

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	
Option 5:	07/01/2015-06/30/2016	

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

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

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-Nine Thousand 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.

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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-1l, 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.
- l. Add Appendix B-1o, 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-1l, 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-1o, 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**



5/11/13  
Date

BARBARA A. GARCIA, M.P.A.  
Director of Health

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.

Approved as to Form:

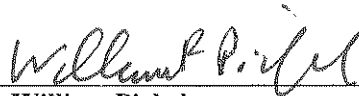
Dennis J. Herrera  
City Attorney

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 with corporations that abide by the MacBride Principles.



5.13.13  
Date

By: Aleeta Van Runkle  
Deputy City Attorney

  
William Pickel  
Executive Director  
1390 Market Street, Suite 405  
San Francisco, CA 94102

105/09/13  
Date

Approved:

City vendor number: 78059

\_\_\_\_\_  
Jaci Fong  
Acting Director  
Office of Contract  
Administration and Purchaser

\_\_\_\_\_  
Date

**Appendices**

- A: Services to be provided by Contractor
- B: Calculation of Charges
- F: Invoice
- H: 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 household 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, 04/01/09-06/30/18, Pages 4-5	Program Summary
Appendix A-1, 04/01/09-06/30/10, 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
ICR Appendix A-1, 07/01/12-06/30/13, Pages 1-7	Scattered-Site Housing & Rental Subsidy Administration
Appendix A-1, 07/01/13-06/30/18, Pages 1-5	Scattered-Site Housing & Rental Subsidy Administration

**SUMMARY**

Service Providers:	West Bay Housing Corporation				
Fiscal Agent:	Same as Above				
Total Contract Amount:	\$ 24,189,141				
System of Care:	Housing and Urban Health				
Provider Address:	1390 Market Street, San Francisco, CA 94102				
Provider Phone:	(415) 618-0012 Ext. 205			Provider Fax #: (415) 618-0288	
Contact Person:	William Pickle, Executive Director bill@westbayhousing.org				
Program Name:	Scattered-Site Housing & Rental Subsidy Administration (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*		
Amount Year One:	Appendix A-1 \$1,291,464 (General Fund Project)		Appendix A-1 \$54,000 (SAMHSA Grant)		
Term:	07/01/09 – 06/30/10	UOS	UDC	09/01/09 – 06/30/10	UOS
Definition of UOS:	Housing Subsidy Month	702	100	Housing Subsidy Month	N/A
Total UOS / UDC:		Totals 702*	100**	Totals	N/A***
Amount Year Two:	Appendix A-1 \$2,063,638 (General Fund-Project)		Appendix A-1 \$158,000 (General Fund)		
Term:	07/01/10 – 06/30/11	UOS	UDC	07/01/10 – 06/30/11	UOS
Definition of UOS:	Housing Subsidy Month	479	70	Housing Subsidy Month	N/A
Total UOS / UDC:		Totals 479*	70**	Totals	N/A***
Amount Year Three:	Appendix A-1 \$1,950,000 (General Fund-Project)		Appendix A-1 \$174,830 (General Fund)		
Term:	07/01/11 – 06/30/12	UOS	UDC	07/01/11 – 06/30/12	UOS
Definition of UOS:	Housing Subsidy Month	1,211	15	Housing Subsidy Month	N/A
Total UOS / UDC:		Totals 1,211*	15**	Totals	N/A***
Amount Year Four:	Appendix A-1 \$2,609,407 (General Fund Project)		Appendix A-1 \$178,169 (General Fund)		
Term:	07/01/12 – 06/30/13	UOS	UDC	07/01/12 – 06/30/13	UOS
Definition of UOS:	Housing Subsidy Month	1,395	151	Housing Subsidy Month	N/A
Total UOS / UDC:		Totals 1,395*	151**	Totals	N/A***
Amount Year Five:	Appendix A-1 \$2,729,115 (General Fund Project)		Appendix A-1 \$178,327 (General Fund)		
Term:	07/01/13 – 06/30/14	UOS	UDC	07/01/13 – 06/30/14	UOS
Definition of UOS:	Housing Subsidy Month	1,543	135	Housing Subsidy Month	N/A
Total UOS / UDC:		Totals 1,543*	135**	Totals	N/A***

<b>Amount Year Six</b>	<b>Appendix A-1</b> \$2,753,588 (General Fund Project)			<b>Appendix A-1</b> \$178,327 (General Fund)		
<b>Term:</b>	07/01/14 – 06/30/15	<b>UOS</b>	<b>UDC</b>	07/01/14– 06/30/15	<b>UOS</b>	<b>UDC</b>
<b>Definition of UOS:</b>	Housing Subsidy Month	1,623	138	Housing Subsidy Month	N/A	N/A
<b>Total UOS / UDC:</b>	<b>Totals</b>	<b>1,632*</b>	<b>138**</b>	<b>Totals</b>	<b>N/A***</b>	<b>N/A***</b>
<b>Amount Year Seven</b>	<b>Appendix A-1</b> \$2,886,047 (General Fund Project)			<b>Appendix A-1</b> \$178,327 (General Fund)		
<b>Term:</b>	07/01/15 – 06/30/16	<b>UOS</b>	<b>UDC</b>	07/01/15 – 06/30/16	<b>UOS</b>	<b>UDC</b>
<b>Definition of UOS:</b>	Housing Subsidy Month	1,658	140	Housing Subsidy Month	N/A	N/A
<b>Total UOS / UDC:</b>	<b>Totals</b>	<b>1,658*</b>	<b>140**</b>	<b>Totals</b>	<b>N/A***</b>	<b>N/A***</b>
<b>Amount Year Eight</b>	<b>Appendix A-1</b> \$3,038,086 (General Fund Project)			<b>Appendix A-1</b> \$178,327 (General Fund)		
<b>Term:</b>	07/01/16 – 06/30/17	<b>UOS</b>	<b>UDC</b>	07/01/16 – 06/30/17	<b>UOS</b>	<b>UDC</b>
<b>Definition of UOS:</b>	Housing Subsidy Month	1,685	145	Housing Subsidy Month	N/A	N/A
<b>Total UOS / UDC:</b>	<b>Totals</b>	<b>1,685*</b>	<b>145**</b>	<b>Totals</b>	<b>N/A***</b>	<b>N/A***</b>
<b>Amount Year Nine</b>	<b>Appendix A-1</b> \$3,211,162 (General Fund Project)			<b>Appendix A-1</b> \$178,327 (General Fund)		
<b>Term:</b>	07/01/17– 06/30/18	<b>UOS</b>	<b>UDC</b>	07/01/17 – 06/30/18	<b>UOS</b>	<b>UDC</b>
<b>Definition of UOS:</b>	Housing Subsidy Month	1,745	150	Housing Subsidy Month	N/A	N/A
<b>Total UOS / UDC:</b>	<b>Totals</b>	<b>1,745*</b>	<b>150**</b>	<b>Totals</b>	<b>N/A***</b>	<b>N/A***</b>

<b>Target Population A-1:</b>	Laguna 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. 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 San Francisco Department of Public Health (SFDPH) and the Department of Aging and Adult Services (DAAS) comprise the DCIP unit.
<b>Description of Service A-1:</b>	<b>Housing Subsidy Month:</b> A UOS is defined as but not limited to 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 and service provider communication.

\* **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).

**Contractor:** West Bay Housing Corporation  
**Program:** Scattered-Site Housing & Rental Subsidy Administration  
**City Fiscal Year:** 07/1/13 – 06/30/14  
**CMS#:** 6579

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

1. **Program Name:** Scattered-Site Housing & Rental Subsidy Administration (SSHRSA)  
**Program Address:** 1390 Market St. Suite 405  
**City, State, Zip Code:** San Francisco, CA. 94102  
**Telephone:** (415) 618-0012 x 205  
**Facsimile:** (415) 618-0228

2. **Nature of Document (check one)**

New       Renewal       Modification #1

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:	1,543	128	7
A UOS includes placing and maintaining members of the <b><u>Chamber's Case Settlement class</u></b> 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.			
<b>TOTAL:</b>	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:	1,623	135	3
A UOS includes placing and maintaining members of the <b><u>Chamber's Case Settlement class</u></b> 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.			
<b>TOTAL:</b>	1,623*	135	138**

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:  A UOS includes placing and maintaining members of the <u>Chamber's Case 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.	1,658	138	2
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 <u>Chamber's Case 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.	1,685	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 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.	1,745	145	5
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.

## 6. 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 non-payment 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.

### 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.

## 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**

**1. Method of Payment**

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**

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

Appendix B, 04/01/09-06/30/13, Page 2	Budget Summary
Appendix B-1, 04/01/09-06/30/09, Pages 1-3	Scattered-Site Housing & Rental Subsidy Administration
Appendix B-1a, 07/01/09-06/30/10, Pages 1-2	Scattered-Site Housing & Rental Subsidy Administration
Appendix B-1b, 09/01/09-06/30/10, Pages 1-3	Scattered-Site Housing & Rental Subsidy Administration
Appendix B-1c, 07/01/10-06/30/11, Pages 1-4	Scattered-Site Housing & Rental Subsidy Administration
Appendix B-1d, 07/01/10-06/30/11, Pages 1-2	Scattered-Site Housing & Rental Subsidy Administration
Appendix B-1e, 07/01/11-06/30/12, Pages 1-4	Scattered-Site Housing & Rental Subsidy Administration
Appendix B-1f, 07/01/11-06/30/12, Pages 1-2	Scattered-Site Housing & Rental Subsidy Administration
Appendix B-1g, 07/01/12-06/30/13, Pages 1-4	Scattered-Site Housing & Rental Subsidy Administration
Appendix B-1h, 07/01/12-06/30/13, Pages 1-2	Scattered-Site Housing & Rental Subsidy Administration
<b>Appendix B-1i, 07/01/13-06/30/14, Pages 1-4</b>	<b>Scattered-Site Housing &amp; Rental Subsidy Administration</b>
<b>Appendix B-1j, 07/01/13-06/30/14, Pages 1-2</b>	<b>Scattered-Site Housing &amp; Rental Subsidy Administration</b>
<b>Appendix B-1k, 07/01/14-06/30/15, Pages 1-4</b>	<b>Scattered-Site Housing &amp; Rental Subsidy Administration</b>
<b>Appendix B-1l, 07/01/14-06/30/15, Pages 1-2</b>	<b>Scattered-Site Housing &amp; Rental Subsidy Administration</b>
<b>Appendix B-1m, 07/01/15-06/30/16, Pages 1-4</b>	<b>Scattered-Site Housing &amp; Rental Subsidy Administration</b>
<b>Appendix B-1n, 07/01/15-06/30/16, Pages 1-2</b>	<b>Scattered-Site Housing &amp; Rental Subsidy Administration</b>
<b>Appendix B-1o, 07/01/16-06/30/17, Pages 1-4</b>	<b>Scattered-Site Housing &amp; Rental Subsidy Administration</b>
<b>Appendix B-1p, 07/01/16-06/30/17, Pages 1-2</b>	<b>Scattered-Site Housing &amp; Rental Subsidy Administration</b>
<b>Appendix B-1q, 07/01/17-06/30/18, Pages 1-4</b>	<b>Scattered-Site Housing &amp; Rental Subsidy Administration</b>
<b>Appendix B-1r, 07/01/17-06/30/18, Pages 1-2</b>	<b>Scattered-Site Housing &amp; Rental Subsidy Administration</b>

B. 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-1a)
Internal Contract Revision	SAMHSA	\$54,000	09/01/09-06/30/10	(Appx B-1b)
1 <sup>st</sup> Amendment	General Fund (Project)	\$2,063,638	7/01/10-06/30/11	(Appx B-1c)
1 <sup>st</sup> Amendment	General Fund	\$158,000	7/01/10-06/30/11	(Appx B-1d)

1 <sup>st</sup> Amendment	General Fund (Project)	\$3,004,867	7/01/11-06/30/12	(Appx B-1c)
1 <sup>st</sup> 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 B-1e)
Internal Contract Revision#1	General Fund	\$16,830	7/01/11-06/30/12	(Appx B-1i)
2 <sup>nd</sup> Amendment	General Fund (Project)	\$2,474,033	7/01/12-06/30/13	(Appx B-1g)
2 <sup>nd</sup> Amendment	General Fund	\$178,169	7/01/12-06/30/13	(Appx B-1h)
Internal Contract Revision #2	General Fund (Project)	(\$2,474,033)	7/01/12-06/30/13	(Appx B-1g)
Internal Contract Revision #2	General Fund (Project)	\$2,609,407	7/01/12-06/30/13	(Appx B-1g)
3 <sup>rd</sup> Amendment	General Fund (Project)	\$2,729,115	7/01/13-06/30/14	(Appx B-1j)
3 <sup>rd</sup> Amendment	General Fund	\$178,327	7/01/13-06/30/14	(Appx B-1j)
3 <sup>rd</sup> Amendment	General Fund (Project)	\$2,753,588	7/01/14-06/30/15	(Appx B-1k)
3 <sup>rd</sup> Amendment	General Fund	\$178,327	7/01/14-06/30/15	(Appx B-1l)
3 <sup>rd</sup> Amendment	General Fund (Project)	\$2,886,047	7/01/15-06/30/16	(Appx B-1m)
3 <sup>rd</sup> Amendment	General Fund	\$178,327	7/01/15-06/30/16	(Appx B-1n)
3 <sup>rd</sup> Amendment	General Fund (Project)	\$3,038,086	7/01/16-06/30/17	(Appx B-1o)
3 <sup>rd</sup> Amendment	General Fund	\$178,327	7/01/16-06/30/17	(Appx B-1p)
3 <sup>rd</sup> Amendment	General Fund (Project)	\$3,211,162	7/01/17-06/30/18	(Appx B-1q)
3 <sup>rd</sup> Amendment	General Fund	\$178,327	7/01/17-06/30/18	(Appx B-1r)
		\$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.





	A	E	C	D	E	F	G	H	I
1	Contractor Name: <b>West Bay Housing Corporation</b>								Appendix B-11
2	Contract Term: <b>4/1/2005 - 6/30/2018</b>								Appendix Term: 7/1/13 - 6/30/14
3	Funding Source: <b>General Fund-Project</b>								Page 1
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	<b>Personnel Expenses</b>								<b>Contract Totals</b>
10	<b>Position Titles</b>	<b>FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	
11	COO/Director of Housing Programs	0.25	37,500	100%					37,500
12	Program Manager	1.00	68,000	100%					68,000
13	Property Acquisitions Specialist	0.50	40,000	100%					40,000
14	Housing Retention Specialist	3.00	135,000	100%					135,000
15	Unit Mod/Maintenance Technician	0.25	12,500	100%					12,500
16									
17									
18	<b>Total FTE &amp; Total Salaries</b>	<b>5.00</b>	<b>293,000</b>	<b>100%</b>					<b>293,000</b>
19	Fringe Benefits	28%	82,040	100%					82,040
20	<b>Total Personnel Expenses</b>		<b>375,040</b>	<b>100%</b>					<b>375,040</b>
21	<b>Operating Expenses</b>								<b>Contract Total</b>
22	<b>Total Occupancy</b>		<b>2,164,775</b>	<b>100%</b>					<b>2,164,775</b>
23	<b>Total Materials and Supplies</b>		<b>10,000</b>	<b>100%</b>					<b>10,000</b>
24	<b>Total General Operating</b>		<b>35,000</b>	<b>100%</b>					<b>35,000</b>
25	<b>Total Staff Travel</b>		<b>15,000</b>	<b>100%</b>					<b>15,000</b>
26	<b>Other:</b>		<b>20,000</b>	<b>100%</b>					<b>20,000</b>
27									
28									
29									
30									
31									
32									
33									
34									
35	<b>Total Operating Expenses</b>		<b>\$ 2,244,775</b>	<b>100%</b>	<b>\$ -</b>				<b>\$ 2,244,775</b>
36									
37	<b>Total Direct Expenses</b>		<b>2,619,815</b>	<b>100%</b>					<b>2,619,815</b>
38	<b>Indirect Expenses</b>		<b>109,300</b>	<b>100%</b>					<b>109,300</b>
39	<b>TOTAL EXPENSES</b>		<b>\$ 2,729,115</b>	<b>100%</b>					<b>\$2,729,115</b>
40									
41	<b>Number of Units of Service (UOS) per Service Mode</b>		<b>1,543</b>						<b>1,543</b>
42	<b>Cost Per Unit of Service by Service Mode</b>		<b>\$1,768.71</b>						
43	<b>Number of Unduplicated Clients (UDC) per Service Mode</b>		<b>135</b>						
44									
45	<b>DPH #1A(1)</b>								<b>Rev. 04/2013</b>

General Fund - Project  
Index Code: HCHSHOUSNACP  
FISCAL YEAR: 2013/2014

**Budget Justification**

**Salaries and Benefits**

**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 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.

Annual Salary of \$150,000 x 0.25 FTE = \$37,500

**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 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 standards.

**Minimum Qualifications:** Bachelors Degree in related field and 3 years of related field experience working with under privilege populations

Annual Salary of \$68,000 x 1.0 FTE = \$68,000

**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 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

Annual Salary of \$80,000 x .50 FTE = \$40,000

**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 housing after initial housing placement.

**Minimum Qualifications:** Bachelors Degree in related field or 3 – 5 years working with underprivileged and underserved populations.

Annual Salary of \$45,000 x 3.0 FTE = \$135,000

**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.

**Minimum Qualifications:** Experience working in construction with core competencies in the areas of carpentry, plumbing and electrical.

Annual Salary of \$50,000 x 0.25 FTE = \$12,500

**Total Salaries**

**\$293,000**

**Fringe Benefits**

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.

\$82,040

**TOTAL SALARIES & BENEFITS**

**\$375,040**

A	B	D	E	F	G
42					Appendix B-1i
43					7/1/13-6/30/14
44	<b>Occupancy:</b>				Page 3
45	<b>Rent Subsidy Reserve:</b>				
	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 new units and the maintenance and turning over of existing portfolio.			\$2,164,775	
46					
47					
48					
49		<b>Total Occupancy:</b>		\$2,164,775	
50					
51					
52	<b>Materials and Supplies:</b>				
53	<b>Program Materials and Activities:</b>				
	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.				
54					
55		\$833 (Approx. Monthly expense) X 12 =		\$10,000	
56					
57		<b>Total Materials and Supplies:</b>		\$10,000	
58					
59					
60	<b>General Operating:</b>				
61	<b>Rent Office Space</b>				
62	Annual cost to rent corporate office space for program staff.			\$35,000	
63					
64		<b>Total General Operating:</b>		\$35,000	
65					
66					
67	<b>Staff Travel (Local &amp; Out of Town):</b>				
68	Travel related to program activities (e.g. Housing Retention visits, Property acquisition activities).			\$15,000	
69					
70					
71					
72		<b>Total Staff Travel:</b>		\$15,000	
73					
74					
75	<b>Other:</b>				
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 reasonable accommodations and master leasing documentation.				
77		\$1,600 (Approx. Monthly expense) X 12 Months =		\$20,000	
78					
79					
80					
81					
82		<b>Total Other:</b>		\$20,000	
83					
84	<b>TOTAL OPERATING EXPENSES</b>			\$2,244,775	
85					
86					
87					
88		<b>TOTAL DIRECT COSTS</b>			\$2,619,815
89					
90	<b>Indirect Cost</b>				
	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)				
91					
92					
93					
94		<b>TOTAL INDIRECT COSTS</b>			\$109,300
95					
96		<b>APPENDIX TOTAL</b>			\$2,729,115
97					

	A	B	C
1			Appendix B-11
2	West Bay Housing - Scattered-Site Housing & Rental Subsidy Administration Program		7/1/13-6/30/14
3	Fiscal Year: 7/1/13- 6/30/14		Page 4
4			
5	<b>INDIRECT COSTS JUSTIFICATION</b>		
6	<i>Indirect Staffing Cost</i>	<i>Justification</i>	<i>Expenses</i>
7	Executive Director	Oversees COO/Director of Housing Programs. Advises on program design, implementation, and sustainability. Reviews and authorizes all critical financial decisions and commitments (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
9	Operations 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 x 0.25 FTE = 17,500	\$18,750
10	<b>Total Indirect Staffing Cost</b>		<b>\$48,500</b>
11	<i>Indirect Operating Costs</i>		
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. $20,000 \times .40 = \$8,000$	\$8,000
16	Postage	Program postage and mailing related cost. (e.g. Client satisfaction survey mailing, landlord outreach, and apartment notification).	\$1,000
17	Staff Training	Program staff training cost.	\$5,000
18	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
21	Agency Audit	Percentage of agency audit cost. Annual cost \$17,000 x .40 = \$6,800.	\$6,800
22	<b>Total Indirect Operating Cost</b>		<b>\$60,800</b>
23	<b>Total Indirect Cost</b>		<b>\$109,300</b>



	A	E	C	D	E	F	G	H	I
1	Contractor Name: West Bay Housing Corporation								Appendix B-1j
2	Contract Term: 4/1/2009 - 6/30/2018								Appendix Term: 7/1/13 - 6/30/14
3	Funding Source: General Fund								Page 1
4									
5	SFDPH AIDS OFFICE CONTRACT								
6	UOS COST ALLOCATION BY SERVICE MODE								
7									
8	SERVICE MODES								
9	Personnel Expenses								
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	Program Manager/Database Coordinator	1.00	66,988	100%					66,988
12									
13									
14									
15									
16									
17									
18	<b>Total FTE &amp; Total Salaries</b>	<b>1.00</b>	<b>66,988</b>	<b>100%</b>					<b>66,988</b>
19	Fringe Benefits	0%							
20	<b>Total Personnel Expenses</b>		<b>66,988</b>	<b>100%</b>					<b>66,988</b>
21									
22	Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
23	Total Occupancy		99,000	100%					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%					2,000
27	Consultants/Subcontractor:								
28	Other:								
29									
30									
31									
32									
33									
34									
35									
36									
37	<b>Total Operating Expenses</b>		\$ 111,339	100%	\$ -				\$ 111,339
38									
39	<b>Total Direct Expenses</b>		178,327	100%					178,327
40	Indirect Expenses		0%						
41	<b>TOTAL EXPENSES</b>		\$ 178,327	100%					\$ 178,327
42									
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									
47	DPH #1A(1)								Rev. 04/2013

A	B	C	D	E	F	G
1						
2						
3	<b>General Fund</b>					Appendix B-1j
4	Index Code: HCHSHHOUSGGF					7/1/13-6/30/14
5	FIASCAL YEAR: 2013/2014					Page 2
6						
7	<b>Salaries and Benefits</b>					
8						
9	<b>Program Manager and Database Coordinator</b>					
10	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.					
11	<b>Minimum Qualifications:</b> 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					
12		Annual Salary of \$66,988 x 1.00 FTE =			\$66,988	
13						
14						
15						
16	<b>Total Salaries</b>				<u>\$66,988</u>	
17						
18	<b>Occupancy:</b>					
19	<b>Additional Master Leased Units:</b>					
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		<b>Total Occupancy:</b>			<u>\$99,000</u>	
23						
24						
25						
26	<b>Materials and Supplies:</b>					
27	<b>Program Materials and Activities:</b>					
28	Funds will be utilized to purchase program materials and sponsor program related activities. Activities may include housing retention meetings and community meetings.					
29		\$167 (Approx. Monthly expense) X 12 =			<u>\$2,000</u>	
30						
31		<b>Total Materials and Supplies:</b>			<u>\$2,000</u>	
32						
33						
34	<b>General Operating:</b>					
35	<b>Contract Administration</b>					
36	Funds will be utilized to cover cost related to the program administration expenses associated with managing this program.					
37		\$695 (Approx. Monthly expense) X 12 =			<u>\$8,339</u>	
38						
39		<b>Total General Operating:</b>			<u>\$8,339</u>	
40						
41						
42	<b>Staff Travel (Local &amp; Out of Town):</b>					
43	Funds will be utilized to cover travel expenses related to managing this portfolio.					
44		\$167 (Approx. Monthly expense) X 12 =			<u>\$2,000</u>	
45						
46		<b>Total Staff Travel:</b>			<u>\$2,000</u>	
47						
48						
49	<b>TOTAL OPERATING EXPENSES</b>				<u>\$111,339</u>	
50						
51						
52						
53		<b>TOTAL DIRECT COSTS</b>			<u>\$178,327</u>	

	A	B	C	D	E	F	G	H	I
1	Contractor Name: <b>West Bay Housing Corporation</b>							Appendix B-1k	
2	Contract Term: <b>4/1/2009 - 6/30/2018</b>				Appendix Term:		7/1/14 - 6/30/15		
3	Funding Source: <b>General Fund-Project</b>							Page 1	
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	<b>Personnel Expenses</b>								
10	<b>Position Titles</b>	<b>FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>FT</b>	<b>Salaries</b>	<b>FT</b>	<b>Contract Totals</b>
11	COO/Director of Housing Programs	0.25	37,500	100%					37,500
12	Program Manager	1.00	68,000	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	<b>Total FTE &amp; Total Salaries</b>	<b>5.50</b>	<b>315,500</b>	<b>100%</b>					<b>315,500</b>
19	Fringe Benefits	28%	88,340	100%					88,340
20	<b>Total Personnel Expenses</b>		<b>403,840</b>	<b>100%</b>					<b>403,840</b>
21									
22	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>pendit</b>	<b>%</b>	<b>pendit</b>	<b>%</b>	<b>Contract Total</b>
23	Total Occupancy		2,158,048	100%					2,158,048
24	Total Materials and Supplies		10,300	100%					10,300
25	Total General Operating		36,050	100%					36,050
26	Total Staff Travel		15,450	100%					15,450
27	Other:		20,600	100%					20,600
28									
29									
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33									
34									
35	<b>Total Operating Expenses</b>		<b>\$ 2,240,448</b>	<b>100%</b>	<b>\$ -</b>				<b>\$ 2,240,448</b>
36									
37	<b>Total Direct Expenses</b>		<b>2,644,288</b>	<b>100%</b>					<b>2,644,288</b>
38	<b>Indirect Expenses</b>		<b>109,300</b>	<b>100%</b>					<b>109,300</b>
39	<b>TOTAL EXPENSES</b>		<b>\$ 2,753,588</b>	<b>100%</b>					<b>\$2,753,588</b>
40									
41	<b>Number of Units of Service (UOS) per Service Mode</b>		1,623						1,623
42	<b>Cost Per Unit of Service by Service Mode</b>		\$1,696.60						
43	<b>Number of Unduplicated Clients (UDC) per Service Mode</b>		138						
44									
45	<b>DPH #1A(1)</b>							<b>Rev. 04/2013</b>	

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**Budget Justification**

General Fund - Project  
Index Code: HCHSHOUSNACP  
FISCAL YEAR: 2013/2014

**Salaries and Benefits**

**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 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.

Annual Salary of \$150,000 x 0.25 FTE = \$37,500

**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 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 standards.

**Minimum Qualifications:** Bachelors Degree in related field and 3 years of related field experience working with under privilege populations

Annual Salary of \$68,000 x 1.0 FTE = \$68,000

**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 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

Annual Salary of \$80,000 x .50 FTE = \$40,000

**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 housing after initial housing placement

**Minimum Qualifications:** Bachelors Degree in related field or 3 - 5 years working with underprivileged and underserved populations.

Annual Salary of \$45,000 x 3.5 FTE = \$157,500

**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.

**Minimum Qualifications:** Experience working in construction with core competencies in the areas of carpentry, plumbing and electrical.

Annual Salary of \$50,000 x 0.25 FTE = \$12,500

**Total Salaries**

\$315,500

**Fringe Benefits**

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.

\$88,340

**TOTAL SALARIES & BENEFITS**

\$403,840



	A	B	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			
5	<b>INDIRECT COSTS JUSTIFICATION</b>		
6	<b>Indirect Staffing Cost</b>	<b>Justification</b>	<b>Expenses</b>
7	Executive Director	Oversees COO/Director of Housing Programs. Advises on program design, implementation, and sustainability. Reviews and authorizes all critical financial decisions and commitments (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
9	Operations 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 x 0.25 FTE = 17,500	\$18,750
10	<b>Total Indirect Staffing Cost</b>		<b>\$48,500</b>
11	<b>Indirect Operating Costs</b>		
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. $\$20,000 \times .40 = \$8,000$	\$8,000
16	Postage	Program postage and mailing related cost. (e.g. Client satisfaction survey mailing, landlord outreach, and apartment notification).	\$1,000
17	Staff Training	Program staff training cost.	\$5,000
18	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
21	Agency Audit	Percentage of agency audit cost. Annual cost \$17,000 x .40 = \$6,800.	\$6,800
22	<b>Total Indirect Operating Cost</b>		<b>\$60,800</b>
23	<b>Total Indirect Cost</b>		<b>\$109,300</b>

	A	B	C	D	E	F	G	H	I
1	Contractor Name: West Bay Housing Corporation								Appendix B-11
2	Contract Term: 4/1/2009 - 6/30/2018								7/1/14 - 6/30/15
3	Funding Source: General Fund								Page 1
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	<b>Personnel Expenses</b>								
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	Program Manager/Database Coordinator	1.00	66,988	100%					66,988
12									
13									
14									
15									
16									
17									
18	<b>Total FTE &amp; Total Salaries</b>	<b>1.00</b>	<b>66,988</b>	<b>100%</b>					<b>66,988</b>
19	Fringe Benefits	0%							
20	<b>Total Personnel Expenses</b>		<b>66,988</b>	<b>100%</b>					<b>66,988</b>
21									
22	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Contract Total</b>
23	Total Occupancy		99,000	100%					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%					2,000
27	Consultants/Subcontractor:								
28	Other:								
29									
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31									
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33									
34									
35									
36									
37	<b>Total Operating Expenses</b>		<b>\$ 111,339</b>	<b>100%</b>	<b>\$ -</b>				<b>\$ 111,339</b>
38									
39	<b>Total Direct Expenses</b>		<b>178,327</b>	<b>100%</b>					<b>178,327</b>
40	Indirect Expenses			0%					
41	<b>TOTAL EXPENSES</b>		<b>\$ 178,327</b>	<b>100%</b>					<b>\$178,327</b>
42									
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									
47	DPH #1A(1)								Rev. 04/2013

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Budget Justification

General Fund  
Index Code: HCHSHOUSGGF  
FISCAL YEAR: 2014/2015

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 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

Total Occupancy:

\$99,000

Materials and Supplies:

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.

\$167 (Approx. Monthly expense) X 12 =

\$2,000

Total Materials and Supplies:

\$2,000

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 =

\$8,339

Total General Operating:

\$8,339

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

Total Staff Travel:

\$2,000

TOTAL OPERATING EXPENSES

\$111,339

TOTAL DIRECT COSTS

\$178,327



	A	B	C	D	E	F	G	H	I
1	Contractor Name: <u>West Bay Housing Corporation</u>								Appendix B-1m
2	Contract Term: <u>4/1/2009 - 6/30/2018</u>								7/1/15 - 6/30/16
3	Funding Source: <u>General Fund-Project</u>								Page 1
4									
5	<b>SDFPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	<b>Personnel Expenses</b>								
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	COO/Director of Housing Programs	0.25	37,500	100%					37,500
12	Program Manager	1.00	68,000	100%					68,000
13	Property Acquisitions Specialist	0.50	40,000	100%					40,000
14	Housing Retention Specialist	3.50	157,500	100%					157,500
15	Unit Mod/Maintenance Technician	0.25	12,500	100%					12,500
16									
17									
18	<b>Total FTE &amp; Total Salaries</b>	<b>5.50</b>	<b>315,500</b>	<b>100%</b>					<b>315,500</b>
19	Fringe Benefits	28%	88,340	100%					88,340
20	<b>Total Personnel Expenses</b>		<b>403,840</b>	<b>100%</b>					<b>403,840</b>
21									
22	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Contract Total</b>
23	Total Occupancy		2,288,035	100%					2,288,035
24	Total Materials and Supplies		10,609	100%					10,609
25	Total General Operating		37,132	100%					37,132
26	Total Staff Travel		15,914	100%					15,914
27	Other		21,218	100%					21,218
28									
29									
30									
31									
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35	<b>Total Operating Expenses</b>		<b>\$ 2,372,907</b>	<b>100%</b>	<b>\$ -</b>				<b>\$ 2,372,907</b>
36									
37	<b>Total Direct Expenses</b>		<b>2,776,747</b>	<b>100%</b>					<b>2,776,747</b>
38	<b>Indirect Expenses</b>		<b>109,300</b>	<b>100%</b>					<b>109,300</b>
39	<b>TOTAL EXPENSES</b>		<b>\$ 2,886,047</b>	<b>100%</b>					<b>\$2,886,047</b>
40									
41	Number of Units of Service (UOS) per Service Mode		1,658						1,658
42	Cost Per Unit of Service by Service Mode		\$1,740.68						
43	Number of Unduplicated Clients (UDC) per Service Mode		140						
44									
45	DPH #1A(1)								Rev. 04/2013

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**Budget Justification**

**General Fund - Project**  
**Index Code: HCHSHOUSNACP**  
**FISCAL YEAR: 2015/2016**

**Salaries and Benefits**

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 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.

Annual Salary of \$150,000 x 0.25 FTE = \$37,500

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 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 standards.

**Minimum Qualifications:** Bachelors Degree in related field and 3 years of related field experience working with under privilege populations

Annual Salary of \$68,000 x 1.0 FTE = \$68,000

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 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

Annual Salary of \$80,000 x .50 FTE = \$40,000

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 housing after initial housing placement.

**Minimum Qualifications:** Bachelors Degree in related field or 3 – 5 years working with underprivileged and underserved populations.

Annual Salary of \$45,000 x 3.5 FTE = \$157,500

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.

**Minimum Qualifications:** Experience working in construction with core competencies in the areas of carpentry, plumbing and electrical.

Annual Salary of \$50,000 x 0.25 FTE = \$12,500

**Total Salaries**

**\$315,500**

**Fringe Benefits**

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.

**\$88,340**

**TOTAL SALARIES & BENEFITS**

**\$403,840**



	A	B	C
1			Appendix B-1m
2	West Bay Housing - Scattered-Site Housing & Rental Subsidy Administration Program		7/1/15-6/30/16
3	Fiscal Year: 7/1/15- 6/30/16		Page 4
4			
5	<b>INDIRECT COSTS JUSTIFICATION</b>		
6	<b>Indirect Staffing Cost</b>	<b>Justification</b>	<b>Expenses</b>
7	Executive Director	Oversees COO/Director of Housing Programs. Advises on program design, implementation, and sustainability. Reviews and authorizes all critical financial decisions and commitments (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
9	Operations 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 x 0.25 FTE = 17,500	\$18,750
10	<b>Total Indirect Staffing Cost</b>		<b>\$48,500</b>
11	<b>Indirect Operating Costs</b>		
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. $20,000 \times .40 = 8,000$	\$8,000
16	Postage	Program postage and mailing related cost. (e.g. Client satisfaction survey mailing, landlord outreach, and apartment notification).	\$1,000
17	Staff Training	Program staff training cost.	\$5,000
18	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
21	Agency Audit	Percentage of agency audit cost. Annual cost \$17,000 x .40 = \$6,800.	\$6,800
22	<b>Total Indirect Operating Cost</b>		<b>\$60,800</b>
23	<b>Total Indirect Cost</b>		<b>\$109,300</b>

	A	B	C	D	E	F	G	H	I
1	Contractor Name: <u>West Bay Housing Corporation</u>								Appendix B-1n
2	Contract Term: <u>4/1/2009 - 6/30/2016</u>								Appendix Term: 7/1/15 - 6/30/16
3	Funding Source: <u>General Fund</u>								Page 1
4									
5	<b>SFPDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	<b>Personnel Expenses</b>								
10	<b>Position Titles</b>	<b>FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Contract Totals</b>
11	Program Manager/Database Coordinator	1.00	66,988	100%					66,988
12									
13									
14									
15									
16	<b>Total FTE &amp; Total Salaries</b>	<b>1.00</b>	<b>66,988</b>	<b>100%</b>					<b>66,988</b>
19	Fringe Benefits	0%							
20	<b>Total Personnel Expenses</b>		<b>66,988</b>	<b>100%</b>					<b>66,988</b>
21									
22	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Contract Total</b>
23	Total Occupancy		99,000	100%					99,000
24	Total Materials and Supplies		2,000	100%					2,000
25	Total General Operating		6,339	100%					6,339
26	Total Staff Travel		2,000	100%					2,000
27	Consultants/Subcontractor:								
28	Other:								
29									
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37	<b>Total Operating Expenses</b>		<b>\$ 111,339</b>	<b>100%</b>	<b>\$ -</b>				<b>\$ 111,339</b>
38									
39	<b>Total Direct Expenses</b>		<b>178,327</b>	<b>100%</b>					<b>178,327</b>
40	Indirect Expenses		0%						
41	<b>TOTAL EXPENSES</b>		<b>\$ 178,327</b>	<b>100%</b>					<b>\$178,327</b>
42									
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									
47	DPH #1A(1)								Rev. 04/2013

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**Budget Justification**

**General Fund**  
 Index Code: HCHSHHOUSGGF  
 FISCAL YEAR: 2015/2016

**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 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

**Total Occupancy:**

**\$99,000**

**Materials and Supplies:**

**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.

\$167 (Approx. Monthly expense) X 12 =

\$2,000

**Total Materials and Supplies:**

**\$2,000**

**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 =

\$8,339

**Total General Operating:**

**\$8,339**

**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

**Total Staff Travel:**

**\$2,000**

**TOTAL OPERATING EXPENSES**

**\$111,339**

**TOTAL DIRECT COSTS**

**\$178,327**

	A	B	C	D	E	F	G	H	I
1	Contractor Name: <u>West Bay Housing Corporation</u>								Appendix B-1c
2	Contract Term: <u>4/1/2009 - 6/30/2018</u>								7/1/16 - 6/30/17
3	Funding Source: <u>General Fund-Project</u>								Page 1
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	<b>Personnel Expenses</b>								
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	COO/Director of Housing Programs	0.25	37,500	100%					37,500
12	Program Manager	1.00	68,000	100%					68,000
13	Property Acquisitions Specialist	0.50	40,000	100%					40,000
14	Housing Retention Specialist	4.00	180,000	100%					180,000
15	Unit Mod/Maintenance Technician	0.25	12,500	100%					12,500
16									
17									
18	<b>Total FTE &amp; Total Salaries</b>	<b>6.00</b>	<b>338,000</b>	<b>100%</b>					<b>338,000</b>
19	Fringe Benefits	28%	94,640	100%					94,640
20	<b>Total Personnel Expenses</b>		<b>432,640</b>	<b>100%</b>					<b>432,640</b>
21									
22	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Contract Total</b>
23	Total Occupancy		2,408,728	100%					2,408,728
24	Total Materials and Supplies		10,927	100%					10,927
25	Total General Operating		38,245	100%					38,245
26	Total Staff Travel		16,391	100%					16,391
27	Other		21,855	100%					21,855
28									
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32									
33									
34									
35	<b>Total Operating Expenses</b>		<b>\$ 2,496,146</b>	<b>100%</b>	<b>\$ -</b>				<b>\$ 2,496,146</b>
36									
37	<b>Total Direct Expenses</b>		<b>2,928,786</b>	<b>100%</b>					<b>2,928,786</b>
38	<b>Indirect Expenses</b>		<b>109,300</b>	<b>100%</b>					<b>109,300</b>
39	<b>TOTAL EXPENSES</b>		<b>\$ 3,038,086</b>	<b>100%</b>					<b>\$3,038,086</b>
40									
41	Number of Units of Service (UOS) per Service Mode		1,685						1,685
42	Cost Per Unit of Service by Service Mode		\$1,803.02						
43	Number of Unduplicated Clients (UDC) per Service Mode		145						
44									
45	DPH #1A(1)								Rev. 04/2013

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## Budget Justification

General Fund - Project  
 Index Code: HCHSHOUSNACP  
 FISCAL YEAR: 2016/2017

## Salaries and Benefits

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 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.

Annual Salary of \$150,000 x 0.25 FTE = \$37,500

Program Manager

The Program Manager 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 standards.

**Minimum Qualifications:** Bachelors Degree in related field and 3 years of related field experience working with under privilege populations

Annual Salary of \$68,000 x 1.0 FTE = \$68,000

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 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

Annual Salary of \$80,000 x .50 FTE = \$40,000

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 housing after initial housing placement.

**Minimum Qualifications:** Bachelors Degree in related field or 3 – 5 years working with underprivileged and underserved populations.

Annual Salary of \$45,000 x 4.0 FTE = \$180,000

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.

**Minimum Qualifications:** Experience working in construction with core competencies in the areas of carpentry, plumbing and electrical.

Annual Salary of \$50,000 x 0.25 FTE = \$12,500

Total Salaries

\$338,000

Fringe Benefits

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.

\$94,640

TOTAL SALARIES & BENEFITS

\$432,640



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**Occupancy:**  
**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 acquisition of new units and the maintenance and turning over of existing portfolio.

\$2,408,728

**Total Occupancy:**

\$2,408,728

**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.

\$911 (Approx. Monthly expense) X 12 =

\$10,927

**Total Materials and Supplies:**

\$10,927

**General Operating:**  
**Rent Office Space**

Annual cost to rent corporate office space for program staff.

\$38,245

**Total General Operating:**

\$38,245

**Staff Travel (Local & Out of Town):**

Travel related to program activities (e.g. Housing Retention visits, Property acquisition activities).

\$16,391

**Total Staff Travel:**

\$16,391

**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 reasonable accommodations and master leasing documentation.

\$1,821 (Approx. Monthly expense) X 12 Months =

\$21,855

**Total Other:**

\$21,855

**TOTAL OPERATING EXPENSES**

\$2,496,146

**TOTAL DIRECT COSTS**

\$2,928,786

**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. (See Indirect Cost Justification)

**TOTAL INDIRECT COSTS**

\$109,300

**APPENDIX TOTAL**

\$3,038,086

	A	B	C
1			Appendix B-10
2	West Bay Housing - Scattered-Site Housing & Rental Subsidy Administration Program		7/1/16-6/30/17
3	Fiscal Year: 7/1/16- 6/30/17		Page 4
4			
5	<b>INDIRECT COSTS JUSTIFICATION</b>		
6	<i>Indirect Staffing Cost</i>	<b>Justification</b>	<b>Expenses</b>
7	Executive Director	Oversees COO/Director of Housing Programs. Advises on program design, implementation, and sustainability. Reviews and authorizes all critical financial decisions and commitments (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
9	Operations 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 x 0.25 FTE = 17,500	\$18,750
10	<b>Total Indirect Staffing Cost</b>		<b>\$48,500</b>
11	<i>Indirect Operating Costs</i>		
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
17	Staff Training	Program staff training cost.	\$5,000
18	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
21	Agency Audit	Percentage of agency audit cost. Annual cost \$17,000 x .40 = \$6,800.	\$6,800
22	<b>Total Indirect Operating Cost</b>		<b>\$60,800</b>
23	<b>Total Indirect Cost</b>		<b>\$109,300</b>

	A	B	C	D	E	F	G	H	I
1	Contractor Name: <u>West Bay Housing Corporation</u>								Appendix B-1p
2	Contract Term: <u>4/1/2009 - 6/30/2018</u>								Appendix Term: 7/1/16 - 6/30/17
3	Funding Source: <u>General Fund</u>								Page 1
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
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9	<b>Personnel Expenses</b>		<b>SERVICE MODES</b>						
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	Program Manager/Database Coordinator	1.00	66,988	100%					66,988
12									
13									
14									
15									
16									
17									
18	<b>Total FTE &amp; Total Salaries</b>	<b>1.00</b>	<b>66,988</b>	<b>100%</b>					<b>66,988</b>
19	Fringe Benefits	0%							
20	<b>Total Personnel Expenses</b>		<b>66,988</b>	<b>100%</b>					<b>66,988</b>
21									
22	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Contract Total</b>
23	Total Occupancy		99,000	100%					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%					2,000
27	Consultants/Subcontractor:								
28	Other:								
29									
30									
31									
32									
33									
34									
35									
36									
37	<b>Total Operating Expenses</b>		<b>\$ 111,339</b>	<b>100%</b>	<b>\$ -</b>				<b>\$ 111,339</b>
38	<b>Total Direct Expenses</b>		<b>178,327</b>	<b>100%</b>					<b>178,327</b>
39	Indirect Expenses		0%						
40	<b>TOTAL EXPENSES</b>		<b>\$ 178,327</b>	<b>100%</b>					<b>\$178,327</b>
41									
42									
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									
47	DPH #1A(1)								Rev. 04/2013

**Budget Justification**

**General Fund**  
Index Code: HCHSHHOUSSGGF  
FIASCAL YEAR: 2016/2017

**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 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

**Total Occupancy:**

\$99,000

**Materials and Supplies:**

**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.

\$167 (Approx. Monthly expense) X 12 =

\$2,000

**Total Materials and Supplies:**

\$2,000

**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 =

\$8,339

**Total General Operating:**

\$8,339

**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

**Total Staff Travel:**

\$2,000

**TOTAL OPERATING EXPENSES**

\$111,339

**TOTAL DIRECT COSTS**

\$178,327

	A	B	C	D	E	F	G	H	I
1	Contractor Name: West Bay Housing Corporation								Appendix B-1q
2	Contract Term: 4/1/2009 - 6/30/2018								7/1/17 - 6/30/18
3	Funding Source: General Fund-Project								Page 1
4	<b>SFDPH AIDS OFFICE CONTRACT</b>								
5	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
6									
7									
8	<b>SERVICE MODES</b>								
9	<b>Personnel Expenses</b>								
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	COO/Director of Housing Programs	0.25	37,500	100%					37,500
12	Program Manager	1.00	68,000	100%					68,000
13	Property Acquisitions Specialist	0.50	40,000	100%					40,000
14	Housing Retention Specialist	4.00	180,000	100%					180,000
15	Unit Mod/Maintenance Technician	0.25	12,500	100%					12,500
16									
17									
18	<b>Total FTE &amp; Total Salaries</b>	<b>6.00</b>	<b>338,000</b>	<b>100%</b>					<b>338,000</b>
19	Fringe Benefits	28%	94,640	100%					94,640
20	<b>Total Personnel Expenses</b>		<b>432,640</b>	<b>100%</b>					<b>432,640</b>
21									
22	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Contract Total</b>
23	Total Occupancy		2,579,181	100%					2,579,181
24	Total Materials and Supplies		11,255	100%					11,255
25	Total General Operating		39,393	100%					39,393
26	Total Staff Travel		16,883	100%					16,883
27	Other		22,510	100%					22,510
28									
29									
30									
31									
32									
33									
34									
35	<b>Total Operating Expenses</b>		<b>\$ 2,669,222</b>	<b>100%</b>	<b>\$ -</b>				<b>\$ 2,669,222</b>
36									
37	<b>Total Direct Expenses</b>		<b>3,101,862</b>	<b>100%</b>					<b>3,101,862</b>
38	Indirect Expenses		109,300	100%					109,300
39	<b>TOTAL EXPENSES</b>		<b>\$ 3,211,162</b>	<b>100%</b>					<b>\$ 3,211,162</b>
40									
41	Number of Units of Service (UOS) per Service Mode		1,745						1,745
42	Cost Per Unit of Service by Service Mode		\$1,840.21						
43	Number of Unduplicated Clients (UDC) per Service Mode		150						
44									
45	DPH #1A(1)								Rev. 04/2013

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41					

**Budget Justification**

General Fund - Project  
Index Code: HCHSHOUSNACP  
FISCAL YEAR: 2017/2018

**Salaries and Benefits**

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 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.

Annual Salary of \$150,000 x 0.25 FTE = \$37,500

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 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 standards.

**Minimum Qualifications:** Bachelors Degree in related field and 3 years of related field experience working with under privilege populations

Annual Salary of \$68,000 x 1.0 FTE = \$68,000

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 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

Annual Salary of \$80,000 x .50 FTE = \$40,000

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 housing after initial housing placement.

**Minimum Qualifications:** Bachelors Degree in related field or 3 – 5 years working with underprivileged and underserved populations.

Annual Salary of \$45,000 x 4.0 FTE = \$180,000

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.

**Minimum Qualifications:** Experience working in construction with core competencies in the areas of carpentry, plumbing and electrical.

Annual Salary of \$50,000 x 0.25 FTE = \$12,500

**Total Salaries**

\$338,000

**Fringe Benefits**

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.

\$94,640

**TOTAL SALARIES & BENEFITS**

\$432,640

A	B	D	E	F	G
42					
43					
44	<b>Occupancy:</b>				
45	<b>Rent Subsidy Reserve:</b>				
46	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 new units and the maintenance and turning over of existing portfolio.			\$2,579,181	
47					
48					
49		<b>Total Occupancy:</b>		\$2,579,181	
50					
51					
52	<b>Materials and Supplies:</b>				
53	<b>Program Materials and Activities:</b>				
54	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.				
55		\$938 (Approx. Monthly expense) X 12 =		\$11,255	
56					
57		<b>Total Materials and Supplies:</b>		\$11,255	
58					
59					
60	<b>General Operating:</b>				
61	<b>Rent Office Space</b>				
62	Annual cost to rent corporate office space for program staff.			\$39,393	
63					
64		<b>Total General Operating:</b>		\$39,393	
65					
66					
67	<b>Staff Travel (Local &amp; Out of Town):</b>				
68	Travel related to program activities (e.g. Housing Retention visits, Property acquisition activities).			\$16,883	
69					
70					
71		<b>Total Staff Travel:</b>		\$16,883	
72					
73					
74					
75	<b>Other:</b>				
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 reasonable accommodations and master leasing documentation.				
77		\$1,876 (Approx. Monthly expense) X 12 Months =		\$22,510	
78					
79					
80					
81					
82		<b>Total Other:</b>		\$22,510	
83					
84	<b>TOTAL OPERATING EXPENSES</b>			\$2,669,222	
85					
86					
87					
88		<b>TOTAL DIRECT COSTS</b>		\$3,101,862	
89					
90	<b>Indirect Cost</b>				
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					
93					
94		<b>TOTAL INDIRECT COSTS</b>		\$109,300	
95					
96		<b>APPENDIX TOTAL</b>		\$3,211,162	
97					

	A	B	C
1			
2	<b>West Bay Housing - Scattered-Site Housing &amp; Rental Subsidy Administration Program</b>		Appendix B-1q
3	<b>Fiscal Year: 7/1/17- 6/30/18</b>		7/1/17-6/30/18
4			Page 4
5	<b>INDIRECT COSTS JUSTIFICATION</b>		
6	<b>Indirect Staffing Cost</b>	<b>Justification</b>	<b>Expenses</b>
7	Executive Director	Oversees COO/Director of Housing Programs. Advises on program design, implementation, and sustainability. Reviews and authorizes all critical financial decisions and commitments (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
9	Operations 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 x 0.25 FTE = 17,500	\$18,750
10	<b>Total Indirect Staffing Cost</b>		<b>\$48,500</b>
11	<b>Indirect Operating Costs</b>		
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. $20,000 \times .40 = 8,000$	\$8,000
16	Postage	Program postage and mailing related cost. (e.g. Client satisfaction survey mailing, landlord outreach, and apartment notification).	\$1,000
17	Staff Training	Program staff training cost.	\$5,000
18	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
21	Agency Audit	Percentage of agency audit cost. Annual cost \$17,000 x .40 = \$6,800.	\$6,800
22	<b>Total Indirect Operating Cost</b>		<b>\$60,800</b>
23	<b>Total Indirect Cost</b>		<b>\$109,300</b>



	A	B	C	D	E	F	G	H	I
1	Contractor Name: West Bay Housing Corporation							Appendix B-1r	
2	Contract Term: 4/1/2009 - 6/30/2018							7/1/17 - 6/30/18	
3	Funding Source: General Fund							Page 1	
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	<b>Personnel Expenses</b>								<b>Contract Totals</b>
10	<b>Position Titles</b>	<b>FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	
11	Program Manager/Database Coordinator	1.00	66,988	100%					66,988
12									
13									
14									
15									
16									
17									
18	<b>Total FTE &amp; Total Salaries</b>	<b>1.00</b>	<b>66,988</b>	<b>100%</b>					<b>66,988</b>
19	<b>Fringe Benefits</b>	<b>0%</b>							
20	<b>Total Personnel Expenses</b>		<b>66,988</b>	<b>100%</b>					<b>66,988</b>
21									
22	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Contract Total</b>
23	Total Occupancy		99,000	100%					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%					2,000
27	Consultants/Subcontractor:								
28	Other:								
29									
30									
31									
32									
33									
34									
35									
36									
37	<b>Total Operating Expenses</b>		<b>\$ 111,339</b>	<b>100%</b>	<b>\$ -</b>				<b>\$ 111,339</b>
38									
39	<b>Total Direct Expenses</b>		<b>178,327</b>	<b>100%</b>					<b>178,327</b>
40	<b>Indirect Expenses</b>	<b>0%</b>							
41	<b>TOTAL EXPENSES</b>		<b>\$ 178,327</b>	<b>100%</b>					<b>\$178,327</b>
42									
43	<b>Number of Units of Service (UOS) per Service Mode</b>		<b>N/A</b>						<b>N/A</b>
44	<b>Cost Per Unit of Service by Service Mode</b>		<b>N/A</b>						
45	<b>Number of Unduplicated Clients (UDC) per Service Mode</b>		<b>N/A</b>						
46									
47	DPH #1A(1)								Rev. 05/2010

Budget Justification

General Fund  
Index Code: HCHSHHOUSGGF  
FISCAL YEAR: 2017-2018

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 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

**Total Occupancy:** \$99,000

Materials and Supplies:

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

\$167 (Approx. Monthly expense) X 12 =

**Total Materials and Supplies:** \$2,000

General Operating:

Contract Administration

Funds will be utilized to cover cost related to the program administration expenses associated with managing this program. \$8,339

\$695 (Approx. Monthly expense) X 12 =

**Total General Operating:** \$8,339

Staff Travel (Local & Out of Town):

Funds will be utilized to cover travel expenses related to managing this portfolio. \$2,000

\$167 (Approx. Monthly expense) X 12 =

**Total Staff Travel:** \$2,000

**TOTAL OPERATING EXPENSES** \$111,339

**TOTAL DIRECT COSTS** \$178,327

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-11  
Appendix Term: 7/1/13 - 6/30/14  
PAGE A

Contractor: **West Bay Housing Corporation**  
Address: **1390 Market Street, Suite 405**  
**San Francisco, CA 94102**

Telephone: **415-618-0012**  
Fax: **415-618-0288**



Program Name: **Scattered Site Housing Program**

CMS #  Invoice Number

Contract Purchase Order No:

Funding Source:

Grant Code / Detail:

Project Code / Detail:

Invoice Period:

FINAL Invoice:  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Housing Subsidy Month	1,543	135							1,543	135

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		135			135

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$293,000				\$293,000.00
Fringe Benefits	\$82,040				\$82,040.00
<b>Total Personnel Expenses</b>	<b>\$375,040</b>				<b>\$375,040.00</b>
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	<b>\$2,164,775</b>				<b>\$2,164,775.00</b>
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	<b>\$10,000</b>				<b>\$10,000.00</b>
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	<b>\$35,000</b>				<b>\$35,000.00</b>
<b>Staff Travel</b> - (e.g., Local & Out of Town)	<b>\$15,000</b>				<b>\$15,000.00</b>
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (Legal Fees)	<b>\$20,000</b>				<b>\$20,000.00</b>
<b>Total Operating Expenses</b>	<b>\$2,244,775</b>				<b>\$2,244,775.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$2,619,815</b>				<b>\$2,619,815.00</b>
Indirect Expenses	\$109,300				\$109,300.00
<b>TOTAL EXPENSES</b>	<b>\$2,729,115</b>				<b>\$2,729,115.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

I certify 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to: SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

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

Contractor: **West Bay Housing Corporation**  
Address: **1390 Market Street, Suite 405**  
**San Francisco, CA 94102**

Telephone: **415-618-0012**  
Fax: **415-618-0288**



Program Name: **Scattered Site Housing Program**

CMS #  Invoice Number

Contract Purchase Order No:

Funding Source:

Grant Code / Detail:

Project Code / Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC

UDC	UDC	UDC	UDC	UDC
Unapportioned Clients for Appendix				

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$66,988				\$66,988.00
Fringe Benefits					
<b>Total Personnel Expenses</b>	\$66,988				\$66,988.00
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$99,000				\$99,000.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$2,000				\$2,000.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$8,339				\$8,339.00
Staff Travel - (e.g., Local & Out of Town)	\$2,000				\$2,000.00
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	\$111,339				\$111,339.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$178,327				\$178,327.00
Indirect Expenses					
<b>TOTAL EXPENSES</b>	\$178,327				\$178,327.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: <b>Contract Payments</b>	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

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

Contractor: West Bay Housing Corporation  
Address: 1390 Market Street, Suite 405  
San Francisco, CA 94102

CMS #  
6579

Invoice Number  
HJJUL14

Contract Purchase Order No: \_\_\_\_\_

Telephone: 415-618-0012  
Fax: 415-618-0288



Funding Source: HCHSHOUSNACP

Grant Code / Detail: N/A

Program Name: Scattered Site Housing Program

Project Code / Detail: PHCCBH/00

Invoice Period: 07/1/14 - 07/31/14

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED UOS		DELIVERED THIS PERIOD UOS		DELIVERED TO DATE UOS		% OF TOTAL UOS		REMAINING DELIVERABLES UOS	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Housing Subsidy Month	1,623	138							1,623	138

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		138			138

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$315,500				\$315,500.00
Fringe Benefits	\$88,340				\$88,340.00
<b>Total Personnel Expenses</b>	<b>\$403,840</b>				<b>\$403,840.00</b>
Operating Expenses:					
Occupancy - (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$2,158,048				\$2,158,048.00
Materials and Supplies - (e.g., Office, Postage, Printing and Repr., Program Supplies)	\$10,300				\$10,300.00
General Operating - (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$36,050				\$36,050.00
Staff Travel - (e.g., Local & Out of Town)	\$15,450				\$15,450.00
Consultant/Subcontractor					
Other - (Legal Fees)	\$20,600				\$20,600.00
<b>Total Operating Expenses</b>	<b>\$2,240,448</b>				<b>\$2,240,448.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$2,644,288</b>				<b>\$2,644,288.00</b>
Indirect Expenses	\$109,300				\$109,300.00
<b>TOTAL EXPENSES</b>	<b>\$2,753,588</b>				<b>\$2,753,588.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Send to: SFDPH Fiscal / Invoice Processing  
1380 Howard Street, 4th Floor  
San Francisco, CA 94103  
Attn: Contract Payments

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(DPH Authorized Signatory)





**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-11  
Appendix Term: 7/1/14 - 6/30/15  
PAGE A

Contractor: **West Bay Housing Corporation**  
Address: **1390 Market Street, Suite 405**  
**San Francisco, CA 94102**

Telephone: **415-618-0012**  
Fax: **415-618-0288**



Program Name: **Scattered Site Housing Program**

CMS #  Invoice Number   
Contract Purchase Order No:   
Funding Source:   
Grant Code / Detail:   
Project Code / Detail:   
Invoice Period:   
FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC

UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix				

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$66,988				\$66,988.00
Fringe Benefits					
<b>Total Personnel Expenses</b>	\$66,988				\$66,988.00
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$99,000				\$99,000.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$2,000				\$2,000.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$8,339				\$8,339.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)	\$2,000				\$2,000.00
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	\$111,339				\$111,339.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$178,327				\$178,327.00
Indirect Expenses					
<b>TOTAL EXPENSES</b>	\$178,327				\$178,327.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Send to: SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: <b>Contract Payments</b>	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

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

Contractor: **West Bay Housing Corporation**  
Address: 1390 Market Street, Suite 405  
San Francisco, CA 94102

Telephone: 415-618-0012  
Fax: 415-618-0288



CMS #  Invoice Number

Contract Purchase Order No:

Funding Source:

Grant Code / Detail:

Project Code / Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Housing Subsidy Month	1,658	140							1,658	140

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		140			140

EXPENDITURES	BUDGET		EXPENSES THIS PERIOD		EXPENSES TO DATE		% OF BUDGET		REMAINING BALANCE	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Total Salaries (See Page B)		\$315,500								\$315,500.00
Fringe Benefits		\$88,340								\$88,340.00
<b>Total Personnel Expenses</b>		\$403,840								\$403,840.00
<b>Operating Expenses</b>										
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)		\$2,288,035								\$2,288,035.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)		\$10,608								\$10,608.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)		\$37,132								\$37,132.00
Staff Travel - (e.g., Local & Out of Town)		\$15,914								\$15,914.00
Consultant/Subcontractor										
Other - (Legal Fees)		\$21,218								\$21,218.00
<b>Total Operating Expenses</b>		\$2,372,907								\$2,372,907.00
<b>Capital Expenditures</b>										
<b>TOTAL DIRECT EXPENSES</b>		\$2,776,747								\$2,776,747.00
Indirect Expenses		\$109,300								\$109,300.00
<b>TOTAL EXPENSES</b>		\$2,886,047								\$2,886,047.00
LESS: Initial Payment Recovery										
Other Adjustments (Enter as negative, if appropriate)										
<b>REIMBURSEMENT</b>										

NOTES:

I certify 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Send to: SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-1n  
Appendix Term: 7/1/15 - 6/30/16  
PAGE A

Contractor: **West Bay Housing Corporation**  
Address: **1390 Market Street, Suite 405**  
**San Francisco, CA 94102**

Telephone: **415-618-0012**  
Fax: **415-618-0288**



CMS #  Invoice Number

Contract Purchase Order No:

Funding Source:

Grant Code / Detail:

Project Code / Detail:

Invoice Period:

FINAL invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC

UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix				

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$66,988				\$66,988.00
Fringe Benefits					
<b>Total Personnel Expenses</b>	\$66,988				\$66,988.00
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$99,000				\$99,000.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$2,000				\$2,000.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$8,339				\$8,339.00
Staff Travel (e.g., Local & Out of Town)	\$2,000				\$2,000.00
Consultant/Subcontractor					
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	\$111,339				\$111,339.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$178,327				\$178,327.00
Indirect Expenses					
<b>TOTAL EXPENSES</b>	\$178,327				\$178,327.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Send to: SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: <b>Contract Payments</b>	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

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

Contractor: **West Bay Housing Corporation**  
Address: **1390 Market Street, Suite 405**  
**San Francisco, CA 94102**

Telephone: **415-618-0012**  
Fax: **415-618-0288**



CMS #  Invoice Number

Contract Purchase Order No:

Funding Source:

Grant Code / Detail:

Project Code / Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Housing Subsidy/Month	1,685	145							1,685	145

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		145			145

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$338,000				\$338,000.00
Fringe Benefits	\$94,640				\$94,640.00
<b>Total Personnel Expenses</b>	\$432,640				\$432,640.00
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$2,408,728				\$2,408,728.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$10,927				\$10,927.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$38,245				\$38,245.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)	\$16,391				\$16,391.00
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (Legal Fees)	\$21,855				\$21,855.00
<b>Total Operating Expenses</b>	\$2,496,146				\$2,496,146.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$2,928,786				\$2,928,786.00
Indirect Expenses	\$409,300				\$109,300.00
<b>TOTAL EXPENSES</b>	\$3,038,086				\$3,038,086.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103	By: _____ (DPH Authorized Signatory)	Date: _____
Attn:	Contract Payments		





**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

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

Contractor: **West Bay Housing Corporation**  
Address: 1390 Market Street, Suite 405  
San Francisco, CA 94102

Telephone: 415-618-0012  
Fax: 415-618-0288



CMS #  Invoice Number

Contract Purchase Order No:

Funding Source:

Grant Code / Detail:

Project Code / Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC

UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix				

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$66,988				\$66,988.00
Fringe Benefits					
<b>Total Personnel Expenses</b>	\$66,988				\$66,988.00
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance, Supplies and Repairs)	\$99,000				\$99,000.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repr., Program Supplies)	\$2,000				\$2,000.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$8,339				\$8,339.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)	\$2,000				\$2,000.00
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	\$111,339				\$111,339.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$178,327				\$178,327.00
Indirect Expenses					
<b>TOTAL EXPENSES</b>	\$178,327				\$178,327.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: <b>Contract Payments</b>	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-1q  
Appendix Term: 7/1/17 - 6/30/18  
PAGE A

Contractor: **West Bay Housing Corporation**  
Address: 1390 Market Street, Suite 405  
San Francisco, CA 94102

Telephone: 415-618-0012  
Fax: 415-618-0288



CMS #	6579	Invoice Number	HUJUL17
Contract Purchase Order No:			
Funding Source:	HCHSHOUSNACP		
Grant Code / Detail:	N/A		
Project Code / Detail:	PHCCBH/00		
Invoice Period:	07/1/17 - 07/31/17		
FINAL Invoice	<input type="checkbox"/>	(check if Yes)	

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Housing Subsidy Month	1,745	150							1,745	150

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		150			150

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$338,000				\$338,000.00
Fringe Benefits	\$94,640				\$94,640.00
<b>Total Personnel Expenses</b>	<b>\$432,640</b>				<b>\$432,640.00</b>
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance, Supplies and Repairs)	\$2,579,181				\$2,579,181.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repr., Program Supplies)	\$11,255				\$11,255.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$39,393				\$39,393.00
Staff Travel - (e.g., Local & Out of Town)	\$16,883				\$16,883.00
Consultant/Subcontractor					
Other - (Legal Fees)	\$22,510				\$22,510.00
<b>Total Operating Expenses</b>	<b>\$2,669,222</b>				<b>\$2,669,222.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$3,101,862</b>				<b>\$3,101,862.00</b>
Indirect Expenses	\$109,300				\$109,300.00
<b>TOTAL EXPENSES</b>	<b>\$3,211,162</b>				<b>\$3,211,162.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

I certify 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-1r  
Appendix Term: 7/1/17 - 6/30/18  
PAGE A

Contractor: **West Bay Housing Corporation**  
Address: **1390 Market Street, Suite 405**  
**San Francisco, CA 94102**

Telephone: **415-618-0012**  
Fax: **415-618-0288**



Program Name: **Scattered Site Housing Program**

CMS #	6579	Invoice Number	HUJUL17
Contract Purchase Order No:			
Funding Source:	HCHSHHOUSGGF		
Grant Code / Detail:	N/A		
Project Code / Detail:	N/A		
Invoice Period:	07/1/17 - 07/31/17		
FINAL Invoice	<input type="checkbox"/>	(check if Yes)	

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC

UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix				

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$66,988				\$66,988.00
Fringe Benefits					
<b>Total Personnel Expenses</b>	\$66,988				\$66,988.00
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$99,000				\$99,000.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repr., Program Supplies)	\$2,000				\$2,000.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$8,339				\$8,339.00
Staff Travel - (e.g., Local & Out of Town)	\$2,000				\$2,000.00
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	\$111,339				\$111,339.00
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	\$178,327				\$178,327.00
Indirect Expenses					
<b>TOTAL EXPENSES</b>	\$178,327				\$178,327.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: <b>Contract Payments</b>	By: _____ (DPH Authorized Signatory)	Date: _____
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# 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).

<b>PRODUCER</b> (SF) Heffernan Insurance Brokers 188 Spear Street, Suite 550 San Francisco, CA 94105	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 1 (415) 778-0300		FAX (A/C, No): 1 (415) 778-0301
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b>  West Bay Housing Corporation 1390 Market Street #405 San Francisco, CA 94102	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A : Sequoia Insurance Company</b>		
	<b>INSURER B :</b>		
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		

**COVERAGES**

**CERTIFICATE NUMBER:**

**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	ADDL SUBR INSR   WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	SWP211815-2	1/3/2013	1/3/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: Evidence of insurance.

**CERTIFICATE HOLDER**

**CANCELLATION**

SF Dept of Public Health Office of Contracts Management and Compliance  
101 Grove Street  
San Francisco, CA 94102

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



# 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).

<b>PRODUCER</b> Dorsey, Hazeltine & Wynne License # : 0281413 P.O. Box 50307 Palo Alto CA 94303		<b>CONTACT NAME:</b> Amiki Webster <b>PHONE (A/C No. Ext.):</b> (650) 858-2375 <b>E-MAIL ADDRESS:</b> azlomek@dhw-ins.com <b>FAX (A/C No.):</b> (650) 858-1023	
<b>INSURED</b> West Bay Housing Corporation, dba: A Home for Life 1390 Market Street, Suite 405 San Francisco CA 94105		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Philadelphia Insurance Co. INSURER B: INSURER C: INSURER D: INSURER E: 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	ADDE SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	PHPK897610	8/1/2012	8/1/2013	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		PHPK897610	8/1/2012	8/1/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE		PHUB390928	8/1/2012	8/1/2013	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Directors & Officers Professional Liability		PHSD751602 PHPK897610	8/1/2012 8/1/2012	8/1/2013 8/1/2013	\$1,000,000 \$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.

<b>CERTIFICATE HOLDER</b>  City & County of San Francisco Department of Public Health 101 Grove Street, Room 307 San Francisco, CA 94102	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Dave Ellis/AZ
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**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
Athletic 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	4
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	Clarification	5
Duties in the Event of Occurrence, Claim or Suit	included	5
Unintentional Failure to Disclose Hazards	included	5
Liberalization	included	6
Bodily Injury – includes Mental Anguish	included	6
Personal and Advertising Injury – includes Abuse of Process, Discrimination	included	6
Key and Lock Replacement – Janitorial Services Client Coverage	\$5,000 limit	6