



Shireen McSpadden, Executive Director

London Breed, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Marion Sanders, Chief Deputy Director Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
Date	May 2, 2024
Subject	Grant Amendment Approval: Tenderloin Housing Clinic, Inc. Money Management Services

<i>Agreement Information</i>	
F\$P Contract ID#	1000021439
Provider	Tenderloin Housing Clinic, Inc.
Program Name	Money Management Services ¹
Agreement Action	1 st Amendment
Agreement Term	July 1, 2021 - June 30, 2026

Agreement Amount

Current Budget ²	Amended	New Budget	Contingency ³	Total Not to Exceed (NTE)
\$3,060,904	\$3,064,384	\$6,125,289	\$612,877	\$6,738,166

Funding Summary

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget ⁴
2021-22	\$1,079,196	\$1,078,277	--	\$1,078,277
2022-23	\$1,012,494	\$923,739	--	\$923,739
2023-24	\$1,058,889	--	--	\$1,058,889
2024-25	--	--	\$1,625,192	\$1,625,192
2025-26	--	--	\$1,439,192	\$1,439,192
TOTAL	\$3,150,579	\$2,002,016	\$3,064,384	\$6,125,289
			<i>Contingency</i>	\$612,877
			Total NTE	\$6,738,166

¹ The current program title is “Supportive Services Modified Payment Program (SSMPP),” but it is being revised through this amendment to “Money Management Services” to reflect the broader scope of program services.

² This refers to the current agreement budget, as adjusted for actuals. The current Not-to-Exceed Amount is \$3,124,249, with \$63,345 remaining in contingency.

³ A 20 percent contingency applied to outgoing year (FY 24-25 and FY 25-26) budget amounts.

⁴ Total budget accounts for the actual amount spent in closed fiscal years.

Funding Information	
Funding Sources⁵	69.1% General Fund 30.1% Our City, Our Home (Prop C)

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant agreement with Tenderloin Housing Clinic, Inc. for the provision of Money Management (MM) services for the period of July 1, 2021 to June 30, 2026, in an additional amount of \$3,064,384. This amendment extends the agreement term by two performance years and increases the annual ongoing budget by \$380,303 to double the program’s service capacity. It also includes \$186,000 for FY 24-25 only to fund the one-time costs of setting up new office space. The new NTE amount is \$6,738,166, which includes \$612,877 in contingency.

Background

Tenderloin Housing Clinic, Inc. has been providing MM services to low-income tenants in San Francisco since 1988. MM services include the Modified Payment Program, which offers third party rent payment services to tenants of Permanent Supportive Housing (PSH), and the Representative Payee Program, which offers Social Security benefit management. MM services help clients meet financial obligations essential for maintaining their housing stability. While MM services for tenants of Grantee-operated PSH sites are funded through the respective grant agreements for those programs, this grant primarily funds MM services for tenants of other PSH sites.

Expanding MM services is one of the strategies HSH is pursuing to address nonpayment of rent concerns, through increasing access for MM and related services across the PSH portfolio. The Supportive Housing Programs team submitted a budget request for MM expansion that was funded in the FY23-25 HSH budget. HSH currently funds MM for approximately 1,800 PSH residents. This proposal will expand access to these services for approximately 1,500 additional PSH residents in FY 24-25 across two service providers. Tenderloin Housing Clinic, Inc., one of the two providers, estimates that with its allocation of the expansion funding, it can increase its program’s capacity by 500-550 clients.

In total, the program expansion will enable approximately a third of PSH households to engage in MM services. The expanded enrollment capacity will allow support services and property management to outreach tenants and offer a referral to these services, while also ensuring there is capacity to accept referrals for PSH tenants who are in danger of eviction due to nonpayment of rent to avoid legal action.

Services to be Provided

The purpose of the grant is to provide MM services, including Modified Payment Program or Representative Payee options, to formerly homeless adults, seniors, families, and transitional aged youth (TAY) residing in PSH units that are not managed by Tenderloin Housing Clinic, Inc. Tenderloin Housing Clinic, Inc. shall serve 1,000-1,100 clients per month with a budgeted staff of 17.44 full time equivalent (FTE).

The amendment supports a service expansion, as described above, to double the program’s service capacity from approximately 550 clients per month to up to 1,100 clients per month. The expansion funding supports an increase to budgeted staff of 2.0 FTE.

⁵ The funding sources listed in this table reflect outgoing budget years only.



Selection

The Board of Supervisors adopted Ordinance No. 61-19, which authorizes HSH to enter into and amend contracts and grants without adhering to the Administrative Code provisions regarding requirements for construction work, procurement, and personal services related to the shelter crisis, which is valid until May 2024, or until the Point In Time (PIT) count is at 5,350. Tenderloin Housing Clinic, Inc. was selected for provision of these services based on the organization's experience and ability to begin services in a timely manner. Tenderloin Housing Clinic, Inc. has been providing MM services since 1988.

Performance History

Tenderloin Housing Clinic, Inc. underwent fiscal monitoring most recently in FY 22-23 and there were no findings.

Tenderloin Housing Clinic, Inc.'s MM services underwent program monitoring most recently in FY 22-23. The current monitoring disposition is Conformant (with findings resolved).

Tenderloin Housing Clinic, Inc. consistently meets all the service and outcome objectives for the contract. The FY 22-23 tenant survey indicated that 66 percent of clients participated in the Client Satisfaction Survey. Of those that participated in the Client Satisfaction Survey, 83 percent of clients know who to contact if and when they need assistance accessing services or information about community resources that meet their needs and interests, 78 percent of clients know who to contact if they need to register a complaint or grievance, and 76 percent know who to contact if they need assistance in establishing a payment plan for their rent.



Appendix A, Services to be Provided
by
Tenderloin Housing Clinic
Money Management Services

I. Purpose of Grant

The purpose of the grant is to provide Money Management services including Modified Payment or Representative Payee options to the served population. The goal of these services is to help clients make rental payments and meet other financial obligations to maintain housing stability.

II. Definitions

- A. Money Management (MM): an umbrella term that encompasses the services provided to clients enrolled with this provider.
- B. Modified Payment Program (MPP): provides third-party rent payment services to residents of Permanent Supportive Housing (PSH). The program is designed to assist County Adult Assistance Program (CAAP) recipients to retain their housing by having their CAAP benefits sent directly to Grantee for the purpose of paying rent; then Grantee distributes the remaining balance to the resident. The program will also serve PSH residents who are on SSI/SSA and other benefit/income sources.
- C. Representative Payee Program (RPP): provides benefit payment management to beneficiaries of Social Security or Supplemental Security Income (SSI/SSA) payments or Veterans Affairs (VA) clients.
 - 1. Additionally, the Representative Payees advocate on behalf of clients applying for or receiving benefits from the Social Security Administration. This includes requests for re-determination of benefits, managing overpayments, and other matters involving participants' fiscal needs.

III. Served Population

Grantee shall serve formerly homeless adults, seniors, families, and transitional aged youth (TAY) residing in PSH units. This shall include tenants of PSH sites that are not managed by Tenderloin Housing Clinic, Inc. and legacy tenants. Grantee shall also continue to serve other clients who are currently enrolled in these services.

IV. Referral and Prioritization

New clients shall be referred from PSH housing sites eligible for MM services that are approved by the Department of Homelessness and Supportive Housing (HSH). HSH reserves the right to expand the list of sites based on program requirements and/or extend program services to clients who may benefit from MM services.

Grantee shall accept referrals from PSH housing and service providers via a referral process approved by HSH. All new clients referred will be PSH residents and/or new move-ins into PSH programs.

V. **Description of Services**

Grantee shall provide services to the average client total listed in Appendix B, Budget. HSH may expand the list of PSH sites eligible for referrals to serve clients up to the average monthly caseload. Services shall include, but are not limited to the following:

- A. Grantee shall schedule and complete client intakes and enrollments.
- B. Grantee shall receive CAAP warrants in the name of clients and Grantee once each month.
- C. Grantee shall process CAAP warrants, collect client portions of rent, make direct payment to client landlords, issue checks to clients for the remaining balance, and handle unclaimed warrants and other issues related to receipt and distribution of clients' CAAP benefits, according to agreements and procedures established with HSH.
- D. Grantee shall follow procedures for handling CAAP benefits as established by San Francisco Human Services Agency (HSA), including return of any unclaimed warrants after five business days.
- E. Grantee shall offer direct receipt of clients' monthly CAAP benefits via paper warrant as a method to pay rent on their behalf. Grantee shall work towards offering a variety of methods for clients to pay their rent.
- F. Grantee shall receive client SSI/SSA or other benefit checks, collect client prorated rent or tenant contributions, and make direct payment of these amounts to client landlords. Grantee shall issue client the remaining balance of their SSI/SSA or other checks.
- G. Grantee shall provide RPP and MM services to SSI/SSA recipient clients. Grantee shall comply with all Social Security Administration guidelines;
- H. Grantee shall provide clients with referrals to supportive resources serving low-income tenants, including resources for eviction prevention services.
- I. Grantee shall assist clients with MPP enrollment; liaise between Landlord and client on matters regarding rent; assist CAAP clients with maintaining and reinstating benefits; and liaise between HSA and client regarding CAAP benefits.
- J. Grantee shall issue payments according to the budget agreed upon by the client.
- K. Grantee shall provide clients with budget planning and money management education, including but not limited to, collaborating with client to determine benefit eligibility and benefit availability throughout the month, discuss savings, collaboration with the client and providers to timely and appropriately spend down lump sum benefits.

- L. Grantee shall assist with follow up with the income source regarding clients' continuing eligibility, and support clients in applying for and maintaining benefits in coordination with the support services provider.
- M. Grantee shall send monthly reports to Property Management that detail client income changes.
- N. Grantee shall send monthly proposed rent payment reports to Property Management.
- O. Grantee shall perform client account reconciliation.
- P. Grantee shall perform ongoing case coordination with property managers, support services staff, community-based service providers, vendors, financial institutes, and income sources.
- Q. Grantee shall participate in operations or coordination meetings with PSH Property Management and Support Services, when appropriate, to support housing retention for clients enrolled in MM services.

VI. Location and Time of Services

Grantee shall provide services at the following locations from Monday to Friday, from 9:30 am to 4:00 pm, excluding holidays.

Site Name	Site Location
1. Housing Services - Main Office	488 Ellis Street, San Francisco, CA 94102
2. Representative Payee Office	488 Ellis Street, San Francisco, CA 94102

Additionally, Grantee shall operate benefits disbursement sites on check disbursement dates at 34 6th Street, San Francisco, CA 94103 and 520 S Van Ness Ave, San Francisco, CA 94110, or other additional sites to meet the needs of the served population. Grantee shall post service dates at these additional sites.

VII. Service Requirements

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
- B. Supervision: Grantee shall provide program staff with supervision to ensure appropriate services are provided to clients.
- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to services.
- D. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow [HSH Overdose Prevention Policy](#).

Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.

- E. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- F. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- G. Grievance Procedure:
1. Grantee shall establish and maintain a written Grievance Procedure for clients, which shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a client can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the client to contact after the client has exhausted Grantee's internal Grievance Procedure.
 2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each client and obtain a signed copy of the form from the client, which must be maintained in the clients' file. Additionally, Grantee shall post the policy at all times in a location visible to tenants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- H. Feedback, Complaint and Follow-up Policies:
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
 2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- I. City Communications, Trainings and Meetings:

- Grantee shall keep HSH informed of program operations, comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.
- J. Coordination with Other Service Providers: Grantee shall establish written agreements with Property Management and other service providers to formalize collaboration and roles and responsibilities.
- K. Critical Incidents: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form](#). In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- L. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan which will contain Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency plan as needed and Grantee shall train all employees regarding the provisions of the plan.
- M. Record Keeping and Files: Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Description of Services and Service Requirements.
- N. Data Standards:
1. Grantee shall enter client services enrollment data into the Online Navigation and Entry (ONE) System, as instructed by HSH.
 2. Grantee may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantee via written notice at least one month prior to expected implementation.
 3. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate releases of information, consent forms, privacy guidelines, and in compliance with the Health Insurance Portability and Accountability Act (HIPAA).
 4. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

VIII. Service Objectives

Grantee shall achieve the following Service Objectives:

- A. Grantee shall maintain an average caseload of 1,000-1,100 clients per month.
- B. Ninety-five percent of new clients will have been scheduled for intake within seven business days of referral.
- C. One hundred percent of clients will be offered a budget plan and all RPP clients will have a budget plan in place within 90 days of service enrollment.
- D. Eighty percent of budget plans will have been updated at least once annually.
- E. Grantee shall administer an annual written anonymous Client Satisfaction Survey to obtain feedback on the type and quality of program services. Grantee shall offer all clients the opportunity to take this survey.
- F. Grantee shall assist 100 percent of SSI/SSA Payee clients in the completion of continuing disability reviews and/or in the re-determination process in order to maintain federal benefits.

IX. Outcome Objectives

Grantee shall achieve the following Outcome Objectives on an annual basis:

- A. Eighty-five percent of clients who have a budget plan will have accomplished one or more goals.
- B. Eighty-five percent of clients will have remained in the housing associated with the rent payments made by the MM service or have exited the program in good standing.

Grantee shall also determine which of the following outcomes applies to each tracked client:

- 1. Eighty-five percent will remain a tenant in the building where the MM service paid rent for the client throughout the program year;
 - 2. Eighty-five percent of those who exited housing and the MM program will be in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and/or leaving with notice and with a rent debt of less than one month’s rent; or
 - 3. Fifteen percent or less of those that have exited housing and the MM program to any destination while leaving a rent debt of more than one month’s rent.
- C. Eighty percent of clients who complete the annual Client Satisfaction Survey will report being satisfied or very satisfied with program services (based on a four-point scale: 1= very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

X. Reporting Requirements

Grantee shall meet the following Reporting Requirements for this grant:

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month, including:
1. Number of active clients as of the last day of the month;
 2. Number and percentage of active clients with a budget plan;
 3. Number of Unduplicated Clients (UDC) Year-to-Date;
 4. Number of new client referrals for the month; and
 5. Percentage of new clients that had intakes scheduled within seven business days of referral.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter, including:
1. Number and percentage of SSI/SSA Payee clients Grantee assisted in the completion of continuing disability reviews and/or in the re-determination process in order to maintain federal benefits;
 2. Number and percentage of clients who had a budget plan in place within 90 days of service enrollment; and
 3. Number and percentage of clients that exited during the quarter who:
 - a. Exited housing and the MM program in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and or leaving with notice and with a rent debt of less than one month’s rent; or
 - b. Exited housing and the MM program to any destination with a rent debt of more than one month’s rent.
- C. Grantee shall provide an annual report summarizing program activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This report will also include accomplishments and challenges encountered by the Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year, including:
1. Average monthly caseload for the program year;
 2. Number of new clients for the program year;
 3. Number of Unduplicated Clients (UDC) served in the program year;
 4. Number and percentage of budget plans that were updated at least once annually;
 5. Number and percentage of clients with a budget plan that accomplished one or more goals;
 6. Number and percentage of SSI/SSA Payee clients Grantee assisted in the completion of continuing disability reviews and/or in the re-determination process in order to maintain federal benefits;
 7. Number and percentage of clients who completed a Client Satisfaction Survey;
 8. Number and percentage of survey respondents who reported being satisfied or very satisfied with program services; and

9. Number and percentage of clients who have remained in the housing associated with the rent payments made by MM or have exited the program in good standing. Provide aggregate data for clients based on the following outcomes:
 - a. Still a tenant in the building where the MM program paid rent for the client throughout the program year;
 - b. Exited housing and the MM program in “good standing” such as reporting a new address or destination; entering residential treatment; entering jail; entering a residential facility; passing away; and or leaving with notice and with a rent debt of less than one month’s rent; or
 - c. Exited housing and the MM program to any destination while leaving a rent debt of more than one month’s rent.

- D. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee’s services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and any Grantee response will become part of the official report.

- E. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

For assistance with reporting requirements or submission of reports, contact the assigned Contract and Program Managers.

XI. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to review of the following: client files, Grantee’s administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and backup documentation for reporting progress towards meeting Service and Outcome Objectives.

- B. Fiscal Compliance and Contract Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee’s organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts and Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET**

Document Date	7/1/2024							
Contract Term	Begin Date	End Date	Duration					
Current Term	7/1/2021	6/30/2024	3					
Amended Term	7/1/2021	6/30/2026	5					
				Year 1	Year 2	Year 3	Year 4	Year 5
Service Component				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026
Money Management services (clients served per month under this program)				500-550	500-550	500-550	1,000-1,100	1,000-1,100

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
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Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2021	6/30/2024	3
Amended Term	7/1/2021	6/30/2026	5
Approved Subcontractors			
None.			

	A	B	C	D	E	H	K	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2024						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2024	3				
6	Amended Term	7/1/2021	6/30/2026	5				
7	Provider Name	Tenderloin Housing Clinic						
8	Program	Money Management Services						
9	FSP Contract ID#	1000021439						
10	Action (select)	Amendment						
11	Effective Date	7/1/2024						
12	Budget Names	General Fund & Prop C - Money Management, One-Time Prop C Bonus Pay, Prop C - One-Time Expansion Costs						
13		Current	New					
14	Term Budget	\$ 3,060,904	\$ 6,125,289	20%				
15	Contingency	\$ 63,345	\$ 612,877					
16	Not-To-Exceed	\$ 3,124,249	\$ 6,738,166					
					Year 1	Year 2	Year 3	Year 4
17					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
18					Current	Current	Current	New
19	Expenditures							
20	Salaries & Benefits	\$ 861,154	\$ 1,355,503		\$ 1,387,559	\$ 1,672,442		
21	Operating Expense	\$ 220,653	\$ 210,906		\$ 275,108	\$ 285,217		
22	Subtotal	\$ 1,081,808	\$ 1,566,409		\$ 1,662,666	\$ 1,957,659		
23	Indirect Percentage							
24	Indirect Cost	\$ 105,476	\$ 152,725		\$ 162,110	\$ 190,872		
25	Other Expenses (Not subject to indirect %)	\$ 196,139	\$ (25,755)		\$ 97,366	\$ 189,665		
26	Capital Expenditure	\$ 350,000	\$ 35,750		\$ 35,750	\$ 186,000		
28	Total Expenditures	\$ 1,733,423	\$ 1,729,128		\$ 1,957,892	\$ 2,524,195		
29								
30	HSH Revenues (select)*							
31	General Fund - Ongoing	\$ 921,619	\$ 1,012,494		\$ 1,058,889	\$ 1,058,889		
33	General Fund - One-Time	\$ 22,611	\$ -		\$ -	\$ -		
34	One-Time - Prop C Bonus Pay	\$ 134,966	\$ -		\$ -	\$ -		
35	General Fund - Adjustment to Actuals	\$ (920)	\$ (88,755)		\$ -	\$ -		
36	Prop C - Ongoing	\$ -	\$ -		\$ -	\$ 380,303		
37	Prop C - One-Time	\$ -	\$ -		\$ -	\$ 186,000		
40	Total HSH Revenues	\$ 1,078,277	\$ 923,739		\$ 1,058,889	\$ 1,625,192		
41	Other Revenues (to offset Total Expenditures)							
42	Paid by Garland	\$ 203,890	\$ 129,115		\$ 153,208	\$ 153,208		
43	Paid by Crown Winton National Hotel Contract	\$ 183,952	\$ 390,574		\$ 448,134	\$ 448,134		
44	Paid by Galvin Apts Project	\$ 54,322	\$ 39,615		\$ 36,934	\$ 36,934		
45	Paid by Bristol	\$ 68,531	\$ 83,631		\$ 77,972	\$ 77,972		
46	Paid by CoC Contracts	\$ 82,422	\$ 72,955		\$ 99,311	\$ 99,311		
47	Paid by Abigail	\$ 62,029	\$ 89,500		\$ 83,444	\$ 83,444		
51	Total Other Revenues	\$ 655,146	\$ 805,390		\$ 899,003	\$ 899,003		
52								
53	Total HSH + Other Revenues	\$ 1,733,423	\$ 1,729,128		\$ 1,957,892	\$ 2,524,195		
54	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -		
56	Total Adjusted Salary FTE (All Budgets)							17.44
57								
58	Prepared by	Wynne Tang, Tenderloin Housing Clinic, Inc.			*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.			
59	Phone	628-466-1689						
60	Email	wynne@thclinic.org						
62	Template last modified	1/31/2020						

	A	B	C	D	S	AI	AJ	AK
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17					7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
18					New	Current	Amendment	New
19	Expenditures							
20	Salaries & Benefits	\$ 1,672,442	\$ 3,604,215		\$ 3,344,884	\$ 6,949,099		
21	Operating Expense	\$ 285,217	\$ 706,667		\$ 570,435	\$ 1,277,102		
22	Subtotal	\$ 1,957,659	\$ 4,310,882		\$ 3,915,318	\$ 8,226,201		
23	Indirect Percentage							
24	Indirect Cost	\$ 190,872	\$ 420,311		\$ 381,744	\$ 802,055		
25	Other Expenses (Not subject to indirect %)	\$ 189,665	\$ 267,750		\$ 379,329	\$ 647,079		
26	Capital Expenditure	\$ -	\$ 421,500		\$ 186,000	\$ 607,500		
28	Total Expenditures	\$ 2,338,195	\$ 5,420,443		\$ 4,862,391	\$ 10,282,834		
29								
30	HSH Revenues (select)*							
31	General Fund - Ongoing	\$ 1,058,889	\$ 2,993,002		\$ 2,117,778	\$ 5,110,780		
33	General Fund - One-Time	\$ -	\$ 22,611		\$ -	\$ 22,611		
34	One-Time - Prop C Bonus Pay	\$ -	\$ 134,966		\$ -	\$ 134,966		
35	General Fund - Adjustment to Actuals	\$ -	\$ (89,675)		\$ -	\$ (89,675)		
36	Prop C - Ongoing	\$ 380,303	\$ -		\$ 760,606	\$ 760,606		
37	Prop C - One-Time	\$ -	\$ -		\$ 186,000	\$ 186,000		
40	Total HSH Revenues	\$ 1,439,192	\$ 3,060,904		\$ 3,064,384	\$ 6,125,289		
41	Other Revenues (to offset Total Expenditures)							
42	Paid by Garland	\$ 153,208	\$ 486,213		\$ 306,416	\$ 792,630		
43	Paid by Crown Winton National Hotel Contract	\$ 448,134	\$ 1,022,660		\$ 896,268	\$ 1,918,928		
44	Paid by Galvin Apts Project	\$ 36,934	\$ 130,871		\$ 73,868	\$ 204,739		
45	Paid by Bristol	\$ 77,972	\$ 230,134		\$ 155,944	\$ 386,078		
46	Paid by CoC Contracts	\$ 99,311	\$ 254,688		\$ 198,622	\$ 453,310		
47	Paid by Abigail	\$ 83,444	\$ 234,973		\$ 166,888	\$ 401,861		
51	Total Other Revenues	\$ 899,003	\$ 2,359,539		\$ 1,798,006	\$ 4,157,546		
52								
53	Total HSH + Other Revenues	\$ 2,338,195	\$ 5,420,443		\$ 4,862,391	\$ 10,282,834		
54	Rev-Exp (Budget Match Check)	\$ -	\$ -			\$ -		
56	Total Adjusted Salary FTE (All Budgets)	17.44						
57								
58	Prepared by	Wynne Tang, Tenderloin Housing Clinic, Inc.						
59	Phone	628-466-1689						
60	Email	wynne@thclinic.org						
62	Template last modified	1/31/2020						

	A	S	AI	AJ	AK
1	DEPARTMENT OF HO				
2	APPENDIX B, BUDGI				
3	Document Date				
4	Contract Term				
5	Current Term				
6	Amended Term				
7	Provider Name				
8	Program				
9	F\$P Contract ID#				
10	Action (select)				
11	Effective Date				
12	Budget Name				
13					
14	Term Budget				
15	Contingency EXTENSION YEAR				
16	Not-To-Exceed	Year 5	All Years		
17		7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
18		New	Current	Amendment	New
19	Expenditures				
20	Salaries & Benefits	\$ 1,672,442	\$ 3,604,215	\$ 3,344,884	\$ 6,949,099
21	Operating Expense	\$ 285,217	\$ 706,667	\$ 570,435	\$ 1,277,102
22	Subtotal	\$ 1,957,659	\$ 4,310,882	\$ 3,915,318	\$ 8,226,201
23	Indirect Percentage	9.75%			
24	Indirect Cost (Line 2)	\$ 190,872	\$ 420,311	\$ 381,744	\$ 802,055
25	Other Expenses (Not)	\$ 189,665	\$ 132,784	\$ 379,329	\$ 512,113
26	Capital Expenditure	\$ -	\$ 421,500	\$ -	\$ 421,500
28	Total Expenditures	\$ 2,338,195	\$ 5,285,477	\$ 4,676,391	\$ 9,961,868
29					
30	HSH Revenues (select)				
31	General Fund - Ongoing	\$ 1,058,889	\$ 2,993,002	\$ 2,117,778	\$ 5,110,780
33	General Fund - One-	\$ -	\$ 22,611	\$ -	\$ 22,611
35	General Fund - Adjusted	\$ -	\$ (89,675)	\$ -	\$ (89,675)
36	Prop C - Ongoing	\$ 380,303	\$ -	\$ 760,606	\$ 760,606
40	Total HSH Revenues	\$ 1,439,192	\$ 2,925,938	\$ 2,878,384	\$ 5,804,322
41	Other Revenues (to)				
42	Paid by Garland	\$ 153,208	\$ 486,213	\$ 306,416	\$ 792,630
43	Paid by Crown Wint	\$ 448,134	\$ 1,022,660	\$ 896,268	\$ 1,918,928
44	Paid by Galvin Apts	\$ 36,934	\$ 130,871	\$ 73,868	\$ 204,739
45	Paid by Bristol	\$ 77,972	\$ 230,134	\$ 155,944	\$ 386,078
46	Paid by CoC Contract	\$ 99,311	\$ 254,688	\$ 198,622	\$ 453,310
47	Paid by Abigail	\$ 83,444	\$ 234,973	\$ 166,888	\$ 401,861
51	Total Other Revenue	\$ 899,003	\$ 2,359,539	\$ 1,798,006	\$ 4,157,546
52					
53	Total HSH + Other R	\$ 2,338,195	\$ 5,285,477	\$ 4,676,391	\$ 9,961,868
54	Rev-Exp (Budget Ma	\$ -	\$ -		\$ -
56					

	A	F	M	T	W	X	Y	Z	AC
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	SALARY & BENEFIT DETAIL								
3	Document Date	7/1/2024							
4	Provider Name	Tenderloin Housing Clinic							
5	Program	Money Management Services							
6	F\$P Contract ID#	1000021439							
7	Budget Name	General Fund & Prop C - Money Management			EXTENSION YEAR				
8		Year 1	Year 2	Year 3	Year 4				
9	POSITION TITLE	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025
10		Current	Current	Current					New
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
12	Housing Services Director	\$ 70,165	\$ 89,980	\$ 99,946	\$ 131,508	1.00	76%	0.76	\$ 99,946
13	Housing Services Manager	\$ 47,735	\$ 60,755	\$ 67,642	\$ 89,003	1.00	76%	0.76	\$ 67,642
14	Lead Housing Counselor			\$ -	\$ 66,567	1.00	100%	1.00	\$ 66,567
15	Housing Counselor(s)	\$ 143,907	\$ 213,662	\$ 237,897	\$ 62,604	5.00	76%	3.80	\$ 237,897
16	Rental Account Manager	\$ 65,389	\$ 84,038	\$ 93,565	\$ 123,112	1.00	76%	0.76	\$ 93,565
17	Lead Rental Account Associate	\$ 32,161	\$ 49,825	\$ 55,476	\$ 72,995	1.00	76%	0.76	\$ 55,476
18	Rental Account Associate(s)	\$ 106,791	\$ 177,180	\$ 154,225	\$ 64,894	4.00	76%	3.04	\$ 197,276
19	Representative Payee Manager	\$ 42,989	\$ 62,860	\$ 66,485	\$ 87,480	1.00	76%	0.76	\$ 66,485
20	Lead Representative Payee			\$ -	\$ 64,560	1.00	100%	1.00	\$ 64,560
21	Representative Payee(s)	\$ 60,401	\$ 135,913	\$ 184,579	\$ 60,717	4.00	76%	3.04	\$ 184,579
22	Housing Services Coordinator	\$ -	\$ 51,753	\$ 25,423	\$ 60,717	1.00	100%	1.00	\$ 60,717
23	Database Project Manager	\$ -	\$ -	\$ -	\$ -				\$ -
24	Salesforce Administrator	\$ 5,566	\$ -	\$ -	\$ -				\$ -
25	Office Coordinator	\$ 42,303	\$ 39,270	\$ 35,027	\$ 46,088	1.00	76%	0.76	\$ 35,027
26	Admin Associate	\$ 13,474	\$ 31,458	\$ -	\$ -				\$ -
57		\$ 630,882	\$ 996,693	\$ 1,020,264	TOTAL SALARIES				\$ 1,229,737
58					TOTAL FTE		17.44		
59		36.50%	36.00%	36.00%	FRINGE BENEFIT RATE			36.00%	
60		\$ 230,272	\$ 358,810	\$ 367,295	EMPLOYEE FRINGE BENEFITS			\$ 442,705	
61		\$ 861,154	\$ 1,355,503	\$ 1,387,559	TOTAL SALARIES & BENEFITS			\$ 1,672,442	

	A	AJ	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPC				
2	SALARY & BENEFIT DETAIL				
3	Document Date				
4	Provider Name				
5	Program				
6	F\$P Contract ID#				
7	Budget Name				
8		EXTENSION YEAR			
9		Year 5	All Years		
10	POSITION TITLE	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
11		New	Current	Amendment	New
12		Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
13	Housing Services Director	\$ 99,946	\$ 260,091	\$ 199,892	\$ 459,983
14	Housing Services Manager	\$ 67,642	\$ 176,132	\$ 135,285	\$ 311,416
15	Lead Housing Counselor	\$ 66,567	\$ -	\$ 133,135	\$ 133,135
16	Housing Counselor(s)	\$ 237,897	\$ 595,466	\$ 475,794	\$ 1,071,260
17	Rental Account Manager	\$ 93,565	\$ 242,991	\$ 187,130	\$ 430,121
18	Lead Rental Account Associate	\$ 55,476	\$ 137,463	\$ 110,953	\$ 248,415
19	Rental Account Associate(s)	\$ 197,276	\$ 438,195	\$ 394,553	\$ 832,748
20	Representative Payee Manager	\$ 66,485	\$ 172,334	\$ 132,970	\$ 305,304
21	Lead Representative Payee	\$ 64,560	\$ -	\$ 129,120	\$ 129,120
22	Representative Payee(s)	\$ 184,579	\$ 380,893	\$ 369,157	\$ 750,050
23	Housing Services Coordinator	\$ 60,717	\$ 77,176	\$ 121,433	\$ 198,609
24	Database Project Manager	\$ -	\$ -	\$ -	\$ -
25	Salesforce Administrator	\$ -	\$ 5,566	\$ -	\$ 5,566
26	Office Coordinator	\$ 35,027	\$ 116,600	\$ 70,053	\$ 186,653
27	Admin Associate	\$ -	\$ 44,933	\$ -	\$ 44,933
28		\$ 1,229,737	\$ 2,647,839	\$ 2,459,473	\$ 5,107,312
29					
30		36.00%			
31		\$ 442,705	\$ 956,376	\$ 885,410	\$ 1,841,787
32		\$ 1,672,442	\$ 3,604,215	\$ 3,344,884	\$ 6,949,099

	A	B	E	H	M
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	OPERATING DETAIL				
3	Document Date	7/1/2024			
4	Provider Name	Tenderloin Housing Clinic			
5	Program	Money Management Services			
6	F\$P Contract ID#	1000021439			
7	Budget Name	General Fund & Prop C - Money Management			
9		Year 1	Year 2	Year 3	Year 4
10		7/1/2021 -	7/1/2022 -	7/1/2023 -	7/1/2024 -
11		6/30/2022	6/30/2023	6/30/2024	6/30/2025
		Current	Current	Current	New
		Budgeted	Budgeted	Budgeted	Budgeted
12	Operating Expenses	Expense	Expense	Expense	Expense
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 23,318	\$ 45,002	\$ 41,317	\$ 82,634
15	Office Supplies, security for Check Day	\$ 10,975	\$ 31,458	\$ 31,458	\$ 47,187
16	Building Maintenance Supplies and Repair	\$ 13,099	\$ 16,046	\$ 44,336	\$ 64,336
17	Printing and Reproduction	\$ 17,118	\$ 16,445	\$ 16,445	\$ 28,445
18	Insurance	\$ 1,298	\$ 1,148	\$ 1,810	\$ 4,072
19	Staff Training	\$ 730	\$ 1,430	\$ 1,430	\$ 2,860
20	Staff Travel-(Local)	\$ 73	\$ 72	\$ 400	\$ 800
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -
22	Bank Charges	\$ 66,884	\$ 40,755	\$ 31,362	\$ 54,884
23			\$ -		
42	<u>Consultants / Temporary Staffing</u>		\$ -		
43	Temp - Housing Counselors		\$ -		\$ -
44	Temp - Rental Account Specialists		\$ -	\$ 58,550	\$ -
45	Temp - Rep Payees	\$ 87,159	\$ 58,550	\$ -	\$ -
46	Temp - Housing Coordinator/Admin			\$ 48,000	\$ -
47					
54	<u>Subcontractors</u>				
55					
68	TOTAL OPERATING EXPENSES	\$ 220,653	\$ 210,906	\$ 275,108	\$ 285,217
69					
70	<u>Other Expenses (not subject to indirect cost %)</u>				
71	Rental of Property	\$ 56,402	\$ 52,000	\$ 46,588	\$ 94,588
72	Tenant Representative Stipends	\$ 5,690	\$ 11,000	\$ 6,480	\$ 6,480
75	<i>Adjustment to Actuals</i>	\$ (920)	\$ (88,755)	\$ -	\$ -
77	Security Guard at 488 Ellis & new office - Staff/Client Safety			\$ 44,298	\$ 88,596
83					
84	TOTAL OTHER EXPENSES	\$ 61,173	\$ (25,755)	\$ 97,366	\$ 189,665
85					
86	<u>Capital Expenses</u>				
87	Office Relocation Expenses	\$ 350,000			\$ -
88	Approved Capital Expenses		\$ 35,750	\$ 35,750	\$ -
95	TOTAL CAPITAL EXPENSES	\$ 350,000	\$ 35,750	\$ 35,750	\$ -
97	HSH #3				

	A	P	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPP				
2	OPERATING DETAIL				
3	Document Date				
4	Provider Name				
5	Program				
6	FSP Contract ID#				
7	Budget Name				
9		Year 5	All Years		
10		7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
11		New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 82,634	\$ 109,637	\$ 165,269	\$ 274,906
15	Office Supplies, security for Check Day	\$ 47,187	\$ 73,891	\$ 94,374	\$ 168,265
16	Building Maintenance Supplies and Repair	\$ 64,336	\$ 73,481	\$ 128,672	\$ 202,152
17	Printing and Reproduction	\$ 28,445	\$ 50,008	\$ 56,890	\$ 106,898
18	Insurance	\$ 4,072	\$ 4,256	\$ 8,143	\$ 12,399
19	Staff Training	\$ 2,860	\$ 3,590	\$ 5,720	\$ 9,310
20	Staff Travel-(Local)	\$ 800	\$ 545	\$ 1,600	\$ 2,145
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -
22	Bank Charges	\$ 54,884	\$ 139,001	\$ 109,767	\$ 248,768
23		\$ -	\$ -	\$ -	\$ -
42	<u>Consultants / Temporary Staffing</u>	\$ -	\$ -	\$ -	\$ -
43	Temp - Housing Counselors	\$ -	\$ -	\$ -	\$ -
44	Temp - Rental Account Specialists	\$ -	\$ 58,550	\$ -	\$ 58,550
45	Temp - Rep Payees	\$ -	\$ 145,709	\$ -	\$ 145,709
46	Temp - Housing Coordinator/Admin	\$ -	\$ 48,000	\$ -	\$ 48,000
47		\$ -	\$ -	\$ -	\$ -
54	<u>Subcontractors</u>	\$ -	\$ -	\$ -	\$ -
55		\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 285,217	\$ 706,667	\$ 570,435	\$ 1,277,102
69					
70	<u>Other Expenses (not subject to indirect cost %)</u>				
71	Rental of Property	\$ 94,588	\$ 154,990	\$ 189,176	\$ 344,166
72	Tenant Representative Stipends	\$ 6,480	\$ 23,170	\$ 12,960	\$ 36,131
75	<i>Adjustment to Actuals</i>	\$ -	\$ (89,675)	\$ -	\$ (89,675)
77	Security Guard at 488 Ellis & new office - Staff/Client	\$ 88,596	\$ 44,298	\$ 177,193	\$ 221,491
83					
84	TOTAL OTHER EXPENSES	\$ 189,665	\$ 132,784	\$ 379,329	\$ 512,113
85					
86	<u>Capital Expenses</u>				
87	Office Relocation Expenses	\$ -	\$ 350,000	\$ -	\$ 350,000
88	Approved Capital Expenses	\$ -	\$ 71,500	\$ -	\$ 71,500
95	TOTAL CAPITAL EXPENSES	\$ -	\$ 421,500	\$ -	\$ 421,500
97	HSH #3	Template last modified			1/22/2020

BUDGET NARRATIVE

Fiscal Year

General Fund & Prop C - Money Management

FY24-25

<- Select from the drop-down list the fiscal year in which the proposed budget

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>
Housing Services Director	0.76	\$ 99,946	Oversees the Housing Services department that services over 2,500 clients
Housing Services Manager	0.76	\$ 67,642	Supervises the 5 Housing Counselors.
Lead Housing Counselor	1.00	\$ 66,567	Lead Housing Counselor - new position. Same duties as Housing Counselor below with additional duties to help with training Housing Counselor co-workers and to service clients with more difficult financial and/or mental challenges.
Housing Counselor(s)	3.80	\$ 237,897	5 FTE spend 74.5% of their time providing rental payment support and services to clients that are NOT tenants of THC's 16 supportive housing hotels under the Master Lease contract.
Rental Account Manager	0.76	\$ 93,565	Supervises the team of 5 rental accounts staff.
Lead Rental Account Associate	0.76	\$ 55,476	Most experienced staff who spends 74.5% of time processing the daily financial transactions for clients that are NOT tenants of THC's 16 supporting housing hotels under the Master Lease contract
Rental Account Associate(s)	3.04	\$ 197,276	4 staff who spends 74.5% of time processing the daily financial transactions for clients that are NOT tenants of THC's 16 supporting housing hotels under the Master Lease contract. Extra 1 FTE added in FY22 to help with extra workload associated with the 30RightNow implemented Aug 1, 2021 requiring income recertification to calculate tenant's rent.
Representative Payee Manager	0.76	\$ 66,485	Supervises the 4 Representative Payees. The number of Rep Payees reduced from 5 in FY21 to 4 in FY22 to account for natural decrease in client's served due to changes implemented by the Social Security Administration.
Lead Representative Payee	1.00	\$ 64,560	Lead Rep Payee - new position. Same duties as Rep Payee below with additional duties to help with training Rep Payees co-workers and to service clients with more difficult financial and/or mental challenges.
Representative Payee(s)	3.04	\$ 184,579	4 FTE spend 75% of their time providing representative payee services to clients that are NOT tenants of THC's 16 supportive housing hotels under the Master Lease contract. The 5FTE from FY21 was reduced to match the natural decrease in rep payee clients served due to changes implemented by the Social Security Administration
Housing Services Coordinator	1.00	\$ 60,717	Provides case management to Rep Payee clients that do not have a case manager at their building and additional administrative support to the department. Case management support includes, but is not limited to: housing search, connection to resources (Cal-Fresh, S/A, M/H), developing a service plan, housing stability, landlord/tenant mediation, recertification, assistance with completing forms etc. Also supports with administrative functions of recertification for THC's Master Lease sites such as mailing notices, tracking completion and providing documentation to HSH.
Office Coordinator	0.76	\$ 35,027	Mans the reception area during the daily client drop-in hrs. and performs administrative duties.
TOTAL	17.44	\$ 1,229,737	
<u>Employee Fringe Benefits</u>		<u>\$ 442,705</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical/other benefits calculated at 36% of total salaries.</u>
Salaries & Benefits Total		\$ 1,672,442	

<u>Operating Expenses</u>	<u>Budgeted share of costs</u>	<u>Budgeted Expense</u>	<u>Justification</u>
Utilities(Elec, Water, Gas, Phone, Scavenger)	76% for 488 Ellis office and 100% for new office	\$ 82,634	Est. costs of water, electricity, trash, phone and internet services - 2 offices;
Office Supplies, security for Check Day	76% for 488 Ellis office and 100% for new office	\$ 47,187	Est. costs of office supplies and security guard services needed on the 1st and 3rd of each month.
Building Maintenance Supplies and Repair	76% for 488 Ellis office and 100% for new office	\$ 64,336	Est cost of maintaining the 2 offices - pest control, repairs
Printing and Reproduction	76% for 488 Ellis office and 100% for new office	\$ 28,445	Est cost of copier lease and blank check stock
Insurance	76% for 488 Ellis office and 100% for new office	\$ 4,072	Est cost of general liability and property insurance associated with operations
Staff Training	76% for 488 Ellis office and 100% for new office	\$ 2,860	Est cost of training materials, speakers or classes
Staff Travel-(Local)	76% for 488 Ellis office and 100% for new office	\$ 800	Est cost of in frequent necessary travel in SF to/from the 2 offices and hotel where client resides.
Rental of Equipment		\$ -	
Bank Charges	76% for 488 Ellis office and 100% for new office	\$ 54,884	Est cost of bank fees
<u>Consultants / Temporary Staffing</u>			
Temp - Housing Counselors		\$ -	
Temp - Rental Account Specialists		\$ -	
Temp - Rep Payees		\$ -	
Temp - Housing Coordinator/Admin			
<u>Subcontractors</u>			
TOTAL OPERATING EXPENSES		\$ 285,217	
Indirect Cost		9.75% \$ 190,872	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>
Rental of Property	\$ 94,588	Annual costs for renting current office (\$46,588/year) plus estimated costs of new office (\$4,000/month)
Tenant Representative Stipends	- \$ 6,480	Monthly stipends for 6 tenants living in private SROs to perform outreach and engagement within the tenant base.
Adjustment to Actuals	- \$ -	
	- \$ -	
TOTAL OTHER EXPENSES		\$ 101,068

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>
Office Relocation Expenses	\$ -	
Approved Capital Expenses	\$ -	
TOTAL CAPITAL EXPENSES		\$ -

	A	B	C	D	E	H	K	P	S	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	7/1/2024											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	7/1/2021	6/30/2024	3									
6	Amended Term	7/1/2021	6/30/2026	5									
7	Provider Name	Tenderloin Housing Clinic											
8	Program	Money Management Services											
9	FSP Contract ID#	1000021439											
10	Action (select)	Amendment											
11	Effective Date	7/1/2024											
12	Budget Name	Prop C - One-Time Expansion Costs											
13		Current	New										
14	Term Budget	\$ -	\$ 186,000										
15	Contingency	\$ 63,345	\$ 612,877										
16	Not-To-Exceed	\$ 3,124,249	\$ 6,738,166	Year 1	Year 2	Year 3	Year 4	Year 5	All Years				
17		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026				
18		Current	Current	Current	New	New	Current	Amendment	New				
19	Expenditures												
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ 186,000	\$ -	\$ -	\$ 186,000	\$ -	\$ 186,000	\$ 186,000	\$ 186,000	
28	Total Expenditures	\$ -	\$ -	\$ -	\$ 186,000	\$ -	\$ -	\$ 186,000	\$ -	\$ 186,000	\$ 186,000	\$ 186,000	
29													
30	HSH Revenues (select)												
37	Prop C - One-Time					\$ 186,000	\$ -	\$ -	\$ 186,000	\$ -	\$ 186,000	\$ 186,000	\$ 186,000
40	Total HSH Revenues	\$ -	\$ -	\$ -	\$ 186,000	\$ -	\$ -	\$ 186,000	\$ -	\$ 186,000	\$ 186,000	\$ 186,000	
54	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
56													
57	Prepared by	Wynne Tang, Tenderloin Housing Clinic, Inc.											
58	Phone	628-466-1689											
59	Email	wynne@thlclinic.org											

	A	B	E	H	M	P	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	OPERATING DETAIL								
3	Document Date	7/1/2024							
4	Provider Name	Tenderloin Housing Clinic							
5	Program	Money Management Services							
6	FSP Contract ID#	1000021439							
7	Budget Name	Prop C - One-Time Expansion Costs							
8	EXTENSION YEAR EXTENSION YEAR								
9		Year 1	Year 2	Year 3	Year 4	Year 5	All Years		
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026
11		Current	Current	Current	New	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
86	<u>Capital Expenses</u>								
87	New office set up: transaction windows, entrance security, camera system				\$ 170,000	\$ -	\$ -	\$ 170,000	\$ 170,000
88	New office set up: area for staff & security				\$ 16,000	\$ -	\$ -	\$ 16,000	\$ 16,000
93							\$ -	\$ -	\$ -
94									
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ 186,000	\$ -	\$ -	\$ 186,000	\$ 186,000
97	HSH #3						Template last modified		1/22/2020

BUDGET NARRATIVE

Fiscal Year

Prop C - One-Time Expansion Costs

FY24-25

<- Select from the drop-down list the fiscal year in which the proposed bud

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>
New office set up: transaction windows, entrance security, camera system	\$ 170,000	Capital to ready new office for client work (bulletproof transaction windows & additional security enhancements for entrance & camera system).
New office set up: area for staff & security	\$ 16,000	Office setup for 2 new staff & area for the security
	\$ -	
	\$ -	
TOTAL CAPITAL EXPENSES	\$ 186,000	

	A	B	C	D	E	H	K	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2024						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2024	3				
7	Provider Name	Tenderloin Housing Clinic						
8	Program	Money Management Services						
9	F\$P Contract ID#	1000021439						
10	Action (select)	Amendment						
11	Effective Date	7/1/2024						
12	Budget Name	One-Time Prop C Bonus Pay						
13		Current	New					
14	Term Budget	\$ 134,966	\$ 134,966					
16	Not-To-Exceed	\$ 3,124,249	\$ 6,738,166	Year 1	Year 2	Year 3	All Years	
17				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024	
18				Current	Current	Current	Current	
19	Expenditures							
25	Other Expenses (Not subject to indirect %)				\$ 134,966	\$ -	\$ -	\$ 134,966
28	Total Expenditures				\$ 134,966	\$ -	\$ -	\$ 134,966
29								
30	HSH Revenues (select)							
34	One-Time - Prop C Bonus Pay				\$ 134,966			\$ 134,966
40	Total HSH Revenues				\$ 134,966	\$ -	\$ -	\$ 134,966
54	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -
56								

	A	B	E	H	AF
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	OPERATING DETAIL				
3	Document Date	7/1/2024			
4	Provider Name	Tenderloin Housing Clinic			
5	Program	Money Management Services			
6	FSP Contract ID#	1000021439			
7	Budget Name	One-Time Prop C Bonus Pay			
8					
9		Year 1	Year 2	Year 3	All Years
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024
11		Current	Current	Current	Current
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
70	Other Expenses (not subject to indirect cost %)				
71	One-Time Prop C Bonus Pay (carried forward from FY 20-21)	\$ 136,206			\$ 136,206
72	Adjustment to Actuals	\$ (1,240)			\$ (1,240)
83					
84	TOTAL OTHER EXPENSES	\$ 134,966	\$ -	\$ -	\$ 134,966
85					
97	HSH #3				