



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	Contract Amendment Approval: DISH SF Property Management at Six Buildings

<i>Agreement Information</i>	
F\$P Contract ID#	1000035491
Provider Name	DISH SF
Program Name	Property Management at Six Buildings
Agreement Action	1 st Amendment
Agreement Term	July 1, 2025 – December 31, 2027

Agreement Amount

Current Budget ¹	Amended to Add	New Budget	Contingency ²	Total Not to Exceed (NTE)
\$9,316,739	\$13,370,309	\$22,687,048	\$2,674,061	\$25,361,109

Funding Summary

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget
2025-26	\$9,316,739	\$4,348,297 ³	--	\$9,316,739
2026-27	--	--	\$8,913,539	\$8,913,539
2027-28 (prorated)	--	--	\$4,456,770	\$4,456,770
TOTAL⁴	\$9,316,739	\$4,348,297	\$13,370,309	\$22,687,048
			<i>Contingency</i>	<i>\$2,674,061</i>
			Total NTE	\$25,361,109

¹ The current Not-to-Exceed (NTE) amount is \$9,995,897.

² A 20% contingency only applied to outgoing year budget amounts.

³ Actual spent through December 2025. This is 49% of the FY 25-26 Property Management budget. The one-time Certificate of Participation (COP) funding for elevator modernization projects had not been invoiced at the time of writing this Memo.

⁴ Due to rounding, numbers presented may not add up precisely to the totals provided.

Contract Amendment Approval: DISH SF | Property Management at Six Buildings

Funding Information	
Funding Sources⁵	81.5% General Fund 7.7% Our City, Our Home (Prop C) 4.6% U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) 4.4% Mental Health Services Act (MHSA) 1.8% Certificate of Participation (COP) Bonds

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing contract with DISH SF for the provision of Property Management at Six Buildings for the period of July 1, 2025, to December 31, 2027, in an additional amount of \$13,370,309. This amendment extends the contract at current ongoing funding levels for an additional 18 months. The new NTE amount is \$25,361,109, which includes \$2,674,061 in contingency.

Background

Delivering Innovation in Supportive Housing (DISH) was created in 2006 in partnership with the Department of Public Health (DPH) to provide Property Management and Master Lease Stewardship for City-leased permanent supportive housing (PSH) sites. DISH’s compassionate, tenant-centered program model offers stable, dignified housing to individuals who have experienced long-term homelessness, severe trauma, and chronic health challenges. DISH contracts were transferred to HSH when the Department was formed.

Over 18 years as a fiscally sponsored project of TIDES Center, DISH grew to almost 100 staff members serving nearly 800 formerly homeless tenants across nine PSH buildings with annual expenditures over \$17 million. On July 1, 2025, the organization transitioned out of their partnership with TIDES Center to become DISH SF, an independent nonprofit organization which now manages its own financial systems, human resources and legal affairs.

HSH entered into a new contract directly with DISH SF on July 1, 2025, to continue funding these program services.

Services to be Provided

The purpose of the contract is to provide Property Management and Master Lease Stewardship to adult tenants at six City-leased permanent supportive housing sites. Contractor will provide services to tenants of 450 units with a budgeted staff of 64.28 FTE.

In FY 24-25, this program served 481 adults. DISH SF has made significant progress in reducing the overall vacancy rate across these six buildings. As of February 19, 2026, the offline vacancy percentage was 2.9%.

Selection

Contractor 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.

⁵ The funding sources listed reflect current and future years. The \$403,200 in COP Bonds is currently budgeted for FY 25-26 only.



Contract Amendment Approval: DISH SF | Property Management at Six Buildings

DISH SF 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 2006. HSH awarded a contract to TIDES Center as fiscal sponsor for DISH in 2019 via Request for Proposals (RFP) #115, issued November 8, 2018. That contract was superseded by this current one upon DISH SF's transition to an independent organization, effective July 1, 2025.

Performance History

Fiscal Monitoring: Because DISH SF became a new nonprofit entity on July 1, 2025, it has not previously participated in the Citywide Joint Fiscal Monitoring process. DISH SF is currently undergoing fiscal monitoring as part of the FY 25-26 cycle, which the City expects to complete by the end of the fiscal year.

Program Monitoring: DISH SF's Property Management at Six Buildings program underwent program monitoring most recently in FY 24-25. Overall, DISH did very well in the most recent program monitoring. With DISH's recent transition to an independent nonprofit organization, they have developed and implemented new systems, software, policies and procedures which impact the organization at every level. Some of the new program monitoring requirements were in the process of being implemented during the FY 24-25 visit. These include the rollout of new checklists for daily cleaning and site walk throughs, and new systems for file organization and supervisor review of tenant files. DISH submitted a comprehensive plan to address all findings outlined in the results letter.

Agreement Materials

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



**Appendix A-1, Services to be Provided
by
DISH SF
Property Management and Master Lease Stewardship at Six Buildings**

I. Purpose of Contract

The purpose of the contract 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

A. Contractor shall serve formerly homeless and income-eligible adults aged 18 years or older without the custody of minors below 18 years of age. This shall include tenants who must meet more specific eligibility criteria as required by the funding source for their housing sites:

1. In housing units funded through the Mental Health Services Act (MHSA), Contractor shall serve adults living with a Mental Health diagnosis and Full-Service Partnership Authorization from Behavioral Health Services (BHS) from the Department of Public Health (DPH).
2. In housing units funded through the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) program, contractor shall serve chronically homeless adults.
3. At the Le Nain, Contractor shall serve formerly homeless and income-eligible adults aged 55 or older.

B. Contractor shall serve existing tenants of the housing sites whose tenancy began prior to Master Lease initiation.

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.

Applicants for MHSA units will be referred to HSH through the BHS Intensive Case Management/Full-Service Partnership (ICM/FSP) process.

Applicants for HUD CoC units must meet all other program eligibility criteria as defined by the HUD CoC project application, including requirements related to chronic homelessness and/or disability status.

IV. Description of Services

Contractor 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: Contractor shall align with Housing First principles and follow the processes agreed upon by Contractor, 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.”

Contractor 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: Contractor 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. Contractor 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, Contractor 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: Contractor shall collect and process rent and other housing-related payments (e.g. security deposit) made by tenants.
 - a. Contractor shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
 - b. Contractor 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. Contractor 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. Contractor 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. Contractor shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.
 - b. Contractor 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. Contractor 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, Contractor shall provide notice to tenants of any actions related to the eviction process in accordance with all applicable laws.
 - e. Contractor shall copy Support Services staff on all communications to tenants.

6. Building Service Payments: Contractor 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: Contractor 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, Contractor shall coordinate with Support Services staff to find creative ways to engage with tenants to prevent housing loss. Contractor 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.

Contractor 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:** Contractor 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 Contractor shall contact appropriate emergency medical professionals.
10. **Front Desk Coverage:** Contractor shall provide front desk coverage 24 hours per day, seven days per week.
11. **Exit Planning:** Contractor 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. Contractor 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. Contractor shall maintain stewardship of the Master Lease and coordinate with the property's owner on regular maintenance items.
2. Contractor shall coordinate and conduct regular asset management meetings with HSH Real Estate staff, the HSH Program Manager, Contractor and/or Property Management staff to address ongoing capital needs, property owner's obligations, changes to the approved sublease, and other issues as per the Master Lease.

V. Location and Time of Services

Contractor shall provide services at the housing locations listed in Appendix B, Budget ("Number Served" tab).

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

VI. Service Requirements

- A. **Facilities:** Contractor shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
 1. Contractor shall notify HSH immediately in the event it is given notice of violations by the Department of Building Inspection (DBI), DPH, or another City agency.

- B. Admission Policy: Contractor 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: Contractor 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: Contractor shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Contractor staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. Language and Interpretation Services: Contractor shall ensure that translation and interpreter services are available, as needed. Contractor 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: Contractor 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. Contractor 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 Contractor's internal Grievance Procedure.
 2. Contractor 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, Contractor 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:

Contractor 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. Contractor shall offer assistance to the served population with survey completion if the written format presents any problem.

I. City Communications, Trainings and Meetings:

Contractor 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: Contractor 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: Contractor 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: Contractor 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. Contractor shall update the Agency/site(s) plan as needed and Contractor 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. Contractor shall develop, adopt, and train employees on a Workplace Emergency Action Plan to prepare and respond to serious violent incidents, including an active shooter. Contractor 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. Contractor 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. Contractor shall incorporate the lease addendum into the tenant subleases.

N. Good Neighbor Policies: Contractor shall maintain a good relationship with the neighborhood as defined in the [HSH Good Neighbor Policy](#). Contractor 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. Contractor 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. Contractor 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, Contractor shall submit monthly, quarterly and/or annual metrics into either the

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

CARBON database, via secure email, or through uploads to an FTP site. HSH shall provide clear instructions to all Contractors regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Contractors via written notice at least one month prior to expected implementation.

4. Contractor 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 Contractors in writing from HSH.

Q. Confidentiality:

1. Contractor shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data shared between Contractor, HSH, and other providers if those laws apply for the purposes described in the Services, 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. Contractor 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 Contractor's employees, agents, and subcontractors, if any, comply with all of the foregoing.
3. Contractor 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 these Services or which in any way might reasonably require access to client data, and in no event later than twenty-four (24) hours after Contractor receives the request. Contractor shall not respond to Legal Requests without first notifying City.
4. In the event that Contractor becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of client data, Contractor 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 Contractor 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: Contractor shall establish and maintain a written Reasonable Accommodation Process for the program. Contractor shall, at program entry, review and provide a copy of a written Reasonable Accommodation process to each participant.

VII. Service Objectives

Contractor shall achieve the following Service Objectives:

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

VIII. Outcome Objectives

Contractor 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

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

- A. Contractor 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, Contractor shall enter tenant data in the ONE System.
- B. On a quarterly basis, Contractor 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, Contractor 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. Contractor 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>). Contractor 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. Contractor 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. Contractor shall adhere to all deadlines for submission as required by HSH.
- E. Contractor shall submit Project Descriptor data elements as described in 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. Contractor 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. Contractor shall comply with state regulations and meet reporting requirements for the MHSA of the Department of Health Care Services and the Mental Health Services Oversight and Accountability Commission.
- H. Contractor shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Contractor's services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made

available to Contractor within 30 working days of receipt of any evaluation report and any Contractor response will become part of the official report.

- I. Contractor 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: Contractor 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: Contractor is subject to fiscal and compliance monitoring, which may include review of the Contractor'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				Approved Subcontractors
2	APPENDIX B, BUDGET				
3	Document Date	7/1/2026			
4	Contract Term	Begin Date	End Date	Duration (Years)	
5	Current Term	7/1/2025	6/30/2026	1	
6	Amended Term	7/1/2025	12/31/2027	3	
7	Provider Name	DISH SF			
8	Program	Property Management at Six Buildings			
9	Approved Subcontractors				
10	1. Janitorial Subcontractor / Optimum Green Cleaning				
11					
12					

	A	B	C	D	E	F	H	I	K	L
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	7/1/2025	6/30/2026	1						
6	Amended Term	7/1/2025	12/31/2027	3						
7	Provider Name	DISH SF								
8	Program	Property Management at Six Buildings								
9					Year 1	Year 2	Year 3			
10	Service Component				7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027			
11	Property Management (#Tenant Units) - Camelot				55	55	55			
12	Property Management (#Tenant Units) - Empress				89	89	89			
13	Property Management (#Tenant Units) - LeNain				86	86	86			
14	Property Management (#Tenant Units) - Pacific Bay Inn (PBI)				75	75	75			
15	Property Management (#Tenant Units) - Star				54	54	54			
16	Property Management (#Tenant Units) - Windsor				91	91	91			
17										
18	Total				450	450	450			
19										

	A	B	C	D	E	F	G	H	I	K	L	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				HUD CoC Grant							
2	APPENDIX B, BUDGET											
3	Document Date	7/1/2026										
4	Contract Term	Begin Date	End Date	Duration (Years)								
5	Current Term	7/1/2025	6/30/2026	1								
6	Amended Term	7/1/2025	12/31/2027	3								
7	Provider Name	DISH SF										
8	Program	Property Management at Six Buildings										
9	Provider Unique Entity ID	G56KM2D2QUP1										
10	HUD Award Information 24 CFR 578.99(e); 2 CFR 200.331(a)				Year 1		Year 2		Year 3			
11					7/1/2025 - 6/30/2026		7/1/2026 - 6/30/2027		7/1/2027 - 12/31/2027			
13	Federal Award Identification Number				CA0058L9T012417		TBD		TBD			
14	Federal Award Date (HUD Agreement Signature Date) 2 CFR 200.39				9/24/2025		TBD		TBD			
15												
16												
17												
18												
19												
20												
21												

	A	B	C	D	E	J	M
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	7/1/2025	6/30/2026	1			
6	Amended Term	7/1/2025	12/31/2027	3			
7	Provider Name	DISH SF					
8	Program	Property Management at Six Buildings					
9	F\$P Contract ID#	1000035491					
10	Action (select)	Amendment					
11	Effective Date	7/1/2026					
12	Budget Names	General Fund & Prop C - Property Management, MHSA - Property Management, CoC - Operations & Admin, COP - One-Time Capital					
13		Current	New	20%			
14	Term Budget	\$ 9,316,739	\$ 22,687,048				
15	Contingency	\$ 679,158	\$ 2,674,061				
16	Not-To-Exceed	\$ 9,995,897	\$ 25,361,109				
17	EXTENSION YEAR EXTENSION YEAR						
18				Year 1	Year 2	Year 3	
19				7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	
20				Current	New	New	
21	Expenditures						
22	Salaries & Benefits			\$ 5,248,857	\$ 5,319,898	\$ 2,659,949	
23	Operating Expense			\$ 3,366,394	\$ 3,208,397	\$ 1,604,199	
24	Subtotal			\$ 8,615,251	\$ 8,528,295	\$ 4,264,147	
26	Indirect Cost			\$ 1,270,083	\$ 1,257,039	\$ 628,520	
27	Other Expenses (Not subject to indirect %)			\$ 563,200	\$ 160,000	\$ 80,000	
29	Admin Cost (HUD Only)			\$ 22,205	\$ 22,205	\$ 11,103	
30	Total Expenditures			\$ 10,470,739	\$ 9,967,539	\$ 4,983,770	
31							
32	HSH Revenues (select)*						
33	General Fund - Ongoing			\$ 7,395,577	\$ 7,395,577	\$ 3,697,788	
35	Prop C - Ongoing			\$ 701,298	\$ 701,298	\$ 350,649	
37	State Mental Health Service Act (MHSA)			\$ 397,579	\$ 397,579	\$ 198,790	
38	HUD CoC - Operations			\$ 396,881	\$ 396,881	\$ 198,441	
39	HUD CoC - Admin			\$ 22,205	\$ 22,205	\$ 11,103	
40	Certificate of Participation (COP) Bonds			\$ 403,200	\$ -	\$ -	
42	Total HSH Revenues			\$ 9,316,739	\$ 8,913,539	\$ 4,456,770	
43	Other Revenues (to offset Total Expenditures)						
44	Rental Income			\$ 904,000	\$ 904,000	\$ 452,000	
45	Landlord Reimbursement			\$ 250,000	\$ 150,000	\$ 75,000	
49	Total Other Revenues			\$ 1,154,000	\$ 1,054,000	\$ 527,000	
50							
51	Total HSH + Other Revenues			\$ 10,470,739	\$ 9,967,539	\$ 4,983,770	
54	Total Adjusted Salary FTE (All Budgets)				64.28	64.28	
55	*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, see Article 3 of the P-600 Agreement document.						
56	Approved by	Judith Hill, Chief Financial Officer					
58	Email	judithhill@dishsf.org					
60	Template last modified	7/26/2022					

	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	7/1/2025	6/30/2026	1			
6	Amended Term	7/1/2025	12/31/2027	3			
7	Provider Name	DISH SF					
8	Program	Property Management at Six Buildings					
9	F\$P Contract ID#	1000035491					
10	Action (select)	Amendment					
11	Effective Date	7/1/2026					
12	Budget Names	General Fund & Prop C - Property Management, MHSA - Property Management, CoC - Operations & Admin, COP - One-Time Capital					
13		Current	New	20%			
14	Term Budget	\$ 9,316,739	\$ 22,687,048				
15	Contingency	\$ 679,158	\$ 2,674,061				
16	Not-To-Exceed	\$ 9,995,897	\$ 25,361,109				
17							
18	All Years						
19		7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027			
20		Current	Amendment	New			
21	Expenditures						
22	Salaries & Benefits	\$ 5,248,857	\$ 7,979,847	\$ 13,228,704			
23	Operating Expense	\$ 3,366,394	\$ 4,812,596	\$ 8,178,990			
24	Subtotal	\$ 8,615,251	\$ 12,792,442	\$ 21,407,694			
26	Indirect Cost	\$ 1,270,083	\$ 1,885,559	\$ 3,155,642			
27	Other Expenses (Not subject to indirect %)	\$ 563,200	\$ 240,000	\$ 803,200			
29	Admin Cost (HUD Only)	\$ 22,205	\$ 33,308	\$ 55,513			
30	Total Expenditures	\$ 10,470,739	\$ 14,951,309	\$ 25,422,048			
31							
32	HSH Revenues (select)*						
33	General Fund - Ongoing	\$ 7,395,577	\$ 11,093,365	\$ 18,488,941			
35	Prop C - Ongoing	\$ 701,298	\$ 1,051,946	\$ 1,753,244			
37	State Mental Health Service Act (MHSA)	\$ 397,579	\$ 596,369	\$ 993,948			
38	HUD CoC - Operations	\$ 396,881	\$ 595,322	\$ 992,203			
39	HUD CoC - Admin	\$ 22,205	\$ 33,308	\$ 55,513			
40	Certificate of Participation (COP) Bonds	\$ 403,200	\$ -	\$ 403,200			
42	Total HSH Revenues	\$ 9,316,739	\$ 13,370,309	\$ 22,687,048			
43	Other Revenues (to offset Total Expenditures)						
44	Rental Income	\$ 904,000	\$ 1,356,000	\$ 2,260,000			
45	Landlord Reimbursement	\$ 250,000	\$ 225,000	\$ 475,000			
49	Total Other Revenues	\$ 1,154,000	\$ 1,581,000	\$ 2,735,000			
50							
51	Total HSH + Other Revenues	\$ 10,470,739	\$ 14,951,309	\$ 25,422,048			
54	Total Adjusted Salary FTE (All Budgets)						
55	*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, see Article 3 of the P-600 Agreement document.						
56	Approved by	Judith Hill, Chief Financial Officer					
58	Email	judithhill@dishsf.org					
60	Template last modified	7/26/2022					

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	SALARY & BENEFIT DETAIL					
3	Document Date	7/1/2026				
4	Provider Name	DISH SF				
5	Program	Property Management at Six Buildings				
6	FSP Contract ID#	1000035491				
7	Budget Name	General Fund & Prop C - Property Management				
8		Year 1				
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026
10						Current
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
12	Assistant General Manager	\$ 64,382	10.00	40%	4.00	\$ 257,530
13	Chief Portfolio Officer	\$ 181,762	1.00	50%	0.50	\$ 90,881
14	Sr. Manager of Community Dev.	\$ 104,109	1.00	40%	0.40	\$ 41,644
15	Desk Clerk	\$ 52,101	45.00	61%	27.24	\$ 1,419,038
16	Facilities Project Manager	\$ 78,622	1.00	100%	1.00	\$ 78,622
17	Senior Facilities Manager	\$ 138,641	1.00	40%	0.40	\$ 55,456
18	Senior General Manager	\$ 93,551	3.00	33%	1.00	\$ 93,551
19	Janitor	\$ 54,764	9.00	62%	5.60	\$ 306,678
20	Janitorial Supervisor	\$ 85,701	1.00	70%	0.70	\$ 59,991
21	Assistant Janitorial Supervisor	\$ 67,788	1.00	70%	0.70	\$ 47,451
22	Maintenance Supervisor	\$ 85,385	1.00	78%	0.78	\$ 66,601
23	Maintenance Worker I	\$ 57,009	3.00	67%	2.00	\$ 114,017
24	Maintenance Worker II	\$ 63,873	10.00	60%	6.00	\$ 383,237
25	Property Supervisor	\$ 114,992	2.00	50%	1.00	\$ 114,992
26	Unit Turnover Supervisor	\$ 85,461	1.00	70%	0.70	\$ 59,823
27	General Manager	\$ 82,464	4.00	70%	2.80	\$ 230,898
29	Operations Manager	\$ 118,835	1.00	40%	0.40	\$ 47,534
30	Operations Coordinator	\$ 79,032	1.00	100%	1.00	\$ 79,032
31	Administrative Assistant	\$ 60,022	1.00	100%	1.00	\$ 60,022
32	Projected one-time savings	\$ -				\$ (54,230)
50						
51		TOTAL SALARIES				\$ 3,552,769
52				TOTAL FTE	57.22	
53						31.00%
54		EMPLOYEE FRINGE BENEFITS				\$ 1,101,358
55		TOTAL SALARIES & BENEFITS				\$ 4,654,127

	A	I	J	K	L	O	V
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	SALARY & BENEFIT DETAIL						
3	Document Date	7/1/2026					
4	Provider Name	DISH SF					
5	Program	Property Management at Six Buildings					
6	F\$P Contract ID#	1000035491					
7	Budget Name	General Fund & Prop C - Property Management				EXTENSION YEAR	EXTENSION YEAR
8		Year 2					Year 3
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027
10						New	
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
12	Assistant General Manager	\$ 64,382	10.00	40%	4.00	\$ 257,530	\$ 128,765
13	Chief Portfolio Officer	\$ 181,762	1.00	50%	0.50	\$ 90,881	\$ 45,441
14	Sr. Manager of Community Dev.	\$ 104,109	1.00	40%	0.40	\$ 41,644	\$ 20,822
15	Desk Clerk	\$ 52,101	45.00	61%	27.24	\$ 1,419,038	\$ 709,519
16	Facilities Project Manager	\$ 78,622	1.00	100%	1.00	\$ 78,622	\$ 39,311
17	Senior Facilities Manager	\$ 138,641	1.00	40%	0.40	\$ 55,456	\$ 27,728
18	Senior General Manager	\$ 93,551	3.00	33%	1.00	\$ 93,551	\$ 46,776
19	Janitor	\$ 54,764	9.00	62%	5.60	\$ 306,678	\$ 153,339
20	Janitorial Supervisor	\$ 85,701	1.00	70%	0.70	\$ 59,991	\$ 29,995
21	Assistant Janitorial Supervisor	\$ 67,788	1.00	70%	0.70	\$ 47,451	\$ 23,726
22	Maintenance Supervisor	\$ 85,385	1.00	78%	0.78	\$ 66,601	\$ 33,300
23	Maintenance Worker I	\$ 57,009	3.00	67%	2.00	\$ 114,017	\$ 57,009
24	Maintenance Worker II	\$ 63,873	10.00	60%	6.00	\$ 383,237	\$ 191,618
25	Property Supervisor	\$ 114,992	2.00	50%	1.00	\$ 114,992	\$ 57,496
26	Unit Turnover Supervisor	\$ 85,461	1.00	70%	0.70	\$ 59,823	\$ 29,911
27	General Manager	\$ 82,464	4.00	70%	2.80	\$ 230,898	\$ 115,449
29	Operations Manager	\$ 118,835	1.00	40%	0.40	\$ 47,534	\$ 23,767
30	Operations Coordinator	\$ 79,032	1.00	100%	1.00	\$ 79,032	\$ 39,516
31	Administrative Assistant	\$ 60,022	1.00	100%	1.00	\$ 60,022	\$ 30,011
32	Projected one-time savings	\$ -				\$ -	\$ -
50						\$ -	\$ -
51		TOTAL SALARIES				\$ 3,606,998	\$ 1,803,499
52		TOTAL FTE		57.22			
53		FRINGE BENEFIT RATE		31.00%		31.00%	
54		EMPLOYEE FRINGE BENEFITS				\$ 1,118,169	\$ 559,085
55		TOTAL SALARIES & BENEFITS				\$ 4,725,168	\$ 2,362,584

	A	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	SALARY & BENEFIT DETAIL			
3	Document Date	7/1/2026		
4	Provider Name	DISH SF		
5	Program	Property Management at Six Buildings		
6	FSP Contract ID#	1000035491		
7	Budget Name	General Fund & Prop C - Property Management		
8		All Years		
9	POSITION TITLE	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027
10		Current	Amendment	New
11		Budgeted Salary	Change	Budgeted Salary
12	Assistant General Manager	\$ 257,530	\$ 386,294	\$ 643,824
13	Chief Portfolio Officer	\$ 90,881	\$ 136,322	\$ 227,203
14	Sr. Manager of Community Dev.	\$ 41,644	\$ 62,466	\$ 104,109
15	Desk Clerk	\$ 1,419,038	\$ 2,128,557	\$ 3,547,595
16	Facilities Project Manager	\$ 78,622	\$ 117,932	\$ 196,554
17	Senior Facilities Manager	\$ 55,456	\$ 83,184	\$ 138,641
18	Senior General Manager	\$ 93,551	\$ 140,327	\$ 233,878
19	Janitor	\$ 306,678	\$ 460,018	\$ 766,696
20	Janitorial Supervisor	\$ 59,991	\$ 89,986	\$ 149,977
21	Assistant Janitorial Supervisor	\$ 47,451	\$ 71,177	\$ 118,628
22	Maintenance Supervisor	\$ 66,601	\$ 99,901	\$ 166,501
23	Maintenance Worker I	\$ 114,017	\$ 171,026	\$ 285,043
24	Maintenance Worker II	\$ 383,237	\$ 574,855	\$ 958,092
25	Property Supervisor	\$ 114,992	\$ 172,488	\$ 287,480
26	Unit Turnover Supervisor	\$ 59,823	\$ 89,734	\$ 149,557
27	General Manager	\$ 230,898	\$ 346,347	\$ 577,245
29	Operations Manager	\$ 47,534	\$ 71,301	\$ 118,835
30	Operations Coordinator	\$ 79,032	\$ 118,548	\$ 197,581
31	Administrative Assistant	\$ 60,022	\$ 90,034	\$ 150,056
32	Projected one-time savings	\$ (54,230)	\$ -	\$ (54,230)
50		\$ -	\$ -	\$ -
51		\$ 3,552,769	\$ 5,410,497	\$ 8,963,266
52	TOTAL FTE			
53	FRINGE BENEFIT RATE			
54	EMPLOYEE FRINGE BENEFITS	\$ 1,101,358	\$ 1,677,254	\$ 2,778,612
55	TOTAL SALARIES & BENEFITS	\$ 4,654,127	\$ 7,087,752	\$ 11,741,879

	A	B	G	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	7/1/2026					
4	Provider Name	DISH SF					
5	Program	Property Management at Six Buildings					
6	FSP Contract ID#	1000035491					
7	Budget Name	General Fund & Prop C - Property Management					
8		EXTENSION YEAR EXTENSION YEAR					
9		Year 1	Year 2	Year 3	All Years		
10		7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027
11		Current	New	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 213,320	\$ 213,320	\$ 106,660	\$ 213,320	\$ 319,980	\$ 533,300
14	Utilities (Elec, Water, Gas, Phone, etc.)	\$ 785,029	\$ 824,000	\$ 412,000	\$ 785,029	\$ 1,236,000	\$ 2,021,029
15	Office Supplies, Postage	\$ 96,735	\$ 30,000	\$ 15,000	\$ 96,735	\$ 45,000	\$ 141,735
16	Building Maintenance Supplies and Repair	\$ 1,105,040	\$ 1,026,887	\$ 513,444	\$ 1,105,040	\$ 1,540,331	\$ 2,645,371
17	Printing and Reproduction	\$ 20,000	\$ 20,000	\$ 10,000	\$ 20,000	\$ 30,000	\$ 50,000
18	Insurance	\$ 389,960	\$ 360,000	\$ 180,000	\$ 389,960	\$ 540,000	\$ 929,960
19	Staff Training	\$ 37,560	\$ 25,000	\$ 12,500	\$ 37,560	\$ 37,500	\$ 75,060
20	Staff Travel	\$ 5,000	\$ 5,000	\$ 2,500	\$ 5,000	\$ 7,500	\$ 12,500
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ 20,368	\$ -	\$ -
22	Onsite Services (Client activites, etc.)	\$ 34,460	\$ 34,460	\$ 17,230	\$ 137,800	\$ 51,690	\$ 86,150
23	Community Building and Tenant Incentives	\$ 53,393	\$ 60,000	\$ 30,000	\$ -	\$ 90,000	\$ 143,393
24	Tenant Incentives - Gift Cards	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -
25	Recruitment	\$ -	\$ 10,000	\$ 5,000	\$ -	\$ 15,000	\$ 15,000
26		\$ -		\$ -	\$ -	\$ -	\$ -
42	<u>Consultants / Temporary Staffing</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Professional Computer Support	\$ 20,368	\$ 50,000	\$ 25,000	\$ 20,368	\$ 75,000	\$ 95,368
44	Legal Attorney	\$ 137,800	\$ 100,000	\$ 50,000	\$ 137,800	\$ 150,000	\$ 287,800
45	Anyrelm/Julie Smack Consulting LLC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46	PBS Staffing/Temporary Staffing	\$ 120,000	\$ 120,000	\$ 60,000	\$ 120,000	\$ 180,000	\$ 300,000
47	Legion Corp	\$ 80,000	\$ 80,000	\$ 40,000	\$ 80,000	\$ 120,000	\$ 200,000
48	Leila P Consulting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49	Adlemy Yocuppico-Herrera	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50	Mennonite Missionary Network	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -	\$ 18,000
52				\$ -	\$ -	\$ -	\$ -
54	<u>Subcontractors (First \$50k Only)</u>		\$ -	\$ -	\$ -	\$ -	\$ -
55	Optimum Green Cleaning	\$ 50,000	\$ 50,000	\$ 25,000	\$ 50,000	\$ 75,000	\$ 125,000
67					\$ -	\$ -	
68	TOTAL OPERATING EXPENSES	\$ 3,166,664	\$ 3,008,667	\$ 1,504,334	\$ 3,166,664	\$ 4,513,001	\$ 7,679,665
69							
70	<u>Other Expenses (not subject to indirect cost %)</u>				\$ -		-
71	Optimum Green Cleaning (above first \$50k)	\$ 160,000	\$ 160,000	\$ 80,000	\$ 160,000	\$ 240,000	\$ 400,000
83					\$ -	\$ -	
84	TOTAL OTHER EXPENSES	\$ 160,000	\$ 160,000	\$ 80,000	\$ 160,000	\$ 240,000	\$ 400,000

BUDGET NARRATIVE

Fiscal Year

**General Fund & Prop C -
 Property Management**

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>
Assistant General Manager	4.00	\$ 257,530	Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, vendor payments, vendor communications, unit inspections, tenant intakes and move-ins, lease enforcement, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs serve as acting General Manager when the GM is offsite or on vacation/sick leave. There is one full-time AGM for each of DISH's sites.	Annualized salary * Adjusted FTE
Chief Portfolio Officer	0.50	\$ 90,881	The Chief Portfolio Officer (CPO) demonstrates exceptional supervision and leadership skills, with a robust background in real estate, facilities, asset management, property management, and project management. The position oversees Facilities and Real Estate Departments, managing owner relationships and compliance. It oversees key aspects of Property Management including contract objectives, audits, rent collection, and housing retention. It attends Community Advisory Board Meetings bi-annually and ensures tenant satisfaction. The position directs and supports Property Supervisors in key aspects of Property Management including meeting contract objectives, HSH/HQS Audits, rent collection, housing retention and compliance. It oversees management and engagement with all service partners (HSH, UCSF, ECS). It serves as the Safety and Security officer for building security along with tenant safety program implementation.	Annualized salary * Adjusted FTE
Sr. Manager of Community Dev.	0.40	\$ 41,644	Under the supervision of the Executive Director, this position coordinates a range of activities for DISH's sites, including our annual Tenant Appreciation Party and Feel Good Fair, corporate volunteer work at the sites, tenant portraits, and other programs to improve the health, well being and community connection of tenants. The Manager works with site staff to implement programs, maintains systems for outreach and engagement with corporate volunteers, partner agencies, and other community supports. Development and expansion of corporate and community partnerships through marketing, relationship building, social media, packaging and tailoring DISH opportunities and events, and representing DISH in the larger community. Provides logistical and other support to DISH's volunteer recruitment and volunteer project coordination to leverage City resources across DISH sites. Team approach used for most cost effective division of labor across sites based on ongoing and changing building/program needs.	Annualized salary * Adjusted FTE
Desk Clerk	27.24	\$ 1,419,038	Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.	Annualized salary * Adjusted FTE

BUDGET NARRATIVE

Fiscal Year

**General Fund & Prop C -
Property Management**

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>
Facilities Project Manager	1.00	\$ 78,622	Under the supervision of the Director of Administration and Finance, the Facilities Coordinator/ Project Manager provides administrative and project management support to Facilities department and to the DISH Central Office. The FC/PM will manage the procurement and inventory systems for the Facilities Department, manage preventive maintenance schedule, report financial, performance and other data and lead projects to improve the efficiency and effectiveness of the Facilities Department. Under the direction of the Director of Administration and Finance, assists with the control of the budget, accounting of income and expenses, internal and external financial and other reporting, oversee internal audits, train on and manage robust database project and help coordinate volunteer and other events in addition to other projects as needed. Directly manages up to 2 direct reports.	Annualized salary * Adjusted FTE
Senior Facilities Manager	0.40	\$ 55,456	The Senior Facilities Manager is responsible for project management and oversight, work order prioritization and processing, emergency response and maintenance worker dispatch, maintenance inventory control, managing vendors and capital projects. The Senior Facilities Manager manages and supervises the Maintenance Supervisor and the Turn Team Supervisor and is the Fac. point person for DISH-Force and the Project Tracker. As a member of the Facilities Team, manages daily, work-order driven work and special projects for all sites. Implements and contributes to the refinement of facilities maintenance policies and procedures, best practices, and safety and emergency preparedness plans at all sites. Conducts safety audits at each site as required by DISH policies and procedures, and ensures on a regular basis that all life safety equipment and building life safety systems are fully functional at each site. Responsible for learning, following and ensuring implementation of all published job safety policies and procedures at all sites. Ensures that all direct reports consistently follow work safety rules and use appropriate Personal Protection Equipment as required. Oversees a range of special projects and outside vendors for all sites. Rotating 24/7 emergency on-call duties for all sites.	Annualized salary * Adjusted FTE
Senior General Manager	1.00	\$ 93,551	The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and HSH in pursuit of excellence. Reports to Property Supervisor.	Annualized salary * Adjusted FTE

BUDGET NARRATIVE

Fiscal Year

**General Fund & Prop C -
 Property Management**

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>
Janitor	5.60	\$ 306,678	Under the supervision of the Janitorial Supervisor with support from the Lead Janitor, maintains the general cleanliness of the building interior and exterior across all eight sites. Deployment across sites varies weekly and daily based on needs of sites, including cleanliness and special projects. Responds to 24/7 emergencies as instructed by management on-call. Basic duties include cleanliness of all common spaces and shared bathrooms as well trash duties and other janitorial tasks and projects. Team approach used for most cost effective division of labor across 6 sites based on ongoing and changing building/program needs.	Annualized salary * Adjusted FTE
Janitorial Supervisor	0.70	\$ 59,991	Reports to Facilities Executive Director and Supervises 5 Maintenance Workers. As a member of the Facilities Team, manages daily, work-order driven work and special projects. Implement and contribute to the refinement of facilities maintenance policies and procedures, best practice, and safety and emergency preparedness plans at all sites. Models DISH values and work rules, and consistently contribute to DISH team building efforts. Conducts safety audits as required by DISH policies and procedures, and ensures on a regular basis that all life safety equipment and building life safety systems are fully functional. Responsible for learning, following and ensuring implementation of all published job safety policies and procedures. Ensures that all direct reports consistently follow work safety rules and use appropriate Personal Protection Equipment as required.	Annualized salary * Adjusted FTE
Assistant Janitorial Supervisor	0.70	\$ 47,451	Under the supervision of the Janitorial Supervisor, the Lead Janitor is responsible for a combination of team led work and regular janitorial duties across all eight sites. This position oversees the ongoing and special project work of a team of DISH janitors for 8 DISH sites and is also assigned to regular janitorial service of the eight site portfolio. Responds to 24/7 emergencies as instructed by management on-call. Team approach used for most cost effective division of labor across 6 sites based on ongoing and changing building/program needs.	Annualized salary * Adjusted FTE
Maintenance Supervisor	0.78	\$ 66,601	The Maintenance Supervisor position is a part of the central team of Facilities leaders that ensures the DISH Facilities Work plan is implemented. The Maintenance Supervisor is responsible for the planning, coordination, and execution of effective preventative, routine, and emergency maintenance at eight SRO sites with a total of 570 individual housing units, plus community spaces and offices. The Maintenance Supervisor is responsible for project management and oversight, work order prioritization and processing, emergency response and maintenance worker dispatch, maintenance inventory control. The Maintenance Supervisor manages and supervises a small team of maintenance workers. Significant and demonstrated successful supervision of a work crew is required. The Maintenance Supervisor must be able to coordinate and collaborate with building General Managers and Facilities leadership, including tracking and reporting on DISH-wide and Facilities Department-specific work plans.	Annualized salary * Adjusted FTE

BUDGET NARRATIVE

Fiscal Year

**General Fund & Prop C -
Property Management**

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>
Maintenance Worker I	2.00	\$ 114,017	Under the supervision of the Senior Facilities Manager, performs preventive, corrective, emergency, cosmetic and routine maintenance for all eight sites. The Maintenance Worker I completes routine work-orders that include such duties as replacing light bulbs, assembling furniture, replacing batteries. Responds to 24/7 emergencies as instructed by management on-call. Team approach used for most cost effective division of labor across 6 sites based on ongoing and changing building/program needs.	Annualized salary * Adjusted FTE
Maintenance Worker II	6.00	\$ 383,237	Under the supervision of the Senior Facilities Manager, performs preventive, corrective, emergency, cosmetic and routine maintenance for all eight sites. Completes a variety of complex technical work-orders from electrical to plumbing, including trouble shooting leaks, repairing and replacing electrical fixtures, and installing/replacing toilets. Assigned to special projects as needed for all eight sites. Responds to 24/7 emergencies as needed as instructed by management on-call. Team approach used for most cost effective division of labor across 6 sites based on ongoing and changing building/program needs.	Annualized salary * Adjusted FTE
Property Supervisor	1.00	\$ 114,992	Under the supervision of the Executive Director, the Property Supervisor is responsible for 3 or more sites. The GMs of each of those sites report directly to the PS. The PS is responsible for leadership and coordination of GMs, site and inter-site cohesion and support, employee training and performance measurement, tenant satisfaction and grievance management, and all contract and other measures related to building performance. The PS ensures policy and legal compliance as well as consistency within and across the portfolio, collaborating with buildings/projects not in their portfolio. The PS works with DISH's senior leaders to develop and implement policy changes and enhancements, with an eye toward increase effectiveness and stronger service delivery.	Annualized salary * Adjusted FTE
Unit Turnover Supervisor	0.70	\$ 59,823	Under the supervision of the Senior Facilities Manager, the Unit Turn Supervisor will manage a team of up to 3 or 4 Janitors/ Maintenance Workers focused on doing all of the work necessary and appropriate to rehabilitate and repair units across all 8 sites. This work includes laying flooring, painting, repairing walls and all other maintenance associated with readying units for occupancy.	Annualized salary * Adjusted FTE
General Manager	2.80	\$ 230,898	The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and HSH in pursuit of excellence. Reports to Property Supervisor.	Annualized salary * Adjusted FTE

BUDGET NARRATIVE

Fiscal Year

**General Fund & Prop C -
 Property Management**

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>
Operations Manager	0.40	\$ 47,534	Under the supervision of the Co-CEO, the Operations Manager plays a key role in supporting DISH's programmatic functions and tenant engagement efforts. They oversee the tenant survey project, ensuring valuable feedback is collected and integrated into program improvements. They support on-site training for site staff, equipping teams with the necessary tools and knowledge to enhance service delivery. Additionally, they coordinate community meetings between support services and property management to strengthen collaboration and improve resident outcomes. The Operations Manager also ensures the smooth operation of the central office, managing IT, telephone, and administrative systems across DISH's portfolio while maintaining key vendor relationships. Adjusted FTE represents portion of position time allocated for direct program services at sites covered by this contract.	Annualized salary * Adjusted FTE
Operations Coordinator	1.00	\$ 79,032	The Operations Coordinator provides essential programmatic and administrative support to strengthen DISH's resident services and site operations. They assist with coordinating tenant engagement efforts, including supporting the tenant survey project to gather insights that inform service improvements. They help facilitate on-site staff training and coordinate community meetings between support services and property management to enhance collaboration and resident well-being. Additionally, they support key projects related to development and operations, assist with event planning and communications, and provide logistical support. This position reports to the Operations Manager and plays a critical role in ensuring smooth organizational operations while reinforcing DISH's programmatic goals.	Annualized salary * Adjusted FTE
Administrative Assistant	1.00	\$ 60,022	Under the supervision of the Facilities Project Manager, the Administrative Assistant plays a key role in supporting DISH's direct services by assisting with tenant engagement activities and providing essential support to building staff. This includes coordinating and setting up meeting spaces for tenant community meetings and events, creating flyers and materials for tenant programs, and assisting with outreach efforts to keep residents informed of important updates. Additionally, the role supports building staff by helping track maintenance requests and organizing supply distribution for tenants.	Annualized salary * Adjusted FTE
		\$ -		
TOTAL	57.22	\$ 3,606,998		
Employee Fringe Benefits		\$ 1,118,169	Includes FICA, SSUI, Workers Compensation and Medical calculated at 31% of total salaries.	
Salaries & Benefits Total		\$ 4,725,168		

**General Fund & Prop C -
Property Management**

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>
Rental of Property	\$ 213,320	Office Rent: This line item includes office space rent costs for the DISH Central office and for a storage and conference space at the Star hotel.	Approx \$16,791.67/month
Utilities (Elec, Water, Gas, Phone, etc.)	\$ 824,000	PGE, Water and Sewer, Trash Removal, Telephone, Internet and TV services at the 6 sites and the DISH Central Office. This line includes all cell phones, and web based email and document storage applications.	Approx \$65,585.02/month
Office Supplies, Postage	\$ 30,000	General office supplies, equipment, computers, supplies, office furniture, postage etc.	Approx \$8,61.23/month
Building Maintenance Supplies and Repair	\$ 1,026,887	The line captures expenses for all required, periodic inspections, periodic maintenance and repair of building systems (plumbing, electrical, etc.), use of outside contractors for other building maintenance repairs including emergency repairs and other costs related to unit turn over and rehab work. Includes all maintenance and janitorial supplies. Also includes furniture, bedding, appliances, flooring supplies for unit turnover work as well as uniforms for maintenance staff and desk clerks. Regular building pest control services including monthly inspections, pest prevention and treatment, and tenant unit treatment and rehab as necessary. Maintenance and repair of elevators and janitorial cleaning services also included here.	Approx \$66,666.67/month
Printing and Reproduction	\$ 20,000	On site printing and external printing of documents, flyers, notices, etc.	Approx \$344.82/month
Insurance	\$ 360,000	Cost to insure DISH for its programming, including general liability, auto liability and employer's liability/workers compensation.	Approx \$41,796.40/month
Staff Training	\$ 25,000	Trainings, workshops and related expenses for team building, employee professional development and increased quality of service delivery.	Approx \$3,129.97/month
Staff Travel	\$ 5,000	Local travel required for work including public transportation, mileage, parking etc.	Approx \$416.67/month
Onsite Services (Client activities, etc.)	\$ 34,460	HSH Support Services Teams led tenant activities, services and programs including Food Bank programs, holiday celebrations, community building activities, and other support for HSH Support Services teams at the sites.	Approx. \$2,871.66/month
Community Building and Tenant Incentives	\$ 60,000	DISH sponsored activities for tenants, community meetings etc. and other expenses related to building community and preventing eviction.	Approx. \$4,449.40/month
Tenant Incentives - Gift Cards	\$ -	Gift cards purchased for use as tenant incentives. Supporting documentation for all gift card purchases to be submitted with invoices and recorded on gift card log.	
Recruitment	\$ 10,000	Open staff position advertising and related costs, background checks on new hires, and other costs related to filling open direct services positions.	Estimate of annual costs
	\$ -		
<u>Consultants / Temporary Staffing</u>	\$ -		
Professional Computer Support	\$ 50,000	IT Support (security, equipment purchases, network set up and maintenance, Wi-Fi for tenants, etc.)	Approx \$1,697.33/month
Legal Attorney	\$ 100,000	Legal/Attorney Services: Attorney Fees and court costs for tenant ten-day notices, stipulated agreements, eviction proceedings	Approx \$10,677/month
Temporary Staffing	\$ 120,000	Temp Staff - Desk Clerks. Contingency Desk Clerk staffing for when DISH desk clerks are sick, on vacation or otherwise absent.	Approx \$3,750/month
Legion Corp	\$ 80,000	Security Services - daily patrols, on call service, and occasional as needed on site security guard.	Approx \$8,333.33/month
	\$ -		

BUDGET NARRATIVE

Fiscal Year

**General Fund & Prop C -
Property Management**

FY26-27

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

Subcontractors (First \$50k Only)	\$	-		
Optimum Green Cleaning	\$	50,000	Under the supervision of the Janitorial Supervisor with support from the Lead Janitor, maintains the general cleanliness of the building interior and exterior. Deployment varies mainly to just weekends and nights based on needs of sites, including cleanliness and special projects. Responds to 24/7 emergencies as instructed by management on-call. Basic duties include cleanliness of all common spaces and shared bathrooms as well trash duties and other janitorial tasks and projects.	Total of \$210k is approximately \$17,500/month
TOTAL OPERATING EXPENSES	\$	3,008,667		
Indirect Cost	15.0%	\$ 1,257,039		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Optimum Green Cleaning (above first \$50k)	\$ 160,000	Under the supervision of the Janitorial Supervisor with support from the Lead Janitor, maintains the general cleanliness of the building interior and exterior. Deployment varies mainly to just weekends and nights based on needs of sites, including cleanliness and special projects. Responds to 24/7 emergencies as instructed by management on-call. Basic duties include cleanliness of all common spaces and shared bathrooms as well trash duties and other janitorial tasks and projects.	Total of \$210k is approximately \$17,500/month
TOTAL OTHER EXPENSES	\$ 160,000		

	A	B	C	D	E	J	M	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	7/1/2025	6/30/2026	1						
6	Amended Term	7/1/2025	12/31/2027	3						
7	Provider Name	DISH SF								
8	Program	Property Management at Six Buildings								
9	F\$P Contract ID#	1000035491								
10	Action (select)	Amendment								
11	Effective Date	7/1/2026								
12	Budget Name	MHSA - Property Management								
13		Current	New	20%						
14	Term Budget	\$ 397,579	\$ 993,948							
15	Contingency	\$ 679,158	\$ 2,674,061							
16	Not-To-Exceed	\$ 9,995,897	\$ 25,361,109							
17		EXTENSION YEAR EXTENSION YEAR								
18		Year 1	Year 2	Year 3	All Years					
19		7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027			
20		Current	New	New	Current	Amendment	New			
21	Expenditures									
22	Salaries & Benefits	\$ 353,329	\$ 353,329	\$ 176,664	\$ 353,329	\$ 529,993	\$ 883,321			
23	Operating Expense	\$ 44,250	\$ 44,250	\$ 22,125	\$ 44,250	\$ 66,376	\$ 110,626			
24	Subtotal	\$ 397,579	\$ 397,579	\$ 198,790	\$ 397,579	\$ 596,369	\$ 993,948			
30	Total Expenditures	\$ 397,579	\$ 397,579	\$ 198,790	\$ 397,579	\$ 596,369	\$ 993,948			
31										
32	HSH Revenues (select)									
37	State Mental Health Service Act (MHSA)	\$ 397,579	\$ 397,579	\$ 198,790	\$ 397,579	\$ 596,369	\$ 993,948			
42	Total HSH Revenues	\$ 397,579	\$ 397,579	\$ 198,790	\$ 397,579	\$ 596,369	\$ 993,948			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -		\$ -			
54										

	A	B	C	D	E	F	I	J	K	L	O
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date	7/1/2026									
4	Provider Name	DISH SF									
5	Program	Property Management at Six Buildings									
6	FSP Contract ID#	1000035491									
7	Budget Name	MHTSA - Property Management								EXTENSION YEAR	
8		Year 1					Year 2				
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027
10						Current					New
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
12	Assistant General Manager	\$ 64,241.18	10.00	10%	1.00	\$ 64,241	\$ 64,241.18	10.00	10%	1.00	\$ 64,241
13	Desk Clerk	\$ 52,101.20	45.00	5%	2.30	\$ 119,833	\$ 52,101.20	45.00	5%	2.30	\$ 119,833
14	Janitor	\$ 54,764.10	9.00	6%	0.54	\$ 29,573	\$ 54,764.10	9.00	6%	0.54	\$ 29,573
15	General Manager	\$ 93,449.83	4.00	15%	0.60	\$ 56,070	\$ 93,449.83	4.00	15%	0.60	\$ 56,070
16											\$ -
54											\$ -
55		TOTAL SALARIES				\$ 269,716	TOTAL SALARIES				\$ 269,716
56		TOTAL FTE		4.44	TOTAL FTE		4.44				
57		FRINGE BENEFIT RATE		31.00%	FRINGE BENEFIT RATE		31.00%				
58		EMPLOYEE FRINGE BENEFITS				\$ 83,612	EMPLOYEE FRINGE BENEFITS				\$ 83,612
59		TOTAL SALARIES & BENEFITS				\$ 353,329	TOTAL SALARIES & BENEFITS				\$ 353,329
60											
61											
62											

	A	V	BT	BU	BV
1	DEPARTMENT OF HOMELESSN				
2	SALARY & BENEFIT DETAIL				
3	Document Date				
4	Provider Name				
5	Program				
6	F\$P Contract ID#				
7	Budget Name (MHSA)	EXTENSION YEAR			
8		Year 3	All Years		
9	POSITION TITLE	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027
10		New	Current	Amendment	New
11		Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Assistant General Manager	\$ 32,121	\$ 64,241	\$ 96,362	\$ 160,603
13	Desk Clerk	\$ 59,916	\$ 119,833	\$ 179,749	\$ 299,582
14	Janitor	\$ 14,786	\$ 29,573	\$ 44,359	\$ 73,932
15	General Manager	\$ 28,035	\$ 56,070	\$ 84,105	\$ 140,175
16		\$ -	\$ -	\$ -	\$ -
54		\$ -	\$ -	\$ -	\$ -
55		\$ 134,858	\$ 269,716	\$ 404,575	\$ 674,291
56	FRINGE BENEFIT RATE	31.00%			
57					
58	EMPLOYEE FRINGE BENEFITS	\$ 41,806	\$ 83,612	\$ 125,418	\$ 209,030
59	TOTAL SALARIES & BENEFITS	\$ 176,664	\$ 353,329	\$ 529,993	\$ 883,321
60					
61					
62					

	A	B	G	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	7/1/2026					
4	Provider Name	DISH SF					
5	Program	Property Management at Six Buildings					
6	F\$P Contract ID#	1000035491					
7	Budget Name	MHSA - Property Management					
8		EXTENSION YEAR EXTENSION YEAR					
9		Year 1	Year 2	Year 3	All Years		
10		7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027
11		Current	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property		\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ 44,250	\$ 44,250	\$ 22,125	\$ 44,250	\$ 66,376	\$ 110,626
15	Office Supplies, Postage		\$ -	\$ -	\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair		\$ -	\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction		\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance		\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training		\$ -	\$ -	\$ -	\$ -	\$ -
20	Staff Travel-(Local & Out of Town)		\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment		\$ -	\$ -	\$ -	\$ -	\$ -
23	Community Building and Housing Preservation		\$ -	\$ -	\$ -	\$ -	\$ -
24					\$ -	\$ -	\$ -
67							
68	TOTAL OPERATING EXPENSES	\$ 44,250	\$ 44,250	\$ 22,125	\$ 44,250	\$ 66,376	\$ 110,626
97	HSH #3				Template last modified		7/26/2022

BUDGET NARRATIVE

Fiscal Year

MHSA - Property Management

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</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
	<u>FTE</u>	<u>Salary</u>			
Assistant General Manager	1.00	\$ 64,241		Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, vendor payments, vendor communications, unit inspections, tenant intakes and move-ins, lease enforcement, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs serve as acting General Manager when the GM is offsite or on vacation/sick leave. There is one full-time AGM for each of DISH's sites.	Annualized Salary * Adjusted FTE
Desk Clerk	2.30	\$ 119,833		Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.	Annualized Salary * Adjusted FTE
Janitor	0.54	\$ 29,573		Under the supervision of the Janitorial Supervisor with support from the Lead Janitor, maintains the general cleanliness of the building interior and exterior across all eight sites. Deployment across sites varies weekly and daily based on needs of sites, including cleanliness and special projects. Responds to 24/7 emergencies as instructed by management on-call. Basic duties include cleanliness of all common spaces and shared bathrooms as well trash duties and other janitorial tasks and projects. Team approach used for most cost effective division of labor across 6 sites based on ongoing and changing building/program needs.	Annualized Salary * Adjusted FTE
General Manager	0.60	\$ 56,070		The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and HSH in pursuit of excellence. Reports to Property Supervisor.	Annualized Salary * Adjusted FTE
TOTAL	4.44	\$ 269,716			
<u>Employee Fringe Benefits</u>		\$ 83,612		<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 31% of total salaries.</u>	
Salaries & Benefits Total		\$ 353,329			

BUDGET NARRATIVE

Fiscal Year

Budget Narrative - MHSA

MHSA - Property Management

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)	\$ 44,250	PGE, Water and Sewer, Trash Removal, Telephone, Internet and TV services at the 6 sites and the DISH Central Office. This line includes all cell phones, and web based email and document storage applications.	Approx \$3,688/month allocated to this budget
TOTAL OPERATING EXPENSES	\$ 44,250		
Indirect Cost	\$ -		

	A	B	C	D	E	J	M	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	7/1/2025	6/30/2026	1						
6	Amended Term	7/1/2025	12/31/2027	3						
7	Provider Name	DISH SF								
8	Program	Property Management at Six Buildings								
9	F\$P Contract ID#	1000035491								
10	Action (select)	Amendment								
11	Effective Date	7/1/2026								
12	Budget Name	CoC - Operations & Admin								
13		Current	New	20%						
14	Term Budget	\$ 419,086	\$ 1,047,715							
15	Contingency	\$ 679,158	\$ 2,674,061							
16	Not-To-Exceed	\$ 9,995,897	\$ 25,361,109							
17	EXTENSION YEAR EXTENSION YEAR									
18		Year 1	Year 2	Year 3	All Years					
19		7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027			
20		Current	New	New	Current	Amendment	New			
21	Expenditures									
22	Salaries & Benefits	\$ 241,402	\$ 241,402	\$ 120,701	\$ 241,402	\$ 362,102	\$ 603,504			
23	Operating Expense	\$ 155,479	\$ 155,479	\$ 77,740	\$ 155,479	\$ 233,219	\$ 388,699			
24	Subtotal	\$ 396,881	\$ 396,881	\$ 198,440	\$ 396,881	\$ 595,321	\$ 992,202			
29	Admin Cost (HUD Agreements Only)	\$ 22,205	\$ 22,205	\$ 11,103	\$ 22,205	\$ 33,308	\$ 55,513			
30	Total Expenditures	\$ 419,086	\$ 419,086	\$ 209,543	\$ 419,086	\$ 628,629	\$ 1,047,715			
31										
32	HSH Revenues (select)									
38	HUD CoC - Operations	\$ 396,881	\$ 396,881	\$ 198,441	\$ 396,881	\$ 595,322	\$ 992,203			
39	HUD CoC - Admin	\$ 22,205	\$ 22,205	\$ 11,103	\$ 22,205	\$ 33,308	\$ 55,513			
42	Total HSH Revenues	\$ 419,086	\$ 419,086	\$ 209,543	\$ 419,086	\$ 628,629	\$ 1,047,715			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -		\$ -			
54										

	A	B	C	D	E	F	I	J	K	L	O	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date	7/1/2026										
4	Provider Name	DISH SF										
5	Program	Property Management at Six Buildings										
6	F\$P Contract ID#	1000035491										
7	Budget Name	CoC - Operations & Admin								EXTENSION YEAR		
8		Year 1					Year 2					
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027	
10						Current					New	
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	
12	Assistant General Manager	\$ 63,160	10.00	10%	1.00	\$ 63,160	\$ 63,160	10.00	10%	1.00	\$ 63,160	
13	Desk Clerk	\$ 62,301	45.00	1%	0.46	\$ 28,659	\$ 62,301	45.00	1%	0.46	\$ 28,659	
14	Janitor	\$ 54,764	9.00	6%	0.56	\$ 30,805	\$ 54,764	9.00	6%	0.56	\$ 30,805	
15	General Manager	\$ 93,654	4.00	15%	0.60	\$ 56,192	\$ 93,654	4.00	15%	0.60	\$ 56,192	
16											\$ -	
49											\$ -	
50		TOTAL SALARIES				\$ 178,816	TOTAL SALARIES				\$ 178,816	
51		TOTAL FTE			2.62	TOTAL FTE			2.62			
52		FRINGE BENEFIT RATE			35.00%	FRINGE BENEFIT RATE			35.00%			
53		EMPLOYEE FRINGE BENEFITS				\$ 62,586	EMPLOYEE FRINGE BENEFITS				\$ 62,586	
54		TOTAL SALARIES & BENEFITS				\$ 241,402	TOTAL SALARIES & BENEFITS				\$ 241,402	
55												
56												
57												

	A	V	BT	BU	BV
1	DEPARTMENT OF HOMELESSNES				
2	SALARY & BENEFIT DETAIL				
3	Document Date				
4	Provider Name				
5	Program				
6	F\$P Contract ID#				
7	Budget Name	EXTENSION YEAR			
8		Year 3	All Years		
9	POSITION TITLE	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027
10		New	Current	Amendment	New
11		Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Assistant General Manager	\$ 31,580	\$ 63,160	\$ 94,740	\$ 157,901
13	Desk Clerk	\$ 14,329	\$ 28,659	\$ 42,988	\$ 71,646
14	Janitor	\$ 15,402	\$ 30,805	\$ 46,207	\$ 77,012
15	General Manager	\$ 28,096	\$ 56,192	\$ 84,288	\$ 140,481
16		\$ -	\$ -	\$ -	\$ -
49		\$ -	\$ -	\$ -	\$ -
50		\$ 89,408	\$ 178,816	\$ 268,224	\$ 447,040
51	FRINGE BENEFIT RATE				
52		35.00%			
53	EMPLOYEE FRINGE BENEFITS	\$ 31,293	\$ 62,586	\$ 93,878	\$ 156,464
54	TOTAL SALARIES & BENEFITS	\$ 120,701	\$ 241,402	\$ 362,102	\$ 603,504
55					
56					
57					

	A	B	G	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	7/1/2026					
4	Provider Name	DISH SF					
5	Program	Property Management at Six Buildings					
6	F\$P Contract ID#	1000035491					
7	Budget Name	CoC - Operations & Admin					
8		EXTENSION YEAR EXTENSION YEAR					
9		Year 1	Year 2	Year 3	All Years		
10		7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027
11		Current	New	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property		\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ 155,479	\$ 155,479	\$ 77,740	\$ 155,479	\$ 233,219	\$ 388,699
15	Office Supplies, Postage		\$ -	\$ -	\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair		\$ -	\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction		\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance		\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training		\$ -	\$ -	\$ -	\$ -	\$ -
20	Staff Travel-(Local & Out of Town)		\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment		\$ -	\$ -	\$ -	\$ -	\$ -
67							
68	TOTAL OPERATING EXPENSES	\$ 155,479	\$ 155,479	\$ 77,740	\$ 155,479	\$ 233,219	\$ 388,699
97	HSH #3				Template last modified		7/26/2022

BUDGET NARRATIVE

Fiscal Year

Budget Narrative - HUD CoC

CoC - Operations & Admin

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>
Assistant General Manager	1.00	\$ 63,160	Under the supervision of the General Manager, assists with all aspects of property management. Responsibilities include assisting with rent collection and reporting, vendor payments, vendor communications, unit inspections, tenant intakes and move-ins, lease enforcement, work order coordination, tenant communication, tenant activities, and other aspects of building operations. AGMs serve as acting General Manager when the GM is offsite or on vacation/sick leave. There is one full-time AGM for each of DISH's sites.	Annualized Salary * Adjusted FTE
Desk Clerk	0.46	\$ 28,659	Under the supervision of the General Manager, the Desk Clerks represent property management by greeting tenants and visitors, monitoring building safety and traffic, and communicating appropriately with residents, guests, service providers and staff.	Annualized Salary * Adjusted FTE
Janitor	0.56	\$ 30,805	Under the supervision of the Janitorial Supervisor with support from the Lead Janitor, maintains the general cleanliness of the building interior and exterior across all eight sites. Deployment across sites varies weekly and daily based on needs of sites, including cleanliness and special projects. Responds to 24/7 emergencies as instructed by management on-call. Basic duties include cleanliness of all common spaces and shared bathrooms as well trash duties and other janitorial tasks and projects. Team approach used for most cost effective division of labor across 6 sites based on ongoing and changing building/program needs.	Annualized Salary * Adjusted FTE
General Manager	0.60	\$ 56,192	The General Manager is responsible for the overall operation of the property, and the day-to-day implementation of policies, procedures and programs that ensure a well-managed, well-maintained building; ensures compliance with all applicable laws and regulations; maintains acceptable occupancy level and develops a supportive environment for all residents; manages onsite staff and their duties, interacts with and supervises vendors. Collaborates with onsite support services providers and HSH in pursuit of excellence. Reports to Property Supervisor.	Annualized Salary * Adjusted FTE
TOTAL	2.62	\$ 178,816		
<u>Employee Fringe Benefits</u>		\$ 62,586	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 35% of total salaries.</u>	
Salaries & Benefits Total		\$ 241,402		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ -		
Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ 155,479	PGE, Water and Sewer, Trash Removal, Telephone, Internet and TV services at the 6 sites and the DISH Central Office. This line includes all cell phones, and web based email and document storage applications.	Allocation for HUD budget, which is approximately \$12,079/month
TOTAL OPERATING EXPENSES	\$ 155,479		
Indirect Cost	\$ -		

BUDGET NARRATIVE

Fiscal Year

Budget Narrative - HUD CoC

Fiscal Term Start

CoC - Operations & Admin

FY26-27

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

7/1/2026

<u>Admin Cost (HUD Agreements Only)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Operations Manager salary and fringe	\$ 22,205	Part of the Operations Manager role is to ensure the smooth operation of the central office, managing IT, telephone, and administrative systems across DISH's portfolio while maintaining key vendor relationships.	Equal to 18.5% of salary
TOTAL ADMIN EXPENSES	\$ 22,205		
Allowable Admin Cost	\$ 22,205		
Difference	\$ -		

*** Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:**

Category	Description	Examples	Notes
1) General Management, Oversight, and Coordination	(i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:		In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;	Budget/Finance Manager	
	B) Develop systems for assuring compliance with program requirements;	IT Manager	
	C) Develop agreements with subrecipients and contractors to carry out program activities;	Contracts/Grants Manager	
	D) Monitor program activities for progress and compliance with program requirements;	Program Manager	
	E) Prepare reports and other documents directly related to the program for submission to HUD;	Program Manager	
	F) Coordinate the resolution of audit and monitoring findings;	Program Manager, Accountant	
	G) Evaluate program results against stated objectives; or	Data & Performance Analyst	
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.	CEO, Executive Director, Program Director, Chief Financial Officer	
	(ii) Travel costs incurred for monitoring of subrecipients;	Car rental, fuel, airfare, lodging	
(iii) Administrative Services performed under third-party contracts or agreements	IT Services, Administrative Temp Agency, Outside Auditor		
(iv) Other costs for goods and services required for administration of the program	Office Supplies & Postage, Printing & Reproduction, Utilities		
2) Training on Continuum of Care Requirements	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.	Staff Training, Staff Travel, Conference Expenses	
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 578.31.		

For more information on Eligible Administrative Costs, see Section 578.59 (page 87) of the CoC Program Interim Rule, 24 CFR:

https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

	A	B	C	D	E	J	M	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	7/1/2025	6/30/2026	1						
6	Amended Term	7/1/2025	12/31/2027	3						
7	Provider Name	DISH SF								
8	Program	Property Management at Six Buildings								
9	F\$P Contract ID#	1000035491								
10	Action (select)	Amendment								
11	Effective Date	7/1/2026								
12	Budget Name	COP - One-Time Capital								
13		Current	New	20%						
14	Term Budget	\$ 403,200	\$ 403,200							
17	EXTENSION YEAR EXTENSION YEAR									
18		Year 1	Year 2	Year 3	All Years					
19		7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027			
20		Current	New	New	Current	Amendment	New			
21	Expenditures									
27	Other Expenses (Not subject to indirect %)	\$ 403,200	\$ -	\$ -	\$ 403,200	\$ -	\$ 403,200			
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
30	Total Expenditures	\$ 403,200	\$ -	\$ -	\$ 403,200	\$ -	\$ 403,200			
31										
32	HSH Revenues (select)									
40	Certificate of Participation (COP) Bonds	\$ 403,200	\$ -	\$ -	\$ 403,200	\$ -	\$ 403,200			
42	Total HSH Revenues	\$ 403,200	\$ -	\$ -	\$ 403,200	\$ -	\$ 403,200			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
54										

	A	B	G	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	7/1/2026					
4	Provider Name	DISH SF					
5	Program	Property Management at Six Buildings					
6	F\$P Contract ID#	1000035491					
7	Budget Name	COP - One-Time Capital					
8		EXTENSION YEAR EXTENSION YEAR					
9		Year 1	Year 2	Year 3	All Years		
10		7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 12/31/2027	7/1/2025 - 6/30/2026	7/1/2025 - 12/31/2027	7/1/2025 - 12/31/2027
11		Current	New	New	Current	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
70	Other Expenses (not subject to indirect cost %)						
71	Camelot Elevator Modernization	\$ 85,000	\$ -	\$ -	\$ 85,000	\$ -	\$ 85,000
72	Camelot EMP reserves	\$ 17,000	\$ -	\$ -	\$ 17,000	\$ -	\$ 17,000
73	Windsor Elevator Modernization	\$ 90,000	\$ -	\$ -	\$ 90,000	\$ -	\$ 90,000
74	Windsor EMP reserves	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -	\$ 18,000
75	Le Nain Elevator Modernization	\$ 65,000	\$ -	\$ -	\$ 65,000	\$ -	\$ 65,000
76	Le Nain EMP reserves	\$ 13,000	\$ -	\$ -	\$ 13,000	\$ -	\$ 13,000
77	PBI Elevator Modernization	\$ 96,000	\$ -	\$ -	\$ 96,000	\$ -	\$ 96,000
78	PBI EMP reserves	\$ 19,200	\$ -	\$ -	\$ 19,200	\$ -	\$ 19,200
83							
84	TOTAL OTHER EXPENSES	\$ 403,200	\$ -	\$ -	\$ 403,200	\$ -	\$ 403,200
98	HS# #3				Template last modified		7/26/2022

BUDGET NARRATIVE

Fiscal Year

COP - One-Time Capital

FY25-26

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

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>
Camelot Elevator Modernization	\$ 85,000	Estimated cost of cab refurbishment, ceiling tiles, lighting, floor, and walls, gear service and tune up.
Camelot EMP reserves	\$ 17,000	Reserves equal to 20% of estimated Camelot elevator modernization cost. Available upon approval from HSH.
Windsor Elevator Modernization	\$ 90,000	Estimated cost of cab refurbishment, ceiling tiles, lighting, floors, and walls.
Windsor EMP reserves	\$ 18,000	Reserves equal to 20% of estimated Windsor elevator modernization cost. Available upon approval from HSH.
Le Nain Elevator Modernization	\$ 65,000	Estimated cost of cab refurbishment and gate adjustments, gear service and tune up.
Le Nain EMP reserves	\$ 13,000	Reserves equal to 20% of estimated Le Nain elevator modernization cost. Available upon approval from HSH.
PBI Elevator Modernization	\$ 96,000	Estimated cost of cab refurbishment, ceiling tiles, lighting, floor, walls, buttons, rope adjustment.
PBI EMP reserves	\$ 19,200	Reserves equal to 20% of estimated PBI elevator modernization cost. Available upon approval from HSH.
	\$ -	
TOTAL OTHER EXPENSES	\$ 403,200	