



*Edwin M. Lee, Mayor*

**MEMORANDUM**

**TO:** Nick Kimura, Officers of SMC  
**VIA:** Jeff Simbe, Staff to SMC  
**FROM:** Joyce Crum, Director, Housing and Homeless Division  
**DATE:** June 5, 2015

**HSA RESPONSE TO REQUEST FOR INFORMATION – 5/12/2015**

**REQUEST: MUNI Token Distribution Logs**

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The Shelter Monitoring Committee is requesting the following information.

- Please provide the Token Distribution Log for each shelter and resource center per month for calendar year 2014 and the third quarter of fiscal year 2014-2015.

**Please see the attached files by program for the Token Distribution Logs submitted to HSA during the period from 1/1/2014 through 3/31/2015.**

**These logs have had the names and personal identifiers of the clients redacted.**

**27 files are included with this response. Each file is labeled with the site and time period covered in the scanned documents. As with distribution of tokens, not all shelters and resource centers have obtained tokens or submitted logs. This response includes all of the logs HSA has for the requested time period.**