

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

**FIRST AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
EPISCOPAL COMMUNITY SERVICES**

THIS AMENDMENT of the **October 20, 2020** Grant Agreement (the "Agreement") is dated as of **November 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **EPISCOPAL COMMUNITY SERVICES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, Grantee was selected pursuant to Ordinance No. 61-19, which authorizes the Department to enter into contracts without adhering to the Administrative Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to the shelter crisis; and

WHEREAS, the City's Board of Supervisors approved this Agreement under San Francisco Charter Section 9.118 by Resolution 558-20 on December 15, 2020;

WHEREAS, the City's Board of Supervisors approved this First Amendment to the Agreement under San Francisco Charter Section 9.118 by Resolution 484-23 on October 17, 2023 to extend the grant term by four months and increase the grant amount by **\$20,829,789**; and

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement;

NOW, THEREFORE, City and Grantee agree to amend said Grant Agreement as follows:

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
 - (a) Agreement. The term "Agreement" shall mean the Agreement dated **October 20, 2020** between Grantee and City.

- (b) “Eligible Expenses” shall have the meaning set forth in Appendix A-1, Services to be Provided, Appendix A-2, Services to be Provided, and Appendix B, Budget.
- (c) “Grant Plan” shall have the meaning set forth in Appendix A-1, Services to be Provided, Appendix A-2, Services to be Provided, and Appendix B, Budget.

2. Modifications to the Agreement. The Grant Agreement is hereby modified as follows:

2.1 ARTICLE 3 TERM of the Agreement currently reads as follows:

3.1 Effective Date. This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **January 1, 2021** and expire on **February 29, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

Such section is hereby deleted and replaced in its entirety to read as follows:

ARTICLE 3 TERM

3.1 Effective Date. This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **January 1, 2021** and expire on **June 30, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

2.2 Section 4.2 Grantee’s Personnel of the Agreement is hereby deleted and replaced in its entirety to read as follows:

4.2 Grantee's Personnel.

(a) **Qualified Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.

(b) **Grantor Vaccination Policy.**

(1) Grantee acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency (“Emergency Declaration”), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors and Grantees issued by the City Administrator (“Contractor Vaccination Policy”), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at: <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

(2) A Contract or Grant subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Contractor/Grantee or Subcontractor work in-person with City employees in connection with the work or services performed under the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract or Grant includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract or Grant does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.

(3) In accordance with the Contractor Vaccination Policy, Grantee agrees that:

A. Where applicable, Grantee shall ensure it complies with the requirements of the Contractor Vaccination Policy pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or obtain from Grantee an exemption based on medical or religious grounds; and

B. If Grantee grants Covered Employees an exemption based on medical or religious grounds, Grantee will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form (“Exemptions Form”), which can be found at

<https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to “Exemptions” to download the form).

2.3 ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS of the Agreement currently reads as follows:

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Twenty Six Million Three Hundred Twenty Nine Thousand Six Hundred Ten Dollars (\$26,329,610)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Million Eight Hundred Twenty One Thousand Three Hundred Sixty Four Dollars (\$2,821,364)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided, Appendix A-1, Services to be Provided, and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

5.3 Disbursement Procedures. Grant Funds shall be disbursed to Grantee as follows:

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a “Funding Request”) substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee

submits a Funding Request that is in all respects acceptable to the Department.

- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit www.sfgov.org/ach. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 Reserved. (State or Federal Funds).

Such section is hereby deleted and replaced in its entirety to read as follows:

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Forty Seven Million One Hundred Fifty Nine Thousand Three Hundred Ninety Nine Dollars (\$47,159,399)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Three Million One Hundred Seventy One Thousand Seven Hundred Seventy Two Dollars (\$3,171,772)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A-1, Services to be Provided, Appendix A-2, Services to be Provided, and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

5.3 Disbursement Procedures. Grant Funds shall be disbursed to Grantee as follows:

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a “Funding Request”) substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.
- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit www.sfgov.org/ach. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 Reserved. (State or Federal Funds).

2.4 Section 6.7 Submitting False Claims of the Agreement hereby deleted and replaced in its entirety with:

6.7 Submitting False Claims. Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendix A-1, Services to be Provided and Appendix A-2, Services to be Provided. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by

the City; (d) conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

2.5 Section 13.3 Subcontracting of the Agreement is hereby deleted and replaced in its entirety to read as follows:

13.3 Subcontracting. If Appendix B, Budget, lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If Appendix B, Budget is blank or specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.

(a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix B, Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

(b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

2.6 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS of the Agreement is deleted and replaced by the following:

15.1 Requirements. Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other

communications hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or email, and shall be addressed as follows:

If to the Department or City: Department of Homelessness and Supportive Housing
Contracts Unit
440 Turk Street
San Francisco, CA 94102
hshcontracts@sfgov.org

If to Grantee: Episcopal Community Services
165 Eighth Street, 3rd Floor
San Francisco, CA 94103
Attn: Mary Elizabeth Stokes
Email: bstokes@ecs-sf.org

Any notice of default must be sent by registered mail.

15.2 Effective Date. All communications sent in accordance with Section 15.1 shall become effective on the date of receipt.

15.3 Change of Address. Any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

2.7 **Section 16.24 Additional City Compliance Requirements** is hereby added to this Agreement.

16.24 Additional City Compliance Requirements. Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subgrantees/subrecipients/subcontractors to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subgrantees/subrecipients/subcontractors to remain in good standing with applicable requirements shall be a material breach of this Agreement.

2.8 **Section 17.6 Entire Agreement** of the Agreement is hereby deleted and replaced with the following:

17.6 Entire Agreement. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or

written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

- Appendix A-1, Services to be Provided (dated November 1, 2023)
- Appendix A-2, Services to be Provided (dated November 1, 2023)
- Appendix B, Budget (dated November 1, 2023)
- Appendix C, Method of Payment (dated November 1, 2023)
- Appendix D, Interests in Other City Grants (dated November 1, 2023)

2.9 **Section 17.14 Services During a City-Declared Emergency** of the Agreement is hereby deleted and replaced with the following:

17.14 Services During a City-Declared Emergency. In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Appendix A-1, Services to be Provided and Appendix A-2, Services to be Provided. Any services provided beyond those listed in Appendix A-1, Services to be Provided and in Appendix A-2, Services to be Provided must be approved by the Department.

2.6 **Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A-1, Services to be Provided** (dated November 1, 2023) for the period of November 1, 2023 to June 30, 2025.

2.10 **Appendix A-1, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A-2, Services to be Provided** (dated November 1, 2023) for the period of November 1, 2023 to June 30, 2025.

2.11 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated November 1, 2023) for the period of January 1, 2021 to June 30, 2025.

2.12 **Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated November 1, 2023).

2.13 **Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated November 1, 2023).

2.14 **Appendix E, Permitted Subcontractors**, of the Agreement is hereby deleted.

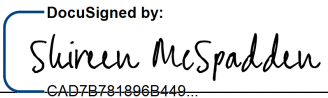
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of this Agreement.

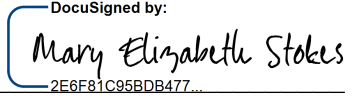
CITY

GRANTEE

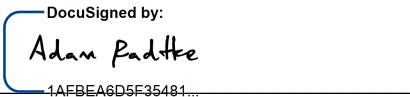
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

EPISCOPAL COMMUNITY SERVICES

By: 
Shireen McSpadden
Executive Director

By: 
Mary Elizabeth Stokes
Executive Director
City Supplier Number: 0000020568

Approved as to Form:
David Chiu
City Attorney

By: 
Adam Radtke
Deputy City Attorney

**Appendix A-1, Services to be Provided
by
Episcopal Community Services
Housing First Hotels - Property Management**

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) via the Coordinated Entry System, which organizes the City's Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

Tenants must be County Adult Assistance Program (CAAP) recipients at the time of placement into an HSH Fund (formerly known as Care Not Cash) unit.

IV. Description of Services

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

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. Tenants are encouraged to enroll in third party rent payment services. Grantee shall complete and submit referral paperwork to the agency providing the service and notify HSH of any problems with the arrangement.
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 Checks and Emergency Safety Checks: Grantee shall conduct Wellness Checks and/or Emergency Safety Checks in accordance with HSH policy, internal agency policies and tenant laws to assess a tenant’s safety when there is a reason to believe the tenant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
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 ONE System.

V. Location and Time of Services

Grantee shall provide services at the following locations:

Site Name	Site Location
1. Alder Hotel	175 6 th Street
2. Crosby Hotel	516 O'Farrell Street
3. Elm Hotel	364 Eddy Street
4. Hillsdale Hotel	51 6 th Street
5. Mentone Hotel	387 Ellis Street

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

VI. Service Requirements

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
1. Grantee shall notify HSH immediately in the event it is given notice of violations by the Department of Building Inspection (DBI), Department of Public Health (DPH), or another City agency.
- B. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First. Housing First Principles means tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services, and prohibit rejecting applicants 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,” as further described in California Welfare and Institutions Code section 8255.
- 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 household to contact after the household 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 satisfaction. 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, satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

I. City Communications, Trainings and Meetings:

Grantee shall keep HSH informed of program operations 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. 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 in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report form](#) within 72 hours of the incident. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported

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

- L. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan 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. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
 - 1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
 - 2. That Grantee management staff is available to respond to neighbors within three business days, if reasonable; and
 - 3. Having a representative of the Grantee attend all appropriate neighborhood meetings.

- N. Record Keeping and Files: Grantee shall update applicant referral status information in the ONE System in accordance with HSH policy and instruction.
 - 1. Grantee shall maintain confidential tenant files on the served population, including signed lease agreement and addenda, notices or lease violations issued to the tenant, copies of payment plans or other agreements to support housing stability.
 - 2. Grantee shall track receipt and completion of maintenance work orders.
 - 3. Grantee shall maintain all eligibility and inspection documentation in the Online Navigation and Entry (ONE) System and maintain hard copy files with eligibility, including homelessness verification documents.

- O. Data Standards:
 - 1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement, including but not limited to:
 - a. Entering all household data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
 - c. Running monthly data quality reports and correcting any errors.
 - 2. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standard¹
 - 3. 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.
 - 4. 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 the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

5. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
6. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

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. 90 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. 85 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 Online Navigation and Entry (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 monthly 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 month of service.
 - 1. The occupancy rate; and
 - 2. The number of new placements.
- C. 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.
- D. 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 that remained housed.
- E. 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.
- F. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development 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.

- G. 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.
- H. Grantee shall participate, as required by Department, 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 thirty working days of receipt of any evaluation report and any Grantee response will become part of the official report.
- I. 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, the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

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

**Appendix A-2, Services to be Provided
by
Episcopal Community Services
Housing First 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) via the Coordinated Entry System, which organizes the City's Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

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

IV. Description of Services

Grantee shall provide Support Services to tenants of the number of units listed in Appendix B, Budget ("Number Served" tab). Support Services are voluntary and shall be available to all tenants in the service location(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 (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.
- D. 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.
- E. 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.

- F. 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 when there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency.
- G. 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.
- H. 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. Alder Hotel	175 6 th Street
2. Crosby Hotel	516 O'Farrell Street
3. Elm Hotel	364 Eddy Street
4. Hillsdale Hotel	51 6 th Street
5. Mentone Hotel	387 Ellis Street

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

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

VI. Service Requirements

- A. Case Management Ratio: Grantee shall maintain a maximum 25:1 ratio of units to case management staff.
- B. Supervision: Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants.
- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.
- D. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- F. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's progress.
- G. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- H. Grievance Procedure:
 1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a participant 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 household to contact after the household 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 satisfaction. 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, satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- 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 in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form](#) within 72 hours of the incident. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH Program Manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- 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. 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 and program exit information 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 maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.

O. 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 household data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
 - c. Running monthly data quality reports and correcting any errors.
2. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standard¹
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 the monthly, quarterly and/or annual metrics into the CARBON database Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

¹ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

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. 90 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. 80 percent of individualized service plans will be reviewed at least once every six months and updated as appropriate at this time.
- C. 80 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 monthly 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 month of service.
1. The total number of unduplicated households who resided at the site during the month and the number of unduplicated households actively outreached to at least once during the month; and
 2. The total number of new move-ins during the month.
- 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. 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; and
 4. 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.
- 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 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 and percentage of program participants participating in Support Services Grantee outreached to create Service Plans, as needed;
 3. 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;
 4. 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.
- D. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban

Development 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.

- E. 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.
- F. Grantee shall participate, as required by Department, 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 thirty working days of receipt of any evaluation report and any Grantee response will become part of the official report.
- G. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

X. Monitoring Activities

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

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

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

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	11/1/2023		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	1/1/2021	2/29/2024	4
6	Amended Term	1/1/2021	6/30/2025	5
7	Program	Housing First Hotels CNC		
8	F\$P Contract ID#	1000019778		
9				
10	Approved Subcontractors			
11	Caritas Management Corporation			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	APPENDIX B, BUDGET																			
3	Document Date	11/1/2023																		
4	Contract Term	Begin Date	End Date	Duration (Years)																
5	Current Term	1/1/2021	2/29/2024	4																
6	Amended Term	1/1/2021	6/30/2025	5																
7	Program	Housing First Hotels CNC																		
8	F\$P Contract ID#	1000019778																		
9																				
10	NUMBER SERVED (NUMBER OF UNITS)				Year 1	Year 2	Year 3	Year 4	Year 5											
11	Service Site		Service Location		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025											
12	Alder Hotel		175 6th Street		111	119	113	113	113											
13	Crosby Hotel		516 O'Farrell Street		136	141	127	127	127											
14	Elm Hotel		364 Eddy Street		76	89	79	79	79											
15	Hillsdale Hotel		51 6th Street		68	85	75	75	75											
16	Mentone Hotel		387 Ellis Street		78	77	70	70	70											
17	Total				469	511	464	464	464											
18																				
19																				
20																				
21																				
22																				

	A	B	C	D	E	H	K	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	11/1/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Names	Alder - Property Management, Alder - Support Services, Crosby - Property Management, Crosby - Support Services, Elm - Property Management, Elm - Support Services, Hillsdale - Property Management, Hillsdale - Support Services								
13		Current	New							
14	Term Budget	\$ 26,292,909	43,987,627	15%						
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17	EXTENSION YEAR EXTENSION YEAR									
18		Year 1	Year 2	Year 3	Year 4	Year 5	All Years			
19		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025			
20		Actuals	Actuals	Actuals	New	New	New			
21	Expenditures									
22	Salaries & Benefits	\$ 770,105	\$ 1,635,184	\$ 1,782,611	\$ 2,468,261	\$ 2,468,261	\$ 9,124,422			
23	Operating Expenses	\$ 1,138,759	\$ 2,428,317	\$ 3,123,043	\$ 2,664,253	\$ 2,664,253	\$ 12,018,625			
24	Subtotal	\$ 1,908,864	\$ 4,063,501	\$ 4,905,654	\$ 5,132,514	\$ 5,132,514	\$ 21,143,047			
26	Indirect Cost	\$ 229,063	\$ 487,619	\$ 588,678	\$ 615,901	\$ 615,901	\$ 2,537,164			
27	Other Expenses (Not subject to indirect %)	\$ 2,953,244	\$ 5,273,382	\$ 5,992,813	\$ 5,956,500	\$ 5,956,500	\$ 26,132,440			
28	Capital Expenditure	\$ -	\$ 61,520	\$ -	\$ 277,410	\$ -	\$ 338,930			
30	Total Expenditures	\$ 5,091,171	\$ 9,886,022	\$ 11,487,146	\$ 11,982,325	\$ 11,704,915	\$ 50,151,579			
31										
32	HSH Revenues*									
33	CNC Fund	\$ 3,461,880	\$ 7,646,475	\$ 7,097,052	\$ 8,479,909	\$ 8,479,909	\$ 35,165,225			
34	CNC Fund - CODB	\$ -	\$ -	\$ -	\$ 402,796	\$ 402,796	\$ 805,592			
35	General Fund - Ongoing - HSH Fund Supplement	\$ -	\$ -	\$ 1,057,083	\$ -	\$ -	\$ 1,057,083			
36	General Fund - Ongoing	\$ 472,712	\$ 302,538	\$ 1,152,038	\$ 547,998	\$ 547,998	\$ 3,023,284			
37	General Fund - CODB	\$ -	\$ -	\$ -	\$ 26,031	\$ 26,031	\$ 52,062			
38	General Fund - One-Time	\$ -	\$ -	\$ -	\$ 277,410	\$ -	\$ 277,410			
39	Prop C	\$ 85,965	\$ 933,030	\$ 670,408	\$ 948,674	\$ 948,674	\$ 3,586,752			
40	Prop C - COLA	\$ -	\$ -	\$ -	\$ 28,460	\$ 28,460	\$ 56,920			
41	Prop C - One-Time Carryforward	\$ -	\$ (179,518)	\$ 179,518	\$ -	\$ -	\$ -			
43	CNC Fund - One-Time Carryforward	\$ -	\$ 19,082	\$ -	\$ -	\$ -	\$ 19,082			
44	Adjustment to Actuals	\$ (4)	\$ (55,778)	\$ -	\$ -	\$ -	\$ (55,782)			
46	Total HSH Revenues	\$ 4,020,553	\$ 8,665,829	\$ 10,156,099	\$ 10,711,278	\$ 10,433,868	\$ 43,987,627			
47	Other Revenues									
48	Rental Income	\$ 1,068,022	\$ 1,215,000	\$ 1,325,854	\$ 1,265,854	\$ 1,265,854	\$ 6,140,584			
49	Private Match	\$ 2,597	\$ 5,193	\$ 5,193	\$ 5,193	\$ 5,193	\$ 23,369			
53	Total Other Revenues	\$ 1,070,618	\$ 1,220,193	\$ 1,331,047	\$ 1,271,047	\$ 1,271,047	\$ 6,163,952			
54										
55	Total HSH + Other Revenues	\$ 5,091,171	\$ 9,886,022	\$ 11,487,146	\$ 11,982,325	\$ 11,704,915	\$ 50,151,579			
58	Total Adjusted Salary FTE (All Budgets)	15.59		15.89		13.83		19.87		19.69
59										
60	Prepared by	Tiffany Luong								
61	Phone	415.487.3300 ext. 1219								
62	Email	tluong@ecs-sf.org								
63										
64	* 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.									
65										
66										

	A	B	C	D	E	H	K	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	11/1/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Alder - Property Management								
13		Current	New							
14	Term Budget	\$ 4,834,444	\$ 8,068,377	15%						
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17	EXTENSION YEAR EXTENSION YEAR									
18		Year 1	Year 2	Year 3	Year 4	Year 5	All Years			
19		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025			
20		Actuals	Actuals	Actuals	New	New	New			
21	Expenditures									
22	Salaries & Benefits	\$ -	\$ -	\$ 30,169	\$ 28,647	\$ 28,647	\$ 87,463			
23	Operating Expenses	\$ 200,612	\$ 467,997	\$ 501,331	\$ 485,090	\$ 485,090	\$ 2,140,120			
24	Subtotal	\$ 200,612	\$ 467,997	\$ 531,500	\$ 513,737	\$ 513,737	\$ 2,227,583			
25	Indirect Percentage	12.00%	12.00%	12.00%	12.00%	12.00%				
26	Indirect Cost (Line 24 X Line 25)	\$ 24,073	\$ 56,160	\$ 63,780	\$ 61,648	\$ 61,648	\$ 267,309			
27	Other Expenses (Not subject to indirect %)	\$ 741,820	\$ 1,483,022	\$ 1,513,493	\$ 1,628,347	\$ 1,628,347	\$ 6,995,029			
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ 63,400	\$ -	\$ 63,400			
30	Total Expenditures	\$ 966,505	\$ 2,007,178	\$ 2,108,774	\$ 2,267,132	\$ 2,203,732	\$ 9,553,322			
31										
32	HSH Revenues (select)									
33	CNC Fund	\$ 625,595	\$ 1,465,231	\$ 1,462,837	\$ 1,482,951	\$ 1,482,951	\$ 6,519,565			
34	CNC Fund - CODB			\$ -	\$ 70,440	\$ 70,440	\$ 140,880			
36	General Fund - Ongoing	\$ 91,366	\$ 47,281	\$ 152,146	\$ 132,032	\$ 132,032	\$ 554,857			
37	General Fund - CODB		\$ -	\$ -	\$ 6,272	\$ 6,272	\$ 12,544			
38	General Fund - One-Time			\$ -	\$ 63,400	\$ -	\$ 63,400			
39	Prop C		\$ 193,987	\$ 200,910	\$ 200,910	\$ 200,910	\$ 796,717			
40	Prop C - COLA			\$ -	\$ 6,027	\$ 6,027	\$ 12,054			
42	One-Time Transfer			\$ (27,219)	\$ -	\$ -	\$ (27,219)			
44	Adjustment to Actuals		\$ (4,421)	\$ -	\$ -	\$ -	\$ (4,421)			
46	Total HSH Revenues	\$ 716,961	\$ 1,702,078	\$ 1,788,674	\$ 1,962,032	\$ 1,898,632	\$ 8,068,377			
47	Other Revenues (select)									
48	Rental Income	\$ 249,544	\$ 305,100	\$ 320,100	\$ 305,100	\$ 305,100	\$ 1,484,944			
53	Total Other Revenues	\$ 249,544	\$ 305,100	\$ 320,100	\$ 305,100	\$ 305,100	\$ 1,484,944			
54										
55	Total HSH + Other Revenues	\$ 966,505	\$ 2,007,178	\$ 2,108,774	\$ 2,267,132	\$ 2,203,732	\$ 9,553,321			
58										
59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	Email	tluong@ecs-sf.org								

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
SALARY & BENEFIT DETAIL														
3	Document Date	11/1/2023												
4	Provider Name	Episcopal Community Services												
5	Program	Housing First Hotels CNC												
6	FSP Contract ID#	1000019778												
7	Budget Name	Alder - Property Management												
8		EXTENSION YEAR				EXTENSION YEAR								
9		Year 3			Year 4			Year 5			All Years			
10		Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 Current	Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024 New	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025 New	1/1/2021 - 2/29/2024 Current	1/1/2021 - 6/30/2025 Amendment	1/1/2021 - 6/30/2025 New	
11		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	POSITION TITLE													
13	Sr. Director/Hsq Dev & Asset Mgmt.	\$ 164,299	0.01	\$ 2,300	\$ 164,299	0.01	\$ 2,300	\$ 164,299	0.01	\$ 2,300	\$ 3,084	\$ 3,816	\$ 6,901	
14	Asset Manager-Master Leased Operations	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 26,461	\$ 32,747	\$ 59,209	
15		TOTAL SALARIES			TOTAL SALARIES			TOTAL SALARIES			\$ 26,461	\$ 32,747	\$ 59,209	
16		TOTAL FTE	0.18		TOTAL FTE	0.18		TOTAL FTE	0.18					
17		FRINGE BENEFIT RATE		36.91%	FRINGE BENEFIT RATE		30.00%	FRINGE BENEFIT RATE		30.00%				
18		EMPLOYEE FRINGE BENEFITS		\$ 8,133	EMPLOYEE FRINGE BENEFITS		\$ 6,611	EMPLOYEE FRINGE BENEFITS		\$ 6,611	\$ 11,060	\$ 10,295	\$ 21,355	
19		TOTAL SALARIES & BENEFITS		\$ 30,169	TOTAL SALARIES & BENEFITS		\$ 28,647	TOTAL SALARIES & BENEFITS		\$ 28,647	\$ 40,605	\$ 46,859	\$ 87,463	

	A	B	C	F	I	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	11/1/2023						
4	Provider Name	Episcopal Community Services						
5	Program	Housing First Hotels CNC						
6	FSP Contract ID#	1000019778						
7	Budget Name	Alder - Property Management						
8								
9						EXTENSION YEAR	EXTENSION YEAR	
10								
11								
12	Operating Expenses							
			Year 1	Year 2	Year 3	Year 4	Year 5	All Years
			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
			Actuals	Actuals	Actuals	New	New	New
			Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 76,545	\$ 158,089	\$ 228,943	\$ 216,050	\$ 216,050	\$ 895,677
15	Office Supplies, Postage		\$ 7,980	\$ 18,573	\$ 15,903	\$ 11,044	\$ 11,044	\$ 64,544
16	Building Maintenance Supplies and Repair		\$ 48,615	\$ 145,231	\$ 107,905	\$ 105,548	\$ 105,548	\$ 512,847
17	Printing and Reproduction		\$ -	\$ -	\$ 500	\$ 539	\$ 539	\$ 1,578
22	Management/Booking Fees		\$ 48,372	\$ 96,744	\$ 100,920	\$ 101,537	\$ 101,537	\$ 449,110
23	Legal Fees		\$ 6,600	\$ 24,360	\$ 11,860	\$ 16,771	\$ 16,771	\$ 76,362
24	Cable TV		\$ -	\$ -	\$ 1,800	\$ 1,710	\$ 1,710	\$ 5,220
25	Wire /Website Support Processing Fee/Admin Misc.		\$ -	\$ -	\$ 1,800	\$ 1,260	\$ 1,260	\$ 4,320
26	Payroll Processing Fee		\$ -	\$ -	\$ 4,800	\$ 4,995	\$ 4,995	\$ 14,790
27	Staff Training/Meeting Supplies		\$ -	\$ -	\$ 500	\$ 33	\$ 33	\$ 566
28	Renting Fee		\$ -	\$ -	\$ 1,400	\$ 603	\$ 603	\$ 2,606
48	<i>Subcontractors:</i>							
49	Office Salaries-Desk Clerks/Contract (first \$25k)		\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 112,500
54	TOTAL OPERATING EXPENSES		\$ 200,612	\$ 467,997	\$ 501,331	\$ 485,090	\$ 485,090	\$ 2,140,120
55								
56	Other Expenses (not subject to indirect cost %)							
57	Rental Expenses		\$ 466,673	\$ 939,386	\$ 953,406	\$ 962,062	\$ 962,062	\$ 4,283,589
58	Office Salaries-Desk Clerks/Contract		\$ 89,099	\$ 217,445	\$ 211,633	\$ 229,431	\$ 229,431	\$ 977,039
59	Manager Salaries-Hotel Director/Manager		\$ 36,172	\$ 82,343	\$ 72,880	\$ 74,513	\$ 74,513	\$ 340,421
60	Janitor Contract-Regular/Extra Services		\$ 40,000	\$ 84,800	\$ 109,840	\$ 112,726	\$ 112,726	\$ 460,092
61	Repairs Payroll		\$ 27,040	\$ 64,080	\$ 54,784	\$ 55,679	\$ 55,679	\$ 257,262
62	Benefits		\$ 41,472	\$ 99,389	\$ 110,950	\$ 111,197	\$ 111,197	\$ 474,205
63	CODB (to be allocated)		\$ 41,366	\$ -	\$ -	\$ 76,712	\$ 76,712	\$ 194,790
64	Prop C COLA		\$ -	\$ -	\$ -	\$ 6,027	\$ 6,027	\$ 12,054
65	Adjustment to Actuals		\$ -	\$ (4,421)	\$ -	\$ -	\$ -	\$ (4,421)
70	TOTAL OTHER EXPENSES		\$ 741,820	\$ 1,483,022	\$ 1,513,493	\$ 1,628,347	\$ 1,628,347	\$ 6,995,029
71								
72	Capital Expenses							
73	Capital Needs - Bathroom Exhaust Fans		\$ -	\$ -	\$ -	\$ 32,000	\$ -	\$ 32,000
74	Capital Needs - Exterior Doors		\$ -	\$ -	\$ -	\$ 2,400	\$ -	\$ 2,400
75	Capital Needs - Garage Door		\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000
76	Capital Needs - Plumbing System		\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
77	Capital Needs - Pest Management		\$ -	\$ -	\$ -	\$ 7,500	\$ -	\$ 7,500
78	Capital Needs - Vanity Sinks		\$ -	\$ -	\$ -	\$ 13,500	\$ -	\$ 13,500
80								
81	TOTAL CAPITAL EXPENSES		\$ -	\$ -	\$ -	\$ 63,400	\$ -	\$ 63,400

	A	B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Alder - Property Management	FY23-24			
		<u>Adjusted</u>			
		<u>Budgeted</u>	<u>Budgeted</u>		
3	Salaries & Benefits	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
4	Sr.Director/Hsg Dev & Asset Mgmt.	0.01	\$ 2,300	Develops strategic and practical relationships with community partners ; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$164,299 x 0.01 FTE
5	Asset Manager-Master Leased Operations	0.17	\$ 19,736		Provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.
28	TOTAL	0.17	\$ 19,736		
29	Employee Fringe Benefits	<u>0.30</u>	<u>\$ 6,611</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.</u>	
30	TOTAL SALARIES & BENEFITS		\$ 26,347		
31					
		<u>Budgeted</u>			
32	Operating Expenses	<u>Expense</u>		<u>Justification</u>	<u>Calculation</u>
35	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 216,050		Utilities (electricity, water, gas, telephone and scavenger service):	\$18,004 x 12 months
36	Office Supplies, Postage	\$ 11,044		PM office supplies are including on site supplies	\$920 x 12 months
37	Building Maintenance Supplies and Repair	\$ 105,548		Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc..	\$8,796 x 12 months
38	Printing and Reproduction	\$ 539		Covers copier usage	\$45 x 12 months
43	Management/Booking Fees	\$ 101,537		Property management (116 Units) @ \$ 63.00 PUPM, and bookkeeping fees \$ 9.50 PUPM	\$8,461 x 12 months
44	Legal Fees	\$ 16,771		Covers legal fees	\$1,398 x 12 months
45	Cable TV	\$ 1,710		Direct TV monthly fee	\$142 x 12 months
46	Wire /Website Support Processing Fee/Admin Misc.	\$ 1,260		Covers bank wire and website support fee	\$105 x 12 months
47	Payroll Processing Fee	\$ 4,995		Covers monthly payroll fee	\$416 x 12 months
48	Staff Training/Meeting Supplies	\$ 33		Covers staff training and meeting snack and supplies	\$3 x 12 months
49	Renting Fee	\$ 603		Covers tenant background check	\$50 x 12 months
69	Subcontractors:				
70	Office Salaries-Desk Clerks/Contract (first \$25k)	\$ 25,000		First \$25k of Caritas Management Corporation's suncontracted services that'seligible for Indirect Cost Rate	\$25,000
75	TOTAL OPERATING EXPENSES	\$ 485,090			
76	Indirect Cost	12.0%	\$ 61,372		

	A	B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Alder - Property Management	FY23-24			
77	Other Expenses (not subject to indirect cost %)				
78		Amount	Justification		Calculation
79	Rental Expenses	\$ 962,062	The lease is written for 120 units		\$80,172 x 12 months
80	Office Salaries-Desk Clerks/Contract	\$ 229,431	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage		\$21,203 x 12 months
81	Manager Salaries-Hotel Director/Manager	\$ 74,513	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility		\$6,209 x 12 months
82	Janitor Contract-Regular/Extra Services	\$ 112,726	Responsible for building cleaning up, place trash bins		\$9,394 x 12 months
83	Repairs Payroll	\$ 55,679	Responsible for repair and maintenance of the building		\$4,640 x 12 months
84	Benefits	\$ 111,197	% based from personnel from above		\$9,266 x 12 months
85	CODB (to be allocated)	\$ 76,712	4.75% Cost of doing business on GF and CNC funding for FY 24		4.75%
86	Prop C COLA	\$ 6,027	3% Cost of Living Adjustment (COLA) on Prop C funding for FY24		3.00%
92					
93	TOTAL OTHER EXPENSES	\$ 1,628,347			
94					
95					
96	Capital Expenses	Amount	Justification		Calculation
97	Capital Needs - Bathroom Exhaust Fans	\$ 32,000	Add bathroom exhaust fans total of 80 estimated at \$400 each, for better ventilation of units.		\$32,000
98	Capital Needs - Exterior Doors	\$ 2,400	Replacement of 2 hollow metal doors @ \$1200 per door .		\$1,200 x 2 doors
99	Capital Needs - Garage Door	\$ 3,000	Replacement of 2 garage doors @ \$1500 each		\$1,500 x 2 garage doors
100	Capital Needs - Plumbing System	\$ 5,000	A full system inspection and analysis by a plumbing engineer recommending rough cost and life span of current plumbing within the building.		\$5,000
101	Capital Needs - Pest Management	\$ 7,500	Engage a pest control management company to develop a plan for ongoing service for huge outbreak (mice, roaches, bed bugs etc.)		\$7,500
102	Capital Needs - Vanity Sinks	\$ 13,500	Replacement of 30 vanity sinks, vanity cabinets, p-trap, faucet, and angle stops in unit sinks.		\$13,500
104					
105	TOTAL CAPITAL EXPENSES	\$ 63,400			

	A	B	C	D	E	H	M	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	11/1/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Crosby - Property Management								
13		Current	New	15%						
14	Term Budget	\$ 4,611,819	\$ 7,547,226							
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17	EXTENSION YEAR EXTENSION YEAR									
18		Year 1	Year 2	Year 3	Year 4	Year 5	All Years			
19		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025			
20		Actuals	Actuals	New	New	New	New			
21	Expenditures									
22	Salaries & Benefits	\$ -	\$ -	\$ 31,512	\$ 29,074	\$ 29,074	\$ 89,661			
23	Operating Expenses	\$ 272,785	\$ 543,402	\$ 725,462	\$ 634,706	\$ 634,706	\$ 2,811,061			
24	Subtotal	\$ 272,785	\$ 543,402	\$ 756,974	\$ 663,780	\$ 663,780	\$ 2,900,722			
25	Indirect Percentage	12.00%	12.00%	12.00%	12.00%	12.00%				
26	Indirect Cost (Line 24 X Line 25)	\$ 32,734	\$ 65,208	\$ 90,837	\$ 79,654	\$ 79,654	\$ 348,087			
27	Other Expenses (Not subject to indirect %)	\$ 647,750	\$ 1,252,840	\$ 1,402,035	\$ 1,357,886	\$ 1,357,886	\$ 6,018,397			
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ 87,000	\$ -	\$ 87,000			
30	Total Expenditures	\$ 953,269	\$ 1,861,450	\$ 2,249,847	\$ 2,188,321	\$ 2,101,321	\$ 9,354,209			
31										
32	HSH Revenues									
33	CNC Fund	\$ 569,273	\$ 1,249,650	\$ 1,209,891	\$ 1,207,664	\$ 1,207,664	\$ 5,444,142			
34	CNC Fund - CODB			\$ -	\$ 57,364	\$ 57,364	\$ 114,728			
35	General Fund - Ongoing - HSH Fund Supplement			\$ 278,266	\$ -	\$ -	\$ 278,266			
36	General Fund - Ongoing	\$ 84,213	\$ 38,782	\$ 137,875	\$ 140,102	\$ 140,102	\$ 541,074			
37	General Fund - CODB			\$ -	\$ 6,655	\$ 6,655	\$ 13,310			
38	General Fund - One-Time			\$ -	\$ 87,000	\$ -	\$ 87,000			
39	Prop C		\$ 278,266	\$ 7,400	\$ 285,666	\$ 285,666	\$ 856,999			
40	Prop C - COLA			\$ -	\$ 8,570	\$ 8,570	\$ 17,140			
41	Prop C - One-Time Carryforward		\$ (26,548)	\$ 26,548	\$ -	\$ -	\$ -			
42	One-Time Transfer			\$ 194,567	\$ -	\$ -	\$ 194,567			
45				\$ -	\$ -	\$ -	\$ -			
46	Total HSH Revenues	\$ 653,486	\$ 1,540,150	\$ 1,854,547	\$ 1,793,021	\$ 1,706,021	\$ 7,547,226			
47	Other Revenues									
48	Rental Income	\$ 299,783	\$ 321,300	\$ 395,300	\$ 395,300	\$ 395,300	\$ 1,806,983			
53	Total Other Revenues	\$ 299,783	\$ 321,300	\$ 395,300	\$ 395,300	\$ 395,300	\$ 1,806,983			
55	Total HSH + Other Revenues	\$ 953,269	\$ 1,861,450	\$ 2,249,847	\$ 2,188,321	\$ 2,101,321	\$ 9,354,209			
58										
59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	Email	tluong@ecs-sf.org								

	A	B	Q	T	U	X	AA	AD	AE	AH	AK	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	SALARY & BENEFIT DETAIL													
3	Document Date	11/1/2023												
4	Provider Name	Episcopal Community Services												
5	Program	Housing First Hotels CNC												
6	F\$P Contract ID#	1000019778												
7	Budget Name	Crosby - Property Management												
8				EXTENSION YEAR			EXTENSION YEAR							
9		Year 3			Year 4			Year 5			All Years			
10		Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023	Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025	1/1/2021 - 2/29/2024	1/1/2021 - 6/30/2025	1/1/2021 - 6/30/2025	
11				Current			New			New	Current	Amendment	New	
12	POSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
13	Sr. Director/Housing Dev & Asset Mgmt.	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 3,525	\$ 4,362	\$ 7,886	
14	Asset Manager-Master Leased Operations	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 26,594	\$ 32,614	\$ 59,209	
34		TOTAL SALARIES		\$ 22,365	TOTAL SALARIES		\$ 22,365	TOTAL SALARIES		282,692	\$ 22,365	\$ 30,119	\$ 36,976	\$ 67,095
35		TOTAL FTE		0.18	TOTAL FTE		0.18	TOTAL FTE		0.18				
36		FRINGE BENEFIT RATE		40.90%	FRINGE BENEFIT RATE		30.00%	FRINGE BENEFIT RATE		30.00%				
37		EMPLOYEE FRINGE BENEFITS		\$ 9,147	EMPLOYEE FRINGE BENEFITS		\$ 6,709	EMPLOYEE FRINGE BENEFITS		\$ 6,709	\$ 12,319	\$ 10,248	\$ 22,566	
38		TOTAL SALARIES & BENEFITS		\$ 31,512	TOTAL SALARIES & BENEFITS		\$ 29,074	TOTAL SALARIES & BENEFITS		\$ 29,074	\$ 42,438	\$ 47,223	\$ 89,661	

A		B		C	F	I	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	OPERATING DETAIL								
3	Document Date	11/1/2023							
4	Provider Name	Episcopal Community Services							
5	Program	Housing First Hotels CNC							
6	FSP Contract ID#	1000019778							
7	Budget Name	Crosby - Property Management							
8									
9									
10									
11									
12	Operating Expenses								
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 106,841	\$ 203,683	\$ 277,874	\$ 223,874	\$ 223,874	\$ 1,036,146		
15	Office Supplies, Postage	\$ 7,890	\$ 15,780	\$ 14,280	\$ 14,280	\$ 14,280	\$ 66,510		
16	Building Maintenance Supplies and Repair	\$ 76,502	\$ 143,659	\$ 267,295	\$ 215,539	\$ 215,539	\$ 918,534		
17	Printing and Reproduction			\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000		
19	Staff Training/Meeting Supplies			\$ 500	\$ 1,000	\$ 1,000	\$ 2,500		
22	Management/Booking Fees	\$ 52,452	\$ 104,904	\$ 104,904	\$ 104,904	\$ 104,904	\$ 472,068		
23	Legal Fees	\$ 16,600	\$ 32,859	\$ 26,109	\$ 41,609	\$ 41,609	\$ 158,786		
24	Cable TV			\$ 1,900	\$ 1,200	\$ 1,200	\$ 4,300		
25	Security		\$ 17,517	\$ -	\$ -	\$ -	\$ 17,517		
26	Wire /Website Support Processing Fee/Admin Misc.			\$ 800	\$ 1,000	\$ 1,000	\$ 2,800		
27	Payroll Processing Fee			\$ 4,800	\$ 4,800	\$ 4,800	\$ 14,400		
28	Renting Fee			\$ 1,000	\$ 500	\$ 500	\$ 2,000		
33	Subcontractors								
34	Office Salaries-Desk Clerks	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 112,500		
36									
37	TOTAL OPERATING EXPENSES	\$ 272,785	\$ 543,402	\$ 725,462	\$ 634,706	\$ 634,706	\$ 2,811,061		
38									
39	Other Expenses (not subject to indirect cost %)								
40	Rental of Property	\$ 344,050	\$ 712,058	\$ 722,686	\$ 722,686	\$ 722,686	\$ 3,224,166		
41	Office Salaries-Desk Clerks	\$ 81,222	\$ 217,445	\$ 229,892	\$ 186,702	\$ 186,702	\$ 901,963		
42	Manager Salaries-Hotel Director/Manager	\$ 39,109	\$ 89,000	\$ 89,960	\$ 76,960	\$ 76,960	\$ 371,989		
43	Janitor Payroll	\$ 19,105	\$ 38,210	\$ 47,840	\$ 47,840	\$ 47,840	\$ 200,835		
44	Janitor Contract-Regular/Extra Services	\$ 48,713	\$ 50,000	\$ 95,750	\$ 71,750	\$ 71,750	\$ 337,963		
45	Repairs Payroll	\$ 24,960	\$ 49,920	\$ 60,320	\$ 60,320	\$ 60,320	\$ 255,840		
46	Benefits	\$ 56,378	\$ 122,755	\$ 129,039	\$ 119,039	\$ 119,039	\$ 546,250		
47	CODB (to be allocated)	\$ 34,213			\$ 64,019	\$ 64,019	\$ 162,251		
48	Prop C COLA				\$ 8,570	\$ 8,570	\$ 8,570		
49	One-Time Carryforward		\$ (26,548)	\$ 26,548			\$ -		
50									
51	TOTAL OTHER EXPENSES	\$ 647,750	\$ 1,252,840	\$ 1,402,035	\$ 1,357,886	\$ 1,357,886	\$ 6,009,827		
52									
53	Capital Expenses								
54	Capital Needs - Plumbing Evaluation				\$ 5,000	\$ -	\$ 5,000		
55	Capital Needs - Basement Ventilation				\$ 20,000	\$ -	\$ 20,000		
56	Capital Needs - Smoke Detectors				\$ 62,000	\$ -	\$ 62,000		
61									
62	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ 87,000	\$ -	\$ 87,000		

	A	B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Crosby - Property Management	FY23-24			
3	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
4	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$ 2,629	Develops strategic and practical relationships with community partners ; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$164,299 X 0.02 FTE
5	Asset Manager-Master Leased Operations	0.17	\$ 19,736	Provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$118,393 X 0.17 FTE
22	TOTAL	0.18	\$ 22,365		
23	Employee Fringe Benefits	0.30	\$ 6,709	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
24	TOTAL SALARIES & BENEFITS		\$ 29,074		
25					
26	Operating Expenses		Budgeted Expense	Justification	Calculation
27	Rental of Property		\$ -		
28	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 223,874	Utilities (electricity, water, gas, telephone and scavenger service):	\$18,656 x 12 months
29	Office Supplies, Postage		\$ 14,280	PM office supplies are including on site supplies	\$1,190 x 12 months
30	Building Maintenance Supplies and Repair		\$ 215,539	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc..	\$17,962 x 12 months
31	Printing and Reproduction		\$ 1,000	Covers copier usage	\$83 x 12 months
33	Staff Training/Meeting Supplies		\$ 1,000	Covers staff training and meeting snack and supplies	\$83 x 12 months
36	Management/Booking Fees		\$ 104,904	Covers management for 124 units at \$63/unit /booking fees \$9.50/units	\$8,742 x 12 months
37	Legal Fees		\$ 41,609	Covers legal fees	\$2,176 x 12 months
38	Cable TV		\$ 1,200	Direct TV monthly fee	\$100 x 12 months
40	Wire /Website Support Processing Fee/Admin Misc.		\$ 1,000	Covers bank wire and website support fee	\$83 x 12 months
41	Payroll Processing Fee		\$ 4,800	Covers monthly payroll fee	\$400 x 12 months
42	Renting Fee		\$ 500	Covers Tenant background check	\$42 x 12 months
47	Subcontractors				
48	Office Salaries-Desk Clerks		\$ 25,000	First \$25k of Caritas Management Corporation's suncontracted services that'seligible for	\$25,000
50					
53	TOTAL OPERATING EXPENSES		\$ 634,706		
54	Indirect Cost	12.0%	\$ 79,654		
55					
56					
57	Other Expenses (not subject to indirect cost %)		Amount	Justification	Calculation
58	Rental of Property		\$ 722,686	The lease is written for 126 units including office	\$60,224 x 12 months
59	Office Salaries-Desk Clerks		\$ 186,702	Coverage 24/7 for residents of the Crosby; includes holidays/overtime coverage	\$17,642 x 12 months
60	Manager Salaries-Hotel Director/Manager		\$ 76,960	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$6,413 x 12 months
61	Janitor Payroll		\$ 47,840	Responsible for building cleaning up, includes holidays/overtime coverage	\$3,987 x 12 months
62	Janitor Contract-Regular/Extra Services		\$ 71,750	Responsible for building cleaning up, place trash bins	\$5979 x 12 months
63	Repairs Payroll		\$ 60,320	Responsible for repair and maintenance of the building	\$5,027 x 12 months
64	Benefits		\$ 119,039	% based from personnel from above	\$9,920 x 12 months
65	CODB (to be allocated)		\$ 64,019	4.75% Cost of doing business on GF and CNC funding for FY 24	4.75%
66	Prop C COLA		\$ 8,570	3% Cost of Living Adjustment (COLA) on Prop C funding for FY24	3.00%
70			\$ -		
71	TOTAL OTHER EXPENSES		\$ 1,357,886		
72					
73					
74	Capital Expenses		Amount	Justification	Calculation
75	Capital Needs - Plumbing Evaluation		\$ 5,000	Full inspection and analysis of plumbing by a plumbing engineer, including recommendations and rough cost for improvement of constant leaks within the building.	\$5,000
76	Capital Needs - Basement Ventilation		\$ 20,000	Adding a HVAC system for basement, recommending boiler room at a minimum.	\$20,000
77	Capital Needs - Smoke Detectors		\$ 62,000	Replace 124 smoke detectors with tamper proof types that carry a 10-year backup.	\$62,000
82					
83	TOTAL CAPITAL EXPENSES		\$ 87,000		

	A	B	C	D	E	H	K	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	11/1/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Elm - Property Management								
13		Current	New	15%						
14	Term Budget	\$ 3,721,024	\$ 5,929,685							
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17										
18	EXTENSION YEAR EXTENSION YEAR									
19		Year 1	Year 2	Year 3	Year 4	Year 5	All Years			
20		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025			
21	Expenditures	Actuals	Actuals	Actuals	New	New	New			
22	Salaries & Benefits	\$ -	\$ -	\$ 30,193	\$ 29,074	\$ 29,074	\$ 88,341			
23	Operating Expenses	\$ 212,285	\$ 474,602	\$ 565,898	\$ 495,355	\$ 495,355	\$ 2,243,495			
24	Subtotal	\$ 212,285	\$ 474,602	\$ 596,091	\$ 524,429	\$ 524,429	\$ 2,331,836			
25	Indirect Percentage	12.00%	12.00%	12.00%	12.00%	12.00%				
26	Indirect Cost (Line 24 X Line 25)	\$ 25,474	\$ 56,952	\$ 71,531	\$ 62,931	\$ 62,931	\$ 279,820			
27	Other Expenses (Not subject to indirect %)	\$ 487,185	\$ 889,869	\$ 1,073,262	\$ 957,602	\$ 957,602	\$ 4,365,520			
28	Capital Expenditure	\$ -	\$ 33,702	\$ -	\$ 29,540	\$ -	\$ 63,242			
30	Total Expenditures	\$ 724,945	\$ 1,455,125	\$ 1,740,884	\$ 1,574,502	\$ 1,544,962	\$ 7,040,417			
31										
32	HSH Revenues									
33	CNC Fund	\$ 472,527	\$ 1,088,286	\$ 992,184	\$ 1,009,069	\$ 1,009,069	\$ 4,571,135			
34	CNC Fund - CODB				\$ 47,931	\$ 47,931	\$ 95,862			
36	General Fund - Ongoing	\$ 78,057	\$ 53,261	\$ 114,503	\$ 97,618	\$ 97,618	\$ 441,057			
37	General Fund - CODB				\$ 4,637	\$ 4,637	\$ 9,274			
38	General Fund - One-Time				\$ 29,540	\$ -	\$ 29,540			
39	Prop C		\$ 135,628	\$ 140,402	\$ 140,402	\$ 140,402	\$ 556,834			
40	Prop C - COLA				\$ 4,212	\$ 4,212	\$ 8,424			
41	Prop C - One-Time Carryforward		\$ (40,893)	\$ 40,893	\$ -	\$ -	\$ -			
42	One-Time Transfer			\$ 211,809	\$ -	\$ -	\$ 211,809			
43	CNC Fund - One-Time Carryforward		\$ 19,082		\$ -	\$ -	\$ 19,082			
44	Adjustment to Actuals		\$ (13,332)		\$ -	\$ -	\$ (13,332)			
46	Total HSH Revenues	\$ 550,584	\$ 1,242,032	\$ 1,499,791	\$ 1,333,409	\$ 1,303,869	\$ 5,929,685			
47	Other Revenues									
48	Rental Income	\$ 171,764	\$ 207,900	\$ 235,900	\$ 235,900	\$ 235,900	\$ 1,087,364			
49	Private Match	\$ 2,597	\$ 5,193	\$ 5,193	\$ 5,193	\$ 5,193	\$ 23,369			
53	Total Other Revenues	\$ 174,361	\$ 213,093	\$ 241,093	\$ 241,093	\$ 241,093	\$ 1,110,733			
54										
55	Total HSH + Other Revenues	\$ 724,945	\$ 1,455,125	\$ 1,740,884	\$ 1,574,502	\$ 1,544,962	\$ 7,040,417			
58										
59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	Email	tluong@ecs-sf.org								

	A	B	Q	T	U	X	AA	AD	AE	AH	AK	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	SALARY & BENEFIT DETAIL													
3	Document Date	11/1/2023												
4	Provider Name	Episcopal Community Services												
5	Program	Housing First Hotels CNC												
6	FSP Contract ID#	1000019778												
7	Budget Name	Elm - Property Management												
8														
9														
10														
11														
12	POSITION TITLE													
13	Sr. Director/Housing Dev & Asset Mgmt	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 3,525	\$ 4,362	\$ 7,886	
14	Asset Manager-Master Leased Operations	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 26,462	\$ 32,747	\$ 59,209	
34		TOTAL SALARIES	\$ 22,365	TOTAL SALARIES	\$ 22,365	TOTAL SALARIES	\$ 22,365	TOTAL SALARIES	\$ 22,365	TOTAL SALARIES	\$ 29,986	\$ 37,109	\$ 67,095	
35		TOTAL FTE	0.18	TOTAL FTE	0.18	TOTAL FTE	0.00	TOTAL FTE	0.00	TOTAL FTE	0.00	0.00	0.00	
36		FRINGE BENEFIT RATE	35.00%	FRINGE BENEFIT RATE	30.00%	FRINGE BENEFIT RATE	30.00%	FRINGE BENEFIT RATE	30.00%	FRINGE BENEFIT RATE	30.00%	30.00%	30.00%	
37		EMPLOYEE FRINGE BENEFITS	\$ 7,828	EMPLOYEE FRINGE BENEFITS	\$ 6,709	EMPLOYEE FRINGE BENEFITS	\$ 6,709	EMPLOYEE FRINGE BENEFITS	\$ 6,709	EMPLOYEE FRINGE BENEFITS	\$ 10,495	\$ 10,752	\$ 21,247	
38		TOTAL SALARIES & BENEFITS	\$ 30,193	TOTAL SALARIES & BENEFITS	\$ 29,074	TOTAL SALARIES & BENEFITS	\$ 29,074	TOTAL SALARIES & BENEFITS	\$ 29,074	TOTAL SALARIES & BENEFITS	\$ 40,482	\$ 47,860	\$ 88,341	

		A	B	C	F	I	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	OPERATING DETAIL								
3	Document Date	11/1/2023							
4	Provider Name	Episcopal Community Services							
5	Program	Housing First Hotels CNC							
6	FSP Contract ID#	1000019778							
7	Budget Name	Elm - Property Management							
8							EXTENSION YEAR	EXTENSION YEAR	
9		Year 1	Year 2	Year 3	Year 4	Year 5	All Years		
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025		
11		Actuals	Actuals	Actuals	New	New	New		
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense		
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 86,363	\$ 169,189	\$ 227,169	\$ 199,169	\$ 199,169	\$ 881,058		
15	Office Expenses/ Postage	\$ 6,710	\$ 15,059	\$ 10,643	\$ 7,443	\$ 7,443	\$ 47,298		
16	Building Maintenance Supplies and Repair	\$ 50,073	\$ 143,502	\$ 184,930	\$ 166,016	\$ 166,016	\$ 710,537		
17	Printing and Reproduction			\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000		
19	Staff Training/Meeting Supplies			\$ 400	\$ 1,000	\$ 1,000	\$ 2,400		
22	Wire /Website Support Processing Fee/Admin Misc.			\$ 1,500	\$ 1,000	\$ 1,000	\$ 3,500		
23	Payroll Processing Fee			\$ 5,800	\$ 4,800	\$ 4,800	\$ 15,400		
24	Management/Booking Fees	\$ 33,840	\$ 67,680	\$ 67,680	\$ 67,680	\$ 67,680	\$ 304,560		
25	Legal Fees	\$ 22,800	\$ 54,171	\$ 37,476	\$ 20,547	\$ 20,547	\$ 155,541		
26	Cable TV			\$ 1,800	\$ 1,200	\$ 1,200	\$ 4,200		
27	Rental Fee			\$ 2,500	\$ 500	\$ 500	\$ 3,500		
43	Subcontractors								
44	Office Salaries-Desk Clerks/Contract (first \$25k)	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 112,500		
58	TOTAL OPERATING EXPENSES	\$ 212,285	\$ 474,602	\$ 565,898	\$ 495,355	\$ 495,355	\$ 2,243,495		
59									
60	Other Expenses (not subject to indirect cost %)								
61	Rental of Property	\$ 213,346	\$ 436,434	\$ 444,422	\$ 444,422	\$ 444,422	\$ 1,983,046		
62	Office Salaries-Desk Clerks/Contract	\$ 91,223	\$ 242,845	\$ 260,472	\$ 205,225	\$ 205,225	\$ 1,004,990		
63	Manager Salaries-Hotel Director/Manager	\$ 29,120	\$ 68,240	\$ 74,820	\$ 65,520	\$ 65,520	\$ 303,220		
64	Janitor Contract-Regular/Extra Services	\$ 50,153	\$ 70,000	\$ 97,840	\$ 52,840	\$ 52,840	\$ 323,673		
65	Repairs Payroll	\$ 23,920	\$ 47,840	\$ 51,080	\$ 54,080	\$ 54,080	\$ 231,000		
66	Benefits	\$ 51,368	\$ 78,735	\$ 103,735	\$ 78,735	\$ 78,735	\$ 391,308		
67	CODB (to be allocated)	\$ 28,057			\$ 52,568	\$ 52,568	\$ 133,193		
68	Prop C COLA				\$ 4,212	\$ 4,212	\$ 8,424		
69	One-Time Carryforward		\$ (40,893)	\$ 40,893			\$ -		
70	Adjustment to Actuals		\$ (13,332)				\$ (13,332)		
76	TOTAL OTHER EXPENSES	\$ 487,185	\$ 889,869	\$ 1,073,262	\$ 957,602	\$ 957,602	\$ 4,365,521		
77									
78	Capital Expenses								
79	Elevator Repairs (One-time Carryforward of Unspent Funds from FSP 1000017622)		\$ 19,082				\$ 19,082		
80	Elevator & Leak repairs		\$ 14,620				\$ 14,620		
81	Capital Needs - Flooring				\$ 8,540		\$ 8,540		
82	Capital Needs - Fire Escapes				\$ 5,000		\$ 5,000		
83	Capital Needs - Electrical System				\$ 6,000		\$ 6,000		
84	Capital Needs - Shared Bathrooms				\$ 10,000		\$ 10,000		
86									
87	TOTAL CAPITAL EXPENSES	\$ -	\$ 33,702	\$ -	\$ 29,540	\$ -	\$ 29,540		

	A	B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Elm - Property Management	FY23-24			
		<u>Adjusted</u>	<u>Budgeted</u>		
3	Salaries & Benefits	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
	Sr. Director/Housing Dev & Asset Mgmt	0.02	\$ 2,629	Provides overall leadership, administration and supervision to ECS's 18 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$164,299 X 0.02 FTE
4					
5	Asset Manager-Master Leased Operations	0.17	\$ 19,736	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	\$118,393 X 0.17FTE
27	TOTAL	0.18	\$ 44,730		
28	Employee Fringe Benefits	0.30	\$ 6,709	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 51,439		
30					
			<u>Budgeted</u>		
31	Operating Expenses		<u>Expense</u>	<u>Justification</u>	<u>Calculation</u>
	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 199,169	Utilities (electricity, water, gas, telephone and scavenger service):	\$16,597 X 12 months
33					
34	Office Expenses/ Postage		\$ 7,443	PM office supplies are including on site supplies	\$620 X 12 months
	Building Maintenance Supplies and Repair		\$ 166,016	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc..	\$13,835 X 12 months
35					
36	Printing and Reproduction		\$ 1,000	Covers copier usage	\$83 X 12 months
38	Staff Training/Meeting Supplies		\$ 1,000	Covers staff training and meeting snack and supplies	\$83 X 12 months
41	Wire /Website Support Processing Fee/Admin Misc.		\$ 1,000	Covers bank wire and website support fee	\$83 X 12 months
42	Payroll Processing Fee		\$ 4,800	Covers monthly payroll fee	\$400 X 12 months
43	Management/Booking Fees		\$ 67,680	Property Management for 80 units @ \$ 63.00 PUPM, and bookkeeping fees \$ 9.50 PUPM	\$5,640 X 12 months
44	Legal Fees		\$ 20,547	Property Management legal expenses and credit report	\$1,712 X 12 months
45	Cable TV		\$ 1,200	Direct TV monthly fee	\$100 X 12 months
46	Rental Fee		\$ 500	Covers Tenant background check	\$42 X 12 months
62	<u>Subcontractors</u>				
	Office Salaries-Desk Clerks/Contract (first \$25k)		\$ 25,000	First \$25k of Caritas Management Corporation's suncontracted services that'seligible for Indirect Cost Rate	\$25,000
63					
72	TOTAL OPERATING EXPENSES		\$ 495,355		
73	Indirect Cost	12.0%	\$ 65,615		
74					
75					
76	Other Expenses (not subject to indirect cost %)		<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
77	Adjustment to Actuals				
78	Rental of Property		\$ 444,422	The lease is written for 86 units including at \$37,035 per month for 12 months	\$37,035 X 12 months
79	Office Salaries-Desk Clerks/Contract		\$ 205,225	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage	\$19,185 X 12 months
	Manager Salaries-Hotel Director/Manager		\$ 65,520	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$5,460 X 12 months
80					
81	Janitor Contract-Regular/Extra Services		\$ 52,840	Covers janitor contract	\$4,403 X 12 months
82	Repairs Payroll		\$ 54,080	Responsible for building cleaning up, place trash bins	\$4,507 X 12 months
83	Benefits		\$ 78,735	Responsible for repair and maintenance of the building	\$6,561 X 12 months
84	CODB (to be allocated)		\$ 52,568	4.75% Cost of doing business on GF and CNC funding for FY 24	4.75%
85	Prop C COLA		\$ 4,212	3% Cost of Living Adjustment (COLA) on Prop C funding for FY24	3.00%
91	TOTAL OTHER EXPENSES		\$ 957,602		
92					
93					
94	Capital Expenses		<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
97	Capital Needs - Flooring		\$ 8,540	Replacement of vinyl flooring for 6 units per year.	\$8,540
98	Capital Needs - Fire Escapes		\$ 5,000	Full evaluation of fire escape for safety, remove rust, make repairs, bolts, and welding	\$5,000
99	Capital Needs - Electrical System		\$ 6,000	Evaluation of electrical systems.	\$6,000
100	Capital Needs - Shared Bathrooms		\$ 10,000	Replacement of old hanging lavatory sinks in each shared bathroom, replacement of vinyl flooring, repair old galvanized plumbing and rotting of some piping.	\$10,000
102					
103	TOTAL CAPITAL EXPENSES		\$ 29,540		

	A	B	C	D	E	H	K	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	11/1/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Hillsdale - Property Management								
13		Current	New	15%						
14	Term Budget	\$ 3,403,485	\$ 5,517,593							
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17										
18	EXTENSION YEAR EXTENSION YEAR									
19		Year 1	Year 2	Year 3	Year 4	Year 5	All Years			
20		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025			
21	Expenditures	Actuals	Actuals	Actuals	New	New	New			
22	Salaries & Benefits	\$ -	\$ -	\$ 29,074	\$ 29,074	\$ 29,074	\$ 87,223			
23	Operating Expenses	\$ 172,964	\$ 356,790	\$ 494,072	\$ 375,004	\$ 375,004	\$ 1,773,835			
24	Subtotal	\$ 172,964	\$ 356,790	\$ 523,146	\$ 404,078	\$ 404,078	\$ 1,861,058			
25	Indirect Percentage	12.00%	12.00%	12.00%	12.00%	12.00%				
26	Indirect Cost (Line 24 X Line 25)	\$ 20,756	\$ 42,815	\$ 62,778	\$ 48,489	\$ 48,489	\$ 223,327			
27	Other Expenses (Not subject to indirect %)	\$ 484,879	\$ 839,839	\$ 1,037,389	\$ 982,967	\$ 982,967	\$ 4,328,041			
28	Capital Expenditure	\$ -	\$ 13,448	\$ -	\$ 56,750	\$ -	\$ 70,198			
30	Total Expenditures	\$ 678,599	\$ 1,252,893	\$ 1,623,314	\$ 1,492,285	\$ 1,435,535	\$ 6,482,625			
31										
32	HSH Revenues									
33	CNC Fund	\$ 421,996	\$ 888,820	\$ 901,065	\$ 914,446	\$ 914,446	\$ 4,040,773			
34	CNC Fund - CODB				\$ 43,436	\$ 43,436	\$ 86,872			
36	General Fund - Ongoing	\$ 75,480	\$ 46,486	\$ 113,335	\$ 99,954	\$ 99,954	\$ 435,209			
37	General Fund - CODB				\$ 4,748	\$ 4,748	\$ 9,496			
38	General Fund - One-Time			\$ -	\$ 56,750	\$ -	\$ 56,750			
39	Prop C		\$ 159,745	\$ 164,221	\$ 164,221	\$ 164,221	\$ 652,408			
40	Prop C - COLA			\$ -	\$ 4,927	\$ 4,927	\$ 9,854			
41	Prop C - One-Time Carryforward		\$ (44,659)	\$ 44,659	\$ -	\$ -	\$ -			
42	One-Time Transfer			\$ 226,231	\$ -	\$ -	\$ 226,231			
46	Total HSH Revenues	\$ 497,476	\$ 1,050,393	\$ 1,449,511	\$ 1,288,482	\$ 1,231,732	\$ 5,517,593			
47	Other Revenues									
48	Rental Income	\$ 181,123	\$ 202,500	\$ 173,803	\$ 203,803	\$ 203,803	\$ 965,032			
53	Total Other Revenues	\$ 181,123	\$ 202,500	\$ 173,803	\$ 203,803	\$ 203,803	\$ 965,032			
54										
55	Total HSH + Other Revenues	\$ 678,599	\$ 1,252,893	\$ 1,623,314	\$ 1,492,285	\$ 1,435,535	\$ 6,482,625			
58										
59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	Email	tluong@ecs-sf.org								

	A	B	Q	T	U	X	AA	AD	AE	AH	AK	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	SALARY & BENEFIT DETAIL													
3	Document Date	11/1/2023												
4	Provider Name	Episcopal Community Services												
5	Program	Housing First Hotels CNC												
6	FSP Contract ID#	1000019778												
7	Budget Name	Hillsdale - Property Management												
8														
9														
10														
11														
12	POSITION TITLE													
13	Sr. Director/Housing Dev & Asset Mgmt.													
14	Asset Manager-Master Leased Operations													
34														
35														
36														
37														
38														

	EXTENSION YEAR			EXTENSION YEAR			EXTENSION YEAR			All Years		
	Year 3		7/1/2022 - 6/30/2023	Year 4		7/1/2023 - 6/30/2024	Year 5		7/1/2024 - 6/30/2025	1/1/2021 - 2/29/2024	1/1/2021 - 6/30/2025	1/1/2021 - 6/30/2025
	Agency Totals	For HSH Funded Program	Current	Agency Totals	For HSH Funded Program	New	Agency Totals	For HSH Funded Program	New	Current	Amendment	New
	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 3,525	\$ 4,362	\$ 7,886
	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 26,462	\$ 32,747	\$ 59,209
	TOTAL SALARIES		\$ 22,365	TOTAL SALARIES		\$ 22,365	TOTAL SALARIES		\$ 22,365	\$ 29,986	\$ 37,109	\$ 67,095
	TOTAL FTE	0.18		TOTAL FTE	0.18		TOTAL FTE	0.18				
	FRINGE BENEFIT RATE		30.00%	FRINGE BENEFIT RATE		30.00%	FRINGE BENEFIT RATE		30.00%			
	EMPLOYEE FRINGE BENEFITS		\$ 6,709	EMPLOYEE FRINGE BENEFITS		\$ 6,709	EMPLOYEE FRINGE BENEFITS		\$ 6,709	\$ 9,803	\$ 10,325	\$ 20,128
	TOTAL SALARIES & BENEFITS		\$ 29,074	TOTAL SALARIES & BENEFITS		\$ 29,074	TOTAL SALARIES & BENEFITS		\$ 29,074	\$ 39,790	\$ 47,434	\$ 87,223

	A	B	C	F	I	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	11/1/2023						
4	Provider Name	Episcopal Community Services						
5	Program	Housing First Hotels CNC						
6	FSP Contract ID#	1000019778						
7	Budget Name	Hillsdale - Property Management						
8								
9								
10								
11								
12	Operating Expenses							
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 53,230	\$ 106,460	\$ 161,574	\$ 106,460	\$ 106,460	\$ 534,184	
15	Office Expenses/ Postage	\$ 6,610	\$ 16,064	\$ 9,064	\$ 6,564	\$ 6,564	\$ 44,866	
16	Building Maintenance Supplies and Repair	\$ 54,099	\$ 124,931	\$ 187,031	\$ 152,430	\$ 152,430	\$ 670,921	
17	Printing and Reproduction			\$ 500	\$ 1,000	\$ 1,000	\$ 2,500	
19	Staff Training/Meeting Supplies			\$ 500	\$ 1,000	\$ 1,000	\$ 2,500	
22	Cable TV			\$ 1,600	\$ 1,200	\$ 1,200	\$ 4,000	
23	Payroll Processing Fee			\$ 4,800	\$ 4,800	\$ 4,800	\$ 14,400	
24	Legal Fees	\$ 14,800	\$ 20,886	\$ 37,753	\$ 11,600	\$ 11,600	\$ 96,639	
25	Wire /Website Support Processing Fee/Admin Misc.			\$ 1,500	\$ 1,000	\$ 1,000	\$ 3,500	
26	Management/Booking Fees	\$ 31,725	\$ 63,450	\$ 63,450	\$ 63,450	\$ 63,450	\$ 285,525	
27	Renting Fee			\$ 1,300	\$ 500	\$ 500	\$ 2,300	
40	Subcontractors							
41	Office Salaries-Desk Clerks /Contract (First \$25k)	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 112,500	
51								
52	TOTAL OPERATING EXPENSES	\$ 172,964	\$ 356,790	\$ 494,072	375,004	\$ 375,004	\$ 1,773,835	
53								
54	Other Expenses (not subject to indirect cost %)							
56	Rental of Property	\$ 194,910	\$ 389,820	\$ 402,533	\$ 402,532	\$ 402,532	\$ 1,792,327	
57	Office Salaries-Desk Clerks /contract	\$ 117,190	\$ 169,238	\$ 239,612	\$ 203,972	\$ 203,972	\$ 933,984	
58	Manager Salaries-Hotel Director/manager	\$ 29,120	\$ 58,240	\$ 65,520	\$ 65,520	\$ 65,520	\$ 283,920	
59	Janitor payroll	\$ 18,367	\$ 55,500	\$ 47,840	\$ 47,840	\$ 47,840	\$ 217,387	
60	Janitor Contract-Regular/Extra Services	\$ 16,214	\$ 35,000	\$ 50,500	\$ 23,500	\$23,500	\$ 148,714	
61	Repairs Payroll	\$ 23,920	\$ 51,300	\$ 54,080	\$ 54,080	\$ 54,080	\$ 237,460	
62	Benefits	\$ 59,679	\$ 125,400	\$ 132,645	\$ 132,412	\$ 132,412	\$ 582,548	
63	CODB (to be allocated)	\$ 25,480		\$ -	\$ 48,184	\$ 48,184	\$ 121,848	
64	Prop C COLA				\$ 4,927	\$ 4,927	\$ 9,854	
65	One-Time Carryforward		\$ (44,659)	\$ 44,659	\$ -	\$ -	\$ -	
66	Adjustment to Actuals				\$ -	\$ -	\$ -	
67								
68	TOTAL OTHER EXPENSES	\$ 484,879	\$ 839,839	\$ 1,037,389	\$ 982,967	\$ 982,967	\$ 4,328,041	
69								
70	Capital Expenses							
71	Elevator Repair		\$ 13,448				\$ 13,448	
72	Capital Needs - Fire Escapes				\$ 5,000		\$ 5,000	
73	Capital Needs - Painting				\$ 18,000		\$ 18,000	
74	Capital Needs - Vanity Sinks				\$ 33,750		\$ 33,750	
77							\$ -	
78								
79	TOTAL CAPITAL EXPENSES	\$ -	\$ 13,448	\$ -	\$ 56,750	\$ -	\$ 70,198	

	A	B	C	D	E
1	BUDGET NARRATIVE				
	Fiscal Year				
2	Hillsdale - Property Management	FY23-24			
		Adjusted Budgeted	Budgeted		
3	Salaries & Benefits	FTE	Salary	Justification	Calculation
4	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$ 2,629	Develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$164,299 x 0.02 FTE
5	Asset Manager-Master Leased Operations	0.17	\$ 19,736		\$118,399 x 0.17 FTE
28	TOTAL	0.18	\$ 22,365		
29	Employee Fringe Benefits	0.30	\$ 6,709	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
30	TOTAL SALARIES & BENEFITS		\$ 29,074		
31					
			Budgeted		
32	Operating Expenses		Expense	Justification	Calculation
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 106,460	Utilities (electricity, water, gas, telephone and scavenger service):	\$8,872 x 12 months
35	Office Expenses/ Postage		\$ 6,564	PM office supplies are including on site supplies	\$547 x 12 months
36	Building Maintenance Supplies and Repair		\$ 152,430	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc..	\$12,703 x 12 months
37	Printing and Reproduction		\$ 1,000	Covers copier usage	\$83 x 12 months
39	Staff Training/Meeting Supplies		\$ 1,000	Covers staff training and meeting snack and supplies	\$83 x 12 months
42	Cable TV		\$ 1,200	Direct TV monthly fee	\$100 x 12 months
43	Payroll Processing Fee		\$ 4,800	Covers monthly payroll fee	\$400 x 12 months
44	Legal Fees		\$ 11,600	Covers legal fees	\$967 x 12 months
45	Wire /Website Support Processing Fee/Admin Misc.		\$ 1,000	Covers bank wire and website support fee	\$83 x 12 months
46	Management/Booking Fees		\$ 63,450	Covers management for 75 units @ \$63/units, booking fees @\$9.50/units	\$5,288 x 12 months
47	Renting Fee		\$ 500	Covers Tenant background check	\$42 x 12 months
61	Office Salaries-Desk Clerks /Contract (First \$25k)		\$ 25,000	First \$25k of Caritas Management Corporation's suncontracted services that'seligible for Indirect Cost Rate	\$25,000
68	TOTAL OPERATING EXPENSES		\$ 375,004		
69	Indirect Cost	12.0%	\$ 48,489		
70					
71					
72	Other Expenses (not subject to indirect cost %)		Amount	Justification	Calculation
73					
74	Rental of Property		\$ 402,532	The lease is written for 84 units	\$33,544 x 12 months
75	Office Salaries-Desk Clerks /contract		\$ 203,972	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage	\$19,081 x 12 months
76	Manager Salaries-Hotel Director/manager		\$ 65,520	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$5,460 x 12 months
77	Janitor payroll		\$ 47,840	Responsible for building cleaning up, includes holidays/overtime coverage	\$3,987 x 12 months
78	Janitor Contract-Regular/Extra Services		\$ 23,500	Responsible for building cleaning up, place trash bins	\$1,958 x 12 months
79	Repairs Payroll		\$ 54,080	Responsible for repair and maintenance of the building	\$4,507 x 12 months
80	Benefits		\$ 132,412	% based from personnel from above	\$11,034 x 12 months
81	CODB (to be allocated)		\$ 48,184	4.75% Cost of doing business on GF and CNC funding for FY 24	4.75%
82	Prop C COLA		\$ 4,927	3% Cost of Living Adjustment (COLA) on Prop C funding for FY24	3.00%
83	One-Time Carryforward		\$ -		
84	Adjustment to Actuals		\$ -		
85					
86	TOTAL OTHER EXPENSES		\$ 982,967		
87					
88					
89	Capital Expenses		Amount	Justification	Calculation
91	Capital Needs - Fire Escapes		\$ 5,000	Fire escape full safety inspection, rust removing, and repairs replacing nuts, bolts, and welding.	\$5,000
92	Capital Needs - Painting		\$ 18,000	Repaint all units within building	\$18,000
93	Capital Needs - Vanity Sinks		\$ 33,750	Replace vanity cabinets, sinks, ptrap, faucet, flange for unit sinks.	\$33,750
98	TOTAL CAPITAL EXPENSES		\$ 56,750		

	A	B	C	D	E	H	K	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	11/1/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Mentone - Property Management								
13		Current	New							
14	Term Budget	\$ 3,504,791	\$ 5,735,215	15%						
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17										
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59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	Email	tluong@ecs-sf.org								

	A	B	Q	T	U	X	AA	AD	AE	AH	AK	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	SALARY & BENEFIT DETAIL													
3	Document Date	11/1/2023												
4	Provider Name	Episcopal Community Services												
5	Program	Housing First Hotels CNC												
6	FSP Contract ID#	1000019778												
7	Budget Name	Mentone - Property Management												
8														
9														
10														
11														
12	POSITION TITLE													
13	Sr. Director/Housing Dev & Asset Mgmt.	\$ 162,791	0.02	\$ 2,605	\$164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 3,492	\$ 4,370	\$ 7,862	
14	Asset Manager-Master Leased Operations	\$ 118,393	0.17	\$ 19,736	\$118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 26,595	\$ 32,614	\$ 59,208	
15														
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	A	B	C	F	I	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	11/1/2023						
4	Provider Name	Episcopal Community Services						
5	Program	Housing First Hotels CNC						
6	F&P Contract ID#	1000019778						
7	Budget Name	Mentone - Property Management						
8						EXTENSION YEAR	EXTENSION YEAR	
9			Year 1	Year 2	Year 3	Year 4	Year 5	All Years
10			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
11			Actuals	Actuals	Actuals	New	New	New
12	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 95,230	\$ 189,870	\$ 239,538	\$ 192,585	\$ 192,585	\$ 909,808
15	Office Expenses/ Postage		\$ 6,720	\$ 14,308	\$ 11,008	\$ 4,808	\$ 4,808	\$ 41,652
16	Building Maintenance Supplies and Repair		\$ 42,037	\$ 77,440	\$ 238,097	\$ 152,440	\$ 152,440	\$ 662,454
17	Printing and Reproduction				\$ 500	\$ 1,000	\$ 1,000	\$ 2,500
19	Staff Training/Meeting Supplies				\$ 400	\$ 1,000	\$ 1,000	\$ 2,400
22	Management/Booking Fees		\$ 28,764	\$ 57,528	\$ 57,528	\$ 57,529	\$ 57,529	\$ 258,878
23	Legal Fee		\$ 14,800	\$ 22,229	\$ 19,106	\$ 13,300	\$ 13,300	\$ 82,735
24	Cable TV				\$ 1,800	\$ 1,200	\$ 1,200	\$ 4,200
25	Wire /Website support processing fee/adm misc.				\$ 1,500	\$ 1,000	\$ 1,000	\$ 3,500
26	Payroll Processing Fee				\$ 4,800	\$ 4,800	\$ 4,800	\$ 14,400
27	Renting Fee				\$ 700	\$ 500	\$ 500	\$ 1,700
37	Subcontractors							
38	Office Salaries-Desk Clerks/contract (first \$25k)		\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 112,500
39								\$ -
43	TOTAL OPERATING EXPENSES		\$ 200,051	\$ 386,374	\$ 599,977	\$ 455,162	\$ 455,162	\$ 2,096,726
44								
45	Other Expenses (not subject to indirect cost %)							
47	Rental of Property		\$ 192,529	\$ 391,010	\$ 398,830	\$ 398,830	\$ 398,830	\$ 1,780,029
48	Office Salaries-Desk Clerks/contract		\$ 81,223	\$ 222,445	\$ 257,900	\$ 173,514	\$ 173,514	\$ 908,596
49	Manager Salaries-Hotel Director/manager		\$ 29,120	\$ 68,240	\$ 38,252	\$ 61,152	\$ 61,152	\$ 257,916
50	Janitor Contract-Regular/Extra Services		\$ 43,714	\$ 80,000	\$ 83,940	\$ 57,840	\$ 57,840	\$ 323,334
51	Repairs Payroll		\$ 23,920	\$ 47,840	\$ 42,000	\$ 52,000	\$ 52,000	\$ 217,760
52	Benefits		\$ 41,547	\$ 91,734	\$ 78,294	\$ 94,294	\$ 94,294	\$ 400,163
53	One-Time Carryforward			\$ (67,418)	\$ 67,418			\$ -
54	CODB (to be allocated)		\$ 28,007			\$ 52,096	\$ 52,096	\$ 132,199
55	Prop C COLA					\$ 4,724	\$ 4,724	\$ 9,448
56	TOTAL OTHER EXPENSES		\$ 440,060	\$ 833,851	\$ 966,634	\$ 894,450	\$ 894,450	\$ 4,029,445
57								
58	Capital Expenses							
59	Leak Repairs			\$ 14,370				\$ 14,370
60	Capital Needs - Microwaves					\$ 1,020		\$ 1,020
61	Capital Needs - Plumbing Evaluation					\$ 5,000		\$ 5,000
62	Capital Needs - Pest Management					\$ 7,500		\$ 7,500
63	Capital Needs - Bathroom Exhaust Fans					\$ 27,200		\$ 27,200
65								
66	TOTAL CAPITAL EXPENSES		\$ -	\$ 14,370	\$ -	\$ 40,720	\$ -	\$ 55,090

	A	B	C	D	E
1	BUDGET NARRATIVE		Fiscal Year		
2	Mentone - Property Management	FY23-24			
3	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
4	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$ 2,629	Develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$162,791 x 0.02 FTE
5	Asset Manager-Master Leased Operations	0.17	\$ 19,736	Provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$118,393 x 0.17 FTE
27	TOTAL	0.18	\$ 22,365		
28	Employee Fringe Benefits	0.30	\$ 6,709	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 29,074		
30					
31	Operating Expenses	Budgeted Expense	Justification	Calculation	
33	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 192,585	Utilities (electricity, water, gas, telephone and scavenger service):	\$16,049 x 12 months	
34	Office Expenses/ Postage	\$ 4,808	PM office supplies are including on site supplies	\$401 x 12 months	
35	Building Maintenance Supplies and Repair	\$ 152,440	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc..	\$12,703 x 12 months	
36	Printing and Reproduction	\$ 1,000	Covers copier usage	\$83 x 12 months	
38	Staff Training/Meeting Supplies	\$ 1,000	Covers staff training and meeting snack and supplies	\$83 x 12 months	
41	Management/Booking Fees	\$ 57,529	Property management for 68 units @ \$63.00 PUPM, and bookkeeping fees \$ 9.50 PUPM	\$4,794 x 12 months	
42	Legal Fee	\$ 13,300	Property Management legal expenses and credit report	\$1,108 x 12 months	
43	Cable TV	\$ 1,200	Direct TV monthly fee	\$100 x 12 months	
44	Wire /Website support processing fee/adm misc.	\$ 1,000	Covers bank wire and website support fee	\$83 x 12 months	
45	Payroll Processing Fee	\$ 4,800	Covers monthly payroll fee	\$400 x 12 months	
46	Renting Fee	\$ 500	Covers Tenant background check	\$42 x 12 months	
56	Subcontractors				
57	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 25,000	First \$25k of Caritas Management Corporation's suncontracted services that'seligible for Indirect Cost Rate	\$25,000	
62	TOTAL OPERATING EXPENSES		\$ 455,162		
63	Indirect Cost	12.0%	\$ 58,108		
64					
65					
66	Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation	
68	Rental of Property	\$ 398,830	The lease is written for 71 units @32,088 per month for 12 months	\$33,236 x 12 months	
69	Office Salaries-Desk Clerks/contract	\$ 173,514	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage	\$16,543 x 12 months	
70	Manager Salaries-Hotel Director/manager	\$ 61,152	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$5,096 x 12 months	
71	Janitor Contract-Regular/Extra Services	\$ 57,840	Regular Services, place trash bins	\$4,820 x 12 months	
72	Repairs Payroll	\$ 52,000	Responsible for repair and maintenance of the building	\$4,333 x 12 months	
73	Benefits	\$ 94,294	% based on personnel payroll above	\$7,858 x 12 months	
75	CODB (to be allocated)	\$ 52,096	4.75% Cost of doing business on GF and CNC funding for FY 24	4.75%	
76	Prop C COLA	\$ 4,724	3% Cost of Living Adjustment (COLA) on Prop C funding for FY24	3.00%	
77	TOTAL OTHER EXPENSES		\$ 894,450		
78					
79					
80	Capital Expenses	Amount	Justification	Calculation	
82	Capital Needs - Microwaves	\$ 1,020	To purchase microaves for community usage for all tenants within the building.	\$1,020	
83	Capital Needs - Plumbing Evaluation	\$ 5,000	Inspection and analysis by a plumbing engineer.	\$5,000	
84	Capital Needs - Pest Management	\$ 7,500	Engage in pest control management company to develop a plan for ongoing service for huge outbreaks (mice, roaches, bed bugs etc.)	\$7,500	
85	Capital Needs - Bathroom Exhaust Fans	\$ 27,200	Replacement of bathroom exhaust fans total of 68 units @ \$400 each. Supporting better ventilation inside units when utilizing bathroom.	\$400 x 68 units	
88					
89	TOTAL CAPITAL EXPENSES		\$ 40,720		

	A	B	C	D	E	H	K	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	11/1/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Alder - Support Services								
13		Current	New							
14	Term Budget	\$ 1,340,843	\$ 2,438,325	15%						
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17										
18										
19										
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58										
59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	Email	tluong@ecs-sf.org								

	Year 1	Year 2	Year 3	Year 4	Year 5	All Years
	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
	Actuals	Actuals	Actuals	New	New	New
22	\$ 157,907	\$ 372,980	\$ 344,709	\$ 512,262	\$ 512,262	\$ 1,900,120
23	\$ 18,559	\$ 41,402	\$ 56,714	\$ 48,806	\$ 48,806	\$ 214,287
24	\$ 176,466	\$ 414,382	\$ 401,423	\$ 561,068	\$ 561,068	\$ 2,114,407
25	12.00%	12.00%	12.00%	12.00%	12.00%	
26	\$ 21,176	\$ 49,732	\$ 48,171	\$ 67,328	\$ 67,328	\$ 253,735
27	\$ 36,523	\$ (26,039)	\$ -	\$ 29,849	\$ 29,849	\$ 70,182
30	\$ 234,165	\$ 438,076	\$ 449,594	\$ 658,245	\$ 658,245	\$ 2,438,325
32	HSH Revenues					
33	\$ 197,642	\$ 449,606	\$ 304,202	\$ 628,396	\$ 628,396	\$ 2,208,242
34				\$ 29,849	\$ 29,849	\$ 59,698
35			\$ 193,911	\$ -	\$ -	\$ 193,911
36	\$ 14,086	\$ 14,508	\$ 130,283	\$ -	\$ -	\$ 158,877
39	\$ 22,440			\$ -	\$ -	\$ 22,440
42			\$ (178,802)	\$ -	\$ -	\$ (178,802)
44	\$ (3)	\$ (26,038)	\$ -	\$ -	\$ -	\$ (26,041)
46	\$ 234,165	\$ 438,076	\$ 449,594	\$ 658,245	\$ 658,245	\$ 2,438,325
55	\$ 234,165	\$ 438,076	\$ 449,594	\$ 658,245	\$ 658,245	\$ 2,438,325

	A	B	C	F	G	J	M	N	Q	T	U
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date	11/1/2023									
4	Provider Name	Episcopal Community Services									
5	Program	Housing First Hotels CNC									
6	FSP Contract ID#	1000019778									
7	Budget Name	Alder - Support Services									
8											
9											
10											
11											
12	POSITION TITLE										
13	Support Services Manager - H10	\$ 78,361	0.91	\$ 25,654	\$ 80,617	0.91	\$ 73,361	\$ 94,740	0.87	\$ 82,740	
14	Case Manager III - H40	\$ 52,311	0.91	\$ 23,802	\$ 54,164	0.91	\$ 49,289	\$ 60,175	0.22	\$ 13,175	
15	Case Manager III - H91	\$ 51,123	0.90	\$ 12,972	\$ 51,629	0.91	\$ 36,982	\$ 52,369	0.69	\$ 36,369	
16	Case Manager III Bilingual - H112	\$ 59,081	0.90	\$ 31,531	\$ 61,156	0.91	\$ 55,652	\$ 71,691	0.93	\$ 66,691	
17	Database Specialist & Compliance Monitor - H51	\$ 63,016	0.06	\$ 2,025	\$ 63,016	0.06	\$ 4,049	\$ 75,014	0.05	\$ 3,751	
18	Database Specialist & Compliance Monitor - H107	\$ 50,425	0.06	\$ 1,620	\$ 62,264	0.06	\$ 4,001	\$ 71,259	0.05	\$ 3,563	
19	Clinical Services Mgr - H6	\$ 78,900	0.03	\$ 1,268	\$ 78,900	0.03	\$ 2,535	\$ 93,394	0.03	\$ 2,335	
20	Director of Impact & Analytics - A83	\$ 116,640	0.02	\$ 1,207	\$ 127,433	0.02	\$ 2,638	\$ 147,958	0.02	\$ 2,249	
21	Director of Healthy Aging - SN34	\$ 120,235	0.01	\$ 812	\$ 120,235	0.01	\$ 1,623	\$ 152,077	0.01	\$ 1,901	
22	Case Manager I - H201		0.00			0.00		\$ 58,464	0.20	\$ 11,985	
23	Housing Services Sr. Director - H5	\$ 135,792	0.06	\$ 4,403	\$ 145,975	0.07	\$ 10,423	\$ 171,627	0.05	\$ 8,581	
24	Direct Support for Housing Services Director - HA2	\$ 94,383	0.13	\$ 6,069	\$ 94,383	0.17	\$ 15,734	\$ 118,120	0.17	\$ 19,691	
25	Compliance Specialist - H106	\$ 64,999	0.06	\$ 2,088	\$ 64,999	0.06	\$ 4,177	\$ 78,883	0.11	\$ 8,362	
26	Housing Services Director		0.00			0.00		\$ 140,602	0.03	\$ 3,937	
27	Asset Manager-Master Leased Operations	\$ 84,296	0.15	\$ 6,335	\$ 105,076	0.17	\$ 17,516	\$ -	0.00	\$ -	
28	Sr. Director/Housing Dev & Asset Mgmt.	\$ 144,196	0.01	\$ 1,038	\$ 140,538	0.02	\$ 2,249	\$ -	0.00	\$ -	
34		TOTAL SALARIES		\$ 120,825	TOTAL SALARIES		\$ 280,230	TOTAL SALARIES		\$ 265,330	
35		TOTAL FTE		4.24	TOTAL FTE		4.32	TOTAL FTE		3.43	
36		FRINGE BENEFIT RATE		30.69%	FRINGE BENEFIT RATE		33.10%	FRINGE BENEFIT RATE		29.92%	
37		EMPLOYEE FRINGE BENEFITS		\$ 37,082	EMPLOYEE FRINGE BENEFITS		\$ 92,751	EMPLOYEE FRINGE BENEFITS		\$ 79,379	
38		TOTAL SALARIES & BENEFITS		\$ 157,907	TOTAL SALARIES & BENEFITS		\$ 372,980	TOTAL SALARIES & BENEFITS		\$ 344,709	

	A	B	X	AA	AD	AE	AH	AK	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date	11/1/2023									
4	Provider Name	Episcopal Community Services									
5	Program	Housing First Hotels CNC									
6	FSP Contract ID#	1000019778									
7	Budget Name	Alder - Support Services									
8											
9											
10											
11											
12	POSITION TITLE										
13	Support Services Manager - H10	\$ 94,490	1.00	\$ 94,490	\$ 94,490	1.00	\$ 94,490	\$ 214,040	\$ 156,696	\$ 370,736	
14	Case Manager III - H40	\$ 64,206	1.00	\$ 64,206	\$ 64,206	1.00	\$ 64,206	\$ 106,772	\$ 107,906	\$ 214,678	
15	Case Manager III - H91	\$ 59,926	1.00	\$ 59,926	\$ 59,926	1.00	\$ 59,926	\$ 104,169	\$ 102,006	\$ 206,176	
16	Case Manager III Bilingual - H112	\$ 69,621	1.00	\$ 69,621	\$ 69,621	1.00	\$ 69,621	\$ 178,305	\$ 114,812	\$ 293,117	
17	Database Specialist & Compliance Monitor - H51	\$ 74,779	0.05	\$ 3,739	\$ 74,779	0.05	\$ 3,739	\$ 11,103	\$ 6,200	\$ 17,303	
18	Database Specialist & Compliance Monitor - H107	\$ 71,847	0.05	\$ 3,592	\$ 71,847	0.05	\$ 3,592	\$ 10,398	\$ 5,971	\$ 16,369	
19	Clinical Services Mgr - H6	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 6,933	\$ (796)	\$ 6,137	
20	Director of Impact & Analytics - A83	\$ 150,884	0.02	\$ 2,293	\$ 150,884	0.02	\$ 2,293	\$ 6,860	\$ 3,821	\$ 10,681	
21	Director of Healthy Aging - SN34	\$ 151,580	0.01	\$ 1,895	\$ 151,580	0.01	\$ 1,895	\$ 4,984	\$ 3,142	\$ 8,125	
22	Case Manager I - H201	\$ 59,926	0.75	\$ 44,945	\$ 59,926	0.75	\$ 44,945	\$ 26,927	\$ 74,947	\$ 101,874	
23	Housing Services Sr. Director - H5	\$ 171,082	0.05	\$ 8,554	\$ 171,082	0.05	\$ 8,554	\$ 26,332	\$ 14,184	\$ 40,516	
24	Direct Support for Housing Services Director - HA2	\$ 117,738	0.17	\$ 19,627	\$ 117,738	0.17	\$ 19,627	\$ 48,203	\$ 32,544	\$ 80,747	
25	Compliance Specialist - H106	\$ 78,631	0.11	\$ 8,335	\$ 78,631	0.11	\$ 8,335	\$ 17,476	\$ 13,820	\$ 31,297	
26	Housing Services Director	\$ 140,602	0.03	\$ 3,937	\$ 140,602	0.03	\$ 3,937	\$ 5,278	\$ 6,532	\$ 11,811	
27	Asset Manager-Master Leased Operations	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851	
28	Sr. Director/Housing Dev & Asset Mgmt.	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 3,287	\$ -	\$ 3,287	
34		TOTAL SALARIES		\$ 385,160	TOTAL SALARIES		\$ 385,160	\$ 794,919	\$ 641,785	\$ 1,436,704	
35		TOTAL FTE	5.23		TOTAL FTE	5.23					
36		FRINGE BENEFIT RATE		33.00%	FRINGE BENEFIT RATE		33.00%				
37		EMPLOYEE FRINGE BENEFITS		\$ 127,103	EMPLOYEE FRINGE BENEFITS		\$ 127,103	\$ 259,306	\$ 204,111	\$ 463,417	
38		TOTAL SALARIES & BENEFITS		\$ 512,262	TOTAL SALARIES & BENEFITS		\$ 512,262	\$ 1,054,225	\$ 845,896	\$ 1,900,120	

	A	B	C	F	I	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	11/1/2023						
4	Provider Name	Episcopal Community Services						
5	Program	Housing First Hotels CNC						
6	F&P Contract ID#	1000019778						
7	Budget Name	Alder - Support Services						
8								
9								
10								
11								
12	Operating Expenses							
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 2,760	\$ 8,844	\$ 10,262	\$ 11,762	\$ 11,762	\$ 45,390	
15	Office Supplies/Furniture/Equipment	\$ 1,450	\$ 2,900	\$ 3,234	\$ 3,234	\$ 3,234	\$ 14,052	
17	Printing and Reproduction	\$ 1,530	\$ 4,020	\$ 6,520	\$ 7,173	\$ 7,173	\$ 26,416	
18	Insurance	\$ 4,297	\$ 8,593	\$ 12,793	\$ 12,392	\$ 12,392	\$ 50,467	
19	Staff Training	\$ 1,172	\$ 2,343	\$ 2,843	\$ 2,343	\$ 2,343	\$ 11,044	
22	Recruitment Fee			\$ 9,360	\$ -	\$ -	\$ 9,360	
24	Licenses and Fees	\$ 290	\$ 580	\$ 580	\$ 580	\$ 580	\$ 2,610	
25	Food and Food supplies	\$ 3,535	\$ 7,070	\$ 7,070	\$ 7,270	\$ 7,270	\$ 32,215	
26	Program Supplies	\$ 3,526	\$ 7,052	\$ 4,052	\$ 4,052	\$ 4,052	\$ 22,734	
50	TOTAL OPERATING EXPENSES	\$ 18,559	\$ 41,402	\$ 56,714	\$ 48,806	\$ 48,806	\$ 214,287	
51								
52	Other Expenses (not subject to indirect cost %)							
53	COOB (to be allocated)	\$ 14,086			\$ 29,849	\$ 29,849	\$ 73,784	
54	One-Time Prop C Bonus Pay	\$ 22,440			\$ -	\$ -	\$ 22,440	
55	Adjustment to Actuals	\$ (3)	\$ (26,039)	\$ -	\$ -	\$ -	\$ (26,042)	
65								
66	TOTAL OTHER EXPENSES	\$ 36,523	\$ (26,039)	\$ -	\$ 29,849	\$ 29,849	\$ 70,182	
76								

	A	B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Alder - Support Services	FY23-24			
		<u>Adjusted</u>			
		<u>Budgeted</u>	<u>Budgeted</u>		
3	Salaries & Benefits	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
	Support Services Manager - H10	1.00	\$ 94,490	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$94,490 x 1 FTE
4	Case Manager III - H40	1.00	\$ 64,206	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,206 x 1 FTE
5	Case Manager III - H91	1.00	\$ 59,926	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$59,926 x 1 FTE
6	Case Manager III Bilingual - H112	1.00	\$ 69,621	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$69,621 x 1 FTE
7					
8	Database Specialist & Compliance Monitor - H51	0.05	\$ 3,739	Evaluates HSH contract compliance; conducts resident chart reviews;	\$74,779 x 0.05 FTE
9	Database Specialist & Compliance Monitor - H107	0.05	\$ 3,592	Provides staff training on department protocols and procedures;	\$71,847 x 0.05 FTE
	Director of Impact & Analytics - A83	0.02	\$ 2,293	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.	\$150,884 x 0.02 FTE
11					
	Director of Healthy Aging - SN34	0.01	\$ 1,895	Overall program direction and operations of CKSC as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence	\$151,580 x 0.01 FTE
12					
	Case Manager I - H201	0.75	\$ 44,945	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$59,926 x 0.75 FTE
13					
	Housing Services Sr. Director - H5	0.05	\$ 8,554	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages	\$171,082 x 0.05 FTE
14					
	Direct Support for Housing Services Director - HA2	0.17	\$ 19,627	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	\$117,738 x 0.17 FTE
15					
	Compliance Specialist - H106	0.11	\$ 8,335	Provides staff training on department protocols and procedures;	\$78,631 x 0.11 FTE
16					
	Housing Services Director	0.03	\$ 3,937	To assist Sr. Director of Hsg Svcs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$140,602 x 0.03 FTE
17					
28	TOTAL	5.23	\$ 385,160		
29	Employee Fringe Benefits	33.00%	\$ 127,103	Includes FICA, SSUI, Workers Compensation and Medical calculated at 33% of total salaries.	
30	TOTAL SALARIES & BENEFITS		\$ 512,262		

	A	B	C	D	E
1	BUDGET NARRATIVE		Fiscal Year		
2	Alder - Support Services		FY23-24		
31					
32	<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>	
33	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 11,762	Telecommunication, including Sonic and TPX	\$980 x 12 months	
34	Office Supplies/Furniture/Equipment	\$ 3,234	Support Service office supplies for program staff including materials used with participants and computers	\$270 x 12 months	
36	Printing and Reproduction	\$ 7,173	Leased copier	\$598 x 12 months	
37	Insurance	\$ 12,392	Liability and umbrella agency insurance prorated	\$1,033 x 12 months	
38	Staff Training	\$ 2,343	Training including meeting supplies and conference	\$195 x 12 months	
43	Licenses and Fees	\$ 580	Support Services license fees	\$48 x 12 months	
44	Food and Food supplies	\$ 7,270	Using the SF Food Bank, the food items will supplement residents' own arrangements	\$606 x 12 months	
45	Program Supplies	\$ 4,052	Includes bus passes, program materials, and snacks for resident activities.	\$338 x 12 months	
69	TOTAL OPERATING EXPENSES	\$ 48,806			
70	Indirect Cost	12.0%	\$ 67,328		
71					
72					
73	<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>	
74	CODB (to be allocated)	\$ 29,849	4.75% Cost of doing business for FY 24	4.75%	
86					
87	TOTAL OTHER EXPENSES	\$ 29,849			

	A	B	C	D	E	H	K	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	11/1/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	F\$P Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Crosby - Support Services								
13		Current	New							
14	Term Budget	\$ 1,675,692	\$ 3,036,197	15%						
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17	EXTENSION YEAR EXTENSION YEAR									
18		Year 1	Year 2	Year 3	Year 4	Year 5	All Years			
19		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025			
20		Actuals	Actuals	Actuals	New	New	New			
21	Expenditures									
22	Salaries & Benefits	\$ 218,676	\$ 442,085	\$ 434,306	\$ 633,220	\$ 633,220	\$ 2,361,507			
23	Operating Expenses	\$ 19,906	\$ 44,838	\$ 52,589	\$ 62,402	\$ 62,402	\$ 242,137			
24	Subtotal	\$ 238,581	\$ 486,923	\$ 486,895	\$ 695,622	\$ 695,622	\$ 2,603,644			
25	Indirect Percentage	12.00%	12.00%	12.00%	12.00%	12.00%				
26	Indirect Cost (Line 24 X Line 25)	\$ 28,630	\$ 58,428	\$ 58,427	\$ 83,475	\$ 83,475	\$ 312,434			
27	Other Expenses (Not subject to indirect %)	\$ 46,105	\$ -	\$ -	\$ 37,007	\$ 37,007	\$ 120,119			
30	Total Expenditures	\$ 313,317	\$ 545,350	\$ 545,322	\$ 816,104	\$ 816,104	\$ 3,036,197			
31										
32	HSH Revenues									
33	CNC Fund	\$ 267,212	\$ 526,845	\$ 452,881	\$ 779,097	\$ 779,097	\$ 2,805,132			
34	CNC Fund - CODB				\$ 37,007	\$ 37,007	\$ 74,014			
35	General Fund - Ongoing - HSH Fund Supplement			\$ 182,470	\$ -	\$ -	\$ 182,470			
36	General Fund - Ongoing	\$ 17,966	\$ 18,505	\$ 143,746	\$ -	\$ -	\$ 180,217			
39	Prop C	\$ 28,139			\$ -	\$ -	\$ 28,139			
42	One-Time Transfer			\$ (233,775)	\$ -	\$ -	\$ (233,775)			
46	Total HSH Revenues	\$ 313,317	\$ 545,350	\$ 545,322	\$ 816,104	\$ 816,104	\$ 3,036,197			
47	Other Revenues									
53	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
54										
55	Total HSH + Other Revenues	\$ 313,317	\$ 545,350	\$ 545,322	\$ 816,104	\$ 816,104	\$ 3,036,197			
58										
59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	Email	luong@ecs-sf.org								

	A	B	C	F	G	J	M	N	Q	T	U		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	SALARY & BENEFIT DETAIL												
3	Document Date	11/1/2023											
4	Provider Name	Episcopal Community Services											
5	Program	Housing First Hotels CNC											
6	F\$P Contract ID#	1000019778											
7	Budget Name	Crosby - Support Services											
8													
9													
10													
11													
12													
13	POSITION TITLE	Year 1			Year 2			Year 3					
		Agency Totals	For HSH Funded Program	1/1/2021 - 6/30/2021	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023			
				Current			Current			Current			
		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary			
14	Support Services Manager (SS) - H70	\$ 78,797	0.91	\$ 35,853	\$ 83,347	0.91	\$ 75,846	\$ 94,792	0.74	\$ 69,792			
15	Case Manager III (SS) - H95	\$ 71,092	0.90	\$ 38,191	\$ 73,599	0.91	\$ 66,975	\$ 84,050	0.98	\$ 82,050			
16	Case Manager III (SS) - H42	\$ 54,709	0.90	\$ 10,599	\$ 54,709	0.91	\$ 49,785	\$ 58,969	0.78	\$ 45,969			
17	Case Manager III (SS) - H63	\$ 56,131	0.91	\$ 20,540	\$ 56,131	0.91	\$ 51,079	\$ 56,131	0.79	\$ 44,131			
18	Case Manager III (SS) - OPEN H43	\$ 69,140	0.90	\$ 36,713	\$ 69,140	0.91	\$ 32,917	\$ 69,140	0.28	\$ 19,140			
19	Database Specialist & Compliance Monitor - H51	\$ 63,016	0.06	\$ 2,025	\$ 63,016	0.06	\$ 4,049	\$ 75,014	0.06	\$ 4,820			
20	Database Specialist & Compliance Monitor - H107	\$ 50,425	0.06	\$ 1,620	\$ 50,425	0.06	\$ 3,240	\$ 71,259	0.06	\$ 4,579			
21	Clinical Services Manager - H6	\$ 78,900	0.03	\$ 1,268	\$ 78,900	0.03	\$ 2,535	\$ 85,682	0.03	\$ 2,753			
22	Director of Impact & Analytics - A83	\$ 116,640	0.02	\$ 1,207	\$ 127,433	0.02	\$ 2,638	\$ 147,958	0.02	\$ 3,063			
23	Director of Healthy Aging - SN34	\$ 120,235	0.01	\$ 812	\$ 120,235	0.01	\$ 1,623	\$ 152,077	0.01	\$ 2,053			
24	Case Manager		0.00			0.00		\$ 58,464	0.26	\$ 15,078			
25	Housing Services Sr. Director - H5	\$ 135,792	0.06	\$ 4,403	\$ 145,975	0.07	\$ 10,423	\$ 171,627	0.07	\$ 12,254			
26	Direct Support for Housing Srvc Director - H117	\$ 94,332	0.13	\$ 6,066	\$ 94,383	0.17	\$ 15,734	\$ 118,120	0.17	\$ 19,691			
27	Compliance Specialist - H106	\$ 64,999	0.06	\$ 2,088	\$ 64,999	0.06	\$ 4,177	\$ 78,883	0.11	\$ 8,362			
28	Housing Services Director		0.00			0.00		\$ 140,602	0.03	\$ 3,937			
29	Project Manager	\$ 84,296	0.15	\$ 6,335	\$ 105,076	0.17	\$ 17,516	\$ 118,393	0.00	\$ -			
30	Sr. Director/Housing Dev & Asset Mgmt.	\$ 144,196	0.01	\$ 1,038	\$ 140,538	0.02	\$ 2,249	\$ 164,299	0.00	\$ -			
35		TOTAL SALARIES			\$ 168,757	TOTAL SALARIES			\$ 340,786	TOTAL SALARIES			\$ 337,672
36		TOTAL FTE	5.14		TOTAL FTE	5.23		TOTAL FTE	4.38				
37		FRINGE BENEFIT RATE		29.58%	FRINGE BENEFIT RATE		29.73%	FRINGE BENEFIT RATE		28.62%			
38		EMPLOYEE FRINGE BENEFITS	\$ 49,918		EMPLOYEE FRINGE BENEFITS	\$ 101,299		EMPLOYEE FRINGE BENEFITS	\$ 96,635				
39		TOTAL SALARIES & BENEFITS	\$ 218,676		TOTAL SALARIES & BENEFITS	\$ 442,085		TOTAL SALARIES & BENEFITS	\$ 434,306				

	A	B	X	AA	AD	AE	AH	AK	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date	11/1/2023									
4	Provider Name	Episcopal Community Services									
5	Program	Housing First Hotels CNC									
6	F\$P Contract ID#	1000019778									
7	Budget Name	Crosby - Support Services									
8											
9											
10											
11											
12											
13	POSITION TITLE	EXTENSION YEAR			EXTENSION YEAR			All Years			
		Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024 New	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025 New	1/1/2021 - 2/29/2024 Current	1/1/2021 - 6/30/2025 Amendment	1/1/2021 - 6/30/2025 New	
		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
14	Support Services Manager (SS) - H70	\$ 96,940	1.00	\$ 96,940	\$ 96,940	1.00	\$ 96,940	\$ 213,792	\$ 161,578	\$ 375,370	
15	Case Manager III (SS) - H95	\$ 84,198	1.00	\$ 84,198	\$ 84,198	1.00	\$ 84,198	\$ 215,857	\$ 139,755	\$ 355,612	
16	Case Manager III (SS) - H42	\$ 64,519	1.00	\$ 64,519	\$ 64,519	1.00	\$ 64,519	\$ 126,448	\$ 108,943	\$ 235,391	
17	Case Manager III (SS) - H63	\$ 64,519	1.00	\$ 64,519	\$ 64,519	1.00	\$ 64,519	\$ 134,878	\$ 109,910	\$ 244,788	
18	Case Manager III (SS) - OPEN H43	\$ 64,519	1.00	\$ 64,519	\$ 64,519	1.00	\$ 64,519	\$ 112,331	\$ 105,477	\$ 217,808	
19	Database Specialist & Compliance Monitor - H51	\$ 75,143	0.06	\$ 4,829	\$ 75,143	0.06	\$ 4,829	\$ 12,538	\$ 8,014	\$ 20,552	
20	Database Specialist & Compliance Monitor - H107	\$ 72,197	0.06	\$ 4,639	\$ 72,197	0.06	\$ 4,639	\$ 11,000	\$ 7,719	\$ 18,718	
21	Clinical Services Manager - H6	\$ 85,682	0.03	\$ 2,753	\$ 85,682	0.03	\$ 2,753	\$ 7,494	\$ 4,568	\$ 12,061	
22	Director of Impact & Analytics - A83	\$ 151,620	0.02	\$ 3,139	\$ 151,620	0.02	\$ 3,139	\$ 7,952	\$ 5,233	\$ 13,185	
23	Director of Healthy Aging - SN34	\$ 152,319	0.01	\$ 2,056	\$ 152,319	0.01	\$ 2,056	\$ 5,188	\$ 3,413	\$ 8,600	
24	Case Manager	\$ 60,218	0.60	\$ 36,131	\$ 60,218	0.60	\$ 36,131	\$ 27,032	\$ 60,308	\$ 87,340	
25	Housing Services Sr. Director - H5	\$ 171,917	0.07	\$ 12,275	\$ 171,917	0.07	\$ 12,275	\$ 31,256	\$ 20,374	\$ 51,630	
26	Direct Support for Housing Srvc Director - H117	\$ 118,312	0.17	\$ 19,723	\$ 118,312	0.17	\$ 19,723	\$ 48,200	\$ 32,735	\$ 80,936	
27	Compliance Specialist - H106	\$ 79,015	0.11	\$ 8,376	\$ 79,015	0.11	\$ 8,376	\$ 17,476	\$ 13,902	\$ 31,378	
28	Housing Services Director	\$ 140,602	0.03	\$ 3,937	\$ 140,602	0.03	\$ 3,937	\$ 5,279	\$ 6,532	\$ 11,811	
29	Project Manager	\$ 118,393	0.00	\$ -	\$ 118,393	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851	
30	Sr. Director/Housing Dev & Asset Mgmt.	\$ 164,299	0.00	\$ -	\$ 164,299	0.00	\$ -	\$ 3,287	\$ -	\$ 3,287	
35		TOTAL SALARIES		\$ 472,552	TOTAL SALARIES		\$ 472,552	\$ 1,003,859	\$ 788,460	\$ 1,792,319	
36		TOTAL FTE	6.17		TOTAL FTE	6.17					
37		FRINGE BENEFIT RATE		34.00%	FRINGE BENEFIT RATE		34.00%				
38		EMPLOYEE FRINGE BENEFITS		\$ 160,668	EMPLOYEE FRINGE BENEFITS		\$ 160,668	\$ 311,919	\$ 257,269	\$ 569,188	
39		TOTAL SALARIES & BENEFITS		\$ 633,220	TOTAL SALARIES & BENEFITS		\$ 633,220	\$ 1,315,777	\$ 1,045,729	\$ 2,361,507	

	A	B	C	F	I	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	11/1/2023						
4	Provider Name	Episcopal Community Services						
5	Program	Housing First Hotels CNC						
6	FSP Contract ID#	1000019778						
7	Budget Name	Crosby - Support Services						
8			EXTENSION YEAR EXTENSION YEAR					
9			Year 1	Year 2	Year 3	Year 4	Year 5	All Years
10			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
11			Current	Current	Actuals	New	New	New
12	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 2,760	\$ 8,840	\$ 9,840	\$ 13,192	\$ 13,192	\$ 47,824
15	Office Supplies/ Furniture/ Equipment		\$ 1,683	\$ 3,366	\$ 5,366	\$ 6,498	\$ 6,498	\$ 23,411
17	Printing and Reproduction		\$ 1,792	\$ 5,290	\$ 6,426	\$ 7,451	\$ 7,451	\$ 28,410
18	Insurance		\$ 4,599	\$ 9,198	\$ 13,327	\$ 15,524	\$ 15,524	\$ 58,172
19	Staff Training		\$ 1,406	\$ 2,812	\$ 2,812	\$ 3,051	\$ 3,051	\$ 13,132
22	Program Supplies		\$ 3,711	\$ 7,422	\$ 3,922	\$ 4,251	\$ 4,251	\$ 23,557
23	Food and Food Supplies		\$ 3,605	\$ 7,210	\$ 10,310	\$ 12,157	\$ 12,157	\$ 45,439
24	Licenses and Fees		\$ 350	\$ 700	\$ 586	\$ 278	\$ 278	\$ 2,192
54								
55	TOTAL OPERATING EXPENSES		\$ 19,906	\$ 44,838	\$ 52,589	\$ 62,402	\$ 62,402	\$ 242,137
56								
57	Other Expenses (not subject to indirect cost %)							
58	CODB (to be allocated)		\$ 17,966			\$ 37,007	\$ 37,007	\$ 91,980
59	One-Time Prop C Bonus Pay		\$ 28,139			\$ -	\$ -	\$ 28,139
70								
71	TOTAL OTHER EXPENSES		\$ 46,105	\$ -	\$ -	\$ 37,007	\$ 37,007	\$ 120,119

A		B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Crosby - Support Services	FY23-24			
		<u>Adjusted</u>		<u>Justification</u>	
3	Salaries & Benefits	<u>Budgeted</u>	<u>Budgeted</u>		<u>Calculation</u>
		<u>FTE</u>	<u>Salary</u>		
4	Support Services Manager (SS) - H70	1.00	96,940.00	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$96,940 x 1 FTE
5	Case Manager III (SS) - H95	1.00	84,198.00	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$84,198 x 1 FTE
6	Case Manager III (SS) - H42	1.00	64,519.00	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 1 FTE
7	Case Manager III (SS) - H63	1.00	64,519.00	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 1 FTE
8	Case Manager III (SS) - OPEN H43	1.00	64,519.00	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 1 FTE
9	Database Specialist & Compliance Monitor - H51	0.06	4,828.69	Evaluates HSH contract compliance; conducts resident chart reviews;	\$75,143 x 0.06 FTE
10	Database Specialist & Compliance Monitor - H107	0.06	4,639.38	Provides staff training on department protocols and procedures;	\$72,197 x 0.06 FTE
11	Clinical Services Manager - H6	0.03	2,752.96	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	\$85,682 x 0.03 FTE
12	Director of Impact & Analytics - A83	0.02	3,138.53	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.	\$151,620 x 0.02 FTE
13	Director of Healthy Aging - SN34	0.01	2,056.31	Overall program direction and operations of CKSC as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence	\$152,319 x 0.01 FTE
14	Case Manager	0.60	36,130.80	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$60,218 x 0.6 FTE
15	Housing Services Sr. Director - H5	0.07	12,274.87	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages	\$171,917 x 0.07 FTE
16	Direct Support for Housing Srvc Director - H117	0.17	19,722.61	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	\$118,312 x 0.17 FTE
17	Compliance Specialist - H106	0.11	8,375.59	Provides staff training on department protocols and procedures;	\$79,015 x 0.11 FTE
18	Housing Services Director	0.03	3,936.86	To assist Sr. Director of Hsg Svcs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$140,602 x 0.03 FTE
27					
28	TOTAL	6.17	\$ 472,552		
29	<u>Employee Fringe Benefits</u>	34.00%	\$ 160,668	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 34% of total salaries.</u>	
30	TOTAL SALARIES & BENEFITS		\$ 633,220		

	A	B	C	D	E
1	BUDGET NARRATIVE		Fiscal Year		
2	Crosby - Support Services	FY23-24			
31					
				<u>Justification</u>	
32	Operating Expenses	<u>Budgeted</u>			<u>Calculation</u>
		<u>Expense</u>			
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 13,192	Telecommunication, including Sonic and TPX		\$1,099 x 12 months
35	Office Supplies/ Furniture/ Equipment	\$ 6,498	Support Service office supplies for program staff including materials used with participants and computers		\$542 x 12 months
37	Printing and Reproduction	\$ 7,451	Leased copier		\$621 x 12 months
38	Insurance	\$ 15,524	Liability and umbrella agency insurance prorated		\$1,294 x 12 months
39	Staff Training	\$ 3,051	Training expenses, including meeting supplies and conference		\$234 x 12 months
42	Program Supplies	\$ 4,251	Includes bus passes, program materials and snacks for resident activities,		\$354 x 12 months
	Food and Food Supplies	\$ 12,157	Using the SF Food Bank, the food items will supplement residents' own arrangements		\$1,013 x 12 months
43					
44	Licenses and Fees	\$ 278	Support Services license fees		\$23 x 12 months
75	TOTAL OPERATING EXPENSES	\$ 62,402			
76	Indirect Cost	12.0%	\$ 83,475		
77					
78					
				<u>Justification</u>	<u>Calculation</u>
79	Other Expenses (not subject to indirect cost %)	<u>Amount</u>			
80	CODB (to be allocated)	\$ 37,007	4.75% Cost of doing business for FY 24		4.75%
92					
93	TOTAL OTHER EXPENSES	\$ 37,007			

	A	B	C	D	E	H	K	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	11/1/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Elm - Support Services								
13		Current	New							
14	Term Budget	\$ 1,094,232	\$ 1,987,393	15%						
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17										
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59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	Email	tluong@ecs-sf.org								

	Year 1	Year 2	Year 3	EXTENSION YEAR	EXTENSION YEAR	All Years
	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
	Actuals	Actuals	Actuals	New	New	New
22	\$ 133,279	\$ 300,687	\$ 272,674	\$ 422,071	\$ 422,071	\$ 1,550,783
23	\$ 13,800	\$ 34,186	\$ 40,065	\$ 34,615	\$ 34,615	\$ 157,281
24	\$ 147,079	\$ 334,873	\$ 312,739	\$ 456,686	\$ 456,686	\$ 1,708,063
25	12.00%	12.00%	12.00%	12.00%	12.00%	
26	\$ 17,649	\$ 40,187	\$ 37,529	\$ 54,802	\$ 54,802	\$ 204,970
27	\$ 25,769	\$ -	\$ -	\$ 24,296	\$ 24,296	\$ 74,361
30	\$ 190,498	\$ 375,060	\$ 350,267	\$ 535,784	\$ 535,784	\$ 1,987,393
33	\$ 164,729	\$ 362,825	\$ 280,408	\$ 511,488	\$ 511,488	\$ 1,830,938
34				\$ 24,296	\$ 24,296	\$ 48,592
35			\$ 139,652	\$ -	\$ -	\$ 139,652
36	\$ 11,878	\$ 12,235	\$ 91,428	\$ -	\$ -	\$ 115,541
39	\$ 13,891			\$ -	\$ -	\$ 13,891
42			\$ (161,221)	\$ -	\$ -	\$ (161,221)
46	\$ 190,498	\$ 375,060	\$ 350,267	\$ 535,784	\$ 535,784	\$ 1,987,393
55	\$ 190,498	\$ 375,060	\$ 350,267	\$ 535,784	\$ 535,784	\$ 1,987,393

	A	B	C	F	G	J	M	N	Q	T	U	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date	11/1/2023										
4	Provider Name	Episcopal Community Services										
5	Program	Housing First Hotels CNC										
6	FSP Contract ID#	1000019778										
7	Budget Name	Elm - Support Services										
8												
9		Year 1			Year 2			Year 3				
10		Agency Totals	For HSH Funded Program	1/1/2021 - 6/30/2021 Current	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022 Current	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 Current		
11		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary		
12	POSITION TITLE											
13	Support Services Manager - H28	\$ 83,482	0.46	\$ 12,092	\$ 83,482	0.46	\$ 37,984	\$ 96,818	0.21	\$ 20,786		
14	Asst. Support Service Manager - H29	\$ 69,436	0.91	\$ 30,079	\$ 69,436	0.91	\$ 63,187	\$ 80,499	0.91	\$ 73,499		
15	Case Manager III, Bilingual - H30	\$ 58,529	0.90	\$ 26,338	\$ 58,529	0.90	\$ 52,676	\$ 65,772	0.46	\$ 30,186		
16	Case Manager III - H65	\$ 53,776	0.45	\$ 12,116	\$ 53,776	0.45	\$ 10,231	\$ 57,285	0.38	\$ 21,512		
17	Database Specialist & Compliance Monitor - H51	\$ 63,016	0.06	\$ 2,025	\$ 63,016	0.06	\$ 4,049	\$ 75,014	0.06	\$ 4,820		
18	Database Specialist & Compliance Monitor - H107	\$ 50,425	0.06	\$ 1,620	\$ 50,425	0.06	\$ 3,240	\$ 71,259	0.06	\$ 4,579		
19	Clinical Services Manager - H6	\$ 78,900	0.03	\$ 1,268	\$ 78,900	0.03	\$ 2,535	\$ 85,692	0.03	\$ 2,753		
20	Director of Impact & Analytics - A88	\$ 116,640	0.02	\$ 1,207	\$ 127,433	0.02	\$ 2,638	\$ 147,958	0.02	\$ 3,063		
21	Director of Healthy Aging - SN34	\$ 120,235	0.01	\$ 812	\$ 120,235	0.01	\$ 1,623	\$ 152,077	0.01	\$ 2,053		
22	Housing Services Sr. Director - H5	\$ 135,792	0.06	\$ 4,403	\$ 145,975	0.07	\$ 10,423	\$ 171,627	0.07	\$ 12,254		
23	Associate. Direct Support for Housing Services Director - HA2	\$ 94,383	0.13	\$ 6,069	\$ 94,383	0.17	\$ 15,734	\$ 118,120	0.17	\$ 19,691		
24	Compliance Specialist - H106	\$ 64,999	0.06	\$ 2,088	\$ 64,999	0.06	\$ 4,177	\$ 78,883	0.10	\$ 7,888		
25	Housing Services Director		0.00			0.00		\$ 140,606	0.06	\$ 7,874		
26	Project Manager	\$ 84,296	0.15	\$ 6,335	\$ 105,076	0.17	\$ 17,516	\$ 118,393	0.00	\$ -		
27	Director/Housing Dev & Asset Mgmt.	\$ 144,196	0.01	\$ 1,038	\$ 140,538	0.02	\$ 2,249	\$ -	0.00	\$ -		
34		TOTAL SALARIES			\$ 107,491	TOTAL SALARIES			\$ 228,262	TOTAL SALARIES		\$ 210,959
35		TOTAL FTE			3.33	TOTAL FTE			3.40	TOTAL FTE		2.55
36		FRINGE BENEFIT RATE			23.99%	FRINGE BENEFIT RATE			31.73%	FRINGE BENEFIT RATE		29.25%
37		EMPLOYEE FRINGE BENEFITS			\$ 25,789	EMPLOYEE FRINGE BENEFITS			\$ 72,425	EMPLOYEE FRINGE BENEFITS		\$ 61,715
38		TOTAL SALARIES & BENEFITS			\$ 133,279	TOTAL SALARIES & BENEFITS			\$ 300,687	TOTAL SALARIES & BENEFITS		\$ 272,674

	A	B	X	AA	AD	AE	AH	AK	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date	11/1/2023									
4	Provider Name	Episcopal Community Services									
5	Program	Housing First Hotels CNC									
6	FSP Contract ID#	1000019778									
7	Budget Name	Elm - Support Services									
8											
9											
10											
11											
12	POSITION TITLE										
13	Support Services Manager - H28	\$ 96,982	0.50	\$ 48,491	\$ 96,982	0.50	\$ 48,491	\$ 85,874	\$ 81,971	\$ 167,844	
14	Asst. Support Service Manager - H29	\$ 82,827	1.00	\$ 82,827	\$ 82,827	1.00	\$ 82,827	\$ 194,197	\$ 138,223	\$ 332,419	
15	Case Manager III, Bilingual - H30	\$ 64,519	0.94	\$ 60,648	\$ 64,519	0.94	\$ 60,648	\$ 131,613	\$ 98,883	\$ 230,496	
16	Case Manager III - H65	\$ 64,519	0.94	\$ 60,648	\$ 64,519	0.94	\$ 60,648	\$ 63,379	\$ 101,775	\$ 165,154	
17	Database Specialist & Compliance Monitor - H51	\$ 75,143	0.06	\$ 4,829	\$ 75,143	0.06	\$ 4,829	\$ 12,537	\$ 8,015	\$ 20,552	
18	Database Specialist & Compliance Monitor - H107	\$ 72,197	0.06	\$ 4,639	\$ 72,197	0.06	\$ 4,639	\$ 11,000	\$ 7,718	\$ 18,718	
19	Clinical Services Manager - H6	\$ 85,682	0.03	\$ 2,753	\$ 85,682	0.03	\$ 2,753	\$ 7,494	\$ 4,568	\$ 12,062	
20	Director of Impact & Analytics - A88	\$ 151,620	0.02	\$ 3,139	\$ 151,620	0.02	\$ 3,139	\$ 7,951	\$ 5,233	\$ 13,185	
21	Director of Healthy Aging - SN34	\$ 152,319	0.01	\$ 2,056	\$ 152,319	0.01	\$ 2,056	\$ 5,187	\$ 3,413	\$ 8,600	
22	Housing Services Sr. Director - H5	\$ 171,917	0.07	\$ 12,275	\$ 171,917	0.07	\$ 12,275	\$ 31,256	\$ 20,374	\$ 51,630	
23	Associate. Direct Support for Housing Services Director - HA2	\$ 118,312	0.17	\$ 19,723	\$ 118,312	0.17	\$ 19,723	\$ 48,203	\$ 32,735	\$ 80,939	
24	Compliance Specialist - H106	\$ 79,015	0.06	\$ 5,078	\$ 79,015	0.06	\$ 5,078	\$ 17,379	\$ 6,929	\$ 24,309	
25	Housing Services Director	\$ 140,602	0.06	\$ 7,874	\$ 140,602	0.06	\$ 7,874	\$ 11,899	\$ 11,723	\$ 23,621	
26	Project Manager	\$ 118,393	0.00	\$ -	\$ 118,393	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851	
27	Director/Housing Dev & Asset Mgmt.	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 3,287	\$ -	\$ 3,287	
34		TOTAL SALARIES		\$ 314,978	TOTAL SALARIES		\$ 314,978	\$ 655,109	\$ 521,559	\$ 1,176,668	
35		TOTAL FTE	3.93		TOTAL FTE	3.93					
36		FRINGE BENEFIT RATE		34.00%	FRINGE BENEFIT RATE		34.00%				
37		EMPLOYEE FRINGE BENEFITS		\$ 107,093	EMPLOYEE FRINGE BENEFITS		\$ 107,093	\$ 197,869	\$ 176,246	\$ 374,115	
38		TOTAL SALARIES & BENEFITS		\$ 422,071	TOTAL SALARIES & BENEFITS		\$ 422,071	\$ 852,979	\$ 697,805	\$ 1,550,783	

	A	B	C	F	I	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	11/1/2023						
4	Provider Name	Episcopal Community Services						
5	Program	Housing First Hotels CNC						
6	FSP Contract ID#	1000019778						
7	Budget Name	Elm - Support Services						
8								
9								
10								
11								
12	Operating Expenses							
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 2,760	\$ 8,840	\$ 9,840	\$ 8,000	\$ 8,000	\$ 37,440	
15	Office Supplies/ Furniture/ Equipment	\$ 950	\$ 3,640	\$ 5,919	\$ 5,000	\$ 5,000	\$ 20,509	
17	Printing and Reproduction	\$ 1,247	\$ 4,020	\$ 3,020	\$ 2,500	\$ 2,500	\$ 13,287	
18	Insurance	\$ 3,200	\$ 6,400	\$ 9,000	\$ 8,865	\$ 8,865	\$ 36,330	
19	Staff Training	\$ 738	\$ 1,476	\$ 3,476	\$ 3,000	\$ 3,000	\$ 11,690	
22	Program Supplies	\$ 1,550	\$ 3,100	\$ 3,100	\$ 3,000	\$ 3,000	\$ 13,750	
23	Licenses and Fees	\$ 230	\$ 460	\$ 460	\$ 250	\$ 250	\$ 1,650	
24	Food and Food Supplies	\$ 3,125	\$ 6,250	\$ 5,250	\$ 4,000	\$ 4,000	\$ 22,625	
43	TOTAL OPERATING EXPENSES	\$ 13,800	\$ 34,186	\$ 40,065	\$ 34,615	\$ 34,615	\$ 157,281	
44								
45	Other Expenses (not subject to indirect cost %)							
46	COBD (to be allocated)	\$ 11,878			\$ 24,296	\$ 24,296	\$ 60,470	
47	One-Time Prop C Bonus Pay	\$ 13,891			\$ -	\$ -	\$ 13,891	
48							\$ -	
58	TOTAL OTHER EXPENSES	\$ 25,769	\$ -	\$ -	\$ 24,296	\$ 24,296	\$ 74,361	

	A	B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Elm - Support Services	FY23-24			
		<u>Adjusted</u>	<u>Budgeted</u>		
3	Salaries & Benefits	<u>Budgeted</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
		<u>FTE</u>	<u>Salary</u>		
3	Support Services Manager - H28	0.50	48,491	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$96,982 x 0.5 FTE
4	Asst. Support Service Manager - H29	1.00	82,827	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$82,827 x 1 FTE
5	Case Manager III, Bilingual - H30	0.94	60,648	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 0.94 FTE
6	Case Manager III - H65	0.94	60,648	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 0.94 FTE
7					
8	Database Specialist & Compliance Monitor - H51	0.06	4,829	Evaluates HSH contract compliance; conducts resident chart reviews;	\$75,143 x 0.06 FTE
9	Database Specialist & Compliance Monitor - H107	0.06	4,639	Provides staff training on department protocols and procedures;	\$72,197 x 0.06 FTE
	Clinical Services Manager - H6	0.03	2,753		\$85,682 x 0.03 FTE
10				Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	
11	Director of Impact & Analytics - A88	0.02	3,139	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.	\$151,620 x 0.02 FTE
12	Director of Healthy Aging - SN34	0.01	2,056	Overall program direction and operations of CKSC as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence	\$152,319 x 0.01 FTE
13	Housing Services Sr. Director - H5	0.07	12,275	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages	\$171,917 x 0.07 FTE
14	Associate. Direct Support for Housing Services Director - H/	0.17	19,723	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	\$118,312 x 0.17 FTE
15	Compliance Specialist - H106	0.06	5,078	Provides staff training on department protocols and procedures;	\$79,015 x 0.06 FTE
	Housing Services Director	0.06	7,874	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$140,602 x 0.06 FTE
16					
23	TOTAL	3.93	\$ 314,978		
24	Employee Fringe Benefits	34.00%	\$ 107,093	Includes FICA, SSUI, Workers Compensation and Medical calculated at 34% of total salaries.	
25	TOTAL SALARIES & BENEFITS		\$ 422,071		

	A	B	C	D	E
1	BUDGET NARRATIVE		Fiscal Year		
2	Elm - Support Services	FY23-24			
26					
27	<u>Operating Expenses</u>	<u>Budgeted</u>		<u>Justification</u>	<u>Calculation</u>
		<u>Expense</u>			
29	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 8,000		Telecommunication, including Sonic and TPX	\$667 x 12 months
30	Office Supplies/ Furniture/ Equipment	\$ 5,000		Support Service office supplies for program staff including materials used with participants and computers	\$417 x 12 months
32	Printing and Reproduction	\$ 2,500		Includes bus passes, program materials and snacks for resident activities,	\$208 x 12 months
33	Insurance	\$ 8,865		Liability and umbrella agency insurance prorated	\$739 x 12 months
34	Staff Training	\$ 3,000		Training expenses, including meeting supplies and conference	\$250 x 12 months
37	Program Supplies	\$ 3,000		Includes bus passes, program materials and snacks for resident activities,	\$250 x 12 months
38	Licenses and Fees	\$ 250		Support Services licenses fee	\$21 x 12 months
39	Food and Food Supplies	\$ 4,000		Using the SF Food Bank, the food items will supplement residents' own arrangements	\$333 x 12 months
58	TOTAL OPERATING EXPENSES	\$ 34,615			
59	Indirect Cost	12.0%	\$ 54,802		
60					
61					
62	<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>		<u>Justification</u>	<u>Calculation</u>
63	CODB (to be allocated)	\$ 24,296		4.75% Cost of doing business for FY 24	4.75%
75					
76	TOTAL OTHER EXPENSES	\$ 24,296			

	A	B	C	D	E	H	K	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	11/1/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Hillsdale - Support Services								
13		Current	New							
14	Term Budget	\$ 1,056,850	\$ 1,885,334	15%						
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17										
18					Year 1	Year 2	Year 3	Year 4	Year 5	All Years
19					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
20					Actuals	Actuals	Actuals	New	New	New
21	Expenditures									
22	Salaries & Benefits	\$ 126,633	\$ 262,465	\$ 287,793	\$ 388,203	\$ 388,203	\$ 1,453,296			
23	Operating Expenses	\$ 9,740	\$ 39,228	\$ 42,066	\$ 35,409	\$ 35,409	\$ 161,851			
24	Subtotal	\$ 136,372	\$ 301,692	\$ 329,859	\$ 423,612	\$ 423,612	\$ 1,615,147			
25	Indirect Percentage	12.00%	12.00%	12.00%	12.00%	12.00%				
26	Indirect Cost (Line 24 X Line 25)	\$ 16,365	\$ 36,201	\$ 39,583	\$ 50,833	\$ 50,833	\$ 193,816			
27	Other Expenses (Not subject to indirect %)	\$ 31,300	\$ -	\$ -	\$ 22,536	\$ 22,536	\$ 76,372			
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
30	Total Expenditures	\$ 184,037	\$ 337,893	\$ 369,442	\$ 496,981	\$ 496,981	\$ 1,885,334			
31										
32	HSH Revenues									
33	CNC Fund	\$ 152,737	\$ 326,566	\$ 261,334	\$ 474,445	\$ 474,445	\$ 1,689,527			
34	CNC Fund - CODB				\$ 22,536	\$ 22,536	\$ 45,072			
35	General Fund - Ongoing - HSH Fund Supplement			\$ 127,559	\$ -	\$ -	\$ 127,559			
36	General Fund - Ongoing	\$ 10,997	\$ 11,327	\$ 85,552	\$ -	\$ -	\$ 107,876			
39	Prop C	\$ 20,303			\$ -	\$ -	\$ 20,303			
42	One-Time Transfer			\$ (105,003)	\$ -	\$ -	\$ (105,003)			
45					\$ -	\$ -	\$ -			
46	Total HSH Revenues	\$ 184,037	\$ 337,893	\$ 369,442	\$ 496,981	\$ 496,981	\$ 1,885,334			
54										
55	Total HSH + Other Revenues	\$ 184,037	\$ 337,893	\$ 369,442	\$ 496,981	\$ 496,981	\$ 1,885,334			
58										
59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	Email	tluong@ecs-sf.org								

	A	B	C	F	G	J	M	N	Q	T	U	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date	11/1/2023										
4	Provider Name	Episcopal Community Services										
5	Program	Housing First Hotels CNC										
6	FSP Contract ID#	1000019778										
7	Budget Name	Hillsdale - Support Services										
8												
9		Year 1			Year 2			Year 3				
10		Agency Totals	For HSH Funded Program	1/1/2021 - 6/30/2021 Current	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022 Current	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 Current		
11		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary		
12	POSITION TITLE											
13	Support Services Manager - H34	\$ 85,344	0.46	\$ 19,416	\$ 85,344	0.46	\$ 38,832	\$ 95,756	0.46	\$ 43,569		
14	Case Manager III (Masters) - H37	\$ 64,620	0.91	\$ 19,402	\$ 64,620	0.91	\$ 58,804	\$ 81,728	0.90	\$ 73,728		
15	Case Manager III - H35	\$ 63,537	0.90	\$ 28,620	\$ 63,537	0.90	\$ 41,539	\$ 62,640	0.81	\$ 50,843		
16	Database Specialist & Compliance Monitor - H51	\$ 63,016	0.06	\$ 2,025	\$ 63,016	0.06	\$ 4,049	\$ 75,014	0.06	\$ 4,820		
17	Database Specialist & Compliance Monitor - H107	\$ 50,425	0.06	\$ 1,620	\$ 50,425	0.06	\$ 3,240	\$ 71,259	0.06	\$ 4,579		
18	Clinical Services Manager - H6	\$ 78,900	0.03	\$ 1,268	\$ 78,900	0.03	\$ 2,535	\$ 85,692	0.03	\$ 2,753		
19	Director of Impact & Analytics - A88	\$ 116,640	0.02	\$ 1,207	\$ 127,433	0.02	\$ 2,638	\$ 147,958	0.02	\$ 3,063		
20	Director of Healthy Aging - SN34	\$ 120,235	0.01	\$ 812	\$ 120,235	0.01	\$ 1,623	\$ 152,077	0.01	\$ 2,053		
21	Housing Services Sr. Director - H5	\$ 135,792	0.06	\$ 4,403	\$ 145,975	0.07	\$ 10,423	\$ 171,627	0.05	\$ 8,336		
22	Direct Support for Housing Services Director - H88	\$ 94,332	0.13	\$ 6,066	\$ 94,383	0.17	\$ 15,734	\$ 118,120	0.17	\$ 19,691		
23	Compliance Specialist - H106	\$ 64,999	0.06	\$ 2,088	\$ 64,999	0.06	\$ 4,177	\$ 78,883	0.11	\$ 8,362		
24	Housing Services Director		0.00			0.00		\$ 140,602	0.06	\$ 7,874		
25	Case Manager II - H200		0.00			0.00		\$ 58,464	0.00	\$ -		
26	Project Manager	\$ 84,296	0.15	\$ 6,335	\$ 105,076	0.17	\$ 17,516	\$ -	0.00	\$ -		
27	Sr. Director/Housing Dev & Asset Mgmt.	\$ 144,196	0.01	\$ 1,038	\$ 140,538	0.02	\$ 2,249	\$ -	0.00	\$ -		
31		TOTAL SALARIES			\$ 94,300	TOTAL SALARIES			\$ 203,359	TOTAL SALARIES		\$ 229,671
32		TOTAL FTE		2.88	TOTAL FTE		2.95	TOTAL FTE		2.74		
33		FRINGE BENEFIT RATE			34.29%	FRINGE BENEFIT RATE			29.07%	FRINGE BENEFIT RATE		25.31%
34		EMPLOYEE FRINGE BENEFITS			\$ 32,333	EMPLOYEE FRINGE BENEFITS			\$ 59,106	EMPLOYEE FRINGE BENEFITS		\$ 58,122
35		TOTAL SALARIES & BENEFITS			\$ 126,633	TOTAL SALARIES & BENEFITS			\$ 262,465	TOTAL SALARIES & BENEFITS		\$ 287,793

	A	B	X	AA	AD	AE	AH	AK	BU	BV	BW	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date	11/1/2023										
4	Provider Name	Episcopal Community Services										
5	Program	Housing First Hotels CNC										
6	FSP Contract ID#	1000019778										
7	Budget Name	Hillsdale - Support Services										
8												
9												
10												
11												
12	POSITION TITLE	EXTENSION YEAR			EXTENSION YEAR			All Years				
		Year 4		Year 5		All Years						
		Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025	1/1/2021 - 2/29/2024	1/1/2021 - 6/30/2025	1/1/2021 - 6/30/2025		
				New			New	Current	Amendment	New		
		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary		
13	Support Services Manager - H34	\$ 95,919	0.50	\$ 47,960	\$ 95,919	0.50	\$ 47,960	\$ 116,663	\$ 81,072	\$ 197,735		
14	Case Manager III (Masters) - H37	\$ 81,853	0.98	\$ 80,216	\$ 81,853	0.98	\$ 80,216	\$ 179,785	\$ 132,582	\$ 312,366		
15	Case Manager III - H35	\$ 60,218	0.98	\$ 59,014	\$ 60,218	0.98	\$ 59,014	\$ 142,348	\$ 96,682	\$ 239,029		
16	Database Specialist & Compliance Monitor - H51	\$ 75,143	0.06	\$ 4,829	\$ 75,143	0.06	\$ 4,829	\$ 12,537	\$ 8,015	\$ 20,552		
17	Database Specialist & Compliance Monitor - H107	\$ 72,197	0.06	\$ 4,639	\$ 72,197	0.06	\$ 4,639	\$ 11,000	\$ 7,718	\$ 18,718		
18	Clinical Services Manager - H6	\$ 85,682	0.03	\$ 2,753	\$ 85,682	0.03	\$ 2,753	\$ 7,494	\$ 4,568	\$ 12,062		
19	Director of Impact & Analytics - A88	\$ 151,620	0.02	\$ 3,139	\$ 151,620	0.02	\$ 3,139	\$ 7,951	\$ 5,233	\$ 13,185		
20	Director of Healthy Aging - SN34	\$ 152,319	0.01	\$ 2,056	\$ 152,319	0.01	\$ 2,056	\$ 5,187	\$ 3,413	\$ 8,600		
21	Housing Services Sr. Director - H5	\$ 171,917	0.07	\$ 12,275	\$ 171,917	0.07	\$ 12,275	\$ 27,338	\$ 20,374	\$ 47,712		
22	Direct Support for Housing Services Director - H88	\$ 118,312	0.17	\$ 19,723	\$ 118,312	0.17	\$ 19,723	\$ 48,200	\$ 32,735	\$ 80,936		
23	Compliance Specialist - H106	\$ 79,015	0.11	\$ 8,376	\$ 79,015	0.11	\$ 8,376	\$ 17,476	\$ 13,902	\$ 31,378		
24	Housing Services Director	\$ 140,602	0.06	\$ 7,874	\$ 140,602	0.06	\$ 7,874	\$ 10,557	\$ 13,064	\$ 23,621		
25	Case Manager II - H200	\$ 60,218	0.76	\$ 45,766	\$ 60,218	0.76	\$ 45,766	\$ 15,141	\$ 76,390	\$ 91,531		
26	Project Manager	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851		
27	Sr. Director/Housing Dev & Asset Mgmt.	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 3,287	\$ -	\$ 3,287		
31		TOTAL SALARIES			\$ 298,617	TOTAL SALARIES			\$ 298,617	\$ 628,816	\$ 495,748	\$ 1,124,564
32		TOTAL FTE		3.81	TOTAL FTE		3.81					
33		FRINGE BENEFIT RATE		30.00%	FRINGE BENEFIT RATE		30.00%					
34		EMPLOYEE FRINGE BENEFITS		\$ 89,585	EMPLOYEE FRINGE BENEFITS		\$ 89,585	\$ 182,037	\$ 146,695	\$ 328,732		
35		TOTAL SALARIES & BENEFITS		\$ 388,203	TOTAL SALARIES & BENEFITS		\$ 388,203	\$ 810,854	\$ 642,443	\$ 1,453,296		

	A	B	C	F	I	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	11/1/2023						
4	Provider Name	Episcopal Community Services						
5	Program	Housing First Hotels CNC						
6	FSP Contract ID#	1000019778						
7	Budget Name	Hillsdale - Support Services						
8								
9								
10								
11								
12	Operating Expenses							
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 2,760	\$ 8,800	\$ 10,300	\$ 8,500	\$ 8,500	\$ 38,860	
15	Office Supplies/ Furniture/ Equipment	\$ 1,320	\$ 3,144	\$ 4,144	\$ 3,000	\$ 3,000	\$ 14,608	
17	Printing and Reproduction	\$ 1,789	\$ 4,020	\$ 6,450	\$ 5,440	\$ 5,440	\$ 23,139	
18	Insurance	\$ 2,273	\$ 7,668	\$ 9,172	\$ 9,172	\$ 9,172	\$ 37,457	
19	Staff Training	\$ 974	\$ 1,947	\$ 2,447	\$ 1,947	\$ 1,947	\$ 9,262	
22	Program Supplies	\$ 355	\$ 4,309	\$ 4,213	\$ 3,300	\$ 3,300	\$ 15,476	
23	Licenses and Fees	\$ 170	\$ 1,340	\$ 340	\$ 250	\$ 250	\$ 2,350	
24	Food and Food Supplies	\$ 100	\$ 8,000	\$ 5,000	\$ 3,800	\$ 3,800	\$ 20,700	
53	TOTAL OPERATING EXPENSES	\$ 9,740	\$ 39,228	\$ 42,066	\$ 35,409	\$ 35,409	\$ 161,851	
54								
55	Other Expenses (not subject to indirect cost %)							
56	CODB (to be allocated)	\$ 10,997			\$ 22,536	\$ 22,536	\$ 56,069	
57	One -Time Prop C Bonus Pay	\$ 20,303			\$ -	\$ -	\$ 20,303	
68								
69	TOTAL OTHER EXPENSES	\$ 31,300	\$ -	\$ -	\$ 22,536	\$ 22,536	\$ 76,372	

	A	B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Hillsdale - Support Services	FY23-24			
		<u>Adjusted</u>			
		<u>Budgeted</u>	<u>Budgeted</u>		
3	Salaries & Benefits	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
4	Support Services Manager - H34	0.50	\$ 47,960	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$95,756 x 0.50 FTE
5	Case Manager III (Masters) - H37	0.98	\$ 80,216	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$81,728 x 0.98 FTE
6	Case Manager III - H35	0.98	\$ 59,014	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$60,218 x 0.98 FTE
7	Database Specialist & Compliance Monitor - H51	0.06	\$ 4,829	Evaluates HSH contract compliance; conducts resident chart reviews;	\$75,143 x 0.06 FTE
8	Database Specialist & Compliance Monitor - H107	0.06	\$ 4,639	Provides staff training on department protocols and procedures;	\$72,197 x 0.06 FTE
9	Clinical Services Manager - H6	0.03	\$ 2,753	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	\$85,682 x 0.03 FTE
10	Director of Impact & Analytics - A88	0.02	\$ 3,139	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.	\$151,620 x 0.02 FTE
11	Director of Healthy Aging - SN34	0.01	\$ 2,056	Overall program direction and operations of CKSC as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence	\$152,319 x 0.01 FTE
12	Case Manager II - H200	0.76	\$ 45,766	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$60,218 x 0.76 FTE
13	Housing Services Sr. Director - H5	0.07	\$ 12,275	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages	\$171,917 x 0.07 FTE
14	Direct Support for Housing Services Director - H88	0.17	\$ 19,723	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	\$118,312 x 0.17 FTE
15	Compliance Specialist - H106	0.11	\$ 8,376	Provides staff training on department protocols and procedures;	\$79,015 x 0.11 FTE
16	Housing Services Director	0.06	\$ 7,874	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$140,602 x 0.06 FTE
22	TOTAL	3.81	\$ 298,617		
23	Employee Fringe Benefits	30.00%	\$ 89,585	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
24	TOTAL SALARIES & BENEFITS		\$ 388,203		

	A	B	C	D	E
1	BUDGET NARRATIVE		Fiscal Year		
2	Hillsdale - Support Services	FY23-24			
25					
26	<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>	
28	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 8,500	Telecommunication, including Sonic and TPX	\$708 x 12 months	
29	Office Supplies/ Furniture/ Equipment	\$ 3,000	Support Service office supplies for program staff including materials used with participants and computers	\$250 x 12 months	
31	Printing and Reproduction	\$ 5,440	Leased copier	\$453 x 12 months	
32	Insurance	\$ 9,172	Liability and umbrella agency insurance prorated	\$764 x 12 months	
33	Staff Training	\$ 1,947	Training expenses, including meeting supplies and conference	\$162 x 12 months	
36	Program Supplies	\$ 3,300	Includes bus passes, program materials and snacks for resident activities,	\$275 x 12 months	
37	Licenses and Fees	\$ 250	Support Services licenses fee	\$21 x 12 months	
38	Food and Food Supplies	\$ 3,800	Using the SF Food Bank, the food items will supplement residents' own arrangements	\$317 x 12 months	
61					
62	TOTAL OPERATING EXPENSES	\$ 35,409			
63	Indirect Cost	12.0%	\$ 50,833		
64					
65					
66	<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>	
67	CODB (to be allocated)	\$ 22,536	4.75% Cost of doing business for FY 24	4.75%	
79					
80	TOTAL OTHER EXPENSES	\$ 22,536			

	A	B	C	D	E	H	K	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	11/1/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Mentone - Support Services								
13		Current	New							
14	Term Budget	\$ 1,049,728	\$ 1,842,282	15%						
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17										
18										
19										
20										
21	Expenditures									
22	Salaries & Benefits	\$ 133,610	\$ 256,967	\$ 292,283	\$ 367,561	\$ 367,561	\$ 1,417,982			
23	Operating Expenses	\$ 18,059	\$ 39,498	\$ 44,869	\$ 37,704	\$ 37,704	\$ 177,834			
24	Subtotal	\$ 151,669	\$ 296,465	\$ 337,152	\$ 405,265	\$ 405,265	\$ 1,595,816			
25	Indirect Percentage	12.00%	12.00%	12.00%	12.00%	12.00%				
26	Indirect Cost (Line 24 X Line 25)	\$ 18,200	\$ 35,572	\$ 40,458	\$ 48,632	\$ 48,632	\$ 191,494			
27	Other Expenses (Not subject to indirect %)	\$ 11,853	\$ -	\$ -	\$ 21,560	\$ 21,560	\$ 54,973			
30	Total Expenditures	\$ 181,721	\$ 332,037	\$ 377,610	\$ 475,457	\$ 475,457	\$ 1,842,282			
31										
32	HSH Revenues									
33	CNC Fund	\$ 169,868	\$ 321,055	\$ 241,812	\$ 453,897	\$ 453,897	\$ 1,640,529			
34	CNC Fund - CODB				\$ 21,560	\$ 21,560	\$ 43,120			
35	General Fund - Ongoing - HSH Fund Supplement			\$ 135,225	\$ -	\$ -	\$ 135,225			
36	General Fund - Ongoing	\$ 10,662	\$ 10,982	\$ 76,860	\$ -	\$ -	\$ 98,504			
39	Prop C	\$ 1,192	\$ 11,987		\$ -	\$ -	\$ 13,179			
42	One-Time Transfer			\$ (76,287)	\$ -	\$ -	\$ (76,287)			
44	Adjustment to Actuals	\$ (1)	\$ (11,987)		\$ -	\$ -	\$ (11,988)			
45					\$ -	\$ -	\$ -			
46	Total HSH Revenues	\$ 181,721	\$ 332,037	\$ 377,610	\$ 475,457	\$ 475,457	\$ 1,842,282			
54										
55	Total HSH + Other Revenues	\$ 181,721	\$ 332,037	\$ 377,610	\$ 475,457	\$ 475,457	\$ 1,842,282			
58										
59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	Email	tluong@ecs-sf.org								

	A	B	C	F	G	J	M	N	Q	T	U					
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	SALARY & BENEFIT DETAIL															
3	Document Date	11/1/2023														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Mentone - Support Services														
8																
9				Year 1			Year 2			Year 3						
10			Agency Totals	For HSH Funded Program	1/1/2021 - 6/30/2021 Current	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022 Current	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 Current					
11			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary					
12	POSITION TITLE															
13	Support Services Manager	\$	83,482	0.46	\$	18,993	\$	83,482	0.46	\$	37,985	\$	95,929	0.30	\$	28,649
14	Case Manager III	\$	66,317	0.91	\$	30,175	\$	66,317	0.91	\$	60,349	\$	80,964	1.00	\$	80,964
15	Case Manager III	\$	54,242	0.90	\$	24,409	\$	54,242	0.90	\$	38,819	\$	62,640	1.13	\$	70,998
16	Database Specialist & Compliance Monitor	\$	63,016	0.06	\$	2,025	\$	63,016	0.06	\$	4,049	\$	74,326	0.05	\$	3,576
17	Database Specialist & Compliance Monitor	\$	50,425	0.06	\$	1,621	\$	50,425	0.06	\$	3,240	\$	70,605	0.06	\$	4,537
18	Clinical Services Manager	\$	78,900	0.03	\$	1,268	\$	78,900	0.03	\$	2,535	\$	85,692	0.02	\$	1,753
19	Director of Impact & Analytics	\$	116,640	0.02	\$	1,208	\$	127,433	0.02	\$	2,638	\$	146,600	0.02	\$	3,035
20	Director of Healthy Aging	\$	120,235	0.01	\$	812	\$	120,235	0.01	\$	1,623	\$	150,682	0.01	\$	2,034
21	Housing Services Sr. Director	\$	135,792	0.06	\$	4,404	\$	145,975	0.07	\$	10,423	\$	170,053	0.05	\$	8,336
22	Compliance Specialist	\$	64,999	0.06	\$	2,089	\$	64,999	0.06	\$	4,177	\$	78,160	0.10	\$	7,816
23	Housing Services Director			0.00					0.00			\$	140,606	0.00	\$	-
24	Support for Housing Services Director	\$	94,383	0.13	\$	6,070	\$	94,383	0.17	\$	15,734	\$	117,037	0.16	\$	18,696
25	Sr. Director/Housing Dev & Asset Mgmt.	\$	144,196	0.01	\$	1,050	\$	140,538	0.02	\$	2,249	\$	-	0.00	\$	-
26	Project Manager	\$	84,296	0.15	\$	6,335	\$	105,076	0.17	\$	17,516	\$	-	0.00	\$	-
41			TOTAL SALARIES		\$ 100,459	TOTAL SALARIES			\$ 201,337	TOTAL SALARIES				\$ 230,394		
42			TOTAL FTE	2.88	TOTAL FTE		2.94	TOTAL FTE			2.91					
43			FRINGE BENEFIT RATE		33.00%	FRINGE BENEFIT RATE			27.63%	FRINGE BENEFIT RATE			26.86%			
44			EMPLOYEE FRINGE BENEFITS	\$ 33,151	EMPLOYEE FRINGE BENEFITS		\$ 55,630	EMPLOYEE FRINGE BENEFITS			\$ 61,889					
45			TOTAL SALARIES & BENEFITS	\$ 133,610	TOTAL SALARIES & BENEFITS		\$ 256,967	TOTAL SALARIES & BENEFITS			\$ 292,283					

	A	B	X	AA	AD	AE	AH	AK	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date	11/1/2023									
4	Provider Name	Episcopal Community Services									
5	Program	Housing First Hotels CNC									
6	FSP Contract ID#	1000019778									
7	Budget Name	Mentone - Support Services									
8		EXTENSION YEAR					EXTENSION YEAR				
9		Year 4			Year 5			All Years			
10		Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025	1/1/2021 - 2/29/2024	1/1/2021 - 6/30/2025	1/1/2021 - 6/30/2025	
11				New			New	Current	Amendment	New	
12	POSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
13	Support Services Manager	\$ 96,994	0.50	\$ 48,497	\$ 96,994	0.50	\$ 48,497	\$ 100,501	\$ 82,120	\$ 182,621	
14	Case Manager III	\$ 78,541	0.93	\$ 73,043	\$ 78,541	0.93	\$ 73,043	\$ 197,714	\$ 119,860	\$ 317,574	
15	Case Manager III	\$ 64,519	1.40	\$ 90,004	\$ 64,519	1.40	\$ 90,004	\$ 166,244	\$ 147,990	\$ 314,234	
16	Database Specialist & Compliance Monitor	\$ 75,143	0.06	\$ 4,829	\$ 75,143	0.06	\$ 4,829	\$ 11,278	\$ 8,030	\$ 19,308	
17	Database Specialist & Compliance Monitor	\$ 72,197	0.06	\$ 4,639	\$ 72,197	0.06	\$ 4,639	\$ 10,944	\$ 7,733	\$ 18,677	
18	Clinical Services Manager	\$ 85,682	0.03	\$ 2,753	\$ 85,682	0.03	\$ 2,753	\$ 6,495	\$ 4,568	\$ 11,062	
19	Director of Impact & Analytics	\$ 151,620	0.02	\$ 3,139	\$ 151,620	0.02	\$ 3,139	\$ 7,914	\$ 5,243	\$ 13,157	
20	Director of Healthy Aging	\$ 152,319	0.01	\$ 2,056	\$ 152,319	0.01	\$ 2,056	\$ 5,163	\$ 3,419	\$ 8,582	
21	Housing Services Sr. Director	\$ 171,917	0.07	\$ 12,275	\$ 171,917	0.07	\$ 12,275	\$ 27,300	\$ 20,412	\$ 47,712	
22	Compliance Specialist	\$ 79,015	0.06	\$ 5,078	\$ 79,015	0.06	\$ 5,078	\$ 15,793	\$ 8,443	\$ 24,237	
23	Housing Services Director	\$ 140,602	0.06	\$ 7,874	\$ 140,602	0.06	\$ 7,874	\$ 2,683	\$ 13,064	\$ 15,747	
24	Support for Housing Services Director	\$ 118,312	0.17	\$ 20,113	\$ 118,312	0.17	\$ 20,113	\$ 40,500	\$ 40,226	\$ 80,726	
25	Sr. Director/Housing Dev & Asset Mgmt.	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 3,299	\$ -	\$ 3,299	
26	Project Manager	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851	
41		TOTAL SALARIES		\$ 274,299	TOTAL SALARIES		\$ 274,299	\$ 619,679	\$ 461,108	\$ 1,080,787	
42		TOTAL FTE		3.38	TOTAL FTE		3.38				
43		FRINGE BENEFIT RATE		34.00%	FRINGE BENEFIT RATE		34.00%				
44		EMPLOYEE FRINGE BENEFITS		\$ 93,262	EMPLOYEE FRINGE BENEFITS		\$ 93,262	\$ 181,292	\$ 155,902	\$ 337,194	
45		TOTAL SALARIES & BENEFITS		\$ 367,561	TOTAL SALARIES & BENEFITS		\$ 367,561	\$ 800,972	\$ 617,010	\$ 1,417,982	

	A	B	C	F	I	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	11/1/2023						
4	Provider Name	Episcopal Community Services						
5	Program	Housing First Hotels CNC						
6	FSP Contract ID#	1000019778						
7	Budget Name	Mentone - Support Services						
8				EXTENSION YEAR		EXTENSION YEAR		
9			Year 1	Year 2	Year 3	Year 4	Year 5	All Years
10			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
11			Actuals	Actuals	Actuals	New	New	New
12	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 2,760	\$ 8,860	\$ 10,500	\$ 9,000	\$ 9,000	\$ 40,120
15	Office Supplies/ Furniture/ Equipment		\$ 2,906	\$ 5,395	\$ 4,025	\$ 4,000	\$ 4,000	\$ 20,326
17	Printing and Reproduction		\$ 1,781	\$ 4,020	\$ 7,321	\$ 6,600	\$ 6,600	\$ 26,322
18	Insurance		\$ 2,802	\$ 5,604	\$ 8,404	\$ 7,500	\$ 7,500	\$ 31,810
19	Staff Training/Recruitments		\$ 1,077	\$ 2,154	\$ 3,654	\$ 2,600	\$ 2,600	\$ 12,085
22	Licenses and Fees		\$ 170	\$ 340	\$ 340	\$ 250	\$ 250	\$ 1,350
23	Food and Food Supplies		\$ 3,863	\$ 7,725	\$ 6,725	\$ 4,500	\$ 4,500	\$ 27,313
24	Program Supplies		\$ 2,700	\$ 5,400	\$ 3,900	\$ 3,254	\$ 3,254	\$ 18,508
43	TOTAL OPERATING EXPENSES		\$ 18,059	\$ 39,498	\$ 44,869	\$ 37,704	\$ 37,704	\$ 177,834
44								
45	Other Expenses (not subject to indirect cost %)							
46	COBD (to be allocated)		\$ 10,662			\$ 21,560	\$ 21,560	\$ 53,782
47	One-Time Prop C Bonus Pay		\$ 1,192	\$ 11,987		\$ -	\$ -	\$ 13,179
48	Adjustment to Actuals		\$ (1)	\$ (11,987)		\$ -	\$ -	\$ (11,988)
59	TOTAL OTHER EXPENSES		\$ 11,853	\$ -	\$ -	\$ 21,560	\$ 21,560	\$ 54,973

	A	B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Mentone - Support Services	FY23-24			
		<u>Adjusted</u>			
		<u>Budgeted</u>	<u>Budgeted</u>		
3	Salaries & Benefits	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
	Support Services Manager	0.50	\$ 48,497	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$96,994 x 0.50 FTE
4	Case Manager III	0.93	\$ 73,043	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$78,541 x 0.93 FTE
5	Case Manager III	1.40	\$ 90,004	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 1.40 FTE
6					
7	Database Specialist & Compliance Monitor	0.06	\$ 4,829	Evaluates HSH contract compliance; conducts resident chart reviews;	\$75,143 x 0.06 FTE
8	Database Specialist & Compliance Monitor	0.06	\$ 4,639	Provides staff training on department protocols and procedures;	\$72,197 x 0.06 FTE
	Clinical Services Manager	0.03	\$ 2,753	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	\$85,682 x 0.03 FTE
9	Director of Impact & Analytics	0.02	\$ 3,139	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.	\$151,620 x 0.02 FTE
10	Director of Healthy Aging	0.01	\$ 2,056	Overall program direction and operations of CKSC as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence.	\$152,319 x 0.01 FTE
11	Housing Services Sr. Director	0.07	\$ 12,275	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages	\$171,917 x 0.07 FTE
12	Compliance Specialist	0.06	\$ 5,078	Provides staff training on department protocols and procedures;	\$79,015 x 0.06 FTE
13	Housing Services Director	0.06	\$ 7,874	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$140,602 x 0.06 FTE
14	Support for Housing Services Director	0.17	\$ 20,113	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$118,312 x 0.17 FTE
15					
23	TOTAL	3.38	\$ 274,299		
24	<u>Employee Fringe Benefits</u>	<u>34.00%</u>	<u>\$ 93,262</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 34% of total salaries.</u>	
25	TOTAL SALARIES & BENEFITS		\$ 367,561		

	A	B	C	D	E
1	BUDGET NARRATIVE		Fiscal Year		
2	Mentone - Support Services	FY23-24			
26					
27	Operating Expenses	<u>Budgeted</u>	<u>Expense</u>	<u>Justification</u>	<u>Calculation</u>
28	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$	9,000	Telecommunication, including Sonic and TPX	\$750 x 12 months
29	Office Supplies/ Furniture/ Equipment	\$	4,000	Support Service office supplies for program staff including materials used with participants and computers	\$333 x 12 months
31	Printing and Reproduction	\$	6,600	Leased copier	\$550 x 12 months
32	Insurance	\$	7,500	Liability and umbrella agency insurance prorated	\$625 x 12 months
33	Staff Training/Recruitments	\$	2,600	Training expenses, including meeting supplies and conference	\$217 x 12 months
36	Licenses and Fees	\$	250	Support Services licenses fee	\$21 x 12 months
37	Food and Food Supplies	\$	4,500	Using the SF Food Bank, the food items will supplement residents' own arrangements	\$375 x 12 months
38	Program Supplies	\$	3,254	Includes bus passes, program materials and snacks for resident activities,	\$271 x 12 months
57	TOTAL OPERATING EXPENSES	\$	37,704		
58	Indirect Cost	12.0%	\$	15,716	
59					
60					
61	Other Expenses (not subject to indirect cost %)	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>	
62	CODB (to be allocated)	\$	21,560	4.75% Cost of doing business for FY 24	4.75%
74					
75	TOTAL OTHER EXPENSES	\$	21,560		

Appendix C, Method of Payment

- I. Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual expenditures for eligible activities incurred during the month.
- A. Timelines: Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred, and within 15 days after the month the service has occurred. All final invoices must be submitted 15 days after the close of the fiscal year or project period. Expenditures must be paid by the Grantee prior to invoicing HSH for those expenditures.

Billing Month/Date	Service Begin Date	Service End Date
August 15	July 1	July 31
September 15	August 1	August 31
October 15	September 1	September 30
November 15	October 1	October 31
December 15	November 1	November 30
January 15	December 1	December 31
February 15	January 1	January 31
March 15	February 1	February 28/29
April 15	March 1	March 31
May 15	April 1	April 30
June 15	May 1	May 31
July 15	June 1	June 30

B. Invoicing System:

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.
2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Spend Down
1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
 2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
 3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.
- E. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer

than five years after final payment under this Agreement, and shall provide to the City upon request.

- a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
 - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
 - 1) Program Monitoring;
 - 2) Fiscal and Compliance Monitoring;
 - 3) Year End Invoice Review;
 - 4) Monthly Invoice Review;
 - 5) As needed per HSH request; and/or
 - 6) As needed to fulfill audit and other monitoring requirements.
2. All documentation requested by and submitted to HSH must:
- a. Be easily searchable (e.g., PDF) or summarized;
 - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
 - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII)); and
 - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed as Approved Subcontractors.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

General Fund/ Care Not Cash (CNC) / Prop C	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p>

General Fund/ Care Not Cash (CNC) / Prop C	
Type	Instructions and Examples of Documentation
	Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.
Operating - Direct Assistance	Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted. Documentation shall include a General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted. Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

4. HSH will conduct regular monitoring of provider operating expenses under \$10,000 including, but not limited to requesting supporting documentation showing invoices were paid. Grantees shall provide requested information within specified timelines. HSH reserves the right to require full documentation of invoice submission regardless of amount to ensure the Grantee's compliance with HSH's invoicing requirements.

III. Advances or Prepayments: Advances or prepayments are allowable on certified annual ongoing General Fund or Prop C amounts (i.e., authorized by executed Agreements) in order to meet non-profit Grantee cash flow needs in certain circumstances. Requests for advance payment will be granted by HSH on a case-by-case basis. Advances are not intended to be a regular automatic procedure.

A. Advance Requirements:

Once the Agreement is certified, Grantee, prior to distribution of any advanced payment, must fulfill the following conditions:

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);

2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

1. Grantee shall submit a written request via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to two months of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

IV. Timely Submission of Reports and Compliance: If a Grantee has outstanding items due to the City (e.g., Corrective Action Plans/report/document/data input), as specified in any written form from HSH (e.g., Letter of Correction, Corrective Action Plan, and/or Appendix A(s), Services to be Provided of the Agreement), Grantee shall submit and comply with such requirements prior to or in conjunction with invoices. Failure to submit required information or comply by specified deadlines may result in HSH withholding of payments.

Appendix D - Interests in Other City Grants

**Subgrantees must also list their interests in other City Grants

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Adult Probation Department	Rental Subsidies and Flexible Spending Funds for Step Up to Freedom.	May 1, 2020 - June 30, 2024	\$2,335,382
Department of Homelessness and Supportive Housing	1064-68 Mission Street Housing	May 1, 2022 - June 30, 2025	\$6,300,824
Department of Homelessness and Supportive Housing	1180 4th Street Housing	July 1, 2014 - June 3, 2024	\$4,934,700
Department of Homelessness and Supportive Housing	455 Fell Street Housing	May 15, 2019 - June 30, 2026	\$2,929,622
Department of Homelessness and Supportive Housing	Adult Access Points	July 1, 2021 - June 30, 2024	\$9,816,708
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing & Mainstream Voucher	July 1, 2020 - June 30, 2024	\$8,586,482
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing (Prop C)	February 15, 2021 - June 30, 2024	\$9,749,200
Department of Homelessness and Supportive Housing	Auburn Hotel	July 1, 2021 - June 30, 2026	\$7,555,534
Department of Homelessness and Supportive Housing	Bishop Swing	July 1, 2020 - March 31, 2024	\$4,384,783
Department of Homelessness and Supportive Housing	Bryant Homeless Storage	December 1, 2020 - February 29, 2024	\$2,663,002
Department of Homelessness and Supportive Housing	Canon Barcus RA & SS	July 1, 2020 - June 30, 2024	\$5,792,831
Department of Homelessness and Supportive Housing	Canon Kip Community House	December 1, 2021 - January 30, 2024	\$7,085,148
Department of Homelessness and Supportive Housing	Cova Non-Congregate Shelter	December 18, 2021 - October 31, 2023	\$9,940,476
Department of Homelessness and Supportive Housing	Flexible Housing Subsidy Pool	February 15, 2021 - June 30, 2024	\$9,900,000
Department of Homelessness and Supportive Housing	Granada Hotel	November 1, 2020 - June 30, 2025	\$7,489,776
Department of Homelessness and Supportive Housing	Henry Hotel	July 1, 2019 - October 31, 2023	\$9,738,512
Department of Homelessness and Supportive Housing	Henry Hotel Rental Assistance	August 1, 2021 - July 31, 2024	\$3,649,750

Department of Homelessness and Supportive Housing	Hotel Diva	August 1, 2021 - June 30, 2024	\$3,063,465
Department of Homelessness and Supportive Housing	Housing Navigation	July 1, 2021 - June 30, 2024	\$9,956,824
Department of Homelessness and Supportive Housing	Interfaith Winter Shelter	July 1, 2021 - June 30, 2024	\$2,333,326
Department of Homelessness and Supportive Housing	Minna Lee	May 1, 2018 - June 30, 2026	\$3,418,795
Department of Homelessness and Supportive Housing	Post Hotel	September 1, 2020 - June 30, 2024	\$9,996,278
Department of Homelessness and Supportive Housing	Rose Hotel & Canon Kip	July 1, 2020 - December 31, 2023	\$2,405,468
Department of Homelessness and Supportive Housing	Sanctuary Shelter	July 1, 2021 - June 30, 2026	\$25,755,271
Department of Homelessness and Supportive Housing	Tahanan Housing	August 1, 2021 - June 30, 2024	\$3,074,403
Department of Public Health	Adult MH OP - SF Start	July 3, 2018 - June 30, 2025	\$9,351,483
Human Services Agency	Congregate Meals for Adults with Disabilities	July 1, 2021 - June 30, 2025	\$289,322
Human Services Agency	Congregate Meals for Older Adults (with NCQA)	July 1, 2021 - June 30, 2025	\$1,814,557
Human Services Agency	HES FY24-27	July 1, 2023 - June 30, 2027	\$2,134,557
Human Care Agency - Department of Disability and Aging Services	Senior Services - Community Services	January 1, 2021 - June 30, 2027	\$1,388,891
Human Care Agency - Department of Disability and Aging Services	Case Management	July 1, 2023 - June 30, 2027	\$1,593,557
Office of Economic and Workforce Development	ECN Hospitality Initiative OST	July 1, 2021 - June 30, 2025	\$300,000