

**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 **July 1, 2021** Grant Agreement (the "Agreement") is dated as of **July 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, 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 **July 1, 2021** between Grantee and City.

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:

3.2 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 **July 1, 2021** and expire on **June 30, 2023**, 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 **July 1, 2021** and expire on **June 30, 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.

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 Section 5.1 Maximum Amount 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 **Six Million One Hundred Eighty Six Thousand Two Hundred Twenty Seven Dollars (\$6,186,227)**.

(b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Thirty One Thousand Thirty Eight Dollars (\$1,031,038)** 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.

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

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Fifty Six Thousand Eight Hundred Twenty Four Dollars (\$9,956,824)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine Hundred Five Thousand One Hundred Sixty Six Dollars (\$905,166)** 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.

2.4 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.

2.5 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.

2.6 Section 16.19 Distribution of Beverages and Water of the Agreement is hereby deleted and replaced in its entirety to read as follows.

(a) **Sugar-Sweetened Beverage Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

(b) Waived pursuant to San Francisco Environment Code Chapter 24, section 2406. (Packaged Water Prohibition).

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, Services to be Provided (dated July 1, 2023)

Appendix B, Budget (dated July 1, 2023)

Appendix C, Method of Payment (dated July 1, 2023)

Appendix D, Interests in Other City Grants (dated July 1, 2023)

- 2.9 **Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided** (dated July 1, 2023), for the period of July 1, 2023 to June 30, 2024.
- 2.10 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2023), for the period of July 1, 2021 to June 30, 2024.
- 2.11 **Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2023).
- 2.12 **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 July 1, 2023).
- 2.13 **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.

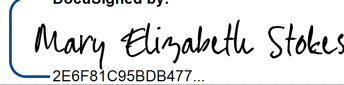
CITY

GRANTEE

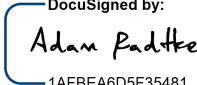
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

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, Services to be Provided
by
Episcopal Community Services
Housing Navigation**

I. Purpose of Grant

The purpose of the grant is to provide housing application-to-tenant support to the served population to ensure that priority status adults are accepted into housing.

II. Served Population

Grantee shall serve adults who the Department of Homelessness and Supportive Housing (HSH) has determined are housing referral status for permanent housing, including permanent support housing (PSH) or for other types of housing search services.

III. Description of Services

Grantee shall provide Housing Navigation to the total number of clients as described in Appendix B, Budget (“ Number Served” tab). Grantee shall provide the following services during the term of this grant:

Grantee shall assist housing referral status adults with:

- A. Preparing a housing plan, which includes locating and obtaining other support and service linkages needed to successfully fulfill the housing plan.
- B. Completing the housing application.
- C. Helping households to acquire all required documentation, including birth certifications, photo identification, social security cards, and income and homelessness verifications. As needed, Grantee shall assist with scheduling and attending appointments needed to procure documents.
- D. Scheduling and attending housing interviews.
- E. Moving into housing.
- F. Grantee shall coordinate regularly, for two rent cycles, with other providers working with a housing referral status adult through meetings, calls, and/or through ONE System notes, and shall visit the client at least once during that period. (If capacity allows after fulfilling core navigation functions.)

IV. Location and Time of Services

Grantee shall provide Housing Navigation services at Coordinated Entry Hubs located at 123 10th Street and 1138 Howard Street, Monday through Friday, during posted business hours. Grantee shall also be available, by arrangement, on other days including early evening and weekends at locations convenient to the client.

Administrative, clinical and roving staff related to the Coordinated Entry program shall be housed at the Coordinated Entry Hub.

V. Service Requirements

A. Staffing:

- 1. Grantee shall maintain a 1:25 ratio of staff to clients.

- B. 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 guests and participants who primarily speak language(s) other than English. Additional information on Language Access standards may be found on page eight of the San Francisco Coordinated Entry Standards document, located on the HSH website: <https://hsh.sfgov.org/wp-content/uploads/2021/03/CE-Standards-Adopted-February-1-2021-signed.pdf>.
- C. Admission Policy: Grantee admission policies for services shall be in writing, opening displayed, and made 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 participants are 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.
- D. Feedback, Complaint and Follow-up Policies:
1. Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
 2. A complaint process, including a written complaint policy informing the served population on how to report complaints and request repairs/services; and
 3. A written survey, which shall be offered 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.
- E. Grievance Procedure: Grantee shall establish and maintain a written Grievance Procedure for households, which shall include the following elements, as well as others that may be appropriate to the services:
1. The name or title of the person or persons authorized to make a determination regarding the grievance.
 2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination.
 3. The amount of time required for each step, including when a participant can expect a response.
 4. HSH Program Manager's contact information for the participant to contact after the participant has exhausted Grantee's internal Grievance Procedure.
- F. City Communications and Policies: Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance at all meetings when required by HSH; and
 3. Attendance at trainings, when required by HSH.

- G. Critical Incident: Grantee shall adhere to the HSH Critical Incident policies, including reporting to HSH within 24 hours any deaths, serious violence or emergencies involving police, fire or ambulance calls, using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called to the Access Point by staff or guests and when Child Protective Services removes a child.
- H. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and emergency response event, defined as public emergency affecting life, health, or property. This may include, but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.
- I. 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 site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- J. 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 the Grantee Director or Manager or a representative will attend appropriate neighborhood meetings;
 3. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
 4. Minimizing the impact on the neighborhood of served population waiting to enter the service location; and
 5. Active discouragement of loitering in the area surrounding the building.
- K. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
1. Greeting the served population, staff, and visitors.
 2. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis.
 3. Assistance with conflict de-escalation and crisis management.

L. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
 - d. Records entered into the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards¹.
2. 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 either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
3. 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.
4. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

M. Record Keeping and Files:

1. 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.
2. Grantee shall maintain confidential files on the served population, including developed Plans, notes, and progress.

N. 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.

O. 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.

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

This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.

VI. Service Objectives

Grantee shall achieve the following service objectives:

- A. Grantee shall provide Housing Navigation services to 100 percent of the served population who are high acuity and referred for PSH. The Housing Navigation services will continue for 2 rent cycles.
- B. Grantee shall enter data within the ONE System for 100 percent of the served population.
- C. Grantee shall offer a survey to 100 percent of the housing referral status served population.

VII. Outcome Objectives

Grantee shall achieve the following outcome objectives:

- A. 75 percent of clients shall complete a survey indicating satisfaction with services delivery.
- B. At least 85 percent of surveys completed by the served population will result in a good to excellent rating for the quality of received services.

VIII. Reporting Requirements

- A. Grantee shall input data into systems required by HSH
- B. For any quarter that maintains less than ninety percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service
- C. Grantee shall create and maintain accurate and complete participant level records in the ONE System. The records will be expected to meet or exceed the ONE System Continuous Data Quality Improvement Process standards.
- D. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month.
- E. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.

- F. Grantee shall provide an annual report summarizing the grant activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- H. 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.
- I. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

For assistance with reporting requirements or submission of reports, contact the assigned Contract or Program Manager, as listed in CARBON.

IX. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, 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 training and agency lead meetings.

- B. Fiscal Compliance and Contract Monitoring Fiscal monitoring will 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 and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memorandums 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	7/1/2023		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2021	6/30/2023	2
6	Amended Term	7/1/2021	6/30/2024	3
7	Program	Housing Navigation & Stabilization		
8	F\$P Contract ID#	1000022380		
9				
10	Approved Subcontractors			
11	N/A			

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET**

Document Date	7/1/2023		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	7/1/2021	6/30/2023	2
Amended Term	7/1/2021	6/30/2024	3
Program	Housing Navigation & Stabilization		
F\$P Contract ID#	1000022380		

NUMBER SERVED	Year 1	Year 2	Year 3
	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024
Number of Clients - Housing Navigation	600	600	600

	A	B	C	D	E	H	M	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2021	6/30/2023	2						
6	Amended Term	7/1/2021	6/30/2024	3						
7	Provider Name	Episcopal Community Services								
8	Program	Housing Navigation & Stabilization								
9	FSP Contract ID#	1000022380								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Names	General Fund - Navigation, One-Time Whole Person Care - Navigation, PATH - Navigation, One-Time Whole Person Care - Stabilization								
13		Current	New							
14	Term Budget	\$ 5,457,887	\$ 9,051,658	10%						
15	Contingency	\$ 728,340	\$ 905,166							
16	Not-To-Exceed	\$ 6,186,227	\$ 9,956,824							
17										
18										
19										
20										
21	Expenditures									
22	Salaries & Benefits	\$ 1,783,645	\$ 2,498,408		\$ 2,597,351	\$ 4,282,053	\$ 2,597,351	\$ 6,879,404		
23	Operating Expense	\$ 557,461	\$ 626,610		\$ 527,667	\$ 1,184,070	\$ 527,667	\$ 1,711,737		
24	Subtotal	\$ 2,341,105	\$ 3,125,018		\$ 3,125,018	\$ 5,466,123	\$ 3,125,018	\$ 8,591,142		
26	Indirect Cost	\$ 345,334	\$ 468,753		\$ 468,753	\$ 814,087	\$ 468,753	\$ 1,282,840		
27	Other Expenses (Not subject to indirect %)	\$ (822,324)	\$ -		\$ -	\$ (822,324)	\$ -	\$ (822,324)		
30	Total Expenditures	\$ 1,864,116	\$ 3,593,771		\$ 3,593,771	\$ 5,457,887	\$ 3,593,771	\$ 9,051,658		
31										
32	HSH Revenues *									
33	General Fund - Ongoing	\$ 1,234,375	\$ -		\$ -	\$ 1,234,375	\$ -	\$ 1,234,375		
35	Whole Person Care (WPC) - One-Time	\$ 1,452,066	\$ -		\$ -	\$ 1,452,066	\$ -	\$ 1,452,066		
36	State Project for Assistance in Transition from Homelessness (PATH)	\$ -	\$ 3,593,771		\$ 3,593,771	\$ 3,593,771	\$ 3,593,771	\$ 7,187,542		
37	Adjustment to Actuals	\$ (822,324)	\$ -		\$ -	\$ (822,324)	\$ -	\$ (822,324)		
42	Total HSH Revenues	\$ 1,864,116	\$ 3,593,771		\$ 3,593,771	\$ 5,457,887	\$ 3,593,771	\$ 9,051,658		
48										
49	Total Other Revenues	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		
50										
51	Total HSH + Other Revenues	\$ 1,864,116	\$ 3,593,771		\$ 3,593,771	\$ 5,457,887	\$ 3,593,771	\$ 9,051,658		
54	Total Adjusted Salary FTE (All Budgets)				25.53					
55										
56	Prepared by	Tiffany Luong								
57	Phone	(415) 487-3300								
58	Email	tluong@ECS-SF.org								
59										
60	* 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.									
61										
62										
63										

	A	B	C	D	E	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	7/1/2023							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	7/1/2021	6/30/2023	2					
6	Amended Term	7/1/2021	6/30/2024	3					
7	Provider Name	Episcopal Community Services							
8	Program	Housing Navigation & Stabilization							
9	F\$P Contract ID#	1000022380							
10	Action (select)	Amendment							
11	Effective Date	7/1/2023							
12	Budget Name	General Fund - Navigation							
13		Current	New						
14	Term Budget	\$ 895,558	\$ 895,558	10%					
15	Contingency	\$ 728,340	\$ 905,166						
16	Not-To-Exceed	\$ 6,186,227	\$ 9,956,824						
17					Year 1	All Years			
18					7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2023	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2024	
19					Actuals	Current	Amendment	New	
20									
21	Expenditures								
22	Salaries & Benefits				\$ 891,822	\$ 891,822	\$ -	\$ 891,822	
23	Operating Expense				\$ 181,547	\$ 181,547	\$ -	\$ 181,547	
24	Subtotal				\$ 1,073,369	\$ 1,073,369	\$ -	\$ 1,073,369	
25	Indirect Percentage				15.00%				
26	Indirect Cost (Line 24 X Line 25)				\$ 161,005	\$ 161,005	\$ -	\$ 161,005	
27	Other Expenses (Not subject to indirect %)				\$ (338,816)	\$ (338,816)	\$ -	\$ (338,816)	
30	Total Expenditures				\$ 895,558	\$ 895,558	\$ -	\$ 895,558	
31									
32	HSH Revenues (select)								
33	General Fund - Ongoing				\$ 1,234,375	\$ 1,234,375	\$ -	\$ 1,234,375	
34	CalAIM					\$ -	\$ -	\$ -	
35	Whole Person Care (WPC) - One-Time					\$ -	\$ -	\$ -	
36	State Project for Assistance in Transition from Homelessness (PATH)					\$ -	\$ -	\$ -	
37	Adjustment to Actuals				\$ (338,816)	\$ (338,816)	\$ -	\$ (338,816)	
41									
42	Total HSH Revenues				\$ 895,558	\$ 895,558	\$ -	\$ 895,558	
48									
49	Total Other Revenues				\$ -	\$ -	\$ -	\$ -	
50									
51	Total HSH + Other Revenues				\$ 895,558	\$ 895,558	\$ -	\$ 895,558	
54									
55	Prepared by	Tiffany Luong							
56	Phone	(415) 487-3300							
57	Email	tluong@ECS-SF.org							

	A	B	C	F	G	BU	BV	BW		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	SALARY & BENEFIT DETAIL									
3	Document Date	7/1/2023								
4	Provider Name	Episcopal Community Services								
5	Program	Housing Navigation & Stabilization								
6	FSP Contract ID#	1000022380								
7	Budget Name	General Fund - Navigation								
8										
9				Year 1		All Years				
10				Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022 Current	7/1/2021 - 6/30/2023 Current	7/1/2021 - 6/30/2024 Amendment	7/1/2021 - 6/30/2024 New	
11				Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	POSITION TITLE									
13	Director of Coordinated Entry #CE50			\$ 143,269	0.50	\$ 35,817	\$ 35,817	\$ -	\$ 35,817	
14	Director of Impact & Analytics #A83			\$ 137,627	0.03	\$ 2,064	\$ 2,064	\$ -	\$ 2,064	
15	Associate Director of ACE #CE56			\$ 120,986	0.50	\$ 30,247	\$ 30,247	\$ -	\$ 30,247	
16	Manager of Hsg Navigation Services #CE651			\$ 93,106	1.00	\$ 46,553	\$ 46,553	\$ -	\$ 46,553	
17	Manager of Hsg Navigation Services #CE650			\$ 93,106	1.00	\$ 46,553	\$ 46,553	\$ -	\$ 46,553	
18	Licensed. Clinical Social Workers #CS502			\$ 119,127	0.50	\$ 29,782	\$ 29,782	\$ -	\$ 29,782	
19	Data Analyst and Compliance Specialist #CE402			\$ 67,571	0.50	\$ 16,893	\$ 16,893	\$ -	\$ 16,893	
20	Hsg Navigation Specialists/Bilingual: #CE301/#CE302/#CE303/#CE304/#CE305/#CE306#/#CE308/#CE309/#CE311/#CE312/#CE313/#CE315/#CE601/#CE602/#CE320/#CE321/#CE323/#CE324/#CE325/Open/Open			\$ 58,694	14.00	\$ 410,856	\$ 410,856	\$ -	\$ 410,856	
21	Hospitality Ambassadors #CE209			\$ 56,611	0.50	\$ 14,153	\$ 14,153	\$ -	\$ 14,153	
22	Ambassadors #CE206			\$ 55,384	1.00	\$ 27,692	\$ 27,692	\$ -	\$ 27,692	
53				TOTAL SALARIES		\$ 660,609	\$ 660,609	\$ -	\$ 660,609	
54				TOTAL FTE	19.53					
55				FRINGE BENEFIT RATE		35.00%				
56				EMPLOYEE FRINGE BENEFITS	\$ 231,213	\$ 231,213	\$ -	\$ 231,213		
57				TOTAL SALARIES & BENEFITS	\$ 891,822	\$ 891,822	\$ -	\$ 891,822		
58										

	A	B	C	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	OPERATING DETAIL					
3	Document Date	7/1/2023				
4	Provider Name	Episcopal Community Services				
5	Program	Housing Navigation & Stabilization				
6	F\$P Contract ID#	1000022380				
7	Budget Name	General Fund - Navigation				
8						
9			Year 1	All Years		
10			7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2023	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2024
11			Actuals	Current	Amendment	New
12	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property		\$ 111,902	\$ 111,902	\$ -	\$ 111,902
14	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 3,985	\$ 3,985	\$ -	\$ 3,985
15	Office Supplies, Postage		\$ 585	\$ 585	\$ -	\$ 585
16	Building Maintenance Supplies and Repair		\$ 18,344	\$ 18,344	\$ -	\$ 18,344
17	Printing and Reproduction		\$ 2,269	\$ 2,269	\$ -	\$ 2,269
18	Insurance		\$ 1,901	\$ 1,901	\$ -	\$ 1,901
19	Staff Training		\$ 614	\$ 614	\$ -	\$ 614
20	Staff Travel-(Local & Out of Town)		\$ 696	\$ 696	\$ -	\$ 696
22	IT Equipment		\$ 1,638	\$ 1,638	\$ -	\$ 1,638
23	Telecommunications		\$ 5,804	\$ 5,804	\$ -	\$ 5,804
24	Client Stipends/ Moving in Subsidies		\$ 27,000	\$ 27,000	\$ -	\$ 27,000
25	Program/Client Supplies		\$ 6,133	\$ 6,133	\$ -	\$ 6,133
26	Staff Recruitment		\$ 676	\$ 676	\$ -	\$ 676
68	TOTAL OPERATING EXPENSES		\$ 181,547	\$ 181,547	\$ -	\$ 181,547
69						
70	<u>Other Expenses (not subject to indirect cost %)</u>					
71	Adjustment to Actuals		\$ (338,816)	\$ (338,816)	\$ -	\$ (338,816)
83						
84	TOTAL OTHER EXPENSES		\$ (338,816)	\$ (338,816)	\$ -	\$ (338,816)

	A	B	C	D	H	M	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2021	6/30/2023	2						
6	Amended Term	7/1/2021	6/30/2024	3						
7	Provider Name	Episcopal Community Services								
8	Program	Housing Navigation & Stabilization								
9	FSP Contract ID#	1000022380								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	PATH - Navigation								
13		Current	New							
14	Term Budget	\$ 3,593,771	\$ 7,187,542	10%						
15	Contingency	\$ 728,340	\$ 905,166							
16	Not-To-Exceed	\$ 6,186,227	\$ 9,956,824							
17	EXTENSION YEAR									
18		Year 2		Year 3		All Years				
19		7/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		7/1/2021 - 6/30/2023		7/1/2021 - 6/30/2024		
20		Current		New		Current		Amendment		
21	Expenditures									
22	Salaries & Benefits	\$ 2,498,408	\$ 2,597,351	\$ 2,498,408	\$ 2,597,351	\$ 2,498,408	\$ 2,597,351	\$ 5,095,760		
23	Operating Expense	\$ 626,610	\$ 527,667	\$ 626,610	\$ 527,667	\$ 626,610	\$ 527,667	\$ 1,154,277		
24	Subtotal	\$ 3,125,018	\$ 3,125,018	\$ 3,125,018	\$ 3,125,018	\$ 3,125,018	\$ 3,125,018	\$ 6,250,036		
25	Indirect Percentage	15.00%		15.00%						
26	Indirect Cost (Line 24 X Line 25)	\$ 468,753	\$ 468,753	\$ 468,753	\$ 468,753	\$ 468,753	\$ 468,753	\$ 937,505		
30	Total Expenditures	\$ 3,593,771	\$ 3,593,771	\$ 3,593,771	\$ 3,593,771	\$ 3,593,771	\$ 3,593,771	\$ 7,187,541		
31										
32	HSH Revenues									
36	State Project for Assistance in Transition from Homelessness (PATH)	\$ 3,593,771	\$ 3,593,771	\$ 3,593,771	\$ 3,593,771	\$ 3,593,771	\$ 3,593,771	\$ 7,187,542		
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
42	Total HSH Revenues	\$ 3,593,771	\$ 3,593,771	\$ 3,593,771	\$ 3,593,771	\$ 3,593,771	\$ 3,593,771	\$ 7,187,542		
48										
49	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
50										
51	Total HSH + Other Revenues	\$ 3,593,771	\$ 3,593,771	\$ 3,593,771	\$ 3,593,771	\$ 3,593,771	\$ 3,593,771	\$ 7,187,542		
54										
55	Prepared by	Tiffany Luong								
56	Phone	(415) 487-3300								
57	Email	tluong@ECS-SF.org								

	A	B	J	M	N	Q	T	W	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date	7/1/2023									
4	Provider Name	Episcopal Community Services									
5	Program	Housing Navigation & Stabilization									
6	FSP Contract ID#	1000022380									
7	Budget Name	PATH - Navigation									
8	EXTENSION YEAR										
9		Year 2			Year 3			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	7/1/2021 - 6/30/2023 Current	7/1/2021 - 6/30/2024 Amendment	7/1/2021 - 6/30/2024 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	Budgeted Salary	Change	Budgeted Salary	
12	POSITION TITLE										
13	Director of Coordinated Entry #CE50	\$ 150,083	0.33	\$ 50,041	\$ 157,587	0.50	\$ 78,794	\$ 50,041	\$ 78,794	\$ 128,835	
14	Director of Impact & Analytics #A83	\$ 143,885	0.03	\$ 4,317	\$ 154,573	0.03	\$ 4,637	\$ 4,317	\$ 4,637	\$ 8,954	
15	Associate Director of ACE #CE56	\$ 118,455	0.29	\$ 34,227	\$ 128,059	0.50	\$ 64,030	\$ 34,227	\$ 64,030	\$ 98,257	
16	Manager of Hsg Navigation Services #CE651	\$ 101,656	1.00	\$ 101,656	\$ 106,751	1.00	\$ 106,751	\$ 101,656	\$ 106,751	\$ 208,407	
17	Manager of Hsg Navigation Services #CE650	\$ 101,656	1.00	\$ 101,656	\$ 106,751	1.00	\$ 106,751	\$ 101,656	\$ 106,751	\$ 208,407	
18	Manager of Hsg Navigation Services #CE318	\$ 101,656	1.00	\$ 101,656	\$ 102,081	1.00	\$ 102,081	\$ 101,656	\$ 102,081	\$ 203,737	
19	Licensed Clinical Social Workers #CS502	\$ 123,235	0.50	\$ 61,618	\$ 131,862	0.50	\$ 65,931	\$ 61,618	\$ 65,931	\$ 127,549	
20	Data Analyst and Compliance Specialist #CE402	\$ 67,129	0.50	\$ 33,564	\$ 71,604	0.50	\$ 35,802	\$ 33,564	\$ 35,802	\$ 69,366	
21	Hsg Navigation Specialists/Bilingual: #CE301/#CE302/#CE303/#CE304/#CE305/#CE306/#CE308/#CE309 /#CE311/#CE312/#CE313/#CE315/#CE601/#CE602/#CE320/#CE32 1/#CE323/#CE324/#CE325/Open/Open	\$ 62,143	20.55	\$ 1,277,214	\$ 66,605	19.00	\$ 1,265,495	\$ 1,277,214	\$ 1,265,495	\$ 2,542,709	
22	Hospitality Ambassadors #CE212	\$ 55,288	0.50	\$ 27,644	\$ 61,848	0.50	\$ 30,924	\$ 27,644	\$ 30,924	\$ 58,568	
23	Ambassadors #CE206	\$ 57,080	1.00	\$ 57,080	\$ 62,768	1.00	\$ 62,768	\$ 57,080	\$ 62,768	\$ 119,848	
56		TOTAL SALARIES		\$ 1,850,673	TOTAL SALARIES		\$ 1,923,963	\$ 1,850,673	\$ 1,923,963	\$ 3,774,636	
57		TOTAL FTE	26.71		TOTAL FTE	25.53					
58		FRINGE BENEFIT RATE		35.00%	FRINGE BENEFIT RATE		35.00%				
59		EMPLOYEE FRINGE BENEFITS		\$ 647,736	EMPLOYEE FRINGE BENEFITS		\$ 673,388	\$ 647,736	\$ 673,388	\$ 1,321,124	
60		TOTAL SALARIES & BENEFITS		\$ 2,498,408	TOTAL SALARIES & BENEFITS		\$ 2,597,351	\$ 2,498,408	\$ 2,597,351	\$ 5,095,760	
61											

	A	B	F	K	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	7/1/2023					
4	Provider Name	Episcopal Community Services					
5	Program	Housing Navigation & Stabilization					
6	F\$P Contract ID#	1000022380					
7	Budget Name	PATH - Navigation					
8							
9			Year 2	Year 3	All Years		
10			7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2023	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2024
11			Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property		\$ 221,886	\$ 210,886	\$ 221,886	\$ 210,886	\$ 432,772
14	Utilities(Elec, Water, Gas, Phone, Trash Removal & Pest Control)		\$ 21,577	\$ 18,077	\$ 21,577	\$ 18,077	\$ 39,654
15	Office Supplies, Postage		\$ 4,475	\$ 2,000	\$ 4,475	\$ 2,000	\$ 6,475
16	Building Maintenance Supplies and Repair		\$ 51,994	\$ 46,994	\$ 51,994	\$ 46,994	\$ 98,988
17	Printing and Reproduction		\$ 16,364	\$ 15,560	\$ 16,364	\$ 15,560	\$ 31,924
18	Insurance		\$ 13,139	\$ 13,636	\$ 13,139	\$ 13,636	\$ 26,775
19	Staff Training & Meeting Supplies		\$ 5,039	\$ 4,039	\$ 5,039	\$ 4,039	\$ 9,078
20	Staff Travel-(Local & Out of Town)		\$ 2,284	\$ 1,004	\$ 2,284	\$ 1,004	\$ 3,288
22	IT Equipment, Furniture and Equipment		\$ 8,277	\$ 3,777	\$ 8,277	\$ 3,777	\$ 12,054
23	Telecommunications		\$ 17,587	\$ 6,587	\$ 17,587	\$ 6,587	\$ 24,174
24	Client Stipends/ Moving in Subsidies/ Assistance		\$ 169,179	\$ 138,739	\$ 169,179	\$ 138,739	\$ 307,918
25	Program/Client Supplies and Services		\$ 90,956	\$ 64,515	\$ 90,956	\$ 64,515	\$ 155,471
26	Staff Recruitment/ Professional Fees		\$ 3,853	\$ 1,853	\$ 3,853	\$ 1,853	\$ 5,706
67							
68	TOTAL OPERATING EXPENSES		\$ 626,610	\$ 527,667	\$ 626,610	\$ 527,667	\$ 1,154,277

BUDGET NARRATIVE

Fiscal Year

PATH - Navigation

FY23-24

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted</u>		<u>Justification</u>	<u>Calculation</u>
	<u>FTE</u>	<u>Salary</u>		
Director of Coordinated Entry #CE50	0.50	\$ 78,794	this position is responsible for navigating clients to permanent supportive housing, including: helping the client gather required documents; transportation to housing appointments; and, housing application submission.	\$157,587 x 0.5 FTE
Director of Impact & Analytics #A83	0.03	\$ 4,637	This position provides direct supervision to a team of Navigators	\$154,573 x 0.03 FTE
Associate Director of ACE #CE56	0.50	\$ 64,030	Oversees all direct service provision of ACE. Supervises Managers of Housing Navigation and Managers of Problem Solving.	\$128,059 x 0.5 FTE
Manager of Hsg Navigation Services #CE651	1.00	\$ 106,751	Supervises Housing Navigators, ensures client-centered service delivery, staff training and support, performance reviews, and supports resolution of grievances.	\$106,751 x 1 FTE
Manager of Hsg Navigation Services #CE650	1.00	\$ 106,751	Supervises Housing Navigators, ensures client-centered service delivery, staff training and support, performance reviews, and supports resolution of grievances.	\$106,751 x 1 FTE
Manager of Hsg Navigation Services #CE318	1.00	\$ 102,081	Supervises Housing Navigators, ensures client-centered service delivery, staff training and support, performance reviews, and supports resolution of grievances.	\$102,081 x 1 FTE
Licensed Clinical Social Workers #CS502	0.50	\$ 65,931	Provides disability certifications and clinical review to support ACE.	\$131,862 x 0.5 FTE
Data Analyst and Compliance Specialist #CE402	0.50	\$ 35,802	Conducts data collection, analysis, and compliance activities for ACE.	\$71,604 x 0.5 FTE
Hsg Navigation Specialists/Bilingual: #CE301/#CE302/#CE303/#CE304/#CE305/#CE306/#CE308/# CE309/#CE311/#CE312/#CE313/#CE315/#CE601/#CE602/# CE320/#CE321/#CE323/#CE324/#CE325/Open/Open	19.00	\$ 1,265,495	Navigates clients to permanent supportive housing, including: helping the client gather required documents; transportation to housing appointments; and, housing application submission. The pay rate for these staff is calculated by three tiers of positions: Housing Navigation Specialist 1 at \$70K/yr.; Housing Navigation Specialist 2 at \$75K/yr.; and, Housing Navigation Specialist 3 at \$80K/yr. A differential has been added for annual raises, which take place in December at ECS.	\$66,605 x 19 FTE
Hospitality Ambassadors #CE212	0.50	\$ 30,924	Greeting, receiving, providing information, and processing clients to Access Point services. Offering, de-escalation and safety services at Access Point locations. Has additional safety responsibilities.	\$61,848 x 0.5 FTE
Ambassadors #CE206	1.00	\$ 62,768	Greeting, receiving, providing information, and processing clients to Access Point services. Offering, de-escalation and safety services at Access Point locations	\$62,768 x 1 FTE
TOTAL	25.53	1,923,963		
<u>Employee Fringe Benefits</u>	35.0%	\$ 673,387	Includes FICA, SSUI, Workers Compensation and Medical calculated at 35% of total salaries.	
Salaries & Benefits Total		\$ 2,597,350		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 210,886	includes rental expenses for 1138 Howard Street office	\$17,574 x 12 months
Utilities(Elec, Water, Gas, Phone, Trash Removal & Pest Control)	\$ 18,077	includes expenses for electricity and gas	\$1,506 x 12 months
Office Supplies, Postage	\$ 2,000	covers office and meeting supplies; postage expenses	\$167 x 12 months
Building Maintenance Supplies and Repair	\$ 46,994	includes cleaning supplies, site repairs and maintenance expenses	\$3,916 x 12 months
Printing and Reproduction	\$ 15,560	covers expenses for printing and copying/reproduction	\$1,297 x 12 months
Insurance	\$ 13,636	covers site liability insurance	\$1,136 x 12 months
Staff Training & Meeting Supplies	\$ 4,039	includes training expenses for staff	\$337 x 12 months
Staff Travel-(Local & Out of Town)	\$ 1,004	covers local travel expenses for staff	\$84 x 12 months
IT Equipment, Furniture and Equipment	\$ 3,777	includes furniture and equipment	\$315 x 12 months
Telecommunications	\$ 6,587	staff recruitment expenses	\$549 x 12 months
Client Stipends/ Moving in Subsidies/ Assistance	\$ 138,739	includes program and client supplies expenses	\$11,562 x 12 months
Program/Client Supplies and Services	\$ 64,515	These funds are intended to pay move in costs for clients accessing PSH	\$5,376 x 12 months
Staff Recruitment/ Professional Fees	\$ 1,853	covers cellphone and Wi-Fi connectivity expenses	\$154 x 12 months
TOTAL OPERATING EXPENSES	\$ 527,667		
Indirect Cost	15.0%	\$ 468,753	

	A	B	C	D	E	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2023						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2023	2				
6	Amended Term	7/1/2021	6/30/2024	3				
7	Provider Name	Episcopal Community Services						
8	Program	Housing Navigation & Stabilization						
9	F\$P Contract ID#	1000022380						
10	Action (select)	Amendment						
11	Effective Date	7/1/2023						
12	Budget Name	One-Time Whole Person Care - Navigation						
13		Current	New					
14	Term Budget	\$ 968,558	\$ 968,558	10%				
15	Contingency	\$ 728,340	\$ 905,166					
16	Not-To-Exceed	\$ 6,186,227	\$ 9,956,824					
17								
18					Year 1	All Years		
19					7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2023	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2024
20					Actuals	Current	Amendment	New
21	Expenditures							
22	Salaries & Benefits				\$ 891,822	\$ 891,822	\$ -	\$ 891,822
23	Operating Expense				\$ 181,547	\$ 181,547	\$ -	\$ 181,547
24	Subtotal				\$ 1,073,369	\$ 1,073,369	\$ -	\$ 1,073,369
25	Indirect Percentage				15.00%			
26	Indirect Cost (Line 24 X Line 25)				\$ 161,005	\$ 161,005	\$ -	\$ 161,005
27	Other Expenses (Not subject to indirect %)				\$ (265,816)	\$ (265,816)	\$ -	\$ (265,816)
30	Total Expenditures				\$ 968,558	\$ 968,558	\$ -	\$ 968,558
31								
32	HSH Revenues							
35	Whole Person Care (WPC) - One-Time				\$ 1,234,375	\$ 1,234,375	\$ -	\$ 1,234,375
37	Adjustment to Actuals				\$ (265,816)	\$ (265,816)	\$ -	\$ (265,816)
42	Total HSH Revenues				\$ 968,558	\$ 968,558	\$ -	\$ 968,558
48								
49	Total Other Revenues				\$ -	\$ -	\$ -	\$ -
50								
51	Total HSH + Other Revenues				\$ 968,558	\$ 968,558	\$ -	\$ 968,558
54								
55	Prepared by	Tiffany Luong						
56	Phone	(415) 487-3300						
57	Email	tluong@ECS-SF.org						

	A	B	C	F	G	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	SALARY & BENEFIT DETAIL							
3	Document Date	7/1/2023						
4	Provider Name	Episcopal Community Services						
5	Program	Housing Navigation & Stabilization						
6	FSP Contract ID#	1000022380						
7	Budget Name	One-Time Whole Person Care - Navigation						
8								
9			Year 1			All Years		
10			Agency Totals	For HSH	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -
11				Funded	6/30/2022	6/30/2023	6/30/2024	6/30/2024
				Program	Current	Current	Amendment	New
12	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
13	Director of Coordinated Entry #CE50		\$ 143,269	0.50	\$ 35,817	\$ 35,817	\$ -	\$ 35,817
14	Director of Impact & Analytics #A83		\$ 137,627	0.03	\$ 2,064	\$ 2,064	\$ -	\$ 2,064
15	Associate Director of ACE #CE56		\$ 120,986	0.50	\$ 30,247	\$ 30,247	\$ -	\$ 30,247
16	Manager of Hsg Navigation Services #CE651		\$ 93,106	1.00	\$ 46,553	\$ 46,553	\$ -	\$ 46,553
17	Manager of Hsg Navigation Services #CE650		\$ 93,106	1.00	\$ 46,553	\$ 46,553	\$ -	\$ 46,553
18	Licensed. Clinical Social Workers #CS502		\$ 119,127	0.50	\$ 29,782	\$ 29,782	\$ -	\$ 29,782
19	Data Analyst and Compliance Specialist #CE402		\$ 67,571	0.50	\$ 16,893	\$ 16,893	\$ -	\$ 16,893
20	Hsg Navigation Specialists/Bilingual: #CE301/#CE302/#CE303/#CE304/#CE305/#CE306#/#CE308/#CE309/ #CE311/#CE312/#CE313/#CE315/#CE601/#CE602		\$ 58,694	14.00	\$ 410,856	\$ 410,856	\$ -	\$ 410,856
21	Hospitality Ambassadors #CE209		\$ 56,611	0.50	\$ 14,153	\$ 14,153	\$ -	\$ 14,153
22	Ambassadors #CE206		\$ 55,384	1.00	\$ 27,692	\$ 27,692	\$ -	\$ 27,692
56			TOTAL SALARIES		\$ 660,609	\$ 660,609	\$ -	\$ 660,609
57			TOTAL FTE	19.53				
58			FRINGE BENEFIT RATE	35.00%				
59			EMPLOYEE FRINGE BENEFITS		\$ 231,213	\$ 231,213	\$ -	\$ 231,213
60			TOTAL SALARIES & BENEFITS		\$ 891,822	\$ 891,822	\$ -	\$ 891,822

	A	B	C	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	OPERATING DETAIL					
3	Document Date	7/1/2023				
4	Provider Name	Episcopal Community Services				
5	Program	Housing Navigation & Stabilization				
6	F\$P Contract ID#	1000022380				
7	Budget Name	One-Time Whole Person Care - Navigation				
8						
9			Year 1	All Years		
10			7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2023	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2024
11			Actuals	Current	Amendment	New
12	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property		\$ 111,902	\$ 111,902	\$ -	\$ 111,902
14	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 3,985	\$ 3,985	\$ -	\$ 3,985
15	Office Supplies, Postage		\$ 585	\$ 585	\$ -	\$ 585
16	Building Maintenance Supplies and Repair		\$ 18,344	\$ 18,344	\$ -	\$ 18,344
17	Printing and Reproduction		\$ 2,269	\$ 2,269	\$ -	\$ 2,269
18	Insurance		\$ 1,901	\$ 1,901	\$ -	\$ 1,901
19	Staff Training		\$ 614	\$ 614	\$ -	\$ 614
20	Staff Travel-(Local & Out of Town)		\$ 696	\$ 696	\$ -	\$ 696
22	IT Equipment		\$ 1,638	\$ 1,638	\$ -	\$ 1,638
23	Telecommunications		\$ 5,804	\$ 5,804	\$ -	\$ 5,804
24	Client Stipends/ Moving in Subsidies		\$ 27,000	\$ 27,000	\$ -	\$ 27,000
25	Program/Client Supplies		\$ 6,133	\$ 6,133	\$ -	\$ 6,133
26	Staff Recruitment		\$ 676	\$ 676	\$ -	\$ 676
68	TOTAL OPERATING EXPENSES		\$ 181,547	\$ 181,547	\$ -	\$ 181,547
69						
70	<u>Other Expenses (not subject to indirect cost %)</u>					
71	Adjustment to Actuals		\$ (265,816)	\$ (265,816)	\$ -	\$ (265,816)
84	TOTAL OTHER EXPENSES		\$ (265,816)	\$ (265,816)	\$ -	\$ (265,816)

	A	B	C	D	E	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2023						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2023	2				
6	Amended Term	7/1/2021	6/30/2024	3				
7	Provider Name	Episcopal Community Services						
8	Program	Housing Navigation & Stabilization						
9	F\$P Contract ID#	1000022380						
10	Action (select)	Amendment						
11	Effective Date	7/1/2023						
12	Budget Name	One-Time Whole Person Care - Stabilization						
13		Current	New					
14	Term Budget	\$ -	\$ -	10%				
15	Contingency	\$ 728,340	\$ 905,166					
16	Not-To-Exceed	\$ 6,186,227	\$ 9,956,824					
17								
18					Year 1		All Years	
19					7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2023	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2024
20					Actuals	Current	Amendment	New
21	Expenditures							
23	Operating Expense				\$ 194,367	\$ 194,367	\$ -	\$ 194,367
24	Subtotal				\$ 194,367	\$ 194,367	\$ -	\$ 194,367
25	Indirect Percentage				12.00%			
26	Indirect Cost (Line 24 X Line 25)				\$ 23,324	\$ 23,324	\$ -	\$ 23,324
27	Other Expenses (Not subject to indirect %)				\$ (217,691)	\$ (217,691)	\$ -	\$ (217,691)
30	Total Expenditures				\$ -	\$ -	\$ -	\$ -
31								
32	HSH Revenues							
35	Whole Person Care (WPC) - One-Time				\$ 217,691	\$ 217,691	\$ -	\$ 217,691
37	Adjustment to Actuals				\$ (217,691)	\$ (217,691)	\$ -	\$ (217,691)
42	Total HSH Revenues				\$ -	\$ -	\$ -	\$ -
48								
49	Total Other Revenues				\$ -	\$ -	\$ -	\$ -
50								
51	Total HSH + Other Revenues				\$ -	\$ -	\$ -	\$ -
54								
55	Prepared by	Tiffany Luong						
56	Phone	(415) 487-3300						
57	Email	tluong@ECS-SF.org						

	A	B	C	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	OPERATING DETAIL					
3	Document Date	7/1/2023				
4	Provider Name	Episcopal Community Services				
5	Program	Housing Navigation & Stabilization				
6	FSP Contract ID#	1000022380				
7	Budget Name	One-Time Whole Person Care - Stabilization				
8						
9			Year 1	All Years		
10			7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2023	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2024
11			Actuals	Current	Amendment	New
12	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
22	Stabilization Funds for Housing Providers (\$1K/individual)		\$ 194,367	\$ 194,367	\$ -	\$ 194,367
67						
68	TOTAL OPERATING EXPENSES		\$ 194,367	\$ 194,367	\$ -	\$ 194,367
69						
70	<u>Other Expenses (not subject to indirect cost %)</u>					
71	Adjustment to Actuals		\$ (217,691)	\$ (217,691)	\$ -	\$ (217,691)
83						
84	TOTAL OTHER EXPENSES		\$ (217,691)	\$ (217,691)	\$ -	\$ (217,691)
96						

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 Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in 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.

State Project for Assistance in Transition from Homelessness (PATH)	
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 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>

State Project for Assistance in Transition from Homelessness (PATH)	
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 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 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 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. Reserved. (Advances or Prepayments)

- 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 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	July 1, 2022 – July 31, 2023	\$483,701
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 30, 2024	\$4,934,700
Department of Homelessness and Supportive Housing	455 Fell Street Housing	May 15, 2019 – June 30, 2023	\$1,380,001
Department of Homelessness and Supportive Housing	Adult Access Points	July 1, 2021 – June 30, 2023	\$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, 2023	\$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, 2023	\$4,172,720
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 Winter Shelter	December 18, 2021 - July 31, 2023	\$9,340,476
Department of Homelessness and Supportive Housing	Flexible Housing Subsidy Pool	February 15, 2021 - June 30, 2023	\$9,900,000
Department of Homelessness and Supportive Housing	Granada Hotel Housing	November 1, 2020 - June 30, 2025	\$7,489,776
Department of Homelessness and Supportive Housing	Henry Hotel Housing	July 1, 2019 – June 30, 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 Housing	August 1, 2021 - June 30, 2024	\$3,063,465
Department of Homelessness and Supportive Housing	Housing First	January 1, 2021 - February 29, 2024	\$26,329,610

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 Housing	May 1, 2018 – June 30, 2023	\$1,985,078
Department of Homelessness and Supportive Housing	Post Hotel Housing	September 1, 2020 - June 30, 2023	\$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
Health Services Agency	Congregate Meals for Adults with Disabilities	July 1, 2021 – June 30, 2025	\$443,406
Health Services Agency	Congregate Meals for Older Adults (with NCQA)	July 1, 2021 – June 30, 2025	\$2,330,952
Health Services Agency	Employment Services	July 1, 2021 – June 30, 2023	\$554,827
Health Care Agency - Department of Disability and Aging Services	Case Management	July 1, 2021 – June 30, 2023	\$679,550
Health Care Agency - Department of Disability and Aging Services	Senior Services – Community Services	January 1, 2021 - June 30, 2023	\$700,759
Mayor's Office of Housing and Community Development	Next Steps Center (NSC) Job Center \$80K Bruce Ito	July 1, 2021 – June 30, 2023	\$160,000
Mayor's Office of Housing and Community Development	Pilot Occupational Skills Training (SSST2)	July 1, 2022 – June 30, 2023	\$837,209