



Shireen McSpadden, Executive Director

Daniel Lurie, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Marion Sanders, Chief Deputy Director Dylan Schneider, Interim Deputy Director of Administration and Finance Edilyn Velasquez, Director, Contracts
Date	May 7, 2026
Subject	Grant Amendment Approval: Tenderloin Housing Clinic, Inc. Crown, National & Winton Hotels

<i>Agreement Information</i>	
F\$P Contract ID#	1000021401
Provider Name	Tenderloin Housing Clinic, Inc.
Program Name	Crown, National & Winton Hotels
Agreement Action	2 nd Amendment
Agreement Term	July 1, 2021 – December 31, 2027

Agreement Amount¹

Current Budget²	Amended	New Budget	Contingency³	Total Not to Exceed (NTE)
\$29,862,544	\$10,558,265	\$40,420,809	\$2,111,653	\$42,532,462

Funding Summary

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget
2021-22	\$5,880,295	\$3,517,607	--	\$3,517,607
2022-23	\$6,649,347	\$5,793,386	--	\$5,793,386
2023-24	\$7,068,001	\$6,764,129	--	\$6,764,129
2024-25	\$7,309,184	\$6,748,579	--	\$6,748,579
2025-26	\$7,038,843	\$4,215,050 ⁴	--	\$7,038,843
2026-27	--	--	\$7,038,843	\$7,038,843
2027-28 (<i>prorated</i>)	--	--	\$3,519,422	\$3,519,422
TOTAL⁵	\$33,945,670	\$27,038,751	\$10,558,265	\$40,420,809
			<i>Contingency</i>	<i>\$2,111,653</i>
			Total NTE⁶	\$42,532,462

¹Amounts account for HSH revenues provided through this agreement only. Figures do not account for federal rental assistance supporting Crown, National & Winton Hotel tenants through Contract ID#'s 1000016498, 1000027691 and 1000036989, which offsets total program expenses. Estimated federal subsidy amounts to be collected over the agreement period are reflected in the Appendix B, Budget ("Other Revenues" section).

² Current budget adjusted for actuals. The current Not-to-Exceed Amount is \$34,326,248.

³ A 20% contingency applied to outgoing year budget amounts.

⁴ Through January 2026, the provider spent \$4,215,049.73, which is 60% of its FY 25-26 budget.

⁵ Due to rounding, numbers presented may not add up precisely to the totals provided.

⁶ NTE is calculated using actual amounts spend for closed fiscal years.

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Funding Information	
Funding Sources	90.8% General Fund 9.2% 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 Support Services, Property Management and Master Lease Stewardship at the Crown, National and Winton Hotels, for the period of July 1, 2021 to December 31, 2027, in an additional amount of \$10,558,265. This amendment extends the agreement term at current ongoing funding levels for an additional 18 months. The new NTE amount is \$42,532,462, which includes \$2,111,653 in contingency.

Background

Permanent supportive housing (PSH) offers tenants long-term affordable housing with a range of supportive services, including case management and connections to resources including health care and benefits. Property Management staff provide 24/7 front desk coverage, maintain and repair building facilities, set up and manage tenant leases, and collect tenant rent. Support Services and Property Management teams collaborate to help tenants maintain housing stability and stay in compliance with their lease agreements. Tenderloin Housing Clinic, Inc. also offers Money Management services to help tenants ensure their rent and other critical financial obligations are met.

During FY 21-22, the provider spent less than 60% of its original budget because the National Hotel was closed for repairs due to fire damage. The spending rate increased as National tenants were able to return to their units in December 2022. From FY 23-24 to FY 24-25, the provider spent an average of 94% of its ongoing budget amount. As operating costs increased significantly in FY 25-26 due to updates in minimum compensation ordinance (MCO) rates, rising insurance premiums and annual master lease adjustments, HSH projects that the provider will spend down its full budget amount over the remaining term.

Services to be Provided

The purpose of the grant is to provide Master Lease Stewardship for the Crown, National and Winton Hotels, and Support Services and Property Management to formerly homeless and income-eligible adults. Grantee shall serve tenants residing in a total of 233 single room occupancy (SRO) units⁷ across the Crown (47), National (86), and Winton (100) Hotels with a budgeted staff of 48.29 full time equivalent (FTE) positions. Support Services staffing includes 10.0 FTE Case Managers, 1.0 FTE Support Services Manager, and 0.98 FTE leadership support. Property Management staffing includes 20.0 FTE Desk Clerks, 5.0 FTE Janitors, 4.0 FTE Maintenance Workers, 3.0 FTE Property Managers, 2.0 FTE Assistant Property Managers, 1.0 Facilities Manager and 1.31 FTE other facilities/management positions.

In FY 24-25, this program served 261 adults.

⁷ The total reflects the number of housing units after excluding units that were taken offline for conversion to staff offices. While the source of rental subsidies for tenants of these housing units varies (e.g., the City, U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) and Veterans Affairs Supportive Housing (VASH)), all tenants, including legacy tenants, are counted under this Agreement because funded services are provided for the entire tenant population.



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As of April 1, 2026, the vacancy rate was 2.4% for the Crown, 9.3% for the National, and 11.5% for the Winton. At the Crown, there is one vacancy - one offline unit, pending an internal transfer. At the National, there are eight vacancies - six online units and two offline units. At the Winton, there are twelve vacancies – two online units and eight offline units. HSH is working with the Grantee to turn over the offline units in a timely manner.

Selection

Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness. 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. The organization has been operating this program since 2016.

Performance History

Fiscal Monitoring: Tenderloin Housing Clinic, Inc. underwent citywide nonprofit fiscal monitoring most recently in FY 24-25 and there were no findings. THC received a “good performance” waiver for the FY 25-26 fiscal monitoring cycle and but will receive fiscal monitoring again in FY 26-27.

Program Monitoring: Tenderloin Housing Clinic, Inc. underwent program monitoring most recently for FY 24-25, with site visits completed on January 15, 2026 at the Winton; January 20, 2026 at the Crown; and January 21, 2026 at the National Hotel. As of April 1, 2026, HSH was finalizing the monitoring results letter, which it expects to send to Tenderloin Housing Clinic, Inc. by the end of April. HSH will provide updated information about the outcome of this monitoring process as it becomes available.

Agreement Materials

- HOC Approval Package
 - Appendix A-1, Services to be Provided
 - Appendix A-2, Services to be Provided
 - Appendix B, Budget (*dated July 1, 2026*)



**Appendix A-1, Services to be Provided
by
Tenderloin Housing Clinic, Inc.
Crown, National & Winton Hotels - Support Services**

I. Purpose of Grant

The purpose of the grant is to provide Support Services to the served population. The goals of these services are to support the served population in retaining their housing; or moving to other appropriate housing.

II. Served Population

Grantee shall serve formerly homeless and income-eligible adults aged 18 years or older without the custody of minors below 18 years of age.

III. Referral and Prioritization

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

Eligibility criteria for permanent supportive housing (PSH) varies upon the subsidy funding source and may include meeting a definition of homelessness at the time of referral and placement, enrollment in specific benefits programs, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for PSH are prioritized based on various criteria, such as levels of vulnerability, length and history of homelessness, and severity of housing barriers.

IV. Description of Services

Grantee shall provide Support Services to tenants of the number of units listed in Appendix B, Budget ("Number Served" tab). Support Services are voluntary and shall be available to all tenants in the service location. Support Services shall include, but are not limited to, the following:

- A. Outreach: Grantee shall engage with tenants to provide information about available Support Services and invite them to participate.

Grantee shall contact each tenant at least three times during the first 60 days following placement. Grantee shall document all outreach and attempts.

- B. Intake and Assessment: Grantee shall coordinate with Property Management during the initial intake for units and participate in orientation meetings with Property Management. If possible, Grantee shall establish rapport with tenants prior to move-in to support tenants during the application and move-in process. Grantee shall coordinate with tenant's current support service provider(s) to ensure a successful transition into housing.

Grantee intake of tenants shall include, but is not limited to, a review of the tenant's history in the Online Navigation and Entry (ONE) System, gathering updated information from the tenant, and establishing strengths, skills, needs, plans and goals

- that are participant-centered and supportive of housing retention. The intake shall take place at the same time of the interview with Property Management, on a separate date or time coordinated with Support Services during the application period, or within no more than 30 days of move-in.
- C. Case Management: Grantee shall provide case management services to tenants with the primary goal of maintaining housing stability, including ongoing meetings and counseling to establish goals, develop services plans that are tenant-driven without predetermined goals, provide referrals and linkages to off-site support services, and track progress toward achieving those goals. Grantee shall document case management meetings, engagement, and progress.
1. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
 2. Grantee shall refer tenants to and coordinate services within the community that support progress toward identified goals. This may include providing information about services, calling to make appointments, assisting with applications, providing appointment reminders, following up/checking in with households regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
 3. Grantee shall provide benefits advocacy to assist tenants with obtaining and maintaining benefits, including, but not limited to, cash aid, food programs, medical clinics and/or in-home support.
 4. Grantee will provide information and referrals on third-party rent payment (TPRP) and money management services for tenants, and will assist tenants with enrolling in money management services to support housing stability.
- D. Money Management: Grantee shall provide TPRP and other money management services to tenants. This includes budget planning, issuing rent and other payments according to the budget, assistance with maintaining benefits, and money management coaching, as needed.
- E. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all tenants who display indications of housing instability, within a reasonable timeframe. Such indications include, but are not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants. Grantee shall work with tenants, in conjunction with Property Management, to resolve issues that put tenants at risk for eviction. Grantee shall assist with the de-escalation and resolution of conflicts, as needed. Grantee shall document Housing Stability outreach and assistance provided.
- F. Coordination with Property Management: Grantee shall assist tenants in communicating with, responding to, and meeting with Property Management. This may include helping a tenant to understand the communications from Property Management, helping to write requests, responses, or complaints to Property

Management, and attending meetings between the tenant and Property Management to facilitate communication.

If a tenant is facing housing instability, Grantee shall coordinate with Property Management to find creative ways to engage with tenants to prevent housing loss. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.

Grantee shall ensure there is a process in place for receiving timely communication from Property Management and copies of correspondence (e.g., notices, warning letters, lease violations, etc.) issued. Grantee shall have a structured written process for engaging tenants who receive such notices.

- G. Wellness and Emergency Safety Checks: Grantee shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety. Whenever there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency, then Grantee shall contact appropriate emergency medical professionals.
- H. Support Groups, Social Events and Organized Activities:
1. Grantee shall plan groups, events, and activities with input from tenants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events. Grantee shall post and provide to tenants a monthly calendar of events.
 2. Grantee shall conduct monthly community meetings for tenants, in coordination with Property Management, during which tenants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
 3. Grantee shall periodically assess the needs of tenants with Property Management and other teams at the building to develop programming that will help tenants maintain stability and enjoy their housing.
- I. Exit Planning: If a tenant is moving out of the building, Grantee shall engage tenant in exit planning to support the tenant's successful transition out of the program. The exit plan shall depend on the tenant's needs and preferences and may include establishing a link to services in the community.

V. Location and Time of Services

Grantee shall provide Support Services at the locations listed in Appendix B, Budget ("Number Served" tab).

Grantee shall provide services at times when necessary to best serve tenants using the staffing outlined in Appendix B, Budget.

Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

VI. Service Requirements

- A. Case Management Ratio: Grantee shall maintain a maximum 25:1 ratio of units to case management staff.
- B. Supervision: Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants.
- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.
- D. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- F. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's progress.
- G. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- H. Grievance Procedure:
 - 1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;

- c. The amount of time required for each step, including when a tenant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the tenant to contact after the tenant has exhausted Grantee's internal Grievance Procedure.
2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- I. Feedback, Complaint and Follow-up Policies:
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
- 1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
 - 2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.
- J. City Communications, Trainings and Meetings:
Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
- 1. Regular communication to HSH about the implementation of the program;
 - 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 - 3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.
- K. Coordination with Other Service Providers: Grantee shall establish written agreements with Property Management and other service providers that are part of the site care team to formalize collaboration and roles and responsibilities.
- L. Critical Incidents: Grantee shall report critical incidents, 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 must be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

- M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- N. Anti-Violence and Weapons Policy:
1. Anti-Violence Efforts. Grantee shall develop, adopt, and train employees on a Workplace Emergency Action Plan to prepare and respond to serious violent incidents, including an active shooter. Grantee shall also comply with HSH's Support Services Policies and Procedures: Responses to Critical Incidents Involving Threatening & Assaultive Behavior, which describes the actions that HSH expects each PSH Housing Provider to take to warn, and protect staff, tenants, and the public who are present, when an assaultive and threatening behavior occurs.
 2. Support Services. Grantee shall partner with property management to educate tenants on any Weapons Policy lease addendum.
- O. Record Keeping and Files: Grantee shall maintain confidential tenant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
1. Grantee shall maintain client program enrollment, annual status updates, program exit information, eligibility, and services documentation and care plans in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
 2. Grantee shall maintain a program roster of all current tenants in the ONE System.
 3. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
 4. Grantee shall document services in the ONE System as needed to meet external funding and/or billing requirements.
 5. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements. Hard copy files shall be stored securely within a locked cabinet and within a locked office.
- P. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to: (a) entering all client data within three business days (unless specifically requested to do so sooner); (b) ensuring accurate dates for enrollment, exit, and (if applicable) move-in; and (c) running monthly data quality reports and correcting errors.

¹ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://www.sf.gov/information--one-system>

2. Data entered in the ONE system shall meet or exceed the ONE System CDQI Process standards.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

Q. Confidentiality:

1. Grantee shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data shared between Grantee, HSH, and other providers if those laws apply for the purposes described in the Grant Plan, including but not limited to: U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice and 24 C.F.R. Part 578, Continuum of Care.
2. Grantee shall safeguard the confidentiality of all client data by (a) ensuring the security and integrity of all client data; (b) maintaining computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner; (c) protecting against any anticipated threats or hazards to the security and integrity all client data; (d) protecting against unauthorized disclosure, access, or use of all client data; (e) ensuring the proper disposal of client data; and (f) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.
3. Grantee shall immediately notify HSH upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to client data shared under this Grant Plan or which in any way might reasonably require access to client data, and in no event later than twenty-four (24) hours after Grantee receives the request. Grantee shall not respond to Legal Requests without first notifying City.
4. In the event that Grantee becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of client data, Grantee shall, as applicable: (a) notify HSH immediately following discovery, but no later than 48 hours, of such confirmation; (b) coordinate with HSH in its breach response activities; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence; and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

- R. Good Neighbor Policy: Grantee shall maintain a good relationship with the neighborhood as defined in the [HSH Good Neighbor Policy](#). Grantee shall develop and maintain procedures to ensure compliance with all applicable policy components.
- S. Reasonable Accommodation Process: Grantee shall establish and maintain a written Reasonable Accommodation Process for the program. Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation process to each participant.

VII. Service Objectives

Grantee shall achieve the Service Objectives listed below.

- A. Grantee shall actively outreach to 100 percent of households at least once every month.
- B. Grantee shall offer assessment to 100 percent of households for primary medical care, mental health and substance use treatment needs within 60 days of move-in.
- C. Grantee shall offer assessment to 100 percent of households for benefits within 60 days of move-in, and shall assist tenants to apply for benefits for which they are eligible.
- D. Grantee shall offer Support Services to 100 percent of all households who showed housing instability (e.g., non-payment of rent, lease violations) at least once per incident.
- E. Grantee shall outreach to 100 percent of households with planned exits from the program to engage in comprehensive discharge planning, which includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- F. Grantee shall outreach to 100 percent of program participants participating in Support Services to create/engage in Service Plans, as needed, on an ongoing basis.
- G. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
- H. Grantee shall administer an annual written anonymous survey of households to obtain feedback on the type and quality of program services. Grantee shall offer all households the opportunity to take this survey.

VIII. Outcome Objectives

Grantee shall achieve the Outcome Objectives listed below.

- A. Ninety percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. Eighty percent of individualized service plans will be reviewed at least once every six months and updated as appropriate at this time.
- C. Eighty percent of households completing an annual tenant satisfaction survey will be satisfied or very satisfied with program services (based on a four-point scale: 1 = very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

IX. Reporting Requirements

- A. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. The number and percentage of households Grantee outreached to complete an assessment for primary medical care, mental health, and substance use treatment needs within 60 days of move-in;
 - 2. The number and percentage of households Grantee outreached to complete a benefits assessment within 60 days of move-in;
 - 3. The number of lease/program rule violations Property Management issued and shared with Support Services for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services;
 - 4. The number and percentage of program participants participating in support services with an active Service Plan; and
 - 5. The number and percentage of households with planned exits from the program who were outreached to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- B. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
 - 1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 - 2. The number of program participants who had a Service Plan during the program year; the number and percentage of Services Plans that were reviewed at least once every 6 months and updated as appropriate; and
 - 3. The number and percentage of households who completed a written survey to provide feedback on the type and quality of program services. Please include survey results on what clients reported regarding the quality and satisfaction with services, and program or policy changes implemented in response to tenant feedback.

- C. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- D. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877, as instructed by HSH.
- E. 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.
- F. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, review of the following: tenant 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 back-up documentation for reporting progress towards meeting service and outcome objectives.

Monitoring of program participation in the ONE System may include, but is not limited to, data quality reports from the ONE System, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.

- B. Fiscal Compliance and Contract Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of 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.

Appendix A-2, Services to be Provided

by

Tenderloin Housing Clinic, Inc.

Crown, National & Winton Hotels - Property Management and Master Lease Stewardship

I. Purpose of Grant

The purpose of the grant is to provide Property Management and Master Lease Stewardship to the served population. The goals of these services are to support tenants in retaining their housing; or moving to other appropriate housing.

II. Served Population

Grantee shall formerly homeless and income-eligible adults aged 18 years or older without the custody of minors below 18 years of age.

III. Referral and Prioritization

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

Eligibility criteria for permanent supportive housing (PSH) varies upon the subsidy funding source and may include meeting a definition of homelessness at the time of referral and placement, enrollment in specific benefits programs, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for PSH are prioritized based on various criteria, such as levels of vulnerability, length and history of homelessness, and severity of housing barriers.

IV. Description of Services

Grantee shall serve tenants of the total number of units listed in Appendix B, Budget ("Number Served" tab).

A. Property Management

1. Program Applicant Selection and Intake: Grantee shall align with Housing First principles and follow the processes agreed upon by Grantee, HSH, property owner, housing subsidy administrators, fair housing laws, and/or other entities involved with referrals.

Under Housing First, tenant screening and selection practices must promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services. Applicants must not be rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness."

Grantee shall adhere to all published HSH policies, including, but not limited to those covering tenant intake, HSH housing documentation, reasonable accommodation, and transfers when accepting referrals and placing tenants into housing.

2. **Tenant Lease Set-Up:** Grantee shall draft, provide, and sign a rental agreement with each tenant at the time of move-in. The lease agreement shall include Community Rules, the Lease Addendum for City & County of San Francisco PSH, HSH Resident Emergency Safety Check Policy Notice, and other pertinent Lease Addenda. Grantee shall review its Grievance policies and procedures and HSH policies and procedures with tenants at the time of lease signing.
3. **Annual Tenant Re-certification:** As required by rental subsidy type, Grantee shall re-certify tenant income annually. This is generally done on the anniversary of a tenant's move-in date.
4. **Collection of Rents, Security Deposits, and Other Receipts:** Grantee shall collect and process rent and other housing-related payments (e.g. security deposit) made by tenants.
 - a. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
 - b. Grantee shall assist with payment arrangements and comply with HSH and other applicable requirements governing the tenant portion of rent. All PSH tenants will pay no more than 30 percent of their monthly adjusted household income towards rent.
 - c. HSH funds third-party rent payment (TPRP) and money management services for tenants. Grantee will provide information on TPRP and encourage tenants to enroll in money management services to support housing stability.
5. **Lease Enforcement, Written Notices and Eviction Prevention:**
 - a. Grantee shall take a housing retention approach to lease enforcement, including, but not limited to, proactive engagement in collaboration with Support Services, conversations and meetings with tenants, and mediation strategies. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.
 - b. Grantee shall provide written notice to tenants regarding issues that may impact housing stability including, but not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants.
 - c. Grantee shall offer tenants who become delinquent in rent the opportunity to enter into a rent payment plan or referral to third party rent payment services.
 - d. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with all applicable laws.
 - e. Grantee shall copy Support Services staff on all communications to tenants.
6. **Building Service Payments:** Grantee shall set up and manage utility accounts and services related to the property, including but not limited to communications, alarms/security, fire alarm monitoring, garbage, water, and pest control. This may include elevator maintenance, as required.

7. **Building Maintenance:** Grantee shall maintain the facility in sanitary and operable condition, post protocol and forms for tenant requests for maintenance or repairs and respond to requests in a timely manner. Building maintenance shall include the following services:
 - a. Janitorial services in common areas, offices, and shared-use restrooms, and shower facilities;
 - b. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
 - c. Pest control services, as needed;
 - d. Maintenance and repair of facility systems, plumbing, electrical;
 - e. Building security; and
 - f. Preparation of apartments for tenant move-in and move-out.

8. **Coordination with Support Services:** If a tenant is facing housing instability, Grantee shall coordinate with Support Services staff to find creative ways to engage with tenants to prevent housing loss. Grantee shall work with Support Services staff in communicating with and meeting with tenant regarding behaviors and issues that put the tenant at risk for housing instability.

Grantee shall participate in regular coordination meetings with Support Services to review tenants at risk for eviction and strategize on how to support tenants in maintaining their housing.

9. **Wellness and Emergency Safety Checks:** Grantee shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety. Whenever there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency, then Grantee shall contact appropriate emergency medical professionals.

10. **Front Desk Coverage:** Grantee shall provide front desk coverage 24 hours per day, seven days per week.

11. **Exit Planning:** Grantee shall alert Support Services staff when tenants give notice to leave housing and shall keep a record of each tenant's forwarding address, whenever possible. Grantee shall provide exit information to Support Services to complete the client program exit in the Online Navigation and Entry (ONE) System.

B. Stewardship of the Master Lease:

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

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

V. Location and Time of Services

Grantee shall provide Property Management services at the locations listed in Appendix B, Budget (“Number Served” tab).

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

VI. Service Requirements

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
 1. Grantee shall notify HSH immediately in the event it is given notice of violations by the Department of Building Inspection (DBI), Department of Public Health (DPH), or another City agency.
- B. 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 identity, disability, HIV status, or immigration status unless otherwise required by law.
- 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 housing and services.
- D. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- F. Case Conferences: Grantee shall participate in individual case conferences and team

coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's housing stability.

G. Grievance Procedure:

1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a tenant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the tenant to contact after the tenant has exhausted Grantee's internal Grievance Procedure.
2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

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 with survey completion if the written format presents any problem.

I. City Communications, Trainings and Meetings:

Grantee shall keep HSH informed of program operations and comply with HSH policies and 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. Ensure all site-based or tenant-facing staff and subcontractors are onboarded and trained to perform the services in accordance with Housing First, Harm Reduction, and Trauma-Informed Principles.

- J. Coordination with Other Service Providers: Grantee shall establish written agreements with Support Services and other service providers that are part of the site team 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 must 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 containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- M. Anti-Violence and Weapons Policy:
1. Anti-Violence Efforts. Grantee shall develop, adopt, and train employees on a Workplace Emergency Action Plan to prepare and respond to serious violent incidents, including an active shooter. Grantee shall also comply with HSH's Support Services Policies and Procedures: Responses to Critical Incidents Involving Threatening & Assaultive Behavior, which describes the actions that HSH expects each PSH Housing Provider to take to warn, and protect staff, tenants, and the public who are present, when an assaultive and threatening behavior occurs.
 2. PSH Weapons Policy and Lease Addendum. Grantee shall adopt and enforce a site specific PSH Weapons Policy. Each PSH Weapons Policy must be substantially in the form as the model set out in HSH's Anti-Violence and Weapons Policy. Grantee shall incorporate the lease addendum into the tenant subleases.
- N. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood as defined in the [HSH Good Neighbor Policy](#). Grantee shall develop and maintain procedures to ensure compliance with all applicable policy components.
- O. Record Keeping and Files: Grantee shall update applicant referral status information in the ONE System in accordance with HSH policy and instruction.
1. Grantee shall maintain confidential tenant files on the served population, including signed lease agreement and addenda, notices or lease violations issued to the tenant, copies of payment plans or other agreements to support housing stability. Hard copy files shall be stored securely within a locked cabinet and within a locked office.

2. Grantee shall track receipt and completion of maintenance work orders.
3. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.

P. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to: (a) entering all client data within three business days (unless specifically requested to do so sooner); (b) ensuring accurate dates for enrollment, exit, and (if applicable) move-in; and (c) running monthly data quality reports and correcting errors.
2. Data entered in the ONE system shall meet or exceed the ONE System CDQI Process standards.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. Grantee shall maintain updated unit vacancy information on a weekly basis in the data system designated by HSH (Offline Vacancy Tracker and/or ONE System) as required. Changes to vacancy reporting shall be communicated to Grantees in writing from HSH.

Q. Confidentiality:

1. Grantee shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data shared between Grantee, HSH, and other providers if those laws apply for the purposes described in the Grant Plan, including but not limited to: U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice and 24 C.F.R. Part 578, Continuum of Care.
2. Grantee shall safeguard the confidentiality of all client data by (a) ensuring the security and integrity of all client data; (b) maintaining computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner; (c) protecting against any anticipated threats or hazards to the security and integrity all client data; (d) protecting against unauthorized disclosure, access, or use of all client data; (e) ensuring the proper disposal of client data; and (f) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.

¹ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://www.sf.gov/information--one-system>

3. Grantee shall immediately notify HSH upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests (“Legal Requests”) related to client data shared under this Grant Plan or which in any way might reasonably require access to client data, and in no event later than twenty-four (24) hours after Grantee receives the request. Grantee shall not respond to Legal Requests without first notifying City.
 4. In the event that Grantee becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of client data, Grantee shall, as applicable: (a) notify HSH immediately following discovery, but no later than 48 hours, of such confirmation; (b) coordinate with HSH in its breach response activities; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence; and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.
 5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- R. Reasonable Accommodation Process: Grantee shall establish and maintain a written Reasonable Accommodation Process for the program. Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation process to each participant.

VII. Service Objectives

Grantee shall achieve the following Service Objectives:

- A. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 21 days, on average.
- B. Grantee shall ensure that new tenant move-ins occur within 30 days of referral.
- C. Grantee shall collect at least 90 percent of tenant portions of monthly rent from occupied units.
- D. Grantee shall maintain an occupancy rate of at least 93 percent.

VIII. Outcome Objectives

Grantee shall achieve the following Outcome Objectives:

- A. Ninety percent of tenants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. Eighty Five percent of tenant lease violations will be resolved without loss of housing to tenants.

- C. At least 65 percent of tenants shall complete an annual Tenant Satisfaction Survey and of those, 80 percent of tenants will be satisfied or very satisfied with Property Management services.

IX. Reporting Requirements

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

- A. Grantee shall report vacancies to HSH in a timely fashion according to established procedures and process all tenant referrals in the pre-established timeframe. When required by HSH, Grantee shall enter tenant data in the ONE System.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 1. Average number of days to turn over units; and
 2. The number of tenants receiving lease violations, and the number and percentage of tenant lease violations that were resolved without loss of housing to tenants.
- C. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
 1. The number and percentage of tenants who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 2. The number of program exits;
 3. The number and percentage of tenants who completed a written survey to provide feedback on the type and quality of program services;
 4. The tenant satisfaction survey results; and
 5. The number of households showing housing instability who remained housed.
- D. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide information on evictions and eviction notices issued to households residing in City-funded housing to Support Services to enter into the ONE System. Grantee shall verify the accuracy of eviction reporting data in the ONE System quarterly, and shall review the annual eviction report prior to submission to HSH. Grantee shall adhere to all deadlines for submission as required by HSH.
- E. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency

- Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- F. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877, as instructed by HSH.
- G. 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.
- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to review of the following: tenant files, 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 back-up documentation for reporting progress towards meeting service and outcome objectives.

Monitoring of program participation in the ONE System may include, but is not limited to, data quality reports from the ONE System, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.

- B. Fiscal and Compliance 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.

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	Document Date	7/1/2026			
4	Contract Term	Begin Date	End Date	Duration (Years)	
5	Current Term	7/1/2021	6/30/2026	5	
6	Amended Term	7/1/2021	12/31/2027	7	
7					
8	Approved Subcontractors				
10	None.				
11					
12					

	A	B	C	D	E	F	H	I	K	L	N	O	Q	R	T	U	W	X
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	Number Served
2	APPENDIX B, BUDGET																	
3	Document Date	7/1/2026																
4	Contract Term	Begin Date	End Date	Duration (Years)														
5	Current Term	7/1/2021	6/30/2026	5														
6	Amended Term	7/1/2021	12/31/2027	7														
7					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7							
8	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	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027							
10	Crown Hotel - Support Services & Property Management; 528 Valencia Street, San Francisco 94110				49	49	49	49	47	47	47							
11	Winton Hotel - Support Services & Property Management; 445 O'Farrell Street, San Francisco 94102				101	101	101	101	100	100	100							
12	National Hotel - Support Services & Property Management; 1139 Market Street, San Francisco 94103				90	86	86	86	86	86	86							
13																		
18	Total				240	236	236	236	233	233	233							
19	NOTE 1: National Hotel site was temporarily offline for renovation due to fire damage during FY 21-22 and until December 2022																	
20																		
21	NOTE 2: Effective March 13, 2023, the number of VASH Project Based Voucher (PBV) units decreased from 36 to 18, impacting the composition of the subsidies that offset operating costs for those units (reflected in "Other Revenues" section of these budgets). This did not impact the total number of units served with Support Services and Property Management.																	

	A	B	C	D	E	H	K	N
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				Summary (All Budgets)			
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2026						
4	Contract Term	Begin Date	End Date	(Years)				
5	Current Term	7/1/2021	6/30/2026	5				
6	Amended Term	7/1/2021	12/31/2027	7				
7	Provider Name	Tenderloin Housing Clinic						
8	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Lease)						
9	FSP Contract ID#	1000021401						
10	Action (select)	Amendment						
11	Effective Date	7/1/2026						
12	Budget Names	General Fund & Prop C - Support Services, Property Management & Master Leasing (Crown), General Fund & Prop C - Support Services, Property Management & Master Leasing (Winton), General Fund & Prop C - Support Service, Property Management & Master Leasing (National), One-Time - Prop C Bonus Pay, HHIP - One-Time Capital, Whole Person Care - One-Time Capital						
13		Current	New					
14	Term Budget	\$ 29,862,544	\$ 40,420,809	20%				
15	Contingency	\$ 4,463,704	\$ 2,111,653					
16	Not-To-Exceed	\$ 34,326,248	\$ 42,532,462					
17				Year 1	Year 2	Year 3	Year 4	
18				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	
19	Expenditures			Current	Current	Current	Current	
20	Salaries & Benefits	\$ 1,972,299	\$ 3,215,717	\$ 3,687,489	\$ 3,673,305			
21	Operating Expense	\$ 712,901	\$ 1,138,517	\$ 1,337,822	\$ 1,298,852			
22	Subtotal	\$ 2,685,200	\$ 4,354,234	\$ 5,025,310	\$ 4,972,156			
23	Indirect Percentage							
24	Indirect Cost	\$ 310,781	\$ 500,737	\$ 577,911	\$ 571,798			
25	Other Expenses (Not subject to indirect %)	\$ 2,014,397	\$ 2,510,516	\$ 3,297,161	\$ 3,814,734			
26	Capital Expenditure	\$ 51,000	\$ 251,835	\$ 161,914	\$ 300,891			
28	Total Expenditures	\$ 5,061,378	\$ 7,617,322	\$ 9,062,296	\$ 9,659,579			
29								
30	HSH Revenues (select)*							
31	General Fund - Ongoing	\$ 5,737,163	\$ 6,040,681	\$ 6,279,161	\$ 6,358,228			
33	General Fund - One-Time	\$ 25,000	\$ -	\$ -	\$ -			
34	Prop C - One-time COVID-19 Bonus Pay	\$ 118,132	\$ -	\$ -	\$ -			
35	Prop C - Ongoing	\$ -	\$ 608,666	\$ 626,926	\$ 642,599			
36	Prop C - One-Time Carry Forward	\$ -	\$ -	\$ 148,914	\$ -			
37	Adjustment to Actuals	\$ (2,362,688)	\$ (855,961)	\$ (303,872)	\$ (560,605)			
39	Housing and Homelessness Incentive Program (HHIP) - One-Time	\$ -	\$ -	\$ 13,000	\$ -			
40	Whole Person Care (WPC) - One-Time	\$ -	\$ -	\$ -	\$ 308,357			
42	Total HSH Revenues	\$ 3,517,607	\$ 5,793,386	\$ 6,764,129	\$ 6,748,579			
43	Other Revenues (to offset Total Expenditures)							
44	Tenant Rental Income	\$ 413,061	\$ 271,496	\$ 395,850	\$ 366,400			
45	Veterans Affairs (VA) Grant	\$ 420,091	\$ 205,000	\$ 246,303	\$ 189,400			
46	Continuum of Care (CoC) Grant (See Contract IDs# 1000016498; 1000027691; 1000036989)	\$ 710,619	\$ 1,347,439	\$ 1,656,014	\$ 2,355,200			
49	Total Other Revenues	\$ 1,543,771	\$ 1,823,935	\$ 2,298,167	\$ 2,911,000			
50								
51	Total HSH + Other Revenues	\$ 5,061,378	\$ 7,617,322	\$ 9,062,296	\$ 9,659,579			
54	Total Adjusted Salary FTE (All Budgets)							
55								
56	Approved by	Wynne Tang			*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 Agreement document.			
57	Phone	628-466-1689						
58	Email	wynne@thclinic.org						
59								

	A	B	C	D	Q	V	Y
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				Summary (All Budgets)		
2	APPENDIX B, BUDGET						
3	Document Date	7/1/2026					
4	Contract Term	Begin Date	End Date	(Years)			
5	Current Term	7/1/2021	6/30/2026	5			
6	Amended Term	7/1/2021	12/31/2027	7			
7	Provider Name	Tenderloin Housing Clinic					
8	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Lease)					
9	F\$P Contract ID#	1000021401					
10	Action (select)	Amendment					
11	Effective Date	7/1/2026					
12	Budget Names	General Fund & Prop C - Support Services, Property Management & Master Leasing (Crown), General Fund & Prop C - Support Services, Property Management & Master Leasing (Winton), General Fund & Prop C - Support Service, Property Management & Master Leasing (National), One-Time - Prop C Bonus Pay, HHIP - One-Time Capital, Whole Person Care - One-Time Capital					
13		Current	New				
14	Term Budget	\$ 29,862,544	\$ 40,420,809	20%			
15	Contingency	\$ 4,463,704	\$ 2,111,653				
16	Not-To-Exceed	\$ 34,326,248	\$ 42,532,462				
17				Year 5	Year 6	Year 7	
18				7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	
19	Expenditures			Current	New	New	
20	Salaries & Benefits	\$	3,910,324	\$	4,098,324	\$	2,049,162
21	Operating Expense	\$	1,208,057	\$	1,020,057	\$	510,029
22	Subtotal	\$	5,118,381	\$	5,118,381	\$	2,559,191
23	Indirect Percentage						
24	Indirect Cost	\$	588,614	\$	588,614	\$	294,307
25	Other Expenses (Not subject to indirect %)	\$	4,254,448	\$	4,254,448	\$	2,127,224
26	Capital Expenditure	\$	-	\$	-	\$	-
28	Total Expenditures	\$	9,961,443	\$	9,961,443	\$	4,980,722
29							
30	HSH Revenues (select)*						
31	General Fund - Ongoing	\$	6,389,818	\$	6,389,818	\$	3,194,909
33	General Fund - One-Time	\$	-	\$	-	\$	-
34	Prop C - One-time COVID-19 Bonus Pay	\$	-	\$	-	\$	-
35	Prop C - Ongoing	\$	649,025	\$	649,025	\$	324,513
36	Prop C - One-Time Carry Forward	\$	-	\$	-	\$	-
37	Adjustment to Actuals	\$	-	\$	-	\$	-
39	Housing and Homelessness Incentive Program (HHIP) - One-Time	\$	-	\$	-	\$	-
40	Whole Person Care (WPC) - One-Time	\$	-	\$	-	\$	-
42	Total HSH Revenues	\$	7,038,843	\$	7,038,843	\$	3,519,422
43	Other Revenues (to offset Total Expenditures)						
44	Tenant Rental Income	\$	416,300	\$	416,300	\$	208,150
45	Veterans Affairs (VA) Grant	\$	197,000	\$	197,000	\$	98,500
46	Continuum of Care (CoC) Grant (See Contract IDs# 1000016498; 1000027691; 1000036989)	\$	2,309,300	\$	2,309,300	\$	1,154,650
49	Total Other Revenues	\$	2,922,600	\$	2,922,600	\$	1,461,300
50							
51	Total HSH + Other Revenues	\$	9,961,443	\$	9,961,443	\$	4,980,722
54	Total Adjusted Salary FTE (All Budgets)				48.29		48.29
55							
56	Approved by	Wynne Tang					
57	Phone	628-466-1689					
58	Email	wynne@thclinic.org					
59							

	A	B	C	D	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						Summary (All Budgets)	
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2026						
4	Contract Term	Begin Date	End Date	(Years)				
5	Current Term	7/1/2021	6/30/2026	5				
6	Amended Term	7/1/2021	12/31/2027	7				
7	Provider Name	Tenderloin Housing Clinic						
8	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Lease)						
9	F\$P Contract ID#	1000021401						
10	Action (select)	Amendment						
11	Effective Date	7/1/2026						
12	Budget Names	General Fund & Prop C - Support Services, Property Management & Master Leasing (Crown), General Fund & Prop C - Support Services, Property Management & Master Leasing (Winton), General Fund & Prop C - Support Service, Property Management & Master Leasing (National), One-Time - Prop C Bonus Pay, HHIP - One-Time Capital, Whole Person Care - One-Time Capital						
13		Current	New					
14	Term Budget	\$ 29,862,544	\$ 40,420,809					
15	Contingency	\$ 4,463,704	\$ 2,111,653	20%				
16	Not-To-Exceed	\$ 34,326,248	\$ 42,532,462	All Years				
17				7/1/2021 - 6/30/2026	7/1/2021 - 12/31/2027	7/1/2021 - 12/31/2027		
18				Current	Amendment	New		
19	Expenditures							
20	Salaries & Benefits			\$ 16,459,133	\$ 6,147,486	\$ 22,606,619		
21	Operating Expense			\$ 5,696,148	\$ 1,530,086	\$ 7,226,235		
22	Subtotal			\$ 22,155,282	\$ 7,677,572	\$ 29,832,853		
23	Indirect Percentage							
24	Indirect Cost			\$ 2,549,841	\$ 882,921	\$ 3,432,761		
25	Other Expenses (Not subject to indirect %)			\$ 15,891,255	\$ 6,381,672	\$ 22,272,927		
26	Capital Expenditure			\$ 765,640	\$ -	\$ 765,640		
28	Total Expenditures			\$ 41,362,017	\$ 14,942,165	\$ 56,304,182		
29								
30	HSH Revenues (select)*							
31	General Fund - Ongoing			\$ 30,805,052	\$ 9,584,727	\$ 40,389,778.99		
33	General Fund - One-Time			\$ 25,000	\$ -	\$ 25,000		
34	Prop C - One-time COVID-19 Bonus Pay			\$ 118,132	\$ -	\$ 118,132		
35	Prop C - Ongoing			\$ 2,527,216	\$ 973,538	\$ 3,500,754		
36	Prop C - One-Time Carry Forward			\$ 148,914	\$ -	\$ 148,914		
37	Adjustment to Actuals			\$ (4,083,126)	\$ -	\$ (4,083,126)		
39	Housing and Homelessness Incentive Program (HHIP) - One-Time			\$ 13,000	\$ -	\$ 13,000		
40	Whole Person Care (WPC) - One-Time			\$ 308,357	\$ -	\$ 308,357		
42	Total HSH Revenues			\$ 29,862,544	\$ 10,558,265	\$ 40,420,809		
43	Other Revenues (to offset Total Expenditures)							
44	Tenant Rental Income			\$ 1,863,107	\$ 624,450	\$ 2,487,557		
45	Veterans Affairs (VA) Grant			\$ 1,257,794	\$ 295,500	\$ 1,553,294		
46	Continuum of Care (CoC) Grant (See Contract IDs# 1000016498; 1000027691; 1000036989)			\$ 8,378,572	\$ 3,463,950	\$ 11,842,522		
49	Total Other Revenues			\$ 11,499,473	\$ 4,383,900	\$ 15,883,373		
50								
51	Total HSH + Other Revenues			\$ 41,362,017	\$ 14,942,165	\$ 56,304,182		
54	Total Adjusted Salary FTE (All Budgets)							
55								
56	Approved by	Wynne Tang						
57	Phone	628-466-1689						
58	Email	wynne@thclinic.org						
59								

	A	B	C	D	E	H	K	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2026						
4	Contract Term	Begin Date	End Date	Duration				
5	Current Term	7/1/2021	6/30/2026	5				
6	Amended Term	7/1/2021	12/31/2027	7				
7	Provider Name	Tenderloin Housing Clinic						
8	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Lease)						
9	F\$P Contract ID#	1000021401						
10	Action (select)	Amendment						
11	Effective Date	7/1/2026						
12	Budget Name	General Fund & Prop C - Support Services, Property Management & Master Leasing (Crown)						
13		Current	New					
14	Term Budget	\$ 7,628,184	\$ 10,315,016					
15	Contingency	\$ 4,463,704	\$ 2,111,653					
16	Not-To-Exceed	\$ 34,326,248	\$ 42,532,462		Year 1	Year 2	Year 3	
17					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	
18					Current	Current	Current	
19	Expenditures							
20	Salaries & Benefits				\$ 801,488	\$ 917,740	\$ 828,051	
21	Operating Expense				\$ 225,219	\$ 317,522	\$ 419,705	
22	Subtotal				\$ 1,026,707	\$ 1,235,261	\$ 1,247,756	
23	Indirect Percentage				11.50%	11.50%	11.50%	
24	Indirect Cost (Line 22 X Line 23)				\$ 118,073	\$ 142,055	\$ 143,492	
25	Other Expenses (Not subject to indirect %)				\$ 470,349	\$ 543,040	\$ 830,540	
26	Capital Expenditure				\$ -	\$ 59,385	\$ 28,775	
28	Total Expenditures				\$ 1,615,129	\$ 1,979,742	\$ 2,250,563	
29								
30	HSH Revenues (select)							
31	General Fund - Ongoing				\$ 1,423,275	\$ 1,514,266	\$ 1,497,555	
35	Prop C - Ongoing				\$ -	\$ 145,965	\$ 150,344	
36	Prop C - One-Time Carry Forward				\$ -	\$ -	\$ 28,775	
37	Adjustment to Actuals				\$ (273,521)	\$ (182,666)	\$ (12,135)	
42	Total HSH Revenues				\$ 1,149,754	\$ 1,477,565	\$ 1,664,540	
43	Other Revenues (to offset Total Expenditures)							
44	Tenant Rental Income				\$ 109,000	\$ 95,696	\$ 111,000	
45	Veterans Affairs (VA) Grant				\$ 252,091	\$ 96,600	\$ 99,303	
46	Continuum of Care (CoC) Grant (See Contract IDs# 1000016498; 1000027691; 1000036989)				\$ 104,284	\$ 309,881	\$ 375,720	
49	Total Other Revenues				\$ 465,375	\$ 502,177	\$ 586,023	
50								
51	Total HSH + Other Revenues				\$ 1,615,129	\$ 1,979,742	\$ 2,250,563	
52	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	

	A	B	C	D	N	Q	V	Y	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	7/1/2026							
4	Contract Term	Begin Date	End Date	Duration					
5	Current Term	7/1/2021	6/30/2026	5					
6	Amended Term	7/1/2021	12/31/2027	7					
7	Provider Name	Tenderloin Housing Clinic							
8	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Lease)							
9	FSP Contract ID#	1000021401							
10	Action (select)	Amendment							
11	Effective Date	7/1/2026							
12	Budget Name	General Fund & Prop C - Support Services, Property Management & Master Leasing (Crown)							
13		Current	New						
14	Term Budget	\$ 7,628,184	\$ 10,315,016						
15	Contingency	\$ 4,463,704	\$ 2,111,653						
16	Not-To-Exceed	\$ 34,326,248	\$ 42,532,462						
					Year 4	Year 5	Year 6	Year 7	
17					7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	
18					Current	Current	New	New	
19	Expenditures								
20	Salaries & Benefits	\$ 943,117	\$ 981,454	\$ 1,022,454	\$ 511,227				
21	Operating Expense	\$ 290,765	\$ 278,456	\$ 237,456	\$ 118,728				
22	Subtotal	\$ 1,233,881	\$ 1,259,910	\$ 1,259,910	\$ 629,955				
23	Indirect Percentage	11.5%	11.50%	11.50%	11.50%				
24	Indirect Cost (Line 22 X Line 23)	\$ 141,896	\$ 144,890	\$ 144,890	\$ 72,445				
25	Other Expenses (Not subject to indirect %)	\$ 615,327	\$ 827,122	\$ 827,122	\$ 413,561				
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -				
28	Total Expenditures	\$ 1,991,105	\$ 2,231,921	\$ 2,231,921	\$ 1,115,961				
29									
30	HSH Revenues (select)								
31	General Fund - Ongoing	\$ 1,625,418	\$ 1,635,578	\$ 1,635,578	\$ 817,789				
35	Prop C - Ongoing	\$ 154,103	\$ 155,644	\$ 155,644	\$ 77,822				
36	Prop C - One-Time Carry Forward	\$ -	\$ -	\$ -	\$ -				
37	Adjustment to Actuals	\$ (234,416)	\$ -	\$ -	\$ -				
42	Total HSH Revenues	\$ 1,545,105	\$ 1,791,221	\$ 1,791,221	\$ 895,611				
43	Other Revenues (to offset Total Expenditures)								
44	Tenant Rental Income	\$ 85,600	\$ 104,000	\$ 104,000	\$ 52,000				
45	Veterans Affairs (VA) Grant	\$ 92,400	\$ 79,000	\$ 79,000	\$ 39,500				
46	Continuum of Care (CoC) Grant (See Contract IDs# 1000016498; 1000027691; 1000036989)	\$ 268,000	\$ 257,700	\$ 257,700	\$ 128,850				
49	Total Other Revenues	\$ 446,000	\$ 440,700	\$ 440,700	\$ 220,350				
50									
51	Total HSH + Other Revenues	\$ 1,991,105	\$ 2,231,921	\$ 2,231,921	\$ 1,115,961				
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -				

	A	B	C	D	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2026						
4	Contract Term	Begin Date	End Date	Duration				
5	Current Term	7/1/2021	6/30/2026	5				
6	Amended Term	7/1/2021	12/31/2027	7				
7	Provider Name	Tenderloin Housing Clinic						
8	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Lease)						
9	F\$P Contract ID#	1000021401						
10	Action (select)	Amendment						
11	Effective Date	7/1/2026						
12	Budget Name	General Fund & Prop C - Support Services, Property Management & Master Leasing (Crown)						
13		Current	New					
14	Term Budget	\$ 7,628,184	\$ 10,315,016					
15	Contingency	\$ 4,463,704	\$ 2,111,653					
16	Not-To-Exceed	\$ 34,326,248	\$ 42,532,462					
				All Years				
17				7/1/2021 - 6/30/2026	7/1/2021 - 12/31/2027	7/1/2021 - 12/31/2027		
18				Current	Amendment	New		
19	Expenditures							
20	Salaries & Benefits			\$ 4,471,849	\$ 1,533,680	\$ 6,005,529		
21	Operating Expense			\$ 1,531,666	\$ 356,184	\$ 1,887,850		
22	Subtotal			\$ 6,003,515	\$ 1,889,864	\$ 7,893,380		
23	Indirect Percentage							
24	Indirect Cost (Line 22 X Line 23)			\$ 690,406	\$ 217,334	\$ 907,740		
25	Other Expenses (Not subject to indirect %)			\$ 3,286,378	\$ 1,240,683	\$ 4,527,061		
26	Capital Expenditure			\$ 88,160	\$ -	\$ 88,160		
28	Total Expenditures			\$ 10,068,459	\$ 3,347,882	\$ 13,416,341.11		
29								
30	HSH Revenues (select)							
31	General Fund - Ongoing			\$ 7,696,092	\$ 2,453,366	\$ 10,149,458.18		
35	Prop C - Ongoing			\$ 606,055	\$ 233,466	\$ 839,520.98		
36	Prop C - One-Time Carry Forward			\$ 28,775	\$ -	\$ 28,775.00		
37	Adjustment to Actuals			\$ (702,738)	\$ -	\$ (702,737.85)		
42	Total HSH Revenues			\$ 7,628,184	\$ 2,686,832	\$ 10,315,016.31		
43	Other Revenues (to offset Total Expenditures)							
44	Tenant Rental Income			\$ 505,296	\$ 156,000	\$ 661,295.80		
45	Veterans Affairs (VA) Grant			\$ 619,394	\$ 118,500	\$ 737,894.00		
46	Continuum of Care (CoC) Grant (See Contract IDs# 1000016498; 1000027691; 1000036989)			\$ 1,315,585	\$ 386,550	\$ 1,702,135.00		
49	Total Other Revenues			\$ 2,440,275	\$ 661,050	\$ 3,101,324.80		
50								
51	Total HSH + Other Revenues			\$ 10,068,459	\$ 3,347,882	\$ 13,416,341.11		
52	Rev-Exp (Budget Match Check)			\$ -		\$ -		

	A	F	M	T	AA	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	SALARY & BENEFIT DETAIL					
3	Document Date	7/1/2026				
4	Provider Name	Tenderloin Housing Clinic				
5	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master L				
6	F\$P Contract ID#	1000021401				
7	Budget Name	General Fund & Prop C - Support Services, Property Management & Master Leasing (Crown)				
8		Year 1	Year 2	Year 3	Year 4	Year 5
9	POSITION TITLE	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
10		Current	Current	Current	Current	Current
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
12	Director of Property Management	\$ 3,619	\$ 5,250	\$ 5,585	\$ 5,392	\$ 5,446
13	Associate Director of Property Management	\$ 35,496	\$ 25,429	\$ 28,242	\$ 26,217	\$ 29,095
14	General Manager	\$ 63,587	\$ 80,310	\$ 84,154	\$ 81,253	\$ 82,065
15	Desk Clerks	\$ 268,909	\$ 270,334	\$ 316,394	\$ 293,294	\$ 312,302
16	Janitors	\$ 39,659	\$ 29,680	\$ 58,390	\$ 51,689	\$ 50,486
17	Director of Facilities	\$ 3,298	\$ 4,579	\$ 5,092	\$ 4,917	\$ 4,966
18	Facilities Manager	\$ 18,393	\$ 19,705	\$ 20,000	\$ 20,152	\$ 19,153
19	Maintenance Workers	\$ 79,399	\$ 66,090	\$ -	\$ 66,965	\$ 65,798
20	Director of Support Services	\$ -	\$ 4,366	\$ 4,848	\$ 4,681	\$ 4,727
21	Associate Director of Support Services	\$ 4,285	\$ 20,243	\$ 21,402	\$ 20,665	\$ 17,035
22	Support Services Manager	\$ 4,936	\$ 16,908	\$ 18,754	\$ 17,065	\$ 16,536
23	Case Managers	\$ 53,375	\$ 64,559	\$ 46,000	\$ 101,178	\$ 114,047
24	Clinical Case Manager	\$ -	\$ 67,355	\$ -	\$ -	\$ -
54						
55		\$ 574,956	\$ 674,809	\$ 608,861	\$ 693,468	\$ 721,657
56						
57	FRINGE BENEFIT RATE	39.40%	36.00%	36.00%	36.00%	36.00%
58	EMPLOYEE FRINGE BENEFITS	\$ 226,532	\$ 242,931	\$ 219,190	\$ 249,648	\$ 259,797
59	TOTAL SALARIES & BENEFITS	\$ 801,488	\$ 917,740	\$ 828,051	\$ 943,117	\$ 981,454

	A	AK	AL	AM	AN	AQ	AX	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date	7/1/2026									
4	Provider Name	Tenderloin Housing Clinic									
5	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Lease)									
6	F\$P Contract ID#	1000021401									
7	Budget Name	General Fund & Prop C - Support Services, Property Management & Master Leasing (Crown)					EXTENSION YEAR EXTENSION YEAR				
8		Year 6				Year 7		All Years			
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2021 - 6/30/2026	7/1/2021 - 12/31/2027	7/1/2021 - 12/31/2027	
10						New	New	Current	Amendment	New	
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Director of Property Management	\$ 165,542	1.00	3%	0.03	\$ 5,446	\$ 2,723	\$ 25,293	\$ 8,169	\$ 33,463	
13	Associate Director of Property Management	\$ 144,250	1.00	20%	0.20	\$ 29,095	\$ 14,548	\$ 144,480	\$ 43,643	\$ 188,123	
14	General Manager	\$ 82,065	1.00	100%	1.00	\$ 82,065	\$ 41,033	\$ 391,369	\$ 123,098	\$ 514,467	
15	Desk Clerks	\$ 55,727	6.00	100%	6.00	\$ 334,360	\$ 167,180	\$ 1,461,233	\$ 501,541	\$ 1,962,773	
16	Janitors	\$ 51,222	1.00	100%	1.00	\$ 51,222	\$ 25,611	\$ 229,905	\$ 76,833	\$ 306,737	
17	Director of Facilities	\$ 150,943	1.00	3%	0.03	\$ 4,966	\$ 2,483	\$ 22,852	\$ 7,449	\$ 30,301	
18	Facilities Manager	\$ 94,958	1.00	20%	0.20	\$ 19,153	\$ 9,577	\$ 97,403	\$ 28,730	\$ 126,133	
19	Maintenance Workers	\$ 54,754	1.20	100%	1.20	\$ 65,798	\$ 32,899	\$ 278,251	\$ 98,696	\$ 376,948	
20	Director of Support Services	\$ 143,693	1.00	3%	0.03	\$ 4,727	\$ 2,364	\$ 18,622	\$ 7,091	\$ 25,713	
21	Associate Director of Support Services	\$ 101,762	1.00	17%	0.17	\$ 17,035	\$ 8,518	\$ 83,630	\$ 25,553	\$ 109,182	
22	Support Services Manager	\$ 81,983	1.00	20%	0.20	\$ 16,536	\$ 8,268	\$ 74,199	\$ 24,804	\$ 99,003	
23	Case Managers	\$ 60,700	2.00	100%	2.00	\$ 121,400	\$ 60,700	\$ 379,159	\$ 182,100	\$ 561,259	
24	Clinical Case Manager	\$ -	0.00	0%	0.00	\$ -	\$ -	\$ 67,355	\$ -	\$ 67,355	
54					0.00	\$ -	\$ -	\$ -	\$ -	\$ -	
55		TOTAL SALARIES				\$ 751,804	\$ 375,902	\$ 3,273,751	\$ 1,127,706	\$ 4,401,457	
56		TOTAL FTE		12.07							
57		FRINGE BENEFIT RATE		36.00%							
58		EMPLOYEE FRINGE BENEFITS				\$ 270,649	\$ 135,325	\$ 1,198,098	\$ 405,974	\$ 1,604,072	
59		TOTAL SALARIES & BENEFITS				\$ 1,022,454	\$ 511,227	\$ 4,471,849	\$ 1,533,680	\$ 6,005,529	

	A	B	E	H	K	N
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	OPERATING DETAIL					
3	Document Date	7/1/2026				
4	Provider Name	Tenderloin Housing Clinic				
5	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Lease				
6	F\$P Contract ID#	1000021401				
7	Budget Name	General Fund & Prop C - Support Services, Property Management & Master Leasing (Crown)				
8						
9		Year 1	Year 2	Year 3	Year 4	Year 5
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
11		Current	Current	Current	Current	Current
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 60,230	\$ 77,215	\$ 84,000	\$ 76,000	\$ 81,827
15	Office Supplies, Postage	\$ 5,269	\$ 7,500	\$ 6,000	\$ 12,000	\$ 12,000
16	Building Maintenance Supplies and Repair	\$ 93,673	\$ 88,000	\$ 285,355	\$ 66,000	\$ 80,260
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 14,527	\$ 13,756	\$ 15,755	\$ 18,745	\$ 33,696
22	Community Events/ Engagement/Tenant Rep Stipends	\$ 3,263	\$ 5,820	\$ 4,320	\$ 4,320	\$ 4,320
23	Welcome Kits	\$ 500	\$ 500	\$ 1,500	\$ 1,000	\$ 1,000
24	Elevator	\$ 15,000	\$ 15,000	\$ 6,000	\$ 10,000	\$ 10,000
25	Legal costs	\$ 12,900	\$ 32,630	\$ 4,500	\$ 18,300	\$ 14,354
27				\$ -	\$ -	\$ -
42	Temporary Staffing Agency Expenses		\$ -	\$ -	\$ -	\$ -
43	Temp - Prop Mgr	\$ -	\$ -	\$ 2,000	\$ -	\$ -
44	Temp - Desk Clerks	\$ 10,369	\$ 45,900	\$ 9,000	\$ 60,000	\$ 30,000
45	Temp - Janitors	\$ 9,488	\$ 31,200	\$ 1,275	\$ 400	\$ 1,000
46	Temp - Maintenance Workers	\$ -	\$ -		\$ -	\$ -
47	Temp - Case Managers	\$ -	\$ -		\$ 24,000	\$ 10,000
48						
54	Subcontractors (First \$50k Only)					
55						
68	TOTAL OPERATING EXPENSES	\$ 225,219	\$ 317,522	\$ 419,705	\$ 290,765	\$ 278,456
69						
70	Other Expenses (not subject to indirect cost %)					
71	Master Lease (Rental of Property)	\$ 552,740	\$ 575,078	\$ 602,407	\$ 609,476	\$ 621,666
72	Property Management Dept Services	\$ 132,215	\$ 130,930	\$ 148,342	\$ 148,342	\$ 148,342
73	Modified Payment Program Services	\$ 58,915	\$ 79,083	\$ 91,925	\$ 91,925	\$ 91,925
74	One-Time Adjustment to Actuals	\$ (273,521)	\$ (242,051)	\$ (12,135)	\$ (234,416)	
75	One-time rent reduction (Landlord contribution to EMP Contract ID #1000034243)			\$ -	\$ -	\$ -
76	PLACEHOLDER: Potential one-time savings			\$ -	\$ -	\$ (34,811)
83						
84	TOTAL OTHER EXPENSES	\$ 470,349	\$ 543,040	\$ 830,540	\$ 615,327	\$ 827,122
85						
86	Capital Expenses					
87	Approved Capital Projects		\$ 59,385	\$ 28,775		
95	TOTAL CAPITAL EXPENSES	\$ -	\$ 59,385	\$ 28,775	\$ -	\$ -

	A	S	V	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	OPERATING DETAIL					
3	Document Date	7/1/2026				
4	Provider Name	Tenderloin Housing Clinic				
5	Program	Crown, National & Winton Hotels (Support Services, Prc				
6	F\$P Contract ID#	1000021401				
7	Budget Name	General Fund & Prop C - Support Services, Property Management & Master Leasing (Crown)				
8		EXTENSION YEAR EXTENSION YEAR				
9		Year 6	Year 7	All Years		
10		7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2021 - 6/30/2026	7/1/2021 - 12/31/2027	7/1/2021 - 12/31/2027
11		New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 81,827	\$ 40,913	\$ 379,272	\$ 122,740	\$ 502,011
15	Office Supplies, Postage	\$ 12,000	\$ 6,000	\$ 42,769	\$ 18,000	\$ 60,769
16	Building Maintenance Supplies and Repair	\$ 80,260	\$ 40,130	\$ 613,288	\$ 120,390	\$ 733,678
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 33,696	\$ 16,848	\$ 96,479	\$ 50,544	\$ 147,023
22	Community Events/ Engagement/Tenant Rep Stipends	\$ 4,410	\$ 2,205	\$ 22,043	\$ 6,615	\$ 28,658
23	Welcome Kits	\$ 910	\$ 455	\$ 4,500	\$ 1,365	\$ 5,865
24	Elevator	\$ 10,000	\$ 5,000	\$ 56,000	\$ 15,000	\$ 71,000
25	Legal costs	\$ 14,354	\$ 7,177	\$ 82,684	\$ 21,531	\$ 104,215
27		\$ -		\$ -	\$ -	\$ -
42	Temporary Staffing Agency Expenses			\$ -	\$ -	\$ -
43	Temp - Prop Mgr	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
44	Temp - Desk Clerks	\$ -	\$ -	\$ 155,269	\$ -	\$ 155,269
45	Temp - Janitors	\$ -	\$ -	\$ 43,363	\$ -	\$ 43,363
46	Temp - Maintenance Workers	\$ -	\$ -	\$ -	\$ -	\$ -
47	Temp - Case Managers	\$ -	\$ -	\$ 34,000	\$ -	\$ 34,000
48				\$ -	\$ -	\$ -
54	Subcontractors (First \$50k Only)			\$ -	\$ -	\$ -
55				\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 237,456	\$ 118,728	\$ 1,531,666	\$ 356,184	\$ 1,887,850
69						
70	Other Expenses (not subject to indirect cost %)					
71	Master Lease (Rental of Property)	\$ 621,666	\$ 310,833	\$ 2,961,367	\$ 932,498	\$ 3,893,865
72	Property Management Dept Services	\$ 148,342	\$ 74,171	\$ 708,172	\$ 222,513	\$ 930,685
73	Modified Payment Program Services	\$ 91,925	\$ 45,962	\$ 413,773	\$ 137,887	\$ 551,660
74	One-Time Adjustment to Actuals	\$ -	\$ -	\$ (762,123)	\$ -	\$ (762,123)
75	One-time rent reduction (Landlord contribution to EMP Contract ID #1000034243)	\$ -	\$ -	\$ -	\$ -	\$ -
76	PLACEHOLDER: Potential one-time savings	\$ (34,811)	\$ (17,405)	\$ (34,811)	\$ (52,216)	\$ (87,027)
83						
84	TOTAL OTHER EXPENSES	\$ 827,122	\$ 413,561	\$ 3,286,378	\$ 1,240,683	\$ 4,527,061
85						
86	Capital Expenses					
87	Approved Capital Projects	\$ -	\$ -	\$ 88,160	\$ -	\$ 88,160
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ 88,160	\$ -	\$ 88,160

BUDGET NARRATIVE

Fiscal Year

**General Fund & Prop C -
Support Services, Property
Management & Master Leasing
(Crown)**

FY26-27

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Director of Property Management	0.03	\$ 5,446	Oversight staffing for Crown project	Annualized Salary * Adjusted FTE
Associate Director of Property Management	0.20	\$ 29,095	Oversight staffing for Crown project	Annualized Salary * Adjusted FTE
General Manager	1.00	\$ 82,065	On-site management of Crown	Annualized Salary * Adjusted FTE
Desk Clerks	6.00	\$ 334,360	24/7 management of clients at Crown	Annualized Salary * Adjusted FTE, reduced by the salary savings for position vacancies & temps are used to staff
Janitors	1.00	\$ 51,222	Cleaning team at Crown	Annualized Salary * Adjusted FTE, reduced by the salary savings for position vacancies & temps are used to staff
Director of Facilities	0.03	\$ 4,966	Oversight staffing for Crown project	Annualized Salary * Adjusted FTE
Facilities Manager	0.20	\$ 19,153	Onsite management of facilities team for Crown project	Annualized Salary * Adjusted FTE
Maintenance Workers	1.20	\$ 65,798	Maintenance team at Crown	Annualized Salary * Adjusted FTE
Director of Support Services	0.03	\$ 4,727	Oversight staffing for Crown project	Annualized Salary * Adjusted FTE
Associate Director of Support Services	0.17	\$ 17,035	Oversight staffing for Crown project	Annualized Salary * Adjusted FTE
Support Services Manager	0.20	\$ 16,536	Onsite management of case mgmt team for Crown project	Annualized Salary * Adjusted FTE
Case Managers	2.00	\$ 121,400	Case management team at Crown	Annualized Salary * Adjusted FTE, reduced by the salary savings for position vacancies & temps are used to staff
TOTAL	13.07	\$ 751,804		
<u>Employee Fringe Benefits</u>		<u>\$ 270,649</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 36% of total salaries.</u>	
Salaries & Benefits Total		\$ 1,022,454		

BUDGET NARRATIVE

Fiscal Year

**General Fund & Prop C -
Support Services, Property
Management & Master Leasing
(Crown)**

FY26-27

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

Operating Expenses	Budgeted Expense	Justification	Calculation
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 81,827	Estimated cost of Electricity, Gas, Water, Trash, Internet services	based on prior year actuals and factor for known increases
Office Supplies, Postage	\$ 12,000	Estimated cost of office supplies for staff	based on prior year actuals
Building Maintenance Supplies and Repair	\$ 80,260	Estimated cost of maintenance / repairs needed	based on prior year actuals and factors for known increases
Insurance	\$ 33,696	Estimated cost of liability and other insurance needed - based actual premiums provided and insurance coverage levels required by funder and landlord.	Allocated based on share of total units
Community Events/ Engagement/Tenant Rep Stipends	\$ 4,410	For client engagement/ tenant rep stipends for the residents in the 47 units.	\$90/unit/year or \$7.50/unit/month
Welcome Kits	\$ 910	For welcome kits (sundries, linens,etc.) for new residents during FY26 moving into the Crown.	Approx. \$910/year
Elevator	\$ 10,000	Estimated cost of elevator maintenance/repair for the elevator.	based prior year actuals and the cap in our lease
Legal costs	\$ 14,354	Estimated cost of using external attorneys for lease mgmt legal actions.	based on prior year actuals and projection for additional actions needed
TOTAL OPERATING EXPENSES	\$ 237,456		
Indirect Cost	11.5% \$ 144,890		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Master Lease (Rental of Property)	\$ 621,666	Lease of Crown hotel	Per Master Lease agreement
Property Management Dept Services	\$ 148,342	Crown's allocation for services provided by THC's Property Mgmt Department	allocation based on units & usage factor for services provided by THC's Property Mgmt
Modified Payment Program Services	\$ 91,925	Crown's allocation for services provided by THC's Modified Payment Program (MPP) services	allocation based on units & usage factor for services provided by THC's MPP team.
PLACEHOLDER: Potential one-time savings	\$ (34,811)	Unfunded increases in costs: lease, MCO, Insurance premiums; rely on FY26 budget underspending to cover.	estimate to balance budget to funded amount.
TOTAL OTHER EXPENSES	\$ 827,122		

	A	B	C	D	E	H	K	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2026						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2026	5				
6	Amended Term	7/1/2021	12/31/2027	7				
7	Provider Name	Tenderloin Housing Clinic						
8	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)						
9	F\$P Contract ID#	1000021401						
10	Action (select)	Amendment						
11	Effective Date	7/1/2026						
12	Budget Name	General Fund & Prop C - Support Service, Property Management & Master Leasing (National)						
13		Current	New					
14	Term Budget	\$ 7,853,616	\$ 10,996,977					
15	Contingency	\$ 4,463,704	\$ 2,111,653					
16	Not-To-Exceed	\$ 34,326,248	\$ 42,532,462	Year 1	Year 2	Year 3		
17				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024		
18				Current	Current	Current		
19	Expenditures							
20	Salaries & Benefits			\$ 31,896	\$ 848,639	\$ 1,459,489		
21	Operating Expense			\$ 8,956	\$ 225,397	\$ 342,517		
22	Subtotal			\$ 40,852	\$ 1,074,037	\$ 1,802,006		
23	Indirect Percentage			16.35%	11.50%	11.50%		
24	Indirect Cost (Line 22 X Line 23)			\$ 6,680	\$ 123,514	\$ 207,231		
25	Other Expenses (Not subject to indirect %)			\$ 57,447	\$ 384,416	\$ 451,648		
26	Capital Expenditure			\$ -	\$ 129,515	\$ -		
28	Total Expenditures			\$ 104,979	\$ 1,711,483	\$ 2,460,884.82		
29								
30	HSH Revenues (select)							
31	General Fund - Ongoing			\$ 1,491,299	\$ 1,726,563	\$ 2,113,620		
35	Prop C - Ongoing			\$ -	\$ 169,413	\$ 174,495		
37	Adjustment to Actuals			\$ (1,491,299)	\$ (249,949)	\$ (172,274)		
42	Total HSH Revenues			\$ -	\$ 1,646,027	\$ 2,115,841		
43	Other Revenues (to offset Total Expenditures)							
44	Tenant Rental Income			\$ 6,679		\$ 38,850.00		
45	Veterans Affairs (VA) Grant			\$ -	\$ -	\$ -		
46	Continuum of Care (CoC) Grant (See Contract IDs# 1000016498; 1000027691; 1000036989)			\$ 98,300	\$ 65,456	\$ 306,193.53		
49	Total Other Revenues			\$ 104,979	\$ 65,456	\$ 345,043.53		
50								
51	Total HSH + Other Revenues			\$ 104,979	\$ 1,711,483	\$ 2,460,884.82		
52	Rev-Exp (Budget Match Check)			\$ -	\$ -	\$ -		

	A	B	C	D	N	Q	V	Y	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	7/1/2026							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	7/1/2021	6/30/2026	5					
6	Amended Term	7/1/2021	12/31/2027	7					
7	Provider Name	Tenderloin Housing Clinic							
8	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)							
9	F\$P Contract ID#	1000021401							
10	Action (select)	Amendment							
11	Effective Date	7/1/2026							
12	Budget Name	General Fund & Prop C - Support Service, Property Management & Master Leasing (National)							
13		Current	New						
14	Term Budget	\$ 7,853,616	\$ 10,996,977						
15	Contingency	\$ 4,463,704	\$ 2,111,653						
16	Not-To-Exceed	\$ 34,326,248	\$ 42,532,462						
					Year 4	Year 5	Year 6	Year 7	
17					7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	
18					Current	Current	New	New	
19	Expenditures								
20	Salaries & Benefits	\$ 1,354,132	\$ 1,437,039.37	\$ 1,523,039	\$ 761,520				
21	Operating Expense	\$ 488,400	\$ 444,422.47	\$ 358,422	\$ 179,211				
22	Subtotal	\$ 1,842,531	\$ 1,881,462	\$ 1,881,462	\$ 940,731				
23	Indirect Percentage	11.50%	11.50%	11.50%	11.50%				
24	Indirect Cost (Line 22 X Line 23)	\$ 211,891	\$ 216,368.11	\$ 216,368	\$ 108,184				
25	Other Expenses (Not subject to indirect %)	\$ 1,215,752	\$ 1,252,044	\$ 1,252,044	\$ 626,022				
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -				
28	Total Expenditures	\$ 3,270,174	\$ 3,349,874	\$ 3,349,874	\$ 1,674,937				
29									
30	HSH Revenues (select)								
31	General Fund - Ongoing	\$ 1,904,571	\$ 1,914,928	\$ 1,914,928	\$ 957,464				
35	Prop C - Ongoing	\$ 178,857	\$ 180,646	\$ 180,646	\$ 90,323				
37	Adjustment to Actuals	\$ (87,254)	\$ -	\$ -	\$ -				
42	Total HSH Revenues	\$ 1,996,174	\$ 2,095,574	\$ 2,095,574	\$ 1,047,787				
43	Other Revenues (to offset Total Expenditures)								
44	Tenant Rental Income	\$ 54,000	\$ 67,300	\$ 67,300	\$ 33,650				
45	Veterans Affairs (VA) Grant	\$ -	\$ -	\$ -	\$ -				
46	Continuum of Care (CoC) Grant (See Contract IDs# 1000016498; 1000027691; 1000036989)	\$ 1,220,000	\$ 1,187,000	\$ 1,187,000	\$ 593,500				
49	Total Other Revenues	\$ 1,274,000	\$ 1,254,300	\$ 1,254,300	\$ 627,150				
50									
51	Total HSH + Other Revenues	\$ 3,270,174	\$ 3,349,874	\$ 3,349,874	\$ 1,674,937				
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -				

	A	B	C	D	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2026						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2026	5				
6	Amended Term	7/1/2021	12/31/2027	7				
7	Provider Name	Tenderloin Housing Clinic						
8	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)						
9	F\$P Contract ID#	1000021401						
10	Action (select)	Amendment						
11	Effective Date	7/1/2026						
12	Budget Name	General Fund & Prop C - Support Service, Property Management & Master Leasing (National)						
13		Current	New					
14	Term Budget	\$ 7,853,616	\$ 10,996,977					
15	Contingency	\$ 4,463,704	\$ 2,111,653					
16	Not-To-Exceed	\$ 34,326,248	\$ 42,532,462					
				All Years				
17				7/1/2021 - 6/30/2026	7/1/2021 - 12/31/2027	7/1/2021 - 12/31/2027		
18				Current	Amendment	New		
19	Expenditures							
20	Salaries & Benefits			\$ 5,131,196	\$ 2,284,559	\$ 7,415,755		
21	Operating Expense			\$ 1,509,693	\$ 537,634	\$ 2,047,326		
22	Subtotal			\$ 6,640,888	\$ 2,822,193	\$ 9,463,081		
23	Indirect Percentage							
24	Indirect Cost (Line 22 X Line 23)			\$ 765,684	\$ 324,552	\$ 1,090,236		
25	Other Expenses (Not subject to indirect %)			\$ 3,361,307	\$ 1,878,066	\$ 5,239,373		
26	Capital Expenditure			\$ 129,515	\$ -	\$ 129,515		
28	Total Expenditures			\$ 10,897,395	\$ 5,024,811	\$ 15,922,206		
29								
30	HSH Revenues (select)							
31	General Fund - Ongoing			\$ 9,150,981	\$ 2,872,392	\$ 12,023,373		
35	Prop C - Ongoing			\$ 703,411	\$ 270,969	\$ 974,380		
37	Adjustment to Actuals			\$ (2,000,776)	\$ -	\$ (2,000,776)		
42	Total HSH Revenues			\$ 7,853,616	\$ 3,143,361	\$ 10,996,977		
43	Other Revenues (to offset Total Expenditures)							
44	Tenant Rental Income			\$ 166,829	\$ 100,950	\$ 267,779		
45	Veterans Affairs (VA) Grant			\$ -	\$ -	\$ -		
46	Continuum of Care (CoC) Grant (See Contract IDs# 1000016498; 1000027691; 1000036989)			\$ 2,876,950	\$ 1,780,500	\$ 4,657,450		
49	Total Other Revenues			\$ 3,043,779	\$ 1,881,450	\$ 4,925,229		
50								
51	Total HSH + Other Revenues			\$ 10,897,395	\$ 5,024,811	\$ 15,922,206		
52	Rev-Exp (Budget Match Check)			\$ -	\$ -	\$ -		

	A	F	M	T	AA	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	SALARY & BENEFIT DETAIL					
3	Document Date	7/1/2026				
4	Provider Name	Tenderloin Housing Clinic				
5	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)				
6	F\$P Contract ID#	1000021401				
7	Budget Name	General Fund & Prop C - Support Service, Property Management & Master Leasing (National)				
8		Year 1	Year 2	Year 3	Year 4	Year 5
9	POSITION TITLE	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
10		Current	Current	Current	Current	Current
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
12	Director of Property Management	\$ 719	\$ 5,335	\$ 9,167	\$ 8,851	\$ 8,939
13	Associate Director of Property Management	\$ 3,481	\$ 27,329	\$ 50,601	\$ 46,973	\$ 53,238
14	General Manager	\$ 4,518	\$ 46,385	\$ 84,418	\$ 73,011	\$ 61,730
15	Assistant Manager	\$ -	\$ 40,096	\$ 66,615	\$ 67,399	\$ 38,635
16	Desk Clerks	\$ 350	\$ 186,049	\$ 363,556	\$ 293,530	\$ 367,781
17	Janitors	\$ 380	\$ 60,231	\$ 103,530	\$ 103,672	\$ 105,484
18	Director of Facilities	\$ 700	\$ 4,653	\$ 8,358	\$ 8,070	\$ 8,151
19	Facilities Manager	\$ 2,432	\$ 21,177	\$ 38,154	\$ 36,106	\$ 35,046
20	Maintenance Workers	\$ 1,410	\$ 44,032	\$ 77,128	\$ 83,872	\$ 84,808
21	Director of Support Services	\$ -	\$ 4,436	\$ 7,957	\$ 7,683	\$ 7,759
22	Associate Director of Support Services	\$ 2,750	\$ 21,755	\$ 38,346	\$ 37,024	\$ 31,170
23	Support Services Manager	\$ 2,922	\$ 18,171	\$ 27,930	\$ 30,575	\$ 30,257
24	Case Manager	\$ 3,219	\$ 105,059	\$ 139,572	\$ 185,263	\$ 168,276
25	Senior Case Manager	\$ -	\$ 39,291	\$ 57,823	\$ 63,656	\$ 55,371
26	Projected one-time savings	\$ -	\$ -	\$ -	\$ (50,000)	\$ -
55		\$ 22,881	\$ 624,000	\$ 1,073,154	\$ 995,685	\$ 1,056,647
56						
57	FRINGE BENEFIT RATE	39.4%	36.00%	36.00%	36.00%	36.00%
58	EMPLOYEE FRINGE BENEFITS	\$ 9,015	\$ 224,640	\$ 386,335	\$ 358,447	\$ 380,392.77
59	TOTAL SALARIES & BENEFITS	\$ 31,896	\$ 848,639	\$ 1,459,489	\$ 1,354,132	\$ 1,437,039

	A	AK	AL	AM	AN	AQ	AX	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	SALARY & BENEFIT DETAIL									
3	Document Date	7/1/2026								
4	Provider Name	Tenderloin Housing Clinic								
5	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)								
6	F\$P Contract ID#	1000021401								
7	Budget Name	General Fund & Prop C - Support Service, Property Mana EXTENSION YEAR EXTENSION YEAR								
8		Year 6				Year 7		All Years		
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2021 - 6/30/2026	7/1/2021 - 12/31/2027	7/1/2021 - 12/31/2027
New						New	Current	Amendment	New	
10		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
11										
12	Director of Property Management	\$ 165,542	1.00	5%	0.05	\$ 8,939	\$ 4,470	\$ 33,011	\$ 13,409	\$ 46,419
13	Associate Director of Property Management	\$ 144,237	1.00	37%	0.37	\$ 53,238	\$ 26,619	\$ 181,621	\$ 79,857	\$ 261,478
14	General Manager	\$ 76,436	1.00	100%	1.00	\$ 76,436	\$ 38,218	\$ 270,063	\$ 114,654	\$ 384,717
15	Assistant Manager	\$ 68,047	1.00	100%	1.00	\$ 68,047	\$ 34,023	\$ 212,744	\$ 102,070	\$ 314,814
16	Desk Clerks	\$ 53,065	7.00	100%	7.00	\$ 371,458	\$ 185,729	\$ 1,211,267	\$ 557,187	\$ 1,768,454
17	Janitors	\$ 53,109	2.00	100%	2.00	\$ 106,219	\$ 53,109	\$ 373,296	\$ 159,328	\$ 532,624
18	Director of Facilities	\$ 150,943	1.00	5%	0.05	\$ 8,151	\$ 4,075	\$ 29,933	\$ 12,226	\$ 42,159
19	Facilities Manager	\$ 94,950	1.00	37%	0.37	\$ 35,046	\$ 17,523	\$ 132,915	\$ 52,569	\$ 185,484
20	Maintenance Workers	\$ 61,944	1.37	100%	1.37	\$ 84,808	\$ 42,404	\$ 291,250	\$ 127,212	\$ 418,462
21	Director of Support Services	\$ 143,693	1.00	5%	0.05	\$ 7,759	\$ 3,880	\$ 27,835	\$ 11,639	\$ 39,474
22	Associate Director of Support Services	\$ 101,731	1.00	31%	0.31	\$ 31,170	\$ 15,585	\$ 131,046	\$ 46,756	\$ 177,802
23	Support Services Manager	\$ 81,976	1.00	37%	0.37	\$ 30,257	\$ 15,129	\$ 109,856	\$ 45,386	\$ 155,242
24	Case Manager	\$ 58,543	3.00	100%	3.00	\$ 175,629	\$ 87,815	\$ 601,389	\$ 263,444	\$ 864,832
25	Senior Case Manager	\$ 62,724	1.00	100%	1.00	\$ 62,724	\$ 31,362	\$ 216,141	\$ 94,087	\$ 310,227
26	Projected one-time savings	\$ -	0.00	0%	0.00	\$ -	\$ -	\$ (50,000)	\$ -	\$ (50,000)
55		TOTAL SALARIES				\$ 1,119,882	\$ 559,941	\$ 3,772,366	\$ 1,679,823	\$ 5,452,189
56		TOTAL FTE		17.94						
57		FRINGE BENEFIT RATE		36.00%						
58		EMPLOYEE FRINGE BENEFITS				\$ 403,157	\$ 201,579	\$ 1,358,830	\$ 604,736	\$ 1,963,566
59		TOTAL SALARIES & BENEFITS				\$ 1,523,039	\$ 761,520	\$ 5,131,196	\$ 2,284,559	\$ 7,415,755

	A	B	E	H	K	N
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	OPERATING DETAIL					
3	Document Date	7/1/2026				
4	Provider Name	Tenderloin Housing Clinic				
5	Program	Crown, National & Winton Hotels (Support Servic				
6	F\$P Contract ID#	1000021401				
7	Budget Name	General Fund & Prop C - Support Service, Property Management & Master Leasing (National)				
8						
9		Year 1	Year 2	Year 3	Year 4	Year 5
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
11		Current	Current	Current	Current	Current
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ 77,674	\$ 88,000	\$ 136,400	\$ 125,454
15	Office Supplies, Postage	\$ -	\$ 10,000	\$ 7,350	\$ 18,000	\$ 18,000
16	Building Maintenance Supplies and Repair	\$ -	\$ 57,331	\$ 100,000	\$ 137,000	\$ 78,187
18	Insurance	\$ 1,859	\$ 23,495	\$ 27,638	\$ 34,183	\$ 61,657
22	Community Events/ Engagement/Tenant Rep Stipends	\$ 160	\$ 6,165	\$ 7,740	\$ 7,740	\$ 7,740
23	Welcome Kits	\$ -	\$ 900	\$ 2,700	\$ 1,500	\$ 1,500
24	Legal costs	\$ 5,739	\$ 12,208	\$ 10,089	\$ 48,000	\$ 65,885
25					\$ -	\$ -
42	<u>Temporary Staffing Agency Expenses</u>		\$ -		\$ -	\$ -
43	Temp - Prop Mgr	\$ -	\$ -	\$ 50,000	\$ 4,000	\$ 20,000
44	Temp - Sr. Assist Prop Mgr	\$ 718	\$ -	\$ -	\$ -	\$ 40,000
45	Temp - Desk Clerks	\$ -	\$ 29,167	\$ 45,000	\$ 51,177	\$ 5,000
46	Temp - Janitors	\$ 480	\$ 8,458	\$ 4,000	\$ 400	\$ 1,000
48	Temp - Case Managers	\$ -	\$ -	\$ -	\$ -	\$ 20,000
49	One-Time Security Guard			\$ -	\$ 50,000	\$ -
50				\$ -		
54	<u>Subcontractors (First \$50k Only)</u>			\$ -		
55				\$ -		
68	TOTAL OPERATING EXPENSES	\$ 8,956	\$ 225,397	\$ 342,517	\$ 488,400	\$ 444,422
69						
70	<u>Other Expenses (not subject to indirect cost %)</u>					
71	Master Lease (Rental of Property)	\$ 12,240	\$ 479,843	\$ 868,869	\$ 868,869	\$ 854,352
72	Property Management Dept Services	\$ -	\$ 176,307	\$ 269,438	\$ 269,438	\$ 269,438
73	Modified Payment Program Services	\$ -	\$ 107,731	\$ 164,699	\$ 164,699	\$ 164,699
74	Placeholder: FY 21-22 non-HSH Revenue Offset	\$ 45,207			\$ -	\$ -
76	<i>Potential expenses offset by Other Revenues following increase in CoC unit referrals</i>			\$ (679,084)	\$ -	\$ -
77	Adjustment to Actuals		\$ (379,464)	\$ (172,274)	\$ (87,254)	
78	PLACEHOLDER: Potential one-time savings				\$ -	\$ (36,445)
84	TOTAL OTHER EXPENSES	\$ 57,447	\$ 384,416	\$ 451,648	\$ 1,215,752	\$ 1,252,044
85						
86	<u>Capital Expenses</u>					
87	Approved Capital Projects		\$ 129,515	\$ -		
95	TOTAL CAPITAL EXPENSES	\$ -	\$ 129,515	\$ -	\$ -	\$ -

	A	S	V	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	OPERATING DETAIL					
3	Document Date	7/1/2026				
4	Provider Name	Tenderloin Housing Clinic				
5	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)				
6	F\$P Contract ID#	1000021401				
7	Budget Name	General Fund & Prop C - Support Service, Property Management & Master Leasing (National)				
8		EXTENSION YEAR EXTENSION YEAR				
9		Year 6	Year 7	All Years		
10		7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2021 - 6/30/2026	7/1/2021 - 12/31/2027	7/1/2021 - 12/31/2027
11		New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 125,454	\$ 62,727	\$ 427,528	\$ 188,181	\$ 615,708
15	Office Supplies, Postage	\$ 18,000	\$ 9,000	\$ 53,350	\$ 27,000	\$ 80,350
16	Building Maintenance Supplies and Repair	\$ 78,187	\$ 39,094	\$ 372,518	\$ 117,281	\$ 489,799
18	Insurance	\$ 61,657	\$ 30,828	\$ 148,832	\$ 92,485	\$ 241,317
22	Community Events/ Engagement/Tenant Rep Stipends	\$ 7,740	\$ 3,870	\$ 29,545	\$ 11,610	\$ 41,155
23	Welcome Kits	\$ 1,500	\$ 750	\$ 6,600	\$ 2,250	\$ 8,850
24	Legal costs	\$ 65,885	\$ 32,942	\$ 141,921	\$ 98,827	\$ 240,747
25		\$ -	\$ -	\$ -	\$ -	\$ -
42	Temporary Staffing Agency Expenses			\$ -	\$ -	\$ -
43	Temp - Prop Mgr	\$ -	\$ -	\$ 74,000	\$ -	\$ 74,000
44	Temp - Sr. Assist Prop Mgr	\$ -	\$ -	\$ 40,718	\$ -	\$ 40,718
45	Temp - Desk Clerks	\$ -	\$ -	\$ 130,344	\$ -	\$ 130,344
46	Temp - Janitors	\$ -	\$ -	\$ 14,338	\$ -	\$ 14,338
48	Temp - Case Managers	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
49	One-Time Security Guard	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
50		\$ -		\$ -	\$ -	\$ -
54	Subcontractors (First \$50k Only)			\$ -	\$ -	\$ -
55				\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 358,422	\$ 179,211	\$ 1,509,693	\$ 537,634	\$ 2,047,326
69						
70	Other Expenses (not subject to indirect cost %)					
71	Master Lease (Rental of Property)	\$ 854,352	\$ 427,176	\$ 3,084,174	\$ 1,281,529	\$ 4,365,703
72	Property Management Dept Services	\$ 269,438	\$ 134,719	\$ 984,621	\$ 404,157	\$ 1,388,778
73	Modified Payment Program Services	\$ 164,699	\$ 82,349	\$ 601,827	\$ 247,048	\$ 848,875
74	Placeholder: FY 21-22 non-HSH Revenue Offset	\$ -	\$ -	\$ 45,207	\$ -	\$ 45,207
76	Potential expenses offset by Other Revenues following increase in CoC unit referrals	\$ -	\$ -	\$ (679,084)	\$ -	\$ (679,084)
77	Adjustment to Actuals	\$ -	\$ -	\$ (638,992)	\$ -	\$ (638,992)
78	PLACEHOLDER: Potential one-time savings	\$ (36,445)	\$ (18,223)	\$ (36,445)	\$ (54,668)	\$ (91,113)
84	TOTAL OTHER EXPENSES	\$ 1,252,044	\$ 626,022	\$ 3,361,307	\$ 1,878,066	\$ 5,239,373
85						
86	Capital Expenses					
87	Approved Capital Projects	\$ -	\$ -	\$ 129,515	\$ -	\$ 129,515
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ 129,515	\$ -	\$ 129,515

BUDGET NARRATIVE

Fiscal Year

General Fund & Prop C - Support Service, Property Management & Master Leasing (National)

FY26-27

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Director of Property Management	0.03	\$ 8,939	Oversight staffing for National project	Annualized salary * Adjusted FTE
Associate Director of Property Management	0.23	\$ 53,238	Oversight staffing for National project	Annualized salary * Adjusted FTE
General Manager	0.58	\$ 76,436	On-site management of National	Annualized Salary * Adjusted FTE, reduced by the salary savings for position vacancies & temps are used to staff
Assistant Manager	1.00	\$ 68,047	On-site management of National	Annualized Salary * Adjusted FTE, reduced by the salary savings for position vacancies & temps are used to staff
Desk Clerks	7.00	\$ 371,458	24/7 management of clients at National	Annualized Salary * Adjusted FTE, reduced by the salary savings for position vacancies & temps are used to staff
Janitors	2.00	\$ 106,219	Cleaning team at National	Annualized Salary * Adjusted FTE, reduced by the salary savings for position vacancies & temps are used to staff
Director of Facilities	0.05	\$ 8,151	Oversight staffing for National project	Annualized salary * Adjusted FTE
Facilities Manager	0.37	\$ 35,046	Onsite management of facilities team for National project	Annualized salary * Adjusted FTE
Maintenance Workers	1.37	\$ 84,808	Maintenance team at National	Annualized salary * Adjusted FTE
Director of Support Services	0.05	\$ 7,759	Oversight staffing for National project	Annualized salary * Adjusted FTE
Associate Director of Support Services	0.31	\$ 31,170	Oversight staffing for National project	Annualized salary * Adjusted FTE
Support Services Manager	0.37	\$ 30,257	Onsite management of case mgmt team for National project	Annualized salary * Adjusted FTE
Case Manager	3.00	\$ 175,629	Case management team at National	Annualized salary * Adjusted FTE
Senior Case Manager	1.00	\$ 62,724	Clinical case management team at National	Annualized salary * Adjusted FTE
TOTAL	17.37	\$ 1,119,882		
<u>Employee Fringe Benefits</u>			<u>Includes FICA, SSUI, Workers Compensation and Medical</u>	
		\$ 403,157	<u>calculated at 36% of total salaries.</u>	
Salaries & Benefits Total		\$ 1,523,039		

BUDGET NARRATIVE

Fiscal Year

General Fund & Prop C - Support Service, Property Management & Master Leasing (National)

FY26-27

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 125,454	Estimated cost of Electricity, Gas, Water, Trash, Internet services	based on prior year actuals and factor for known increases
Office Supplies, Postage	\$ 18,000	Estimated cost of office supplies for staff	based on prior year actuals
Building Maintenance Supplies and Repair	\$ 78,187	Estimated cost of maintenance / repairs needed	based on prior year actuals and factors for known increases
Insurance	\$ 61,657	Estimated cost of liability and other insurance needed - based on actual premiums provided and insurance coverage levels required by funder and landlord.	Allocated based on National's share of units
Community Events/ Engagement/Tenant Rep Stipends	\$ 7,740	For client engagement/welcome kits/ tenant rep stipends for the residents in the 86 units	\$90/unit/year or \$7.50/unit/month
Welcome Kits	\$ 1,500	For welcome kits (sundries, linens,etc.) for new residents during FY26 moving into the National	Approx. \$1,500 for year
Legal costs	\$ 65,885	actions.	based on prior year actuals and projection
TOTAL OPERATING EXPENSES	\$ 358,422		
Indirect Cost	11.5% \$ 216,368		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Master Lease (Rental of Property)	\$ 854,352	Master lease of National rental units	Per Master Lease Agreement
Property Management Dept Services	\$ 269,438	National's allocation for services provided by THC's Property Mgmt	allocation based on units & usage factor for services provided by THC's Property Mgmt
Modified Payment Program Services	\$ 164,699	National's allocation for services provided by THC's Modified Payment Program (MPP) services	allocation based on units & usage factor for services provided by THC's MPP team.
PLACEHOLDER: Potential one-time savings	\$ (36,445)	Unfunded increases in costs: lease, MCO, Insurance premiums; rely on FY26 budget underspending to cover.	estimate to balance budget to funded amount.
TOTAL OTHER EXPENSES	\$ 1,252,044		

	A	B	C	D	E	H	K	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2026						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2026	5				
6	Amended Term	7/1/2021	12/31/2027	7				
7	Provider Name	Tenderloin Housing Clinic						
8	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)						
9	F\$P Contract ID#	1000021401						
10	Action (select)	Amendment						
11	Effective Date	7/1/2026						
12	Budget Name	General Fund & Prop C - Support Services, Property Management & Master Leasing (Winton)						
13		Current	New					
14	Term Budget	\$ 13,948,721	\$ 18,676,793					
15	Contingency	\$ 4,463,704	\$ 2,111,653					
16	Not-To-Exceed	\$ 34,326,248	\$ 42,532,462					
				Year 1	Year 2	Year 3		
17				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024		
18				Current	Current	Current		
19	Expenditures							
20	Salaries & Benefits			\$ 1,138,914.96	\$ 1,449,337	\$ 1,399,949		
21	Operating Expense			\$ 478,725.59	\$ 595,598	\$ 575,599		
22	Subtotal			\$ 1,617,641	\$ 2,044,935	\$ 1,975,548		
23	Indirect Percentage			11.50%	11.50%	11.50%		
24	Indirect Cost (Line 22 X Line 23)			\$ 186,028.44	\$ 235,168	\$ 227,188		
25	Other Expenses (Not subject to indirect %)			\$ 1,368,469	\$ 1,583,059	\$ 2,014,973		
26	Capital Expenditure			\$ 51,000	\$ 62,935	\$ 120,139		
28	Total Expenditures			\$ 3,223,138	\$ 3,926,097	\$ 4,337,848		
29								
30	HSH Revenues (select)							
31	General Fund - Ongoing			\$ 2,822,590	\$ 2,799,852	\$ 2,667,986		
33	General Fund - One-Time			\$ 25,000				
35	Prop C - Ongoing			\$ -	\$ 293,288	\$ 302,087		
36	Prop C - One-Time Carry Forward			\$ -	\$ -	\$ 120,139		
37	Adjustment to Actuals			\$ (597,868)	\$ (423,345)	\$ (119,464)		
42	Total HSH Revenues			\$ 2,249,721.47	\$ 2,669,795	\$ 2,970,748		
43	Other Revenues (to offset Total Expenditures)							
44	Tenant Rental Income			\$ 297,382	\$ 175,801	\$ 246,000		
45	Veterans Affairs (VA) Grant			\$ 168,000	\$ 108,400	\$ 147,000		
46	Continuum of Care (CoC) Grant (See Contract IDs# 1000016498; 1000027691; 1000036989)			\$ 508,035	\$ 972,102	\$ 974,100		
49	Total Other Revenues			\$ 973,417	\$ 1,256,303	\$ 1,367,100		
50								
51	Total HSH + Other Revenues			\$ 3,223,138	\$ 3,926,097	\$ 4,337,848		

	A	B	C	D	N	Q	V	Y	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	7/1/2026							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	7/1/2021	6/30/2026	5					
6	Amended Term	7/1/2021	12/31/2027	7					
7	Provider Name	Tenderloin Housing Clinic							
8	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)							
9	F\$P Contract ID#	1000021401							
10	Action (select)	Amendment							
11	Effective Date	7/1/2026							
12	Budget Name	General Fund & Prop C - Support Services, Property Management & Master Leasing (Winton)							
13		Current	New						
14	Term Budget	\$ 13,948,721	\$ 18,676,793						
15	Contingency	\$ 4,463,704	\$ 2,111,653						
16	Not-To-Exceed	\$ 34,326,248	\$ 42,532,462	Year 4	Year 5	Year 6	Year 7		
17				7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027		
18				Current	Current	New	New		
19	Expenditures								
20	Salaries & Benefits	\$	1,376,057	\$	1,491,830.82	\$	1,552,831	\$	776,415
21	Operating Expense	\$	519,687	\$	485,179.01	\$	424,179	\$	212,090
22	Subtotal	\$	1,895,744	\$	1,977,010	\$	1,977,010	\$	988,505
23	Indirect Percentage		11.50%		11.50%		11.5%		11.5%
24	Indirect Cost (Line 22 X Line 23)	\$	218,011	\$	227,356	\$	227,356	\$	113,678
25	Other Expenses (Not subject to indirect %)	\$	1,983,655	\$	2,175,282	\$	2,175,282	\$	1,087,641
26	Capital Expenditure	\$	-	\$	-	\$	-	\$	-
28	Total Expenditures	\$	4,097,409	\$	4,379,648.00	\$	4,379,648	\$	2,189,824
29									
30	HSH Revenues (select)								
31	General Fund - Ongoing	\$	2,828,239	\$	2,839,312.50	\$	2,839,313	\$	1,419,656
33	General Fund - One-Time	\$	-	\$	-	\$	-	\$	-
35	Prop C - Ongoing	\$	309,639	\$	312,735.50	\$	312,736	\$	156,368
36	Prop C - One-Time Carry Forward	\$	-	\$	-	\$	-	\$	-
37	Adjustment to Actuals	\$	(231,469)	\$	-	\$	-	\$	-
42	Total HSH Revenues	\$	2,906,409	\$	3,152,048	\$	3,152,048	\$	1,576,024
43	Other Revenues (to offset Total Expenditures)								
44	Tenant Rental Income	\$	226,800	\$	245,000	\$	245,000	\$	122,500
45	Veterans Affairs (VA) Grant	\$	97,000	\$	118,000	\$	118,000	\$	59,000
46	Continuum of Care (CoC) Grant (See Contract IDs# 1000016498; 1000027691; 1000036989)	\$	867,200	\$	864,600	\$	864,600	\$	432,300
49	Total Other Revenues	\$	1,191,000	\$	1,227,600	\$	1,227,600	\$	613,800
50									
51	Total HSH + Other Revenues	\$	4,097,409	\$	4,379,648	\$	4,379,648	\$	2,189,824

	A	B	C	D	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2026						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2026	5				
6	Amended Term	7/1/2021	12/31/2027	7				
7	Provider Name	Tenderloin Housing Clinic						
8	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)						
9	F\$P Contract ID#	1000021401						
10	Action (select)	Amendment						
11	Effective Date	7/1/2026						
12	Budget Name	General Fund & Prop C - Support Services, Property Management & Master Leasing (Winton)						
13		Current	New					
14	Term Budget	\$ 13,948,721	\$ 18,676,793					
15	Contingency	\$ 4,463,704	\$ 2,111,653					
16	Not-To-Exceed	\$ 34,326,248	\$ 42,532,462					
17				All Years				
18				7/1/2021 - 6/30/2026	7/1/2021 - 12/31/2027	7/1/2021 - 12/31/2027		
19	Expenditures			Current	Amendment	New		
20	Salaries & Benefits			\$ 6,856,089	\$ 2,329,246	\$ 9,185,335		
21	Operating Expense			\$ 2,654,789	\$ 636,269	\$ 3,291,058		
22	Subtotal			\$ 9,510,878	\$ 2,965,515	\$ 12,476,393		
23	Indirect Percentage							
24	Indirect Cost (Line 22 X Line 23)			\$ 1,093,751	\$ 341,034	\$ 1,434,785		
25	Other Expenses (Not subject to indirect %)			\$ 9,125,438	\$ 3,262,923	\$ 12,388,361		
26	Capital Expenditure			\$ 234,074	\$ -	\$ 234,074		
28	Total Expenditures			\$ 19,964,141	\$ 6,569,472	\$ 26,533,613		
29								
30	HSH Revenues (select)							
31	General Fund - Ongoing			\$ 13,957,979	\$ 4,258,969	\$ 18,216,947		
33	General Fund - One-Time			\$ 25,000	\$ -	\$ 25,000		
35	Prop C - Ongoing			\$ 1,217,750	\$ 469,103	\$ 1,686,853		
36	Prop C - One-Time Carry Forward			\$ 120,139	\$ -	\$ 120,139		
37	Adjustment to Actuals			\$ (1,372,146)	\$ -	\$ (1,372,146)		
42	Total HSH Revenues			\$ 13,948,721	\$ 4,728,072	\$ 18,676,793		
43	Other Revenues (to offset Total Expenditures)							
44	Tenant Rental Income			\$ 1,190,983	\$ 367,500	\$ 1,558,483		
45	Veterans Affairs (VA) Grant			\$ 638,400	\$ 177,000	\$ 815,400		
46	Continuum of Care (CoC) Grant (See Contract IDs# 1000016498; 1000027691; 1000036989)			\$ 4,186,037	\$ 1,296,900	\$ 5,482,937		
49	Total Other Revenues			\$ 6,015,420	\$ 1,841,400	\$ 7,856,820		
50								
51	Total HSH + Other Revenues			\$ 19,964,141	\$ 6,569,472	\$ 26,533,613		

	A	F	M	T	AA	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	SALARY & BENEFIT DETAIL					
3	Document Date	7/1/2026				
4	Provider Name	Tenderloin Housing Clinic				
5	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)				
6	FSP Contract ID#	1000021401				
7	Budget Name	General Fund & Prop C - Support Services, Property Management & Master Leasing (Winton)				
8		Year 1	Year 2	Year 3	Year 4	Year 5
9	POSITION TITLE	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
10		Current	Current	Current	Current	Current
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
12	Director of Property Management	\$ 7,499	\$ 11,008	\$ 11,034	\$ 10,654	\$ 10,760
13	Associate Director of Property Management	\$ 37,067	\$ 52,987	\$ 58,838	\$ 54,620	\$ 61,905
14	Property Manager	\$ 60,519	\$ 81,858	\$ 70,000	\$ 77,212	\$ 79,512
15	Senior Assistant Property Manager	\$ 52,325	\$ 37,689	\$ 41,000	\$ 50,881	\$ 64,344
16	Desk Clerks	\$ 301,187	\$ 323,009	\$ 345,000	\$ 347,944	\$ 336,326
17	Janitors	\$ 47,929	\$ 86,864	\$ 99,013	\$ 103,672	\$ 105,484
18	Director of Facilities	\$ 7,164	\$ 9,601	\$ 10,061	\$ 9,714	\$ 9,811
19	Facilities Manager	\$ 29,120	\$ 41,061	\$ 43,190	\$ 40,960	\$ 40,348
20	Maintenance Workers	\$ 110,956	\$ 86,864	\$ 54,000	\$ 79,313	\$ 78,253
21	Director of Support Services	\$ 4,648	\$ 9,154	\$ 9,578	\$ 9,248	\$ 9,340
22	Associate Director of Support Services	\$ 4,171	\$ 42,181	\$ 44,588	\$ 43,051	\$ 36,245
23	Support Services Manager	\$ 27,647	\$ 35,232	\$ 39,071	\$ 35,553	\$ 35,183
24	Case Managers	\$ 126,780	\$ 180,826	\$ 176,000	\$ 185,330	\$ 174,053
25	Senior Case Manager	\$ -	\$ 67,355	\$ 28,000	\$ 63,656	\$ 55,371
26	Projected one-time savings	\$ -	\$ -	\$ -	\$ (100,000)	\$ -
55		\$ 817,012	\$ 1,065,689	\$ 1,029,374	\$ 1,011,806	\$ 1,096,934
56						
57	FRINGE BENEFIT RATE	39.40%	36.00%	36.00%	36.00%	36.00%
58	EMPLOYEE FRINGE BENEFITS	\$ 321,903	\$ 383,648	\$ 370,575	\$ 364,250	\$ 394,896.39
59	TOTAL SALARIES & BENEFITS	\$ 1,138,915	\$ 1,449,337	\$ 1,399,949	\$ 1,376,057	\$ 1,491,831

	A	AK	AL	AM	AN	AQ	AX	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date	7/1/2026									
4	Provider Name	Tenderloin Housing Clinic									
5	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)									
6	F\$P Contract ID#	1000021401									
7	Budget Name	General Fund & Prop C - Support Services, Property Management & Master Leasing (Winton)					EXTENSION YEAR EXTENSION YEAR				
8		Year 6				Year 7	All Years				
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2021 - 6/30/2026	7/1/2021 - 12/31/2027	7/1/2021 - 12/31/2027	
10						New	New	Current	Amendment	New	
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Director of Property Management	\$ 165,542	1.00	7%	0.07	\$ 10,760	\$ 5,380	\$ 50,955	\$ 16,140	\$ 67,096	
13	Associate Director of Property Management	\$ 144,233	1.00	43%	0.43	\$ 61,905	\$ 30,952	\$ 265,417	\$ 92,857	\$ 358,274	
14	Property Manager	\$ 79,512	1.00	100%	1.00	\$ 79,512	\$ 39,756	\$ 369,101	\$ 119,268	\$ 488,369	
15	Senior Assistant Property Manager	\$ 64,344	1.00	100%	1.00	\$ 64,344	\$ 32,172	\$ 246,238	\$ 96,516	\$ 342,754	
16	Desk Clerks	\$ 52,248	7.00	100%	7.00	\$ 365,738	\$ 182,869	\$ 1,653,466	\$ 548,607	\$ 2,202,074	
17	Janitors	\$ 53,109	2.00	100%	2.00	\$ 106,219	\$ 53,109	\$ 442,962	\$ 159,328	\$ 602,290	
18	Director of Facilities	\$ 150,943	1.00	7%	0.07	\$ 9,811	\$ 4,906	\$ 46,352	\$ 14,717	\$ 61,069	
19	Facilities Manager	\$ 94,007	1.00	43%	0.43	\$ 40,348	\$ 20,174	\$ 194,678	\$ 60,521	\$ 255,199	
20	Maintenance Workers	\$ 54,753	1.43	100%	1.43	\$ 78,253	\$ 39,126	\$ 409,386	\$ 117,379	\$ 526,764	
21	Director of Support Services	\$ 143,693	1.00	7%	0.07	\$ 9,340	\$ 4,670	\$ 41,967	\$ 14,010	\$ 55,977	
22	Associate Director of Support Services	\$ 101,754	1.00	36%	0.36	\$ 36,245	\$ 18,122	\$ 170,236	\$ 54,367	\$ 224,603	
23	Support Services Manager	\$ 81,973	1.00	43%	0.43	\$ 35,183	\$ 17,591	\$ 172,686	\$ 52,774	\$ 225,460	
24	Case Managers	\$ 60,469	3.00	100%	3.00	\$ 181,406	\$ 90,703	\$ 842,989	\$ 272,110	\$ 1,115,099	
25	Senior Case Manager	\$ 62,724	1.00	100%	1.00	\$ 62,724	\$ 31,362	\$ 214,383	\$ 94,087	\$ 308,470	
26	Projected one-time savings	\$ -	0.00	0%	0.00	\$ -	\$ -	\$ (100,000)	\$ -	\$ (100,000)	
55		TOTAL SALARIES				\$ 1,141,787	\$ 570,894	\$ 5,020,816	\$ 1,712,681	\$ 6,733,497	
56		TOTAL FTE		18.27							
57		FRINGE BENEFIT RATE		36.00%							
58		EMPLOYEE FRINGE BENEFITS				\$ 411,043	\$ 205,522	\$ 1,835,272	\$ 616,565	\$ 2,451,837	
59		TOTAL SALARIES & BENEFITS				\$ 1,552,831	\$ 776,415	\$ 6,856,089	\$ 2,329,246	\$ 9,185,335	

	A	B	E	H	K	N
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	OPERATING DETAIL					
3	Document Date	7/1/2026				
4	Provider Name	Tenderloin Housing Clinic				
5	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)				
6	FSP Contract ID#	1000021401				
7	Budget Name	General Fund & Prop C - Support Services, Property Management & Master Leasing (Winton)				
8						
9		Year 1	Year 2	Year 3	Year 4	Year 5
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
11		Current	Current	Current	Current	Current
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 169,685	\$ 180,000	\$ 166,797	\$ 217,400	\$ 206,989
15	Office Supplies, Postage	\$ 5,366	\$ 5,200	\$ 5,200	\$ 12,000	\$ 12,000
16	Building Maintenance Supplies and Repair	\$ 114,284	\$ 142,919	\$ 279,814	\$ 132,000	\$ 94,318
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 29,675	\$ 101,456	\$ 32,285	\$ 39,487	\$ 71,694
22	Community Events/ Engagement/Tenant Rep Stipends	\$ 5,000	\$ 9,120	\$ 9,000	\$ 9,000	\$ 9,000
23	Welcome Kits	\$ 1,410	\$ 1,000	\$ 3,000	\$ 2,000	\$ 2,000
24	Elevator	\$ 11,509	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
25	Legal costs	\$ 38,000	\$ 37,353	\$ 30,000	\$ 16,000	\$ 13,178
26				\$ -	\$ -	\$ -
42	Temporary Staffing Agency Expenses		\$ -	\$ -	\$ -	\$ -
43	Temp - Prop Mgr	\$ -	\$ -	\$ 32,504	\$ -	\$ -
44	Temp - Sr. Assist Prop Mgr	\$ -	\$ 45,000	\$ -	\$ 38,000	\$ -
45	Temp - Desk Clerks	\$ 33,000	\$ 32,700	\$ 1,000	\$ 26,400	\$ 40,000
46	Temp - Janitors	\$ 70,450	\$ 24,750	\$ 1,000	\$ 12,400	\$ 1,000
47	Temp - Maintenance Workers	\$ 0.45	\$ 1,100	\$ -	\$ -	\$ -
48	Temp - Case Managers	\$ 346	\$ -		\$ -	\$ 20,000
49						
54	Subcontractors (First \$50k Only)					
55						
68	TOTAL OPERATING EXPENSES	\$ 478,726	\$ 595,598	\$ 575,599	\$ 519,687	\$ 485,179
69						
70	Other Expenses (not subject to indirect cost %)					
72	Master Lease (Rental of Property)	\$ 1,560,678	\$ 1,623,750	\$ 1,640,187	\$ 1,720,874	\$ 1,755,291
73	Property Management Dept Services	\$ 280,620	\$ 277,740	\$ 302,739	\$ 302,739	\$ 302,739
74	Modified Payment Program Services	\$ 125,040	\$ 167,850	\$ 191,510	\$ 191,510	\$ 191,510
75	One-Time Adjustment to Actuals	\$ (597,868)	\$ (486,280)	\$ (119,464)	\$ (231,469)	\$ -
76	PLACEHOLDER: Potential one-time savings			\$ -	\$ -	\$ (74,259)
84	TOTAL OTHER EXPENSES	\$ 1,368,469	\$ 1,583,059	\$ 2,014,973	\$ 1,983,655	\$ 2,175,282
85						
86	Capital Expenses					
87	One-Time Funding for Bathroom Floor work	\$ 25,000				
88	One-Time Funding for Community Floor work	\$ 26,000				
89	Approved Capital Projects		\$ 62,935	\$ 120,139		
95	TOTAL CAPITAL EXPENSES	\$ 51,000	\$ 62,935	\$ 120,139	\$ -	\$ -

	A	S	V	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	OPERATING DETAIL					
3	Document Date	7/1/2026				
4	Provider Name	Tenderloin Housing Clinic				
5	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)				
6	FSP Contract ID#	1000021401				
7	Budget Name	General Fund & Prop C - Support Services, Property Management & Master Leasing (Winton)				
8		EXTENSION YEAR EXTENSION YEAR				
9		Year 6	Year 7	All Years		
10		7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2021 - 6/30/2026	7/1/2021 - 12/31/2027	7/1/2021 - 12/31/2027
11		New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 206,989	\$ 103,494	\$ 940,871	\$ 310,483	\$ 1,251,354
15	Office Supplies, Postage	\$ 12,000	\$ 6,000	\$ 39,766	\$ 18,000	\$ 57,766
16	Building Maintenance Supplies and Repair	\$ 94,318	\$ 47,159	\$ 763,335	\$ 141,477	\$ 904,813
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 71,694	\$ 35,847	\$ 274,598	\$ 107,541	\$ 382,139
22	Community Events/ Engagement/Tenant Rep Stipends	\$ 9,090	\$ 4,545	\$ 41,120	\$ 13,635	\$ 54,755
23	Welcome Kits	\$ 1,910	\$ 955	\$ 9,410	\$ 2,865	\$ 12,275
24	Elevator	\$ 15,000	\$ 7,500	\$ 71,509	\$ 22,500	\$ 94,009
25	Legal costs	\$ 13,178	\$ 6,589	\$ 134,530	\$ 19,766	\$ 154,297
26		\$ -	\$ -	\$ -	\$ -	\$ -
42	Temporary Staffing Agency Expenses			\$ -	\$ -	\$ -
43	Temp - Prop Mgr	\$ -	\$ -	\$ 32,504	\$ -	\$ 32,504
44	Temp - Sr. Assist Prop Mgr	\$ -	\$ -	\$ 83,000	\$ -	\$ 83,000
45	Temp - Desk Clerks	\$ -	\$ -	\$ 133,100	\$ -	\$ 133,100
46	Temp - Janitors	\$ -	\$ -	\$ 109,600	\$ -	\$ 109,600
47	Temp - Maintenance Workers	\$ -	\$ -	\$ 1,100	\$ -	\$ 1,100
48	Temp - Case Managers	\$ -	\$ -	\$ 20,346	\$ -	\$ 20,346
49				\$ -	\$ -	\$ -
54	Subcontractors (First \$50k Only)			\$ -	\$ -	\$ -
55				\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ 424,179	\$ 212,090	\$ 2,654,789	\$ 636,269	\$ 3,291,058
69						
70	Other Expenses (not subject to indirect cost %)					
72	Master Lease (Rental of Property)	\$ 1,755,291	\$ 877,646	\$ 8,300,780	\$ 2,632,937	\$ 10,933,717
73	Property Management Dept Services	\$ 302,739	\$ 151,370	\$ 1,466,577	\$ 454,109	\$ 1,920,686
74	Modified Payment Program Services	\$ 191,510	\$ 95,755	\$ 867,421	\$ 287,265	\$ 1,154,686
75	One-Time Adjustment to Actuals	\$ -	\$ -	\$ (1,435,081)	\$ -	\$ (1,435,081)
76	PLACEHOLDER: Potential one-time savings	\$ (74,259)	\$ (37,129)	\$ (74,259)	\$ (111,388)	\$ (185,647)
84	TOTAL OTHER EXPENSES	\$ 2,175,282	\$ 1,087,641	\$ 9,125,438	\$ 3,262,923	\$ 12,388,361
85						
86	Capital Expenses					
87	One-Time Funding for Bathroom Floor work	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
88	One-Time Funding for Community Floor work	\$ -	\$ -	\$ 26,000	\$ -	\$ 26,000
89	Approved Capital Projects	\$ -	\$ -	\$ 183,074	\$ -	\$ 183,074
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ 234,074	\$ -	\$ 234,074

BUDGET NARRATIVE

Fiscal Year

General Fund & Prop C - Support Services, Property Management & Master Leasing (Winton)

FY26-27

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Director of Property Management	0.07	\$ 10,760	Oversight staffing for Winton project	Annualized Salary * Adjusted FTE
Associate Director of Property Management	0.43	\$ 61,905	Oversight staffing for Winton project	Annualized Salary * Adjusted FTE
Property Manager	1.00	\$ 79,512	On-site management of Winton	Annualized Salary * Adjusted FTE
Senior Assistant Property Manager	1.00	\$ 64,344	On-site management of Winton	Annualized Salary * Adjusted FTE
Desk Clerks	7.00	\$ 365,738	24/7 management of clients at Winton	Annualized Salary * Adjusted FTE, reduced by the salary savings for position vacancies & temps are used to staff
Janitors	2.00	\$ 106,219	Cleaning team at Winton	Annualized Salary * Adjusted FTE, reduced by the salary savings for position vacancies & temps are used to staff
Director of Facilities	0.07	\$ 9,811	Oversight staffing for Winton project	Annualized Salary * Adjusted FTE
Facilities Manager	0.43	\$ 40,348	Onsite management of facilities team for Winton project	Annualized Salary * Adjusted FTE
Maintenance Workers	1.43	\$ 78,253	Maintenance team at Winton	Annualized Salary * Adjusted FTE
Director of Support Services	0.07	\$ 9,340	Oversight staffing for Winton project	Annualized Salary * Adjusted FTE
Associate Director of Support Services	0.36	\$ 36,245	Oversight staffing for Winton project	Annualized Salary * Adjusted FTE
Support Services Manager	0.43	\$ 35,183	Onsite management of case mgmt team for Winton project	Annualized Salary * Adjusted FTE
Case Managers	3.00	\$ 181,406	Case management team at Winton	Annualized Salary * Adjusted FTE
Senior Case Manager	1.00	\$ 62,724	Clinical case management team at Winton	Annualized Salary * Adjusted FTE
TOTAL	18.27	\$ 1,141,787		
<u>Employee Fringe Benefits</u>		\$ 411,043	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 36% of total salaries.</u>	
Salaries & Benefits Total		\$ 1,552,831		

BUDGET NARRATIVE

Fiscal Year

General Fund & Prop C - Support Services, Property Management & Master Leasing (Winton)

FY26-27

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 206,989	Estimated cost of Electricity, Gas, Water, Trash, Internet services	based on prior year actuals and factor for known increases
Office Supplies, Postage	\$ 12,000	Estimated cost of office supplies for staff	based on prior year actuals
Building Maintenance Supplies and Repair	\$ 94,318	Estimated cost of maintenance / repairs needed	based on prior year actuals and factors for known increases
Printing and Reproduction	\$ -		
Insurance	\$ 71,694	Estimated cost of using external attorneys for lease mgmt legal actions	Allocated based on Winton's share of total units
Community Events/ Engagement/Tenant Rep Stipends	\$ 9,090	For client engagement/welcome kits/ tenant rep stipends for the residents in the 100 units	\$90/unit/year or \$7.50/unit/month
Welcome Kits	\$ 1,910	For welcome kits (sundries, linens,etc.) for new residents during FY26 moving into the Winton	Approx. \$1,910/year
Elevator	\$ 15,000	Estimated cost of elevator maintenance/repair for the elevator	based prior year actuals and the cap in our lease
Legal costs	\$ 13,178	Estimated cost of using external attorneys for lease mgmt legal actions	based on prior year actuals and projection for additional actions needed
TOTAL OPERATING EXPENSES	\$ 424,179		
Indirect Cost	11.5% \$ 227,356		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Master Lease (Rental of Property)	\$ 1,755,291	Master lease of Winton rental units	Per Master Lease Agreement
Property Management Dept Services	\$ 302,739	Winton's allocation for services provided by THC's Property Mgmt	allocation based on units & usage factor for services provided by THC's Property Mgmt
Modified Payment Program Services	\$ 191,510	Winton's allocation for services provided by THC's Modified Payment Program (MPP) services	allocation based on units & usage factor for services provided by THC's MPP team.
	\$ -		
PLACEHOLDER: Potential one-time savings	\$ (74,259)	Unfunded increases in costs: lease, MCO, Insurance premiums; rely on FY26 budget savings to cover.	estimate to balance budget to funded amount.
TOTAL OTHER EXPENSES	\$ 2,175,282		

	A	B	C	D	E	H	K	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2026								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2021	6/30/2026	5						
6	Amended Term	7/1/2021	12/31/2027	7						
7	Provider Name	Tenderloin Housing Clinic								
8	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)								
9	F\$P Contract ID#	1000021401								
10	Action (select)	Amendment								
11	Effective Date	7/1/2026								
12	Budget Name	HHIP - One-Time Capital								
13		Current	New							
14	Term Budget	\$ 13,000	\$ 13,000							
15	Contingency	\$ 4,463,704	\$ 2,111,653							
16	Not-To-Exceed	\$ 34,326,248	\$ 42,532,462	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 - 6/30/2026	
18				Current	Current	Current	Current	Current	Current	
19	Expenditures									
26	Capital Expenditure	\$ -	\$ -	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ 13,000	
28	Total Expenditures	\$ -	\$ -	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ 13,000	
29										
30	HSH Revenues (select)									
39	Housing and Homelessness Incentive Program (HHIP) - One-Time			\$ 13,000					\$ 13,000	
42	Total HSH Revenues	\$ -	\$ -	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ 13,000	
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

	A	B	E	H	K	N	AF
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	7/1/2026					
4	Provider Name	Tenderloin Housing Clinic					
5	Program	Crown, National & Winton Hotels (Support Service					
6	F\$P Contract ID#	1000021401					
7	Budget Name	HHIP - One-Time Capital					
8							
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 - 6/30/2026
11		Current	Current	Current	Current	Current	Current
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
86	<u>Capital Expenses</u>						
87	Elevator Repair			\$ 13,000			\$ 13,000
88							\$ -
94							
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ 13,000	\$ -	\$ -	\$ 13,000
96							
97	HSH #3						

	A	B	C	D	E	H	K	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2026								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2021	6/30/2026	5						
6	Amended Term	7/1/2021	12/31/2027	7						
7	Provider Name	Tenderloin Housing Clinic								
8	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)								
9	F\$P Contract ID#	1000021401								
10	Action (select)	Amendment								
11	Effective Date	7/1/2026								
12	Budget Name	Whole Person Care - One-Time Capital								
13		Current	New							
14	Term Budget	\$ 300,891	\$ 300,891							
16	Not-To-Exceed	\$ 34,326,248	\$ 42,532,462	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 - 6/30/2026	
18				Current	Current	Current	Current	Current	Current	
19	Expenditures									
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ 300,891	\$ -	\$ 300,891	\$ -	\$ 300,891	
28	Total Expenditures	\$ -	\$ -	\$ -	\$ 300,891	\$ -	\$ 300,891	\$ -	\$ 300,891	
29										
30	HSH Revenues (select)									
37	Adjustment to Actuals				\$ (7,466)		\$ (7,466)		\$ (7,466)	
40	Whole Person Care (WPC) - One-Time				\$ 308,357		\$ 308,357		\$ 308,357	
42	Total HSH Revenues	\$ -	\$ -	\$ -	\$ 300,891	\$ -	\$ 300,891	\$ -	\$ 300,891	
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54										

	A	B	E	H	K	N	AF
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	7/1/2026					
4	Provider Name	Tenderloin Housing Clinic					
5	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)					
6	F\$P Contract ID#	1000021401					
7	Budget Name	Whole Person Care - One-Time Capital					
8							
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 - 6/30/2026
11		Current	Current	Current	Current	Current	Current
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
86	<u>Capital Expenses</u>						
87	Crown: Safety and Security Upgrades				\$ 70,776		\$ 70,776
88	Winton: Safety and Security, Other Upgrades and Repairs				\$ 237,581		\$ 237,581
89	Adjustment to Actuals				\$ (7,466)		\$ (7,466)
94							
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ 300,891	\$ -	\$ 300,891
96							
97	HSH #3						

	A	B	C	D	E	H	K	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2026								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2021	6/30/2026	5						
6	Amended Term	7/1/2021	12/31/2027	7						
7	Provider Name	Tenderloin Housing Clinic								
8	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)								
9	F\$P Contract ID#	1000021401								
10	Action (select)	Amendment								
11	Effective Date	7/1/2026								
12	Budget Name	One-Time - Prop C Bonus Pay								
13		Current	New							
14	Term Budget	\$ 118,132	\$ 118,132							
15	Contingency	\$ 4,463,704	\$ 2,111,653							
16	Not-To-Exceed	\$ 34,326,248	\$ 42,532,462	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 - 6/30/2026	
18				Current	Current	Current	Current	Current	Current	
19	Expenditures									
25	Other Expenses (Not subject to indirect %)	\$ 118,132	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,132	
28	Total Expenditures	\$ 118,132	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,132	
29										
30	HSH Revenues (select)									
34	Prop C - One-time COVID-19 Bonus Pay	\$ 118,132							\$ 118,132	
42	Total HSH Revenues	\$ 118,132	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,132	
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54										

	A	B	E	H	K	N	AF
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	7/1/2026					
4	Provider Name	Tenderloin Housing Clinic					
5	Program	Crown, National & Winton Hotels (Support Services, Property Management & Master Leasing)					
6	F\$P Contract ID#	1000021401					
7	Budget Name	One-Time - Prop C Bonus Pay					
8							
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 - 6/30/2026
11		Current	Current	Current	Current	Current	Current
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
70	Other Expenses (not subject to indirect cost %)						
71	One-Time Prop C Bonus Pay	\$ 118,132					\$ 118,132
83							
84	TOTAL OTHER EXPENSES	\$ 118,132	\$ -	\$ -	\$ -	\$ -	\$ 118,132
85							