

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

Fourth Amendment

THIS AMENDMENT (this “Amendment”) is made as of **May 1, 2018** in San Francisco, California, by and between **TIDES CENTER** (“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 extend the contract term, increase the contract amount, and update the scope, budget, and standard contractual clauses; and

WHEREAS, the Agreement was competitively procured as required by San Francisco Administrative Code Chapter 21.1 through an RFP on November 30, 2007 and this modification is consistent therewith; and

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract Number 2000-03/04, on April 3, 2018; and

WHEREAS, a Sole Source Waiver was granted from the Office of Contract Administration on April 3, 2018; and

WHEREAS, the Board of Supervisors passed Resolution #180548 on June 20, 2018 to extend the contract term by one year and increase the contract amount to approve the fourth amendment.

NOW, THEREFORE, Contractor and the City agree as follows:

**ARTICLE 1
DEFINITIONS**

The following definitions shall apply to this Amendment:

- 1.1 Agreement.** The term “Agreement” shall mean the Agreement dated July 1, 2008 between Contractor and City and, First Amendment dated July 1, 2010, and Second Amendment dated November 1, 2012, and Third Amendment dated July 1, 2016.
- 1.2 Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

**ARTICLE 2
MODIFICATIONS TO THE AGREEMENT**

The Agreement is hereby modified as follows:

2.1 Term of the Agreement currently reads as follows:

Subject to Section 1, the term of this Agreement shall be from **July 1, 2008 to June 30, 2018.**

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

Subject to Section 1, the term of this Agreement shall be from **July 1, 2008 to June 30, 2019.**

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

Compensation shall be made in monthly payments n 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 the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Forty Million Five Hundred Eight Thousand and Three Hundred Seventeen Dollars (\$40,508,317)**. 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. Nor 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:

Compensation shall be made in monthly payments n or before the 30th day of each month for work, as set forth in Section 4 of this Agreement that the Director of the Homelessness and Supportive Housing Department, in his or her sole discretion, concludes has been performed as the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Forty-Six Million Three Hundred Eighty-Six Thousand Four Hundred Ninety-One Dollars (\$46,386,491)**. 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. Nor 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 Homelessness and Supportive Housing 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.

2.3 Section 25. Notice to Parties of the Agreement currently reads as follows:

25. Notices to the Parties. Unless otherwise indicated elsewhere in this Agreement, all written communication sent by the parties may be by U.S. mail, e-mail or by fax, and shall be addressed as follows:

To City: Department of Public Health
Contracts Unit
101 Grove Street, Room 402
San Francisco, CA 94102
Email: Irene.carmona@sfdph.org

and: Margot Antonetty
Contract Administrator
San Francisco Department of Public Health
101 Grove Street
San Francisco, CA 94102
Email: Margot.antonetty@sfdph.org

To Contractor: Tides Center
For Notices: The Presidio, P.O. Box 29907
San Francisco, CA 94129
Email: cdartis@tides.org

For Payments: Same as For Notices
Any notice of default must be sent by registered mail.

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

25. Notices to the Parties. Unless otherwise indicated elsewhere in this Agreement, all written communication sent by the parties may be by U.S. mail, e-mail or by fax, and shall be addressed as follows:

To City: Department of Homelessness and Supportive Housing
Contracts Division
P.O. Box 427400
San Francisco, CA 94142-7400
Facsimile No. 415.355.5288

To Contractor: Tides Center
The Presidio, P.O. Box 29907
San Francisco, CA 94129
Email: cdartis@tides.org

2.4 Section 48. Modifications of Agreement

Such section is hereby modified to delete sub-section b. Departmental Transition and Continuity.

2.5. Appendix A-1, Services to be Provided, of the Agreement is hereby replaced in its entirety and re-attached as Appendix A-1, Services to be Provided.

2.6. Appendix B, Budget, of the Agreement is hereby replaced in its entirety by the modified Appendix B, Budget attached herewith.

2.7. Appendix C, Method of Payment, is hereby added in its entirety as an appendix to this Agreement.

2.8 Appendix D, Interests in Other City Grants, is hereby added in its entirety as an appendix to this Agreement.

2.9 Appendix E, Permitted Subcontractors, is hereby added in its entirety as an appendix to this Agreement.

2.10 Appendix F, Dispute Resolution Procedure, is hereby added in its entirety as an appendix to this Agreement.




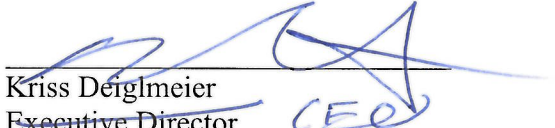
**ARTICLE 3
EFFECTIVE DATE**

3. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

**ARTICLE 4
LEGAL EFFECT**

4. 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.

IN WITNESS WHEREOF, Contractor and City have executed this Amendment as of the date first referenced above.

<p>CITY Recommended by:</p>  <hr/> <p>Jeff Kositsky Director Department of Homelessness and Supportive Housing</p> <p>Approved as to Form:</p> <p>Dennis J. Herrera City Attorney</p>  <p>By: _____ Anne Pearson Deputy City Attorney</p> <p>Approved:</p>  <hr/> <p>Jaci Fong Director of the Office of Contract Administration, and Purchaser</p>	<p>CONTRACTOR TIDES CENTER</p>  <hr/> <p>Kriss Derglmeier Executive Director <i>CEO</i> The Presidio, P.O. Box 29907 San Francisco, CA 94129</p> <p>City vendor number: 9453 Federal Employer ID number: 94-3213100</p>
---	--

Received By:
SEP 6 '18 PM 1:47
Purchasing Department

1. Program Name: Delivering Innovation in Supportive Housing (DISH)
 Property Management Services at Direct Access to Housing sites
 232 Eddy Street, San Francisco, CA 94102
 (415) 776-3474 x100
 (415) 771-3474 FAX

Direct Access to Housing (DAH) Sites:

DAH Health Clinic (through FY2012–13)
 234 Eddy Street (Windsor Hotel commercial space)
 San Francisco, CA 94102
 (415) 353-5095; (415) 292-5048 FAX

Windsor Hotel

238 Eddy Street, San Francisco, CA 94102
 (415) 345-0210; (415) 885-1600 FAX

Camelot Hotel

124 Turk Street, San Francisco, CA 94102
 (415) 359-9404; (415) 440-1165 FAX

Empress Hotel

144 Eddy Street, San Francisco, CA 94102
 (415) 674-8100; (415) 674-9513 FAX

LeNain Hotel

730 Eddy Street, San Francisco, CA 94109
 (415) 353-5652; (415) 673-1266 FAX

Pacific Bay Inn

520 Jones Street, San Francisco, CA 94102
 (415) 674-0765; (415) 674-0763 FAX

Star Hotel

2176 Mission Street, San Francisco, CA 94110
 (415) 503-4143; (415) 252-1085 FAX

2. Nature of Document (select one)

New Renewal Modification

3. Goal Statement

The goal of this contract is to provide quality, custom property management services at six (6) Direct Access to Housing sites, and the DAH Health Clinic (through FY2012–13) resulting in safe, clean, and stable housing for formerly homeless tenants with special needs.

4. Target Population

The target population is homeless, very low-income residents of the City and County of San Francisco, whose income is less than 30% of area median income, who are struggling with at least one of these specific, disabling conditions: mental illness, HIV/AIDS, substance use, physical disabilities and limited experience living independently. The Empress has more stringent criteria as determined by HUD which mandates that residents must be chronically homeless to be eligible. The clients must be at least 18 years of age and will include lesbian, bisexual, transgender individuals, gay men and people of color. Due to the facilities' specific nature of the services for the property management of the DAH Health Clinic located in the Windsor commercial space, there is no target population. (through FY2012-2013 only)

5. Modalities

One (1) Unit of Service (UOS) is defined as one (1) **Property Management Day** (service category Supportive Housing, Property Management modality) providing property management services for one Single Room Occupancy (SRO) unit. The total number of property management days is based on a 10% vacancy rate due to turnover and move-in time. For the Windsor commercial space/Direct Access to Housing Health Clinic (through FY2012–13,) one unit of *Property Management Services* is an average 30 days, or one month, of services which include, but are not limited to, payment of utilities and other bills; janitorial, and maintenance services.

FY 2010–2011	Units of Service (UOS)	Number of Clients/Rooms	Unduplicated Clients (UDC)
Unit of Service Description by Funding Source			
General Fund — 6 Properties Management Days 386 units x 365 days - 10% vacancy rate = 126,801	126,801	386	392*
HUD — Property Management Days 35 units x 365 days - 10% vacancy rate = 11,497	11,497	35	35*
MHSA/Prop 63 — Property Management Days 28 units x 365 days - 10% vacancy rate = 9,198	9,198	28	31*
DOJ — Property Management Days	N/A	N/A	N/A
Total Units of Service:	147,496	449	
Total Unduplicated Clients/Rooms:			458

Unit of Service Description	Units of Service (UOS)
FQHC — DAH Health Clinic Program 1 unit Property Management Services x 12 months	12

FY 2011–2012	Units of Service (UOS)	Number of Clients/Rooms	Unduplicated Clients (UDC)
Unit of Service Description by Funding Source			
General Fund — 6 Properties Management Days 386 units x 365 days - 10% vacancy rate = 126,801	126,801	386	392*
HUD — Property Management Days 35 units x 365 days - 10% vacancy rate = 11,497	11,497	35	35*
MHSA/Prop 63 — Property Management Days 28 units x 365 days - 10% vacancy rate = 9,198	9,198	28	31*
DOJ — Property Management Days	N/A	N/A	N/A
Total Units of Service:	147,496	449	
Total Unduplicated Clients/Rooms:			458

Unit of Service Description	Units of Service (UOS)
FQHC — DAH Health Clinic Program 1 unit Property Management Services x 12 months	12

FY 2012–2013	Units of Service (UOS)	Number of Clients/Rooms	Unduplicated Clients (UDC)
Unit of Service Description by Funding Source			
General Fund — 6 Properties Management Days 386 units x 365 days - 10% vacancy rate = 126,801	126,801	386	392*
HUD — Property Management Days 35 units x 365 days - 10% vacancy rate = 11,497	11,497	35	35*
MHSA/Prop 63 — Property Management Days 28 units x 365 days - 10% vacancy rate = 9,198	9,198	28	31*
Total Units of Service:	147,496	449	
Total Unduplicated Clients/Rooms:			458

Unit of Service Description	Units of Service (UOS)
FQHC — DAH Health Clinic Program 1 unit Property Management Services x 12 months	12

FY 2013–2014	Units of Service (UOS)	Number of Clients/Rooms	Unduplicated Clients (UDC)
Unit of Service Description by Funding Source			
General Fund — 6 Properties Management Days 386 units x 365 days - 10% vacancy rate = 126,801	126,801	386	392*
HUD — Property Management Days	11,497	35	35*

* The tenant UDC is based on a 10% turnover rate by the end of the contract year. The number of DAH clients is based on the maximum number of DAH tenants that can be accommodated at the site at any given time.

35 units x 365 days - 10% vacancy rate = 11,497			
MHSA/Prop 63 — Property Management Days 28 units x 365 days - 10% vacancy rate = 9,198	9,198	28	31*
Total Units of Service:	147,496	449	
Total Unduplicated Clients/Rooms:			458

FY 2014–2015	Units of Service (UOS)	Number of Clients/Rooms	Unduplicated Clients (UDC)
Unit of Service Description by Funding Source			
General Fund — 6 Properties Management Days 386 units x 365 days - 10% vacancy rate = 126,801	126,801	386	392†
HUD — Property Management Days 35 units x 365 days - 10% vacancy rate = 11,497	11,497	35	35†
MHSA/Prop 63 — Property Management Days 28 units x 365 days - 10% vacancy rate = 9,198	9,198	28	31†
Total Units of Service:	147,496	449	
Total Unduplicated Clients/Rooms:			458

FY 2015–2016	Units of Service (UOS)	Number of Clients/Rooms	Unduplicated Clients (UDC)
Unit of Service Description by Funding Source			
General Fund — 6 Properties Management Days 386 units x 365 days - 10% vacancy rate = 126,801	126,801	386	392†
HUD — Property Management Days 35 units x 365 days - 10% vacancy rate = 11,497	11,497	35	35†
MHSA/Prop 63 — Property Management Days 28 units x 365 days - 10% vacancy rate = 9,198	9,198	28	31†
Total Units of Service:	147,496	449	
Total Unduplicated Clients/Rooms:			458

FY 2016–2017	Units of Service (UOS)	Number of Clients/Rooms	Unduplicated Clients (UDC)
Unit of Service Description by Funding Source			
General Fund — 6 Properties Management Days 386 units x 365 days - 10% vacancy rate = 126,801	126,801	386	392†
HUD — Property Management Days 35 units x 365 days - 10% vacancy rate = 11,497	11,497	35	35†
MHSA/Prop 63 — Property Management Days 28 units x 365 days - 10% vacancy rate = 9,198	9,198	28	31†
Total Units of Service:	147,496	449	
Total Unduplicated Clients/Rooms:			458

FY 2017–2018	Units of Service (UOS)	Number of Clients/Rooms	Unduplicated Clients (UDC)
Unit of Service Description by Funding Source			
General Fund — 6 Properties Management Days 386 units x 365 days - 10% vacancy rate = 126,801	126,801	386	392†
HUD — Property Management Days 35 units x 365 days - 10% vacancy rate = 11,497	11,497	35	35†
MHSA/Prop 63 — Property Management Days 28 units x 365 days - 10% vacancy rate = 9,198	9,198	28	31†
Total Units of Service:	147,496	449	
Total Unduplicated Clients/Rooms:			458

† The tenant UDC is based on a 10% turnover rate by the end of the contract year. The number of DAH clients is based on the maximum number of DAH tenants that can be accommodated at the site at any given time

Contractor: Tides Center

Appendix A-1

Program: Delivering Innovation in Supportive Housing (DISH)

Contract Term: 7/1/2008–6/30/2019

Funding Sources: General Fund, MHSA, GF-FQHC, HUD, DOJ, Rental Income

<u>FY 2018–2019</u> Unit of Service Description by Funding Source	Units of Service (UOS)	Number of Clients/Rooms	Unduplicated Clients (UDC)
General Fund — 6 Properties Management Days 386 units x 365 days - 10% vacancy rate = 126,801	126,801	386	392‡
HUD — Property Management Days 35 units x 365 days - 10% vacancy rate = 11,497	11,497	35	35†
MHSA/Prop 63 — Property Management Days 28 units x 365 days - 10% vacancy rate = 9,198	9,198	28	31†
Total Units of Service:	147,496	449	
Total Unduplicated Clients/Rooms:			458

‡ The tenant UDC is based on a 10% turnover rate by the end of the contract year. The number of DAH clients is based on the maximum number of DAH tenants that can be accommodated at the site at any given time

6. Methodology

A. Outreach, recruitment, promotion, and advertisement

Homelessness and Supportive Housing – Adult Housing Programs, (HSH-AHP) administers the allocation and application process for the DAH hotels and accepts referrals from community agencies deemed appropriate for referral by the DAH gatekeepers.

B. Admission, enrollment and/or intake criteria and process

In order to apply for housing at a DAH site, the applicant must meet the following eligibility criteria:

- Be a homeless resident of San Francisco, including persons living on the streets, in emergency and/or domestic violence shelters, in abandoned buildings, in hospital or forensic settings, or in transitional psychiatric and/or substance use treatment; (All applicants for the Empress have to meet the HUD definition of chronic homelessness, which states that “a chronically homeless person is an unaccompanied homeless individual who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter during that time.”)
- Be at or below 30% of the area median income as determined by HUD;
- Have medical, mental health, and/or substance use issues;
- Pay part of her/his income in rent via a third party rent payment program;
- Be capable of independent living with supportive services in a community setting.

The DAH Placement Manager notifies the appropriate access point when a vacancy occurs. The Direct Access to Housing Referral Team (DART) reviews the applications received from access points for eligibility and completeness. If the application is complete and the applicant seems eligible, the packet is forwarded to the Support Services Manager and the General Manager. Support Service staff retains confidential protected information and conducts a separate interview with the applicant. Property Management staff conduct a background check of the applicant including eviction, credit, and criminal history. The decision for acceptance into the program is based on tenancy issues determined by the property management staff. Applicants are not automatically rejected on the basis of poor rental history or criminal conviction. Clear guidelines are provided by DART in coordination with support services and property management on reasons for rejecting an application.

DART returns ineligible and denied applications to the access point. Because of the interview process, a referral to the buildings does not guarantee housing.

C. Service delivery model, hours of operation, locations of service delivery, frequency and duration of service, strategies for service delivery.

Property Management services are provided which include rent collection, annual client re-certification, lease management/eviction prevention, tenant move-in and move-out, unit make ready work, maintenance, 24-hour front desk coverage and janitorial services, not only in the unit, but in all public, storage and office areas as well. Tenants are required to sign a lease, but are not required to sign a consent for services agreement due to the nature of the property management services. The Grievance Procedure is reviewed with all tenants at move in and is posted in the lobby to ensure compliance with the HSH standard.

The Tides Center provides infrastructure services and serves as fiscal sponsor for all DISH activities. DISH personnel are all employees of the Tides Center.

D. Exit criteria and process

Tenants are eligible to remain in housing permanently. The tenant must adhere to the provisions of the lease agreement to remain eligible for the housing. The property management staff actively collaborates with the onsite supportive services providers to ensure that tenants with housing retention challenges are offered services to increase their ability to comply with the lease. Tenants, who are evicted from the property, surrender their unit or move to a higher level of care work with the support services providers to smoothly transition to a new setting whenever possible.

E. Program staffing

Each site is staffed by a General Manager, an Assistant General Manager, 24 hour desk clerks, and a maintenance worker and janitor. Our maintenance approach is centralized, and our site-based staff is augmented by a Janitorial Supervisor, Maintenance Supervisor and the Facilities Director who are supported by the Facilities Assistant. In addition, there are two Co-Directors responsible for running the organization and supervising all of the properties, a Deputy Director, an Operations Manager and 1/2-time Project Manager. All positions are funded by the contract.

7. Objectives and Measurements

Outcome Objectives:

- 1) 90% of residents will retain their housing for more than one year.
- 2) 75% of residents who exit housing will secure housing appropriate to their needs (e.g., independent/unsubsidized housing, move-in with family or friends, transition to level of care appropriate for their needs, etc.).
- 3) 90% of inspected units will be in compliance with health and safety standards at the time of monitoring.
- 4) 85% of resident lease violations will be resolved without loss of housing to tenants.

Performance Objectives:

- 1) Property Management will collect at least 90% of monthly rent from occupied units. *Disclaimer: Rent is not collected for occupied units undergoing an eviction process.*

8. Continuous Quality Improvement

Contract Compliance:

- The Tides Center/DISH will comply with Local, State, Federal and/or funding source policies and requirements such as Harm Reduction, Health Insurance Portability and Accountability Act (HIPAA), Cultural Competency, and Client Satisfaction
- A DISH TB policy and procedure will address that all on-site staff is tested and cleared for TB prior to employment or placement in compliance with the DPH TB policy. TB status is reviewed upon employment with the program and every 12 months thereafter.
- The Deputy Director will review progress towards contract objectives on a monthly basis and forward reports to HSH indicating our successes and areas for improvement.
- DISH uses a networked database tool to track most of the data used to evaluate the program. This tool allows DISH to compile reports that describe rental income by tenant and by building, the length of occupancy of each tenant or an average for the building, number and percentage of vacant units at any one time, length of time between vacancy and move in among other things. The General Manager and Assistant General Manager at each building enter the site specific data into the database and the DISH Central office staff, led by the Deputy Director, monitors the accuracy of the data and compiles reports based on the data. During each contract year, DISH will provide a set of reports for each building and submit

these reports to the HSH Program Manager at the end of each quarter of the contract year with the data and evaluation including 35 day turnover of vacant unit achievements, timely work order completion for Emergency Health and Safety issues and Routine Maintenance requests. The Deputy Director will lead this process and be responsible for compiling, analyzing and submitting the data and evaluation to the HSH Program Manager. DISH will use this data to help guide us as we try to achieve all of these important outcomes.

Tenant Satisfaction:

- DISH staff strives to exceed a minimum goal of 65% tenant participation in Satisfaction Survey completion.
- DISH staff will review annual tenant satisfaction surveys and create a work plan to address findings and report results to tenant community.
- The General Manager will attend Community Meetings monthly seeking input. The Directors will attend the Community Meeting at least two times per year.
- The Tenant Grievance Policy and Procedure will comply with Department guidelines. Management and staff will be trained on the procedure, and track grievances to assess areas for improvement.
- DISH Directors and Facilities Director will inspect each building on a regular basis to ensure that the highest standard of maintenance and cleanliness is upheld.

Staff Training:

- All staff will be oriented and trained at the time of employment and on an on-going basis. Additionally, training and staff development will be incorporated into the daily operating practices of property management. Documentation of all training and certifications will be permanently retained in each employee's personnel file.
- All staff will receive training on Universal Precautions Standards and TB precautions/treatment.
- All staff will receive annual training on relevant topics such as Harm Reduction, Cultural Competency, De-Escalation and Emergency Response.

Site Audit/Review of client records:

- Each site will have 2 site audits per year from DISH management staff reviewing adherence with various aspects of DISH policies and procedures.
- Annually, a sample of tenant files will be reviewed by DISH management staff. Repeat problems will be identified and discussed to develop consistent practices.

Review and updating of written policies and protocols and practices:

- Written employee policies will be reviewed, updated and approved by the DISH Directors in consultation with the Tides Center. All revisions to employee policies will be communicated to staff via staff meetings, and/or written documentation. Acknowledgement of significant new policies will be signed and dated by staff.
- Operating Policies and Procedures will be reviewed and updated as needed. All revisions to operating policies will be communicated to staff via staff meetings, and/or written documentation.

Staff supervision and performance review plan:

- The Directors will conduct regular one-on-one supervision with the General Managers to review rental income, expenditures, policies and procedures, staffing issues, collaboration, challenging tenant situations and other issues of on-site property management of the DAH site.
- The General Manager will conduct regular meetings with staff to review work, desk coverage, policies and procedures, etc. to improve site management, reduce vacancy rates and increase tenant stability.

Contractor: Tides Center

Appendix A-1

Program: Delivering Innovation in Supportive Housing (DISH)

Contract Term: 7/1/2008–6/30/2019

Funding Sources: General Fund, MHSA, GF-FQHC, HUD, DOJ, Rental Income

- The Facilities Director will meet with his crew leaders weekly to review unit turnover rates, work order completion and project management to ensure cost effective and timely completion of building maintenance.
- The Directors will oversee the completion of 90 day, mid-year and annual performance reviews for all staff.

	A	B	C	F	G	H	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM								Page 1 of 9
2	Appendix B								
3	Document Date:		4/26/2018						
4	Contract Term		Begin Date		End Date		Contract Length		
5	Current Term		7/1/2008		6/30/2018		10		
6	Amended Term		7/1/2008		6/30/2019		11		
7	BUDGET SUMMARY								
8	Name								
9	Grantee: TIDES Center								
10	Program: DISH - Camelot (MHSA)								
11	HSH Contract #: HSH17-18-060								
12	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Modification <input type="checkbox"/>								
13	If Amendment, the Effective Date 4/26/2018 No. of Amendment. 4								
14									
15		Years 1-9	Year 10	Year 11			All Years		
16	Program Annual Term	7/1/2008 - 6/30/2017	7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2008 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2008 - 6/30/2019
17		Current	Current	Current	Modification	Revised	Current Total	Modification	Revised Total
18	Expenditures								
19	Salaries & Benefits		\$ 300,513	\$ -	\$ 300,513	\$ 300,513	\$ 300,513	\$ 300,513	\$ 601,027
20	Operating Expense		\$ 89,573	\$ -	\$ 89,573	\$ 89,573	\$ 89,573	\$ 89,573	\$ 179,146
21	Subtotal		\$ 390,086	\$ -	\$ 390,086	\$ 390,086	\$ 390,086	\$ 390,086	\$ 780,173
22	Indirect Percentage (%)			0.00%	0.00%	0.00%			
23	Indirect Cost (Line 20 X Line 21)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Other Expenses (Not subject to indirect %)		\$ 7,493	\$ -	\$ 7,493	\$ 7,493	\$ 7,493	\$ 7,493	\$ 14,986
25	Capital Expenditure						\$ -	\$ -	\$ -
26	Total Expenditures		\$ 397,579	\$ -	\$ 397,579	\$ 397,579	\$ 397,579	\$ 397,579	\$ 795,159
27	HSH Revenues								
28	MHSA	\$ 2,778,344	\$ 397,579	\$ -	\$ 397,579	\$ 397,579	\$ 3,175,924	\$ 397,579	\$ 3,573,503
29						\$ -	\$ -	\$ -	\$ -
30						\$ -	\$ -	\$ -	\$ -
31						\$ -	\$ -	\$ -	\$ -
32						\$ -	\$ -	\$ -	\$ -
33									
34									
35	Total HSH Revenues	\$ 2,778,344	\$ 397,579	\$ -	\$ 397,579	\$ 397,579	\$ 3,175,924	\$ 397,579	\$ 3,573,503
36	Other Revenues								
37									
38									
39									
40									
41									
42	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Full Time Equivalent (FTE)					5.50			5.50
45	Prepared by: Kirk Larson	Title: Deputy Director	Phone No. (415) 776-3474 x100	Email: kirk.larson@dishsf.org	Date: 4/26/2018				
46									
47	HSH #1								Template last modified: 2/23/2018

	A	B	C	D	E	F	I	J	K	AJ	AK	AL
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM											Page 2 of 9
2	Appendix B											
3	Document Date: 4/26/2018											
4												
5	SALARY & BENEFIT DETAIL											
6	Grantee: TIDES Center											
7	Program: DISH - Camelot (MHSA)											
8	HSH Contract #: HSH17-18-060											
9						Year 10	Year 11			All Years		
10						7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2017 - 6/30/2019
11		Agency Totals		For HSH Program		Current	Current	Modification	Revised	Current Total	Modification	Revised Total
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Curent Budgeted Salary	Curent Budgeted Salary	Change	New Budgeted Salary	Curent Budgeted Salary	Change	New Budgeted Salary
13	Assistant General Manager	\$42,280	100%	100.0%	1.00	\$ 41,122		\$ 41,122	\$ 41,122	\$ 41,122	\$ 41,122	\$ 82,244
14	DAH Program Manager											
15	Deputy Director											
16	Desk Clerk	\$33,822	300%	100.0%	3.00	\$ 89,380		\$ 89,380	\$ 89,380	\$ 89,380	\$ 89,380	\$ 178,760
17	Director											
18	Facilities Assistant											
19	Facilities Director											
20	Facilities Manager								\$ -		\$ -	\$ -
21	General Manager	\$66,094	100%	100.0%	1.00	\$ 62,167		\$ 62,167	\$ 62,167	\$ 62,167	\$ 62,167	\$ 124,333
22	Janitor	\$36,229	50%	100.0%	0.50	\$ 16,021		\$ 16,021	\$ 16,021	\$ 16,021	\$ 16,021	\$ 32,042
23	Janitor - Lead				0.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
24	Janitorial Supervisor				0.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
25	Maintenance Worker				0.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
26	Maintenance Worker - Lead				0.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
27	Ops Man				0.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
28	Project Manager				0.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
29	Property Supervisor				0.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
30	Unit Turn Supervisor											
31	TOTALS		5.50	4.00	5.50	\$ 208,690	\$ -	\$ 208,690	\$ 208,690	\$ 208,690	\$ 208,690	\$ 417,380
32	FRINGE BENEFIT RATE	44.00%				44.00%	44.00%	44.00%				
33	EMPLOYEE FRINGE BENEFITS					\$ 91,824	\$ -	\$ 91,824	\$ 91,824	\$ 91,824	\$ 91,824	\$ 183,647
34												
35												
36	TOTAL SALARIES & BENEFITS					\$ 300,513	\$ -	\$ 300,513	\$ 300,513	\$ 300,513	\$ 300,513	\$ 601,027
37	HSH #2											Template last modified: 2/23/2018

	A	B	E	F	G	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM								Page 3 of 9
2	Appendix B								
3	Document Date: 4/26/2018								
4									
5	OPERATING DETAIL								
6	Grantee: TIDES Center								
7	Program: DISH - Camelot (MHSA)								
8	HSH Contract #: HSH17-18-060								
9									
10									
11	Operating Expenses								
12	Rental of Property								
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 42,375		\$ 42,375	\$ 42,375	\$ 42,375	\$ 42,375	\$ 84,750	
14	Office Supplies, Postage								
15	Building Maintenance Supplies and Repair	\$ 47,198		\$ 47,198	\$ 47,198	\$ 47,198	\$ 47,198	\$ 94,396	
16	Printing and Reproduction								
17	Insurance								
18	Staff Training								
19	Staff Travel-(Local & Out of Town)								
20	Rental of Equipment								
21									
22									
23									
24									
25									
26									
27									
28									
29									
30	Consultants/Subcontractors								
31									
32									
33									
34									
35									
36									
37	TOTAL OPERATING EXPENSES	\$ 89,573	\$ -	\$ 89,573	\$ 89,573	\$ 89,573	\$ 89,573	\$ 179,146	
38									
39	Other Expenses (not subject to indirect cost %)								
40	Community Building and Eviction Prevention	\$ 2,602		\$ 2,602	\$ 2,602	\$ 2,602	\$ 2,602	\$ 5,204	
41	Legal	\$ 4,891		\$ 4,891	\$ 4,891	\$ 4,891	\$ 4,891	\$ 9,782	
42									
43									
44									
45									
46									
47									
48	TOTAL OTHER EXPENSES	\$ 7,493	\$ -	\$ 7,493	\$ 7,493	\$ 7,493	\$ 7,493	\$ 14,986	
49									
50	HSH #3							Template last modified: 2/23/2018	

	A	B	C	F	G	H	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM								Page 4 of 9
2	Appendix B								
3	Document Date:		4/26/2018						
4	Contract Term		Begin Date		End Date		Contract Length		
5	Current Term		7/1/2008		6/30/2018		10		
6	Amended Term		7/1/2008		6/30/2019		11		
7	BUDGET SUMMARY								
8	Name								
9	Grantee: TIDES Center								
10	Program: DISH - Empress (HUD)								
11	HSH Contract #: HSH17-18-060								
12	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Modification <input type="checkbox"/>								
13	If Amendment, the Effective Date 4/26/2018 No. of Amendment. 4								
14									
15		Years 1-9	Year 10	Year 10			All Years		
16	Program Annual Term	7/1/2008 - 6/30/2017	7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2008 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2008 - 6/30/2019
17		Current	Current	Current	Modification	Revised	Current Total	Modification	Revised Total
18	Expenditures								
19	Salaries & Benefits		\$ 127,470	\$ -	\$ 127,470	\$ 127,470	\$ 127,470	\$ 127,470	\$ 254,940
20	Operating Expense		\$ 74,861	\$ -	\$ 74,861	\$ 74,861	\$ 74,861	\$ 74,861	\$ 149,722
21	Subtotal		\$ 202,331	\$ -	\$ 202,331	\$ 202,331	\$ 202,331	\$ 202,331	\$ 404,662
22	Indirect Percentage (%)			0.00%	0.00%	0.00%			
23	Indirect Cost (Line 20 X Line 21)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Other Expenses (Not subject to indirect %)		\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000
25	Capital Expenditure						\$ -	\$ -	\$ -
26	Total Expenditures		\$ 212,331	\$ -	\$ 212,331	\$ 212,331	\$ 212,331	\$ 212,331	\$ 424,662
27	HSH Revenues								
28	HUD	\$ 1,852,521	\$ 212,331	\$ -	\$ 212,331	\$ 212,331	\$ 2,064,852	\$ 212,331	\$ 2,277,184
29	Federal - Department of Justice (DOJ) Grant	\$ 108,788				\$ -	\$ 108,788	\$ -	\$ 108,788
30						\$ -	\$ -	\$ -	\$ -
31						\$ -	\$ -	\$ -	\$ -
32						\$ -	\$ -	\$ -	\$ -
33						\$ -	\$ -	\$ -	\$ -
34						\$ -	\$ -	\$ -	\$ -
35	Total HSH Revenues	\$ 1,961,309	\$ 212,331	\$ -	\$ 212,331	\$ 212,331	\$ 2,173,640	\$ 212,331	\$ 2,385,972
36	Other Revenues								
37									
38									
39									
40									
41									
42	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Full Time Equivalent (FTE)					5.50			5.50
45	Prepared by: Kirk Larson	Title: Deputy Director	Phone No. (415) 776-3474 x100	Email: kirk.larson@dshsf.org	Date: 4/26/2018				
46									
47	HSH #1								Template last modified: 2/23/2018

	A	B	C	D	E	F	I	J	K	AJ	AK	AL				
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM											Page 5 of 9				
2	Appendix B															
3	Document Date: 4/26/2018															
4																
5	SALARY & BENEFIT DETAIL															
6	Grantee: TIDES Center															
7	Program: DISH - Empress (HUD)															
8	HSH Contract #: HSH17-18-060															
9																
10					Year 10				Year 11				All Years			
11					7/1/2017 - 6/30/2018				7/1/2018 - 6/30/2019				7/1/2017 - 6/30/2019			
12					Current				Current				Current Total			
13					Modification				Revised				Modification			
14					Change				New Budgeted Salary				Change			
15					Current Budgeted Salary				Current Budgeted Salary				Current Budgeted Salary			
16					New Budgeted Salary				New Budgeted Salary				New Budgeted Salary			
17					Change				Change				Change			
18					Change				Change				Change			
19					Change				Change				Change			
20					Change				Change				Change			
21					Change				Change				Change			
22					Change				Change				Change			
23					Change				Change				Change			
24					Change				Change				Change			
25					Change				Change				Change			
26					Change				Change				Change			
27					Change				Change				Change			
28					Change				Change				Change			
29					Change				Change				Change			
30					Change				Change				Change			
31					Change				Change				Change			
32					Change				Change				Change			
33					Change				Change				Change			
34					Change				Change				Change			
35					Change				Change				Change			
36					Change				Change				Change			
37					Change				Change				Change			
38					Change				Change				Change			
39	TOTALS				2.20	4.00	2.20	\$ 88,521	\$ -	\$ 88,521	\$ 88,521	\$ 88,520	\$ 88,520	\$ 177,040		
40																
41	FRINGE BENEFIT RATE				44.00%			44.00%			44.00%					
42	EMPLOYEE FRINGE BENEFITS							\$ 38,949	\$ -	\$ 38,949	\$ 38,949	\$ 38,949	\$ 38,949	\$ 77,898		
43																
44																
45	TOTAL SALARIES & BENEFITS							\$ 127,470	\$ -	\$ 127,470	\$ 127,470	\$ 127,470	\$ 127,470	\$ 254,940		
46	HSH #2												Template last modified: 2/23/2018			

	A	B	E	F	G	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM								Page 6 of 9
2	Appendix B								
3	Document Date: 4/26/2018								
4									
5	OPERATING DETAIL								
6	Grantee: TIDES Center								
7	Program: DISH - Empress (HUD)								
8	HSH Contract #: HSH17-18-060								
9									
10									
11	Operating Expenses								
12	Rental of Property								
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 40,987		\$ 40,987	\$ 40,987	\$ 40,987	\$ 40,987	\$ 81,974	
14	Office Supplies, Postage	\$ 4,745		\$ 4,745	\$ 4,745	\$ 4,745	\$ 4,745	\$ 9,490	
15	Building Maintenance Supplies and Repair	\$ 29,129		\$ 29,129	\$ 29,129	\$ 29,129	\$ 29,129	\$ 58,258	
16	Printing and Reproduction								
17	Insurance								
18	Staff Training								
19	Staff Travel-(Local & Out of Town)								
20	Rental of Equipment								
21									
22									
23									
24									
25									
26									
27									
28									
29									
30	Consultants/Subcontractors								
31									
32									
33									
34									
35									
36									
37	TOTAL OPERATING EXPENSES	\$ 74,861	\$ -	\$ 74,861	\$ 74,861	\$ 74,861	\$ 74,861	\$ 149,722	
38									
39	Other Expenses (not subject to indirect cost %)								
40	Community Building and Eviction Prevention								
41	Legal	\$ 10,000		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000	
42									
43									
44									
45									
46									
47									
48	TOTAL OTHER EXPENSES	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000	
49									
50	HSH #3								

	A	B	C	D	E	F	G	H	AG	AH	AI	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM										Page 7 of 9	
2	Appendix B											
3	Document Date:		4/26/2018									
4	Contract Term		Begin Date		End Date		Contract Length				(# of Years)	
5	Current Term		7/1/2008		6/30/2018		10					
6	Amended Term		7/1/2008		6/30/2019		11					
7	BUDGET SUMMARY											
8	Name											
9	Grantee: TIDES Center											
10	Program: DISH - 6 Building (GF)											
11	HSH Contract #: HSH17-18-060											
12	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Modification <input type="checkbox"/>											
13	If Amendment, the Effective Date 4/26/2018 No. of Amendment. 4											
14												
15		Years 1-9		Year 10			Year 11			All Years		
16	Program Annual Term	7/1/2008 - 6/30/2017	7/1/2017 - 6/30/2018	7/1/2017 - 6/30/2018	7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2008 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2008 - 6/30/2019	
17		Current	Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total	
18	Expenditures											
19	Salaries & Benefits		\$ 2,818,194	\$ 78,959	\$ 2,897,153	\$ -	\$ 3,258,834	\$ 3,258,834	\$ 2,818,194	\$ 3,337,792	\$ 6,155,986	
20	Operating Expense		\$ 948,222	\$ 839,487	\$ 1,787,709	\$ -	\$ 1,165,245	\$ 1,165,245	\$ 948,222	\$ 2,004,732	\$ 2,952,954	
21	Subtotal		\$ 3,766,416	\$ 918,446	\$ 4,684,862	\$ -	\$ 4,424,079	\$ 4,424,079	\$ 3,766,416	\$ 5,342,524	\$ 9,108,940	
22	Indirect Percentage (%)			0.00%	0.00%	0.00%	0.00%	0.00%				
23	Indirect Cost (Line 20 X Line 21)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
24	Other Expenses (Not subject to indirect %)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
25	Capital Expenditure								\$ -	\$ -	\$ -	
26	Total Expenditures		\$ 3,766,416	\$ 918,446	\$ 4,684,862	\$ -	\$ 4,424,079	\$ 4,424,079	\$ 3,766,416	\$ 5,342,524	\$ 9,108,940	
27	HSH Revenues											
28	General Fund	\$ 30,680,166	\$ 3,766,416		\$ 3,766,416	\$ -	\$ 4,424,079	\$ 4,424,079	\$ 34,446,582	\$ 4,424,079	\$ 38,870,661	
29	General Fund - CODB			\$ 104,538	\$ 104,538			\$ -	\$ -	\$ 104,538	\$ 104,538	
30	General Fund - Mayoral Enhancement			\$ 415,110	\$ 415,110			\$ -	\$ -	\$ 415,110	\$ 415,110	
31	General Fund - Ongoing Add-Back			\$ 134,648	\$ 134,648			\$ -	\$ -	\$ 134,648	\$ 134,648	
32	General Fund - One-Time Add-Back			\$ 264,150	\$ 264,150			\$ -	\$ -	\$ 264,150	\$ 264,150	
33												
34												
35	Total HSH Revenues	\$ 30,680,166	\$ 3,766,416	\$ 918,446	\$ 4,684,862	\$ -	\$ 4,424,079	\$ 4,424,079	\$ 34,446,582	\$ 5,342,525	\$ 39,789,107	
36	Other Revenues											
37												
38												
39												
40												
41												
42	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Full Time Equivalent (FTE)				5.50			5.50			5.50	
45	Prepared by: Kirk Larson	Title: Deputy Director	Phone No. (415) 776-3474 x100	Email: kirk.larson@dshs.org	Date: 4/26/2018							
46												
47	HSH #1										Template last modified: 2/23/2018	

	A	B	C	D	E	F	G	H	I	J	K	AJ	AK	AL	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM														Page 8 of 9
2	Appendix B														
3	Document Date: 4/26/2018														
4															
5	SALARY & BENEFIT DETAIL														
6	Grantee: TIDES Center														
7	Program: DISH - 6 Building (GF)														
8	HSH Contract #: HSH17-18-060														
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
32															
33															
34															
35															
36															
37															
38															
39															

	A	B	C	D	E	F	G	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM									
2	Appendix B									
3	Document Date: 4/26/2018									
4										
5	OPERATING DETAIL									
6	Grantee: TIDES Center									
7	Program: DISH - 6 Building (GF)									
8	HSH Contract #: HSH17-18-060									
9	Year 10			Year 11			All Years			
10	7/1/2017 - 6/30/2018	7/1/2017 - 6/30/2018	7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2017 - 6/30/2019	
11	Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total	
12	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Rental of Property	\$ 57,000 \$ 41,435	\$ 98,435	\$ 98,435	\$ 98,435	\$ 98,435	\$ 57,000	\$ 139,870	\$ 196,870	
14	Utilities(Elec. Water, Gas, Phone, Trash Removal)	\$ 295,568 \$ 212,559	\$ 508,127	\$ 324,426	\$ 324,426	\$ 295,568	\$ 536,985	\$ 832,553		
15	Office Supplies, Postage	\$ 14,344	\$ 14,344	\$ 6,230	\$ 6,230	\$ -	\$ 20,574	\$ 20,574		
16	Building Maintenance Supplies and Repair	\$ 196,494	\$ 196,494	\$ 29,158	\$ 29,158	\$ -	\$ 225,652	\$ 225,652		
17	Printing and Reproduction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
18	Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
19	Staff Training	\$ 28,893 \$ 5,000	\$ 33,893	\$ 28,893	\$ 28,893	\$ 28,893	\$ 33,893	\$ 62,786		
20	Staff Travel(Local & Out of Town)	\$ 3,400 \$ 3,439	\$ 6,839	\$ 3,400	\$ 3,400	\$ 3,400	\$ 6,839	\$ 10,239		
21	Rental of Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22	Community Building and Eviction Prevention	\$ 10,024	\$ 10,024	\$ 10,024	\$ 10,024	\$ 10,024	\$ 10,024	\$ 10,024	\$ 20,048	
23	On Site Services	\$ 2,687 \$ 64,713	\$ 67,400	\$ 2,687	\$ 2,687	\$ 2,687	\$ 67,400	\$ 70,087		
24	Insurance	\$ 70,000 \$ (2,800)	\$ 67,200	\$ 67,200	\$ 67,200	\$ 70,000	\$ 64,400	\$ 134,400		
25	Credit Reports	\$ 3,643 \$ (1,820)	\$ 1,823	\$ 3,643	\$ 3,643	\$ 3,643	\$ 1,823	\$ 5,466		
26	Administrative Fee	\$ 324,173 \$ 120,414	\$ 444,587	\$ 371,188	\$ 371,188	\$ 324,173	\$ 491,602	\$ 815,775		
27			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
30	Consultants/Subcontractors									
31	SF Solutions	\$ 40,935 \$ 51,699	\$ 92,634	\$ 92,634	\$ 92,634	\$ 40,935	\$ 144,333	\$ 185,268		
32	SF Patrol Special Police	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 72,000		
33	Renoir Staffing	\$ 40,000 \$ 109,021	\$ 149,021	\$ 55,428	\$ 55,428	\$ 40,000	\$ 164,449	\$ 204,449		
34	Mennonite Mission Network	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 28,800		
35	Professional Computer Support	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 32,000		
36	Premier Staffing	\$ 2,000 \$ 24,989	\$ 26,989	\$ 2,000	\$ 2,000	\$ 2,000	\$ 26,989	\$ 28,989		
37	Luis David Merino	\$ 3,499	\$ 3,499	\$ 3,499	\$ 3,499	\$ 3,499	\$ 3,499	\$ 6,998		
38										
39	TOTAL OPERATING EXPENSES	\$ 948,222 \$ 839,487	\$ 1,787,709	\$ -	\$ 1,165,245	\$ 1,165,245	\$ 948,222	\$ 2,004,732	\$ 2,952,954	
40										
41	Other Expenses (not subject to indirect cost %)									
42			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43										
44										
45	TOTAL OTHER EXPENSES			\$ -	\$ -	\$ -	\$ 1,511,583	\$ 3,045,651	\$ 4,557,234	
46										
47	HSH #3									Template last modified: 2/23/2018

Appendix C – Method of Payment

- I. In accordance with Section 5 of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month. Under no circumstances shall payment exceed the amount set forth in Section 5 Compensation of the Agreement.
- II. Grantee will submit all bills, invoices and related documentation in the format specified by SFHSH within 15 days after the month of service to SFHSH's web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>

Grantee may submit bills, invoices and related documentation in the format specified by SFHSH via paper or email only upon special permission by their assigned Contract Manager.
- III. Grantee must sign up to receive payments electronically via Automated Clearing House (ACH). Remittance information will be provided through Paymode-X. Additional information and sign up is available at: http://www.paymode.com/city_countyofsanfrancisco
- IV. The Executive Director or CFO must submit a letter of authorization designating specific users who will have access to CARBON to electronically submit and sign for invoices, budget revision requests, program reports, and view other information that is in CARBON.
 - A. Submittal of the invoice by designated authorized personnel with proper login credentials constitutes an electronic signature and certification of the invoice.
 - B. Authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 - C. Grantee shall notify the Department of Homelessness and Supportive Housing (HSH) Contract Manager immediately regarding any need for the restriction or termination of a previously authorized CARBON login.
- V. Invoices shall include actual expenditures incurred during the month, unless otherwise specified.
 - A. The invoice supplied shall include the total dollar amount claimed for the month.
 - B. There shall be no variance from the line item budget submitted which adversely affects program performance as contained in the Grantee's proposal and specified in the grant, unless otherwise approved in writing per HSH Invoicing and Contract Modification policy.
 - C. The invoice shall show by line item:
 1. Budgeted amount (per approved grant budget or modification)
 2. Expenses for invoice period
 3. Expenses year-to-date
 4. % of budget expended
 5. Remaining balance
 6. Adjustments, including advance payment recovery
 7. Program income when specified in the grant agreement.
 - D. Personnel expenditures will show same line item categories by position detail. Detail will show name of employee, position name, %FTE and budgeted salary.
 - E. Supporting Documentation, except as discussed below need not be submitted with the invoice. However, Grantee must keep and make available as requested such supporting documentation for all expenditures for which reimbursement is requested for all costs so claimed. All charges incurred shall be due and payable only after services have been rendered, except as stated otherwise. Supporting documentation must be uploaded into CARBON and submitted along with the invoice.

- Documentation should be submitted with the invoice for all payroll expenses paid to budgeted personnel for the period covered by the invoice. Payroll information can be from a payroll service or a payroll ledger from the Grantee's accounting system
- For any and all non-recurring expenditures (e.g. equipment purchases/capital upgrades and building repair and upgrades) and/or items that exceed \$5,000, Grantee shall supply back-up documentation in the form of a paid invoice(s).
- Indirect costs shall not be applied to non-reoccurring expenses.
- All subcontracted services must be documented by submission of the subcontractor's paid invoice, regardless of dollar amount.
- If this grant agreement contains any Pass-Through funding requiring specific expense documentation from the source agency, Federal, State, Private or other then the following documentation shall also be included with each invoice submission:

Funding Agency: Federal _____ CFDA or other Identification #: _____

1. _____

2. _____

3. _____

4. _____

- VI. Within 45 days after the end of the grant period, Grantee shall submit a final report reflecting actual expenditures, which will be supported by the Grantee's accounting records. If a refund is due SFHSH, it will be submitted with the final report.
- VII. Advances or prepayments are allowable in order to meet the Grantee cash flow needs in certain unique circumstances. The Agency, at its sole discretion, shall make available to the Grantee upon written request an advance amount not to exceed two (2) months or 1/6th of the total annualized grant award, or as mutually agreed upon. The advanced sum shall be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment by the tenth month of the fiscal year. For a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. Requests for advance payment will be granted on a case-by-case basis and are not intended to be a regular "automatic" procedure. Approval will be a consensus of Program and Contract Staff.

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

1. All contractual compliance requirements must be current, i.e., reports submitted and approved, corrective actions resolved, business tax and insurance certificates in place, prompt and fully documented billings.
2. The Grantee shall submit a written request with a narrative justification that fully describes the unique circumstances to the Program Manager and Contract Manager for review and approval.
3. Final invoice from the preceding fiscal year must be received prior to advance distribution.

VIII. Timely Submission of Reports – If reports/documents are required, Grantee shall submit these reports prior to submitting invoices. Failure to submit required reports/documents in CARBON by specified deadlines may result in withholding of grant payments.

Appendix D - Interests In Other City Grants

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

City Department or Commission	Date of Grant	Amount of Grant
CCSF CAA LAN 2017	1/1/17 – 12/31/17	\$46,523.00
CCSF SFPUC CS-1018	3/1/17 – 2/28/18	\$15,000.00
CCSF MOHCD CB&NP_ 83949-18	7/1/17 – 6/30/18	\$241,875.00
CCSF MOHCD CUHJ_ 86934-18	7/1/17 – 6/30/18	\$85,800.00
CCSF DCYF CPA Common Roots FY17-18	7/1/17 – 6/30/18	\$50,000.00
CCSF MOH DSCS SFILEN FY17-18	7/1/17 – 6/30/18	\$40,000.00
CCSF-DSCS-ILEN	7/1/17 – 6/30/18	\$63,464.71
CCSF-DSCS-IRS	7/1/17 – 6/30/18	\$113,900.00
CCSF-DSCS-ILEN	7/1/17 – 6/30/18	\$84,009.63
CCSF-DSCS-IRS	7/1/17 – 6/30/18	\$113,900.00
CCSF SFPUC Environmental Literacy Lessons(CS-392(G).B)	7/2/15 – 5/11/18	\$30,000.00
CCSF CCG/MOEN Koshland Park Improvement Project	12/1/17 – 2/28/18	\$37,026.00
CCSF SFAC Portola Photo Project	7/1/17 – 11/30/18	\$22,500.00
CCSF SFAC 16OPG (\$20K)	5/1/17 – 6/30/18	\$20,000.00
CCSF SFPUC CS-1018(G).Y	6/1/17 – 5/31/18	\$12,000.00
CCSF Asian Art Museum ART/LIT LIZ	9/1/17 – 8/30/18	\$31,618.53
CCSF DCYF Specialized Teens FY17/18	7/1/17 – 6/30/18	\$292,386.00
CCSF-Asian Art Museum	1/1/17 – 12/31/17	\$67,000.00
CCSF DPH Community Programs FY 17-18	7/1/17 – 6/30/18	\$153,000.00
CCSF-DCYF-Specialized Teen-Rise FY17-18	7/1/17 – 6/30/18	\$105,486.05
CCSF-DCYF-Youth Workforce Development-Envision FY17-18	7/1/17 – 6/30/18	\$126,695.00
CCSF SFDAO NJG Beets (\$3K)	7/12/17 – 4/30/18	\$3,000.00
CCSF SFUSD Rosa Parks ES	8/24/17 – 5/26/18	\$21,050.50
CCSF DCYF Specialized Teen K-8 assigned (2017-18)	7/1/17 – 6/30/18	\$80,472.00
CCSF-SFPUC CS-1018(G).I \$15k	8/26/17 – 5/31/18	\$15,000.00
CCSF-SFPUC PRO-0103(G).K Project Based Learning \$25K	5/10/18 – 12/31/18	\$25,000.00
CCSF-MOHCD-CDBG FY17-18 \$50K	7/1/17 – 6/30/18	\$50,000.00
CCSF DCYF Teen FY17-18 (\$55,201)	7/1/17 – 6/30/18	\$55,201.00
CCSF-DCYF-MISC FY17-18 \$788,167	7/1/17 – 6/30/18	\$788,167.00
CCSF - Windsor Mural Project	7/1/17 – 10/31/17	\$55,000.00
CCSF 17-18 DPH (MHSA) - Camelot Property Mgmt	7/1/17 – 6/30/18	\$397,579.00
CCSF 17-18 DPH - DISH Property Mgmt	7/1/17 – 6/30/18	\$3,766,416.00
CCSF DPH - Empress Property Mgmt (HUD) DPHC15000196-03	7/1/17 – 6/30/18	\$212,331.00
CCSF DPH - DISH 17-18 Rent Income	7/1/17 – 6/30/18	\$1,785,547.00
CCSF 17-18 DPH - DISH Auburn Property Mgmt	7/1/17 – 6/30/18	\$458,557.00
CCSF 17-18 HSH - DISH Minna Lee Property Mgmt	5/1/18 – 6/30/18	\$515,669.00
CCSF-Dept. of Homelessness & Supportive Housing-LGBTQ Outreach FY15-20	7/1/15 – 6/30/20	\$780,930.00
CCSF DPH-SF AIDS Foundation FY17-18	7/1/17 – 6/30/18	\$261,335.00
CCSF DPH SF AIDS Foundation-CB-FY17-18	7/1/17 – 6/30/18	\$152,006.00

Appendix E – Permitted Subcontractors

**LUIS DAVID MERINO
MENNONITE MISSION NETWORK
PREMIER STAFFING
PROFESSIONAL COMPUTER SUPPORT
RENOIR STAFFING
SF PATROL SPECIAL POLICE
SF SOLUTIONS**

Appendix F – Dispute Resolution Procedure For Health and Human Services Nonprofit Contractors

Introduction

The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at http://www.sfgov.org/site/npcontractingtf_index.asp?id=1270. The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.

The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit contractors. Any questions for concerns about this Dispute Resolution Procedure should be addressed to purchasing@sfgov.org.

Dispute Resolution Procedure

The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services contractors.

Contractors and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department.

If informal discussion has failed to resolve the problem, contractors and departments should employ the following steps:

- **Step 1** The contractor will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program,

reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with the contractor or provide a written response to the contractor within 10 working days.

- Step 2 Should the dispute or concern remain unresolved after the completion of Step 1, the contractor may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to the contractor. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
- Step 3 Should Steps 1 and 2 above not result in a determination of mutual agreement, the contractor may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to the contractor. The Department will respond in writing within 10 working days.

In addition to the above process, contractors have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at http://www.sfgov.org/site/npcontractingtf_index.asp?id=1270.

The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites contractors to submit concerns about a department's implementation of the policies and procedures. Contractors can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. The contractor must submit the request in writing to purchasing@sfgov.org. This request shall describe both the nature of the concern and why the process to date is not satisfactory to the contractor. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.