



Mike Levine, Executive Director

Daniel Lurie, Mayor

To	Homelessness Oversight Commission
Through	Mike Levine, Executive Director
From	Marion Pate, Chief Deputy Director Dylan Schneider, Interim Deputy Director of Administration and Finance Edilyn Velasquez, Director, Contracts
Date	October 1, 2026
Subject	Amended Grant Agreement Approval: Conard House, Inc. Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels

Agreement Information	
FSP#	1000035190
Provider	Conard House, Inc.
Program Name	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels
Agreement Action	2 nd Amendment
Agreement Term	July 1, 2025 - June 30, 2029 The period of performance for the United States Department of Housing and Urban Development (HUD) Continuum of Care (CoC) grant within this agreement budget runs from May 1 ST to April 30 TH .

Agreement Amount

Current Budget ¹	Amended	New	Contingency ²	Total Not to Exceed (NTE) ³
\$9,370,841	\$19,527,429	\$28,898,270	\$3,905,486	\$32,803,756

Agreement Budget Summary (Total):

	Budget	Amended to Add	New Budget
General & HSH Fund Total	\$8,476,806	\$17,465,242	\$25,942,047
HUD CoC Total	\$894,035	\$2,062,188	\$2,956,223
TOTAL³	\$9,370,841	\$19,527,429	\$28,898,270
Contingency ²			\$3,905,486
Total NTE³			\$32,803,756

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$9,997,681.

² A 20% contingency applied to outgoing year budget amounts. This will enable HSH to provide annual increases as needed for cost of living adjustments, master lease increases, and/or address one-time capital needs.

³ Due to rounding, numbers presented may not add up precisely to the totals provided.

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Breakdown: General & HSH Fund only (Appendix B-1, Budget):

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget
2025-26	\$6,549,465	\$6,293,651	--	\$6,293,651
2026-27	\$2,183,155	--	\$4,366,311	\$6,549,465
2027-28	--	--	\$6,549,465	\$6,549,465
2028-29	--	--	\$6,549,465	\$6,549,465
TOTAL³	\$8,732,620	\$6,293,651	\$17,465,242	\$25,942,047

Breakdown: HUD Funding only (Appendix B-2, Budget):

Period of Performance	Budget	Actual Spent	Amended to Add	New Budget
May 2025 – April 2026	\$651,811	\$651,425	--	\$651,425
May 2026 – April 2027	\$242,610		\$485,221	\$727,831
May 2027 – April 2028	--	--	\$727,831	\$727,831
May 2028 – April 2029	--	--	\$727,831	\$727,831
May 2029 – June 2029	--	--	\$121,305	\$121,305
TOTAL³	\$894,421	\$651,425	\$2,062,188	\$2,956,223

Breakdown: Annualized Budget by Site and Service Type:

Service type	Allen Hotel	Aranda Hotel	McAllister Hotel	Total Annual Budget
Support Services	\$358,633	\$572,498	\$458,378	\$1,389,509
Property Management	\$619,224	\$1,868,908	\$2,275,054	\$4,763,186
Money Management	\$99,237	\$164,519	\$133,015	\$396,771
HUD Operations & Admin	\$727,831	--	--	\$727,831
Total Annual Budget³	\$1,804,925	\$2,605,925	\$2,866,447	\$7,227,297

Funding Information	
Funding Sources⁴	50% HSH Fund 40% General Fund 10% HUD CoC HUD Award Grant Number: CA0888L9T012415

⁴ The funding sources listed reflect current and future years.



The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant agreement with Conard House, Inc. for the provision of Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda, and McAllister Hotels for the period of July 1, 2025, to June 30, 2029, in an additional amount of \$19,527,429. The addition of funds includes an additional two years and eight months of performance, which is aligned with HSH's Multiyear Procurement Plan for Permanent Supportive Housing services. The new not to exceed (NTE) amount is \$32,803,756, which includes a 20 percent contingency of \$3,905,486 on the FY26-27 through FY28-29 amounts.

Background

Conard House, Inc., via the Allen, Aranda and McAllister Hotel agreements, currently provides Support Services, Property Management, Money Management and Master Lease Stewardship to formerly homeless and income-eligible adults aged 18 years or older without the custody of minors. The City is not a party to the lease. All three buildings include a front desk and lobby area, support services offices, shared laundry machines and a working elevator. Conard House, Inc. provides site operations and services, including case management, clinical support, building maintenance, third-party rent payment and 24/7 front desk staffing on site. Conard House, Inc. has been operating the McAllister since April 2004, and the Allen and the Aranda since 2012.

Services to be Provided

The purpose of this grant is to provide the continuation of Support Services, Property Management, Money Management and Master Lease Stewardship to adults in the Allen, Aranda and McAllister Hotels. Grantee will provide services for a combined total of up to 251 units at a given time (61 units at the Allen Hotel, 110 units at the Aranda, and 80 units at the McAllister Hotel) with a budgeted staff of 32.82 full time equivalent (FTE).

Support Services provided include the following: outreach, intake and assessment, case management, housing stability support, coordination between support services and property management staff, wellness and emergency safety checks, support groups, social events and organized activities, and exit planning. Property Management oversight, Stewardship of the Lease, and Money Management Services are also facilitated by Conard House, Inc.

In FY 25-26, this program served 300 tenants. The vacancy rate as of August 11th, 2026 is two percent, a total of five units out of the 251 total units. Three of the units are online with attached referrals, and two are offline with outlined plans to bring them online by August 14th, 2026.

Selection

Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness.

Performance History

Fiscal Monitoring: Conard House, Inc. underwent citywide nonprofit fiscal monitoring most recently in FY25-26. The Final Status Letter for the monitoring included the following findings, related to audited financial statements:



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- Audit not completed within nine months of the close of the provider's fiscal year. Funding departments recommend the provider request an audit submission extension in future years.
- Audit states the provider had less than 30 days of operating cash.

Program Monitoring: Conard House underwent program monitoring most recently for FY24-25 and were found conformant with findings resolved. Program Monitoring for FY 25-26 is currently underway; HSH confirmed the Service and Outcome Objectives for the fiscal year were successfully met.

Agreement Materials

- HOC Approval Package
 - Appendix A-1 (dated November 1, 2026)
 - Appendix A-2 (dated November 1, 2026)
 - Appendix B-1, Budget (dated November 1, 2026)
 - Appendix B-2, Budget (dated November 1, 2026)



**Appendix A-1, Services to be Provided
by
Conard House, Inc.
Allen, Aranda & McAllister Hotels Support Services**

I. Purpose of Grant

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

II. Served Population

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

III. Referral and Prioritization

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

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

IV. Description of Services

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

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

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

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

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

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

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

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

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

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

V. **Location and Time of Services**

Grantee shall provide services at the following locations:

Site Name	Site Location
1. Allen Hotel	1693 Market St. San Francisco, CA 94103
2. Aranda Hotel	64 Turk Street, San Francisco, CA 94102
3. McAllister Hotel	270 McAllister Street, San Francisco, CA 94102

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

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

VI. Service Requirements

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

- a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a tenant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the tenant to contact after the tenant has exhausted Grantee's internal Grievance Procedure.
2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- I. Feedback, Complaint and Follow-up Policies:
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
 2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.
- J. City Communications, Trainings and Meetings:
Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.
- K. Coordination with Other Service Providers: Grantee shall establish written agreements with Property Management and other service providers that are part of the site care team to formalize collaboration and roles and responsibilities.
- L. Critical Incidents: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions must be reported immediately to the HSH program

manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).

N. Anti-Violence and Weapons Policy:

1. Anti-Violence Efforts. Grantee shall develop, adopt, and train employees on a Workplace Emergency Action Plan to prepare and respond to serious violent incidents, including an active shooter. Grantee shall also comply with HSH's Support Services Policies and Procedures: Responses to Critical Incidents Involving Threatening & Assaultive Behavior, which describes the actions that HSH expects each PSH Housing Provider to take to warn, and protect staff, tenants, and the public who are present, when an assaultive and threatening behavior occurs.
2. Support Services. Grantee shall partner with property management to educate tenants on any Weapons Policy lease addendum.

O. Record Keeping and Files: Grantee shall maintain confidential tenant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.

1. Grantee shall maintain client program enrollment, annual status updates, program exit information, eligibility, and services documentation and care plans in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
2. Grantee shall maintain a program roster of all current tenants in the ONE System.
3. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
4. Grantee shall document services in the ONE System as needed to meet external funding and/or billing requirements.
5. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements. Hard copy files shall be stored securely within a locked cabinet and within a locked office.

P. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to: (a) entering all client

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

- 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. Records entered into the HSH HMIS ONE System shall meet or exceed the ONE System CDQI Process standards: <https://www.sf.gov/information--one-system>. Grantee must also adhere to relevant ONE System Data Entry Expectation Guides by program type: <https://onesf.bitfocus.com/data-entry-expectation-guides>.
 3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

Q. Confidentiality:

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

- and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.
- 5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- R. Good Neighbor Policy: Grantee shall maintain a good relationship with the neighborhood as defined in the [HSH Good Neighbor Policy](#). Grantee shall develop and maintain procedures to ensure compliance with all applicable policy components.
- S. Reasonable Accommodation Process: Grantee shall establish and maintain a written Reasonable Accommodation Process for the program. Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation process to each participant.

VII. Service Objectives

Grantee shall achieve the Service Objectives listed below.

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

VIII. Outcome Objectives

Grantee shall achieve the Outcome Objectives listed below.

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

IX. Reporting Requirements

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

services, and program or policy changes implemented in response to tenant feedback.

- C. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- D. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877, as instructed by HSH.
- E. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and any Grantee response will become part of the official report.
- F. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, review of the following: Grantee's 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 Compliance and Contract Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts and Memorandum of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix A-2, Services to be Provided

by

Conard House, Inc.

Allen, Aranda & McAllister Hotels Property Management and Master Lease Stewardship

I. Purpose of Grant

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

II. Served Population

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

III. Referral and Prioritization

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

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

IV. Description of Services

Grantee shall provide Property Management to the total number of units listed in Appendix B, Budget ("Number Served" tab).

A. Property Management

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

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

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

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

7. **Building Maintenance:** Grantee shall maintain the facility in sanitary and operable condition, post protocol and forms for tenant requests for maintenance or repairs and respond to requests in a timely manner. Building maintenance shall include the following services:
 - a. Janitorial services in common areas, offices, and shared-use restrooms, and shower facilities;
 - b. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
 - c. Pest control services, as needed;
 - d. Maintenance and repair of facility systems, plumbing, electrical;
 - e. Building security; and
 - f. Preparation of apartments for tenant move-in and move-out.
8. **Coordination with Support Services:** If a tenant is facing housing instability, Grantee shall coordinate with Support Services staff to find creative ways to engage with tenants to prevent housing loss. Grantee shall work with Support Services staff in communicating with and meeting with tenant regarding behaviors and issues that put the tenant at risk for housing instability.

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

9. **Wellness and Emergency Safety Checks:** Grantee shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety. Whenever there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency, then Grantee shall contact appropriate emergency medical professionals.
10. **Front Desk Coverage:** Grantee shall provide front desk coverage 24 hours per day, seven days per week.
11. **Exit Planning:** Grantee shall alert Support Services staff when tenants give notice to leave housing and shall keep a record of each tenant's forwarding address, whenever possible. Grantee shall provide exit information to Support Services to complete the client program exit in the Online Navigation and Entry System ("ONE System").

B. Stewardship of the Master Lease:

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

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

V. Location and Time of Services

Grantee shall provide services at the following locations:

Site Name	Address
Allen Hotel	1693 Market St. San Francisco, CA 94103
Aranda Hotel	64 Turk Street, San Francisco, CA 94102
McAllister Hotel	270 McAllister Street, San Francisco, CA 94102

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

VI. Service Requirements

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
 1. Grantee shall notify HSH immediately in the event it is given notice of violations by the Department of Building Inspection, Department of Public Health, or another City agency.
- B. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identity, disability, HIV status, or immigration status unless otherwise required by law.
- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.
- D. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the

HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.

- F. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's housing stability.
- G. Grievance Procedure:
1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a tenant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the tenant to contact after the tenant has exhausted Grantee's internal Grievance Procedure.
 2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- H. Feedback, Complaint and Follow-up Policies:
 Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
 2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.
- I. City Communications, Trainings and Meetings:
 Grantee shall keep HSH informed of program operations and comply with HSH policies and training requirements, and participate in meetings including but not limited to:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 3. Attendance at trainings (e.g., overdose prevention training), when required by HSH. Grantee shall ensure all site-based or tenant-facing staff and subcontractors

are onboarded and trained to perform the services in accordance with Housing First, Harm Reduction, and Trauma-Informed Principles.

- J. Coordination with Other Service Providers: Grantee shall establish written agreements with Support Services and other service providers that are part of the site team to formalize collaboration and roles and responsibilities.
- K. Critical Incidents: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions must be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- L. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- M. Anti-Violence and Weapons Policy:
 - 1. Anti-Violence Efforts. Grantee shall develop, adopt, and train employees on a Workplace Emergency Action Plan to prepare and respond to serious violent incidents, including an active shooter. Grantee shall also comply with HSH's Support Services Policies and Procedures: Responses to Critical Incidents Involving Threatening & Assaultive Behavior, which describes the actions that HSH expects each PSH Housing Provider to take to warn, and protect staff, tenants, and the public who are present, when an assaultive and threatening behavior occurs.
 - 2. PSH Weapons Policy and Lease Addendum. Grantee shall adopt and enforce a site specific PSH Weapons Policy. Each PSH Weapons Policy must be substantially in the form as the model set out in HSH's Anti-Violence and Weapons Policy. Grantee shall incorporate the lease addendum into the tenant subleases.
- N. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood as defined in the [HSH Good Neighbor Policy](#). Grantee shall develop and maintain procedures to ensure compliance with all applicable policy components.
- O. Record Keeping and Files: Grantee shall update applicant referral status information in the ONE System in accordance with HSH policy and instruction.
 - 2. 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.

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

P. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (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. Records entered into the HSH HMIS ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://www.sf.gov/information--one-system>. Grantee must also adhere to relevant ONE System Data Entry Expectation Guides by program type: <https://onesf.bitfocus.com/data-entry-expectation-guides>.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. Grantee shall maintain updated unit vacancy information on a weekly basis in the data system designated by HSH (Offline Vacancy Tracker and/or ONE System) as required. Changes to vacancy reporting shall be communicated to Grantees in writing from HSH.

Q. Confidentiality:

1. Grantee shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data shared between Grantee, HSH, and other providers if those laws apply for the purposes described in the Grant Plan, including but not limited to: U.S. Department of Housing and Urban Department (2004) HMIS Data and Technical Standards Final Notice and 24 C.F.R. Part 578, Continuum of Care.
2. Grantee shall safeguard the confidentiality of all client data by (a) ensuring the security and integrity of all client data; (b) maintaining computers and other information systems and technology infrastructure that it uses to create, receive,

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

maintain, use, or transmit client data in a secure manner; (c) protecting against any anticipated threats or hazards to the security and integrity all client data; (d) protecting against unauthorized disclosure, access, or use of all client data; (e) ensuring the proper disposal of client data; and (f) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.

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

- R. Reasonable Accommodation Process: Grantee shall establish and maintain a written Reasonable Accommodation Process for the program. Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation process to each participant.

VII. Service Objectives

Grantee shall achieve the following Service Objectives:

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

VIII. Outcome Objectives

Grantee shall achieve the following Outcome Objectives:

- A. Ninety percent of tenants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. Eighty five percent of tenant lease violations will be resolved without loss of housing to tenants.
- C. At least 65 percent of tenants shall complete an annual Tenant Satisfaction Survey and of those, 80 percent of tenants will be satisfied or very satisfied with Property Management services.

IX. Reporting Requirements

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

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

- E. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- F. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877, as instructed by HSH.
- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and any Grantee response will become part of the official report.
- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

X. Monitoring Activities

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

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

- B. Fiscal and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of Grantee's organizational budget, the general

ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts and memorandum of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P				
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING APPENDIX B-1, BUDGET																			
2																				
3																	Document Date	11/1/2026		
4																	Contract Term	Begin Date	End Date	Duration (Years)
5																	Current Term	7/1/2025	11/30/2026	2
6																	Amended Term	7/1/2025	6/30/2029	4
7																	Provider Name	Conard House, Inc.		
8																	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels		
9																	F\$P Contract ID#	1000035190		
10																				
11																				
12	NUMBER SERVED				Year 1		Year 2		Year 3		Year 4									
13	Service Component				7/1/2025 - 6/30/2026		7/1/2026 - 10/31/2026		7/1/2027 - 6/30/2028		7/1/2028 - 6/30/2029									
14	Support Services and Property Management: Allen Hotel				61		61		61		61									
15	Support Services and Property Management: Aranda Hotel				110		110		110		110									
16	Support Services and Property Management: McAllister Hotel				80		80		80		80									
17	Total Units Served				251		251		251		251									

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B-1, BUDGET			
3	Document Date	11/1/2026		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2025	11/30/2026	2
6	Amended Term	7/1/2025	6/30/2029	4
7	Provider Name	Conard House, Inc.		
8	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels		
9	FSP Contract ID#	1000035190		
10				
11	APPROVED SUBCONTRACTORS			
12	CSV Hospitality			

	A	B	C	D	E	H	I	J	L	M	O	P	AI	AJ	AK		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																
2	APPENDIX B-1, BUDGET																
3	Document Date	11/1/2026															
4	Contract Term	Begin Date	End Date	Duration (Years)													
5	Current Term	7/1/2025	11/30/2026	2													
6	Amended Term	7/1/2025	6/30/2029	4													
7	Provider Name	Conard House, Inc.															
8	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels															
9	FSP Contract ID#	1000035190															
10	Contract Action	Amendment															
11	Effective Date	11/1/2026															
12	Budget Name	General Fund - Allen Hotel - Support Services , General Fund & HSH Fund - McAllister Hotel - Support Services , General Fund & HSH Fund - Aranda Hotel - Support Services , General Fund - Allen Hotel - Property Management , General Fund & HSH Fund - McAllister Hotel - Property Management , General Fund & HSH Fund - Aranda Hotel - Property Management , General Fund - Allen Hotel Money Management Program , General Fund & HSH Fund - McAllister Hotel - Property Management															
13	Funding:	Current	New	20%													
14	B-1 Term Budget (GF)	\$ 8,476,806	\$ 25,942,047														
15	B-2 Term Budget (CoC)	\$ 894,035	\$ 2,956,223														
16	Total Budget	\$ 9,370,841	\$ 28,898,270														
17	Contingency	\$ 626,840	\$ 3,905,486														
18	Not-To-Exceed (NTE)	\$ 9,997,681	\$ 32,803,756														
19																	
20					8- MONTH EXTENSION		EXTENSION YEAR		EXTENSION YEAR		All Years						
21					Year 1	Year 2		Year 3		Year 4		7/1/2025 - 11/30/2026	7/1/2025 - 6/30/2029	7/1/2025 - 6/30/2029			
22					7/1/2025 - 6/30/2026	7/1/2026 - 10/31/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029					
23					12 Months	4 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months					
24					Current	Current	Amendment	New	Amendment	New	Amendment	New	Current	Amendment	New		
25	EXPENDITURES																
26	Salaries & Benefits				\$ 2,223,475	\$ 741,157	\$ 1,482,322	\$ 2,223,479	\$ 2,223,479	\$ 2,223,479	\$ 2,223,479	\$ 2,223,479	\$ 2,964,632	\$ 5,929,280	\$ 8,893,912		
27	Operating Expenses				\$ 1,179,497	\$ 393,165	\$ 786,332	\$ 1,179,497	\$ 1,179,497	\$ 1,179,497	\$ 1,179,497	\$ 1,179,497	\$ 1,572,662	\$ 3,145,326	\$ 4,717,988		
28	Subtotal				\$ 3,402,972	\$ 1,134,322	\$ 2,268,654	\$ 3,402,976	\$ 3,402,976	\$ 3,402,976	\$ 3,402,976	\$ 3,402,976	\$ 4,537,294	\$ 9,074,606	\$ 13,611,900		
29	Indirect Cost				\$ 525,442	\$ 185,151	\$ 340,287	\$ 525,437	\$ 525,437	\$ 525,437	\$ 525,439	\$ 525,439	\$ 710,593	\$ 1,391,163	\$ 2,101,755		
30	Other Expenses (Not Eligible for Indirect %)				\$ 3,019,359	\$ 1,081,722	\$ 2,193,452	\$ 3,275,174	\$ 3,275,174	\$ 3,275,174	\$ 3,275,174	\$ 3,275,172	\$ 4,101,081	\$ 8,743,800	\$ 12,844,879		
31	TOTAL EXPENDITURES				\$ 6,947,773	\$ 2,401,195	\$ 4,802,393	\$ 7,203,587	\$ 7,203,587	\$ 7,203,587	\$ 7,203,589	\$ 7,203,587	\$ 9,348,968	\$ 19,209,569	\$ 28,558,534		
32																	
33	HSH REVENUES*																
34	General Fund - Ongoing				\$ 2,059,341	\$ 963,453	\$ 1,926,907	\$ 2,890,359	\$ 2,890,359	\$ 2,890,359	\$ 2,890,359	\$ 2,890,359	\$ 3,022,794	\$ 7,707,626	\$ 10,730,419		
35	Prop C				\$ 831,018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 831,018	\$ -	\$ 831,018		
36	HSH Fund				\$ 3,659,107	\$ 1,219,702	\$ 2,439,404	\$ 3,659,106	\$ 3,659,106	\$ 3,659,106	\$ 3,659,106	\$ 3,659,106	\$ 4,878,809	\$ 9,757,616	\$ 14,636,425		
37	Adjustment to Actuals				\$ (255,814)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (255,814)	\$ -	\$ (255,814)		
38	TOTAL HSH REVENUES				\$ 6,293,651	\$ 2,183,155	\$ 4,366,311	\$ 6,549,465	\$ 6,549,465	\$ 6,549,465	\$ 6,549,465	\$ 6,549,465	\$ 8,476,806	\$ 17,465,242	\$ 25,942,047		
39																	
40	OTHER REVENUES (NON-HSH)																
41	CAAP Resident Rent				\$ 331,285	\$ 110,428	\$ 220,857	\$ 331,285	\$ 331,285	\$ 331,285	\$ 331,285	\$ 331,285	\$ 441,713	\$ 883,427	\$ 1,325,140		
42	Non-CAAP Resident Rent				\$ 164,511	\$ 54,837	\$ 109,674	\$ 164,511	\$ 164,511	\$ 164,511	\$ 164,511	\$ 164,511	\$ 219,348	\$ 438,696	\$ 658,044		
43	Rental Income				\$ 158,326	\$ 52,775	\$ 105,551	\$ 158,326	\$ 158,326	\$ 158,326	\$ 158,326	\$ 158,326	\$ 211,101	\$ 422,203	\$ 633,304		
44	TOTAL OTHER REVENUES				\$ 654,122	\$ 218,040	\$ 436,082	\$ 654,122	\$ 654,122	\$ 654,122	\$ 654,122	\$ 654,122	\$ 872,162	\$ 1,744,326	\$ 2,616,488		
45																	
46	TOTAL HSH + OTHER REVENUES				\$ 6,947,773	\$ 2,401,195	\$ 4,802,393	\$ 7,203,587	\$ 7,203,587	\$ 7,203,587	\$ 7,203,587	\$ 7,203,587	\$ 9,348,968	\$ 19,209,571	\$ 28,558,536		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																					
2	APPENDIX B-1, BUDGET																																					
3	Document Date		11/1/2026																																			
4	Contract Term		Begin Date		End Date		Duration (Years)																															
5	Current Term		7/1/2025		11/30/2026		2																															
6	Amended Term		7/1/2025		6/30/2029		4																															
7	Provider Name		Conard House, Inc.																																			
8	Program		Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels																																			
9	FSP Contract ID#		1000035190																																			
10	Contract Action		Amendment																																			
11	Effective Date		11/1/2026																																			
12	Budget Name		General Fund - Allen Hotel - Support Services , General Fund & HSH Fund - McAllister Hotel - Support Services , General Fund & HSH Fund - Aranda Hotel - Support Services , General Fund - Allen Hotel - Property Management , General Fund & HSH Fund - McAllister Hotel - Property Management , General Fund & HSH Fund - Aranda Hotel - Property Management , General Fund - Allen Hotel Money Management Program , General Fund & HSH Fund - Aranda Hotel - Property Management																																			
13	Funding:		Current		New		20%																															
14	B-1 Term Budget (GF)		\$ 8,476,806		\$ 25,942,047																																	
15	B-2 Term Budget (CoC)		\$ 894,035		\$ 2,956,223																																	
16	Total Budget		\$ 9,370,841		\$ 28,898,270																																	
17	Contingency		\$ 626,840		\$ 3,905,486																																	
18	Not-To-Exceed (NTE)		\$ 9,997,681		\$ 32,803,756																																	
65	Total Adjusted Salary FTE (All Budgets)				25.72		25.72				25.72				25.72				25.72																			
66	Rev-Exp (Budget Match Check)				\$ -		\$ -				\$ -				\$ -				\$ -				\$ -				\$ -											
68	Approved by:		Stella Wang																																			
70	Phone Number:		415.8964.7833																																			
71	Email:		stella@conard.org																																			
* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.																																						

	A	B	C	D	E	H	I	J	L	M	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B-1, BUDGET														
3	Document Date	11/1/2026													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	7/1/2025	11/30/2026	2											
6	Amended Term	7/1/2025	6/30/2029	4											
7	Provider Name	Conard House, Inc.													
8	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels													
9	F\$P Contract ID#	1000035190													
10	Contract Action (Select)	Amendment													
11	Effective Date	11/1/2026													
12	Budget Name	General Fund - Allen Hotel - Support Services													
13	Funding:	Current	New												
14	B-1 Term Budget (GF)	\$ 474,867	\$ 1,431,218	20%											
15	B-2 Term Budget (CoC)	\$ 894,035	\$ 2,956,223												
16	Contingency	\$ 626,840	\$ 3,905,486												
17	Not-To-Exceed (NTE)	\$ 9,997,681	\$ 32,803,756												
18					8- MONTH EXTENSION										
19					EXTENSION YEAR										
20					EXTENSION YEAR										
21					All Years										
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* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.

	A	B	G	J	K	L	M	N	O	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B-1, BUDGET									
3	SALARY & BENEFITS DETAIL									
4	Document Date	11/1/2026								
5	Provider Name	Conard House, Inc.								
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels								
7	FSP Contract ID#	1000035190								
8	Budget Name	General Fund - Allen Hotel - Support Services								
10	8- MONTH EXTENSION									
11		Year 1	Year 2							
12		7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program		7/1/2026 - 10/31/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	
13		12 Months					4 Months	12 Months	12 Months	
14		Current					Current	Amendment	New	
15		POSITION TITLE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary
16	Director of Supportive Housing & Community Services	\$ 7,015	\$ 143,170	1.00	5%	0.05	\$ 2,338	\$ 4,677	\$ 7,015	
17	Associate Director	\$ 23,969	\$ 102,871	1.00	23%	0.23	\$ 7,990	\$ 15,979	\$ 23,969	
18	Program Director I	\$ 62,832	\$ 78,540	1.00	80%	0.80	\$ 20,944	\$ 41,888	\$ 62,832	
19	Case Manager I	\$ 101,054	\$ 63,159	2.00	80%	1.60	\$ 33,685	\$ 67,369	\$ 101,054	
20	Program Assistant II	\$ 2,351	\$ 58,766	1.00	4%	0.04	\$ 784	\$ 1,567	\$ 2,351	
21	Supportive Housing Program Associate Director	\$ 3,509	\$ 89,089	1.00	4%	0.04	\$ 1,170	\$ 2,339	\$ 3,509	
59	TOTAL SALARIES:	\$ 200,730					\$ 66,910	\$ 133,820	\$ 200,730	
60	TOTAL FTE :						2.76			
61	FRINGE BENEFIT RATE:	30.00%					30.00%		30.00%	
62	EMPLOYEE FRINGE BENEFITS:	\$ 60,219.00					\$ 20,073.00	\$ 40,146	\$ 60,219	
63	TOTAL SALARIES & BENEFITS:	\$ 260,949					\$ 86,983	\$ 173,966	\$ 260,949	

	A	B	V	W	AC	AD	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B-1, BUDGET								
3	SALARY & BENEFITS DETAIL								
4	Document Date	11/1/2026							
5	Provider Name	Conard House, Inc.							
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels							
7	F\$P Contract ID#	1000035190							
8	Budget Name	General Fund - Allen Hotel - Support Services							
10			EXTENSION YEAR		EXTENSION YEAR				
11			Year 3		Year 4		All Years		
12			7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029	7/1/2025 - 11/30/2026	7/1/2025 - 11/30/2026	7/1/2025 - 11/30/2026
13			12 Months	12 Months	12 Months	12 Months			
14			Amendment	New	Amendment	New	Current	Amendment	New
15	POSITION TITLE		Change	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
16	Director of Supportive Housing & Community Services		\$ 7,015	\$ 7,015	\$ 7,015	\$ 7,015	\$ 9,353	\$ 18,707	\$ 28,060
17	Associate Director		\$ 23,969	\$ 23,969	\$ 23,969	\$ 23,969	\$ 31,959	\$ 63,917	\$ 95,876
18	Program Director I		\$ 62,832	\$ 62,832	\$ 62,832	\$ 62,832	\$ 83,776	\$ 167,552	\$ 251,328
19	Case Manager I		\$ 101,054	\$ 101,054	\$ 101,054	\$ 101,054	\$ 134,739	\$ 269,477	\$ 404,216
20	Program Assistant II		\$ 2,351	\$ 2,351	\$ 2,351	\$ 2,351	\$ 3,135	\$ 6,269	\$ 9,404
21	Supportive Housing Program Associate Director		\$ 3,509	\$ 3,509	\$ 3,509	\$ 3,509	\$ 4,679	\$ 9,357	\$ 14,036
59	TOTAL SALARIES:		\$ 200,730	\$ 200,730	\$ 200,730	\$ 200,730	\$ 267,640	\$ 535,280	\$ 802,920
60	TOTAL FTE :								
61	FRINGE BENEFIT RATE:			30.00%		30.00%			
62	EMPLOYEE FRINGE BENEFITS:		\$ 60,219	\$ 60,219	\$ 60,219	\$ 60,219	\$ 80,292	\$ 160,584	\$ 240,876
63	TOTAL SALARIES & BENEFITS:		\$ 260,949	\$ 260,949	\$ 260,949	\$ 260,949	\$ 347,932	\$ 695,864	\$ 1,043,796

	A	B	C	F	G	H	J	K	M	N
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B-1, BUDGET									
3	OPERATING DETAIL									
4	Document Date	11/1/2026								
5	Provider Name	Conard House, Inc.								
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels								
7	FSP Contract ID#	1000035190								
8	Budget Name	General Fund - Allen Hotel - Support Services								
9										
10										
11										
12										
13										
14	OPERATING EXPENSES									
25	Rent/Lease									
26	Utilities									
27	Materials and Supplies									
28	Facilities									
29	Insurance									
30	Traning and Development									
31	Transportation									
32	Equipment									
33	Direct Client Support									
34	Gift Cards									
35	Miscellaneous									
36	Equipment Purchase & Repair									
37	Legal Services									
62	TOTAL OPERATING EXPENSES									
63										
64	OTHER EXPENSES (Not Eligible for Indirect Cost %)									
65	Actuals Adjustment									
91	TOTAL OTHER EXPENSES									

	A	B	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B-1, BUDGET				
3	OPERATING DETAIL				
4	Document Date	11/1/2026			
5	Provider Name	Conard House, Inc.			
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels			
7	F\$P Contract ID#	1000035190			
8	Budget Name	General Fund - Allen Hotel - Support Services			
9					
10			All Years		
11			7/1/2025 - 11/30/2026	7/1/2025 - 11/30/2026	7/1/2025 - 11/30/2026
12					
13			Current	Amendment	New
14	OPERATING EXPENSES		Budgeted Expense	Change	Budgeted Expense
25	Rent/Lease		\$ 8,400	\$ 16,800	\$ 25,200
26	Utilities		\$ 13,333	\$ 26,667	\$ 40,000
27	Materials and Supplies		\$ 8,576	\$ 17,152	\$ 25,728
28	Facilities		\$ 4,100	\$ 8,200	\$ 12,300
29	Insurance		\$ 10,267	\$ 20,533	\$ 30,800
30	Tranining and Development		\$ 333	\$ 667	\$ 1,000
31	Transportation		\$ 467	\$ 933	\$ 1,400
32	Equipment		\$ 6,828	\$ 13,656	\$ 20,484
33	Direct Client Support		\$ 10,780	\$ 21,560	\$ 32,340
34	Gift Cards		\$ 2,000	\$ 4,000	\$ 6,000
35	Miscellaneous		\$ 2,057	\$ 4,115	\$ 6,172
36	Equipment Purchase & Repair		\$ -	\$ -	\$ -
37	Legal Services		\$ 732	\$ 1,464	\$ 2,196
62	TOTAL OPERATING EXPENSES		\$ 67,873	\$ 135,747	\$ 203,620
63					
64	OTHER EXPENSES (Not Eligible for Indirect Cost %)				
65	Actuals Adjustment		\$ (3,310)	\$ -	\$ (3,310)
91	TOTAL OTHER EXPENSES		\$ (3,310)	\$ -	\$ (3,310)

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	BUDGET NARRATIVE					
		Fiscal Year				
4	General Fund - Allen Hotel - Support Services	FY26-27				
		<u>Adjusted</u>	<u>Budgeted</u>			
5	<u>Salaries & Benefits</u>	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>	
	Director of Supportive Housing & Community Services	0.05	\$ 7,015	The Director provides overall leadership, direction, and administration of the Supportive Services and Representative Payee programs. Responsibilities include overseeing program operations, ensuring regulatory compliance, and supervising the Associate Director.	0.049 FTE at an annual salary of \$143,170 equals \$7,015.	
6	Associate Director	0.23	\$ 23,969	The Associate Director monitors program implementation and prepares reports related to the Supportive Services and Representative Payee (Rep Payee) scope of work. This position supports oversight, ensures quality services delivery, and maintains documentation for compliance.	0.23 FTE at an annual salary of \$102,871 equals \$23,969.	
7	Program Director I	0.80	\$ 62,832	The Program Director is responsible for hiring and supervising Case Managers and implementing the Supportive Services work plan. Duties include oversight of Case Management services, Rep Payee services and Community Building activities. The Program Director assigns cases and tasks. Salary allocation is based on 80% Supportive Services (SS) and 20% Money Management/Rep Payee (MPP).	0.80 FTE at an annual salary of \$78,540 equals \$62,832.	
8	Case Manager I	1.60	\$ 101,054	Case Managers provide direct case management and Rep Payee services to enrolled clients. Responsibilities include assessment, service planning, client support, and financial payee services for an assigned caseload. Salary allocation is based on 80% Supportive Services (SS) and 20% Money Management/Rep Payee (MPP).	1.60 FTE at an annual salary of \$63,159 equals \$101,054.	
9	Program Assistant II	0.04	\$ 2,351	The Program Assistant supports implementation of the program by compiling service data for reports, and providing other support under the direction of the Associate Director of Supportive Housing Programs.	0.040 FTE at an annual salary of \$58,766 equals \$2,351.	
10	Supportive Housing Program Associate Director	0.04	\$ 3,509	This position is responsible for monitoring implementation of Supportive Services and preparing required program reports. The Associated Director also provides supervision of the Program Director.	0.11 FTE at an annual salary of \$89,089 equals \$3,509.	
11						
48	TOTAL	2.76	\$ 200,730			
49	<u>Employee Fringe Benefits</u>	30%	\$ 60,219	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.</u>		
50	TOTAL SALARIES & BENEFITS		\$ 260,949			
51						
52	<u>OPERATING EXPENSES</u>	<u>Budgeted</u>	<u>Expense</u>	<u>Justification</u>	<u>Calculation</u>	
	Rent/Lease	\$ 6,300		Rent/lease office space to run programs services, including supervision of support services and representative payee activities. This also includes facility upkeep and janitorial services necessary to maintain a functional and safe work environment.	The annual cost is calculated using the program's proportional allocation, which is derived from the number of FTEs. Total monthly rent is \$18,879.90, with additional \$3,550 per month in maintenances costs. Total annual allocation of \$6,300.	
63	Utilities	\$ 10,000		Utilities include electricity, gas, water, telephone, fax, Wi-Fi and internet services necessary for daily operations.	The annual cost is annualized from an estimated monthly average of \$833.33 based on historical data and year-to-date forecasts. The annual allocation is \$10,000.	
64	Materials and Supplies	\$ 6,432		Expenses cover materials required for daily operations, including printing supplies, postage, meeting materials, and courier services.	The annual cost is annualized from an estimated monthly cost of \$536 based on historical data and year-to-date forecasts.	
65	Facilities	\$ 3,075		Facility costs cover repairs and routine maintenance necessary to ensure that office spaces used by Support Services and representative payee office remains functional and safe.	The annual total is derived from prior-year spending and year-to-date maintenance forecasts. The amount of \$3,075 represents a projection based on average annual usage. The annual allocation is \$3,075.	
66	Insurance	\$ 7,700		General Commercial All-Risk insurance ensures compliance with organizational and contractual requirements, and provides liability protection for staff and participants.	Derived from the current organization's annual premium of \$565,564. The program's cost share is based on office square footage. The program's share is calculated at \$641.67 per month x 12 months = \$7,700. The annual allocation is \$7,700.	
67						

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	BUDGET NARRATIVE					
		Fiscal Year				
4	General Fund - Allen Hotel - Support Services	FY26-27				
		<u>Adjusted</u>	<u>Budgeted</u>			
5	Salaries & Benefits	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>	
68	Traning and Development		\$ 250	Training costs cover mandatory staff development, including in-service sessions, cultural diversity training, conferences, and other professional development required to maintain program quality and compliance.	The estimated annual cost of \$250 is based on prior-year training needs and year-to-date usage.	
69	Transportation		\$ 350	Transportation expenses cover local travel, reimbursable mileage, and parking related to program operations. These costs ensure staff can meet clients, complete administrative requirements, and access community resources.	The annual cost of \$350 is derived from prior-year usage trends and represents an annual projection based on historical spending averages.	
70	Equipment		\$ 5,121	Equipment expenses include rental and maintenance of essential office equipment such as copiers and printers, as well as purchase or replacement of IT system, computers, and office furniture necessary to maintain operations.	The annual cost is annualized from an estimated monthly cost of \$426.75 based on historical data and year-to-date forecasts. The annual allocation is \$5,121.	
71	Direct Client Support		\$ 8,085	Direct client support funds assist clients obtaining critical identification documents, vital records, and transportation support.	The annual cost is annualized from an estimated monthly cost of \$673.75 based on historical data and year-to-date forecasts. The annual allocation is \$8,085.	
72	Gift Cards		\$ 1,500	Gift cards are used as incentives for clients who participate in surveys, focus groups, and other feedback activities that help guide program improvement efforts.	Distributed based on predetermined goal and completion. Gift card values include \$5, \$10 or \$20 per participant. Estimated annual cost is \$1,500..	
73	Miscellaneous		\$ 1,543	Expenses cover mandatory annual staff tuberculosis (TB) test/review and TB symptom X-ray and bank analysis charges.	The estimated annual cost of \$1,543 is based on prior-year usage and year-to-date forecasts. The annual allocation is \$1,543.	
75	Legal Services		\$ 549	Provides minimal legal advisory services on an as-needed basis related to staff or program operations.	The estimated annual cost of \$549 is based on prior-year usage and year-to-date forecasts. The annual allocation is \$549.	
101	TOTAL OPERATING EXPENSES		\$ 50,905			
102	Indirect Cost	15.0%	\$ 46,778			
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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																											
2	APPENDIX B-1, BUDGET																											
3	Document Date	11/1/2026																										
4	Contract Term	Begin Date	End Date	Duration (Years)																								
5	Current Term	7/1/2025	11/30/2026	2																								
6	Amended Term	7/1/2025	6/30/2029	4																								
7	Provider Name	Conard House, Inc.																										
8	Program	Support Services, Property Management																										
9	FSP Contract ID#	1000035190																										
10	Contract Action	Amendment																										
11	Effective Date	11/1/2026																										
12	Budget Name	General Fund & HSH Fund - McAllister Hotel - Support Services																										
13	Funding:	Current	New	20%																								
14	B-1 Term Budget (GF)	\$ 596,629	\$ 1,818,970																									
15	B-2 Term Budget (CoC)	\$ 894,035	\$ 2,956,223																									
16	Contingency	\$ 626,840	\$ 3,905,486																									
17	Not-To-Exceed (NTE)	\$ 9,997,681	\$ 32,803,756																									
18	8- MONTH EXTENSION																											
19					EXTENSION YEAR				EXTENSION YEAR																			
20					Year 1		Year 2		Year 3		Year 4		All Years															
21					7/1/2025 - 6/30/2026		7/1/2026 - 10/31/2026		7/1/2026 - 6/30/2027		7/1/2026 - 6/30/2027		7/1/2027 - 6/30/2028		7/1/2027 - 6/30/2028		7/1/2028 - 6/30/2029		7/1/2028 - 6/30/2029		7/1/2025 - 11/30/2026		7/1/2025 - 11/30/2026		7/1/2025 - 11/30/2026			
22					12 Months		4 Months		12 Months		12 Months		12 Months		12 Months		12 Months		12 Months		12 Months				Amendment		New	
23	EXPENDITURES				Current		Current		Amendment		New		Amendment		New		Amendment		New		Current		Amendment		New			
24	Salaries & Benefits				\$ 324,044		\$ 108,014		\$ 216,029		\$ 324,043		\$ 324,043		\$ 324,043		\$ 324,043		\$ 324,043		\$ 432,058		\$ 864,115		\$ 1,296,173			
25	Operating Expenses				\$ 74,545		\$ 24,848		\$ 49,697		\$ 74,545		\$ 74,545		\$ 74,545		\$ 74,545		\$ 74,545		\$ 99,393		\$ 198,787		\$ 298,180			
26	Subtotal				\$ 398,589		\$ 132,862		\$ 265,726		\$ 398,588		\$ 398,588		\$ 398,588		\$ 398,588		\$ 398,588		\$ 531,451		\$ 1,062,902		\$ 1,594,353			
27	Indirect Percentage				15.00%		15.00%				15.00%				15.00%				15.00%									
28	Indirect Cost				\$ 59,788		\$ 19,931		\$ 39,860		\$ 59,790		\$ 59,790		\$ 59,790		\$ 59,790		\$ 59,790		\$ 79,719		\$ 159,440		\$ 239,158			
29	Other Expenses (Not Eligible for Indirect %)				\$ (14,541)		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ (14,541)		\$ -		\$ (14,541)			
32	TOTAL EXPENDITURES				\$ 443,836		\$ 152,793		\$ 305,586		\$ 458,378		\$ 458,378		\$ 458,378		\$ 458,378		\$ 458,378		\$ 596,629		\$ 1,222,341		\$ 1,818,970			
33																												
34	HSH REVENUES																											
35	General Fund - Ongoing				\$ 9,516		\$ 37,433		\$ 74,865		\$ 112,298		\$ 112,298		\$ 112,298		\$ 112,298		\$ 112,298		\$ 46,949		\$ 299,461		\$ 346,410			
36	Prop C				\$ 102,782						\$ -		\$ -		\$ -		\$ -		\$ -		\$ 102,782		\$ -		\$ 102,782			
37	HSH Fund				\$ 346,080		\$ 115,360		\$ 230,720		\$ 346,080		\$ 346,080		\$ 346,080		\$ 346,080		\$ 346,080		\$ 461,440		\$ 922,880		\$ 1,384,320			
38	Adjustment to Actuals				\$ (14,542)						\$ -		\$ -		\$ -		\$ -		\$ -		\$ (14,542)		\$ -		\$ (14,542)			
54	TOTAL HSH REVENUES				\$ 443,836		\$ 152,793		\$ 305,585		\$ 458,378		\$ 458,378		\$ 458,378		\$ 458,378		\$ 458,378		\$ 596,629		\$ 1,222,341		\$ 1,818,970			
64	Rev-Exp (Budget Match Check)				\$ -		\$ -				\$ -		\$ -		\$ -		\$ -		\$ -		\$ -				\$ -			
65																												
66																												

	A	B	G	J	K	L	M	N	O	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B-1, BUDGET									
3	SALARY & BENEFITS DETAIL									
4	Document Date	11/1/2026								
5	Provider Name	Conard House, Inc.								
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels								
7	FSP Contract ID#	1000035190								
8	Budget Name	General Fund & HSH Fund - McAllister Hotel - Support Services								
9										
10	8- MONTH EXTENSION									
11			Year 1	Year 2						
7/1/2025 - 6/30/2026			Agency Totals		For HSH Funded Program		7/1/2026 - 10/31/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	
12 Months							4 Months	12 Months	12 Months	
Current							Current	Amendment	New	
15			POSITION TITLE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change
16	Director of Supportive Housir Director of Supportive Housing and Communit	\$ 6,872	\$ 143,170	1.00	4.8%	0.05	\$ 2,291	\$ 4,581	\$ 6,872	
17	Associate Director	\$ 23,969	\$ 102,871	1.00	23%	0.23	\$ 7,990	\$ 15,979	\$ 23,969	
18	Program Director I	\$ 62,832	\$ 78,540	1.00	80%	0.80	\$ 20,944	\$ 41,888	\$ 62,832	
19	Sr. Case Manager	\$ 53,611	\$ 67,014	1.00	80%	0.80	\$ 17,870	\$ 35,741	\$ 53,611	
20	Case Manager I	\$ 101,054	\$ 63,159	2.00	80%	1.60	\$ 33,685	\$ 67,369	\$ 101,054	
21	Program Assistant	\$ 1,175	\$ 58,766	1.00	2%	0.02	\$ 392	\$ 783	\$ 1,175	
59	TOTAL SALARIES:		\$ 249,514				\$ 83,171	\$ 166,342	\$ 249,513	
60	TOTAL FTE :			3.50						
61	FRINGE BENEFIT RATE:		29.87%				29.87%		29.87%	
62	EMPLOYEE FRINGE BENEFITS:		\$ 74,530.00				\$ 24,843	\$ 49,687	\$ 74,530	
63	TOTAL SALARIES & BENEFITS:		\$ 324,044				\$ 108,014	\$ 216,029	\$ 324,043	

	A	B	V	W	AC	AD	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B-1, BUDGET								
3	SALARY & BENEFITS DETAIL								
4	Document Date	11/1/2026							
5	Provider Name	Conard House, Inc.							
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels							
7	FSP Contract ID#	1000035190							
8	Budget Name	General Fund & HSH Fund - McAllister Hotel - Support Services							
9									
10			EXTENSION YEAR		EXTENSION YEAR				
11			Year 3		Year 4		All Years		
7/1/2027 - 6/30/2028			7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029	7/1/2025 - 11/30/2026	7/1/2025 - 11/30/2026	7/1/2025 - 11/30/2026	
12 Months			12 Months	12 Months	12 Months	Current	Amendment	New	
Amendment			New	Amendment	New				
			Change	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
15	POSITION TITLE								
16	Director of Supportive Housir	Director of Supportive Housing and Communit	\$ 6,872	\$ 6,872	\$ 6,872	\$ 6,872	\$ 9,163	\$ 18,325	\$ 27,488
17	Associate Director		\$ 23,969	\$ 23,969	\$ 23,969	\$ 23,969	\$ 31,959	\$ 63,917	\$ 95,876
18	Program Director I		\$ 62,832	\$ 62,832	\$ 62,832	\$ 62,832	\$ 83,776	\$ 167,552	\$ 251,328
19	Sr. Case Manager		\$ 53,611	\$ 53,611	\$ 53,611	\$ 53,611	\$ 71,482	\$ 142,963	\$ 214,444
20	Case Manager I		\$ 101,054	\$ 101,054	\$ 101,054	\$ 101,054	\$ 134,739	\$ 269,477	\$ 404,216
21	Program Assistant		\$ 1,175	\$ 1,175	\$ 1,175	\$ 1,175	\$ 1,567	\$ 3,133	\$ 4,700
59	TOTAL SALARIES:		\$ 249,513	\$ 249,513	\$ 249,513	\$ 249,513	\$ 332,685	\$ 665,368	\$ 998,053
60	TOTAL FTE :								
61	FRINGE BENEFIT RATE:			29.87%		29.87%			
62	EMPLOYEE FRINGE BENEFITS:		\$ 74,530	\$ 74,530	\$ 74,530	\$ 74,530	\$ 99,373	\$ 198,747	\$ 298,120
63	TOTAL SALARIES & BENEFITS:		\$ 324,043	\$ 324,043	\$ 324,043	\$ 324,043	\$ 432,058	\$ 864,115	\$ 1,296,173

	A	B	C	F	G	H	J	K	M	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B-1, BUDGET									
3	OPERATING DETAIL									
4	Document Date	11/1/2026								
5	Provider Name	Conard House, Inc.								
6	Program	Support Services, Property Management and								
7	FSP Contract ID#	1000035190								
	Budget Name	General Fund & HSH Fund - McAllister Hotel - Support Services								
8										
9										
10			8- MONTH EXTENSION						EXTENSION YEAR	EXTENSION YEAR
11			Year 1	Year 2				Year 3		Year 4
12			7/1/2025 - 6/30/2026	7/1/2026 - 10/31/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	
13			12 Months	4 Months	12 Months	12 Months	12 Months	12 Months	12 Months	
14			Current	Current	Amendment	New	Amendment	New	Amendment	
15			Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Change	Budgeted Expense	Change	
16	OPERATING EXPENSES									
17	Rental of Property		\$ 6,900	\$ 2,300	\$ 4,600	\$ 6,900	\$ 6,900	\$ 6,900	\$ 6,900	
18	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 18,000	\$ 6,000	\$ 12,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	
19	Office Supplies, Postage		\$ 13,300	\$ 4,433	\$ 8,867	\$ 13,300	\$ 13,300	\$ 13,300	\$ 13,300	
20	Building Maintenance Supplies and Repair		\$ 3,110	\$ 1,037	\$ 2,073	\$ 3,110	\$ 3,110	\$ 3,110	\$ 3,110	
21	Insurance		\$ 7,850	\$ 2,617	\$ 5,233	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	
22	Staff Training		\$ 400	\$ 133	\$ 267	\$ 400	\$ 400	\$ 400	\$ 400	
23	Staff Travel - (Local & Out-of-Town)		\$ 300	\$ 100	\$ 200	\$ 300	\$ 300	\$ 300	\$ 300	
24	Rental of Equipment		\$ 5,885	\$ 1,962	\$ 3,923	\$ 5,885	\$ 5,885	\$ 5,885	\$ 5,885	
25	Equipment Purchase & Repairs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
26	Direct Client Support		\$ 13,500	\$ 4,500	\$ 9,000	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	
27	Gifts Cards		\$ 2,300	\$ 767	\$ 1,533	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	
28	Miscellaneous		\$ 2,300	\$ 767	\$ 1,533	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	
29	Legal Services		\$ 700	\$ 233	\$ 467	\$ 700	\$ 700	\$ 700	\$ 700	
30	TOTAL OPERATING EXPENSES		\$ 74,545	\$ 24,848	\$ 49,697	\$ 74,545	\$ 74,545	\$ 74,545	\$ 74,545	
31										
32	OTHER EXPENSES (Not Eligible for Indirect Cost %)									
33	Adjustment to actuals		\$ (14,541)		\$ -	\$ -	\$ -	\$ -	\$ -	
34	TOTAL OTHER EXPENSES		\$ (14,541)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

	A	B	N	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	OPERATING DETAIL					
4	Document Date	11/1/2026				
5	Provider Name	Conard House, Inc.				
6	Program	Support Services, Property Management and				
7	FSP Contract ID#	1000035190				
8	Budget Name	General Fund & HSH Fund - McAllister Hotel - Support Services				
9			ON YEAR			
10			Year 4	All Years		
11			7/1/2028 - 6/30/2029	7/1/2025 - 11/30/2026	7/1/2025 - 11/30/2026	7/1/2025 - 11/30/2026
12			12 Months		Amendment	
13			New	Current		New
14	OPERATING EXPENSES		Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
15	Rental of Property		\$ 6,900	\$ 9,200	\$ 18,400	\$ 27,600
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 18,000	\$ 24,000	\$ 48,000	\$ 72,000
17	Office Supplies, Postage		\$ 13,300	\$ 17,733	\$ 35,467	\$ 53,200
18	Building Maintenance Supplies and Repair		\$ 3,110	\$ 4,147	\$ 8,293	\$ 12,440
19	Insurance		\$ 7,850	\$ 10,467	\$ 20,933	\$ 31,400
20	Staff Training		\$ 400	\$ 533	\$ 1,067	\$ 1,600
21	Staff Travel - (Local & Out-of-Town)		\$ 300	\$ 400	\$ 800	\$ 1,200
22	Rental of Equipment		\$ 5,885	\$ 7,847	\$ 15,693	\$ 23,540
23	Equipment Purchase & Repairs		\$ -	\$ -	\$ -	\$ -
24	Direct Client Support		\$ 13,500	\$ 18,000	\$ 36,000	\$ 54,000
25	Gifts Cards		\$ 2,300	\$ 3,067	\$ 6,133	\$ 9,200
26	Miscellaneous		\$ 2,300	\$ 3,067	\$ 6,133	\$ 9,200
27	Legal Services		\$ 700	\$ 933	\$ 1,867	\$ 2,800
61	TOTAL OPERATING EXPENSES		\$ 74,545	\$ 99,393	\$ 198,787	\$ 298,180
62						
63	OTHER EXPENSES (Not Eligible for Indirect Cost %)					
64	Adjustment to actuals		\$ -	\$ (14,541)	\$ -	\$ (14,541)
90	TOTAL OTHER EXPENSES		\$ -	\$ (14,541)	\$ -	\$ (14,541)

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	BUDGET NARRATIVE		Fiscal Year			
4	General Fund & HSH Fund - McAllister Hotel - Support Services		FY26-27			
5	<u>SALARIES & BENEFITS</u>	<u>Adjusted Budgeted</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>	
		<u>FTE</u>	<u>Salary</u>			
	Director of Supportive Housing and Community Services	0.05	\$ 6,872	The Director provides overall leadership, direction, and administration of the Supportive Services and Representative Payee programs. Responsibilities include overseeing program operations, ensuring regulatory compliance, and supervising the Associate Director.	0.048 FTE at an annual salary of \$143,170 equals \$6,872. The annual allocation is \$6,872.	
6	Associate Director	0.23	\$ 23,969	The Associate Director monitors program implementation and prepares reports related to the Supportive Services and Representative Payee (Rep Payee) scope of work. This position supports oversight, ensures quality services delivery, and maintains documentation for compliance.	0.23 FTE at an annual salary of \$102,871 equals \$23,969. The annual allocation is \$23,969.	
7	Program Director I	0.80	\$ 62,832	The Program Director is responsible for hiring and supervising Case Managers and implementing the Supportive Services work plan. Duties include oversight of Case Management services, Rep Payee services and Community Building activities. The Program Director assigns cases and tasks. Salary allocation is based on 80% Supportive Services (SS) and 20% Money Management/Rep Payee (MPP).	0.80 FTE at an annual salary of \$78,540 equals \$62,832. The annual allocation is \$62,832.	
8	Sr. Case Manager	0.80	\$ 53,611	The Senior Case Manager provides direct case management and Representative Payee (Rep Payee) services to enrolled clients, maintaining an assigned caseload and supporting clients' individualized service plans. In addition to direct services, this position provides supervisory oversight of Case Managers when the Program Director is off-site, ensuring continuity of operations and adherence to service standards. Salary allocation is based on 80% Supportive Services (SS), and 20% Money Management/Rep Payee Program (MPP).	0.80 FTE at an annual salary of \$67,014 equals \$53,611. The annual allocation is \$53,611.	
9	Case Manager I	1.60	\$ 101,054	Case Managers provide direct case management and Rep Payee services to enrolled clients. Responsibilities include assessment, service planning, client support, and financial payee services for an assigned caseload. Salary allocation is based on 80% Supportive Services (SS) and 20% Money Management/Rep Payee (MPP).	0.80 FTE at an annual salary of \$63,159 equals \$101,054. The annual allocation is \$101,054.	
10	Program Assistant	0.02	\$ 1,175	The Program Assistant supports implementation of the program by compiling service data for reports, and providing other support under the direction of the Associate Director of Supportive Housing Programs.	0.02 FTE at an annual salary of \$58,766 equals \$1,175. The annual allocation is \$1,175.	
48	TOTAL	3.50	\$ 249,513			
49	<u>Employee Fringe Benefits</u>	30%	\$ 74,530	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 29.87% of total salaries.</u>		
50	TOTAL SALARIES & BENEFITS		\$ 324,043			
51						
52	<u>OPERATING EXPENSES</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>		
	Rental of Property	\$ 6,900	Rent/lease office space used to run program services, including supervision of support services and representative payee activities. This also includes facility upkeep and janitorial services necessary to maintain a functional and safe work environment.	The annual cost is calculated using the program's proportional allocation, which is derived from the number of FTEs. Total monthly rent is \$18,879.90, with additional \$3,550 per month in maintenances costs. Based on the program's allocated share of \$575 per month, the annual cost is computed as \$575 x 12 months = \$6,900. The annual allocation is \$6,900.		
53	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 18,000	Utilities include electricity, gas, water, telephone, fax, Wi-Fi and internet services necessary for daily operations.	The annual cost is annualized from an estimated monthly average of \$1,500 based on historical data and year-to-date forecasts. The cost is calculated as \$1,500 x 12 months = \$18,000. The annual allocation is \$18,000.		
54	Office Supplies, Postage	\$ 13,300	Funds cover materials required for daily operations, including printing supplies, postage, meeting materials, and courier services.	The annual cost is annualized from an estimated monthly average of \$1,108.33 based on historical data and year-to-date forecast. The cost is calculated as \$1,108.33 x 12 = \$13,300. The annual allocation is \$13,300.		
55	Building Maintenance Supplies and Repair	\$ 3,110	Facility costs cover repairs and routine maintenance necessary to ensure that office spaces used by Support Services and representative payee office remains functional and safe.	The annual total is derived from prior-year spending and year-to-date maintenance forecast. The amount of \$3,110 represents a projection based on average annual usage. Calculated as \$259.17 x 12 months = \$3,110. The annual allocation is \$3,110.		
56	Insurance	\$ 7,850	General Commercial All-Risk insurance ensures compliance with organizational requirements, and provides liability protection for staff and participants.	Derived from the current organization's annual premium of \$565,564. The program's cost share is based on office square footage. The program's share is calculated at \$654.17 per month x 12 months = \$7,850. The annual allocation is \$7,850.		
57						

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	BUDGET NARRATIVE		Fiscal Year			
4	General Fund & HSH Fund - McAllister Hotel - Support Services		FY26-27			
5	SALARIES & BENEFITS		Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
58	Staff Training			\$ 400	Training costs cover mandatory staff development, including in-service sessions, cultural diversity training, conferences, and other professional development required to maintain program quality and compliance.	The estimated annual cost of \$400 is based on prior-year training needs and year-to-date usage. Calculated as \$33.33 x 12 months = \$400. The annual allocation is \$400.
59	Staff Travel - (Local & Out-of-Town)			\$ 300	Transportation expenses cover local travel, reimbursable mileage, and parking related to program operations. These costs ensure staff can meet clients, complete administrative requirements, and access community resources.	The annual cost of \$300 is derived from prior-year usage trends and represents an annual projection based on historical spending averages. Calculated as \$25 x 12 months = \$300. The annual allocation is \$300.
60	Rental of Equipment			\$ 5,885	Equipment expenses include rental and maintenance of essential office equipment such as copiers and printers, as well as purchase or replacement of IT system, computers, and office furniture necessary to maintain operations.	The annual cost is annualized from an estimated monthly cost of \$490.42 based on historical data and year-to-date forecast. Calculated as \$490.42 x 12 months = \$5,885. The annual allocation is \$5,885.
62	Direct Client Support			\$ 13,500	Direct client support funds assist clients obtaining critical identification documents, vital records, and transportation support.	The annual cost is annualized from an estimated monthly cost of \$1,125 based on historical data and year-to-date forecast. Calculated as \$1,125 x 12 months = \$13,500. The annual allocation is \$13,500.
63	Gifts Cards			\$ 2,300	Gift cards are used as incentives for clients who participate in surveys, focus groups, and other feedback activities that help guide program improvement efforts.	Distributed based on predetermined goal and completion. Gift card values include \$5, \$10 or \$20 per participant. Estimated annual cost is \$2,300. The annual allocation is \$2,300.
64	Miscellaneous			\$ 2,300	Covers mandatory annual staff tuberculosis (TB) test/review and TB symptom X-ray and bank analysis charges.	The estimated annual cost of \$2,300 is based on prior-year usage and year-to-date forecasts. Calculated as \$191.67 x 12 months = \$2,300. The annual allocation is \$2,300.
65	Legal Services			\$ 700	Provides minimal legal advisory services on an as-needed basis related to staff or program operations.	The estimated annual cost of \$700 is based on prior-year usage and year-to-date forecasts. Calculated as \$58.33 x 12 months = \$700. The annual allocation is \$700.
100	TOTAL OPERATING EXPENSES			\$ 74,545		
101	Indirect Cost			15.0%	\$ 59,790	
102						

	A	B	C	D	E	H	I	J	L	M	O	P								
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	APPENDIX B-1, BUDGET																			
3	Document Date	11/1/2026																		
4	Contract Term	Begin Date	End Date	Duration (Years)																
5	Current Term	7/1/2025	11/30/2026	2																
6	Amended Term	7/1/2025	6/30/2029	4																
7	Provider Name	Conard House, Inc.																		
8	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels																		
9	F\$P Contract ID#	1000035190																		
10	Contract Action	Amendment																		
11	Effective Date	11/1/2026																		
12	Budget Name	General Fund & HSH Fund - Aranda Hotel - Support Services																		
13	Funding:	Current	New	20%																
14	B-1 Term Budget (GF)	\$ 741,694	\$ 2,268,356																	
15	B-2 Term Budget (CoC)	\$ 894,035	\$ 2,956,223																	
16	Contingency	\$ 626,840	\$ 3,905,486																	
17	Not-To-Exceed (NTE)	\$ 9,997,681	\$ 32,803,756																	
18																				
19																				
20																				
21																				
22																				
23	EXPENDITURES																			
24	Salaries & Benefits	\$ 396,451	\$ 132,151	\$ 264,302	\$ 396,453	\$ 396,453	\$ 396,453	\$ 396,453	\$ 396,453	\$ 396,453	\$ 396,453	\$ 396,453								
25	Operating Expenses	\$ 101,373	\$ 33,791	\$ 67,582	\$ 101,373	\$ 101,373	\$ 101,373	\$ 101,373	\$ 101,373	\$ 101,373	\$ 101,373	\$ 101,373								
26	Subtotal	\$ 497,824	\$ 165,942	\$ 331,884	\$ 497,826	\$ 497,826	\$ 497,826	\$ 497,826	\$ 497,826	\$ 497,826	\$ 497,826	\$ 497,826								
27	Indirect Percentage	15.00%	15.00%		15.00%		15.00%		15.00%		15.00%									
28	Indirect Cost	\$ 74,674	\$ 24,890	\$ 49,782	\$ 74,672	\$ 74,672	\$ 74,672	\$ 74,672	\$ 74,672	\$ 74,672	\$ 74,672	\$ 74,672								
29	Other Expenses (Not Eligible for Indirect %)	\$ (21,636)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
32	TOTAL EXPENDITURES	\$ 550,862	\$ 190,832	\$ 381,666	\$ 572,498	\$ 572,498	\$ 572,498	\$ 572,498	\$ 572,498	\$ 572,498	\$ 572,498	\$ 572,498								
33																				
34	HSH REVENUES																			
35	General Fund - Ongoing	\$ 70,684	\$ 109,982	\$ 219,966	\$ 329,948	\$ 329,948	\$ 329,948	\$ 329,948	\$ 329,948	\$ 329,948	\$ 329,948	\$ 329,948								
36	Prop C	\$ 259,264			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
37	HSH Fund	\$ 242,550	\$ 80,850	\$ 161,700	\$ 242,550	\$ 242,550	\$ 242,550	\$ 242,550	\$ 242,550	\$ 242,550	\$ 242,550	\$ 242,550								
38	Adjustment to Actuals	\$ (21,636.00)			\$ -		\$ -		\$ -		\$ -									
54	TOTAL HSH REVENUES	\$ 550,862	\$ 190,832	\$ 381,666	\$ 572,498	\$ 572,498	\$ 572,498	\$ 572,498	\$ 572,498	\$ 572,498	\$ 572,498	\$ 572,498								
63	TOTAL HSH + OTHER REVENUES	\$ 550,862	\$ 190,832	\$ 381,666	\$ 572,498	\$ 572,498	\$ 572,498	\$ 572,498	\$ 572,498	\$ 572,498	\$ 572,498	\$ 572,498								
64	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -									
65																				

	A	B	C	D	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B-1, BUDGET						
3	Document Date	11/1/2026					
4	Contract Term	Begin Date	End Date	Duration (Years)			
5	Current Term	7/1/2025	11/30/2026	2			
6	Amended Term	7/1/2025	6/30/2029	4			
7	Provider Name	Conard House, Inc.					
8	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels					
9	F\$P Contract ID#	1000035190					
10	Contract Action	Amendment					
11	Effective Date	11/1/2026					
12	Budget Name	General Fund & HSH Fund - Aranda Hotel - Support Services					
13	Funding:	Current	New	20%			
14	B-1 Term Budget (GF)	\$ 741,694	\$ 2,268,356				
15	B-2 Term Budget (CoC)	\$ 894,035	\$ 2,956,223				
16	Contingency	\$ 626,840	\$ 3,905,486				
17	Not-To-Exceed (NTE)	\$ 9,997,681	\$ 32,803,756				
18							
19							
20							
21							
22							
23	EXPENDITURES				All Years		
24	Salaries & Benefits			\$ 528,602	\$ 1,057,208	\$ 1,585,810	
25	Operating Expenses			\$ 135,164	\$ 270,328	\$ 405,492	
26	Subtotal			\$ 663,766	\$ 1,327,536	\$ 1,991,302	
27	Indirect Percentage						
28	Indirect Cost			\$ 99,564	\$ 199,126	\$ 298,690	
29	Other Expenses (Not Eligible for Indirect %)			\$ (21,636)	\$ -	\$ (21,636)	
32	TOTAL EXPENDITURES			\$ 741,694	\$ 1,526,662	\$ 2,268,356	
33							
34	HSH REVENUES						
35	General Fund - Ongoing			\$ 180,666	\$ 879,862	\$ 1,060,528	
36	Prop C			\$ 259,264	\$ -	\$ 259,264	
37	HSH Fund			\$ 340,114	\$ 646,800	\$ 970,200	
38	Adjustment to Actuals			\$ 242,550	\$ -	\$ (21,636)	
54	TOTAL HSH REVENUES			\$ 741,694	\$ 1,526,662	\$ 2,268,356	
63	TOTAL HSH + OTHER REVENUES			\$ 741,694	\$ 1,526,662	\$ 2,268,356	
64	Rev-Exp (Budget Match Check)			\$ -		\$ -	
65							

	A	B	G	J	K	L	M	N	O	P	V	W
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B-1, BUDGET											
3	SALARY & BENEFITS DETAIL											
4	Document Date	11/1/2026										
5	Provider Name	Conard House, Inc.										
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels										
7	FSP Contract ID#	1000035190										
8	Budget Name	General Fund & HSH Fund - Aranda Hotel - Support Services										
9												
10	8- MONTH EXTENSION											EXTENSION YEAR
11		Year 1	Year 2							Year 3		
12		7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program		7/1/2026 - 10/31/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	
13		12 Months					4 Months	12 Months	12 Months	12 Months	12 Months	
14		Current					Current	Amendment	New	Amendment	New	
15		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Change	Budgeted Salary	
16	Director of Supportive Housing and Community Services	\$ 6,872	\$ 143,170	1.00	5%	0.05	\$ 2,291	\$ 4,581	\$ 6,872	\$ 6,872	\$ 6,872	
17	Associate Director	\$ 24,000	\$ 102,871	1.00	23%	0.23	\$ 8,000	\$ 16,000	\$ 24,000	\$ 24,000	\$ 24,000	
18	Program Director	\$ 67,724	\$ 89,089	1.00	76%	0.76	\$ 22,575	\$ 45,150	\$ 67,725	\$ 67,725	\$ 67,725	
19	Sr. Case Manager	\$ 53,611	\$ 67,014	1.00	80%	0.80	\$ 17,870	\$ 35,741	\$ 53,611	\$ 53,611	\$ 53,611	
20	Case Manager I	\$ 151,582	\$ 63,159	3.00	80%	2.40	\$ 50,527	\$ 101,055	\$ 151,582	\$ 151,582	\$ 151,582	
21	Program Assistant II	\$ 2,351	\$ 58,766	1.00	4%	0.04	\$ 784	\$ 1,567	\$ 2,351	\$ 2,351	\$ 2,351	
59	TOTAL SALARIES:	\$ 306,140					\$ 102,047	\$ 204,094	\$ 306,141	\$ 306,141	\$ 306,141	
60	TOTAL FTE :						4.28					
61	FRINGE BENEFIT RATE:	29.50%					29.50%		29.50%		29.50%	
62	EMPLOYEE FRINGE BENEFITS:	\$ 90,311.00					\$ 30,104.00	\$ 60,208	\$ 90,312	\$ 90,312	\$ 90,312	
63	TOTAL SALARIES & BENEFITS:	\$ 396,451					\$ 132,151	\$ 264,302	\$ 396,453	\$ 396,453	\$ 396,453	

	A	B	AC	AD	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B-1, BUDGET						
3	SALARY & BENEFITS DETAIL						
4	Document Date	11/1/2026					
5	Provider Name	Conard House, Inc.					
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels					
7	FSP Contract ID#	1000035190					
8	Budget Name	General Fund & HSH Fund - Aranda Hotel - Support Services					
9							
10			EXTENSION YEAR				
11			Year 4		All Years		
12			7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029	7/1/2025 - 11/30/2026	7/1/2025 - 7/1/2025	7/1/2025 - 7/1/2025
13			12 Months	12 Months			
14			Amendment	New	Current	Amendment	New
15	POSITION TITLE		Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
16	Director of Supportive Housing and Community Services		\$ 6,872	\$ 6,872	\$ 9,163	\$ 18,325	\$ 27,488
17	Associate Director		\$ 24,000	\$ 24,000	\$ 32,000	\$ 64,000	\$ 96,000
18	Program Director		\$ 67,725	\$ 67,725	\$ 90,299	\$ 180,600	\$ 270,899
19	Sr. Case Manager		\$ 53,611	\$ 53,611	\$ 71,481	\$ 142,963	\$ 214,444
20	Case Manager I		\$ 151,582	\$ 151,582	\$ 202,109	\$ 404,219	\$ 606,328
21	Program Assistant II		\$ 2,351	\$ 2,351	\$ 3,135	\$ 6,269	\$ 9,404
59	TOTAL SALARIES:		\$ 306,141	\$ 306,141	\$ 408,187	\$ 816,376	\$ 1,224,563
60	TOTAL FTE :						
61	FRINGE BENEFIT RATE:			29.50%			
62	EMPLOYEE FRINGE BENEFITS:		\$ 90,312	\$ 90,312	\$ 120,415	\$ 240,832	\$ 361,247
63	TOTAL SALARIES & BENEFITS:		\$ 396,453	\$ 396,453	\$ 528,602	\$ 1,057,208	\$ 1,585,810

	A	B	C	F	G	H	J	K	M
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B-1, BUDGET								
3	OPERATING DETAIL								
4	Document Date	11/1/2026							
5	Provider Name	Conard House, Inc.							
6	Program	Support Services, Property Management and							
7	FSP Contract ID#	1000035190							
8	Budget Name	General Fund & HSH Fund - Aranda Hotel - Support Services							
9			8- MONTH EXTENSION						
10			EXTENSION YEAR						
11			EXTENSION YEAR						
12			EXTENSION YEAR						
13			EXTENSION YEAR						
14	OPERATING EXPENSES		Year 1	Year 2		Year 3		Year 4	
15	Rental of Property		7/1/2025 - 6/30/2026	7/1/2026 - 10/31/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)		12 Months	4 Months	12 Months	12 Months	12 Months	12 Months	12 Months
17	Office Supplies, Postage		Current	Current	Amendment	New	Amendment	New	Amendment
18	Building Maintenance Supplies and Repair		Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Change	Budgeted Expense	Change
19	Insurance								
20	Staff Training								
21	Staff Travel - (Local & Out-of-Town)								
22	Rental of Equipment								
23	Equipment Purchase & Repair								
24	Direct Client Support								
25	Gift Cards								
26	Legal Services								
27	Miscellaneous								
61	TOTAL OPERATING EXPENSES								
62									
63	OTHER EXPENSES (Not Eligible for Indirect Cost %)								
64	Adjustment to actuals								
90	TOTAL OTHER EXPENSES								

	A	B	N	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	OPERATING DETAIL					
4	Document Date	11/1/2026				
5	Provider Name	Conard House, Inc.				
6	Program	Support Services, Property Management and				
7	FSP Contract ID#	1000035190				
8	Budget Name	General Fund & HSH Fund - Aranda Hotel - Support Services				
9			ON YEAR			
10			Year 4	All Years		
11			7/1/2028 - 6/30/2029	7/1/2025 - 11/30/2026	7/1/2025 - 7/1/2025	7/1/2025 - 7/1/2025
12			12 Months		Amendment	
13			New	Current		New
14	OPERATING EXPENSES		Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
15	Rental of Property		\$ 10,500	\$ 14,000	\$ 28,000	\$ 42,000
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 24,083	\$ 32,111	\$ 64,221	\$ 96,332
17	Office Supplies, Postage		\$ 16,500	\$ 22,000	\$ 44,000	\$ 66,000
18	Building Maintenance Supplies and Repair		\$ 5,110	\$ 6,813	\$ 13,627	\$ 20,440
19	Insurance		\$ 12,500	\$ 16,667	\$ 33,333	\$ 50,000
20	Staff Training		\$ 700	\$ 933	\$ 1,867	\$ 2,800
21	Staff Travel - (Local & Out-of-Town)		\$ 450	\$ 600	\$ 1,200	\$ 1,800
22	Rental of Equipment		\$ 7,550	\$ 10,067	\$ 20,133	\$ 30,200
23	Equipment Purchase & Repair		\$ -	\$ -	\$ -	\$ -
24	Direct Client Support		\$ 17,500	\$ 23,333	\$ 46,667	\$ 70,000
25	Gift Cards		\$ 3,000	\$ 4,000	\$ 8,000	\$ 12,000
26	Legal Services		\$ 780	\$ 1,040	\$ 2,080	\$ 3,120
27	Miscellaneous		\$ 2,700	\$ 3,600	\$ 7,200	\$ 10,800
61	TOTAL OPERATING EXPENSES		\$ 101,373	\$ 135,164	\$ 270,328	\$ 405,492
62						
63	OTHER EXPENSES (Not Eligible for Indirect Cost %)					
64	Adjustment to actuals		\$ -	\$ (21,636)	\$ -	\$ (21,636)
90	TOTAL OTHER EXPENSES		\$ -	\$ (21,636)	\$ -	\$ (21,636)

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	BUDGET NARRATIVE		Fiscal Year			
4	General Fund & HSH Fund - Aranda Hotel - Support Services		FY26-27			
5	Salaries & Benefits	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>	
	Director of Supportive Housing and Community Services	0.05	\$ 6,872	The Director provides overall leadership, direction, and administration of the Supportive Services and Representative Payee programs. Responsibilities include overseeing program operations, ensuring regulatory compliance, and supervising the Associate Director.	0.048 FTE at an annual salary of \$143,170 equals \$6,872. The annual allocation is \$6,872.	
6	Associate Director	0.23	\$ 24,000	The Associate Director monitors program implementation and prepares reports related to the Supportive Services and Representative Payee (Rep Payee) scope of work. This position supports oversight, ensures quality services delivery, and maintains documentation for compliance.	0.23 FTE at an annual salary of \$102,871 equals \$24,000. The annual allocation is \$24,000.	
7	Program Director	0.76	\$ 67,725	The Program Director is responsible for hiring and supervising Case Managers and implementing the Supportive Services work plan. Duties include oversight of Case Management services, Rep Payee services and Community Building activities. The Program Director assigns cases and tasks. Salary allocation is based on 80% Supportive Services (SS) and 20% Money Management/Rep Payee (MPP).	0.80 FTE at an annual salary of \$89,089 equals \$67,725. The annual allocation is \$67,725.	
8	Sr. Case Manager	0.80	\$ 53,611	The Senior Case Manager provides direct case management and Representative Payee (Rep Payee) services to enrolled clients, maintaining an assigned caseload and supporting clients' individualized service plans. In addition to direct services, this position provides supervisory oversight of Case Managers when the Program Director is off-site, ensuring continuity of operations and adherence to service standards. Salary allocation is based on 80% Supportive Services (SS), and 20% Money Management/Rep Payee (MPP).	0.80 FTE at an annual salary of \$67,014 equals \$53,611. The annual allocation is \$53,611.	
9	Case Manager I	2.40	\$ 151,582	Case Managers provide direct case management and Rep Payee services to enrolled clients. Responsibilities include assessment, service planning, client support, and financial payee services for an assigned caseload. Salary allocation is based on 80% Supportive Services (SS) and 20% Money Management/Rep Payee (MPP).	2.40 FTE at an annual salary of \$63,159 equals \$151,582. The annual allocation is \$151,582.	
10	Program Assistant II	0.04	\$ 2,351	The Program Assistant supports implementation of the program by compiling service data for reports, and providing other support under the direction of the Associate Director of Supportive Housing Programs.	0.040 at an annual salary of @ \$58,766 equals \$2,351. The annual allocation is \$2,351.	
48	TOTAL	4.28	\$ 306,141			
49	Employee Fringe Benefits	30%	\$ 90,312	Includes FICA, SSUI, Workers Compensation and Medical calculated at 29.5% of total salaries.		
50	TOTAL SALARIES & BENEFITS		\$ 396,453			
51						
52	OPERATING EXPENSES	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>		
	Rental of Property	\$ 10,500	Rent/lease office space used to run program services, including supervision of support services and representative payee activities. This also includes facility upkeep and janitorial services necessary to maintain a functional and safe work environment.	The annual cost is calculated using the program's proportional allocation, which is derived from the number of beds assigned to each building. Total monthly rent is \$18,879.90, with additional \$3,550 per month in maintenance costs. Based on the program's allocated share of \$875 per month, the annual cost is computed as \$875 x 12 months = \$10,500. The annual allocation is \$10,500.		
53	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 24,083	Utilities include electricity, gas, water, telephone, fax, Wi-Fi and internet services necessary for daily operations.	The annual cost is annualized from an estimated monthly average of \$2,006.92 based on historical data and year-to-date forecasts. The cost is calculated as \$2,006.92 x 12 months = \$24,083. The annual allocation is \$24,083.		
54	Office Supplies, Postage	\$ 16,500	Funds cover materials required for daily operations, including printing supplies, postage, meeting materials, and courier services.	The annual cost is annualized from an estimated monthly average of \$1,375 based on historical data and year-to-date forecasts. The cost is calculated as \$1,375 x 12 months = \$16,500. The annual allocation is \$16,500.		
55	Building Maintenance Supplies and Repair	\$ 5,110	Facility costs cover repairs and routine maintenance necessary to ensure that office spaces used by Support Services and representative payee office remains functional and safe.	The annual total is derived from prior-year spending and year-to-date maintenance forecasts. The amount of \$5,110 represents a projection based on average annual usage. Calculated as \$425.83 x 12 months = \$5,110.		
56						

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	BUDGET NARRATIVE		Fiscal Year			
4	General Fund & HSH Fund - Aranda Hotel - Support Services		FY26-27			
5	Salaries & Benefits	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>	
	Insurance		\$ 12,500	General Commercial All-Risk insurance ensures compliance with organizational requirements, and provides liability protection for staff and participants.	Derived from the current organization's annual premium of \$565,564. The program's cost share is based on office square footage. The program's share is calculated at \$1,041.67 per month x 12 months = \$12,500. The annual allocation is \$12,500.	
57	Staff Training		\$ 700	Training costs cover mandatory staff development, including in-service sessions, cultural diversity training, conferences, and other professional development required to maintain program quality and compliance.	The estimated annual cost of \$700 is based on prior-year training needs and year-to-date usage. Calculated as \$58.33 x 12 months = \$700. The annual allocation is \$700.	
58	Staff Travel - (Local & Out-of-Town)		\$ 450	Transportation expenses cover local travel, reimbursable mileage, and parking related to program operations. These costs ensure staff can meet clients, complete administrative requirements, and access community resources.	The annual cost of \$450 is derived from prior-year usage trends and represents an annual projection based on historical spending averages. Calculated as \$37.50 x 12 months = \$450. The annual allocation is \$450.	
59	Rental of Equipment		\$ 7,550	Equipment expenses include rental and maintenance of essential office equipment such as copiers and printers, as well as purchase or replacement of IT system, computers, and office furniture necessary to maintain operations.	The annual cost is annualized from an estimated monthly cost of \$629.17 based on historical data and year-to-date forecast. Calculated as \$629.17 x 12 months = \$7,550. The annual allocation is \$7,550.	
60	Direct Client Support		\$ 17,500	Direct client support funds assist clients obtaining critical identification documents, vital records, and transportation support.	The annual cost is annualized from an estimated monthly cost of \$1,458.33 based on historical data and year-to-date forecast. Calculated as \$1,458.33 x 12 months = \$17,500. The annual allocation is \$17,500.	
62	Gift Cards		\$ 3,000	Gift cards are used as incentives for clients who participate in surveys, focus groups, and other feedback activities that help guide program improvement efforts.	Distributed based on predetermined goal and completion. Gift card values include \$5, \$10 or \$20 per participant. Estimated annual cost is \$3,000. The annual allocation is \$3,000.	
63	Legal Services		\$ 780	Provides minimal legal advisory services on an as-needed basis related to staff or program operations.	The estimated annual cost of \$780 is based on prior-year usage and year-to-date forecasts. Calculated as \$65 x 12 months = \$780. The annual allocation is \$780.	
64	Miscellaneous		\$ 2,700	Covers mandatory annual staff tuberculosis (TB) test/review and TB symptom X-ray and bank analysis charges.	The estimated annual cost of \$2,700 is based on prior-year usage and year-to-date forecasts. Calculated as \$225 x 12 months = \$2,700. The annual allocation is \$2,700.	
65						
99						
100	TOTAL OPERATING EXPENSES		\$ 101,373			
101	Indirect Cost	15.0%	\$ 74,672			
102						

	A	B	C	D	G	H	I	J	L	M	O	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B-1, BUDGET											
3	Document Date	11/1/2026										
4	Contract Term	Begin Date	End Date	Duration (Years)								
5	Current Term	7/1/2025	11/30/2026	2								
6	Amended Term	7/1/2025	6/30/2029	4								
7	Provider Name	Conard House, Inc.										
8	Program	Support Services, Property Management										
9	FSP Contract ID#	1000035190										
10	Contract Action	Amendment										
11	Effective Date	11/1/2026										
12	Budget Name	General Fund - Allen Hotel - Property Management										
13	Funding:	Current	New	20%								
14	B-1 Term Budget (GF)	\$ 825,632	\$ 2,476,896									
15	B-2 Term Budget (CoC)	\$ 894,035	\$ 2,956,223									
16	Contingency	\$ 626,840	\$ 3,905,486									
17	Not-To-Exceed (NTE)	\$ 9,997,681	\$ 32,803,756									
18												
19												
20												
21												
22												
23	EXPENDITURES											
24	Salaries & Benefits	\$ 14,071	\$ 4,690	\$ 9,381	\$ 14,071	\$ 14,071	\$ 14,071	\$ 14,071	\$ 14,071	\$ 14,071	\$ 14,071	\$ 14,071
25	Operating Expenses	\$ 1,223	\$ 408	\$ 815	\$ 1,223	\$ 1,223	\$ 1,223	\$ 1,223	\$ 1,223	\$ 1,223	\$ 1,223	\$ 1,223
26	Subtotal	\$ 15,294	\$ 5,098	\$ 10,196	\$ 15,294	\$ 15,294	\$ 15,294	\$ 15,294	\$ 15,294	\$ 15,294	\$ 15,294	\$ 15,294
27	Indirect Percentage	15.00%	15.00%		15.00%		15.00%		15.00%		15.00%	
28	Indirect Cost	\$ 9,794	\$ 8,265	\$ 1,529	\$ 9,794	\$ 9,794	\$ 9,794	\$ 9,794	\$ 9,794	\$ 9,794	\$ 9,794	\$ 9,794
29	Other Expenses (Not Eligible for Indirect %)	\$ 724,108	\$ 236,369	\$ 487,739	\$ 724,108	\$ 724,108	\$ 724,108	\$ 724,108	\$ 724,108	\$ 724,108	\$ 724,108	\$ 724,108
30	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	TOTAL EXPENDITURES	\$ 749,196	\$ 249,732	\$ 499,464	\$ 749,196	\$ 749,196	\$ 749,196	\$ 749,196	\$ 749,196	\$ 749,196	\$ 749,196	\$ 749,196
33												
34	HSH REVENUES											
35	General Fund - Ongoing	\$ 604,515	\$ 206,408	\$ 412,816	\$ 619,224	\$ 619,224	\$ 619,224	\$ 619,224	\$ 619,224	\$ 619,224	\$ 619,224	\$ 619,224
36	Prop C	\$ 14,709			\$ -		\$ -		\$ -		\$ -	
54	TOTAL HSH REVENUES	\$ 619,224	\$ 206,408	\$ 412,816	\$ 619,224	\$ 619,224	\$ 619,224	\$ 619,224	\$ 619,224	\$ 619,224	\$ 619,224	\$ 619,224
55												
56	OTHER REVENUES (NON-HSH)											
57	Rental Income	\$ 129,972	\$ 43,324	\$ 86,648	\$ 129,972	\$ 129,972	\$ 129,972	\$ 129,972	\$ 129,972	\$ 129,972	\$ 129,972	\$ 129,972
63	TOTAL HSH + OTHER REVENUES	\$ 749,196	\$ 249,732	\$ 499,464	\$ 749,196	\$ 749,196	\$ 749,196	\$ 749,196	\$ 749,196	\$ 749,196	\$ 749,196	\$ 749,196
64	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	
65												
66												
67												

	A	B	C	D	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B-1, BUDGET						
3	Document Date	11/1/2026					
4	Contract Term	Begin Date	End Date	Duration (Years)			
5	Current Term	7/1/2025	11/30/2026	2			
6	Amended Term	7/1/2025	6/30/2029	4			
7	Provider Name	Conard House, Inc.					
8	Program	Support Services, Property Management					
9	FSP Contract ID#	1000035190					
10	Contract Action	Amendment					
11	Effective Date	11/1/2026					
12	Budget Name	General Fund - Allen Hotel - Property Management					
13	Funding:	Current	New				
14	B-1 Term Budget (GF)	\$ 825,632	\$ 2,476,896	20%			
15	B-2 Term Budget (CoC)	\$ 894,035	\$ 2,956,223				
16	Contingency	\$ 626,840	\$ 3,905,486				
17	Not-To-Exceed (NTE)	\$ 9,997,681	\$ 32,803,756				
18							
19					All Years		
20					7/1/2025 - 11/30/2026	7/1/2025 - 6/30/2029	7/1/2025 - 6/30/2029
21							
22					Current	Amendment	New
23	EXPENDITURES						
24	Salaries & Benefits	\$ 18,761	\$ 37,523		\$ 56,284		
25	Operating Expenses	\$ 1,631	\$ 3,261		\$ 4,892		
26	Subtotal	\$ 20,392	\$ 40,784		\$ 61,176		
27	Indirect Percentage						
28	Indirect Cost	\$ 18,059	\$ 21,117		\$ 39,176		
29	Other Expenses (Not Eligible for Indirect %)	\$ 960,477	\$ 1,935,955		\$ 2,896,432		
30	Capital Expenditures	\$ -	\$ -		\$ -		
32	TOTAL EXPENDITURES	\$ 998,928	\$ 1,997,856		\$ 2,996,784		
33							
34	HSH REVENUES						
35	General Fund - Ongoing	\$ 810,923	\$ 1,651,264		\$ 2,462,187		
36	Prop C	\$ 14,709	\$ -		\$ 14,709		
54	TOTAL HSH REVENUES	\$ 825,632	\$ 1,651,264		\$ 2,476,896		
55							
56	OTHER REVENUES (NON-HSH)						
57	Rental Income	\$ 173,296	\$ 346,592		\$ 519,888		
63	TOTAL HSH + OTHER REVENUES	\$ 998,928	\$ 1,997,856		\$ 2,996,784		
64	Rev-Exp (Budget Match Check)	\$ -			\$ -		
65							
66							
67							

	A	B	G	J	K	L	M	N	O	P	V	W	AC	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	APPENDIX B-1, BUDGET													
3	SALARY & BENEFITS DETAIL													
4	Document Date	11/1/2026												
5	Provider Name	Conard House, Inc.												
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels												
7	FSP Contract ID#	1000035190												
8	Budget Name	General Fund - Allen Hotel - Property Management												
9														
10	8- MONTH EXTENSION												EXTENSION YEAR	EXTENSION YEAR
11		Year 1	Year 2						Year 3		Year 4			
12		7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program		7/1/2026 - 10/31/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029		
13		12 Months					12 Months	12 Months	12 Months	12 Months	12 Months			
14		Current	Current	Amendment	New	Amendment	New	Amendment						
15	POSITION TITLE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Change	Budgeted Salary	Change		
16	Director of Real Estate	\$ 6,957	\$ 139,135	1.00	5%	0.05	\$ 2,318	\$ 4,639	\$ 6,957	\$ 6,957	\$ 6,957	\$ 6,957		
17	Real Estate Manager	\$ 4,400	\$ 87,996	1.00	5%	0.05	\$ 1,467	\$ 2,933	\$ 4,400	\$ 4,400	\$ 4,400	\$ 4,400		
59	TOTAL SALARIES:	\$ 11,357					\$ 3,785	\$ 7,572	\$ 11,357	\$ 11,357	\$ 11,357	\$ 11,357		
60	TOTAL FTE :						0.10							
61	FRINGE BENEFIT RATE:	23.90%					23.90%		23.90%	23.90%	23.90%	23.90%		
62	EMPLOYEE FRINGE BENEFITS:	\$ 2,714.00					\$ 905.00	\$ 1,809	\$ 2,714	\$ 2,714	\$ 2,714	\$ 2,714		
63	TOTAL SALARIES & BENEFITS:	\$ 14,071					\$ 4,690	\$ 9,381	\$ 14,071	\$ 14,071	\$ 14,071	\$ 14,071		

	A	B	AD	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	SALARY & BENEFITS DETAIL					
4	Document Date	11/1/2026				
5	Provider Name	Conard House, Inc.				
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels				
7	FSP Contract ID#	1000035190				
8	Budget Name	General Fund - Allen Hotel - Property Management				
9						
10						
11			ON YEAR			
12						
13						
14						
15	POSITION TITLE					
16	Director of Real Estate					
17	Real Estate Manager					
59	TOTAL SALARIES:					
60	TOTAL FTE :					
61	FRINGE BENEFIT RATE:					
62	EMPLOYEE FRINGE BENEFITS:					
63	TOTAL SALARIES & BENEFITS:					

	A	B	C	F	G	H	J	K	M
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B-1, BUDGET								
3	OPERATING DETAIL								
4	Document Date	11/1/2026							
5	Provider Name	Conard House, Inc.							
6	Program	Support Services, Property Management and							
7	F\$P Contract ID#	1000035190							
8	Budget Name	General Fund - Allen Hotel - Property							
9		Management							
10			8- MONTH EXTENSION				EXTENSION YEAR		EXTENSION YEAR
11			Year 1	Year 2			Year 3		Year 4
12			7/1/2025 - 6/30/2026	7/1/2026 - 10/31/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029
13			12 Months	4 Months	12 Months	12 Months	12 Months	12 Months	12 Months
14			Current	Current	Amendment	New	Amendment	New	Amendment
15			Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Change	Budgeted Expense	Change
16	OPERATING EXPENSES								
17	Rental of Property		\$ 260	\$ 87	\$ 173	\$ 260	\$ 260	\$ 260	\$ 260
18	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 350	\$ 117	\$ 233	\$ 350	\$ 350	\$ 350	\$ 350
19	Office Supplies, Postage		\$ 65	\$ 22	\$ 43	\$ 65	\$ 65	\$ 65	\$ 65
20	Building Maintenance Supplies and Repair		\$ 50	\$ 17	\$ 33	\$ 50	\$ 50	\$ 50	\$ 50
21	Insurance		\$ 28	\$ 9	\$ 19	\$ 28	\$ 28	\$ 28	\$ 28
22	Staff Training		\$ 25	\$ 8	\$ 17	\$ 25	\$ 25	\$ 25	\$ 25
23	Staff Travel - (Local & Out-of-Town)		\$ 160	\$ 53	\$ 107	\$ 160	\$ 160	\$ 160	\$ 160
24	Rental of Equipment		\$ 285	\$ 95	\$ 190	\$ 285	\$ 285	\$ 285	\$ 285
25	TOTAL OPERATING EXPENSES		\$ 1,223	\$ 408	\$ 815	\$ 1,223	\$ 1,223	\$ 1,223	\$ 1,223
26									
27	OTHER EXPENSES (Not Eligible for Indirect Cost %)								
28	Master Lease Rent		\$ 381,851	\$ 127,284	\$ 254,567	\$ 381,851	\$ 381,851	\$ 381,851	\$ 381,851
29	Subcontractors:								
30	CSV Hospitality		\$ 342,257	\$ 109,085	\$ 233,172	\$ 342,257	\$ 342,257	\$ 342,257	\$ 342,257
31	TOTAL OTHER EXPENSES		\$ 724,108	\$ 236,369	\$ 487,739	\$ 724,108	\$ 724,108	\$ 724,108	\$ 724,108
32									
33	SUBCONTRACTOR INDIRECT (First \$50k Only)		\$ 7,500	\$ 7,500	\$ -	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500

	A	B	N	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	OPERATING DETAIL					
4	Document Date	11/1/2026				
5	Provider Name	Conard House, Inc.				
6	Program	Support Services, Property Management and				
7	FSP Contract ID#	1000035190				
8	Budget Name	General Fund - Allen Hotel - Property				
9		Management				
10			ON YEAR			
11			Year 4	All Years		
12			7/1/2028 - 6/30/2029	7/1/2025 - 11/30/2026	7/1/2025 - 6/30/2029	7/1/2025 - 6/30/2029
13			12 Months			
14			New	Current	Amendment	New
15	OPERATING EXPENSES		Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
16	Rental of Property		\$ 260	\$ 347	\$ 693	\$ 1,040
17	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 350	\$ 467	\$ 933	\$ 1,400
18	Office Supplies, Postage		\$ 65	\$ 87	\$ 173	\$ 260
19	Building Maintenance Supplies and Repair		\$ 50	\$ 67	\$ 133	\$ 200
20	Insurance		\$ 28	\$ 37	\$ 75	\$ 112
21	Staff Training		\$ 25	\$ 33	\$ 67	\$ 100
22	Staff Travel - (Local & Out-of-Town)		\$ 160	\$ 213	\$ 427	\$ 640
23	Rental of Equipment		\$ 285	\$ 380	\$ 760	\$ 1,140
24	TOTAL OPERATING EXPENSES		\$ 1,223	\$ 1,631	\$ 3,261	\$ 4,892
25						
26	OTHER EXPENSES (Not Eligible for Indirect Cost %)					
27	Master Lease Rent		\$ 381,851	\$ 509,135	\$ 1,018,269	\$ 1,527,404
28	<u>Subcontractors:</u>					
29	CSV Hospitality		\$ 342,257	\$ 451,342	\$ 917,686	\$ 1,369,028
30	TOTAL OTHER EXPENSES		\$ 724,108	\$ 960,477	\$ 1,935,955	\$ 2,896,432
31						
32	SUBCONTRACTOR INDIRECT (First \$50k Only)		\$ 7,500	\$ 15,000	\$ 15,000	\$ 30,000

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	BUDGET NARRATIVE					
				Fiscal Year		
4	General Fund - Allen Hotel - Property Management			FY26-27		
5	<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>	
	Director of Real Estate	0.05	\$ 6,957	The Director of Real Estate is responsible for maintaining and monitoring all Property Management subcontractors. This includes meet quarterly to discuss performance and monitor the budget, ensuring that all operations align with established goals and expectations.	0.05 FTE at an annual salary of \$139,135 equals \$6,957. The annual allocation is \$6,957.	
6	Real Estate Manager	0.05	\$ 4,400	The Real Estate Manager provides support to both the Real Estate and Property Management departments. This positions is responsible for assisting with office administration and tasks assigned by the Director of Real Estate and the Director of Property Management.	0.05 FTE at an annual salary of \$87,996 equals \$4,400. The annual allocation is \$4,400.	
7						
48	TOTAL	0.10	\$ 11,357			
49	<u>Employee Fringe Benefits</u>	24%	\$ 2,714	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 23.9% of total salaries.</u>		
50	TOTAL SALARIES & BENEFITS		\$ 14,071			
51						
52	<u>OPERATING EXPENSES</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>		
	Rental of Property	\$ 260	Rent/lease office space to run Property Management services. It also includes facility upkeep and janitorial services necessary to maintain a functional and safe work environment.	The annual cost is calculated using the property management proportional allocation, which is derived from the number of FTEs. Total monthly rent is \$18,879.90, with additional \$3,550 per month in maintenances costs. Based on the property allocated share of \$21.67 per month, the annual cost is computed as \$21.67 x 12 months = \$260.		
53						
	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 350	Utilities include electricity, gas, water, telephone, fax, Wi-Fi and internet services required to support daily property functions and communication.	The annual cost is annualized from an estimated monthly average of \$29.17 based on historical data and year-to-date forecasts. The cost is calculated as \$29.17 x 12 months = \$350.		
54						
	Office Supplies, Postage	\$ 65	Funds cover materials necessary for daily property operations, including printing supplies, postage, meeting materials, and courier services.	The annual cost is annualized from an estimated monthly average of \$5.42 based on historical data and year-to-date forecasts. The cost is calculated as \$5.42 x 12 months = \$65.		
55						
	Building Maintenance Supplies and Repair	\$ 50	Facility costs cover repairs and routine maintenance necessary to ensure that office spaces used by property management remains functional and safe.	The annual total is derived from prior-year spending and year-to-date maintenance forecast. The amount of \$50 represents a projection based on average annual usage. The annual allocation is \$50.		
56						
	Insurance	\$ 28	General Commercial All-Risk insurance ensures compliance with organizational requirements, and provides liability protection for staff and participants.	Derived from the current organization's annual premium of \$565,564. The property's cost share is based on office square footage, the property's share is calculated at \$2.33 per month x 12 months = \$28.		
57						
	Staff Training	\$ 25	Training funds support mandatory in-service sessions, cultural diversity training, conferences, and other required professional development opportunities for the Property Management staff.	The estimated annual cost of \$25 is based on prior year training needs and year-to-date usage. Calculated as \$2.08 x 12 months = \$25. The annual allocation is \$25.		
58						

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	BUDGET NARRATIVE					
				Fiscal Year		
4	General Fund - Allen Hotel - Property Management			FY26-27		
5	Salaries & Benefits			<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>
59	Staff Travel - (Local & Out-of-Town)				\$ 160	Covers transportation costs for property management-related activities, including local travel, occasional out-of-town trips, reimbursable mileage, and parking expenses.
60	Rental of Equipment				\$ 285	Equipment expenses include rental and maintenance of essential office equipment such as copiers and printers, as well as purchase or replacement of IT equipment, computers, and office furniture necessary to maintain operations.
100	TOTAL OPERATING EXPENSES				\$ 1,223	
101	Indirect Cost			15.0%	\$ 9,794	
102						
103						
104	OTHER EXPENSES (Not Eligible for Indirect Cost %)			<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
105	Master Lease Rent			\$ 381,851	Term leases known as the Allen Hotel, the entire five-story building and related land situated at 1693 Market Street, San Francisco, including, without limitation, 62 guest rooms, 4 office area, the lobby, a basement and all common areas.	\$31,545 per month. The annual rent is \$381,851.
120	<u>Subcontractors:</u>					
121	CSV Hospitality			\$ 342,257	CHI appoints CSV Hospitality as exclusive Agent for the management of the property.	CHI agrees to reimburse the agent for cost overages, and CHI may in turn request reimbursement from HSH. The annual amount, estimated on prior years is \$342,257 calculated at \$28,521 per month
132	TOTAL OTHER EXPENSES				\$ 724,108	

	A	B	C	D	E	H	I	J	L	M	O	P	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											HOC Package - Page 61 of 107	
2	APPENDIX B-1, BUDGET												
3	Document Date	11/1/2026											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	7/1/2025	11/30/2026	2									
6	Amended Term	7/1/2025	6/30/2029	4									
7	Provider Name	Conard House, Inc.											
8	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels											
9	FSP Contract ID#	1000035190											
10	Contract Action	Amendment											
11	Effective Date	11/1/2026											
12	Budget Name	General Fund & HSH Fund - McAllister Hotel - Property Management											
13	Funding:	Current	New										
14	B-1 Term Budget (GF)	\$ 2,950,086	\$ 9,016,897	20%									
15	B-2 Term Budget (CoC)	\$ 894,035	\$ 2,956,223										
16	Contingency	\$ 626,840	\$ 3,905,486										
17	Not-To-Exceed (NTE)	\$ 9,997,681	\$ 32,803,756										
18													
19													
20													
21													
22													
23	EXPENDITURES												
24	Salaries & Benefits	\$ 926,859	\$ 308,953	\$ 617,906	\$ 926,859	\$ 926,859	\$ 926,859	\$ 926,859	\$ 926,859	\$ 1,235,812			
25	Operating Expenses	\$ 891,640	\$ 297,213	\$ 594,427	\$ 891,640	\$ 891,640	\$ 891,640	\$ 891,640	\$ 891,640	\$ 1,188,853			
26	Subtotal	\$ 1,818,499	\$ 606,166	\$ 1,212,333	\$ 1,818,499	\$ 1,818,499	\$ 1,818,499	\$ 1,818,499	\$ 1,818,499	\$ 2,424,665			
27	Indirect Percentage	15.00%	15.00%		15.00%		15.00%		15.00%		15.00%		
28	Indirect Cost	\$ 272,775	\$ 90,924	\$ 181,850	\$ 272,774	\$ 272,774	\$ 272,774	\$ 272,774	\$ 272,774	\$ 363,699			
29	Other Expenses (Not Eligible for Indirect %)	\$ 304,259	\$ 129,193	\$ 258,386	\$ 387,579	\$ 387,579	\$ 387,579	\$ 387,579	\$ 387,579	\$ 433,452			
30	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
31	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
32	TOTAL EXPENDITURES	\$ 2,395,533	\$ 826,283	\$ 1,652,569	\$ 2,478,852	\$ 2,478,852	\$ 2,478,852	\$ 2,478,852	\$ 2,478,852	\$ 3,221,816			
33													
34	HSH REVENUES												
35	General Fund - Ongoing	\$ 517,884	\$ 230,016	\$ 460,032	\$ 690,048	\$ 690,048	\$ 690,048	\$ 690,048	\$ 690,048	\$ 747,900			
36	Prop C	\$ 172,164			\$ -		\$ -		\$ -	\$ 172,164			
37	HSH Fund	\$ 1,585,006	\$ 528,335	\$ 1,056,671	\$ 1,585,006	\$ 1,585,006	\$ 1,585,006	\$ 1,585,006	\$ 1,585,006	\$ 2,113,341			
38	Adjustment to Actuals	\$ (83,319)			\$ -		\$ -		\$ -	\$ (83,319)			
39	TOTAL HSH REVENUES	\$ 2,191,735	\$ 758,351	\$ 1,516,703	\$ 2,275,054	\$ 2,275,054	\$ 2,275,054	\$ 2,275,054	\$ 2,275,054	\$ 2,950,086			
40													
41	OTHER REVENUES (NON-HSH)												
42	CAAP Resident Rent	\$ 201,313	\$ 67,104	\$ 134,209	\$ 201,313	\$ 201,313	\$ 201,313	\$ 201,313	\$ 201,313	\$ 268,417			
43	Non-CAAP Resident Rent	\$ 2,485	\$ 828	\$ 1,657	\$ 2,485	\$ 2,485	\$ 2,485	\$ 2,485	\$ 2,485	\$ 3,313			
44	TOTAL OTHER REVENUES	\$ 203,798	\$ 67,932	\$ 135,866	\$ 203,798	\$ 203,798	\$ 203,798	\$ 203,798	\$ 203,798	\$ 271,730			
45													
46	TOTAL HSH + OTHER REVENUES	\$ 2,395,533	\$ 826,283	\$ 1,652,569	\$ 2,478,852	\$ 2,478,852	\$ 2,478,852	\$ 2,478,852	\$ 2,478,852	\$ 3,221,816			
47	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -			

	A	B	C	D	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	Document Date	11/1/2026				
4	Contract Term	Begin Date	End Date	Duration (Years)		
5	Current Term	7/1/2025	11/30/2026	2		
6	Amended Term	7/1/2025	6/30/2029	4		
7	Provider Name	Conard House, Inc.				
8	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels				
9	FSP Contract ID#	1000035190				
10	Contract Action	Amendment				
11	Effective Date	11/1/2026				
12	Budget Name	General Fund & HSH Fund - McAllister Hotel - Property Management				
13	Funding:	Current	New			
14	B-1 Term Budget (GF)	\$ 2,950,086	\$ 9,016,897	20%		
15	B-2 Term Budget (CoC)	\$ 894,035	\$ 2,956,223			
16	Contingency	\$ 626,840	\$ 3,905,486			
17	Not-To-Exceed (NTE)	\$ 9,997,681	\$ 32,803,756			
18						
19					All Years	
20					7/1/2025 - 6/30/2029	7/1/2025 - 6/30/2029
21						
22					Amendment	New
23	EXPENDITURES					
24	Salaries & Benefits	\$ 2,471,624	\$ 3,707,436			
25	Operating Expenses	\$ 2,377,707	\$ 3,566,560			
26	Subtotal	\$ 4,849,331	\$ 7,273,996			
27	Indirect Percentage					
28	Indirect Cost	\$ 727,398	\$ 1,091,097			
29	Other Expenses (Not Eligible for Indirect %)	\$ 1,033,544	\$ 1,466,996			
30	Capital Expenditures	\$ -	\$ -			
31	Admin Cost (HUD Agreements Only)	\$ -	\$ -			
32	TOTAL EXPENDITURES	\$ 6,610,273	\$ 9,832,089			
33						
34	HSH REVENUES					
35	General Fund - Ongoing	\$ 1,840,128	\$ 2,588,028			
36	Prop C	\$ -	\$ 172,164			
37	HSH Fund	\$ 4,226,683	\$ 6,340,024			
38	Adjustment to Actuals	\$ -	\$ (83,319)			
39	TOTAL HSH REVENUES	\$ 6,066,811	\$ 9,016,897			
40						
41	OTHER REVENUES (NON-HSH)					
42	CAAP Resident Rent	\$ 536,835	\$ 805,252			
43	Non-CAAP Resident Rent	\$ 6,627	\$ 9,940			
44	TOTAL OTHER REVENUES	\$ 543,462	\$ 815,192			
45						
46	TOTAL HSH + OTHER REVENUES	\$ 6,610,273	\$ 9,832,089			
47	Rev-Exp (Budget Match Check)		\$ -			

	A	B	G	J	K	L	M	N	O	P	V	W
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B-1, BUDGET											
3	SALARY & BENEFITS DETAIL											
4	Document Date	11/1/2026										
5	Provider Name	Conard House, Inc.										
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels										
7	FSP Contract ID#	1000035190										
8	Budget Name	General Fund & HSH Fund - McAllister Hotel - Property Management										
9												
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8- MONTH EXTENSION												EXTENSION YEAR		
Year 1			Year 2						Year 3					
7/1/2025 - 6/30/2026			Agency Totals		For HSH Funded Program		7/1/2026 - 10/31/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028			
12 Months							4 Months	12 Months	12 Months	12 Months	12 Months			
Current							Current	Amendment	New	Amendment	New			
Budgeted Salary			Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Change	Budgeted Salary			
15	POSITION TITLE													
16	Compliance Specialist		\$ 17,696	\$ 70,782	1.00	25%	0.25	\$ 5,899	\$ 11,798	\$ 17,696	\$ 17,696	\$ 17,696	\$ 17,696	
17	Director of Property Management		\$ 32,140	\$ 139,135	1.00	23%	0.23	\$ 10,713	\$ 21,427	\$ 32,140	\$ 32,140	\$ 32,140	\$ 32,140	
18	Facilities & Maintenance Manager		\$ 23,746	\$ 88,604	1.00	27%	0.27	\$ 7,915	\$ 15,831	\$ 23,746	\$ 23,746	\$ 23,746	\$ 23,746	
19	Sr. Property Manager		\$ 71,698	\$ 95,597	1.00	75%	0.75	\$ 23,899	\$ 47,799	\$ 71,698	\$ 71,698	\$ 71,698	\$ 71,698	
20	Janitor		\$ 98,564	\$ 51,876	1.90	100%	1.90	\$ 32,855	\$ 65,709	\$ 98,564	\$ 98,564	\$ 98,564	\$ 98,564	
21	Maintenance Technician		\$ 112,796	\$ 56,398	2.00	100%	2.00	\$ 37,599	\$ 75,197	\$ 112,796	\$ 112,796	\$ 112,796	\$ 112,796	
22	Lead Desk Clerk		\$ 51,876	\$ 51,876	1.00	100%	1.00	\$ 17,292	\$ 34,584	\$ 51,876	\$ 51,876	\$ 51,876	\$ 51,876	
23	Desk Clerk		\$ 272,998	\$ 49,636	5.50	100%	5.50	\$ 90,999	\$ 181,999	\$ 272,998	\$ 272,998	\$ 272,998	\$ 272,998	
59	TOTAL SALARIES:		\$ 681,514					\$ 227,171	\$ 454,343	\$ 681,514	\$ 681,514	\$ 681,514	\$ 681,514	
60	TOTAL FTE :							11.90						
61	FRINGE BENEFIT RATE:		36.00%					36.00%		36.00%	36.00%	36.00%	36.00%	
62	EMPLOYEE FRINGE BENEFITS:		\$ 245,345.00					\$ 81,782.00	\$ 163,563	\$ 245,345	\$ 245,345	\$ 245,345	\$ 245,345	
63	TOTAL SALARIES & BENEFITS:		\$ 926,859					\$ 308,953	\$ 617,906	\$ 926,859	\$ 926,859	\$ 926,859	\$ 926,859	

	A	B	AC	AD	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B-1, BUDGET						
3	SALARY & BENEFITS DETAIL						
4	Document Date	11/1/2026					
5	Provider Name	Conard House, Inc.					
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels					
7	FSP Contract ID#	1000035190					
8	Budget Name	General Fund & HSH Fund - McAllister Hotel - Property Management					
9							
10			EXTENSION YEAR				
11			Year 4		All Years		
12			7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029	7/1/2025 - 11/30/2026	7/1/2025 - 6/30/2029	7/1/2025 - 6/30/2029
13			12 Months	12 Months			
14			Amendment	New	Current	Amendment	
15	POSITION TITLE		Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
16	Compliance Specialist		\$ 17,696	\$ 17,696	\$ 23,595	\$ 47,190	\$ 70,784
17	Director of Property Management		\$ 32,140	\$ 32,140	\$ 42,853	\$ 85,707	\$ 128,560
18	Facilities & Maintenance Manager		\$ 23,746	\$ 23,746	\$ 31,661	\$ 63,323	\$ 94,984
19	Sr. Property Manager		\$ 71,698	\$ 71,698	\$ 95,597	\$ 191,195	\$ 286,792
20	Janitor		\$ 98,564	\$ 98,564	\$ 131,419	\$ 262,837	\$ 394,256
21	Maintenance Technician		\$ 112,796	\$ 112,796	\$ 150,395	\$ 300,789	\$ 451,184
22	Lead Desk Clerk		\$ 51,876	\$ 51,876	\$ 69,168	\$ 138,336	\$ 207,504
23	Desk Clerk		\$ 272,998	\$ 272,998	\$ 363,997	\$ 727,995	\$ 1,091,992
59	TOTAL SALARIES:		\$ 681,514	\$ 681,514	\$ 908,685	\$ 1,817,371	\$ 2,726,056
60	TOTAL FTE :						
61	FRINGE BENEFIT RATE:		36.00%	36.00%			
62	EMPLOYEE FRINGE BENEFITS:		\$ 245,345	\$ 245,345	\$ 327,127	\$ 654,253	\$ 981,380
63	TOTAL SALARIES & BENEFITS:		\$ 926,859	\$ 926,859	\$ 1,235,812	\$ 2,471,624	\$ 3,707,436

	A	B	C	F	G	H	J	K	M	N
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B-1, BUDGET									
3	OPERATING DETAIL									
4	Document Date	11/1/2026								
5	Provider Name	Conard House, Inc.								
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels								
7	F&P Contract ID#	1000035190								
8	Budget Name	General Fund & HSH Fund - McAllister Hotel - Property Management								
9			8- MONTH EXTENSION EXTENSION YEAR EXTENSION YEAR							
10			Year 1	Year 2		Year 3		Year 4		
11			7/1/2025 - 6/30/2026	7/1/2026 - 10/31/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029
12			12 Months	4 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months
13			Current	Current	Amendment	New	Amendment	New	Amendment	New
14	OPERATING EXPENSES		Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Change	Budgeted Expense	Change	Budgeted Expense
15	Rental of Property		\$31,000	\$10,333	\$ 20,667	\$ 31,000	\$ 31,000	\$ 31,000	\$ 31,000	\$ 31,000
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$154,610	\$51,537	\$ 103,073	\$ 154,610	\$ 154,610	\$ 154,610	\$ 154,610	\$ 154,610
17	Office Supplies, Postage		\$11,500	\$3,833	\$ 7,667	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500
18	Building Maintenance Supplies and Repair		\$365,000	\$121,667	\$ 243,333	\$ 365,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 365,000
19	Insurance		\$95,518	\$31,839	\$ 63,679	\$ 95,518	\$ 95,518	\$ 95,518	\$ 95,518	\$ 95,518
20	Staff Training		\$150	\$50	\$ 100	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
21	Staff Travel - (Local & Out-of-Town)		\$4,052	\$1,351	\$ 2,701	\$ 4,052	\$ 4,052	\$ 4,052	\$ 4,052	\$ 4,052
22	Rental of Equipment		\$16,888	\$5,629	\$ 11,259	\$ 16,888	\$ 16,888	\$ 16,888	\$ 16,888	\$ 16,888
23	Legal Services		\$105,000	\$35,000	\$ 70,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000
24	Furnishings		\$19,500	\$6,500	\$ 13,000	\$ 19,500	\$ 19,500	\$ 19,500	\$ 19,500	\$ 19,500
25	Management Fees		\$36,625	\$12,208	\$ 24,417	\$ 36,625	\$ 36,625	\$ 36,625	\$ 36,625	\$ 36,625
26	Security Services/Other contracted services		\$25,000	\$8,333	\$ 16,667	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
27	Miscellaneous		\$8,797	\$ 2,932	\$ 5,865	\$ 8,797	\$ 8,797	\$ 8,797	\$ 8,797	\$ 8,797
28					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49	Consultants:									
50	Pacific Coast Staffing		\$ 18,000	\$ 6,000	\$ 12,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
51					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
61	TOTAL OPERATING EXPENSES		\$ 891,640	\$ 297,213	\$ 594,427	\$ 891,640	\$ 891,640	\$ 891,640	\$ 891,640	\$ 891,640
62										
63	OTHER EXPENSES (Not Eligible for Indirect Cost %)									
64	Master lease rent		\$ 387,579	\$ 129,193	\$ 258,386	\$ 387,579	\$ 387,579	\$ 387,579	\$ 387,579	\$ 387,579
65	Actuals adjustment		\$ (83,320)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
90	TOTAL OTHER EXPENSES		\$ 304,259	\$ 129,193	\$ 258,386	\$ 387,579	\$ 387,579	\$ 387,579	\$ 387,579	\$ 387,579
91										
92	SUBCONTRACTOR INDIRECT (First \$50k Only)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93										

	A	B	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B-1, BUDGET				
3	OPERATING DETAIL				
4	Document Date	11/1/2026			
5	Provider Name	Conard House, Inc.			
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels			
7	FSP Contract ID#	1000035190			
8	Budget Name	General Fund & HSH Fund - McAllister Hotel - Property Management			
9					
10			All Years		
11			7/1/2025 - 11/30/2026	7/1/2025 - 6/30/2029	7/1/2025 - 6/30/2029
12				Amendment	
13			Current		
14	OPERATING EXPENSES		Budgeted Expense	Change	Budgeted Expense
15	Rental of Property		\$ 41,333	\$ 82,667	\$ 124,000
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 206,147	\$ 412,293	\$ 618,440
17	Office Supplies, Postage		\$ 15,333	\$ 30,667	\$ 46,000
18	Building Maintenance Supplies and Repair		\$ 486,667	\$ 973,333	\$ 1,460,000
19	Insurance		\$ 127,357	\$ 254,715	\$ 382,072
20	Staff Training		\$ 200	\$ 400	\$ 600
21	Staff Travel - (Local & Out-of-Town)		\$ 5,403	\$ 10,805	\$ 16,208
22	Rental of Equipment		\$ 22,517	\$ 45,035	\$ 67,552
23	Legal Services		\$ 140,000	\$ 280,000	\$ 420,000
24	Furnishings		\$ 26,000	\$ 52,000	\$ 78,000
25	Management Fees		\$ 48,833	\$ 97,667	\$ 146,500
26	Security Services/Other contracted services		\$ 33,333	\$ 66,667	\$ 100,000
27	Miscellaneous		\$ 11,729	\$ 23,459	\$ 35,188
28			\$ -	\$ -	\$ -
49	<u>Consultants:</u>				
50	Pacific Coast Staffing		\$ 24,000	\$ 48,000	\$ 72,000
51			\$ -	\$ -	\$ -
61	TOTAL OPERATING EXPENSES		\$ 1,188,853	\$ 2,377,707	\$ 3,566,560
62					
63	OTHER EXPENSES (Not Eligible for Indirect Cost %)				
64	Master lease rent		\$ 516,772	\$ 1,033,544	\$ 1,550,316
65	Actuals adjustment		\$ (83,320)	\$ -	\$ (83,320)
90	TOTAL OTHER EXPENSES		\$ 433,452	\$ 1,033,544	\$ 1,466,996
91					
92	SUBCONTRACTOR INDIRECT (First \$50k Only)		\$ -	\$ -	\$ -
93					

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	BUDGET NARRATIVE		Fiscal Year			
4	General Fund & HSH Fund - McAllister Hotel - Property Management		FY26-27			
5	Salaries & Benefits		Adjusted Budgeted	Budgeted	Justification	Calculation
			FTE	Salary		
	Compliance Specialist		0.25	\$ 17,696	The Compliance Specialist provides administrative support and general office management for both the Property Management and Real Estate Departments. This position assists in developing policies and procedures related to property management compliance and helps implement and monitor those procedures across properties.	0.25 FTE at an annual salary of \$70,782 equals \$17,696. Total annual allocation of \$17,696.
6	Director of Property Management		0.23	\$ 32,140	The Director of Property Management oversees all departmental functions, including general administration, personnel management, property operations, and project management. The Director ensures that Property Managers and property management staff carry out their responsibilities in accordance with Conard House policies and procedures, ensuring consistent and effective operations.	0.23 FTE at an annual salary of \$139,135 equals \$32,140. Total annual allocation of \$32,140.
7	Facilities & Maintenance Manager		0.27	\$ 23,746	The Facilities & Maintenance Manager supports the Director of Real Estate in departmental administration, personnel oversight, facilities operations, and project management. This position manages maintenance and housekeeping operations across Conard House-owned or leased properties, ensuring buildings remain clean, safe, and functional.	0.268 FTE at an annual salary of \$88,604 equals \$23,746. Total annual allocation of \$23,746.
8	Sr. Property Manager		0.75	\$ 71,698	The Senior Property Manager oversees the overall management of assigned properties, including personnel supervision, financial administration, maintenance oversight, and general property operations. This role ensures that properties operate effectively and are maintained in accordance with Property Management standards.	0.750 FTE at an annual salary of \$95,597 equals \$71,698.
9	Janitor		1.90	\$ 98,564	The Janitor maintains cleanliness and order across assigned work areas, including offices, restrooms, kitchens, public spaces, and other facility locations. Daily assignments are issued by the Property Manager, and the position supports overall site sanitation and safety.	1.9 FTE at an annual salary of \$51,876 equals \$98,564. Total annual allocation of \$98,564.
10	Maintenance Technician		2.00	\$ 112,796	Maintenance Technicians perform a wide range of building maintenance tasks at the direction of the Property Manager. Duties include performing repairs, coordinating with outside vendors, preparing vacant units for occupancy, and completing general building upkeep and ensure properties remain safe and operational.	2 FTE at an annual salary of \$556,398 equals \$112,796. Total annual allocation of \$112,796.
11	Lead Desk Clerk		1.00	\$ 51,876	The Lead Desk Clerk assists the Property Manager by coordinating desk clerk schedules and ensuring adequate coverage for all shifts. This position supports applicant intake and eligibility by coordinating with referral sources, conducting pre-certification interviews, and processing required income, homelessness, and disability documentation. The role assists with annual recertifications, maintains applicant communication to prepare for vacancies, and helps complete tenant interviews, income verification, rent calculations, and lease preparation to ensure timely and compliant occupancy management.	1 FTE at an annual salary of \$51,876 equals \$51,876. Total annual allocation of \$51,876.
12	Desk Clerk		5.50	\$ 272,998	Under the supervision of the Property Manager and Lead Desk Clerk, Desk Clerks carry out essential front desk and building monitoring responsibilities. Duties include managing verbal and written communications, monitoring building entry and exit, responding to building or medical emergencies, preparing Work Order requests, inspecting designated building areas, and maintaining a clean and organized reception area.	5.5 FTE at an annual salary of \$49,636 equals \$272,998. Total annual allocation of \$272,998.
13						
48	TOTAL		11.90	\$ 681,514		
49	Employee Fringe Benefits		36%	\$ 245,345	Includes FICA, SSUI, Workers Compensation and Medical calculated at 36% of total salaries.	
50	TOTAL SALARIES & BENEFITS			\$ 926,859		
51						
52						

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	BUDGET NARRATIVE		Fiscal Year			
4	General Fund & HSH Fund - McAllister Hotel - Property Management		FY26-27			
5	Salaries & Benefits	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>	
53	OPERATING EXPENSES		<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>	
	Rental of Property		\$ 31,000	Rent/lease office space used to run property management services. It also includes facility upkeep and janitorial services necessary to maintain a functional and safe work environment.	The annual cost is calculated using the property management's proportional allocation, which is derived from the number of FTEs. Total monthly rent is \$18,879.90, with additional \$3,550 per month in maintenances costs. Based on the property's allocated share of \$2,583.33 per month, the annual cost is computed as \$2,583.33 x 12 months = \$31,000. Total annual allocation of \$31,000.	
54	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 154,610	Utilities include electricity, gas, water, telephone, fax, Wi-Fi and internet services required to support daily property functions and communication.	The annual cost is annualized from an estimated monthly average of \$12,884.17 based on historical data usage and year-to-date forecasts. The cost is calculated as \$12,884.17 x 12 months = \$154,610. Total annual allocation of \$154,610.	
55	Office Supplies, Postage		\$ 11,500	Expenses cover materials necessary for daily property management operations, including printing supplies, postage, meeting materials and courier services.	The annual cost is annualized from an estimated monthly average of \$958.33 based on historical data usage and year-to-date forecasts. The cost is calculated as \$958.33 x 12 months = \$11,500. Total annual allocation of \$11,500.	
56	Building Maintenance Supplies and Repair		\$ 365,000	Facility expenses cover repairs and routine maintenance necessary to ensure that McAllister building remains functional and safe.	The annual cost is annualized from an estimated monthly average of \$30,416.67 based on historical data usage and year-to-date forecasts. The cost is calculated as \$30,416.67 x 12 months = \$365,000. Total annual allocation of \$365,000.	
57	Insurance		\$ 95,518	General Commercial All-Risk insurance ensures compliance with organizational requirements, and provides liability protection for staff and participants.	Derived from the current organization's annual premium of \$565,564. The property's cost share is based on office square footage. The property's share is calculated as \$7,959.83 per month x 12 months = \$95,518. Total annual allocation of \$95,518.	
58	Staff Training		\$ 150	Training costs cover mandatory in-service sessions, cultural diversity training, conferences, and other required professional development opportunities for the Property Management staff.	The estimated annual cost of \$150 is based on prior-year training needs and year-to-date usage. Calculated as \$12.50 x 12 months = \$150. Total annual allocation of \$150.	
59	Staff Travel - (Local & Out-of-Town)		\$ 4,052	Transportation costs for property management-related activities, including local travel, reimbursable mileage, and parking expenses.	The annual cost of \$4,052 is derived from prior-year usage trends and represents an annual projection based on historical spending averages. Calculated as \$337.67 x 12 months = \$4,052. Total annual allocation of \$4,052.	
60	Rental of Equipment		\$ 16,888	Equipment expenses include rental and maintenance of essential office equipment such as copiers and printers, as well as purchase or replacement of IT system, computers, and office furniture necessary to maintain operations.	The annual cost is annualized from an estimated monthly cost of \$1,407.33 based on historical data and year-to-date forecasts. Calculated as \$1,407.33 x 12 months = \$16,888. Total annual allocation of \$16,888.	
61	Legal Services		\$ 105,000	Expenses cover legal services required to support Property Management operations. This includes contract review, landlord-tenant legal matters, compliance guidance and other legal support necessary to ensure proper management of Conard House properties.	The annual cost is annualized from an estimated monthly cost of \$8,750 based on historical data usage and year-to-date forecasts. Calculated as \$8,750 x 12 months = \$105,000. Total annual allocation of \$105,000.	
62	Furnishings		\$ 19,500	Covers expendable furnishings and equipment, including desks, chairs and locked file cabinets for tenants.	The annual cost is annualized from an estimated monthly cost of \$1,625 based on historical data and year-to-date forecast. Calculated as \$1,625 x 12 months = \$19,500. Total annual allocation of \$19,500.	
63	Management Fees		\$ 36,625	This represents allocation from the Real Estate department. It reflects a direct share of costs associated with Real Estate activities, such as rent collection.	\$3,052 per month equals \$36,625 annually. Total annual amount of \$36,625.	
64	Security Services/Other contracted services		\$ 25,000	Costs provide for contracted security services, including roaming patrols and third-party safety monitoring. These services help ensure the safety of residents, staff, and property.	The Estimated monthly cost of \$2,083.33 is based on historical and year-to-date usage trends, resulting in an annual total of \$25,000.	
65	Miscellaneous		\$ 8,797	Covers mandatory annual staff tuberculosis (TB) test/review and TB symptom X-ray and bank analysis charges.	The estimated annual cost of \$8,797.	
66						
89	<u>Consultants:</u>					
90	Pacific Coast Staffing		\$ 18,000	Costs provide Third party contracted services for temporary staffing.	The Estimated monthly cost of \$1,500 is based on historical and year-to-date usage trends, resulting in an annual total of \$18,000.	
102	TOTAL OPERATING EXPENSES		\$ 900,437			
103	Indirect Cost	15.0%	\$ 272,774			
104						
105						

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	BUDGET NARRATIVE		Fiscal Year			
4	General Fund & HSH Fund - McAllister Hotel - Property Management		FY26-27			
			Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
5	Salaries & Benefits					
106	OTHER EXPENSES (Not Eligible for Indirect Cost %)		Amount	Justification	Calculation	
	Master lease rent		\$ 387,579	Term leases known as the McAllister Hotel located at 270 McAllister St., SF. The 5-story plus basement, non-combustible, multifamily apartment building with an elevator. 80 single room units, service provider offices, one community space, a mezzanine with laundry facilities and a large basement with ample storage space. The approximate building area is 23,250 square feet	\$32,018 per month. Total annual rent of \$387,579.	
107						
134	TOTAL OTHER EXPENSES		\$ 387,579			
135						

	A	B	C	D	E	H	I	J	L	M	O	P	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B-1, BUDGET												
3	Document Date	11/1/2026											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	7/1/2025	11/30/2026	2									
6	Amended Term	7/1/2025	6/30/2029	4									
7	Provider Name	Conard House, Inc.											
8	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels											
9	FSP Contract ID#	1000035190											
10	Contract Action	Amendment											
11	Effective Date	11/1/2026											
12	Budget Name	General Fund & HSH Fund - Aranda Hotel - Property Management											
13	Funding:	Current	New										
14	B-1 Term Budget (GF)	\$ 2,371,431	\$ 7,355,186										
15	B-2 Term Budget (CoC)	\$ 894,035	\$ 2,956,223										
16	Contingency	\$ 626,840	\$ 3,905,486										
17	Not-To-Exceed (NTE)	\$ 9,997,681	\$ 32,803,756										
18		8- MONTH EXTENSION											
19		EXTENSION YEAR											
20		EXTENSION YEAR											
21		EXTENSION YEAR											
22		EXTENSION YEAR											
23	EXPENDITURES												
24	Salaries & Benefits	\$ 14,286	\$ 4,763	\$ 9,523	\$ 14,286	\$ 14,286	\$ 14,286	\$ 14,286	\$ 14,286	\$ 14,286	\$ 14,286	\$ 19,049	
25	Operating Expenses	\$ 1,605	\$ 535	\$ 1,070	\$ 1,605	\$ 1,605	\$ 1,605	\$ 1,605	\$ 1,605	\$ 1,605	\$ 1,605	\$ 2,140	
26	Subtotal	\$ 15,891	\$ 5,298	\$ 10,593	\$ 15,891	\$ 15,891	\$ 15,891	\$ 15,891	\$ 15,891	\$ 15,891	\$ 15,891	\$ 21,189	
27	Indirect Percentage	15.00%	15.00%		15.00%		15.00%		15.00%		15.00%		
28	Indirect Cost	\$ 9,882	\$ 8,295	\$ 1,587	\$ 9,882	\$ 9,882	\$ 9,882	\$ 9,882	\$ 9,882	\$ 9,882	\$ 9,882	\$ 18,177	
29	Other Expenses (Not Eligible for Indirect %)	\$ 2,043,041	\$ 716,160	\$ 1,447,327	\$ 2,163,487	\$ 2,163,487	\$ 2,163,487	\$ 2,163,487	\$ 2,163,487	\$ 2,163,487	\$ 2,163,487	\$ 2,759,201	
30	TOTAL EXPENDITURES	\$ 2,068,814	\$ 729,753	\$ 1,459,507	\$ 2,189,260	\$ 2,189,260	\$ 2,189,260	\$ 2,189,260	\$ 2,189,260	\$ 2,189,260	\$ 2,189,260	\$ 2,798,567	
31													
32	HSB REVENUES												
33	General Fund - Ongoing	\$ 439,531	\$ 191,480	\$ 382,962	\$ 574,442	\$ 574,442	\$ 574,442	\$ 574,442	\$ 574,442	\$ 574,442	\$ 574,442	\$ 631,011	
34	Prop C	\$ 134,911			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,911	
35	HSB Fund	\$ 1,294,466	\$ 431,489	\$ 862,977	\$ 1,294,466	\$ 1,294,466	\$ 1,294,466	\$ 1,294,466	\$ 1,294,466	\$ 1,294,466	\$ 1,294,466	\$ 1,725,955	
36	Adjustment to Actuals	\$ (120,446)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (120,446)	
37	TOTAL HSB REVENUES	\$ 1,748,462	\$ 622,969	\$ 1,245,939	\$ 1,868,908	\$ 1,868,908	\$ 1,868,908	\$ 1,868,908	\$ 1,868,908	\$ 1,868,908	\$ 1,868,908	\$ 2,371,431	
38													
39	OTHER REVENUES (NON-HSB)												
40	Non-CAAP Resident Rent	\$ 162,026	\$ 54,009	\$ 108,017	\$ 162,026	\$ 162,026	\$ 162,026	\$ 162,026	\$ 162,026	\$ 162,026	\$ 162,026	\$ 216,035	
41	Rental Income	\$ 158,326	\$ 52,775	\$ 105,551	\$ 158,326	\$ 158,326	\$ 158,326	\$ 158,326	\$ 158,326	\$ 158,326	\$ 158,326	\$ 211,101	
42					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	TOTAL OTHER REVENUES	\$ 320,352	\$ 106,784	\$ 213,568	\$ 320,352	\$ 320,352	\$ 320,352	\$ 320,352	\$ 320,352	\$ 320,352	\$ 320,352	\$ 427,136	
44													
45	TOTAL HSB + OTHER REVENUES	\$ 2,068,814	\$ 729,753	\$ 1,459,507	\$ 2,189,260	\$ 2,189,260	\$ 2,189,260	\$ 2,189,260	\$ 2,189,260	\$ 2,189,260	\$ 2,189,260	\$ 2,798,567	
46	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	

	A	B	C	D	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	Document Date	11/1/2026				
4	Contract Term	Begin Date	End Date	Duration (Years)		
5	Current Term	7/1/2025	11/30/2026	2		
6	Amended Term	7/1/2025	6/30/2029	4		
7	Provider Name	Conard House, Inc.				
8	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels				
9	FSP Contract ID#	1000035190				
10	Contract Action	Amendment				
11	Effective Date	11/1/2026				
12	Budget Name	General Fund & HSH Fund - Aranda Hotel - Property Management				
13	Funding:	Current	New	20%		
14	B-1 Term Budget (GF)	\$ 2,371,431	\$ 7,355,186			
15	B-2 Term Budget (CoC)	\$ 894,035	\$ 2,956,223			
16	Contingency	\$ 626,840	\$ 3,905,486			
17	Not-To-Exceed (NTE)	\$ 9,997,681	\$ 32,803,756			
18						
19						
20						
21						
22						
23	EXPENDITURES				All Years	
24	Salaries & Benefits	\$ 38,095				\$ 57,144
25	Operating Expenses	\$ 4,280				\$ 6,420
26	Subtotal	\$ 42,375				\$ 63,564
27	Indirect Percentage					
28	Indirect Cost	\$ 21,353				\$ 39,530
29	Other Expenses (Not Eligible for Indirect %)	\$ 5,774,301				\$ 8,533,500
32	TOTAL EXPENDITURES	\$ 5,838,029				\$ 8,636,594
33						
34	HSH REVENUES					
35	General Fund - Ongoing	\$ 1,531,846				\$ 2,162,857
36	Prop C	\$ -				\$ 134,911
37	HSH Fund	\$ 3,451,909				\$ 5,177,864
38	Adjustment to Actuals	\$ -				\$ (120,446)
54	TOTAL HSH REVENUES	\$ 4,983,755				\$ 7,355,186
55						
56	OTHER REVENUES (NON-HSH)					
58	Non-CAAP Resident Rent	\$ 432,069				\$ 648,104
59	Rental Income	\$ 422,203				\$ 633,304
60		\$ -				\$ -
61	TOTAL OTHER REVENUES	\$ 854,272				\$ 1,281,408
62						
63	TOTAL HSH + OTHER REVENUES	\$ 5,838,027				\$ 8,636,594
64	Rev-Exp (Budget Match Check)					\$

	A	B	G	J	K	L	M	N	O	P	V	W
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B-1, BUDGET											
3	SALARY & BENEFITS DETAIL											
4	Document Date	11/1/2026										
5	Provider Name	Conard House, Inc.										
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels										
7	FSP Contract ID#	1000035190										
8	Budget Name	General Fund & HSH Fund - Aranda Hotel - Property Management										
9												
10												
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61												
62												
63												

8- MONTH EXTENSION												EXTENSION YEAR	
Year 1			Year 2						Year 3				
7/1/2025 - 6/30/2026			Agency Totals		For HSH Funded Program		7/1/2026 - 10/31/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028		
12 Months							4 Months	12 Months	12 Months	12 Months	12 Months		
Current							Current	Amendment	New	Amendment	New		
Budgeted Salary			Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Change	Budgeted Salary		
Director of Real Estate			\$ 6,761	\$ 139,135	1.00	5%	0.05	\$ 2,254	\$ 4,507	\$ 6,761	\$ 6,761	\$ 6,761	
Real Estate Manager			\$ 4,400	\$ 87,996	1.00	5%	0.05	\$ 1,467	\$ 2,933	\$ 4,400	\$ 4,400	\$ 4,400	
TOTAL SALARIES:			\$ 11,161				\$ 3,721	\$ 7,440	\$ 11,161	\$ 11,161	\$ 11,161	\$ 11,161	
TOTAL FTE :							0.10						
FRINGE BENEFIT RATE:			28.00%				28.00%		28.00%			28.00%	
EMPLOYEE FRINGE BENEFITS:			\$ 3,125.00				\$ 1,042.00	\$ 2,083	\$ 3,125	\$ 3,125	\$ 3,125	\$ 3,125	
TOTAL SALARIES & BENEFITS:			\$ 14,286				\$ 4,763	\$ 9,523	\$ 14,286	\$ 14,286	\$ 14,286	\$ 14,286	

	A	B	AC	AD	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B-1, BUDGET						
3	SALARY & BENEFITS DETAIL						
4	Document Date	11/1/2026					
5	Provider Name	Conard House, Inc.					
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels					
7	FSP Contract ID#	1000035190					
8	Budget Name	General Fund & HSH Fund - Aranda Hotel - Property Management					
9							
10			EXTENSION YEAR				
11			Year 4		All Years		
12			7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029	7/1/2025 - 11/30/2026	7/1/2025 - 6/30/2029	7/1/2025 - 6/30/2029
13			12 Months	12 Months			
14			Amendment	New	Current	Amendment	New
			Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
15	POSITION TITLE						
16	Director of Real Estate		\$ 6,761	\$ 6,761	\$ 9,015	\$ 18,029	\$ 27,044
17	Real Estate Manager		\$ 4,400	\$ 4,400	\$ 5,867	\$ 11,733	\$ 17,600
59	TOTAL SALARIES:		\$ 11,161	\$ 11,161	\$ 14,882	\$ 29,762	\$ 44,644
60	TOTAL FTE :						
61	FRINGE BENEFIT RATE:			28.00%			
62	EMPLOYEE FRINGE BENEFITS:		\$ 3,125	\$ 3,125	\$ 4,167	\$ 8,333	\$ 12,500
63	TOTAL SALARIES & BENEFITS:		\$ 14,286	\$ 14,286	\$ 19,049	\$ 38,095	\$ 57,144

	A	B	C	F	G	H	J	K	M	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B-1, BUDGET									
3	OPERATING DETAIL									
4	Document Date	11/1/2026								
5	Provider Name	Conard House, Inc.								
6	Program	Support Services, Property Management and								
7	FSP Contract ID#	1000035190								
	Budget Name	General Fund & HSH Fund - Aranda Hotel - Property Management								
8										
9										
10			8- MONTH EXTENSION						EXTENSION YEAR	EXTENSIO
11			Year 1	Year 2			Year 3		Ye	
12			7/1/2025 - 6/30/2026	7/1/2026 - 10/31/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	
13			12 Months	4 Months	12 Months	12 Months	12 Months	12 Months	12 Months	
14			Current	Current	Amendment	New	Amendment	New	Amendment	
			Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Change	Budgeted Expense	Change	
15	Rental of Property		\$ 285	\$ 95	\$ 190	\$ 285	\$ 285	\$ 285	\$ 285	
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 550	\$ 183	\$ 367	\$ 550	\$ 550	\$ 550	\$ 550	
17	Office Supplies, Postage		\$ 110	\$ 37	\$ 73	\$ 110	\$ 110	\$ 110	\$ 110	
18	Building Maintenance Supplies and Repair		\$ 50	\$ 17	\$ 33	\$ 50	\$ 50	\$ 50	\$ 50	
19	Insurance		\$ 50	\$ 17	\$ 33	\$ 50	\$ 50	\$ 50	\$ 50	
20	Staff Training		\$ 60	\$ 20	\$ 40	\$ 60	\$ 60	\$ 60	\$ 60	
21	Staff Travel - (Local & Out-of-Town)		\$ 170	\$ 57	\$ 113	\$ 170	\$ 170	\$ 170	\$ 170	
22	Rental of Equipment		\$ 330	\$ 110	\$ 220	\$ 330	\$ 330	\$ 330	\$ 330	
61	TOTAL OPERATING EXPENSES		\$ 1,605	\$ 535	\$ 1,070	\$ 1,605	\$ 1,605	\$ 1,605	\$ 1,605	
62										
63	OTHER EXPENSES (Not Eligible for Indirect Cost %)									
64	Master Lease Rent		\$ 880,440	\$ 293,480	\$ 586,960	\$ 880,440	\$ 880,440	\$ 880,440	\$ 880,440	
65	Adjustment to actuals		\$ (120,446)		\$ -	\$ -	\$ -	\$ -	\$ -	
79	Subcontractors:									
80	CSV Hospitality		\$ 1,283,047	\$ 422,680	\$ 860,367	\$ 1,283,047	\$ 1,283,047	\$ 1,283,047	\$ 1,283,047	
90	TOTAL OTHER EXPENSES		\$ 2,043,041	\$ 716,160	\$ 1,447,327	\$ 2,163,487	\$ 2,163,487	\$ 2,163,487	\$ 2,163,487	
91										
92	SUBCONTRACTOR INDIRECT (First \$50k Only)		\$ 7,500	\$ 7,500	\$ -	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	
93										

	A	B	N	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	OPERATING DETAIL					
4	Document Date	11/1/2026				
5	Provider Name	Conard House, Inc.				
6	Program	Support Services, Property Management and				
7	FSP Contract ID#	1000035190				
8	Budget Name	General Fund & HSH Fund - Aranda Hotel - Property Management				
9			ON YEAR			
10			Year 4	All Years		
11			7/1/2028 - 6/30/2029	7/1/2025 - 11/30/2026	7/1/2025 - 6/30/2029	7/1/2025 - 6/30/2029
12			12 Months			
13			New	Current	Amendment	New
14	OPERATING EXPENSES		Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
15	Rental of Property		\$ 285	\$ 380	\$ 760	\$ 1,140
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 550	\$ 733	\$ 1,467	\$ 2,200
17	Office Supplies, Postage		\$ 110	\$ 147	\$ 293	\$ 440
18	Building Maintenance Supplies and Repair		\$ 50	\$ 67	\$ 133	\$ 200
19	Insurance		\$ 50	\$ 67	\$ 133	\$ 200
20	Staff Training		\$ 60	\$ 80	\$ 160	\$ 240
21	Staff Travel - (Local & Out-of-Town)		\$ 170	\$ 227	\$ 453	\$ 680
22	Rental of Equipment		\$ 330	\$ 440	\$ 880	\$ 1,320
61	TOTAL OPERATING EXPENSES		\$ 1,605	\$ 2,140	\$ 4,280	\$ 6,420
62						
63	OTHER EXPENSES (Not Eligible for Indirect Cost %)					
64	Master Lease Rent		\$ 880,440	\$ 1,173,920	\$ 2,347,840	\$ 3,521,760
65	Adjustment to actuals		\$ -	\$ (120,446)	\$ -	\$ (120,446)
79	<u>Subcontractors:</u>					
80	CSV Hospitality		\$ 1,283,047	\$ 1,705,727	\$ 3,426,461	\$ 5,132,188
90	TOTAL OTHER EXPENSES		\$ 2,163,487	\$ 2,759,201	\$ 5,774,301	\$ 8,533,502
91						
92	SUBCONTRACTOR INDIRECT (First \$50k Only)		\$ 7,500	\$ 15,000	\$ 15,000	\$ 30,000
93						

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	BUDGET NARRATIVE					
	Fiscal Year					
4	General Fund & HSH Fund - Aranda Hotel - Property Management	FY26-27				
		Adjusted Budgeted	Budgeted			
5	Salaries & Benefits	FTE	Salary	Justification		Calculation
	Director of Real Estate	0.05	\$ 6,761	The Director of Real Estate is responsible for maintaining and monitoring all Property Management subcontractors. This includes meet quarterly to discuss performance and monitor the budget, ensuring that all operations align with established goals and expectations.		0.05 FTE at an annual salary of \$139,135 equals \$6,761.
6						
	Real Estate Manager	0.05	\$ 4,400	The Real Estate Manager provides support to both the Real Estate and Property Management departments. This positions is responsible for assisting with office administration and tasks assigned by the Director of Real Estate and the Director of Property Management.		0.05 FTE at an annual salary of \$87,996 equals \$4,400.
7						
48	TOTAL	0.10	\$ 11,161			
49	Employee Fringe Benefits	28%	\$ 3,125	Includes FICA, SSUI, Workers Compensation and Medical calculated at 28% of total salaries.		
50	TOTAL SALARIES & BENEFITS		\$ 14,286			
52	OPERATING EXPENSES	Budgeted Expense		Justification		Calculation
	Rental of Property	\$ 285		Rent/lease office space to run Property Management services. It also includes facility upkeep and janitorial services necessary to maintain a functional and safe work environment.		The annual cost is calculated using the property management proportional allocation, which is derived from the number of FTEs. Total monthly rent is \$18,879.90, with additional \$3,550 per month in maintenances costs. Based on the property allocated share of \$23.75 per month, the annual cost is computed as \$23.75 x 12 months = \$285.
53						The annual cost is annualized from an estimated monthly average of \$45.83 based on historical data and year-to-date forecast. The cost is calculated as \$45.83 x 12 months = \$550
54	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 550		Utilities include electricity, gas, water, telephone, fax, Wi-Fi and internet services required to support daily property functions and communication.		The annual cost is annualized from an estimated monthly average of \$9.17 based on historical data and year-to-date forecast. The cost is calculated as \$9.17 x 12 months = \$110. Total annual allocation of \$110.
55	Office Supplies, Postage	\$ 110		Funds cover materials necessary for daily property operations, including printing supplies, postage, meeting materials, and courier services.		The annual total is derived from prior-year spending and year-to-date maintenance forecast. The amount of \$50 represents a projection based on average annual usage. Calculated as \$4.17 x 12 months =\$50. Total annual allocation of \$50.
56	Building Maintenance Supplies and Repair	\$ 50		Facility costs cover repairs and routine maintenance necessary to ensure that office spaces used by property management remains functional and safe.		Derived from the current organization's annual premium of \$565,564. The property's cost share is based on office square footage, the property's share is calculated at \$4.17 per month x 12 months = \$50.
57	Insurance	\$ 50		General Commercial All-Risk insurance ensures compliance with organizational requirements, and provides liability protection for staff and participants.		The estimated annual cost of \$60 is based on prior-year training needs and year-to-date usage. Calculated as \$5 x 12 months =\$60.
58	Staff Training	\$ 60		Training funds support mandatory in-service sessions, cultural diversity training, conferences, and other required professional development opportunities for the Property Management staff.		
59	Staff Travel - (Local & Out-of-Town)	\$ 170		Covers transportation costs for property management-related activities, including local travel, reimbursable mileage, and parking expenses.		The annual cost of \$170 is derived from prior-year usage trends and represents an annual projection based on historical spending averages. Calculated as \$14.17 x 12 months =\$170.
60	Rental of Equipment	\$ 330		Equipment expenses include rental and maintenance of essential office equipment such as copiers and printers, as well as purchase or replacement of IT equipment, computers, and office furniture necessary to maintain operations.		The estimated of \$27.50 based on average monthly expenses, Calculated as \$27.50 per month x 12 months = \$330.
101	TOTAL OPERATING EXPENSES		\$ 1,935			
102	Indirect Cost	15.0%	\$ 9,882			
103						
104						
105	OTHER EXPENSES (Not Eligible for Indirect Cost %)	Amount		Justification		Calculation
	Master Lease Rent	\$ 880,440		Term leases known as the Aranda Hotel, the entire six-story building and related land situated at 64 Turk Street, San Francisco, including, without limitation, 110 guest rooms, office area, the lobby, a basement and all common areas.		\$73,370 per month. Total annual rent of \$880,440.
106						
121	Subcontractors:					
	CSV Hospitality	\$ 1,283,047		CHI appoints CSV Hospitality as exclusive Agent for the management of the property.		CHI agrees to reimbursed the agent for cost overages, and CHI may in turn request reimbursement from HSH. Total annual amount of \$1,283,047 based on monthly average of \$106,920.0
122						
133	TOTAL OTHER EXPENSES		\$ 2,163,487			
134						

	A	B	C	D	E	H	I	J	L	M	O	P	AI	AJ	AK											
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																									
2	APPENDIX B-1, BUDGET																									
3	Document Date	11/1/2026																								
4	Contract Term	Begin Date	End Date	Duration (Years)																						
5	Current Term	7/1/2025	11/30/2026	2																						
6	Amended Term	7/1/2025	6/30/2029	4																						
7	Provider Name	Conard House, Inc.																								
8	Program	ement and Master Lease Stewardship at the A																								
9	F\$P Contract ID#	1000035190																								
10	Contract Action	Amendment																								
11	Effective Date	11/1/2026																								
12	Budget Name	General Fund - Allen Hotel Money Management Program																								
13	Funding:	Current	New	20%																						
14	B-1 Term Budget (GF)	\$ 128,912	\$ 393,544																							
15	B-2 Term Budget (CoC)	\$ 894,035	\$ 2,956,223																							
16	Contingency	\$ 626,840	\$ 3,905,486																							
17	Not-To-Exceed (NTE)	\$ 9,997,681	\$ 32,803,756																							
18																										
19																										
20																										
21																										
22																										
23	EXPENDITURES																									
24	Salaries & Benefits	\$ 74,684	\$ 24,894	\$ 49,790	\$ 74,684	\$ 74,684	\$ 74,684	\$ 74,684	\$ 74,684	\$ 99,578	\$ 199,158	\$ 298,736														
25	Operating Expenses	\$ 11,610	\$ 3,870	\$ 7,740	\$ 11,610	\$ 11,610	\$ 11,610	\$ 11,610	\$ 11,610	\$ 15,480	\$ 30,960	\$ 46,440														
26	Subtotal	\$ 86,294	\$ 28,764	\$ 57,530	\$ 86,294	\$ 86,294	\$ 86,294	\$ 86,294	\$ 86,294	\$ 115,058	\$ 230,118	\$ 345,176														
27	Indirect Percentage	15.00%	15.00%		15.00%		15.00%		15.00%																	
28	Indirect Cost	\$ 12,944	\$ 4,315	\$ 8,628	\$ 12,943	\$ 12,943	\$ 12,943	\$ 12,943	\$ 12,943	\$ 17,259	\$ 34,514	\$ 51,773														
29	Other Expenses (Not Eligible for Indirect %)	\$ (3,405)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,405)	\$ -	\$ (3,405)														
32	TOTAL EXPENDITURES	\$ 95,833	\$ 33,079	\$ 66,158	\$ 99,237	\$ 99,237	\$ 99,237	\$ 99,237	\$ 99,237	\$ 128,912	\$ 264,632	\$ 393,544														
33																										
35	General Fund - Ongoing	\$ 86,238	\$ 33,079	\$ 66,158	\$ 99,237	\$ 99,237	\$ 99,237	\$ 99,237	\$ 99,237	\$ 119,317	\$ 264,632	\$ 383,949														
36	Prop C	\$ 12,999			\$ -		\$ -		\$ -	\$ 12,999	\$ -	\$ 12,999														
38	Adjustment to Actuals	\$ (3,404)			\$ -		\$ -		\$ -	\$ (3,404)	\$ -	\$ (3,404)														
54	TOTAL HSH REVENUES	\$ 95,833	\$ 33,079	\$ 66,158	\$ 99,237	\$ 99,237	\$ 99,237	\$ 99,237	\$ 99,237	\$ 128,912	\$ 264,632	\$ 393,544														
63	TOTAL HSH + OTHER REVENUES	\$ 95,833	\$ 33,079	\$ 66,158	\$ 99,237	\$ 99,237	\$ 99,237	\$ 99,237	\$ 99,237	\$ 128,912	\$ 264,632	\$ 393,544														
64	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -														

	A	B	G	J	K	L	M	N	O	P	V	W	AC	AD
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	APPENDIX B-1, BUDGET													
3	SALARY & BENEFITS DETAIL													
4	Document Date	11/1/2026												
5	Provider Name	Conard House, Inc.												
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels												
7	F\$P Contract ID#	1000035190												
8	Budget Name	General Fund & HSH Fund - McAllister Money Management												
10			8- MONTH EXTENSION						EXTENSION YEAR				EXTENSION YEAR	
11		Year 1	Year 2						Year 3		Year 4			
12		7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program		7/1/2026 - 10/31/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029	
13		12 Months					4 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	
14		Current					Current	Amendment	New	Amendment	New	Amendment	New	
15		POSITION TITLE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Change	Budgeted Salary	Change	Budgeted Salary
16	Director of Supportive Housing and Community Services	\$ 1,718	\$ 143,170	1.00	1%	0.01	\$ 573	\$ 1,145	\$ 1,718	\$ 1,718	\$ 1,718	\$ 1,718	\$ 1,718	
17	Associate Director	\$ 10,287	\$ 102,871	1.00	10%	0.10	\$ 3,429	\$ 6,858	\$ 10,287	\$ 10,287	\$ 10,287	\$ 10,287	\$ 10,287	
18	Program Director I	\$ 15,708	\$ 78,540	1.00	20%	0.20	\$ 5,236	\$ 10,472	\$ 15,708	\$ 15,708	\$ 15,708	\$ 15,708	\$ 15,708	
19	Case Manager I	\$ 25,264	\$ 63,159	2.00	20%	0.40	\$ 8,421	\$ 16,843	\$ 25,264	\$ 25,264	\$ 25,264	\$ 25,264	\$ 25,264	
20	Program Assistant II	\$ 588	\$ 58,766	1.00	1%	0.01	\$ 196	\$ 392	\$ 588	\$ 588	\$ 588	\$ 588	\$ 588	
21	Fiscal Intermediary Unit Account Supervisor	\$ 859	\$ 85,929	1.00	1%	0.01	\$ 286	\$ 573	\$ 859	\$ 859	\$ 859	\$ 859	\$ 859	
22	Fiscal Intermediary Unit Sr. Account Manager	\$ 673	\$ 67,251	1.00	1%	0.01	\$ 224	\$ 449	\$ 673	\$ 673	\$ 673	\$ 673	\$ 673	
23	Fiscal Intermediary Unit Messenger	\$ 847	\$ 49,636	2.40	1%	0.02	\$ 282	\$ 565	\$ 847	\$ 847	\$ 847	\$ 847	\$ 847	
24	Supportive Housing Program Associate Director	\$ 1,505	\$ 89,089	1.00	2%	0.02	\$ 502	\$ 1,003	\$ 1,505	\$ 1,505	\$ 1,505	\$ 1,505	\$ 1,505	
59	TOTAL SALARIES:	\$ 57,449					\$ 19,149	\$ 38,300	\$ 57,449	\$ 57,449	\$ 57,449	\$ 57,449	\$ 57,449	
60	TOTAL FTE :						0.78							
61	FRINGE BENEFIT RATE:	30.00%					30.00%		30.00%	30.00%	30.00%	30.00%	30.00%	
62	EMPLOYEE FRINGE BENEFITS:	\$ 17,235					\$ 5,745.00	\$ 11,490	\$ 17,235	\$ 17,235	\$ 17,235	\$ 17,235	\$ 17,235	
63	TOTAL SALARIES & BENEFITS:	\$ 74,684					\$ 24,894	\$ 49,790	\$ 74,684	\$ 74,684	\$ 74,684	\$ 74,684	\$ 74,684	

	A	B	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B-1, BUDGET				
3	SALARY & BENEFITS DETAIL				
4	Document Date	11/1/2026			
5	Provider Name	Conard House, Inc.			
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels			
7	F\$P Contract ID#	1000035190			
8	Budget Name	General Fund & HSH Fund - McAllister Money Management			
10					
11			All Years		
7/1/2025 - 11/30/2026			7/1/2025 - 6/30/2029	7/1/2025 - 6/30/2029	
Current			Amendment	New	
Budgeted Salary			Change	Budgeted Salary	
15			POSITION TITLE		
16	Director of Supportive Housing and Community Services		\$ 2,291	\$ 4,581	\$ 6,872
17	Associate Director		\$ 13,716	\$ 27,432	\$ 41,148
18	Program Director I		\$ 20,944	\$ 41,888	\$ 62,832
19	Case Manager I		\$ 33,685	\$ 67,371	\$ 101,056
20	Program Assistant II		\$ 784	\$ 1,568	\$ 2,352
21	Fiscal Intermediary Unit Account Supervisor		\$ 1,145	\$ 2,291	\$ 3,436
22	Fiscal Intermediary Unit Sr. Account Manager		\$ 897	\$ 1,795	\$ 2,692
23	Fiscal Intermediary Unit Messenger		\$ 1,129	\$ 2,259	\$ 3,388
24	Supportive Housing Program Associate Director		\$ 2,007	\$ 4,013	\$ 6,020
59	TOTAL SALARIES:		\$ 76,598	\$ 153,198	\$ 229,796
60	TOTAL FTE :				
61	FRINGE BENEFIT RATE:				
62	EMPLOYEE FRINGE BENEFITS:		\$ 22,980	\$ 45,960	\$ 68,940
63	TOTAL SALARIES & BENEFITS:		\$ 99,578	\$ 199,158	\$ 298,736

	A	B	C	F	G	H	J	K
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B-1, BUDGET							
3	OPERATING DETAIL							
4	Document Date	11/1/2026						
5	Provider Name	Conard House, Inc.						
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels						
7	FSP Contract ID#	1000035190						
8	Budget Name	General Fund - Allen Hotel Money Management Program						
9					8- MONTH EXTENSION		EXTENSION YEAR	
10			Year 1	Year 2		Year 3		
11			7/1/2025 - 6/30/2026	7/1/2026 - 10/31/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028
12			12 Months	4 Months	12 Months	12 Months	12 Months	12 Months
13			Current	Current	Amendment	New	Amendment	New
14	OPERATING EXPENSES		Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Change	Budgeted Expense
15	Rental of Property		\$ 1,900	\$ 633	\$ 1,267	\$ 1,900	\$ 1,900	\$ 1,900
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 2,700	\$ 900	\$ 1,800	\$ 2,700	\$ 2,700	\$ 2,700
17	Office Supplies, Postage		\$ 1,300	\$ 433	\$ 867	\$ 1,300	\$ 1,300	\$ 1,300
18	Building Maintenance Supplies and Repair		\$ 350	\$ 117	\$ 233	\$ 350	\$ 350	\$ 350
19	Insurance		\$ 1,000	\$ 333	\$ 667	\$ 1,000	\$ 1,000	\$ 1,000
20	Staff Training		\$ 150	\$ 50	\$ 100	\$ 150	\$ 150	\$ 150
21	Staff Travel - (Local & Out-of-Town)		\$ 160	\$ 53	\$ 107	\$ 160	\$ 160	\$ 160
22	Rental of Equipment		\$ 2,280	\$ 760	\$ 1,520	\$ 2,280	\$ 2,280	\$ 2,280
23	Money Management Client Support		\$ 1,530	\$ 510	\$ 1,020	\$ 1,530	\$ 1,530	\$ 1,530
24	Miscellaneous		\$ 120	\$ 40	\$ 80	\$ 120	\$ 120	\$ 120
25	Legal Services		\$ 120	\$ 40	\$ 80	\$ 120	\$ 120	\$ 120
61	TOTAL OPERATING EXPENSES		\$ 11,610	\$ 3,870	\$ 7,740	\$ 11,610	\$ 11,610	\$ 11,610
62								
63	OTHER EXPENSES (Not Eligible for Indirect Cost %)							
64	Adjustment to actuals		\$ (3,405)		\$ -	\$ -	\$ -	\$ -
90	TOTAL OTHER EXPENSES		\$ (3,405)	\$ -	\$ -	\$ -	\$ -	\$ -
91								
92	SUBCONTRACTOR INDIRECT (First \$50k Only)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	A	B	M	N	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B-1, BUDGET						
3	OPERATING DETAIL						
4	Document Date	11/1/2026					
5	Provider Name	Conard House, Inc.					
6	Program	Support Services, Property Management and M					
7	FSP Contract ID#	1000035190					
8	Budget Name	General Fund - Allen Hotel Money Management					
9			EXTENSION YEAR				
10			Year 4		All Years		
11			7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029	7/1/2025 - 11/30/2026	7/1/2025 - 6/30/2029	7/1/2025 - 6/30/2029
12			12 Months	12 Months			
13			Amendment	New	Current	Amendment	New
14	OPERATING EXPENSES		Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
15	Rental of Property		\$ 1,900	\$ 1,900	\$ 2,533	\$ 5,067	\$ 7,600
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 2,700	\$ 2,700	\$ 3,600	\$ 7,200	\$ 10,800
17	Office Supplies, Postage		\$ 1,300	\$ 1,300	\$ 1,733	\$ 3,467	\$ 5,200
18	Building Maintenance Supplies and Repair		\$ 350	\$ 350	\$ 467	\$ 933	\$ 1,400
19	Insurance		\$ 1,000	\$ 1,000	\$ 1,333	\$ 2,667	\$ 4,000
20	Staff Training		\$ 150	\$ 150	\$ 200	\$ 400	\$ 600
21	Staff Travel - (Local & Out-of-Town)		\$ 160	\$ 160	\$ 213	\$ 427	\$ 640
22	Rental of Equipment		\$ 2,280	\$ 2,280	\$ 3,040	\$ 6,080	\$ 9,120
23	Money Management Client Support		\$ 1,530	\$ 1,530	\$ 2,040	\$ 4,080	\$ 6,120
24	Miscellaneous		\$ 120	\$ 120	\$ 160	\$ 320	\$ 480
25	Legal Services		\$ 120	\$ 120	\$ 160	\$ 320	\$ 480
61	TOTAL OPERATING EXPENSES		\$ 11,610	\$ 11,610	\$ 15,480	\$ 30,960	\$ 46,440
62							
63	OTHER EXPENSES (Not Eligible for Indirect Cost %)						
64	Adjustment to actuals		\$ -	\$ -	\$ (3,405)	\$ -	\$ (3,405)
90	TOTAL OTHER EXPENSES		\$ -	\$ -	\$ (3,405)	\$ -	\$ (3,405)
91							
92	SUBCONTRACTOR INDIRECT (First \$50k Only)		\$ -	\$ -	\$ -	\$ -	\$ -

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1. BUDGET					
3	BUDGET NARRATIVE					
				Fiscal Year		
4	General Fund - Allen Hotel Money Management Program			FY26-27		
		<u>Adjusted</u>	<u>Budgeted</u>	<u>Budgeted</u>		
5	Salaries & Benefits	FTE	Salary	Justification	Calculation	
	Director of Supportive Housing and Community Services	0.01	\$ 1,718	The Director provides overall leadership, direction, and administration of the Supportive Services and Representative Payee programs. Responsibilities include overseeing program operations, ensuring regulatory compliance, and supervising the Associate Director.	0.01 FTE at an annual salary of \$143,170 equals \$1,718. Total annual allocation of \$1,718.	
6	Associate Director	0.10	\$ 10,287	The Associate Director monitors program implementation and prepares reports related to the Supportive Services and Representative Payee (Rep Payee) scope of work. This position supports oversight, ensures quality services delivery, and maintains documentation for compliance.	0.10 FTE at an annual salary of \$102,871 equals \$10,287. Total annual allocation of \$10,287.	
7	Program Director I	0.20	\$ 15,708	The Program Director is responsible for hiring and supervising Case Managers and implementing the Supportive Services work plan. Duties include oversight of Case Management services, Rep Payee services and Community Building activities. The Program Director assigns cases and tasks. Salary allocation is based on 80% Supportive Services (SS) and 20% Money Management/Rep Payee (MPP).	0.20 FTE at an annual salary of \$78,540 equals \$15,708. Total annual allocation of \$15,708.	
8	Case Manager I	0.40	\$ 25,264	Case Managers provide direct case management and Rep Payee services to enrolled clients. Responsibilities include assessment, service planning, client support, and financial payee services for an assigned caseload. Salary allocation is based on 80% Supportive Services (SS) and 20% Money Management/Rep Payee (MPP).	.40 FTE at an annual salary of \$63,159 equals \$25,264. Total annual allocation of \$25,264.	
9	Program Assistant II	0.01	\$ 588	The Program Assistant supports implementation of the program by compiling service data for reports, and providing other support under the direction of the Associate Director of Supportive Housing Programs.	0.01 FTE at an annual salary of \$58,766 equals \$588. Total annual allocation of \$588.	
10	Fiscal Intermediary Unit Account Supervisor	0.01	\$ 859	The Account Supervisor oversees the operation and maintenance of the Conard House money management system. Responsibilities include supervising the Fiscal Intermediary Unit (FIU) Senior Account Manager and ensuring accurate and compliant financial processing for PAY clients.	0.01 FTE at an annual salary of \$85,929 equals \$859. Total annual allocation of \$859.	
11	Fiscal Intermediary Unit Sr. Account Manager	0.01	\$ 673	The Senior Account Manager is responsible for processing disbursements for PAY clients, maintaining accurate client account records within the money management system, and coordinating courier schedules. This role ensures timely and accurate financial services to clients.	0.01 FTE at an annual salary of \$67,251 equals \$673. Total annual allocation of \$673.	
12	Fiscal Intermediary Unit Messenger	0.02	\$ 847	The Messengers provides courier services to assigned program sites, ensuring the secure and timely delivery of financial documents and client materials needed to support money management operations.	2.4 FTE at an annual salary of \$49,636 equals \$847. Total annual allocation of \$847.	
13	Supportive Housing Program Associate Director	0.02	\$ 1,505	This position is responsible for monitoring implementation of Supportive Services and preparing required program reports. The Associated Director also provides supervision of the Program Director.	0.05 FTE at an annual salary of \$89,089 equals \$1,505. Total annual allocation of \$1,505.	
14	TOTAL	0.78	\$ 57,449			
48	Employee Fringe Benefits	30%	\$ 17,235	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.</u>		
49	TOTAL SALARIES & BENEFITS		\$ 74,684			
50						
51						
52	OPERATING EXPENSES	Budgeted	Expense	Justification	Calculation	
	Rental of Property	\$	1,900	Rent/lease office space to run programs services, including supervision of support services and representative payee activities. This also includes facility upkeep and janitorial services necessary to maintain a functional and safe work environment.	The annual cost is calculated using the program's proportional allocation, which is derived from the number of FTEs. Total monthly rent is \$18,879.90, with additional \$3,550 per month in maintenances costs. Total annual allocation of \$1,900..	
53	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$	2,700	Utilities include electricity, gas, water, telephone, fax, Wi-Fi and internet services necessary for daily operations and ensure continuity of services.	The annual cost is annualized from an estimated monthly average of \$225 based on historical data and year-to-date forecasts. The cost is calculated as \$225 x 12 months = \$2,700. Total annual allocation of \$2,700.	
54	Office Supplies, Postage	\$	1,300	Expenses cover materials required for daily operations, including printing supplies, postage, meeting materials, and courier services.	The annual cost is annualized from an estimated monthly cost of \$108.33 based on historical data and year-to-date forecasts. Calculated as \$108.33 x 12 months = \$1,300. Total annual allocation of \$1,300.	
55						

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	BUDGET NARRATIVE					
					Fiscal Year	
4	General Fund - Allen Hotel Money Management Program			FY26-27		
			Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
5	Salaries & Benefits					
	Building Maintenance Supplies and Repair			\$ 350	Facility costs cover repairs and routine maintenance necessary to ensure that office spaces used by Support Services and representative payee office remains functional and safe.	The annual total is derived from prior-year spending and year-to-date maintenance forecast. The amount of \$350 represents a projection based on average annual usage. Calculated as \$29.17 x 12 months =\$350. Total annual allocation of \$350.
56	Insurance			\$ 1,000	General Commercial All-Risk insurance ensures compliance with organizational requirements, and provides liability protection for staff and participants.	Derived from the current organization's annual premium of \$565,564. The program's cost share is based on office square footage, The program's share is calculated at \$83.33 per month x 12 months = \$1,000. Total annual allocation of \$1,000.
57	Staff Training			\$ 150	Training funds support mandatory staff development, including in-service sessions, cultural diversity training, conferences, and other professional development required to maintain program quality and compliance.	The estimated annual cost of \$150 is based on prior-year training needs and year-to-date usage. Calculated as \$12.50 x 12 months =\$150. Total annual allocation of \$150.
58	Staff Travel - (Local & Out-of-Town)			\$ 160	Transportation expenses cover local travel, reimbursable mileage, and parking related to program operations. These costs ensure staff can meet clients, complete administrative requirements, and access community resources.	The annual cost of \$160 is derived from prior-year usage trends and represents an annual projection based on historical spending averages. Calculated as \$13.33 x 12 months =\$160.
59	Rental of Equipment			\$ 2,280	Equipment expenses include rental and maintenance of essential office equipment such as copiers and printers, as well as purchase or replacement of IT system, computers, and office furniture necessary to maintain operations.	The annual cost is annualized from an estimated monthly cost of \$190 based on historical data and year-to-date forecast. Calculated as \$190 x 12 months = \$2,280. Total annual allocation of \$2,280.
60	Money Management Client Support			\$ 1,530	Direct Client Support cover money management clients expenses, including check-cashing, client bank analysis charges and money management system maintenance	The annual cost is annualized from an estimated monthly cost of \$127.50 based on historical data and year-to-date forecasts. Calculated as \$127.50 x 12 months = \$1,530.
61	Miscellaneous			\$ 120	Covers mandatory annual staff tuberculosis (TB) test/review and TB symptom X-ray.	The estimated annual cost of \$120 is based on prior-year usage and year-to-date forecasts. Calculated as \$10 x 12 months =\$120. Total annual allocation of \$120.
62	Legal Services			\$ 120	Provides minimal legal advisory services on an as-needed basis related to staff or program operations.	The estimated annual cost of \$120 is based on prior-year usage and year-to-date forecasts. Calculated as \$10 x 12 months =\$120. Total annual allocation of \$120.
63						
101	TOTAL OPERATING EXPENSES			\$ 11,730		
102	Indirect Cost			15.0% \$ 12,943		
103						

	A	B	C	D	E	H	I	J	L	M	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B-1, BUDGET														
3	Document Date	11/1/2026													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	7/1/2025	11/30/2026	2											
6	Amended Term	7/1/2025	6/30/2029	4											
7	Provider Name	Conard House, Inc.													
		Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels													
8	Program														
9	F\$P Contract ID#	1000035190													
10	Contract Action	Amendment													
11	Effective Date	11/1/2026													
12	Budget Name	General Fund & HSH Fund - McAllister Money Management													
13	Funding:	Current	New	20%											
14	B-1 Term Budget (GF)	\$ 170,008	\$ 524,714												
15	B-2 Term Budget (CoC)	\$ 894,035	\$ 2,956,223												
16	Contingency	\$ 626,840	\$ 3,905,486												
17	Not-To-Exceed (NTE)	\$ 9,997,681	\$ 32,803,756												
18															
19					8- MONTH EXTENSION				EXTENSION YEAR		EXTENSION YEAR				
		Year 1	Year 2		Year 3		Year 4		All Years						
		7/1/2025 - 6/30/2026	7/1/2026 - 10/31/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029	7/1/2025 - 11/30/2026	7/1/2025 - 6/30/2029	7/1/2025 - 6/30/2029			
20		12 Months	4 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	Current	Amendment	New			
21		Current	Current	Amendment	New	Amendment	New	Amendment	New						
22															
23	EXPENDITURES														
24	Salaries & Benefits	\$ 94,788	\$ 31,595	\$ 63,193	\$ 94,788	\$ 94,788	\$ 94,788	\$ 94,788	\$ 94,788	\$ 126,383	\$ 252,769	\$ 379,152			
25	Operating Expenses	\$ 20,880	\$ 6,960	\$ 13,920	\$ 20,880	\$ 20,880	\$ 20,880	\$ 20,880	\$ 20,880	\$ 27,840	\$ 55,680	\$ 83,520			
26	Subtotal	\$ 115,668	\$ 38,555	\$ 77,113	\$ 115,668	\$ 115,668	\$ 115,668	\$ 115,668	\$ 115,668	\$ 154,223	\$ 308,449	\$ 462,672			
27	Indirect Percentage	15.00%	15.00%		15.00%		15.00%		15.00%						
28	Indirect Cost	\$ 17,347	\$ 5,784	\$ 11,563	\$ 17,347	\$ 17,347	\$ 17,347	\$ 17,347	\$ 17,347	\$ 23,131	\$ 46,257	\$ 69,388			
29	Other Expenses (Not Eligible for Indirect %)	\$ (7,346)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,346)	\$ -	\$ (7,346)			
32	TOTAL EXPENDITURES	\$ 125,669	\$ 44,339	\$ 88,676	\$ 133,015	\$ 133,015	\$ 133,015	\$ 133,015	\$ 133,015	\$ 170,008	\$ 354,706	\$ 524,714			
33															
34	HSH REVENUES														
35	General Fund - Ongoing	\$ 6,824	\$ 10,840	\$ 21,679	\$ 32,519	\$ 32,519	\$ 32,519	\$ 32,519	\$ 32,519	\$ 17,664	\$ 86,718	\$ 104,382			
36	Prop C	\$ 25,695			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,695	\$ -	\$ 25,695			
37	HSH Fund	\$ 100,496	\$ 33,499	\$ 66,997	\$ 100,496	\$ 100,496	\$ 100,496	\$ 100,496	\$ 100,496	\$ 133,995	\$ 267,989	\$ 401,984			
38	Adjustment to Actuals	\$ (7,346)			\$ -		\$ -		\$ -	\$ (7,346)	\$ -	\$ (7,346)			
63	TOTAL HSH + OTHER REVENUES	\$ 125,669	\$ 44,339	\$ 88,676	\$ 133,015	\$ 133,015	\$ 133,015	\$ 133,015	\$ 133,015	\$ 170,008	\$ 354,706	\$ 524,714			
64	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -			
65															
66															

	A	B	G	J	K	L	M	N	O	P	V
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B-1, BUDGET										
3	SALARY & BENEFITS DETAIL										
4	Document Date	11/1/2026									
5	Provider Name	Conard House, Inc.									
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels									
7	FSP Contract ID#	1000035190									
8	Budget Name	General Fund & HSH Fund - McAllister Money Management									
9											
10	8- MONTH EXTENSIONEXTENSION										
11		Year 1	Year 2							Year 3	
12		7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program		7/1/2026 - 10/31/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	
13		12 Months					4 Months	12 Months	12 Months	12 Months	
14		Current					Current	Amendment	New	Amendment	
15		POSITION TITLE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Change
16	Director of Supportive Housing and Community Services	\$ 2,148	\$ 143,170	1.00	2%	0.02	\$ 716	\$ 1,432	\$ 2,148	\$ 2,148	
17	Associate Director	\$ 10,287	\$ 102,871	1.00	10%	0.10	\$ 3,429	\$ 6,858	\$ 10,287	\$ 10,287	
18	Program Director I	\$ 15,708	\$ 78,540	1.00	20%	0.20	\$ 5,236	\$ 10,472	\$ 15,708	\$ 15,708	
19	Sr. Case Manager	\$ 13,403	\$ 67,014	1.00	20%	0.20	\$ 4,468	\$ 8,935	\$ 13,403	\$ 13,403	
20	Case Manager I	\$ 25,264	\$ 63,159	2.00	20%	0.40	\$ 8,421	\$ 16,843	\$ 25,264	\$ 25,264	
21	Program Assistant	\$ 2,351	\$ 58,766	1.00	4%	0.04	\$ 784	\$ 1,567	\$ 2,351	\$ 2,351	
22	Fiscal Intermediary Unit Account Supervisor	\$ 1,289	\$ 85,929	1.00	2%	0.02	\$ 430	\$ 859	\$ 1,289	\$ 1,289	
23	Fiscal Intermediary Unit Sr. Account Manager	\$ 1,009	\$ 67,251	1.00	2%	0.02	\$ 336	\$ 673	\$ 1,009	\$ 1,009	
24	Fiscal Intermediary Unit Messenger	\$ 3,177	\$ 49,636	1.60	4%	0.06	\$ 1,059	\$ 2,118	\$ 3,177	\$ 3,177	
59	TOTAL SALARIES:	\$ 74,636					\$ 24,878	\$ 49,758	\$ 74,636	\$ 74,636	
60	TOTAL FTE :						1.05				
61	FRINGE BENEFIT RATE:	27.00%					27.00%		27.00%		
62	EMPLOYEE FRINGE BENEFITS:	\$ 20,152.00					\$ 6,717.00	\$ 13,435	\$ 20,152	\$ 20,152	
63	TOTAL SALARIES & BENEFITS:	\$ 94,788					\$ 31,595	\$ 63,193	\$ 94,788	\$ 94,788	

	A	B	W	AC	AD	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B-1, BUDGET							
3	SALARY & BENEFITS DETAIL							
4	Document Date	11/1/2026						
5	Provider Name	Conard House, Inc.						
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels						
7	FSP Contract ID#	1000035190						
8	Budget Name	General Fund & HSH Fund - McAllister Money Management						
9								
10			ON YEAR	EXTENSION YEAR				
11			Year 3	Year 4		All Years		
12			7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029	7/1/2025 - 11/30/2026	7/1/2025 - 6/30/2029	7/1/2025 - 6/30/2029
13			12 Months	12 Months	12 Months			
14			New	Amendment	New	Current	Amendment	New
15	POSITION TITLE		Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
16	Director of Supportive Housing and Community Services		\$ 2,148	\$ 2,148	\$ 2,148	\$ 2,864	\$ 5,728	\$ 8,592
17	Associate Director		\$ 10,287	\$ 10,287	\$ 10,287	\$ 13,716	\$ 27,432	\$ 41,148
18	Program Director I		\$ 15,708	\$ 15,708	\$ 15,708	\$ 20,944	\$ 41,888	\$ 62,832
19	Sr. Case Manager		\$ 13,403	\$ 13,403	\$ 13,403	\$ 17,871	\$ 35,741	\$ 53,612
20	Case Manager I		\$ 25,264	\$ 25,264	\$ 25,264	\$ 33,685	\$ 67,371	\$ 101,056
21	Program Assistant		\$ 2,351	\$ 2,351	\$ 2,351	\$ 3,135	\$ 6,269	\$ 9,404
22	Fiscal Intermediary Unit Account Supervisor		\$ 1,289	\$ 1,289	\$ 1,289	\$ 1,719	\$ 3,437	\$ 5,156
23	Fiscal Intermediary Unit Sr. Account Manager		\$ 1,009	\$ 1,009	\$ 1,009	\$ 1,345	\$ 2,691	\$ 4,036
24	Fiscal Intermediary Unit Messenger		\$ 3,177	\$ 3,177	\$ 3,177	\$ 4,236	\$ 8,472	\$ 12,708
59	TOTAL SALARIES:		\$ 74,636	\$ 74,636	\$ 74,636	\$ 99,514	\$ 199,030	\$ 298,544
60	TOTAL FTE :							
61	FRINGE BENEFIT RATE:		27.00%	27.00%	27.00%			
62	EMPLOYEE FRINGE BENEFITS:		\$ 20,152	\$ 20,152	\$ 20,152	\$ 26,869	\$ 53,739	\$ 80,608
63	TOTAL SALARIES & BENEFITS:		\$ 94,788	\$ 94,788	\$ 94,788	\$ 126,383	\$ 252,769	\$ 379,152

	A	B	C	F	G	H	K	N	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B-1, BUDGET									
3	OPERATING DETAIL									
4	Document Date	11/1/2026								
5	Provider Name	Conard House, Inc.								
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels								
7	FSP Contract ID#	1000035190								
8	Budget Name	General Fund & HSH Fund - McAllister Money Management								
9										
10										
11										
12										
13										
14	OPERATING EXPENSES									
15	Rental of Property	\$ 2,200	\$ 733	\$ 1,467	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,933	\$ 5,867	
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 3,100	\$ 1,033	\$ 2,067	\$ 3,100	\$ 3,100	\$ 3,100	\$ 4,133	\$ 8,267	
17	Office Supplies, Postage	\$ 2,600	\$ 867	\$ 1,733	\$ 2,600	\$ 2,600	\$ 2,600	\$ 3,467	\$ 6,933	
18	Printing and Reproduction	\$ 850	\$ 283	\$ 567	\$ 850	\$ 850	\$ 850	\$ 1,133	\$ 2,267	
19	Insurance	\$ 1,080	\$ 360	\$ 720	\$ 1,080	\$ 1,080	\$ 1,080	\$ 1,440	\$ 2,880	
20	Staff Training	\$ 275	\$ 92	\$ 183	\$ 275	\$ 275	\$ 275	\$ 367	\$ 733	
21	Staff Travel - (Local & Out-of-Town)	\$ 150	\$ 50	\$ 100	\$ 150	\$ 150	\$ 150	\$ 200	\$ 400	
22	Rental of Equipment	\$ 3,900	\$ 1,300	\$ 2,600	\$ 3,900	\$ 3,900	\$ 3,900	\$ 5,200	\$ 10,400	
23	Money Management Client Support	\$ 6,305	\$ 2,102	\$ 4,203	\$ 6,305	\$ 6,305	\$ 6,305	\$ 8,407	\$ 16,813	
24	Legal Services	\$ 220	\$ 73	\$ 147	\$ 220	\$ 220	\$ 220	\$ 293	\$ 587	
25	Miscellaneous	\$ 200	\$ 67	\$ 133	\$ 200	\$ 200	\$ 200	\$ 267	\$ 533	
61	TOTAL OPERATING EXPENSES	\$ 20,880	\$ 6,960	\$ 13,920	\$ 20,880	\$ 20,880	\$ 20,880	\$ 27,840	\$ 55,680	
62										
63	OTHER EXPENSES (Not Eligible for Indirect Cost %)									
64	Actuals adjustment	\$ (7,346)		\$ -	\$ -	\$ -	\$ -	\$ (7,346)	\$ -	
90	TOTAL OTHER EXPENSES	\$ (7,346)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,346)	\$ -	

	A	B	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING		
2	APPENDIX B-1, BUDGET		
3	OPERATING DETAIL		
4	Document Date	11/1/2026	
5	Provider Name	Conard House, Inc.	
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels	
7	FSP Contract ID#	1000035190	
8	Budget Name	General Fund & HSH Fund - McAllister Money Management	
9			
10			
11			7/1/2025 - 6/30/2029
12			
13			New
14	OPERATING EXPENSES		Budgeted Expense
15	Rental of Property		\$ 8,800
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 12,400
17	Office Supplies, Postage		\$ 10,400
18	Printing and Reproduction		\$ 3,400
19	Insurance		\$ 4,320
20	Staff Training		\$ 1,100
21	Staff Travel - (Local & Out-of-Town)		\$ 600
22	Rental of Equipment		\$ 15,600
23	Money Management Client Support		\$ 25,220
24	Legal Services		\$ 880
25	Miscellaneous		\$ 800
61	TOTAL OPERATING EXPENSES		\$ 83,520
62			
63	OTHER EXPENSES (Not Eligible for Indirect Cost %)		
64	Actuals adjustment		\$ (7,346)
90	TOTAL OTHER EXPENSES		\$ (7,346)

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	BUDGET NARRATIVE		Fiscal Year			
4	General Fund & HSH Fund - McAllister Money Management		FY26-27			
5	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	
	Director of Supportive Housing and Community Services	0.02	\$ 2,148	The Director provides overall leadership, direction, and administration of the Supportive Services and Representative Payee programs. Responsibilities include overseeing program operations, ensuring regulatory compliance, and supervising the Associate Director.	0.015 FTE at an annual salary of \$143,170 equals \$2,148. Total annual allocation of \$2,148.	
6	Associate Director	0.10	\$ 10,287	The Associate Director monitors program implementation and prepares reports related to the Supportive Services and Representative Payee (Rep Payee) scope of work. This position supports oversight, ensures quality services delivery, and maintains documentation for compliance.	0.10 FTE at an annual salary of \$102,871 equals \$10,287. Total annual allocation of \$10,287.	
7	Program Director I	0.20	\$ 15,708	The Program Director is responsible for hiring and supervising Case Managers and implementing the Supportive Services work plan. Duties include oversight of Case Management services, Rep Payee services and Community Building activities. The Program Director assigns cases and tasks. Salary allocation is based on 80% Supportive Services (SS) and 20% Money Management/Rep Payee (MPP).	0.20 FTE at an annual salary of \$78,540 equals \$15,708. Total annual allocation of \$15,708.	
8	Sr. Case Manager	0.20	\$ 13,403	The Senior Case Manager provides direct case management and Representative Payee (Rep Payee) services to enrolled clients, maintaining an assigned caseload and supporting clients' individualized service plans. In addition to direct services, this position provides supervisory oversight of Case Managers when the Program Director is off-site, ensuring continuity of operations and adherence to service standards. Salary allocation is based on 80% Supportive Services (SS), and 20% Money Management/Rep Payee (MPP).	0.20 FTE at an annual salary of \$67,014 equals \$13,403. Total annual allocation of \$13,403.	
9	Case Manager I	0.40	\$ 25,264	Case Managers provide direct case management and Rep Payee services to enrolled clients. Responsibilities include assessment, service planning, client support, and financial payee services for an assigned caseload. Salary allocation is based on 80% Supportive Services (SS) and 20% Money Management/Rep Payee (MPP).	0.40 FTE at an annual salary of \$63,159 equals \$25,264. Total annual allocation of \$25,264.	
10	Program Assistant	0.04	\$ 2,351	The Program Assistant supports implementation of the program by compiling service data for reports, and providing other support under the direction of the Associate Director of Supportive Housing Programs.	0.04 FTE at an annual salary of \$58,766 equals \$2,351. Total annual allocation of \$2,351.	
11	Fiscal Intermediary Unit Account Supervisor	0.02	\$ 1,289	The Account Supervisor oversees the operation and maintenance of the Conard House money management system. Responsibilities include supervising the Fiscal Intermediary Unit (FIU) Senior Account Manager and ensuring accurate and compliant financial processing for PAY clients.	0.015 FTE at an annual salary of \$85,929 equals \$1,289. Total annual allocation of \$1,289.	
12	Fiscal Intermediary Unit Sr. Account Manager	0.02	\$ 1,009	The Senior Account Manager is responsible for processing disbursements for PAY clients, maintaining accurate client account records within the money management system, and coordinating courier schedules. This role ensures timely and accurate financial services to clients.	0.015 FTE at an annual salary of 67,251 equals \$1,009. Total annual allocation of \$1,009.	
13	Fiscal Intermediary Unit Messenger	0.06	\$ 3,177	The Messengers provides courier services to assigned program sites, ensuring the secure and timely delivery of financial documents and client materials needed to support money management operations.	0.06 FTE at an annual salary of \$49,636 equals \$3,177.	
48	TOTAL	1.05	\$ 74,636			
49	Employee Fringe Benefits	27%	\$ 20,152	Includes FICA, SSUI, Workers Compensation and Medical calculated at 27% of total salaries.		
50	TOTAL SALARIES & BENEFITS		\$ 94,788			
51						
52	OPERATING EXPENSES	Budgeted Expense	Justification	Calculation		
	Rental of Property	\$ 2,200	Rent/lease office space used to run program services, including supervision of support services and representative payee activities. This also includes facility upkeep and janitorial services necessary to maintain a functional and safe work environment.	The annual cost is calculated using the program's proportional allocation, which is derived from the number of FTEs. Total monthly rent is \$18,879.90, with additional \$3,550 per month in maintenances costs. Based on the program's allocated share of \$183.33 per month, the annual cost is computed as \$183.33 x 12 months = \$2,200.		
53						

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	BUDGET NARRATIVE		Fiscal Year			
4	General Fund & HSH Fund - McAllister Money Management		FY26-27			
5	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	
54	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 3,100	Utilities include electricity, gas, water, telephone, fax, Wi-Fi and internet services necessary for daily operations.	The annual cost is annualized from an estimated monthly average of \$258.33 based on historical data and year-to-date forecasts. The cost is calculated as \$258.33 x 12 months = \$3,100.	
55	Office Supplies, Postage		\$ 2,600	Funds cover materials required for daily operations, including printing supplies, postage, meeting materials, and courier services.	The annual cost is annualized from an estimated monthly average of \$216.67 based on historical data and year-to-date forecasts. The cost is calculated as \$216.67 x 12 = \$2,600.	
56	Printing and Reproduction		\$ 850	Facility costs cover repairs and routine maintenance necessary to ensure that office spaces used by Support Services and representative payee office remains functional and safe.	The annual total is derived from prior-year spending and year-to-date maintenance forecasts. The amount of \$850 represents a projection based on average annual usage. Calculated as \$70.83 x 12 months = \$850.	
57	Insurance		\$ 1,080	General Commercial All-Risk insurance ensures compliance with organizational requirements, and provides liability protection for staff and participants.	Derived from the current organization's annual premium of \$565,564. The program's cost share is based on office square footage. The program's share is calculated at \$90 per month x 12 months = \$1,080.	
58	Staff Training		\$ 275	Training costs cover mandatory staff development, including in-service sessions, cultural diversity training, conferences, and other professional development required to maintain program quality and compliance.	The estimated annual cost of \$275 is based on prior-year training needs and year-to-date usage. Calculated as \$22.92 x 12 months = \$275.	
59	Staff Travel - (Local & Out-of-Town)		\$ 150	Transportation expenses cover local travel, reimbursable mileage, and parking related to program operations. These costs ensure staff can meet clients, complete administrative requirements, and access community resources.	The annual cost of \$150 is derived from prior-year usage trends and represents an annual projection based on historical spending averages. Calculated as \$12.50 x 12 months = \$150.	
60	Rental of Equipment		\$ 3,900	Equipment expenses include rental and maintenance of essential office equipment such as copiers and printers, as well as purchase or replacement of IT system, computers, and office furniture necessary to maintain operations.	The annual cost is annualized from an estimated monthly cost of \$325 based on historical data and year-to-date forecasts. Calculated as \$325 x 12 months = \$3,900. Total annual allocation of \$3,900 is prorated for a four-month period. The calculation is as \$3,900 ÷ 12 months x 4 months = \$1,300.	
61	Money Management Client Support		\$ 6,305	Funds cover money management clients expenses, including check-cashing, client bank analysis charges and money management system maintenance	The annual cost is annualized from an estimated monthly average of \$525.42 based on historical data and year-to-date forecasts. The cost is calculated as \$525.42 x 12 = \$6,305.	
62	Legal Services		\$ 220	Provides minimal legal advisory services on an as-needed basis related to staff or program operations.	The estimated annual cost of \$220 is based on prior-year usage and year-to-date forecasts. Calculated as \$18.33 x 12 months = \$220.	
63	Miscellaneous		\$ 200	Covers mandatory annual staff tuberculosis (TB) test/review and TB symptom X-ray charges.	The estimated annual cost of \$200 is based on prior-year usage and year-to-date forecasts. Calculated as \$16.67 x 12 months = \$200.	
101	TOTAL OPERATING EXPENSES		\$ 21,080			
102	Indirect Cost	15.0%	\$ 17,347			

	A	B	C	D	E	H	I	J	L	M	O	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B-1, BUDGET											
3	Document Date	11/1/2026										
4	Contract Term	Begin Date	End Date	Duration (Years)								
5	Current Term	7/1/2025	11/30/2026	2								
6	Amended Term	7/1/2025	6/30/2029	4								
7	Provider Name	Conard House, Inc.										
		Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels										
8	Program											
9	FSP Contract ID#	1000035190										
10	Contract Action	Amendment										
11	Effective Date	11/1/2026										
12	Budget Name	General Fund & HSH Fund - Aranda Money Management										
13	Funding:	Current	New	20%								
14	B-1 Term Budget (GF)	\$ 217,547	\$ 656,265									
15	B-2 Term Budget (CoC)	\$ 894,035	\$ 2,956,223									
16	Contingency	\$ 626,840	\$ 3,905,486									
17	Not-To-Exceed (NTE)	\$ 9,997,681	\$ 32,803,756									
18	8- MONTH EXTENSION											
19	EXTENSION YEAR											
	EXTENSION YEAR											

	A	B	C	D	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B-1, BUDGET						
3	Document Date	11/1/2026					
4	Contract Term	Begin Date	End Date	Duration (Years)			
5	Current Term	7/1/2025	11/30/2026	2			
6	Amended Term	7/1/2025	6/30/2029	4			
7	Provider Name	Conard House, Inc.					
8	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels					
9	FSP Contract ID#	1000035190					
10	Contract Action	Amendment					
11	Effective Date	11/1/2026					
12	Budget Name	General Fund & HSH Fund - Aranda Money Management					
13	Funding:	Current	New				
14	B-1 Term Budget (GF)	\$ 217,547	\$ 656,265	20%			
15	B-2 Term Budget (CoC)	\$ 894,035	\$ 2,956,223				
16	Contingency	\$ 626,840	\$ 3,905,486				
17	Not-To-Exceed (NTE)	\$ 9,997,681	\$ 32,803,756				
18							
19					All Years		
20					7/1/2025 - 11/30/2026	7/1/2025 - 6/30/2029	7/1/2025 - 6/30/2029
21							
22					Current	Amendment	New
23	EXPENDITURES						
24	Salaries & Benefits	\$ 156,457	\$ 312,924	\$ 469,381			
25	Operating Expenses	\$ 34,288	\$ 68,576	\$ 102,864			
26	Subtotal	\$ 190,745	\$ 381,500	\$ 572,245			
27	Indirect Percentage						
28	Indirect Cost	\$ 28,613	\$ 57,218	\$ 85,831			
29	Other Expenses (Not Eligible for Indirect %)	\$ (1,811)	\$ -	\$ (1,811)			
32	TOTAL EXPENDITURES	\$ 217,547	\$ 438,718	\$ 656,265			
33							
34	HSH REVENUES						
35	General Fund - Ongoing	\$ 33,865	\$ 197,363	\$ 231,228			
36	Prop C	\$ 64,816	\$ -	\$ 64,816			
37	HSH Fund	\$ 120,677	\$ 241,355	\$ 362,032			
38	Adjustment to Actuals	\$ (1,811)	\$ -	\$ (1,811)			
54	TOTAL HSH REVENUES	\$ 217,547	\$ 438,718	\$ 656,265			
55							
63	TOTAL HSH + OTHER REVENUES	\$ 217,547	\$ 438,718	\$ 656,265			
64	Rev-Exp (Budget Match Check)	\$ -		\$ -			
65							
66							
67							

	A	B	G	J	K	L	M	N	O	P	V	W
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B-1, BUDGET											
3	SALARY & BENEFITS DETAIL											
4	Document Date	11/1/2026										
5	Provider Name	Conard House, Inc.										
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels										
7	F\$P Contract ID#	1000035190										
8	Budget Name	General Fund & HSH Fund - Aranda Money Management										
9												
10												
11	8- MONTH EXTENSIONEXTENSION YEAR											
12		Year 1	Year 2						Year 3			
13		7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program		7/1/2026 - 10/31/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	
14		12 Months					4 Months	12 Months	12 Months	12 Months	12 Months	
		Current		Current	Amendment	New	Amendment	New				
15	POSITION TITLE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Change	Budgeted Salary	
16	Director of Supportive Housing and Community Services	\$ 2,148	\$ 143,170	1.00	2%	0.02	\$ 716	\$ 1,432	\$ 2,148	\$ 2,148	\$ 2,148	
17	Associate Director	\$ 10,287	\$ 102,871	1.00	10%	0.10	\$ 3,429	\$ 6,858	\$ 10,287	\$ 10,287	\$ 10,287	
18	Program Director I	\$ 16,407	\$ 89,089	1.00	18%	0.18	\$ 5,469	\$ 10,938	\$ 16,407	\$ 16,407	\$ 16,407	
19	Sr. Case Manager	\$ 13,403	\$ 67,014	1.00	20%	0.20	\$ 4,468	\$ 8,935	\$ 13,403	\$ 13,403	\$ 13,403	
20	Case Manager I	\$ 37,895	\$ 63,159	3.00	20%	0.60	\$ 12,632	\$ 25,263	\$ 37,895	\$ 37,895	\$ 37,895	
21	Program Assistant	\$ 588	\$ 58,766	1.00	1%	0.01	\$ 196	\$ 392	\$ 588	\$ 588	\$ 588	
22	Fiscal Intermediary Unit Account Supervisor	\$ 3,867	\$ 85,929	1.00	5%	0.05	\$ 1,289	\$ 2,578	\$ 3,867	\$ 3,867	\$ 3,867	
23	Fiscal Intermediary Unit Sr. Account Manager	\$ 3,026	\$ 67,251	1.00	5%	0.05	\$ 1,009	\$ 2,017	\$ 3,026	\$ 3,026	\$ 3,026	
24	Fiscal Intermediary Unit Messenger	\$ 2,645	\$ 49,636	1.44	4%	0.05	\$ 882	\$ 1,763	\$ 2,645	\$ 2,645	\$ 2,645	
59	TOTAL SALARIES:	\$ 90,264					\$ 30,088	\$ 60,178	\$ 90,266	\$ 90,266	\$ 90,266	
60	TOTAL FTE :		1.25									
61	FRINGE BENEFIT RATE:	30.00%					30.00%		30.00%		30.00%	
62	EMPLOYEE FRINGE BENEFITS:	\$ 27,079.00					\$ 9,026.00	\$ 18,054	\$ 27,080	\$ 27,080	\$ 27,080	
63	TOTAL SALARIES & BENEFITS:	\$ 117,343					\$ 39,114	\$ 78,232	\$ 117,346	\$ 117,346	\$ 117,346	

	A	B	AC	AD	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B-1, BUDGET						
3	SALARY & BENEFITS DETAIL						
4	Document Date	11/1/2026					
5	Provider Name	Conard House, Inc.					
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels					
7	FSP Contract ID#	1000035190					
8	Budget Name	General Fund & HSH Fund - Aranda Money Management					
9							
10							
11			EXTENSION YEAR				
12			Year 4		All Years		
13			7/1/2028 - 6/30/2029	7/1/2028 - 6/30/2029	7/1/2025 - 11/30/2026	7/1/2025 - 6/30/2029	7/1/2025 - 6/30/2029
14			12 Months	12 Months			
15			Amendment	New	Current	Amendment	New
16			Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
17	POSITION TITLE						
18	Director of Supportive Housing and Community Services	\$ 2,148	\$ 2,148	\$ 2,863	\$ 5,728	\$ 8,592	
19	Associate Director	\$ 10,287	\$ 10,287	\$ 13,716	\$ 27,432	\$ 41,148	
20	Program Director I	\$ 16,407	\$ 16,407	\$ 21,876	\$ 43,752	\$ 65,628	
21	Sr. Case Manager	\$ 13,403	\$ 13,403	\$ 17,870	\$ 35,741	\$ 53,612	
22	Case Manager I	\$ 37,895	\$ 37,895	\$ 50,526	\$ 101,053	\$ 151,580	
23	Program Assistant	\$ 588	\$ 588	\$ 784	\$ 1,568	\$ 2,352	
24	Fiscal Intermediary Unit Account Supervisor	\$ 3,867	\$ 3,867	\$ 5,156	\$ 10,312	\$ 15,468	
25	Fiscal Intermediary Unit Sr. Account Manager	\$ 3,026	\$ 3,026	\$ 4,035	\$ 8,069	\$ 12,104	
26	Fiscal Intermediary Unit Messenger	\$ 2,645	\$ 2,645	\$ 3,526	\$ 7,053	\$ 10,580	
27	TOTAL SALARIES:	\$ 90,266	\$ 90,266	\$ 120,352	\$ 240,710	\$ 361,062	
28	TOTAL FTE :						
29	FRINGE BENEFIT RATE:		30.00%				
30	EMPLOYEE FRINGE BENEFITS:	\$ 27,080	\$ 27,080	\$ 36,105	\$ 72,214	\$ 108,319	
31	TOTAL SALARIES & BENEFITS:	\$ 117,346	\$ 117,346	\$ 156,457	\$ 312,924	\$ 469,381	

	A	B	C	F	G	H	K	N	AG
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B-1, BUDGET								
3	OPERATING DETAIL								
4	Document Date	11/1/2026							
5	Provider Name	Conard House, Inc.							
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels							
7	FSP Contract ID#	1000035190							
8	Budget Name	General Fund & HSH Fund - Aranda Money Management							
9									
10									
11									
12									
13									
14	OPERATING EXPENSES								
15	Rental of Property	\$ 3,000	\$ 1,000	\$ 2,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 4,000	
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 3,980	\$ 1,327	\$ 2,653	\$ 3,980	\$ 3,980	\$ 3,980	\$ 5,307	
17	Office Supplies, Postage	\$ 3,270	\$ 1,090	\$ 2,180	\$ 3,270	\$ 3,270	\$ 3,270	\$ 4,360	
18	Building Maintenance Supplies and Repair	\$ 1,486	\$ 495	\$ 991	\$ 1,486	\$ 1,486	\$ 1,486	\$ 1,981	
19	Insurance	\$ 2,161	\$ 720	\$ 1,441	\$ 2,161	\$ 2,161	\$ 2,161	\$ 2,881	
20	Staff Training	\$ 350	\$ 117	\$ 233	\$ 350	\$ 350	\$ 350	\$ 467	
21	Staff Travel - (Local & Out-of-Town)	\$ 300	\$ 100	\$ 200	\$ 300	\$ 300	\$ 300	\$ 400	
22	Rental of Equipment	\$ 4,120	\$ 1,373	\$ 2,747	\$ 4,120	\$ 4,120	\$ 4,120	\$ 5,493	
23	Money Management Client Support	\$ 6,599	\$ -	\$ 6,599	\$ 6,599	\$ 6,599	\$ 6,599	\$ 6,599	
24	Legal Services	\$ 250	\$ 2,200	\$ (1,950)	\$ 250	\$ 250	\$ 250	\$ 2,450	
25	Miscellaneous	\$ 200	\$ 83	\$ 117	\$ 200	\$ 200	\$ 200	\$ 283	
61	TOTAL OPERATING EXPENSES	\$ 25,716	\$ 8,572	\$ 17,144	\$ 25,716	\$ 25,716	\$ 25,716	\$ 34,288	
62									
63	OTHER EXPENSES (Not Eligible for Indirect Cost %)								
64	Adjustment to actuals	\$ (1,811)		\$ -	\$ -	\$ -	\$ -	\$ (1,811)	
90	TOTAL OTHER EXPENSES	\$ (1,811)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,811)	

	A	B	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B-1, BUDGET			
3	OPERATING DETAIL			
4	Document Date	11/1/2026		
5	Provider Name	Conard House, Inc.		
6	Program	Support Services, Property Management and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels		
7	FSP Contract ID#	1000035190		
8	Budget Name	General Fund & HSH Fund - Aranda Money Management		
9				
10			All Years	
11			7/1/2025 - 6/30/2029	7/1/2025 - 6/30/2029
12				
13			Amendment	New
14	OPERATING EXPENSES		Change	Budgeted Expense
15	Rental of Property		\$ 8,000	\$ 12,000
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 10,613	\$ 15,920
17	Office Supplies, Postage		\$ 8,720	\$ 13,080
18	Building Maintenance Supplies and Repair		\$ 3,963	\$ 5,944
19	Insurance		\$ 5,763	\$ 8,644
20	Staff Training		\$ 933	\$ 1,400
21	Staff Travel - (Local & Out-of-Town)		\$ 800	\$ 1,200
22	Rental of Equipment		\$ 10,987	\$ 16,480
23	Money Management Client Support		\$ 19,797	\$ 26,396
24	Legal Services		\$ (1,450)	\$ 1,000
25	Miscellaneous		\$ 517	\$ 800
61	TOTAL OPERATING EXPENSES		\$ 68,576	\$ 102,864
62				
63	OTHER EXPENSES (Not Eligible for Indirect Cost %)			
64	Adjustment to actuals		\$ -	\$ (1,811)
90	TOTAL OTHER EXPENSES		\$ -	\$ (1,811)

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	BUDGET NARRATIVE		Fiscal Year			
4	General Fund & HSH Fund - Aranda Money Management		FY26-27			
5	Salaries & Benefits	<u>Adjusted</u> <u>Budgeted</u>	<u>Budgeted</u> <u>FTE</u>	<u>Budgeted</u> <u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
	Director of Supportive Housing and Community Services	0.02	\$	2,148	The Director provides overall leadership, direction, and administration of the Supportive Services and Representative Payee programs. Responsibilities include overseeing program operations, ensuring regulatory compliance, and supervising the Associate Director.	0.02 FTE at an annual salary of \$143,170 equals \$2,148.
6	Associate Director	0.10	\$	10,287	The Associate Director monitors program implementation and prepares reports related to the Supportive Services and Representative Payee (Rep Payee) scope of work. This position supports oversight, ensures quality services delivery, and maintains documentation for compliance.	0.10 FTE at an annual salary of \$102,871 equals \$10,287.
7	Program Director I	0.18	\$	16,407	The Program Director is responsible for hiring and supervising Case Managers and implementing the Supportive Services work plan. Duties include oversight of Case Management services, Rep Payee services and Community Building activities. The Program Director assigns cases and tasks. Salary allocation is based on 80% Supportive Services (SS) and 20% Money Management/Rep Payee (MPP).	0.20 FTE at an annual salary of \$89,089 equals \$16,407.
8	Sr. Case Manager	0.20	\$	13,403	The Senior Case Manager provides direct case management and Representative Payee (Rep Payee) services to enrolled clients, maintaining an assigned caseload and supporting clients' individualized service plans. In addition to direct services, this position provides supervisory oversight of Case Managers when the Program Director is off-site, ensuring continuity of operations and adherence to service standards. Salary allocation is based on 80% Supportive Services (SS), and 20% Money Management/Rep Payee Program (MPP).	0.20 FTE at an annual salary of \$67,014 equals \$13,403.
9	Case Manager I	0.60	\$	37,895	Case Managers provide direct case management and Rep Payee services to enrolled clients. Responsibilities include assessment, service planning, client support, and financial payee services for an assigned caseload. Salary allocation is based on 80% Supportive Services (SS) and 20% Money Management/Rep Payee (MPP).	0.60 FTE at an annual salary of \$63,159 equals \$37,895.
10	Program Assistant	0.01	\$	588	The Program Assistant supports implementation of the program by compiling service data for reports, and providing other support under the direction of the Associate Director of Supportive Housing Programs.	0.010 FTE at an annual salary of \$58,766 equals \$588.
11	Fiscal Intermediary Unit Account Supervisor	0.05	\$	3,867	The Account Supervisor oversees the operation and maintenance of the Conard House money management system. Responsibilities include supervising the Fiscal Intermediary Unit (FIU) Senior Account Manager and ensuring accurate and compliant financial processing for PAY clients.	0.05 FTE at an annual salary of \$85,929 equals \$3,867.
12	Fiscal Intermediary Unit Sr. Account Manager	0.05	\$	3,026	The Senior Account Manager is responsible for processing disbursements for PAY clients, maintaining accurate client account records within the money management system, and coordinating courier schedules. This role ensures timely and accurate financial services to clients.	0.05 FTE at an annual salary of 67,251 equals \$3,026. .
13	Fiscal Intermediary Unit Messenger	0.05	\$	2,645	The Messengers provides courier services to assigned program sites, ensuring the secure and timely delivery of financial documents and client materials needed to support money management operations.	0.05 FTE at an annual salary of \$49,636 equals \$2,645.
14						
48	TOTAL	1.25	\$	90,266		
49	Employee Fringe Benefits	30%	\$	27,080	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.</u>	
50	TOTAL SALARIES & BENEFITS		\$	117,346		
51						
52	OPERATING EXPENSES	<u>Budgeted</u> <u>Expense</u>			<u>Justification</u>	<u>Calculation</u>

	A	B	C	D	E	F
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B-1, BUDGET					
3	BUDGET NARRATIVE		Fiscal Year			
4	General Fund & HSH Fund - Aranda Money Management		FY26-27			
5	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	
53	Rental of Property		\$ 3,000	Rent/lease office space used to run program services, including supervision of support services and representative payee activities. This also includes facility upkeep and janitorial services necessary to maintain a functional and safe work environment.	The annual cost is calculated using the program's proportional allocation, which is derived from the number of beds assigned to each building. Total monthly rent is \$18,879.90, with additional \$3,550 per month in maintenance costs. Based on the program's allocated share of \$250 per month, the annual cost is computed as \$250 x 12 months = \$3,000.	
54	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 3,980	Utilities include electricity, gas, water, telephone, fax, Wi-Fi and internet services necessary for daily operations.	The annual cost is annualized from an estimated monthly average of \$331.67 based on historical data and year-to-date forecasts. The cost is calculated as \$331.67 x 12 months = \$3,980.	
55	Office Supplies, Postage		\$ 3,270	Funds cover materials required for daily operations, including printing supplies, postage, meeting materials, and courier services.	The annual cost is annualized from an estimated monthly average of \$272.50 based on historical data and year-to-date forecasts. The cost is calculated as \$272.50 x 12 months = \$3,270.	
56	Building Maintenance Supplies and Repair		\$ 1,486	Facility costs cover repairs and routine maintenance necessary to ensure that office spaces used by Support Services and representative payee office remains functional and safe.	The annual total is derived from prior-year spending and year-to-date maintenance forecasts. The amount of \$1,486 represents a projection based on average annual usage. Calculated as \$123.83 x 12 months = \$1,486.	
57	Insurance		\$ 2,161	General Commercial All-Risk insurance ensures compliance with organizational requirements, and provides liability protection for staff and participants.	Derived from the current organization's annual premium of \$565,564. The program's cost share is based on office square footage. The program's share is calculated at \$180 per month x 12 months = \$2,161.	
58	Staff Training		\$ 350	Training costs cover mandatory staff development, including in-service sessions, cultural diversity training, conferences, and other professional development required to maintain program quality and compliance.	The estimated annual cost of \$350 is based on prior-year training needs and year-to-date usage. Calculated as \$29.17 x 12 months = \$350.	
59	Staff Travel - (Local & Out-of-Town)		\$ 300	Transportation expenses cover local travel, reimbursable mileage, and parking related to program operations. These costs ensure staff can meet clients, complete administrative requirements, and access community resources.	The annual cost of \$300 is derived from prior-year usage trends and represents an annual projection based on historical spending averages. Calculated as \$25 x 12 months = \$300.	
60	Rental of Equipment		\$ 4,120	Equipment expenses include rental and maintenance of essential office equipment such as copiers and printers, as well as purchase or replacement of IT system, computers, and office furniture necessary to maintain operations.	The annual cost is annualized from an estimated monthly cost of \$343.33 based on historical data and year-to-date forecast. Calculated as \$343.33 x 12 months = \$4,120.	
61	Money Management Client Support		\$ 6,599	Funds cover money management clients expenses, including check-cashing, client bank analysis charges and money management system maintenance.	The annual cost is annualized from an estimated monthly average of \$549.92 based on historical data and year-to-date forecasts. The cost is calculated as \$549.92 x 12 = \$6,599.	
62	Legal Services		\$ 250	Provides minimal legal advisory services on an as-needed basis related to staff or program operations.	The estimated annual cost of \$250 is based on prior-year usage and year-to-date forecasts.	
63	Miscellaneous		\$ 200	Covers mandatory annual staff tuberculosis (TB) test/review and TB symptom X-ray charges.	The estimated annual cost of \$200 is based on prior-year usage and year-to-date forecasts.	
64						
101	TOTAL OPERATING EXPENSES		\$ 25,716			
102	Indirect Cost	15.0%	\$ 21,457			
103						

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B-2, BUDGET			
3	Document Date	11/1/2026		
4	Contract Term	Begin Date	End Date	
5	Current Term	7/1/2025	11/30/2026	
6	Amended Term	7/1/2025	6/30/2029	
7	Provider Name	Conard House, Inc.		
8	Program	Support Services, Property Management, and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels		
9	Approved Subcontractors			
10	CSV Hospitality Management			

	A	B	C	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	
2	APPENDIX B-2, BUDGET																	
3	Document Date	11/1/2026																
4	Contract Term	Begin Date	End Date															
5	Current Term	7/1/2025	11/30/2026															
6	Amended Term	7/1/2025	6/30/2029															
7	Provider Name	Conard House, Inc.																
8	Program	Support Services, Property Management, and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels																
9				Year 1		Year 2		Year 3		Year 4		Year 5						
10	Service Component			7/1/2025 - 4/30/2026		5/1/2026 - 4/30/2027		5/1/2027 - 4/30/2028		5/1/2028 - 4/30/2029		5/1/2029 - 6/30/2029						
11	Property Management (CoC Units)			56		56		56		56		56			56			
12	Support Services (CoC Units)			56		56		56		56		56			56			

	A	B	C	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	
2	APPENDIX B-2, BUDGET																	
3	Document Date	11/1/2026																
4	Contract Term	Begin Date	End Date															
5	Current Term	7/1/2025	11/30/2026															
6	Amended Term	7/1/2025	6/30/2029															
7				Year 1	Year 2	Year 3	Year 4	Year 5										
8	HUD Award Information 24 CFR 578.99(e); 2 CFR 200.331(a)			7/1/2025 - 4/30/2026	5/1/2026 - 4/30/2027	5/1/2027 - 4/30/2028	5/1/2028 - 4/30/2029	5/1/2029 - 6/30/2029										
10	Federal Award Identification Number (from GIW Sheet)			CA0888L9T012415	TBD	TBD	TBD	TBD										
11	Federal Award Date (HUD Agreement Signature Date) 2 CFR 200.39			3/24/2025	TBD	TBD	TBD	TBD										

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV	BW	BX	BY	BZ	CA	CB	CC	CD	CE	CF	CG	CH	CI	CJ	CK	CL	CM	CN	CO	CP	CQ	CR	CS	CT	CU	CV	CW	CX	CY	CZ	DA	DB	DC	DD	DE	DF	DG	DH	DI	DJ	DK	DL	DM	DN	DO	DP	DQ	DR	DS	DT	DU	DV	DW	DX	DY	DZ	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM	EN	EO	EP	EQ	ER	ES	ET	EU	EV	EW	EX	EY	EZ	FA	FB	FC	FD	FE	FF	FG	FH	FI	FJ	FK	FL	FM	FN	FO	FP	FQ	FR	FS	FT	FU	FV	FW	FX	FY	FZ	GA	GB	GC	GD	GE	GF	GG	GH	GI	GJ	GK	GL	GM	GN	GO	GP	GQ	GR	GS	GT	GU	GV	GW	GX	GY	GZ	HA	HB	HC	HD	HE	HF	HG	HH	HI	HJ	HK	HL	HM	HN	HO	HP	HQ	HR	HS	HT	HU	HV	HW	HX	HY	HZ	IA	IB	IC	ID	IE	IF	IG	IH	II	IJ	IK	IL	IM	IN	IO	IP	IQ	IR	IS	IT	IU	IV	IW	IX	IY	IZ	JA	JB	JC	JD	JE	JF	JG	JH	JI	IJ	JK	KL	KM	KN	KO	KP	KQ	KR	KS	KT	KU	KV	KW	KX	KY	KZ	LA	LB	LC	LD	LE	LF	LG	LH	LI	LJ	LK	LM	LN	LO	LP	LQ	LR	LS	LT	LU	LV	LW	LX	LY	LZ	MA	MB	MC	MD	ME	MF	MG	MH	MI	MJ	MK	ML	MM	MN	MO	MP	MQ	MR	MS	MT	MU	MV	MW	MX	MY	MZ	NA	NB	NC	ND	NE	NF	NG	NH	NI	NJ	NK	NL	NM	NN	NO	NP	NQ	NR	NS	NT	NU	NV	NW	NX	NY	NZ	OA	OB	OC	OD	OE	OF	OG	OH	OI	OJ	OK	OL	OM	ON	OO	OP	OQ	OR	OS	OT	OU	OV	OW	OX	OY	OZ	PA	PB	PC	PD	PE	PF	PG	PH	PI	PJ	PK	PL	PM	PN	PO	PP	PQ	PR	PS	PT	PU	PV	PW	PX	PY	PZ	QA	QB	QC	QD	QE	QF	QG	QH	QI	QJ	QK	QL	QM	QN	QO	QP	QQ	QR	QS	QT	QU	QV	QW	QX	QY	QZ	RA	RB	RC	RD	RE	RF	RG	RH	RI	RJ	RK	RL	RM	RN	RO	RP	RQ	RR	RS	RT	RU	RV	RW	RX	RY	RZ	SA	SB	SC	SD	SE	SF	SG	SH	SI	SJ	SK	SL	SM	SN	SO	SP	SQ	SR	SS	ST	SU	SV	SW	SX	SY	SZ	TA	TB	TC	TD	TE	TF	TG	TH	TI	TJ	TK	TL	TM	TN	TO	TP	TQ	TR	TS	TT	TU	TV	TW	TX	TY	TZ	UA	UB	UC	UD	UE	UF	UG	UH	UI	UJ	UK	UL	UM	UN	UO	UP	UQ	UR	US	UT	UU	UV	UW	UX	UY	UZ	VA	VB	VC	VD	VE	VF	VG	VH	VI	VJ	VK	VL	VM	VN	VO	VP	VQ	VR	VS	VT	VU	VV	VW	VX	VY	VZ	WA	WB	WC	WD	WE	WF	WG	WH	WI	WJ	WK	WL	WM	WN	WO	WP	WQ	WR	WS	WT	WU	WV	WW	WX	WY	WZ	XA	XB	XC	XD	XE	XF	YG	YH	YI	YJ	YK	YL	YM	YN	YO	YP	YQ	YR	YS	YT	YU	YV	YW	YX	YY	YZ	ZA	ZB	ZC	ZD	ZE	ZF	ZG	ZH	ZI	ZJ	ZK	ZL	ZM	ZN	ZO	ZP	ZQ	ZR	ZS	ZT	ZU	ZV	ZW	ZX	ZY	ZZ
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6	Amended Term		7/1/2025		6/30/2029																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
7	Provider Name		Conard House, Inc.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
8	Program		Support Services, Property Management, and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
9	FSP Contract ID#		1000035190																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
10	Action (select)		Amendment																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
11	Effective Date		11/1/2026																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
12	Budget Names		Allen Hotel CoC - Operations & Admin																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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14	B-1 Term Budget (GF)		\$	8,476,806	\$	25,942,047																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
15	B-2 Term Budget (CoC)		\$	894,035	\$	2,956,223																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
16	Term Budget (Total)		\$	9,370,841	\$	28,898,270																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
17	Contingency		\$	626,840	\$	3,905,486																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
18	Not-To-Exceed		\$	9,997,681	\$	32,803,756																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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21	Expenditures																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
22	Salaries & Benefits		\$	428,246	\$	191,603	\$	310,287	\$	501,890	\$	501,890	\$	501,890	\$	501,890	\$	501,890	\$	83,648	\$	83,648	\$	619,849	\$	1,397,714	\$	2,017,563																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
23	Operating Expense		\$	154,848	\$	25,224	\$	125,091	\$	150,315	\$	150,316	\$	150,316	\$	150,316	\$	150,316	\$	25,053	\$	25,053	\$	180,072	\$	450,775	\$	630,847																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
24	Subtotal		\$	583,094	\$	216,827	\$	435,377	\$	652,204	\$	652,206	\$	652,206	\$	652,206	\$	652,206	\$	108,701	\$	108,701	\$	799,921	\$	1,848,489	\$	2,648,410																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
25	Indirect Cost (Line 24 X Line 25)		\$	58,312	\$	21,686	\$	43,535	\$	65,221	\$	65,221	\$	65,221	\$	65,221	\$	65,221	\$	10,870	\$	10,870	\$	79,998	\$	184,846	\$	264,844																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
26	Other Expenses (Not subject to indirect %)		\$	(386)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	(386)	\$	-	\$	(386)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
27	Admin Cost (HUD Only)		\$	10,405	\$	4,097	\$	6,308	\$	10,405	\$	10,405	\$	10,405	\$	10,405	\$	10,405	\$	1,734	\$	1,734	\$	14,502	\$	28,852	\$	43,354																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
28	Total Expenditures		\$	651,425	\$	242,610	\$	485,220	\$	727,831	\$	727,831	\$	727,831	\$	727,831	\$	727,831	\$	121,305	\$	121,305	\$	894,035	\$	2,062,188	\$	2,956,223																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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32	HSH Revenues (select)*																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
33	HUD CoC - Operations		\$	641,406	\$	238,513	\$	477,026	\$	715,539	\$	715,539	\$	715,539	\$	715,539	\$	715,539	\$	119,257	\$	119,257	\$	879,919	\$	2,027,361	\$	2,907,279																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
34	HUD CoC - Admin		\$	10,405	\$	4,097	\$	8,195	\$	12,292	\$	12,292	\$	12,292	\$	12,292	\$	12,292	\$	2,049	\$	2,049	\$	14,502	\$	34,828	\$	49,330																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
35	Adjustment to Actuals		\$	(386)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	(386)	\$	-	\$	(386)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
36	Total HSH Revenues		\$	651,425	\$	242,610	\$	485,221	\$	727,831	\$	727,831	\$	727,831	\$	727,831	\$	727,831	\$	121,305	\$	121,305	\$	894,035	\$	2,062,188	\$	2,956,223																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
37	Rev-Exp (Budget Match Check)		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
38	Total Adjusted Salary FTE (All Budgets)		7.11																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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*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 Mayor / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.

	A	B	C	D	E	H	I	J	L	M	O	P	R	S	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	
2	APPENDIX B-2, BUDGET																	
3	Document Date	11/1/2026																
4	Contract Term	Begin Date	End Date															
5	Current Term	7/1/2025	11/30/2026	1/2/1900														
6	Amended Term	7/1/2025	6/30/2029	5														
7	Provider Name	Conard House, Inc.																
	Program	Support Services, Property Management, and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels																
8																		
9	FSP Contract ID#	1000035190																
10	Action (select)	Amendment																
11	Effective Date	11/1/2026																
12	Budget Name	Allen Hotel CoC - Operations & Admin																
13		Current	New															
14	B-1 Term Budget (GF)	\$ 2,577,963	\$ 2,956,223															
15	B-2 Term Budget (CoC)	\$ 894,035	\$ 2,956,223															
17	Contingency	\$ 626,840	\$ 3,905,486															
18	Not-To-Exceed	\$ 7,586,812	\$ 32,803,756															
19																		
20																		
21	Expenditures																	
22	Salaries & Benefits	\$ 428,246	\$ 191,603	\$ 310,287	\$ 501,890	\$ 501,890	\$ 501,889.51	\$ 501,890	\$ 501,889.51	\$ 83,648	\$ 83,648.25	\$ 619,849	\$ 1,397,714	\$ 2,017,563				
23	Operating Expense	\$ 154,848	\$ 25,224	\$ 125,091	\$ 150,315	\$ 150,316	\$ 150,316.00	\$ 150,316	\$ 150,316.00	\$ 25,053	\$ 25,053	\$ 180,072	\$ 450,775	\$ 630,847				
24	Subtotal	\$ 583,094	\$ 216,827	\$ 435,377	\$ 652,204	\$ 652,206	\$ 652,205.51	\$ 652,206	\$ 652,205.51	\$ 108,701	\$ 108,700.92	\$ 799,921	\$ 1,848,489	\$ 2,648,410				
25	Indirect Percentage	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%				
26	Indirect Cost (Line 21 X Line 22)	\$ 58,311.90	\$ 21,686	\$ 43,535	\$ 65,221	\$ 65,221	\$ 65,220.59	\$ 65,221	\$ 65,220.55	\$ 10,870	\$ 10,870.09	\$ 79,998	\$ 184,846	\$ 264,844				
29	Admin Cost (HUD Agreements Only)	\$ 10,405	\$ 4,097	\$ 6,308	\$ 10,405	\$ 10,405	\$ 10,405	\$ 10,405	\$ 10,405	\$ 1,734	\$ 1,734	\$ 14,502	\$ 28,852	\$ 43,354				
30	Total Expenditures	\$ 651,425	\$ 242,610	\$ 485,220	\$ 727,831	\$ 727,831	\$ 727,831	\$ 727,831	\$ 727,831	\$ 121,305	\$ 121,305	\$ 894,035	\$ 2,062,188	\$ 2,956,223				
31																		
32	HSH Revenues (select)																	
33	HUD CoC - Operations	\$ 641,406	\$ 238,513	\$ 477,026	\$ 715,539	\$ 715,539	\$ 715,539	\$ 715,539	\$ 715,539	\$ 119,257	\$ 119,257	\$ 879,919	\$ 2,027,361	\$ 2,907,279				
35	HUD CoC - Admin	\$ 10,405	\$ 4,097	\$ 8,195	\$ 12,292	\$ 12,292	\$ 12,292	\$ 12,292	\$ 12,292	\$ 2,049	\$ 2,049	\$ 14,502	\$ 34,828	\$ 49,330				
36	Adjustment to Actuals	\$ (386)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (386)	\$ -	\$ (386)				
42	Total HSH Revenues	\$ 651,425	\$ 242,610	\$ 485,221	\$ 727,831	\$ 727,831	\$ 727,831	\$ 727,831	\$ 727,831	\$ 121,305	\$ 121,305	\$ 894,035	\$ 2,062,188	\$ 2,956,223				
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
54																		
55	Prepared by	Stella Wang																
56	Phone	415-864-7833																
57	Email	stella@conard.org																

	A	F	I	J	K	L	M	N	O	U	V	AB	AC	AI	AJ	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	
2	SALARY & BENEFIT DETAIL																	
3	Document Date	11/1/2026																
4	Provider Name	Conard House, Inc.																
5	Program	Support Services, Property Management, and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels																
6	FSP Contract ID#	1000035190																
7	Budget Name	Allen Hotel CoC - Operations & Admin																
8		Year 1	Year 2						EXTENSION YEAR		EXTENSION YEAR		2-MONTH EXTENSION		All Years			
9	POSITION TITLE	7/1/2025 - 4/30/2026	Agency Totals		For HSH Funded Program		5/1/2026 - 10/31/2026	5/1/2026 - 4/30/2027	5/1/2026 - 4/30/2027	5/1/2027 - 4/30/2028	5/1/2027 - 4/30/2028	5/1/2028 - 4/30/2029	5/1/2028 - 4/30/2029	5/1/2029 - 6/30/2029	5/1/2029 - 6/30/2029	7/1/2025 - 11/30/2026	7/1/2025 - 6/30/2029	7/1/2025 - 6/30/2029
10		Current/Actuals					Current/Actuals	Amendment	New	Amendment	New	Amendment	New	Amendment	New	Current/Actuals	Amendment	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Change	Budgeted Salary	Change	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	CSV Property Administrator	\$ 48,240	\$ 72,000	1.00	80%	0.80	\$ 23,998	\$ 33,602	\$ 57,600	\$ 57,600	\$ 57,600	\$ 57,600	\$ 57,600	\$ 9,600	\$ 9,600	\$ 72,238	\$ 158,402	\$ 230,640
13	CSV Assistant Manager	\$ 40,200	\$ 60,000	1.00	80%	0.80	\$ 19,998	\$ 28,002	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 8,000	\$ 8,000	\$ 60,198	\$ 132,002	\$ 192,200
14	CSV Desk Staff	\$ 137,966	\$ 45,760	4.30	80%	3.44	\$ 68,633	\$ 88,781	\$ 157,414	\$ 157,414	\$ 157,414	\$ 157,414	\$ 157,414	\$ 26,236	\$ 26,236	\$ 206,600	\$ 429,846	\$ 636,445
15	CSV Maintenance Worker	\$ 40,000	\$ 60,000	1.00	80%	0.80	\$ 19,998	\$ 28,002	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 8,000	\$ 8,000	\$ 59,998	\$ 132,002	\$ 192,000
16	CSV Janitorial 1.75 FTE	\$ 50,813	\$ 47,840	1.75	73%	1.27	\$ 9,301	\$ 51,454	\$ 60,756	\$ 60,756	\$ 60,756	\$ 60,756	\$ 60,756	\$ 10,126	\$ 10,126	\$ 60,114	\$ 183,091	\$ 243,206
55		\$ 317,219	TOTAL SALARIES				\$ 141,928	\$ 229,842	\$ 371,770	\$ 371,770	\$ 371,770	\$ 371,770	\$ 371,770	\$ 61,962	\$ 61,962	\$ 459,147	\$ 1,035,344	\$ 1,494,491
56			TOTAL FTE			7.11												
57		35.00%	FRINGE BENEFIT RATE			35.00%			35.00%		35%		35%		35%			
58		\$ 111,027	EMPLOYEE FRINGE BENEFITS				\$ 49,675	\$ 80,445	\$ 130,120	\$ 130,120	\$ 130,120	\$ 130,120	\$ 130,120	\$ 21,687	\$ 21,686.58	\$ 160,702	\$ 362,370	\$ 523,072
59		\$ 428,246	TOTAL SALARIES & BENEFITS				\$ 191,603	\$ 310,287	\$ 501,890	\$ 501,890	\$ 501,890	\$ 501,890	\$ 501,890	\$ 83,648	\$ 83,648	\$ 619,849	\$ 1,397,714	\$ 2,017,563
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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	OPERATING DETAIL														
3	Document Date	11/1/2026													
4	Provider Name	Conard House, Inc.													
5	Program	Support Services, Property Management, and Master Lease Stewardship at the Allen, Aranda and McAllister Hotels													
6	FSP Contract ID#	1000035190													
7	Budget Name	Allen Hotel CoC - Operations & Admin													
8		10-MONTH EXTENSION				EXTENSION YEAR		EXTENSION YEAR		2-MONTH EXTENSION					
9		Year 1	Year 2		Year 3		Year 4		Year 5			All Years			
10		7/1/2025 - 4/30/2026	5/1/2026 - 10/31/2026	5/1/2026 - 4/30/2027	5/1/2026 - 4/30/2027	5/1/2027 - 4/30/2028	5/1/2027 - 4/30/2028	5/1/2028 - 4/30/2029	5/1/2028 - 4/30/2029	5/1/2029 - 4/30/2030	5/1/2029 - 6/30/2029	5/1/2029 - 6/30/2029	7/1/2025 - 11/30/2026	7/1/2025 - 6/30/2029	7/1/2025 - 6/30/2029
11		Current/Actuals	Current/Actuals	Amendment	New	Amendment	New	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Change	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 82,944.75	\$ 15,050.00	\$ 59,157	\$ 74,207	\$ 74,207	\$ 74,207	\$ 74,207	\$ 74,207	\$ -	\$ 12,367.83	\$ 12,367.83	\$ 97,995	\$ 219,939	\$ 317,934
15	Office Supplies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair	\$ 71,903.00	\$ 10,175.00	\$ 65,934	\$ 76,109	\$ 76,109	\$ 76,109	\$ 76,109	\$ 76,109	\$ -	\$ 12,684.83	\$ 12,684.83	\$ 82,078	\$ 230,836	\$ 312,914
68	TOTAL OPERATING EXPENSES	\$ 154,848	\$ 25,225	\$ 125,091	\$ 150,316	\$ 150,316	\$ 150,316	\$ 150,316	\$ 150,316	\$ -	\$ 25,052.67	\$ 25,052.67	\$ 180,073	\$ 450,775	\$ 630,848
69															
70	Other Expenses (not subject to indirect cost %)														
71	Adjustment to actuals	\$ (386)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (386)	\$ -	\$ (386)
84	TOTAL OTHER EXPENSES	\$ (386)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (386)	\$ -	\$ (386)
97	HS# #3												Template last modified 1/22/2020		

	A	B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Allen Hotel CoC - Operations & Admin	FY26-27			
3	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
4	CSV Property Administrator	0.80	\$ 57,600	Responsible for oversee the facility management, leasing, rent receipting and rent roll management. Oversee Occupancy/vacancy coordination, communication and submit a biweekly vacancy status report. Recruitment, screening, hiring, supervision and training. Supervises of the Maintenance Technician, Desk Clerks and Assistant Property Manager. Salary allocation is based on 80% to Allen HUD, and 20% to Allen PM	.80 FTE @ \$72,000 equals \$57,600 annually
5	CSV Assistant Manager	0.80	\$ 48,000	Assist Property Manager in collection of rents and other tenant receivables, and handling of delinquent accounts. Maintain rent roll database, compile data and produce appropriate reports. Assist in other duties as assigned by Property Manager. Salary allocation is based on 80% to Allen HUD, and 20% to Allen PM.	.80 FTE @ \$60,000 equals \$48,000 annually
6	CSV Desk Staff	3.44	\$ 157,414	Under the direction of the Property Manager, the Desk Clerk performs a number of varied responsibilities including managing communication (both verbal and written), monitoring traffic in and out of the building, handling building/medical emergencies and writing Work Order requests. Inspecting the property as required by the Property Manager and keeping the reception area clean and neat. Salary allocation is based on 80% to Allen HUD, and 20% to Allen PM.	3.44 FTE @ \$45,760 equals \$157,414 annually
7	CSV Maintenance Worker	0.80	\$ 48,000	The Maintenance Technician is supervision by the Property Manager to perform a wide variety of tasks related to the inspection, repairs and maintenance of the common areas, living units, buildings and grounds. When needed, contact outside contractors for bids, to schedule work and coordinate any work with staff and tenants. Salary allocation is based on 80% to Allen HUD, and 20% to Allen PM.	.80 FTE @ \$60,000 equals \$48,000 annually
8	CSV Janitorial 1.75 FTE	1.27	\$ 60,756	Responsible for the cleanliness and orderliness of the site, including offices, restrooms, kitchens, public spaces and work area. The work assignments will be assigned by the Property Manager. Salary allocation is based on 80% to Allen HUD, and 20% to Allen PM.	1.27 FTE @ \$47,840 equals \$60,756.80 annually
46	TOTAL	7.11	\$ 371,770		
47	Employee Fringe Benefits		\$ 130,120	Includes FICA, SSUI, Workers Compensation and Medical calculated at 35% of total salaries.	
48	Salaries & Benefits Total		\$ 501,890		
49					
50	Operating Expenses	Budgeted Expense		Justification	Calculation
52	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 74,207		Electricity, water/sewer, gas, telephone/cable and data security & systems related to the property management.	CHI agrees to reimburse the agent for cost overages, and CHI may in turn request reimbursement from HSH. Monthly charges based on usage.
54	Building Maintenance Supplies and Repair	\$ 76,109		Routine maintenance and repairs for the Allen Hotel	CHI agrees to reimburse the agent for cost overages, and CHI may in turn request reimbursement from HSH. On-going maintenance, supplies and repairs as needed.
106	TOTAL OPERATING EXPENSES	\$ 150,316			
107	Indirect Cost	10.0%	\$ 65,221		
125					
139	Admin Cost (HUD Agreements Only)	Amount		Description	Calculation
140	Admin Staff	\$ 10,405		Representative of 5% of the Director of Real Estate's annualized salary who oversees CoC operations	\$10,405.00
141					
169	TOTAL ADMIN EXPENSES	\$ 10,405			
172					

	A	B	C	D	E
173	* Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:				
174	Category		Description		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 involve 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.
175					
176			A) Prepare and update program budgets and schedules;		
177			B) Develop systems for assuring compliance with program requirements;		
178			C) Develop agreements with subrecipients and contractors to carry out program activities;		
179			D) Monitor program activities for progress and compliance with program requirements;		
180			E) Prepare reports and other documents directly related to the program for submission to HUD;		
181			F) Coordinate the resolution of audit and monitoring findings;		
182			G) Evaluate program results against stated objectives; or		
183			H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.		
184					
185			(ii) Travel costs incurred for monitoring of subrecipients;		
186			(iii) Administrative Services performed under third-party contracts or agreements		
187	(iv) Other costs for goods and services required for administration of the program				
188	2) Training on Continuum of Care Requirements		Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.		
189	3) Environmental Review		Costs of carrying out the environmental review responsibilities under § 578.31.		
190	For more information on Eligible Administrative Costs, see Section 578.59 (page 87) of the CoC Program Interim Rule, 24 CFR:				
191	https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf				