A N/A						N/A
45 Number of Unduplicated Clien	ns (uuc) per Service Mode	N/#:		3		L		Cross commence of the commence
147 DPH #1A(1)								Rev. 05/2010

A	8 C D E	F	G H I
	Budget Justification		Appendix B-1r 7/1/17-6/30/18
3	General Fund		Page 2
4	index Code: HCHSHHOUSGGF		
	FISCAL YEAR: 2017-2018		
<u> </u>	Catalina and Daniste		
7 8	Salaries and Benefits		
9	Program Manager and Database Coordinator		
	Under the supervision of the Director of Housing Programs for West Bay and the Medical Director of Housing and Urban Health, the Contractor will manage the Direct Access to Housing (DAH) program and maintain the DAH Data Base. This may include: Facilitate the DAH referral and application process, Assess and revise DAH forms, processes, and policies, as necessary, Gather, input, and track client data in the Oracle database, Run monthly and quarterly reports,		
10	Participate in program meetings, as appropriate.		
	Minimum Qualifications: Master's degree in Public Health. Experience with quantitative and qualitative evaluation. Experience with database design and analysis and website design. Strengths in statistical analyses. Fluency in Spanish		and the state of t
11 12 13	Annual Salary of \$66,988 x 1.00 FTE =	\$66,988	
14 15 16	Total Salaries	\$66,988	
18	Occupancy Additional Master Leased Units:		
20	Funds reserved to administer payment of scattered-site master leased units in correspondence with the MOU between Tenderloin Neighborhood Development (TNDC) and West Bay Housing Corp. (WBHC) for Units located at the Civic Center Residence (CCR). These funds will also be utilized to cover cost related to the acquisition and retention of these program units.	\$99,000	
21 22	Total Occupancy:	\$99,000	
23 24 25			
26 27	Materials and Supplies: Program Materials and Activities:		To the state of th
-	Funds will be utilized to purchase program materials and sponsor program related activities.		
28 29	Activities may include housing retention meetings and community meetings. \$167 (Approx. Monthly expense) X 12 =	\$2,000	
30 31 32	Total Materials and Supplies:	\$2,000	
33 34 35	General Operating: Contract Administration		
	• 1 191 . PP. A4.		
36 37	Funds will be utilized to cover cost related to the program administration expenses associated with managing this program. \$695 (Approx. Monthly expense) X 12 =	\$ 8,339	
38		po 220	
39 40 41	Total General Operating:	\$8,339	
42	Staff Travel (Local & Out of Town):		
43 44 45	Funds will be utilized to cover travel expenses related to managing this portfolio. \$167 (Approx. Monthly expense) X 12 =	\$2,000	
46 47	Total Staff Trayel	\$2,000	
48 49 50	TOTAL OPERATING EXPENSES	\$111,339	
51 52	-	INTERCEPTATION OF THE PARTY OF	
53	TOTAL DIRECT COSTS		\$178,327

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APPENDIX F-1i

Appendix Term: 7/1/13 - 6/30/14

Contractor: West Bay Housing Corpor		CMS 6579		[in	voice Numi HUJUL10	••••			
Address: 1390 Market Street, Suite 4 San Francisco, CA 94102	105			Cor	ntract Purch	nase Oi	rder No:			
Telephone: 415-618-8012 Fax: 415-618-0288	Concaverage				Fu	ınding	Source:[HCH	12UOH2!	NACP
	001300				Gran	t Code	/ Detail:[N/A	
Program Name: Scattered Site Housing Program Name: Scattered Site Housing Program Name: Program Name	ogram				Projec	t Code	/ Detail:	F	HCCBH/	00
					i	invoice	Period;[07/1	/13 - 07/	31/13
						FINAL	Invoice		(check if	Yes)
DELIVERABLES	TOT CONTRA UOS		DELIV THIS P UOS	ERED ERIOD UDC	DELIVE TO DA UOS		% (TOT UOS			INING RABLES UDC
Housing Subsidy Month	1,543	185				da ayan an an an an an an an an an an an an a	REMITERATE AND AND AND AND AND AND AND AND AND AND		1,543	135
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		UDC		UDC		UDC	****	UDC		UDC
Unduplicated Clients for Appendix	1.5	135					<u> </u>	tion and the second second	1	135
EXPENDITURES	BUD	GET		NSES ERIOD	EXPEN: TO DA		% (BUD			MINING ANCE
Total Salaries (See Page B)	\$293.	.000			1	1	[\$293.0	00.00
Fringe Benefits	-	040		-					\$82,0	
Total Personnel Expenses	\$375.	.040							\$375.0	040.00
Operating Expenses:		(77E			<u> </u>				\$2.164	775.00
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$2,164	£,/32) (1							32,104	.770.00
Building Maintenance Supplies and Repairs)	 				╫──				1	
Materials and Supplies-(e.g., Office,	\$10,1	000 4							\$10,0	00.00
Postage, Printing and Repro., Program Supplies)										
									205.5	00 0c
General Operating-(e.g., Insurance, Staff	\$350	000			<u> </u>				\$35.0	00.00
Training, Equipment Rental/Maintenance)	<u> </u>								 	***************************************
Staff Travel - (e.g., Local & Out of Town)	\$15	MAO S		······································	-				\$15.0	00.00
Stair Fraver - (e.g., Locara Out or rown)	1	900	. :	······	 				1	
Consultant/Subcontractor	19603.7813	d the salt fre								
Other - (Legal Fees)	\$20,	000			1				\$20.0	00.00
	-				1				_	
Total Operating Expenses	\$2,244	4 775		· · · · · · · · · · · · · · · · · · ·		KZĘKSKI CYCIERZINIA I I II		-	\$2,244	.775.00
Capital Expenditures					1					
TOTAL DIRECT EXPENSES	\$2,619	9,815								,815.00
Indirect Expenses	\$109									300.00
TOTAL EXPENSES	\$2,729	9,115			NOTES:		L		\$2,728	,115.00
LESS: Initial Payment Recovery					TIVOTES.					
Other Adjustments (Enter as negative, if appr REIMBURSEMENT	opna(e)		NO CONTRACTOR OF THE PARTY OF T							
I certify that the information provided above is, to the b accordance with the budget approved for the contract records for those claims are maintained in our office at	cited for servi	ces provid e indicated.	d under th	e provisi	on of that con			on and b		,
			MILLION AND AND AND AND AND AND AND AND AND AN			43800 (content)	SANCES AND ADDRESS OF THE PARTY			The second second second
Send to: SFDPH Fiscal / Invoice Proces 1380 Howard Street, 4th Floor San Francisco, CA 94103	_	By:						Date	ı:	
· ·		Oy.	(DPH A	uthorize	d Signatory)	***********		20,0	·	
Attn: Contract Payments			(DPH A	uthorize	d Signatory)		MA I TOWN VINCE ON BOAT OF	······································		

APPENDIX F-1i Appendix Term: 7/1/13 - 6/30/14

						11140	ice Nu mbe r
Contractor: V	Vest Bay Hous	sing Co	rporation		HUJUL 13		
	390 Market St						
S	an Francisco.	CA 94	102	Contract Pu	rchase Order No:		
Telephone: 4	15_818.nn19				Fund Source:	HUHG	HOUSNACP
-	15-618-0288				, and domes.	140130	100011701
				Gr		N/A	
Program Name: 5	Scattered Site Housing Program						
				Proj	ect Code / Detail:	PH	CCBH/00
						071414	0 62104120
					invoice Period:	07/1/1	3 - 07/31/13
					FINAL Invoice		(check if Yes)
					Ŀ-		
TAIL PERSONN	EL EXPEND	ITURE	S				
noosisimi		Country for	BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING
RSONNEL O/Director of Housi	an Droppos	FTE =0:25	\$ALARY \$37,500	THIS PERIOD	TO DATE	BUDGET	BALANCE \$37,500.0
gram Manager	in a makanip	1.00	\$68,000				\$68,000.0
perty Acquistions S	pecilaist	0.50	\$40,000	-			\$40,000.0
using Retention Spe		3.00	\$135,000				\$135.000.0
l Mod/Maintenance	Technician	0.25	\$12,500				\$12,500.0
49.5							
							
		23.00%/00					
		Alla Carallela de					
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galanda (h. 1905). A salan dega kirilan da kirilan		49	500000000000000000000000000000000000000	1.0			
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1995 1.6 ac 16 38 38 6 18		5.00	\$293.000				\$293,000.0
TAL SALARIES			Ψ.ΣΟΟ.UUU] -	. 11	į.	\$	ここ あときろ しりししし

Title:

APPENDIX F-1j Appendix Term: 7/1/13 - 6/30/14 PAGE A

Contractor: West Bay Housing Corpora Address: 1390 Market Street, Suite 4		CMS : 6579				roice Numb HUJUL13				
San Francisco, CA 94102	,u3			Con	tract Purch	nase Or	der No:			
Telephone: 415-618-0012			IL.		Funding Source:			НСН	SHHOUS	GGF
Program Name: Scattered Site Housing Pro	naram:		# E B		Grant Code / Detail: N/A					
rrogram Name. Scattered afte nodsing Fro	ogi ani				Project	t Code	/ Detail:		N/A	
					i	nvoice	Period:	07/1	/13 - 07/3	31/13
						FINAL	Invoice		check if	Yes)
DELIVERABLES	TOT CONTRA UOS			/ERED 'ERIOD UDC	DELIVER TO DAT UOS		% 0 TOT/ SOU		REMA DELIVEI UOS	
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	(ppercentations on construction	UDC		UDC	ĝinomo ontronomo dinos	UDC	nomental manifest	UDC		UDC
Unduplicated Clients for Appendix			1 5 c	j						
EXPENDITURES	BUD			ENSES PERIOD	EXPENS TO DA		% O BUDG		REMA BALA	NCE
Total Salaries (See Page B) Fringe Benefits	\$66.								\$66.9	88.00
Total Personnel Expenses	\$66.								\$66.9	88.00
Operating Expenses:	- sence	000							\$99.00	00.00
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	3,000,4	550							\$43.0	00.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$2.0	000							\$2.00	00.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$8.3	39			<u> </u>				\$8.33	9.00
Staff Travel - (e.g., Local & Out of Town)	%2.0	100 % %							\$2.00	00.00
Consultant/Subcontractor										
Consultant/Subcontractor		no control of								
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)	1.000.000.000									
Total Operating Expenses	\$111								\$111.3	39.00
Capital Expenditures TOTAL DIRECT EXPENSES	\$178	.327							\$178.3	27.00
Indirect Expenses TOTAL EXPENSES	\$178								\$178,3	27 00
LESS: Initial Payment Recovery	ψ 17 O	,021			NOTES:				<u>IL VIIO</u>	227.00
Other Adjustments (Enter as negative, if appro	opriate)									
I certify that the information provided above is, to the be accordance with the budget approved for the contract of records for those claims are maintained in our office at Signature:	ited for servi	ces provide indicated	d under tr	ne provisio	n of that cont			n and ba		
Title:										
Send to: SFDPH Fiscal / Invoice Proces 1380 Howard Street, 4th Floor San Francisco, CA 94103	-	By:		3000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 -				Date:		
San Francisco, CA 94103 Attn: Contract Payments		Dy:		uthorized	Signatory)			Date:		

APPENDIX F-1j Appendix Term: 7/1/13 - 6/30/14 PAGE B

					-		ce Number
Contractor	: West Bay Hous	sing Co	rporation			HL	JJUL13
Address	: 1390 Market St	-					
	San Francisco	, CA 94°	102	Contract Pu			
T -1	. 445 040 0040				E 6	13751001	HOUSES
	: 415-618-0012 : 415-618-0288				Fund Source:	nunsi	HOUSGGF
гад	1 ax. 415-610-6256			G	rant Code / Detail:		N/A
Program Name	: Scattered Site	Housin	o Program	0,	1477		
			g g	Pro	ject Code / Detail:		N/A
						······································	
					Invoice Period:	07/1/1:	3 - 07/31/13
					-	***************************************	
					FINAL Invoice		(check if Yes)
TAIL PERSON	INEL EXPEND	TURES	BUDGETED	EXPENSES [EXPENSES	% OF	REMAINING
RSONNEL		FTE	SALARY	. THIS PERIOD	TO DATE	BUDGET	BALANCE
gram Manger & I	Database Coor	1:00	\$66,988			ì	\$66,988.0
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67		satistic de la	A CONTRACTOR OF THE PARTY OF TH				
TAL SALARIES		1.00	\$66,988				\$66,988.0

APPENDIX F-1k

Appendix Term: 7/1/14 - 6/30/15

· · · · · · · · · · · · · · · · · · ·	Contractor: West Bay Housing Corporation								voice Numb HUJUL14	
Address: 1390 Market Street, Suite 4 San Francisco, CA 94102	105			Cor	itract Pur	chase 0	rder No:			
Telephone: 415-618-0012 Fax: 415-618-0288		H			+	Funding	Source:	HCH	RUOHS	IACP
Program Name: Scattered Site Housing Pro	ogram				Gra	int Code	/ Detail:		N/A	
<u> </u>	J				Proje	ect Code	/ Detail:	Р	HCCBH/	00
						Invoice	Period:	07/1	/14 - 07/3	31/14
						FINAL	_ Invoice		(check if	Yes)
DELIVERABLES	TO' CONTR UOS	TAL ACTED UDC	DELIV THIS P UOS	ERED ERIOD UDC	DELIV TO I UOS	ERED DATE UDC	% TO TO UOS		REMA DELIVEI UOS	INING RABLES UDC
Housing Subsidy Month	1/623	1 438	-	************	1				1.623	138
	te argailtá	Ball Fred							<u> </u>	
	25-46-4-69	17700-1710 Q		-	ļ	ļ	ļ		<u> </u>	
	250 55 65		ļ		 	ļ			<u> </u>	
				-	╂	<u> </u>			 	<u> </u>
				<u> </u>		<u> </u>	<u>L</u>		i i i i i i i i i i i i i i i i i i i	<u> </u>
		UDC		UDC		UDC	****	UDC		UDC
Unduplicated Clients for Appendix		138]		<u>l</u>	138
EXPENDITURES	PAUC	GET		NSES ERIOD		NSES DATE	% BUD			INING ANCE
Total Salaries (See Page B)	\$315				l l		ì		\$315.5	00.00
Fringe Benefits	- \$88 .	340							\$88.3	THE RESERVE AND ADDRESS OF THE PERSON NAMED IN
Total Personnel Expenses	\$403	,840					<u> </u>		\$403.8	340.00
Operating Expenses:	20.45	o op de	<u> </u>		ļ		ļ		\$2,158,	040 00
Occupancy-(e.g., Rental of Property, Utilities,	\$2,45	8,U48 :			 		 		82,130,	040.00
Building Maintenance Supplies and Repairs)			-	~~~~	1		 		 	
Materials and Supplies-(e.g., Office,	\$10	300					 	***	\$10,3	00.00
Postage, Printing and Repro., Program Supplies)					1		1			
General Operating-(e.g., Insurance, Staff	\$36	050					ļ		\$36.0	50.00
Training, Equipment Restal/Maintenance)	<u> </u>						<u> </u>		 	
D. 5.7	\$15	ern -	ļ				<u> </u>		\$15.4	50.00
Staff Travel - (e.g., Local & Out of Town)	333	400	ļ		╂		-		# 13,7	
Consultant/Subcontractor	- ST - ST - HS				1		1		 	
			l							
Other - (Legal Fees)	\$20	60 0							\$20.6	0 0.00
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	(en na	0.448	ļ			فتتحطية فللتحجم عبري	-		\$2.240	448.00
Total Operating Expenses Capital Expenditures] 32.24·	U.440	<u> </u>		╫				WE.Z.70	
TOTAL DIRECT EXPENSES	\$2.64	4,288	1		1		1		\$2,644	288.00
Indirect Expenses	\$109	,300							\$109.3	
TOTAL EXPENSES	\$2,75	3,5 8 8							§\$2.753	,588.00
LESS: Initial Payment Recovery			 		INOTES	i;				
Other Adjustments (Enter as negative, if appr	opriate)		 							
REIMBURSEMENT I certify that the information provided above is, to the b accordance with the budget approved for the contract records for those claims are maintained in our office at Signature	cited for serv the address	ices provide indicated.	ed under th	ne provisi	on of that c	int reques	ted for reim	ion and bi	nt is in ackup	
Title	:		-carvino -				<u> </u>			
Send to: SFDPH Fiscal / Invoice Proces	ssing	KATANIKA MARIA MARIA	- Company of the Comp	and arrange (d) in the		HONE CONTRACTOR			KITAN PROPERTY MESSAGERA	
1380 Howard Street, 4th Floor San Francisco, CA 94103	_	Ву					-	Date	:	·······
Attn: Contract Payments			(DPH A	uthorized	d Signator	у)				

APPENDIX F-1k

Appendix Term: 7/1/14 - 6/30/15

PAGE B

Cantuactar Mac					irrvoi	ice Number	
COMMERCIAL TREES	t Bay Housing Co	rporation			H	UJUL14	
	Market Street, Su	•					
	Francisco, CA 94		Contract P	urchase Order No:			
Telephone: 415-	618-0012			Fund Source:	HCHSI	HOUSNACP .	
Fax: 415-	618-0288			,			
			G	irant Code / Detail:	N/A		
Program Name: Scat	ttered Site Housin	g Program	_			2.07.110.5	
			Pr	oject Code / Detail:	PH	CCBH/00	
				Invoice Period:	07/4/4	4 - 07/31/14	
				mvoice Feriod.	<u> </u>	** * O(1) 1/14	
				FINAL Invoice		(check if Yes)	
						,	
ETAIL PERSONNEL	EXPENDITURE:	\$					
LIAL I ENCOMME	LXI LINDII GILL	BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING	
RSONNEL	FTE	SALARY	THIS PERIOD	TO DATE	BUDGET	BALANCE	
O/Director of Housing I		\$37,500				\$37,500.00	
ogram Manager	1.00	\$68,000	·			\$68,000.00 \$40,000.00	
opertyAcquistions Speciusing Retention Specie		\$40,000 \$157,500				\$157.500.00	
id Mod/Maintenance Te		\$12,500				\$12.500.0	
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	5 m						
			No. 190			\$315.500.0	

Date:

Certified By:

Title:

APPENDIX F-11

Appendix Term: 7/1/14 - 6/30/15 PAGE A

Contractor: West Bay Housing Corpora			CMS# 6579			invoice Number HUJUL14			
Address: 1390 Market Street, Suite 4 San Francisco, CA 94102	105			Cor	itract Puri	chase O	rder No:		
Telephone: 415-618-0012 Fax: 415-618-0288					· F	unding	Source:	HCF	ISHHOUSGGF
	0.050		<i>#</i>		Gra	nt Code	/ Detail:		N/A
Program Name: Scattered Site Housing Pro	ogram				Proje	ct Code	/ Detail:		N/A
						Invoice	Period:	07/1	/14 - 07/31/14
						FINAL	. invoice		(check if Yes)
DELIVERABLES	TOT CONTR UOS		DELIV THIS P UOS		DELIVI TO D UOS		% (TOT UOS		REMAINING DELIVERABLES UOS UDC
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	1	UDC	bear and the second second	UDC	day.	UDC		UDC	UDC
Unduplicated Clients for Appendix		UDC Per d		UDV.				**************************************	
EXPENDITURES	BUD		EXPE THIS P		EXPEI TO D		% (BUDG		REMAINING BALANCE
Total Salaries (See Page B) Fringe Benefits	\$66.							\$66.988.00	
Total Personnel Expenses	\$66,988			,,					\$66,988.00
Operating Expenses: Occupancy-(e.g., Rental of Property, Utilities,	\$99,	300							\$99,000.00
Bullding Maintenance Supplies and Repairs)									
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$2,0	100							\$2,000.00
General Operating-(e.g., insurance, Staff Training, Equipment Rental/Maintenance)	\$8,8	89							\$8.339.00
Staff Travel - (e.g., Local & Out of Town)	\$2.0	00							\$2,000.00
Consultant/Subcontractor	v. 14 175 ()								
Other - (e.g., Client Food, Client Travel, Client	in, unanajini,			-					
Activities and Client Supplies) Total Operating Expenses	\$111.	হৰ্ম							\$111,339.00
Capital Expenditures TOTAL DIRECT EXPENSES	\$178								\$178.327.00
Indirect Expenses TOTAL EXPENSES	\$178	1.170+ 1g			ļ				\$178,327.00
LESS: Initial Payment Recovery	1 3170	,92.1			NOTES:		<u></u>		<u>μ ψ170,321.00</u>
Other Adjustments (Enter as negative, if appro REIMBURSEMENT	opriate)								
I certify that the information provided above is, to the be accordence with the budget approved for the contract of records for those claims are maintained in our office at Signature:	ited for servi	ces provide ndicated.	d under the	e provisio	in of that co			on and ba	
Title:						****		and the second s	
Send to: SFDPH Fiscal / Invoice Proces 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	sing	Ву:	/DOI: A	thani	Signatory)		Date	

APPENDIX F-1I

Appendix Term: 7/1/14 - 6/30/15

PAGE B

					_	invo	ice Number
Contractor:	West Bay Housing	g Corpe	oration			Н	UJUL14
Address:	1390 Market Stree	et, Suite	≥ 405		•		
	San Francisco, C	A 94102	2	Contract P	urchase Order No:		
Telephone:	415-618-0012				Fund Source:	HCHS	HHOUSG G F
Fax:	415-618-0288						
				(Grant Code / Detail:		N/A
Program Name:	Scattered Site Ho	using F	rogram		•		
-		-	-	Pr	oject Code / Detail:		N/A
					•		
					Invoice Period:	07/1/1	4 - 07/31/14
					FINAL Invoice		(check if Yes)
DETAIL PERSON	NEI EXPENDITI	IRES					
DEITHE FERTON	1400 CM		BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING
PERSONNEL	F	TE	SALARY	THIS PERIOD	TO DATE	BUDGET	BALANCE

PER Program Manger & Database Coor | 1.00 | \$66,988 \$66,988.00

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	1 2000.00				
 A SAMA SALA A SALA SA SA SA SA SA SA SA SA SA SA SA SA SA	diana a take	Turk or other Charles and the Arches (CS)			

TOTAL SALARIES \$66,988.00 Tcertify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

1.00

Certified By:	Date:
Title:	

APPENDIX F-1m Appendix Term: 7/1/15 - 6/30/16

Contractor: West Bay Housing Corpora						1 s #		***************************************	voice Num HUJUL1	
Address: 1390 Market Street, Suite 4 San Francisco, CA 94102	105			Cor	itract Pu	rchase 0	rder No:			
Telephone: 415-618-0012			I E_I			Funding	Source:	нсн	SHOUS	NACP
Fax: 415-618-0288		H	<i>)</i>		Gr	ant Code	/ Detail:		N/A	
Program Name: Scattered Site Housing Name: Scattered Site Housing Name: Scattere	ogram				Proj	ect Code	/ Detail:	P	HCCBH/	00
						Invoice	e Period:	07/1	/15 - 07/3	31/15
						FINAL	_ invoice[(check if	Yes)
DELIVERABLES	CONTR UOS	TAL RACTED UDC		ERED ERIOD UDC		/ERED DATE UDC	% C TOT UOS		DELIVE UOS	INING RABLES UDC
Housing Subsidy Month	1,658		ļ		<u> </u>	ļ			1,658	140
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		UDC		UDC		UDC		UDC		UDC
Unduplicated Clients for Appendix	Howard ending	140	3.5		<u> </u>	-		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	1	140
EXPENDITURES				NSES		ENSES	% C			UNING
[T	BUD \$315		THIS P	ERIOD	TO I	DATE	BUDO	èET	BALA \$315.5	ANCE
Total Salaries (See Page B) Fringe Benefits	·	340			 				\$88,3	
Total Personnel Expenses	\$403				1	************************			\$403.8	
Operating Expenses:		oscon Estados							60.000	D25 00
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$2,28	5,035			 	·····			\$2,288.	.035.00
busing Mantenance Supplies and Nepalis)			-					······································	<u> </u>	
Materials and Supplies-(e.g., Office,	\$10	608							\$10.6	08.80
Postage, Printing and Repro., Program Supplies)					-				<u> </u>	
General Operating-(e.g., Insurance, Staff	\$37	432						····	\$37.1	32.00
Training, Equipment Rental/Maintenance)										
S. W.T.	\$115.	Chief of	<u> </u>		 		<u> </u>		\$15.9	34.00
Staff Travel - (e.g., Local & Out of Town)	CINES.	214			 				\$15,8	14.00
Consultant/Subcontractor	\$,235E	Madda Pili								
CML	\$21	040	<u> </u>		<u> </u>			***************************************	\$21.2	18.00
Other - (Legal Fees)	(SMLFACTOR)	ZNO			1				421,2	10.00
		× ×5=		· CHEMINO MICHIGAN			antonio sono terromo		60.030	002.00
Total Operating Expenses	\$2,37				↓			***********	\$2,372	907.00
Capital Expenditures TOTAL DIRECT EXPENSES	\$2,77				ikaanaan i				\$2,776.	
Indirect Expenses	\$109								\$109,3	
TOTAL EXPENSES LESS: Initial Payment Recovery	\$2,88	6,04/			INOTES		<u> </u>		\$2.886.	.047.00
Other Adjustments (Enter as negative, if appro	opriate)				10,20	,,				
REIMBURSEMENT]					
I certify that the information provided above is, to the be accordance with the budget approved for the contract or records for those claims are maintained in our office at	ited for servi	ices provide								
Signature:								Date:		
		-	,							
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Send to: SFDPH Fiscal / Invoice Proces 1380 Howard Street, 4th Floor	any									
San Francisco, CA 94103		Ву:			·		_	Date:		
Attn: Contract Payments			(DPH AL	ithorized	Signator	y)				

APPENDIX F-1m Appendix Term: 7/1/15 - 6/30/16

PAGE B

						Invoi	ce Number
Contractor:	West Bay Hous	ing Co	poration		u-As [H	JJUL15
	1390 Market Str						
	San Francisco,	CA 941	02	Contract Pur	chase Order No:		
					<u>.</u>		1011011100
•	415-618-0012				Fund Source:	HCHSI	HOUSNACP
Fax:	415-618-0288			Ćw.	ant Code / Detail:		N/A
Drogram Name:	Scattered Site	-lancin	n Program	Gir	ant code / Detail.		14/74
Program Name.	Scattered Site i	iousini	g i rogram	Proje	ect Code / Detail:	PH	CCBH/00
				•	_		
					Invoice Period:	07/1/1	5 - 07/31/15
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					FINAL Invoice		(check if Yes)
			_				
TAIL PERSON	NEL EXPENDI	TUKE	BUDGETED	EXPENSES [EXPENSES	% OF	REMAINING
SONNEL		FTE	SALARY	THIS PERIOD	TO DATE	BUDGET	BALANCE
/Director of Hou	sing Programs	0.25	\$37,500				\$37,500.0
ram Manager		1.00	\$68,000				\$68,000.0
eny Acquistions	Capalisist	0.50	\$40,000				\$40.000.0
sing Retention S	noninini	3.50	\$157,500				\$157,500.0
Mod/Maintenanc		0.25	\$12,500				\$12,500.0
INDUMINATIONS	AC 3 CONTRACTOR S	- COURTY					<u> </u>
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AL SALARIES		5.50	\$315,500				\$315.500 C
		5.501	93 ID,DUUI	i)	i		\$315,500.0

APPENDIX F-1n

Appendix Term: 7/1/15 - 6/30/16

Contractor: West Bay Housing Corpora						5# 79			voice Num HUJUL18	
Address: 1390 Market Street, Suite 4 San Francisco, CA 94102	105			Cor	ntract Pur	chase O	rder No:			
Telephone: 415-618-0012		2 1 2	78.6]		Funding	Source:	НСН	SHHOUS	GGF
Fax: 415-618-0288		H	<i>)</i> []	}	Gra	ant Code	/ Detail:		N/A	
Program Name: Scattered Site Housing Pro	ogram				Proje	ect Code	/ Detail:		N/A	
						Invoice	Period:	07/1	/15 - 07/3	31/15
						FINAL	. invoice		(check if	Yes)
DELIVERABLES	TOT CONTR UOS			ERED ERIOD UDC		ÆRED DATE UDC	% TO UOS			NINING RABLES UDC

		UDC		UDC.		UDC		UDC	-	UDC
The state of the s	Video 1948		News	1	1			***************************************	i i	<u> </u>
EXPENDITURES	BUD			NSES ERIOD		NSES DATE	% BUD		BALA	ANCE
Total Salaries (See Page B) Fringe Benefits	\$66.988								\$66.9	88.00
Total Personnel Expenses	\$66,988								\$66,9	88.00
Operating Expenses: Occupancy-(e.g., Rental of Property, Utilities,	\$99.	ano			 				\$99.0	00.00
Building Maintenance Supplies and Repairs)		0.20								<u> </u>
Materials and Supplies-(e.g., Office,	\$2.0	100							\$2.00	00.00
Postage, Printing and Repro., Program Supplies)	(1980) (1	200							\$8,33	20.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	383.2	189							30.3	35.00
Staff Travel - (e.g., Local & Out of Town)	\$2.0)DØ							\$2.00	00.00
Consultant/Subcontractor	(4) VERTOSE (4)	34454 15.1\$	N ST		ļ					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)	::::::::::::::::::::::::::::::::::::::	Egaly 2018								
Total Operating Expenses	\$111					***************************************			\$111,3	39.00
Capital Expenditures TOTAL DIRECT EXPENSES	\$178	327		-			 		\$178,3	27. 0 0
Indirect Expenses	35 £								#470 f	107.00
LESS: Initial Payment Recovery	\$178.	,۵∠۱			NOTES	;	<u>L</u>		\$178.3	327.00
Other Adjustments (Enter as negative, if appro	ppriate)			WAS NATIONAL PORT						
I certify that the information provided above is, to the be accordance with the budget approved for the contract of										
records for those claims are maintained in our office at Signature:			·					Date:		
Send to: SFDPH Fiscal / Invoice Proces							\$2.00 mm			
1380 Howard Street, 4th Floor San Francisco, CA 94103	v	By:						Date:	:	
Attn: Contract Payments		-) .		uthorized	Signator	y⟩				

APPENDIX F-1n

Appendix Term: 7/1/15 - 6/30/16 PAGE B

	est Bay Hous					Invoice Number HUJUL15			
	390 Market St an Francisco,	-		Contract P	urchase Order No:				
Telephone: 4					Fund Source:	HCHS	HHOUSGGF		
Fax: 4	15-618-0288			G	Grant Code / Detail:		N/A		
Program Name: S	cattered Site	Housing	g Program	.			6174		
				Ph	oject Code / Detail:		N/A		
					Invoice Period:	07/1/1	5 - 07/31/15		
					FINAL invoice		(check if Yes)		
ETAIL PERSONNI	EL EYBENDI	TIBES							
	EL EXPEIADI		BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING		
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Service of the participation of				44 - 41 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1					
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		6-70-9/0E	SAR DE CETE SERVE D						
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		46 - E. A							
		A-1.000000							
TAL SALARIES		1.00	\$66.988(he amount requested for	eninolo y vo o no	<u>\$66,988.0</u>		

APPENDIX F-10

Appendix Term: 7/1/16 - 6/30/17 PAGE A

Contractor: West Bay Housing Corpor					см 65	····			vaice Numb HUJUL16	
Address: 1390 Market Street, Suite 4 San Francisco, CA 94102	405			Соп	tract Pur	chase O	rder No:			
Telephone: 415-618-0012 Fax: 415-618-0288					8	Funding	Source:	нсн	SHOUSN	IACP
Program Name: Scattered Site Housing Pr	coram		7 E E		Gra	int Code	/ Detail:		N/A	
Program Name. Scattered Site Housing Fi	ogram				Proje	ct Code	/ Detail: [Р	HCCBH/(00
						invoice	Period:	07/1	/16 - 07/3	31/16
						FINAL	. Invoice		(check if	Yes)
DELIVERABLES	TOTA CONTRA UOS			ERED ERIOD UDC	DELIV TO D UOS		% C TOT UOS		REMA DELIVER UOS	
Housing Subsidy Worth	1,685	145							1.685	145

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		19.1071						epppine Contract Hills		
		UDC		UDC		ODC		UDC		UDC
Unduplicated Clients for Appendix	T I	145	-	000		- Otac				145
	and interest and a second		Yangang Menangkanan	.	***********	<u> </u>	de accessor de la company de la company de la company de la company de la company de la company de la company		di amanana	(************************************
EXPENDITURES	- LIBO			NSES		NSES	% (INING
Fotal Salaries (See Page B)	BUDB 338,0		THIST	ERIOD	10 1	DATE.	BUD	3E.1	BALA \$338.0	
Fringe Benefits	\$94,6								\$94.6	
Total Personnel Expenses	\$432,6								\$432,6	40.00
Operating Expenses:									200	700.00
Occupancy-(e.g., Rental of Property, Utilities,	\$2,408	728							\$2,408,	728.00
Building Maintenance Supplies and Repairs)	<u> </u>								 	
Materials and Supplies-(e.g., Office,	\$10.9	27			 		<u> </u>		\$10.9	27.00
Postage, Printing and Repro., Program Supplies)										
	2071/02/27 /00	SM 99 - N.D.Stractor and	<u> </u>		 				\$38.2	4E 00
General Operating-(e.g., insurance, Staff	538,2	45			 				\$30.2	45.00
Training, Equipment Rental/Maintenance)					 				 	
Staff Travei (e.g., Local & Out of Town)	\$16,3	91				.,			\$16.39	91.00
Consultant/Subcontractor	ova vojanstvadi.	i i i i i i i i i i i i i i i i i i i								
Other - (Legal Fees)	\$21.8	55							\$21.8	55.00
	 				-				 	
Total Operating Expenses	\$2.496	.146				**************			\$2.496.	146.00
Capital Expenditures	Participalisations								***	~××××
TOTAL DIRECT EXPENSES	\$2,928	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			-				\$2,928, \$109.3	
Indirect Expenses TOTAL EXPENSES	\$3.038				1				\$3,038,	
LESS: Initial Payment Recovery					NOTES	:	I <u> </u>		ئے۔	
Other Adjustments (Enter as negative, if appr	ropriate)				1					
REIMBURSEMENT										
I certify that the information provided above is, to the baccordance with the budget approved for the contract										
records for those claims are maintained in our office a										
Signature	:						•	Date		····
Title	::									
Cand to: CEDBU Signal / Journal Press	reing			AND CO. LEWIS CO.	SOUTH STANKING SOUTH					
Send to: SFDPH Fiscal / Invoice Proce 1380 Howard Street, 4th Floor										
San Francisco, CA 94103	-	By:					_	Date	:	
Attn: Contract Payments				uthorized	l Signator	y)				

APPENDIX F-10

Appendix Term: 7/1/16 - 6/30/17

PAGE B

					invo	ice Number
Contractor:	West Bay Housing Cor	rporation			H	UJUL16
	1390 Market Street, Su	-		_		
	San Francisco, CA 941	102	Contract P	urchase Order No:		
Telephone:	415-618-0012			Fund Source:	HCHS	HOUSNACP
Fax:	415-618-0288					
			G	irant Code / Detail:		N/A
Program Name:	Scattered Site Housing	g Program				
			Pro	oject Code / Detail:	PH	CCBH/00
				invoice Period:	67/1/1	6 - 07/31/16
				r		
				FINAL Invoice		(check if Yes)
AIL PERSON	NEL EXPENDITURES	3				
		BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING
SONNEL	FTE	SALARY	THIS PERIOD	TO DATE	BUDGET	BALANCE
1873		0.000 E00			1	C 27 KAA AA

DETAIL PERSONNEL EXPEND		BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING
PERSONNEL	FTE	SALARY	THIS PERIOD	TO DATE	BUDGET	BALANCE
COO/Director of Housing Programs	0.25	\$37,500				\$37,500.00
Program Manager	1.00	\$68,000	1 1			\$68,000.00
Property Acquistions Specilaist	0:50	\$40,000				\$40,000.00
Housing Retention Specialist	4.00	\$180,000				\$180,000.00
Unit Mod/Maintenance Technician	0.25	\$12,500				\$12.500.00
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TOTAL SALARIES	6.00	\$338,000			1	\$338.000.00

Certified By:		Dat	
Title:			

APPENDIX F-1p

Appendix Term: 7/1/16 - 6/30/17

Contractor: West Bay Housing Corpor Address: 1390 Market Street, Suite				Con	CMS 657	9	rdar No:		voice Numb HUJUL16	
San Francisco, CA 94102		I		T			Source:	HCH	SHHOUS	GGE
Telephone: 415-618-0012 Fax: 415-618-0288						_	/ Detail:	1701	N/A	
Program Name: Scattered Site Housing Pr	ogram	L		ł			/ Detail:		N/A	
					•		Period:	2714	/16 - 07/3	4146
								0771		
						FINAL	. Invoice		check if	·
DELIVERABLES	TO CONTR UOS	TAL RACTED UDC		ERED ERIOD UDC	DELIVE TO DA UOS		uos uos		REMA DELIVER UOS	
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		UDC		UDC	7	UDC	a principal de la compressión	UDC	chamenn ronnews medi	UDC
Induplicated Clients for Appendix		<u> </u>		APORESCHANNING MENUTANIA			APPENDENCE OF THE OWNER.	ACAMOMERANUM MERCANICANIC		
EXPENDITURES	BUD	GET		NSES PERIOD	EXPEN TO D		% BUD		REMA BALA	
rotal Salaries (See Page B)	\$66.	\$66,988							\$66.98	00.88
ringe Benefits Total Personnel Expenses	\$66.	\$66,988							\$66.98	38.00
Operating Expenses:	\$99,000								***************************************	VC 00
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	399,	.000						······	\$99.00	00.00
	\$2.1	300° · · · ·							\$2,00	0.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro. Program Supplies)		3890							\$2.00	0.00
General Operating-(e.g., Insurance, Staff	42	339							\$8.33	9.00
Training, Equipment Rental/Maintenance)	3,5,5,5,5,5,5,5,5			. '						
Staff Travel - (e.g., Local & Out of Town)	\$21	000		*.*					\$2.00	0.00
Consultant/Subcontractor		nami intans								
Odlistikanootaston		-								
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)		<u> 40 - 14 - 14 - 14 - 14 - 14 - 14 - 14 -</u>								
		220							\$111.3	30 DG
Total Operating Expenses Capital Expenditures	\$111	,ಎಎ೪ ಾ						******		
TOTAL DIRECT EXPENSES	\$178								\$178.3	27.00
Indirect Expenses TOTAL EXPENSES	\$178								\$178.3	27.00
LESS: Initial Payment Recovery					NOTES:					
Other Adjustments (Enter as negative, if app REIMBURSEMENT	ropriate)			******					•	
certify that the information provided above is, to the laccordance with the budget approved for the contract records for those claims are maintained in our office a Signature	cited for serv	ices provide indicated.	ed under th	ne provisio	on of that cor			ion and ba		
Title	e:		···········				•			
Send to: SFDPH Fiscal / Invoice Proce 1380 Howard Street, 4th Floo San Francisco, CA 94103	=	By:						Date:		
Attn: Contract Payments		,	(DPH A	uthorized	f Signatory)	=			

APPENDIX F-1p Appendix Term: 7/1/16 - 6/30/17 PAGE B

S				=	HAOF	ce Number
Contractor; v	West Bay Housing Co	orporation			Ht	JJUL16
	1390 Market Street, S			<u>.</u>		
;	San Francisco, CA 94	102	Contract Pu	ırchase Order No:		
				7		
	415-618-0012			Fund Source:	HCHSF	HOUSGGF
Fax: 4	415-618-0288		_			4315
	6 16x 11 3		اقا	rant Code / Detail:		N/A
Program Name:	Scattered Site Housin	ng Program	Dwo	ject Code / Detail:		N/A
			FIU	Ject Code / Detail.		1977
				Invoice Period:	07/1/16	6 - 07/31/16
				mirotoo / onour j	071777	5 0170 1110
				FINAL Invoice	1	(check if Yes)
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TAU DEDOOM	IEL EXPENDITURE	e e				
TAIL FERSON	IEL EXPENDITORE	BUDGETED	EXPENSES [EXPENSES	% OF	REMAINING
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gram Manger & Da	ntabase Goor 🦪 1.00	\$66,988				\$66,988.0
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TAL SALARIES						

APPENDIX F-1q

Appendix Term: 7/1/17 - 6/30/16

Contractor: West Bay Housing Corpor					<u>см</u> 65	is#			voice Numb HUJUL17	ar
Address: 1390 Market Street, Suite San Francisco, CA 94102	405			Cor	rtract Pur	chase C	order No:			
Telephone: 415-618-0012 Fax: 415-618-0288		HU				Funding	Source:	нсн	SHOUSN	ACP
			# R E		Gra	ant Code	/ Detail:		N/A	
Program Name: Scattered Site Housing Pr	ogram				Proje	ect Code	/ Detail:	P	HCCBH/0	0
						invoice	e Period:	07/1	/17 - 07/3 ⁻	1/17
						FINAL	_ Invoice		check if Y	es)
DELIVERABLES	TO CONTR UOS		DELIVI THIS PI UOS			ERED DATE UDC	% O TOTA UOS		REMAII DELIVER UOS	
Housing Subsidy Worth	1.745	150		Adoptive Composition				Maria Maria	1,745	150
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Unduplicated Clients for Appendix		UDC ≅≊50 ⊴		UDC		uDC I		UDC		UDC 150
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EXPENDITURES	BUD	GET	THIS P			DATE	BUDG		BALAt	
Total Salaries (See Page B)	\$338				H		Ī		\$338,00	00.00
Fringe Benefits	\$94								\$94.64	0.00
Total Personnel Expenses	\$432	\$432,640				***************************************			\$432,64	10.00
Operating Expenses:										
Occupancy-(e.g., Rental of Property, Utilities,	\$2.57	9,181					<u> </u>		\$2,579,1	81.00
Building Maintenance Supplies and Repairs)	<u> </u>				 					
	-007 C8894543	nrr	ļ		-		<u> </u>		\$11,25	5.00
Materials and Supplies-(e.g., Office,	\$511	ZOD			1	······································	 		\$11,20	3.00
Postage, Printing and Repro., Program Supplies)	 		 		 		ļ		ļ	
General Operating-re.g., Insurance, Staff	\$39.	393			†			~~	\$39,39	3.00
Training, Equipment Rental/Maintenance)					†					
		······			1	-,				
Staff Travel - (e.g., Local & Out of Town)	.\$16	883							\$16.88	3.00
Consultant/Subcontractor	1903-300-00	488-111-14	<u> </u>		-		 		ļ	***************************************
Constitute our contractor				.,.,,.,.,						
Other - (Legal Fees)	\$22 .	510							\$22,51	0.00
					ļ		ļ			
	80.66	0.000	-		-		-	********	\$2,669,2	22.00
Total Operating Expenses	\$2.66	9,222			 		 		92,000,2	.22.00
Capital Expenditures	\$3.10				1		 		\$3,101,8	62.00
Indirect Expenses	\$109				1				\$109.30	
TOTAL EXPENSES	\$3,21	1,162							\$3,211,1	62.00
LESS: Initial Payment Recovery					NOTES	S:				
Other Adjustments (Enter as negative, if app	ropriate)									
REIMBURSEMENT			<u> </u>	W.,						
I certify that the information provided above is, to the t										
accordance with the budget approved for the contract records for those claims are maintained in our office a			under the	provisit	DIE OT TRAT C	untraci. H	on justificatio	ii arid ba	юкар	
	:							Date:		
	:						_			
I sale								security and a security of the	and the second section of the	are established to the second
Send to: SFDPH Fiscal / Invoice Proce	-									
1380 Howard Street, 4th Floor San Francisco, CA 94103	I	Ву:						Date:		
Attn: Contract Payments		ъy.		tnorized	Signator	y)	-	-40.		

APPENDIX F-1q

Appendix Term: 7/1/17 - 6/30/18

PAGE B

			Invoice Number
Contractor:	West Bay Housing Corporation		HUJUL17
Address:	1390 Market Street, Suite 405		
	San Francisco, CA 94102	Contract Purchase Order No:	
Telephone:	415-618-0012	Fund Source:	HCHSHOUSNACP
Fax:	415-618-0288	_	
		Grant Code / Detail:	N/A
Program Name:	Scattered Site Housing Program	٠	
		Project Code / Detail:	PHCCBH/00
		Invoice Period:	07/1/17 - 07/31/17
		FINAL Invoice	(check if Yes)

DETAIL PERSONNEL EXPENDITURES

TOTAL SALARIES	6.00	\$338.000				\$338,000.00
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		for Service and the H				
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	1907 1100					
	1.000.000	Surface Surface				
	100,000		41.			
		Establish D. Fr.				
Juli Mod/Maintenance Technician	0.25	\$12,500				\$12.500.00
Property Acquistions Specilaist Housing Retention Specialist	4.00	\$180,000				\$180,000.00
rogram Manager	1.00 0.50	\$68,000 \$40,000				\$40,000.00
200/Director/of/Housing Programs	0.25	\$37,500			_	\$37,500.00 \$68,000.00
PERSONNEL	FTE	SALARY	THIS PERIOD	TO DATE	BUDGET	BALANCE
		BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING

I certify that the information provided above is, to the best of my knowledge, complete and securate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Certified By:	Date:
Title:	

APPENDIX F-1r

Appendix Term: 7/1/17 - 6/30/18

Contractor: West Bay Housing Corpor Address: 1390 Market Street, Suite San Francisco, CA 94102				Cor	CMS 657 atract Purc	9	rder No:		voice Number HUJUL17	
Telephone: 415-618-0012		8.88			Funding			нсн	SHHOUSGGF	
Fax: 415-518-0288					Gra	nt Code	e / Detail:		N/A	
Program Name: Scattered Site Housing Pr	ogram				Proje	ct Code	/ Detail:		N/A	
						Invoice	Period;	07/1	/17 - 07/31/17	
						FINAL	. Invoice		(check if Yes)	
DELIVERABLES	TO CONTR UOS	TAL RACTED UDC	DELIV THIS P UOS		DELIVE TO D. UOS		% (TOT UOS		REMAINING DELIVERABLES UOS UDC	
	A CONTRACTOR OF THE PARTY OF TH	UDC		UDC	4	UDC	Name to the state of the state	UDC	UDC .	
Unduplicated Clients for Appendix				***************************************		***************************************		***************************************		
EXPENDITURES	BUD	GET	EXPÉ THIS P		EXPEN TO D		% (BUD		REMAINING BALANCE	
Total Salaries (See Page B)	\$66.	988							\$66,988.00	
Fringe Benefits Total Personnel Expenses	\$66.	988				a.u.c.u.r.w.oww.u.c.ww			\$66,988.00	
Operating Expenses:										
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$99.	000 - S							\$99.000.00	
Materials and Supplies-(e.g., Office, Postage, Printing and Repro, Program Supplies)	\$2,0	000							\$2.000.00	
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$8,2	339							\$8.339.00	
Staff Travel - (e.g., Local & Out of Town)	\$2.0) 0 0							\$2,000.00	
Consultant/Subcontractor	.egg., 1887,034,41	ga ya wa A g								
Other - (e.g., Client Food, Client Travel, Client	4.(1.((((1.)),1))									
Activities and Client Supplies;				E-100025000000000000						
Total Operating Expenses Capital Expenditures	\$111	,339							\$111,339.00	
TOTAL DIRECT EXPENSES	\$178	.327							\$178,327.00	
Indirect Expenses TOTAL EXPENSES	\$178								\$178,327.00	
LESS: Initial Payment Recovery					NOTES:					
Other Adjustments (Enter as negative, if appr REIMBURSEMENT	opriate)									
	cited for servi	ices provide indicated.	d under the	e provisio	n of that cor			on and ba		
Send to: SFDPH Fiscal / Invoice Proces 1380 Howard Street, 4th Floor	-	D						Date		
San Francisco, CA 94103 Attn: Contract Payments		Ву:	(DPH Au	thorized	Signatory			Date.		

APPENDIX F-1r

Appendix Term: 7/1/17 - 6/30/18

						invo	pice Number
Contractor: W	est Bay Hous	ing Cor	rporation			۲	IUJUL17
Address: 13	390 Market Str	eet, Su	iite 405		,		
S	an Francisco,	CA 941	102	Contract F	urchase Order No:		
7-1	\$ E 640 D049				Fund Source:	HUHS	HHOUSGGF
Telephone: 4*	15-618-0012				runa source.	110110	11110000001
Tux, 4	10-010-0200			(Grant Code / Detail:		N/A
Program Name: S	cattered Site F	lousing	g Program		•		
				Pr	oject Code / Detail:		N/A
						C. T. C. L.	17 07104147
					Invoice Period:	07/1/	17 - 07/31/17
					FINAL Invoice		(check if Yes)
					. , , , , , , , , , , , , , , , , , , ,		1,,
ETAIL PERSONNI	EL EXPENDI	TURES	3				
			BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING
ERSONNEL		FTE	SALARY	THIS PERIOD	TO DATE	BUDGET	BALANCE \$66.988.00
rogram Manger & Dat	abase Goor	Z1200	\$66,988		 		300.800.00
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				:			
		Attories t	eren er en en en en en en en en en en en en en				
		22.75.6	NACHTSWALLS				
ura dadigori digitti abak		3846	Section Contracts				
						-	
y nami nami Spanistenia nami		10 (A) (B)					
ALCOHOLOGICA CONTRACTOR		\$ 5555M					
2. 1. 2. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	41.04.00 (Francis - Francis - Sign						
					-		
(68)						***************************************	
							\$66,988.00

Date:

Certified By:

Title:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/18/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

C	rtificate holder in lieu of such endorsement(s).					·····		
	DUCER	CONTAC NAME:		00000000 TO000TF L				
	Heffernan Insurance Brokers Spear Street, Suite 550	PHONE (A/C, No	, Ext): 1 (415)	778-0300		FAX (A/C, No): 1	(415)	778-0301
	Francisco, CA 94105	E-MAIL ADDRES						
					DING COVERAGE		-	NAIC#
		INSURE	_{RA:} Sequoi	a Insurance	Company		1	
INSU	RED	INSURE	RB:					
	West Bay Housing Corporation	INSURE	RC:					
	1390 Market Street #405	INSURE	RD:					
	San Francisco, CA 94102	INSURE	RE:					
		INSURE	RF:				<u> </u>	
	VERAGES CERTIFICATE NUMBER:				REVISION NUN			
IN C	HIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW DICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION ERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFOR COLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVI	ON OF A RDED BY	NY CONTRA 7 THE POLICI REDUCED BY	CT OR OTHER IES DESCRIB PAID CLAIMS	EDOCUMENT WIT	TH RESPEC	T TO W	HICH THIS
INSR LTR	TYPE OF INSURANCE INSIR WVD POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)		LIMITS		
	GENERAL LIABILITY				EACH OCCURRENC			
	COMMERCIAL GENERAL LIABILITY	Į			PREMISES (Ea occu	urrence) \$		
	CLAIMS-MADE OCCUR				MED EXP (Any one	person) \$		
		1			PERSONAL & ADV	INJURY \$		
					GENERAL AGGREG	SATE \$		
	GEN'L AGGREGATE LIMIT APPLIES PER:		i		PRODUCTS - COMP	P/OP AGG \$		
	POLICY PRO- JECT LOC					\$		
	AUTOMOBILE LIABILITY				COMBINED SINGLE (Ea accident)	3		
	ANY AUTO				BODILY INJURY (Pe			
	ALL OWNED SCHEDULED AUTOS AUTOS				BODILY INJURY (Pe	~		
	HIRED AUTOS AUTOS AUTOS				PROPERTY DAMAG (PER ACCIDENT)	aE \$		
						\$		
	DMBRELLA LIAB OCCUR				EACH OCCURRENCE	CE \$	i	
	EXCESS LIAB CLAIMS-MADE				AGGREGATE	\$	i	
	DEC RETENTION\$			·	LANC STATE	S OTH-		
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N CINIDAMAPAE 2				X WC STATU- TORY LIMITS	ĽF		
Α	ANY PROPRIETOR/PARTNER/EXECUTIVE N/A SWP211815-2		1/3/2013	1/3/2014	E.L. EACH ACCIDE	NT \$		1,000,000
	(Mandatory in NH) If yes, describe under				E.L. DISEASE - EA			1,000,000
	DESCRIPTION OF OPERATIONS below				E.L. DISEASE - POL	ICY LIMIT \$		1,000,000
	CRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remark Evidence of Insurance.	s Schedule	, it more space is	required)				
116.1	Lyidence of Misbrattoc.							
		AN A			.			
CEI	RTIFICATE HOLDER	CANC	ELLATION		·			ARIEST !
	SF Dept of Public Health Office of Contracts Management and Compliance 101 Grove Street	ACC	EXPIRATION ORDANCE WI	N DATE TH	ESCRIBED POLIC EREOF, NOTICE Y PROVISIONS.			
	San Francisco, CA 94102	AUTHO	RIZED REPRESE	NTATIVE				
		1 497/	and the second s					



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/31/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT Amiki Webster
Dorsey, Hazeltine & Wynne	PHONE (650) 858-2375 FAX (650) 856-1023
License # : 0281413	E-MAIL ADDRESS.aziomek@dbw-ins.com
P.O. Box 50307	INSURER(S) AFFORDING COVERAGE NAIC #
Palo Alto CA 94303	INSURER A:Philadelphia Insurance Co.
INSURED	INSURER B:
West Bay Housing Corporation,	INSURER C:
dba: A Home for Life	INSURER D :
1390 Market Street, Suite 405	INSURER E :
San Francisco CA 94105	INSURER F:
COVERAGES CERTIFICATE NUMBER:12-13	REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	INSR	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE \$	1,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$	50,000
A	CLAIMS-MADE X OCCUR	х		PHPK897610	8/1/2012	8/1/2013	MED EXP (Any one person) \$	10,000
							PERSONAL & ADVINJURY \$	1,000,000
							GENERAL AGGREGATE \$	2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER						PRODUCTS - COMP/OP AGG \$	2,000,000
	X POLICY PRO- LOC			NAME OF THE OWNER OF THE OWNER OF THE OWNER OF THE OWNER OF THE OWNER OF THE OWNER OF THE OWNER OF THE OWNER			\$	
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$	1,000,000
A	X ANY AUTO						BODILY INJURY (Per person) \$	
	ALL OWNED SCHEDULED AUTOS			PHPK897610	8/1/2012	8/1/2013	BODILY INJURY (Per accident) \$	
	HIRED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE \$ (Per accident)	
							Medical payments \$	5,000
	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE \$	2,000,000
A	EXCESS LIAB CLAIMS-MADE						AGGREGATE \$	2,000,000
	DED RETENTIONS			PHUB390928	8/1/2012	8/1/2013	s	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						WC STATU- OTH- TORY LIMITS ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE TO SERVICE OFFICER/MEMBER EXCLUDED?	N/A					E.L. EACH ACCIDENT \$	
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE \$	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT \$	
A	Directors & Officers			PHSD751602	8/1/2012	8/1/2013		\$1,000,000
	Professional Liability			PHPK897610	8/1/2012	8/1/2013		\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
RE: As on file with the insured. The City and County of San Francisco, The Department of Public Health, its Officers, Agents, and Employees are named additional insured per attached PI GLD HS 04/07. Waiver of Subrogation applies to GL.

i ·	
CERTIFICATE HOLDER	CANCELLATION
City & County of San Francisco Department of Public Health	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
101 Grove Street, Room 307 San Francisco, CA 94102	AUTHORIZED REPRESENTATIVE

ACORD 25 (2010/05)

Dave Ellis/AZ

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

GENERAL LIABILITY DELUXE ENDORSEMENT: HUMAN SERVICES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE

It is understood and agreed that the following extensions only apply in the event that no other specific coverage for the indicated loss exposure is provided under this policy. If such specific coverage applies, the terms, conditions and limits of that coverage are the sole and exclusive coverage applicable under this policy, unless otherwise noted on this endorsement. The following is a summary of the Limits of Insurance and additional coverages provided by this endorsement. For complete details on specific coverages, consult the policy contract wording.

Coverage Applicable	Limit of insurance	Page #
Damage to Premises Rented to You	\$1,000,000	2
Extended Property Damage	included	2
Non-Owned Watercraft	Less than 58 feet	2
Medical Payments	\$20,000	2
Medical Payments - Extended Reporting Period	3 years	3
Alhietic Activities	Amended	3
Supplementary Payments – Bail Bonds	\$2,500	3
Supplementary Payment - Loss of Earnings	\$500 per day	3
Employee Indemnification Defense Coverage for Employee	\$25,000	. 3
Additional Insured - Medical Directors and Administrators	Included	3
Additional Insured – Managers and Supervisors	Included	3
Additional Insured – Broadened Named Insured	Included	3
Additional Insured – Funding Source	included	4
Additional Insured – Home Care Providers	Included	4
Additional Insured - Managers, Landlords, or Lessors of Premises	Included	-
Additional Insured - Lessor of Leased Equipment - Automatic Status When Required in Lease Agreement With You	Included	4
Additional Insured - Grantor of Permits	Included	4
Limited Rental Lease Agreement Contractual Liability	\$50,000 limit	5
Damage to Property You Own, Rent, or Occupy	\$30,000 limit	5
Transfer of Rights of Recovery Against Others To Us	Ciarification	5
Duties in the Event of Occurrence, Claim or Suit	Included	5
Unintentional Fallure to Disclose Hazards	Included	5
Liberallzation	Included	- 6
Bodily Injury – includes Mental Anguish	ncluded	6
Personal and Advertising Injury – includes Abuse of Process, Discrimination	Included	6
Key and Lock Replacement – Janitorial Services Client Coverage	\$5,000 limit	6