

File No. 240441

Committee Item No. 8

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

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Committee: Budget and Finance Committee Date May 22, 2024

Board of Supervisors Meeting Date \_\_\_\_\_

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- Executed Grant Agreement 7/1/2021
- Amendment No. 1 7/1/2021
- \_\_\_\_\_
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Completed by: Brent Jalipa Date May 16, 2024

Completed by: Brent Jalipa Date \_\_\_\_\_

1 [Grant Agreement Amendment - Episcopal Community Services - Housing Navigation - Not to  
2 Exceed \$16,694,903]

3 **Resolution approving the second amendment to the grant agreement between**  
4 **Episcopal Community Services and the Department of Homelessness and Supportive**  
5 **Housing (“HSH”) for continued administration of the Housing Navigation program;**  
6 **extending the grant term by 24 months from June 30, 2024, for a total term of July 1,**  
7 **2021, through June 30, 2026; increasing the agreement amount by \$6,738,079 for a total**  
8 **amount not to exceed \$16,694,903; and authorizing HSH to enter into any amendments**  
9 **or other modifications to the agreement that do not materially increase the obligations**  
10 **or liabilities, or materially decrease the benefits to the City and are necessary or**  
11 **advisable to effectuate the purposes of the agreement.**

12  
13 WHEREAS, The mission of the Department of Homelessness and Supportive Housing  
14 (“HSH” or “Department”) is to prevent homelessness when possible and make homelessness  
15 rare, brief, and one-time in the City and County of San Francisco (“the City”) through the  
16 provision of coordinated, compassionate, and high-quality services; and

17 WHEREAS, Permanent supportive housing (“PSH”) is the most effective evidence-  
18 based solution to chronic homelessness; and

19 WHEREAS, As of the 2022 Point-in-Time Count, there were approximately 7,750  
20 people experiencing homelessness in San Francisco on any given night, 56% of whom were  
21 unsheltered; and

22 WHEREAS, The nonprofit provider Episcopal Community Services (“ECS”) has  
23 extensive experience administering programs across the homelessness response system;  
24 and

1           WHEREAS, HSH entered into a grant agreement (“Agreement”) in 2021 for the term  
2 July 1, 2021, through June 30, 2023, in an amount not to exceed \$6,186,227 with ECS to  
3 provide housing navigation and stabilization services for at least 600 clients annually, a copy  
4 of which is on file with the Clerk of the Board of Supervisors (“Clerk”) in File No. 240441; and

5           WHEREAS, HSH executed a first amendment to the Agreement in July 2023 that  
6 extended the Agreement term for ECS to continue providing these services by 12 months to  
7 June 30, 2024, and increased the not to exceed amount by \$3,770,597 for a total amount not  
8 to exceed \$9,956,824 a copy of which is on file with the Clerk in File No. 240441; and

9           WHEREAS, The proposed second amendment (“Amendment”) to the Agreement  
10 would extend the Agreement for ECS to continue to provide these services by 24 months to  
11 June 30, 2026, and increase the not to exceed amount by \$6,738,079 for a total amount not to  
12 exceed \$16,694,903; and

13           WHEREAS, 100% of this agreement is funded with the State’s Providing Access and  
14 Transforming Health (“PATH”) dollars; and

15           WHEREAS, A copy of the Amendment is on file with the Clerk in File No. 240441,  
16 substantially in final form, with all material terms and conditions included, and only remains to  
17 be executed by the parties upon approval of this Resolution; and

18           WHEREAS, The Amendment requires Board of Supervisors approval under  
19 Section 9.118 of the Charter; now, therefore, be it

20           RESOLVED, That the Board of Supervisors hereby authorizes the Executive Director  
21 of HSH (“Director”) or their designee to execute the Amendment to extend the current term of  
22 July 1, 2021, through June 30, 2024, to July 1, 2021, through June 30, 2026, and to increase  
23 the not to exceed amount by \$6,738,079 for a total amount not to exceed \$16,694,903; and,  
24 be it

25

1           FURTHER RESOLVED, That the Board of Supervisors authorizes the Director or their  
2           designee to enter into any amendments or modifications to the Amendment, prior to its final  
3           execution by all parties, that HSH determines, in consultation with the City Attorney, do not  
4           materially increase the obligations or liabilities of the City or materially decrease the benefits  
5           to the City, are necessary or advisable to effectuate the purposes of the grant, and are in  
6           compliance with all applicable laws; and, be it

7           FURTHER RESOLVED, That within 30 days of the Amendment being executed by all  
8           parties, HSH shall submit to the Clerk a completely executed copy for inclusion in File  
9           No. 240441; this requirement and obligation resides with HSH, and is for the purposes of  
10          having a complete file only, and in no manner affects the validity of the approved agreement.

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Recommended:

\_\_\_\_\_/s/\_\_\_\_\_  

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Shireen McSpadden  
Executive Director  
Department of Homelessness and Supportive Housing

<p><b>Item 8</b> <b>File 24-0441</b></p>	<p><b>Department:</b> Homelessness and Supportive Housing</p>
<p><b>EXECUTIVE SUMMARY</b></p>	
<p style="text-align: center;"><b>Legislative Objectives</b></p> <ul style="list-style-type: none"> <li>• The Department of Homelessness and Supportive Housing (HSH) provides housing navigation services for adults prioritized for permanent supportive housing (PSH).</li> <li>• The proposed resolution would extend the grant term between Episcopal Community Services (ECS) and HSH by two years, from June 30, 2024 through June 30, 2026, and would increase the not-to-exceed amount by \$6,738,079 for a total amount not to exceed \$16,694,903 for housing navigation services.</li> </ul> <p style="text-align: center;"><b>Key Points</b></p> <ul style="list-style-type: none"> <li>• Under the contract, ECS would continue providing housing navigation services to at least 600 clients annually. Based on program monitoring assessments provided for FY 2022-23 and FY 2023-24, ECS met all objectives, except one related to a satisfaction survey. The Department expects a higher reported satisfaction response moving forward due to the shift to a digital survey.</li> </ul> <p style="text-align: center;"><b>Fiscal Impact</b></p> <ul style="list-style-type: none"> <li>• In each of the last three fiscal years, the amount spent was less than the amount budgeted due to ECS staff vacancies. However, underspending has steadily decreased from 31 percent in FY 2021-22 to an estimated 12 percent in FY 2023-24. The Department reported improvements in staffing levels for ECS, including plans for two temporary hires.</li> <li>• The contract extension will be funded exclusively by state Providing Access and Transforming Health (PATH) revenues, a component of the state-federal health program Medi-Cal.</li> </ul> <p style="text-align: center;"><b>Policy Consideration</b></p> <ul style="list-style-type: none"> <li>• The Budget and Legislative Analyst’s May 2024 performance audit on permanent supportive housing funds noted that the understaffing of housing navigation services may have contributed to high vacancy rates among the City’s PSH portfolio.</li> <li>• According to HSH data, the PSH vacancy rate declined from 10.1 percent in February 2023 to 7.1 percent in February 2024—in line with HSH’s goal vacancy rate of 7.0 percent. Although PSH vacancy rates have declined, enhancements to performance monitoring for housing navigation could ensure these improvements are maintained, such as by including outcome measures reflecting timely placement of clients into housing.</li> </ul> <p style="text-align: center;"><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>• Request HSH add performance objectives to the proposed agreement that measure the timely placement of clients into housing.</li> <li>• Approved the proposed resolution.</li> </ul>	

**MANDATE STATEMENT**

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

**BACKGROUND**

The Department of Homelessness and Supportive Housing (HSH) funds housing navigation services for the adult permanent supportive housing (PSH) system. Navigators engage clients who have been prioritized for housing placement by the coordinated entry system in order to ensure successful housing placement. Episcopal Community Services (ECS) is the sole provider of this service, a new program that launched in 2021 to support clients exiting Shelter-in-Place hotels during the COVID-19 pandemic.

The Department first entered into a grant agreement with ECS for housing navigation services beginning July 1, 2021 through June 30, 2023 for an amount not to exceed \$6,186,227 to provide housing navigation and stabilization services. In July 2023, HSH entered into a first amendment to the grant agreement to extend the term by one year through June 30, 2024 and to increase the not-to-exceed amount by \$3,770,597 for a total amount not to exceed \$9,956,824. The grant agreement was procured pursuant to Administrative Code Chapter 21B, which allows selection of homeless service providers without competitive solicitations. The Department reports that no informal solicitation process was conducted.

**DETAILS OF PROPOSED LEGISLATION**

The proposed resolution would extend the grant term between ECS and HSH by two years, from June 30, 2024 through June 30, 2026, and would increase the not-to-exceed amount by \$6,738,079 for a total amount not to exceed \$16,694,903. The proposed resolution would also authorize HSH to enter into immaterial amendments to the contract.

**Services Provided**

Under the contract, ECS is expected to continue providing housing navigation and stabilization services to at least 600 clients annually, including the following services:

- Preparing a housing plan, including obtaining other support and service linkages to fulfill the housing plan;
- Completing the housing application, including unit viewings;
- Helping households to acquire all required intake documentation, including birth certificates, photo identification, social security cards, and income and homeless verifications (including scheduling and attending appointments to procure documents);
- Scheduling and attending housing interviews;

- Moving into housing; and
- Coordinating regularly, for two rent cycles, with service providers at the client’s housing site (and working with a client through meetings, calls, and/or through notes in the City’s Homeless Management Information System known as Online Navigation and Entry (ONE) System, and—if capacity allows—visiting the client at least once during that period.

Further, the Department describes three stages of housing navigation for the purpose of quantifying the number of clients served, as described below and shown in Exhibit 1. In each of the three fiscal years, ECS exceeded the 600 clients they were expected to serve (via completion of housing applications), per their grant agreement.

- Stage One “Outreached” refers to the number of housing-eligible clients who received outreach from a navigator, meaning the navigator made at least three attempts to contact the client. This outreach often takes the form of a visit from the navigator to the client’s place of shelter, where the navigator engages the client and offers a housing unit.
- Stage Two “Housing Applications” involves the navigator accompanying the client on a site visit, and—if the client accepts—supporting the client in securing proof of income and identity and completing the housing application.
- Stage Three “Move-Ins” refers to a client successfully moving into housing.

**Exhibit 1: Episcopal Community Services Exceeded Minimum Requirements for Housing Navigation Services**

	Outreached	Housing Applications	Move-Ins	Move-Ins as a % of Housing Applications <sup>2</sup>
FY 2021-22	6,653	616	322	52%
FY 2022-23	8,284	932	854	92%
FY 2023-24 <sup>1</sup>	5,235	858	521	61%

Source: HSH

<sup>1</sup>Note: As of April 30, 2024

<sup>2</sup>Note: According to the Department, the rate of move-ins was likely lower in FY 2021-22 because it was the first year of the program. In FY 2022-23, the Shelter-in-Place hotels closed, necessitating the transition of residents, and several large properties were leased up, such as 1064 and 1066 Mission, enabling successful housing placements. The Department believes that the FY 2023-24 rate, which reflects partial data through April 30, 2024, will increase by the end of the fiscal year.

**Performance Monitoring**

The contract specifies three service objectives and two outcome objectives for ECS, as shown in Exhibit 2. Based on program monitoring assessments provided for FY 2022-23 and FY 2023-24, ECS met all objectives, except for the outcome objective related to 75 percent of participants completing a survey indicating satisfaction with services delivery. In FY 2022-23, 58 percent of clients reported satisfaction with services; in that year, the program monitoring assessment noted that the survey collection rate was not high enough to meet the 75 percent goal. In FY 2023-24, only 10 percent of clients reported satisfaction with services, which the Department



attributes to a low survey responses rate due to transitioning to a digital survey. The Department expects a higher reported satisfaction response moving forward.

**Exhibit 2: Episcopal Community Services Objectives (Goals and Actuals) For FY 2023-24<sup>1</sup>**

Service Objective	Goal	Actual	Achieved (Y/N)
Provides Housing Navigation services to 100 percent of the served population who are high acuity and referred for PSH	100%	100%	Y
Enters data within the ONE System for 100 percent of the served population	100%	100%	Y
Offers a survey to 100 percent of the housing referral status served population	100%	100%	Y
Outcome Objective			
75 percent of participants complete a survey indicating satisfaction with services delivery	75%	10%	N
At least 85 percent of survey completed by the served population resulted in a good to excellent rating for the quality of received services	85%	99%	Y

Source: HSH

<sup>1</sup>Note: As of April 2024

**Fiscal and Compliance Monitoring**

In June 2023, HSH conducted fiscal and compliance monitoring of ECS for FY 2022-23, and there were no findings.

**FISCAL IMPACT**

The proposed resolution would increase the not-to-exceed amount by \$6,738,079 to \$16,694,903. Exhibit 3 below summarizes the expenditures of the proposed amended grant agreement.

**Exhibit 3: Episcopal Community Services Expenditures for Housing Navigation and Stabilization Services**

<b>Expenditure Category</b>	<b>FY 2021-22 Actual</b>	<b>FY 2022-23 Actual</b>	<b>FY 2023-24 Current<sup>1</sup></b>	<b>FY 2024-25 Budgeted</b>	<b>FY 2025-26 Budgeted</b>	<b>Total</b>
Salaries & Benefits	\$1,783,646	\$2,498,409	\$2,597,351	\$2,481,703	\$2,481,703	\$11,842,812
Operating Expense	557,460	626,610	527,668	490,982	490,982	2,693,702
Indirect Cost (15%)	345,334	468,753	468,753	445,903	445,903	2,174,646
Other Expenses (Not Subject to Indirect %)	-822,323 <sup>2</sup>	-622,433 <sup>2</sup>	-	175,184	175,184	-1,094,389
<b>Total Expenditures</b>	\$1,864,117	\$2,971,339	\$3,593,772	\$3,593,772	\$3,593,772	\$15,616,771
<i>Contingency (15% on FY 2024-25 and FY 2025-26)</i>						\$1,078,132
<b>Total Not-To-Exceed Amount</b>						<b>\$16,694,903</b>

Source: Appendix B of the amended agreement

<sup>1</sup>Note: FY 2023-24 amounts reflect the grant budget for FY 2023-24.

<sup>2</sup>Note: Negative amounts denote year-end adjustments to reflect the actual amount spent.

The actual amount spent in FY 2021-22 and FY 2022-23 was significantly less than the amount budgeted. In FY 2021-22, the total expenditure of \$1,864,117 represented 69 percent of the total budget of \$2,686,441. In FY 2022-23, the total expenditure of \$2,971,339 was 83 percent of the total budget of \$3,593,771. In the current fiscal year, actual expenditures from July 2023 through March 2024 total \$2,362,793. Assuming a similar level of spending for the final quarter of the fiscal year, total annual actual expenditures would be about \$3,150,000, or roughly 88 percent of the total budget of \$3,593,772. The Department reports that the main driver of underspending in all three fiscal years has been ECS staff vacancies.

The current contract is funded for 25.53 full-time equivalent (FTE) positions in FY 2023-24, and the extension proposes to continue this staffing level. Of this total, 19.0 FTE are for Housing Navigation Specialists; three Housing Navigation Specialists are currently out on medical leave, according to HSH. One Housing Navigation Specialist is expected to return in the next few weeks, and the Department reports that ECS is exploring temporary hires to backfill the other two Housing Navigation Specialists on medical leave. All other positions are currently filled, except for the 0.5 FTE Director of Coordinated Entry which is in active recruitment with an interim hire in place.

**Funding Source**

This contract extension will be funded exclusively by state Providing Access and Transforming Health (PATH) revenues, a component of the state-federal Medicaid program known as Medi-Cal.

**POLICY CONSIDERATION**

The Budget and Legislative Analyst’s Office May 2024 performance audit *Permanent Supportive Housing Funds Administered by the Department of Homelessness and Supportive Housing* noted that the understaffing of housing navigation services—critical to maintaining the occupancy of PSH units—likely contributed to sustained high vacancy rates among the City’s PSH portfolio. HSH notes that high vacancy rates among PSH units pre-dates the use of housing navigation services, and this program was initiated to help reduce PSH vacancies. The performance audit recommends that HSH enhance contract and performance monitoring of the Housing Navigator agreements to reduce PSH vacancy rates and ensure timely placement of eligible clients. We note that although this contract has been in place since July 2021, no performance monitoring occurred until March 2024 (for both FY 2022-23 and FY 2023-24).

According to the HSH data, the PSH vacancy rate declined from 10.1 percent in February 2023 to 7.1 percent in February 2024, which is in line with HSH’s goal vacancy rate of 7.0 percent. Although vacancy rates have declined and HSH reports improvements in staffing levels for ECS, enhancements to performance monitoring could ensure these improvements are maintained. In particular, we note that the outcome measures only reflect client satisfaction, and there are no outcome measures reflecting the timely placement of clients. The Board of Supervisors could request that HSH enhance performance measures for the contract to ensure program goals are achieved.

**RECOMMENDATIONS**

- 1. Request HSH add performance objectives to the proposed agreement that measure the timely placement of clients into housing.
- 2. Approved the proposed resolution.

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

**SECOND 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, 2024** 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 San Francisco Administrative Code Section 21B, which authorizes the Department to enter into grants and 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 Agreement in order to update the grant amount and extend the agreement term; and

WHEREAS, the City’s Homelessness Oversight Commission approved this Amendment by Resolution # 24-**XXX** on **May 2, 2024**; and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution # **XXXX** on May **XX**, 2024; and

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” shall mean the Agreement dated **July 1, 2021** between Grantee and City; and **First Amendment**, dated **July 1, 2023**.
  
- 2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:
  - 2.1 Section 3.2 Duration of Term** of the Agreement currently reads as follows:

### 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.

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

**3.2 Duration of Term.** The term of this Agreement shall commence on **July 1, 2021** and expire on **June 30, 2026**, 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 Qualified Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.

- 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 **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.

Such section is hereby 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 **Sixteen Million Six Hundred Ninety Four Thousand Nine Hundred Three Dollars (\$16,694,903)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Seventy Eight Thousand One Hundred Thirty Two Dollars (\$1,078,132)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the 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 5.2 Use of Grant Funds** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses 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.

**2.5 Section 6.7 Submitting False Claims** of the Agreement is 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. 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.

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

**13.3 Subcontracting.** If the 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 the Budget 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 in the 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.

**2.7 Section 16.21 Compliance with Other Laws** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

- (a) Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.
- (b) 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 subcontractors/subgrantees/subrecipients 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 subcontractors/subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.

- 2.8 Section 16.22 Additional Provisions for Shelter and Resource Center Grants – Standard of Care** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**16.22. Additional Provisions for Shelter and Resource Center Grants – Standard of Care.** Grantee must comply with all the provisions of Administrative Code Sec. 20.404.

- 2.9 Section 16.24 Additional City Compliance Requirements** of the Agreement is hereby deleted.

- 2.10 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, 2024)

Appendix B, Budget (dated July 1, 2024)

Appendix C, Method of Payment (dated July 1, 2024)

Appendix D, Interests in Other City Grants (dated July 1, 2024)

- 2.11 Section 17.12 Dispute Resolution Procedure** of the Agreement is hereby deleted and replaced with the following:

**17.12 Reserved.**

- 2.12 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 Eligible Expenses. Any services provided beyond those listed in Eligible Expenses must be approved by the Department.

- 2.13 **Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2024), for the period of July 1, 2024 to June 30, 2026.
- 2.14 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2024), for the period of July 1, 2021 to June 30, 2026.
- 2.15 **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, 2024).
- 2.16 **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, 2024).

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 & Stabilization**

**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; and
- E. Moving into housing.

Grantee shall coordinate regularly, for two rent cycles, with other providers working with a housing referral status adult through meetings, calls, and/or through the Online Navigation and Entry (ONE) System notes. If capacity allows, after fulfilling core navigation functions, Grantee shall visit the client at least once during that period.

**IV. Location and Time of Services**

Grantee shall provide Housing Navigation services at Coordinated Entry Hubs located at 123 10<sup>th</sup> Street and 1138 Howard Street, Monday through Friday, during posted business hours. Grantee shall also be available, by arrangement, on other days including early evenings 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 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>.
- 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:  
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
  2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion 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 report critical incidents, as defined in the Critical Incident Policy, to HSH, within 24 hours of the incident according to Department

policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

- 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 Policy: Grantee shall maintain a good relationship with the neighborhood, including:
  - 1. Grantee shall work with neighbors, Department of Homelessness and Supportive Housing (HSH), San Francisco Police Department (SFPD), Department of Public Works (DPW), Department of Public Health (DPH), Department of Emergency Management (DEM)/Healthy Streets Operations Center (HSOC), and other relevant city agencies to ensure that neighborhood concerns about the facility, site, and perimeter are heard and addressed.
  - 2. Grantee shall work with neighbors, HSH, SFPD, DPW, DPH, and other relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed.
  - 3. Grantee shall assign a director, manager, or representative to participate in and attend relevant neighborhood and community meetings.
  - 4. Grantee shall provide a phone number to all interested neighbors that will be answered 24 hours a day by a representative, who will direct complaints and issues to a manager or other responsible person who has the authority to respond to complaints and issues at the site as they arise.
  - 5. Grantee shall minimize the impact on the neighborhood of program guests entering, exiting, or waiting for services. Grantee will do this by limiting referrals to specified referral partners, not allowing walk-ins, and having 24/7 access to the site for registered guests. Walk-ins will only be allowed if this method is a part of the program's executed scope of work, during a weather activation, or other exception, as directed by HSH.
  - 6. Grantee shall actively discourage and address excessive noise from program participants. Grantee will coordinate with other service providers and City agencies, as necessary to address excessive noise from program participants,

including coordination to address excessive noise occurring outside and near the program site.

7. Grantee shall actively discourage loitering and public drug use in the area immediately surrounding the program. Grantee will coordinate with other service providers and City agencies, as necessary, to address this issue.
8. Grantee shall implement management practices necessary to ensure that staff and participants maintain the safety and cleanliness of the area immediately surrounding the facility and do not block driveways of neighboring residents or businesses.
9. Grantee shall take all reasonable measures to ensure the sidewalks adjacent to the facility are not blocked.
10. Grantee will conduct at minimum three daily perimeter inspections, collect litter and contact the appropriate city department for assistance when needed.
11. Grantee shall immediately report to SF Homeless Outreach Team (SFHOT) or HSOC if encampments emerge along the perimeter of the site or immediately across the street.
12. Grantee will actively discourage guests from keeping tents outside of the site on the sidewalk and will follow HSH protocols on the issue.
13. Grantee will abate any graffiti on the site within 24 hours, weather permitting.
14. Grantee will report graffiti in the immediate area to 311.

- 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) Process<sup>1</sup>, 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.
2. Records entered into the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System CDQI Process standards<sup>1</sup>.
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

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

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.

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.

M. Record Keeping and Files:

1. Grantee shall maintain all eligibility and inspection documentation in the 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 clients 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. This includes integrating policies and procedures to provide client-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 two 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 15<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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 the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- 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	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	7/1/2024		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	7/1/2021	6/30/2024	3
6	<b>Amended Term</b>	7/1/2021	6/30/2026	5
7	<b>Program</b>	Housing Navigation & Stabilization		
8	<b>F\$P Contract ID#</b>	1000022380		
9				
10	<b>Approved Subcontractors</b>			
11	N/A			

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

<b>Document Date</b>	7/1/2024		
<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
<b>Current Term</b>	7/1/2021	6/30/2024	3
<b>Amended Term</b>	7/1/2021	6/30/2026	5
<b>Program</b>	Housing Navigation & Stabilization		
<b>F\$P Contract ID#</b>	1000022380		

<b>NUMBER SERVED</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026
Number of Clients - Housing Navigation	600	600	600	600	600

	A	B	C	D	E	H
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>APPENDIX B, BUDGET</b>					
3	<b>Document Date</b>	7/1/2024				
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>		
5	<b>Current Term</b>	7/1/2021	6/30/2024	3		
6	<b>Amended Term</b>	7/1/2021	6/30/2026	5		
7	<b>Provider Name</b>	Episcopal Community Services				
8	<b>Program</b>	Housing Navigation & Stabilization				
9	<b>F\$P Contract ID#</b>	1000022380				
10	<b>Action (select)</b>	Amendment				
11	<b>Effective Date</b>	7/1/2024				
12	<b>Budget Names</b>	General Fund - Navigation, One-Time Whole Person Care - Navigation, PATH - Navigation, One-Time Whole Person Care - Stabilization				
13		<b>Current</b>	<b>New</b>	15%		
14	<b>Term Budget</b>	\$ 8,429,227	\$ 15,616,771			
15	<b>Contingency</b>	\$ 1,527,597	\$ 1,078,132			
16	<b>Not-To-Exceed</b>	\$ 9,956,824	\$ 16,694,903			
17						
18					<b>Year 1</b>	<b>Year 2</b>
19					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023
20					<b>Actuals</b>	<b>Actuals</b>
21	<b>Expenditures</b>					
22	Salaries & Benefits				\$ 1,783,646	\$ 2,498,409
23	Operating Expense				\$ 557,460	\$ 626,610
24	Subtotal				\$ 2,341,106	\$ 3,125,019
26	Indirect Cost				\$ 345,334	\$ 468,753
27	Other Expenses (Not subject to indirect %)				\$ (822,323)	\$ (622,433)
30	<b>Total Expenditures</b>				<b>\$ 1,864,117</b>	<b>\$ 2,971,339</b>
31						
32	<b>HSH Revenues *</b>					
33	General Fund - Ongoing				\$ 1,234,375	\$ -
35	Whole Person Care (WPC) - One-Time				\$ 1,452,066	\$ -
36	State - Providing Access and Transforming Health (PATH)				\$ -	\$ 3,593,771
37	Adjustment to Actuals				\$ (822,323)	\$ (622,433)
42	<b>Total HSH Revenues</b>				<b>\$ 1,864,117</b>	<b>\$ 2,971,338</b>
53	Total Adjusted Salary FTE (All Budgets)					
54						
55	<b>Approved by</b>	Tiffany Luong				
56	<b>Phone</b>	(415) 487-3300				
57	<b>Email</b>	<a href="mailto:tluong@ECS-SF.org">tluong@ECS-SF.org</a>				
58						
59	* 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.					
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62						

	A	B	C	D	K	P	S
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>APPENDIX B, BUDGET</b>						
3	<b>Document Date</b>	7/1/2024					
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>			
5	<b>Current Term</b>	7/1/2021	6/30/2024	3			
6	<b>Amended Term</b>	7/1/2021	6/30/2026	5			
7	<b>Provider Name</b>	Episcopal Community Services					
8	<b>Program</b>	Housing Navigation & Stabilization					
9	<b>FSP Contract ID#</b>	1000022380					
10	<b>Action (select)</b>	Amendment					
11	<b>Effective Date</b>	7/1/2024					
12	<b>Budget Names</b>	General Fund - Navigation, One-Time Whole Person Care - Navigation, PATH - Navigation, One-Time Whole Person Care - Stabilization					
13		<b>Current</b>	<b>New</b>				
14	<b>Term Budget</b>	\$ 8,429,227	\$ 15,616,771	15%			
15	<b>Contingency</b>	\$ 1,527,597	\$ 1,078,132				
16	<b>Not-To-Exceed</b>	\$ 9,956,824	\$ 16,694,903				
17					<b>EXTENSION YEAR</b>	<b>EXTENSION YEAR</b>	
18					<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
19					7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026
20					<b>Current</b>	<b>New</b>	<b>New</b>
21	<b>Expenditures</b>						
22	Salaries & Benefits			\$ 2,597,351	\$ 2,481,703	\$ 2,481,703	
23	Operating Expense			\$ 527,668	\$ 490,982	\$ 490,982	
24	Subtotal			\$ 3,125,019	\$ 2,972,685	\$ 2,972,685	
26	Indirect Cost			\$ 468,753	\$ 445,903	\$ 445,903	
27	Other Expenses (Not subject to indirect %)			\$ -	\$ 175,184	\$ 175,184	
30	<b>Total Expenditures</b>			<b>\$ 3,593,772</b>	<b>\$ 3,593,772</b>	<b>\$ 3,593,772</b>	
31							
32	<b>HSH Revenues *</b>						
33	General Fund - Ongoing			\$ -	\$ -	\$ -	
35	Whole Person Care (WPC) - One-Time			\$ -	\$ -	\$ -	
36	State - Providing Access and Transforming Health (PATH)			\$ 3,593,772	\$ 3,593,772	\$ 3,593,772	
37	Adjustment to Actuals			\$ -	\$ -	\$ -	
42	<b>Total HSH Revenues</b>			<b>\$ 3,593,772</b>	<b>\$ 3,593,772</b>	<b>\$ 3,593,772</b>	
53	Total Adjusted Salary FTE (All Budgets)				25.53	25.53	
54							
55	<b>Approved by</b>	Tiffany Luong					
56	<b>Phone</b>	(415) 487-3300					
57	<b>Email</b>	<a href="mailto:tluong@ECS-SF.org">tluong@ECS-SF.org</a>					
58							
59	* 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.						
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61							
62							

	A	B	C	D	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>APPENDIX B, BUDGET</b>						
3	<b>Document Date</b>	7/1/2024					
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>			
5	<b>Current Term</b>	7/1/2021	6/30/2024	3			
6	<b>Amended Term</b>	7/1/2021	6/30/2026	5			
7	<b>Provider Name</b>	Episcopal Community Services					
8	<b>Program</b>	Housing Navigation & Stabilization					
9	<b>FSP Contract ID#</b>	1000022380					
10	<b>Action (select)</b>	Amendment					
11	<b>Effective Date</b>	7/1/2024					
12	<b>Budget Names</b>	<b>General Fund - Navigation, One-Time Whole Person Care - Navigation, PATH - Navigation, One-Time Whole Person Care - Stabilization</b>					
13		<b>Current</b>	<b>New</b>				
14	<b>Term Budget</b>	\$ 8,429,227	\$ 15,616,771	15%			
15	<b>Contingency</b>	\$ 1,527,597	\$ 1,078,132				
16	<b>Not-To-Exceed</b>	\$ 9,956,824	\$ 16,694,903				
17							
18							
19							
20							
21	<b>Expenditures</b>						
22	Salaries & Benefits			\$ 6,879,406	\$ 4,963,406	\$ 11,842,812	
23	Operating Expense			\$ 1,711,738	\$ 981,964	\$ 2,693,702	
24	Subtotal			\$ 8,591,144	\$ 5,945,370	\$ 14,536,514	
26	Indirect Cost			\$ 1,282,840	\$ 891,806	\$ 2,174,646	
27	Other Expenses (Not subject to indirect %)			\$ (1,444,757)	\$ 350,368	\$ (1,094,389)	
30	<b>Total Expenditures</b>			\$ 8,429,228	\$ 7,187,543	\$ 15,616,771	
31							
32	<b>HSH Revenues *</b>						
33	General Fund - Ongoing			\$ 1,234,375	\$ -	\$ 1,234,375	
35	Whole Person Care (WPC) - One-Time			\$ 1,452,066	\$ -	\$ 1,452,066	
36	State - Providing Access and Transforming Health (PATH)			\$ 7,187,543	\$ 7,187,544	\$ 14,375,087	
37	Adjustment to Actuals			\$ (1,444,757)	\$ -	\$ (1,444,757)	
42	<b>Total HSH Revenues</b>			\$ 8,429,227	\$ 7,187,544	\$ 15,616,771	
53	Total Adjusted Salary FTE (All Budgets)						
54							
55	<b>Approved by</b>	Tiffany Luong					
56	<b>Phone</b>	(415) 487-3300					
57	<b>Email</b>	<a href="mailto:tluong@ECS-SF.org">tluong@ECS-SF.org</a>					
58							
59	* 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.						
60							
61							
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	A	B	C	D	H	K	P	S	AI	AJ	AK	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											
2	<b>APPENDIX B, BUDGET</b>											
3	<b>Document Date</b>	7/1/2024										
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>								
5	<b>Current Term</b>	7/1/2021	6/30/2024	3								
6	<b>Amended Term</b>	7/1/2021	6/30/2026	5								
7	<b>Provider Name</b>	Episcopal Community Services										
8	<b>Program</b>	Housing Navigation & Stabilization										
9	<b>F&amp;P Contract ID#</b>	1000022380										
10	<b>Action (select)</b>	Amendment										
11	<b>Effective Date</b>	7/1/2024										
12	<b>Budget Name</b>	PATH - Navigation										
13		<b>Current</b>	<b>New</b>									
14	<b>Term Budget</b>	\$ 6,565,110	\$ 13,752,654	15%								
15	<b>Contingency</b>	\$ 1,527,597	\$ 1,078,132									
16	<b>Not-To-Exceed</b>	\$ 9,956,824	\$ 16,694,903									
17												
18					<b>EXTENSION YEAR</b>		<b>EXTENSION YEAR</b>					
19					<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>All Years</b>			
20					7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026	
21	<b>Expenditures</b>				<b>Actuals</b>	<b>Current</b>	<b>New</b>	<b>New</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>	
22	Salaries & Benefits	\$ 2,498,409	\$ 2,597,351	\$ 2,481,703	\$ 2,481,703	\$ 5,095,760	\$ 4,963,406	\$ 10,059,165				
23	Operating Expense	\$ 626,610	\$ 527,668	\$ 490,982	\$ 490,982	\$ 1,154,278	\$ 981,964	\$ 2,136,242				
24	Subtotal	\$ 3,125,019	\$ 3,125,019	\$ 2,972,685	\$ 2,972,685	\$ 6,250,038	\$ 5,945,370	\$ 12,195,407				
25	Indirect Percentage	15.00%	15.00%	15.00%	15.00%							
26	Indirect Cost (Line 24 x Line 25)	\$ 468,753	\$ 468,753	\$ 445,903	\$ 445,903	\$ 937,506	\$ 891,806	\$ 1,829,312				
27	Other Expenses (Not Subject to Indirect %)	\$ (622,433)	\$ -	\$ 175,184	\$ 175,184	\$ (622,433)	\$ 350,368	\$ (272,066)				
30	<b>Total Expenditures</b>	<b>\$ 2,971,339</b>	<b>\$ 3,593,772</b>	<b>\$ 3,593,772</b>	<b>\$ 3,593,772</b>	<b>\$ 6,565,110</b>	<b>\$ 7,187,543</b>	<b>\$ 13,752,653</b>				
31												
32	<b>HSH Revenues</b>											
36	State - Providing Access and Transforming Health (PATH)	\$ 3,593,771	\$ 3,593,772	\$ 3,593,772	\$ 3,593,772	\$ 7,187,543	\$ 7,187,544	\$ 14,375,087				
37	Adjustment to Actuals	\$ (622,433)		\$ -	\$ -	\$ (622,433)	\$ -	\$ (622,433)				
42	<b>Total HSH Revenues</b>	<b>\$ 2,971,338</b>	<b>\$ 3,593,772</b>	<b>\$ 3,593,772</b>	<b>\$ 3,593,772</b>	<b>\$ 6,565,110</b>	<b>\$ 7,187,544</b>	<b>\$ 13,752,654</b>				
53												
54												
55	<b>Approved by</b>	Tiffany Luong										
56	<b>Phone</b>	(415) 487-3300										
57	<b>Email</b>	<a href="mailto:tluong@ECS-SF.org">tluong@ECS-SF.org</a>										

	A	B	I	J	M	N	Q	T	U
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	SALARY & BENEFIT DETAIL								
4	Document Date	7/1/2024							
5	Provider Name	Episcopal Community Services							
6	Program	Housing Navigation & Stabilization							
7	FSP Contract ID#	1000022380							
8	Budget Name	PATH - Navigation							
9									
10		<b>Year 1</b>	<b>Year 2</b>			<b>Year 3</b>			
11		7/1/2021 - 6/30/2022	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023	Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024	
12		New			Actuals			Current	
13	<b>POSITION TITLE</b>	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	Director of Coordinated Entry #CE50	\$ -	\$ 150,083	0.33	\$ 50,041	\$ 157,587	0.50	\$ 78,794	
15	Director of Impact & Analytics #A83	\$ -	\$ 143,885	0.03	\$ 4,317	\$ 154,573	0.03	\$ 4,637	
16	Associate Director of ACE #CE56	\$ -	\$ 118,455	0.29	\$ 34,227	\$ 128,059	0.50	\$ 64,030	
17	Manager of Housing Navigation Services #CE651	\$ -	\$ 101,656	1.00	\$ 101,656	\$ 106,751	1.00	\$ 106,751	
18	Manager of Housing Navigation Services #CE650	\$ -	\$ 101,656	1.00	\$ 101,656	\$ 106,751	1.00	\$ 106,751	
19	Manager of Housing Navigation Services #CE318	\$ -	\$ 101,656	1.00	\$ 101,656	\$ 102,081	1.00	\$ 102,081	
20	Licensed Clinical Social Workers #CS502	\$ -	\$ 123,235	0.50	\$ 61,618	\$ 131,862	0.50	\$ 65,931	
21	Data Analyst and Compliance Specialist #CE401	\$ -	\$ 67,129	0.50	\$ 33,564	\$ 71,604	0.50	\$ 35,802	
22	Housing Navigation Specialists/Bilingual: #CE301- CE306/CE308-CE309/CE311/CE313/CE315/EC319-CE325/ CE601-CE602	\$ -	\$ 62,143	20.55	\$ 1,277,214	\$ 66,605	19.00	\$ 1,265,495	
23	Hospitality Ambassadors #CE212	\$ -	\$ 55,288	0.50	\$ 27,644	\$ 61,848	0.50	\$ 30,924	
24	Ambassadors #CE206	\$ -	\$ 57,080	1.00	\$ 57,080	\$ 62,768	1.00	\$ 62,768	
57	<b>TOTAL SALARIES</b>	\$ -			\$ 1,850,673			\$ 1,923,964	
58	<b>TOTAL FTE</b>			26.71			25.53		
59	<b>FRINGE BENEFIT RATE</b>	0.00%			35.00%			35.00%	
60	<b>EMPLOYEE FRINGE BENEFITS</b>	\$ -			\$ 647,736			\$ 673,387	
61	<b>TOTAL SALARIES &amp; BENEFITS</b>	\$ -			\$ 2,498,409			\$ 2,597,351	



	A	B	X	AA	AD	AE	AH	AK	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	7/1/2024									
5	Provider Name	Episcopal Community Services									
6	Program	Housing Navigation & Stabilization									
7	F\$P Contract ID#	1000022380									
8	Budget Name	PATH - Navigation									
9						EXTENSION YEAR			EXTENSION YEAR		
10		Year 4			Year 5			All Years			
11		Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025	Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026	
12				New			New	Current	Amendment	New	
13	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	
14	Director of Coordinated Entry #CE50	\$ 161,131	0.50	\$ 80,566	\$ 161,131	0.50	\$ 80,566	\$ 128,835	\$ 161,132	\$ 289,967	
15	Director of Impact & Analytics #A83	\$ 157,070	0.03	\$ 4,712	\$ 157,070	0.03	\$ 4,712	\$ 8,954	\$ 9,424	\$ 18,378	
16	Associate Director of ACE #CE56	\$ 130,134	0.50	\$ 65,067	\$ 130,134	0.50	\$ 65,067	\$ 98,257	\$ 130,134	\$ 228,391	
17	Manager of Housing Navigation Services #CE651	\$ 108,478	1.00	\$ 108,478	\$ 108,478	1.00	\$ 108,478	\$ 208,407	\$ 216,956	\$ 425,363	
18	Manager of Housing Navigation Services #CE650	\$ 108,478	1.00	\$ 108,478	\$ 108,478	1.00	\$ 108,478	\$ 208,407	\$ 216,956	\$ 425,363	
19	Manager of Housing Navigation Services #CE318	\$ 103,733	1.00	\$ 103,733	\$ 103,733	1.00	\$ 103,733	\$ 203,737	\$ 207,466	\$ 411,203	
20	Licensed Clinical Social Workers #CS502	\$ 131,493	0.50	\$ 65,747	\$ 131,493	0.50	\$ 65,747	\$ 127,549	\$ 131,494	\$ 259,043	
21	Data Analyst and Compliance Specialist #CE401	\$ 72,765	0.50	\$ 36,382	\$ 72,765	0.50	\$ 36,382	\$ 69,366	\$ 72,764	\$ 142,130	
22	Housing Navigation Specialists/Bilingual: #CE301- CE306/CE308-CE309/CE311/CE313/CE315/EC319-CE325/ CE601-CE602	\$ 65,345	19.00	\$ 1,241,564	\$ 65,345	19.00	\$ 1,241,564	\$ 2,542,709	\$ 2,483,128	\$ 5,025,837	
23	Hospitality Ambassadors #CE212	\$ 62,850	0.50	\$ 31,425	\$ 62,850	0.50	\$ 31,425	\$ 58,568	\$ 62,850	\$ 121,418	
24	Ambassadors #CE206	\$ 62,850	1.00	\$ 62,850	\$ 62,850	1.00	\$ 62,850	\$ 119,848	\$ 125,700	\$ 245,548	
57	<b>TOTAL SALARIES</b>			\$ 1,909,002				\$ 1,909,002	\$ 3,774,637	\$ 3,818,004	\$ 7,592,641
58	<b>TOTAL FTE</b>			25.53				25.53			
59	<b>FRINGE BENEFIT RATE</b>			30.00%				30.00%			
60	<b>EMPLOYEE FRINGE BENEFITS</b>			\$ 572,701				\$ 572,701	\$ 1,321,123	\$ 1,145,402	\$ 2,466,525
61	<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 2,481,703				\$ 2,481,703	\$ 5,095,760	\$ 4,963,406	\$ 10,059,165

	A	B	C	F	I	N	Q	AG	AH	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>									
2	<b>APPENDIX B, BUDGET</b>									
3	<b>OPERATING DETAIL</b>									
4	Document Date	7/1/2024								
5	Provider Name	Episcopal Community Services								
6	Program	Housing Navigation & Stabilization								
7	FSP Contract ID#	1000022380								
8	Budget Name	PATH - Navigation								
9										
10	<b>EXTENSION YEAR    EXTENSION YEAR</b>									
11		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>All Years</b>			
12		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026	
13		Actuals	Actuals	Current	New	New	Current	Amendment	New	
14	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
15	Rental of Property	\$ -	\$ 221,886	\$ 210,886	\$ 255,963	\$ 255,963	\$ 432,772	\$ 511,925	\$ 944,697	
16	Utilities (Electricity, Water, Gas, Phone, Trash Removal & Pest Control)	\$ -	\$ 21,577	\$ 18,077	\$ 27,894	\$ 27,894	\$ 39,654	\$ 55,787	\$ 95,441	
17	Office Supplies, Postage	\$ -	\$ 4,475	\$ 2,000	\$ 1,000	\$ 1,000	\$ 6,475	\$ 2,000	\$ 8,475	
18	Building Maintenance Supplies and Repair	\$ -	\$ 51,994	\$ 46,995	\$ 49,026	\$ 49,026	\$ 98,989	\$ 98,052	\$ 197,041	
19	Printing and Reproduction	\$ -	\$ 16,364	\$ 15,560	\$ 15,332	\$ 15,332	\$ 31,924	\$ 30,665	\$ 62,589	
20	Insurance	\$ -	\$ 13,139	\$ 13,636	\$ 20,946	\$ 20,946	\$ 26,775	\$ 41,891	\$ 68,666	
21	Staff Training & Meeting Supplies	\$ -	\$ 5,039	\$ 4,039	\$ 1,000	\$ 1,000	\$ 9,078	\$ 2,000	\$ 11,078	
22	Staff Travel (Local & Out-of-Town)	\$ -	\$ 2,284	\$ 1,004	\$ 1,000	\$ 1,000	\$ 3,288	\$ 2,000	\$ 5,288	
23	IT Equipment, Furniture and Equipment	\$ -	\$ 8,277	\$ 3,777	\$ 2,924	\$ 2,924	\$ 12,054	\$ 5,848	\$ 17,902	
24	Telecommunications	\$ -	\$ 17,587	\$ 6,587	\$ 11,414	\$ 11,414	\$ 24,174	\$ 22,827	\$ 47,001	
25	Program/Client Supplies and Services	\$ -	\$ 90,956	\$ 64,515	\$ 104,347	\$ 104,347	\$ 155,471	\$ 208,695	\$ 364,166	
26	Staff Recruitment/ Professional Fees	\$ -	\$ 3,853	\$ 1,853	\$ 137	\$ 137	\$ 5,706	\$ 275	\$ 5,980	
27	Client Stipends/ Moving in Subsidies/ Assistance	\$ -	\$ 169,179	\$ 138,739	\$ -	\$ -	\$ 307,918	\$ -	\$ 307,918	
28	<b>TOTAL OPERATING EXPENSES</b>	\$ -	\$ 626,610	\$ 527,668	\$ 490,982	\$ 490,982	\$ 1,154,278	\$ 981,965	\$ 2,136,242	

	A	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>	<b>Fiscal Year</b>			
4	<b>PATH - Navigation</b>	<b>FY24-25</b>			
5	<b>Salaries &amp; Benefits</b>	<u>Adjusted Budgeted</u> <b>FTE</b>	<u>Budgeted</u> <b>Salary</b>	<b>Justification</b>	<b>Calculation</b>
6	Director of Coordinated Entry #CE50	0.50	\$ 80,566	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.	\$161,132 x 0.5 FTE
7	Director of Impact & Analytics #A83	0.03	\$ 4,712	This position provides direct supervision to a team of Navigators	\$157,067 x 0.03 FTE
8	Associate Director of ACE #CE56	0.50	\$ 65,067	Oversees all direct service provision of ACE. Supervises Managers of Housing Navigation and Managers of Problem Solving.	\$130,134 x 0.5 FTE
9	Manager of Housing Navigation Services #CE651	1.00	\$ 108,478	Supervises Housing Navigators, ensures client-centered service delivery, staff training and support, performance reviews, and supports resolution of grievances.	\$108,478 x 1 FTE
10	Manager of Housing Navigation Services #CE650	1.00	\$ 108,478	Supervises Housing Navigators, ensures client-centered service delivery, staff training and support, performance reviews, and supports resolution of grievances.	\$108,478 x 1 FTE
11	Manager of Housing Navigation Services #CE318	1.00	\$ 103,733	Supervises Housing Navigators, ensures client-centered service delivery, staff training and support, performance reviews, and supports resolution of grievances.	\$103,733 x 1 FTE
12	Licensed Clinical Social Workers #CS502	0.50	\$ 65,747	Provides disability certifications and clinical review to support ACE.	\$131,494 x 0.5 FTE
13	Data Analyst and Compliance Specialist #CE401	0.50	\$ 36,382	Conducts data collection, analysis, and compliance activities for ACE.	\$72,764 x 0.5 FTE
14	Housing Navigation Specialists/Bilingual: #CE301-CE306/CE308-CE309/CE311/CE313/CE315/EC319-CE325/CE601-CE602	19.00	\$ 1,241,564	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.	\$65,345 x 19 FTE
15	Hospitality Ambassadors #CE212	0.50	\$ 31,425	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.	\$62,850 x 0.5 FTE
16	Ambassadors #CE206	1.00	\$ 62,850	Greeting, receiving, providing information, and processing clients to Access Point services. Offering, de-escalation and safety services at Access Point locations	\$62,850 x 1 FTE
48	<b>TOTAL</b>	<b>25.53</b>	<b>\$ 1,909,002</b>		
49	<u>Employee Fringe Benefits</u>	30.0%	\$ 572,701	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
50	<b>Salaries &amp; Benefits Total</b>		<b>\$ 2,481,703</b>		

	A	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>	<b>Fiscal Year</b>			
4	<b>PATH - Navigation</b>	<b>FY24-25</b>			
51					
52	<b>Operating Expenses</b>	<b>Budgeted Expense</b>	<b>Justification</b>	<b>Calculation</b>	
53	Rental of Property	\$ 255,963	Includes rental expenses for 1138 Howard Street office	\$21,330 x 12 months	
54	Utilities (Electricity, Water, Gas, Phone, Trash Removal & Pest Control)	\$ 27,894	Includes expenses for electricity and gas	\$2,324 x 12 months	
55	Office Supplies, Postage	\$ 1,000	Covers office and meeting supplies; postage expenses	\$83 x 12 months	
56	Building Maintenance Supplies and Repair	\$ 49,026	Includes cleaning supplies, site repairs, and maintenance expenses	\$4,085 x 12 months	
57	Printing and Reproduction	\$ 15,332	Covers expenses for printing and copying/reproduction	\$1,278 x 12 months	
58	Insurance	\$ 20,946	Covers site liability insurance	\$1,745 x 12 months	
59	Staff Training & Meeting Supplies	\$ 1,000	Includes training expenses for staff	\$83 x 12 months	
60	Staff Travel (Local & Out-of-Town)	\$ 1,000	Covers local travel expenses for staff	\$83 x 12 months	
62	IT Equipment, Furniture and Equipment	\$ 2,924	Includes furniture and equipment	\$244 x 12 months	
63	Telecommunications	\$ 11,414	Staff recruitment expenses	\$951 x 12 months	
64	Program/Client Supplies and Services	\$ 104,347	These funds are intended to pay move-in costs for clients accessing PSH	\$8,696 x 12 months	
65	Staff Recruitment/ Professional Fees	\$ 137	Covers cellphone and Wi-Fi connectivity expenses	\$11 x 12 months	
107					
108	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 490,982</b>			
109	<b>Indirect Cost</b>	<b>15.0%</b>	<b>\$ 445,903</b>		
110					
111					
112	<b>Other Expenses (not subject to indirect cost %)</b>	<b>Amount</b>	<b>Justification</b>	<b>Calculation</b>	
113	Client Stipends/ Move-in Subsidies/ Assistance	\$ 175,184	Covers client stipends, move-in subsidies and assistance	\$14,599 x 12 months	
114	Adjustment to Actuals	\$ -			
125					
126	<b>TOTAL OTHER EXPENSES</b>	<b>\$ -</b>			

	A	B	C	D	E	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>APPENDIX B, BUDGET</b>					
3	<b>Document Date</b>	7/1/2024				
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>		
5	<b>Current Term</b>	7/1/2021	6/30/2024	3		
6	<b>Amended Term</b>	7/1/2021	6/30/2026	5		
7	<b>Provider Name</b>	Episcopal Community Services				
8	<b>Program</b>	Housing Navigation & Stabilization				
9	<b>FSP Contract ID#</b>	1000022380				
10	<b>Action (select)</b>	Amendment				
11	<b>Effective Date</b>	7/1/2024				
12	<b>Budget Name</b>	General Fund - Navigation				
13		<b>Current</b>	<b>New</b>	15%		
14	<b>Term Budget</b>	\$ 895,559	\$ 895,559			
15	<b>Contingency</b>	\$ 1,527,597	\$ 1,078,132			
16	<b>Not-To-Exceed</b>	\$ 9,956,824	\$ 16,694,903			
17					<b>Year 1</b>	<b>All Years</b>
18					7/1/2021 -	7/1/2021 -
19					6/30/2022	6/30/2026
20					<b>Actuals</b>	<b>New</b>
21	<b>Expenditures</b>					
22	Salaries & Benefits				\$ 891,824	\$ 891,824
23	Operating Expense				\$ 181,546	\$ 181,546
24	Subtotal				\$ 1,073,370	\$ 1,073,370
25	Indirect Percentage				15.00%	
26	Indirect Cost (Line 24 x Line 25)				\$ 161,005	\$ 161,005
27	Other Expenses (Not Subject to Indirect %)				\$ (338,816)	\$ (338,816)
30	<b>Total Expenditures</b>				<b>\$ 895,559</b>	<b>\$ 895,559</b>
31						
32	<b>HSH Revenues (Select)</b>					
33	General Fund - Ongoing				\$ 1,234,375	\$ 1,234,375
37	Adjustment to Actuals				\$ (338,816)	\$ (338,816)
41						
42	<b>Total HSH Revenues</b>				<b>\$ 895,559</b>	<b>\$ 895,559</b>
53						
54						
55	<b>Prepared by</b>	Tiffany Luong				
56	<b>Phone</b>	(415) 487-3300				
57	<b>Email</b>	<a href="mailto:tluong@ECS-SF.org">tluong@ECS-SF.org</a>				

	A	B	C	F	G	BW
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>APPENDIX B, BUDGET</b>					
3	<b>SALARY &amp; BENEFIT DETAIL</b>					
4	<b>Document Date</b>	7/1/2024				
5	<b>Provider Name</b>	Episcopal Community Services				
6	<b>Program</b>	Housing Navigation & Stabilization				
7	<b>F\$P Contract ID#</b>	1000022380				
8	<b>Budget Name</b>	<b>General Fund - Navigation</b>				
9						
10				<b>Year 1</b>	<b>All Years</b>	
11			Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022 Current	7/1/2021 - 6/30/2026 New
12			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
13	<b>POSITION TITLE</b>					
14	Director of Coordinated Entry #CE50		\$ 143,269	0.25	\$ 35,817	\$ 35,817
15	Director of Impact & Analytics #A83		\$ 137,627	0.02	\$ 2,064	\$ 2,064
16	Associate Director of ACE #CE56		\$ 120,986	0.25	\$ 30,247	\$ 30,247
17	Manager of Housing Navigation Services #CE651		\$ 93,106	0.50	\$ 46,553	\$ 46,553
18	Manager of Housing Navigation Services #CE650		\$ 93,106	0.50	\$ 46,553	\$ 46,553
19	Licensed. Clinical Social Workers #CS502		\$ 119,127	0.25	\$ 29,782	\$ 29,782
20	Data Analyst and Compliance Specialist #CE402		\$ 67,571	0.25	\$ 16,893	\$ 16,893
21	Housing Navigation Specialists/Bilingual: #CE301-CE306, CE308- CE309, CE311-CE313,CE315,CE601,CE602		\$ 58,694	7.00	\$ 410,856	\$ 410,856
22	Hospitality Ambassadors #CE209		\$ 56,611	0.25	\$ 14,153	\$ 14,153
23	Ambassadors #CE206		\$ 55,384	0.50	\$ 27,692	\$ 27,692
54		<b>TOTAL SALARIES</b>			<b>\$ 660,610</b>	<b>\$ 660,610</b>
55		<b>TOTAL FTE</b>		<b>9.77</b>		
56		<b>FRINGE BENEFIT RATE</b>			35.00%	
57		<b>EMPLOYEE FRINGE BENEFITS</b>			<b>\$ 231,214</b>	<b>\$ 231,214</b>
58		<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 891,824</b>	<b>\$ 891,824</b>
59						

	A	B	C	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>OPERATING DETAIL</b>			
4	<b>Document Date</b>	7/1/2024		
5	<b>Provider Name</b>	Episcopal Community Services		
6	<b>Program</b>	Housing Navigation & Stabilization		
7	<b>F\$P Contract ID#</b>	1000022380		
8	<b>Budget Name</b>	<b>General Fund - Navigation</b>		
9				
10			<b>Year 1</b>	<b>All Years</b>
11			7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2026
12			Actuals	New
13	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense
14	Rental of Property		\$ 111,902	\$ 111,902
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 3,985	\$ 3,985
16	Office Supplies, Postage		\$ 585	\$ 585
17	Building Maintenance Supplies and Repair		\$ 18,344	\$ 18,344
18	Printing and Reproduction		\$ 2,269	\$ 2,269
19	Insurance		\$ 1,901	\$ 1,901
20	Staff Training		\$ 614	\$ 614
21	Staff Travel (Local & Out-of-Town)		\$ 696	\$ 696
23	IT Equipment		\$ 1,638	\$ 1,638
24	Telecommunications		\$5,804	\$ 5,804
25	Client Stipends/ Move-in Subsidies		\$ 27,000	\$ 27,000
26	Program/Client Supplies		\$ 6,133	\$ 6,133
27	Staff Recruitment		\$ 675	\$ 675
69	<b>TOTAL OPERATING EXPENSES</b>		\$ 181,546	\$ 181,546
70				
71	<u>Other Expenses (Not Subject to Indirect Cost %)</u>			
72	Adjustment to Actuals		\$ (338,816)	\$ (338,816)
85	<b>TOTAL OTHER EXPENSES</b>		\$ (338,816)	\$ (338,816)

	A	B	C	D	E	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>APPENDIX B, BUDGET</b>					
3	<b>Document Date</b>	7/1/2024				
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>		
5	<b>Current Term</b>	7/1/2021	6/30/2024	3		
6	<b>Amended Term</b>	7/1/2021	6/30/2026	5		
7	<b>Provider Name</b>	Episcopal Community Services				
8	<b>Program</b>	Housing Navigation & Stabilization				
9	<b>F&amp;P Contract ID#</b>	1000022380				
10	<b>Action (select)</b>	Amendment				
11	<b>Effective Date</b>	7/1/2024				
12	<b>Budget Name</b>	<b>One-Time Whole Person Care - Navigation</b>				
13		<b>Current</b>	<b>New</b>	15%		
14	<b>Term Budget</b>	\$ 968,558	\$ 968,558			
15	<b>Contingency</b>	\$ 1,527,597	\$ 1,078,132			
16	<b>Not-To-Exceed</b>	\$ 9,956,824	\$ 16,694,903			
17					<b>Year 1</b>	<b>All Years</b>
18					7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2026
19					<b>Actuals</b>	<b>New</b>
20						
21	<b>Expenditures</b>					
22	Salaries & Benefits				\$ 891,822	\$ 891,822
23	Operating Expense				\$ 181,547	\$ 181,547
24	Subtotal				\$ 1,073,369	\$ 1,073,369
25	Indirect Percentage				15.00%	
26	Indirect Cost (Line 24 x Line 25)				\$ 161,005	\$ 161,005
27	Other Expenses (Not Subject to Indirect %)				\$ (265,816)	\$ (265,816)
30	<b>Total Expenditures</b>				<b>\$ 968,558</b>	<b>\$ 968,558</b>
31						
32	<b>HSH Revenues</b>					
35	Whole Person Care (WPC) - One-Time				\$ 1,234,375	\$ 1,234,375
37	Adjustment to Actuals				\$ (265,816)	\$ (265,816)
42	<b>Total HSH Revenues</b>				<b>\$ 968,558</b>	<b>\$ 968,558</b>
54						
55	<b>Prepared by</b>	Tiffany Luong				
56	<b>Phone</b>	(415) 487-3300				
57	<b>Email</b>	<a href="mailto:tluong@ECS-SF.org">tluong@ECS-SF.org</a>				



	A	B	C	F	G	BW
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>APPENDIX B, BUDGET</b>					
3	<b>SALARY &amp; BENEFIT DETAIL</b>					
4	<b>Document Date</b>	7/1/2024				
5	<b>Provider Name</b>	Episcopal Community Services				
6	<b>Program</b>	Housing Navigation & Stabilization				
7	<b>FSP Contract ID#</b>	1000022380				
8	<b>Budget Name</b>	One-Time Whole Person Care - Navigation				
9						
10			<b>Year 1</b>		<b>All Years</b>	
11			Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022 Current	7/1/2021 - 6/30/2026 New
12			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
13	<b>POSITION TITLE</b>					
14	Director of Coordinated Entry #CE50		\$ 143,269	0.50	\$ 35,817	\$ 35,817
15	Director of Impact & Analytics #A83		\$ 137,627	0.03	\$ 2,064	\$ 2,064
16	Associate Director of ACE #CE56		\$ 120,986	0.50	\$ 30,247	\$ 30,247
17	Manager of Hsg Navigation Services #CE651		\$ 93,106	1.00	\$ 46,553	\$ 46,553
18	Manager of Hsg Navigation Services #CE650		\$ 93,106	1.00	\$ 46,553	\$ 46,553
19	Licensed. Clinical Social Workers #CS502		\$ 119,127	0.50	\$ 29,782	\$ 29,782
20	Data Analyst and Compliance Specialist #CE402		\$ 67,571	0.50	\$ 16,893	\$ 16,893
21	Housing Navigation Specialists/Bilingual: #CE301-CE306, CE308-CE309, CE311-CE313,CE315,CE601,CE602		\$ 58,694	14.00	\$ 410,856	\$ 410,856
22	Hospitality Ambassadors #CE209		\$ 56,611	0.50	\$ 14,153	\$ 14,153
23	Ambassadors #CE206		\$ 55,384	1.00	\$ 27,692	\$ 27,692
57			<b>TOTAL SALARIES</b>		<b>\$ 660,609</b>	<b>\$ 660,609</b>
58			<b>TOTAL FTE</b>	<b>19.53</b>		
59			<b>FRINGE BENEFIT RATE</b>		35.00%	
60			<b>EMPLOYEE FRINGE BENEFITS</b>		<b>\$ 231,213</b>	<b>\$ 231,213</b>
61			<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 891,822</b>	<b>\$ 891,822</b>

	A	B	C	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>OPERATING DETAIL</b>			
4	<b>Document Date</b>	7/1/2024		
5	<b>Provider Name</b>	Episcopal Community Services		
6	<b>Program</b>	Housing Navigation & Stabilization		
7	<b>F\$P Contract ID#</b>	1000022380		
8	<b>Budget Name</b>	<b>One-Time Whole Person Care - Navigation</b>		
9				
10			<b>Year 1</b>	<b>All Years</b>
11			7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2026
12			Actuals	New
13	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense
14	Rental of Property		\$ 111,902	\$ 111,902
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 3,985	\$ 3,985
16	Office Supplies, Postage		\$ 585	\$ 585
17	Building Maintenance Supplies and Repair		\$ 18,344	\$ 18,344
18	Printing and Reproduction		\$ 2,269	\$ 2,269
19	Insurance		\$ 1,901	\$ 1,901
20	Staff Training		\$ 614	\$ 614
21	Staff Travel (Local & Out-of-Town)		\$ 696	\$ 696
23	IT Equipment		\$ 1,638	\$ 1,638
24	Telecommunications		\$ 5,804	\$ 5,804
25	Client Stipends/ Move-in Subsidies		\$ 27,000	\$ 27,000
26	Program/ Client Supplies		\$ 6,133	\$ 6,133
27	Staff Recruitment		\$ 676	\$ 676
69	<b>TOTAL OPERATING EXPENSES</b>		\$ 181,547	\$ 181,547
70				
71	<u>Other Expenses (Not Subject to Indirect Cost %)</u>			
72	Adjustment to Actuals		\$ (265,816)	\$ (265,816)
85	<b>TOTAL OTHER EXPENSES</b>		\$ (265,816)	\$ (265,816)

	A	B	C	D	E	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>APPENDIX B, BUDGET</b>					
3	<b>Document Date</b>	7/1/2024				
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>		
5	<b>Current Term</b>	7/1/2021	6/30/2024	3		
6	<b>Amended Term</b>	7/1/2021	6/30/2026	5		
7	<b>Provider Name</b>	Episcopal Community Services				
8	<b>Program</b>	Housing Navigation & Stabilization				
9	<b>F\$P Contract ID#</b>	1000022380				
10	<b>Action (select)</b>	Amendment				
11	<b>Effective Date</b>	7/1/2024				
12	<b>Budget Name</b>	<b>One-Time Whole Person Care - Stabilization</b>				
13		<b>Current</b>	<b>New</b>	15%		
14	<b>Term Budget</b>	\$ -	\$ -			
15	<b>Contingency</b>	\$ 1,527,597	\$ 1,078,132			
16	<b>Not-To-Exceed</b>	\$ 9,956,824	\$ 16,694,903			
17					<b>Year 1</b>	<b>All Years</b>
18					7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2026
19					<b>Actuals</b>	<b>New</b>
20						
21	<b>Expenditures</b>					
23	Operating Expense				\$ 194,367	\$ 194,367
24	Subtotal				\$ 194,367	\$ 194,367
25	Indirect Percentage				12.00%	
26	Indirect Cost (Line 24 x Line 25)				\$ 23,324	\$ 23,324
27	Other Expenses (Not Subject to Indirect %)				\$ (217,691)	\$ (217,691)
30	<b>Total Expenditures</b>				\$ -	\$ -
31						
32	<b>HSH Revenues</b>					
35	Whole Person Care (WPC) - One-Time				\$ 217,691	\$ 217,691
37	Adjustment to Actuals				\$ (217,691)	\$ (217,691)
42	<b>Total HSH Revenues</b>				\$ -	\$ -
54						
55	<b>Approved by</b>	Tiffany Luong				
56	<b>Phone</b>	(415) 487-3300				
57	<b>Email</b>	<a href="mailto:tluong@ECS-SF.org">tluong@ECS-SF.org</a>				

	A	B	C	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>OPERATING DETAIL</b>			
4	<b>Document Date</b>	7/1/2024		
5	<b>Provider Name</b>	Episcopal Community Services		
6	<b>Program</b>	Housing Navigation & Stabilization		
7	<b>FSP Contract ID#</b>	1000022380		
8	<b>Budget Name</b>	<b>One-Time Whole Person Care - Stabilization</b>		
9				
10			<b>Year 1</b>	<b>All Years</b>
11			7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2026
12			Actuals	New
13	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense
23	Stabilization Funds for Housing Providers (\$1,000/individual)		\$ 194,367	\$ 194,367
68				
69	<b>TOTAL OPERATING EXPENSES</b>		\$ 194,367	\$ 194,367
70				
71	<u>Other Expenses (Not Subject to Indirect Cost %)</u>			
72	Adjustment to Actuals		\$ (217,691)	\$ (217,691)
84				
85	<b>TOTAL OTHER EXPENSES</b>		\$ (217,691)	\$ (217,691)
97				

## Appendix C, Method of Payment

- I. Reimbursement for 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, paid by the Grantee, 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 the Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.
- A. Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
  - B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
  - C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
  - D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee’s ability to apply for future funding or requests for additional funding.

<b>Billing Month/Date</b>	<b>Service Begin Date</b>	<b>Service End Date</b>
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

**E. 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.
- F. 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 more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- G. 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 Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

## H. 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) and summarized in excel;
  - 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));
  - 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;
  - e. Include only documentation that pertains to the Grant budget that is being invoiced. Grantee shall not provide agency-wide supporting documentation for other agency costs or HSH Grants. (e.g., only payroll documentation for the personnel being charged to that invoice should be included); and
  - f. Include the Grantee's cost allocation plan.
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. HSH reserves the right to reject and/or deny invoices, in part or as a whole, that do not follow these instructions.

Providing Access and Transforming Health (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, a personnel report in excel format that itemizes all payroll costs included in the invoice, 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 single expense within the Operating budget category that exceed \$10,000.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in excel format that itemizes all costs included in each operating invoice line, 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.</p>
Operating - Direct Assistance	<p>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.</p> <p>Documentation shall include a detailed summary report in excel format, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds per the established program policy.</p>
Capital and/or One-Time Funding	<p>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.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in excel format that itemizes all costs included in each capital/one-time invoice line, receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>



Providing Access and Transforming Health (PATH)	
Type	Instructions and Examples of Documentation
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 monthly invoicing. 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	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 30, 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, 2027	\$8,756,998
Department of Homelessness and Supportive Housing	Bryant Homeless Storage	December 1, 2020 - June 30, 2029	\$6,462,910
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 - November 30, 2024	\$7,085,148
Department of Homelessness and Supportive Housing	Cova Non-Congregate Shelter	December 18, 2021 - August 31, 2024	\$15,091,353
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 Rental Assistance	August 1, 2021 - July 31, 2024	\$3,649,750
Department of Homelessness and Supportive Housing	Henry Hotel	July 1, 2019 - June 30, 2025	\$14,591,945
Department of Homelessness and Supportive Housing	Hotel Diva	August 1, 2021 - June 30, 2024	\$3,063,465
Department of Homelessness and Supportive Housing	Housing First	January 1, 2021 - June 30, 2025	\$47,159,399

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 Hotel	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, 2026	\$5,730,205
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	\$471,940
Human Services Agency	Congregate Meals for Older Adults (with NCQA)	July 1, 2021 - June 30, 2025	\$2,420,484
Human Services Agency	HES FY24-27	July 1, 2023 - June 30, 2027	\$2,134,557
Human Services Agency	Single Adult Housing First Program	June 29, 2017 - June 30, 2024	\$3,709,679
Human Services Agency - Department of Disability and Aging Services	Senior Services – Community Services	January 1, 2021 - June 30, 2027	\$1,388,891
Human Services Agency - Department of Disability and Aging Services	Case Management	July 1, 2023 - June 30, 2027	\$1,593,557
Mayor's Office of Housing and Community Development	GDBG 24	July 1, 2023 - June 30, 2024	\$83,824
Office of Economic and Workforce Development	Pilot Occupational Skills Training	July 1, 2021 - June 30, 2025	\$2,550,000
Office of Economic and Workforce Development	ECN Hospitality Initiative OST	July 1, 2023 - June 30, 2025	\$300,000

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

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

THIS GRANT AGREEMENT (“Agreement”) is made as of **July 1, 2021**, 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 has applied to the Department to fund the matters set forth in a grant plan; and summarized briefly as follows: Housing Navigation; and

WHEREAS, Ordinance No. 61-19 authorizes the Department to enter into grants and 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

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is acknowledged, the parties agree as follows:

**ARTICLE 1  
DEFINITIONS**

**1.1 Specific Terms.** Unless the context otherwise requires, the following capitalized terms (whether singular or plural) shall have the meanings set forth below:

- (a) “ADA” shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.
- (b) “Application Documents” shall mean collectively: (i) the grant application submitted by Grantee, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents, correspondence and other written materials submitted with respect to the grant application; and (iii) all amendments, modifications or

supplements to any of the foregoing approved in writing by City.

- (c) "Budget" shall mean the budget attached hereto as part of Appendix B, Budget.
- (d) "Charter" shall mean the Charter of City.
- (e) "Contractor" shall have the meaning as "Grantee" if used in this Agreement, as certain City contracting requirements also apply to grants of the City of San Francisco.
- (f) "Controller" shall mean the Controller of City.
- (g) "Eligible Expenses" shall have the meaning set forth in Appendix A, Services to be Provided and Appendix B, Budget.
- (h) "Event of Default" shall have the meaning set forth in Section 11.1.
- (i) "Fiscal Quarter" shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.
- (j) "Fiscal Year" shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during which all or any portion of this Agreement is in effect.
- (k) "Funding Request" shall have the meaning set forth in Section 5.3(a).
- (l) "Grant" means this document, including all attached appendices, and all applicable City Ordinances and Mandatory City Requirements specifically incorporated into this Agreement by reference as provided herein.
- (m) "Grant Funds" shall mean any and all funds allocated or disbursed to Grantee under this Agreement.
- (n) "Grant Plan" shall have the meaning set forth in Appendix A, Services to be Provided and Appendix B, Budget.
- (o) "Indemnified Parties" shall mean: (i) City, including the Department and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.
- (p) "Losses" shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or

unfounded, of whatsoever kind and nature.

- (q) "Publication" shall mean any report, article, educational material, handbook, brochure, pamphlet, press release, public service announcement, web page, audio or visual material or other communication for public dissemination, which relates to all or any portion of the Grant Plan or is paid for in whole or in part using Grant Funds.
- (r) "Subgrantee" shall mean any person or entity expressly permitted under Article 13 that provides services to Grantee in fulfillment of Grantee's obligations arising from this Agreement.

**1.2 Additional Terms.** The terms "as directed," "as required" or "as permitted" and similar terms shall refer to the direction, requirement, or permission of the Department. The terms "sufficient," "necessary" or "proper" and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Department. The terms "approval," "acceptable" or "satisfactory" or similar terms shall mean approved by, or acceptable to, or satisfactory to the Department. The terms "include," "included" or "including" and similar terms shall be deemed to be followed by the words "without limitation". The use of the term "subcontractor," "successor" or "assign" herein refers only to a subcontractor ("subgrantee"), successor or assign expressly permitted under Article 13.

**1.3 References to this Agreement.** References to this Agreement include: (a) any and all appendices, exhibits, schedules, attachments hereto; (b) any and all statutes, ordinances, regulations or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or supplements hereto made in accordance with Section 17.2. References to articles, sections, subsections or appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as "hereunder," "herein" or "hereto" refer to this Agreement as a whole.

## ARTICLE 2 APPROPRIATION AND CERTIFICATION OF GRANT FUNDS; LIMITATIONS ON CITY'S OBLIGATIONS

**2.1 Risk of Non-Appropriation of Grant Funds.** This Agreement is subject to the budget and fiscal provisions of the Charter. City shall have no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. Grantee acknowledges that City budget decisions are subject to the discretion of its Mayor and Board of Supervisors. Grantee assumes all risk of possible non-appropriation or non-certification of funds, and such assumption is part of the consideration for this Agreement.

**2.2 Certification of Controller.** Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation shall not at any time exceed the amount certified for the purpose and period stated in such advance

authorization.

**2.3 Automatic Termination for Non-Appropriation of Funds.** This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of any Fiscal Year if funds are not appropriated for the next succeeding Fiscal Year. If funds are appropriated for a portion of any Fiscal Year, this Agreement shall terminate, without penalty, liability or expense of any kind to City, at the end of such portion of the Fiscal Year.

**2.4 SUPERSEDURE OF CONFLICTING PROVISIONS.** IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.

**2.5 Maximum Costs.** Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies provided by Grantee that are beyond the scope of the services, materials, equipment and supplies agreed upon herein and not approved by a written amendment to this Agreement lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement that exceeds the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

### **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,**

**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.

#### **ARTICLE 4 IMPLEMENTATION OF GRANT PLAN**

- 4.1 Implementation of Grant Plan; Cooperation with Monitoring.** Grantee shall diligently and in good faith implement the Grant Plan on the terms and conditions set forth in this Agreement and, to the extent that they do not differ from this Agreement, the Application Documents. Grantee shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without the prior written consent of City. Grantee shall promptly comply with all standards, specifications and formats of City, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and shall cooperate in good faith with City in any evaluation, planning or monitoring activities conducted or authorized by City.
- 4.2 Grantee's Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.
- 4.3 Ownership of Results.** Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.
- 4.4 Works for Hire.** If, in connection with this Agreement or the implementation of the Grant Plan, Grantee or any subgrantee creates artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship or Publications, such creations shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such creations shall be the property of City. If it is ever determined that any such creations are not works for hire under applicable law, Grantee hereby assigns all copyrights thereto to City, and agrees to provide any material, execute such documents and take such other actions as may be necessary or desirable to effect such assignment. With the prior written approval of City, Grantee may retain and use copies of such creations for reference and as documentation of its experience and capabilities. Grantee shall obtain all releases, assignments or other agreements from subgrantees or other



persons or entities implementing the Grant Plan to ensure that City obtains the rights set forth in this Grant.

#### **4.5 Publications and Work Product.**

- (a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property funded in whole or part with the Grant Funds, whether those elements are written, oral or in any other medium. Grantee has the burden of demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.
- (b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for approval, if City so requests, any other program material or form that Grantee uses or proposes to use in furtherance of the Grant Plan, and Grantee shall promptly provide to City one copy of all such materials or forms within two (2) days following City's request. The City's approval of any material hereunder shall not be deemed an endorsement of, or agreement with, the contents of such material, and the City shall have no liability or responsibility for any such contents. The City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by the City of such material. Grantee shall not charge for the use or distribution of any Publication funded all or in part with the Grant Funds, without first obtaining City's written consent, which City may give or withhold in its sole discretion.
- (c) Grantee shall distribute any Publication solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion. In addition, Grantee shall furnish any services funded in whole or part with the Grant Funds under this Agreement solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion.
- (d) City may disapprove any element of work or property funded in whole or part by the Grant Funds that City determines, in its sole discretion, has any of the following characteristics: is divisive or discriminatory; undermines the purpose of the Grant Plan; discourages otherwise qualified potential employees or volunteers or any clients from participating in activities covered under the Grant Plan; undermines the effective delivery of services to clients of Grantee; hinders the achievement of any other purpose of City in making the Grant under this Agreement; or violates any other provision of this Agreement or applicable law. If City disapproves any element of the Grant Plan as implemented, or requires any change to it, Grantee shall immediately eliminate the disapproved portions and make the required changes. If City disapproves any materials, activities or services provided by third

parties, Grantee shall immediately cease using the materials and terminate the activities or services and shall, at City's request, require that Grantee obtain the return of materials from recipients or deliver such materials to City or destroy them.

- (e) City has the right to monitor from time to time the administration by Grantee or any of its subcontractors of any programs or other work, including, without limitation, educational programs or trainings, funded in whole or part by the Grant Funds, to ensure that Grantee is performing such element of the Grant Plan, or causing such element of the Grant Plan to be performed, consistent with the terms and conditions of this Agreement.
- (f) Grantee shall acknowledge City's funding under this Agreement in all Publications. Such acknowledgment shall conspicuously state that the activities are sponsored in whole or in part through a grant from the Department. Except as set forth in this subsection, Grantee shall not use the name of the Department or City (as a reference to the municipal corporation as opposed to location) in any Publication without prior written approval of City.

## **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 **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.

### **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 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](http://www.sfgov.org/ach). The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

**5.4 State or Federal Funds**

- (a) **Disallowance.** With respect to Grant Funds, if any, which are ultimately provided by the State or Federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the State or Federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.
- (b) **Grant Terms.** The funding for this Agreement is provided in full or in part by a federal or state grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements.

**ARTICLE 6  
REPORTING REQUIREMENTS; AUDITS;  
PENALTIES FOR FALSE CLAIMS**

- 6.1 Regular Reports.** Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Department, in form and substance satisfactory to the Department. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.
- 6.2 Organizational Documents.** If requested by City, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.
- 6.3 Notification of Defaults or Changes in Circumstances.** Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at any time during the term of this Agreement.
- 6.4 Financial Statements.** Pursuant to San Francisco Administrative Code Section 67.32 and Controller requirements, if requested, within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee.
- 6.5 Books and Records.** Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.
- 6.6 Inspection and Audit.** Grantee shall make available to City, its employees and authorized representatives, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of

the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.

**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, 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.

**6.8 Grantee's Board of Directors.** Grantee shall at all times be governed by a legally constituted and fiscally responsible board of directors. Such board of directors shall meet regularly and maintain appropriate membership, as established in Grantee's bylaws and other governing documents and shall adhere to applicable provisions of federal, state and local laws governing nonprofit corporations. Grantee's board of directors shall exercise such oversight responsibility with regard to this Agreement as is necessary to ensure full and prompt performance by Grantee of its obligations under this Agreement.

## **ARTICLE 7 TAXES**

**7.1 Grantee to Pay All Taxes.** Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.

**7.2 Use of City Real Property.** If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:

(a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.

(b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.

(c) Grantee shall provide such other information as may be requested by City to enable City to comply with any reporting requirements under applicable law with respect to possessory interests.

**7.3 Withholding.** Grantee agrees that it is obligated to pay all amounts due to the City under the San Francisco Business and Tax Regulations Code during the term of this Agreement. Pursuant to Section 6.10-2 of the San Francisco Business and Tax Regulations Code, Grantee further acknowledges and agrees that City may withhold any payments due to Grantee under this Agreement if Grantee is delinquent in the payment of any amount required to be paid to the City under the San Francisco Business and Tax Regulations Code. Any payments withheld under this paragraph shall be made to Grantee, without interest, upon Grantee coming back into compliance with its obligations.

## **ARTICLE 8 REPRESENTATIONS AND WARRANTIES**

Grantee represents and warrants each of the following as of the date of this Agreement and at all times throughout the term of this Agreement:

**8.1 Organization; Authorization.** Grantee is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed. Grantee has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.

**8.2 Location.** Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.

**8.3 No Misstatements.** No document furnished or to be furnished by Grantee to City in connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the

statements contained therein not misleading, under the circumstances under which any such statement shall have been made.

**8.4 Conflict of Interest.**

- (a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.
- (b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For purposes of this subsection, "immediate family" shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and stepparents).

**8.5 No Other Agreements with City.** Except as expressly itemized in Appendix D, Interest in Other City Grants, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other agreement with City including any commission, department or other subdivision thereof.

**8.6 Subcontracts.** Except as may be permitted under Section 13.3, Grantee has not entered into any agreement, arrangement or understanding with any other person or entity pursuant to which such person or entity will implement or assist in implementing all or any portion of the Grant Plan.

**8.7 Eligibility to Receive Federal Funds.** By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Grantee acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement.

**ARTICLE 9  
INDEMNIFICATION AND GENERAL LIABILITY**

**9.1 Indemnification.** Grantee shall indemnify, protect, defend and hold harmless each of the Indemnified Parties from and against any and all Losses arising from, in connection with or caused by: (a) a material breach of this Agreement by Grantee; (b) a material breach of any representation or warranty of Grantee contained in this Agreement; (c) any personal injury caused, directly or indirectly, by any act or omission of Grantee or its employees, subgrantees or agents; (d) any property damage caused, directly or indirectly by any act or omission of Grantee or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by Grantee, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is

furnished, rented or loaned to Grantee by an Indemnified Party; (f) any tax, fee, assessment or other charge for which Grantee is responsible under Article 7; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished to such Indemnified Party in connection with this Agreement. Grantee's obligations under the immediately preceding sentence shall apply to any Loss that is caused in whole or in part by the active or passive negligence of any Indemnified Party, but shall exclude any Loss caused solely by the willful misconduct of the Indemnified Party. The foregoing indemnity shall include, without limitation, consultants and experts and related costs and City's costs of investigating any claims against the City.

- 9.2 Duty to Defend; Notice of Loss.** Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any liability to such Indemnified Party pursuant to Section 9.1, unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if Grantee contends that such Indemnified Party shares in liability with respect thereto.
- 9.3 Incidental and Consequential Damages.** Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.
- 9.4 LIMITATION ON LIABILITY OF CITY.** CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES



PERFORMED IN CONNECTION WITH THIS AGREEMENT.

**ARTICLE 10  
INSURANCE**

- 10.1 Types and Amounts of Coverage.** Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:
- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
  - (b) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage.
  - (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
  - (d) Professional liability insurance for negligent acts, errors or omission with respect to professional or technical services, if any, required in the performance of this Agreement with limits not less than one million dollars (\$1,000,000) each claim.
- 10.2 Additional Requirements for General and Automobile Coverage.** Commercial General Liability and Commercial Automobile Liability insurance policies shall:
- (a) Name as Additional Insured City and its officers, agents and employees.
  - (b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.
- 10.3 Additional Requirements for All Policies.** All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.
- 10.4 Required Post-Expiration Coverage.** Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or

termination of the Agreement, such claims shall be covered by such claims-made policies.

- 10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs.** Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.
- 10.6 Evidence of Insurance.** Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.
- 10.7 Effect of Approval.** Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.
- 10.8 Insurance for Subcontractors and Evidence of this Insurance.** If a subcontractor will be used to complete any portion of this agreement, Grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and Grantee listed as additional insureds.
- 10.9 Worker's Compensation.** The Workers' Compensation policy(ies) shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

## ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES

- 11.1 Events of Default.** The occurrence of any one or more of the following events shall constitute an "Event of Default" under this Agreement:
- (a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.
  - (b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.
  - (c) **Failure to Comply with Representations and Warranties or Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 16.

- (d) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.
- (e) **Cross Default.** Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).
- (f) **Voluntary Insolvency.** Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.
- (g) **Involuntary Insolvency.** Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.

**11.2 Remedies upon Event of Default.** Upon and during the continuance of an Event of Default, City may do any of the following, individually or in combination with any other remedy:

- (a) **Termination.** City may terminate this Agreement by giving a written termination notice to Grantee of the Event of Default and that, on the date specified in the notice, this Agreement shall terminate, and all rights of Grantee hereunder shall be extinguished. In the sole discretion of the City, Grantee may be allowed ten (10) days to cure the default. In the event of termination for default, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.
- (b) **Withholding of Grant Funds.** City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default, if granted by the City in its sole discretion, shall be disbursed without

interest.

(c) **Offset.** City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.

(d) **Return of Grant Funds.** City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

**11.3 Termination for Convenience.** City shall have the option, in its sole discretion, to terminate this Agreement at any time for convenience and without cause. City shall exercise this option by giving Grantee written notice that specifies the effective date of termination. Upon receipt of the notice of termination, Grantee shall undertake with diligence all necessary actions to effect the termination of this Agreement on the date specified by City and minimize the liability of Grantee and City to third parties. Such actions shall include, without limitation:

(a) Halting the performance of all work under this Agreement on the date(s) and in the manner specified by City;

(b) Terminating all existing orders and subcontracts, and not placing any further orders or subcontracts for materials, services, equipment or other items; and

(c) Completing performance of any work that City designates to be completed prior to the date of termination specified by City.

In no event shall City be liable for costs incurred by Grantee or any of its subcontractors after the termination date specified by City, except for those costs incurred at the request of City pursuant to this section.

**11.4 Remedies Nonexclusive.** Each of the remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The remedies contained herein are in addition to all other remedies available to City at law or in equity by statute or otherwise and the exercise of any such remedy shall not preclude or in any way be deemed to waive any other remedy.

## **ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS**

**12.1 Proprietary or Confidential Information of City.** Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or

controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.

- 12.2 Sunshine Ordinance.** Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee covered by Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.
- 12.3 Financial Projections.** Pursuant to San Francisco Administrative Code Section 67.32, Grantee agrees upon request to provide City with financial projections (including profit and loss figures) for the activities and/or projects contemplated by this Grant ("Project") and annual audited financial statements thereafter. Grantee agrees that all such projections and financial statements shall be public records that must be disclosed.

### **ARTICLE 13 ASSIGNMENTS AND SUBCONTRACTING**

- 13.1 No Assignment by Grantee.** Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.
- 13.2 Agreement Made in Violation of this Article.** Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.
- 13.3 Subcontracting.** If Appendix E, Permitted Subgrantees, 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 E, Permitted Subgrantees, 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 E, Permitted Subgrantees 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.

**13.4 Grantee Retains Responsibility.** Grantee shall remain liable for the performance by any assignee or subgrantee of all of the covenants terms and conditions contained in this Agreement.

## **ARTICLE 14 INDEPENDENT CONTRACTOR STATUS**

**14.1 Nature of Agreement.** Grantee shall be deemed at all times to be an independent contractor and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.

**14.2 Direction.** Any terms in this Agreement referring to direction or instruction from the Department or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.

**14.3 Consequences of Recharacterization.**

(a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine

that Grantee is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.

- (b) Should a relevant taxing authority determine a liability for past services performed by Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).
- (c) A determination of employment status pursuant to either subsection (a) or (b) of this Section 14.3 shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been the amount of such Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

## ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS

**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  
P.O. Box 427400  
San Francisco, CA 94142-7400  
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.

## **ARTICLE 16 COMPLIANCE**

**16.1 Reserved.**

**16.2 Nondiscrimination; Penalties.**

- (a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.
- (b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- (c) **Non-Discrimination in Benefits.** Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.
- (d) **Condition to Contract.** As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.



(e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

**16.3 Reserved.**

**16.4 Tropical Hardwood and Virgin Redwood Ban.** Pursuant to § 804(b) of the San Francisco Environment Code, City urges all grantees not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

**16.5 Drug-Free Workplace Policy.** Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.

**16.6 Resource Conservation; Liquidated Damages.** Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.

**16.7 Compliance with ADA.** Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.

**16.8 Requiring Minimum Compensation for Employees.** Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the

enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Chapter 12P.

- 16.9 Limitations on Contributions.** By executing this Agreement, Grantee acknowledges its obligations under section 1.126 of the City’s Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the contract; each member of Grantee’s board of directors; Grantee’s chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10 percent in Grantee; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Grantee. Grantee certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the grant, and has provided the names of the persons required to be informed to the City department with whom it is contracting.
- 16.10 First Source Hiring Program.** Contractor must comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code, that apply to this Agreement, and Contractor is subject to the enforcement and penalty provisions in Chapter 83.
- 16.11 Prohibition on Political Activity with City Funds.** In accordance with San Francisco Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, “Political Activity”). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference. Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (ii) Grantee shall have the burden to prove that no funding from this Agreement has been used for such Political Activity. Grantee

agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this section. In the event Grantee violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other agreements between Grantee and City, (ii) prohibit Grantee from bidding on or receiving any new City contract for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

**16.12 Preservative-treated Wood Containing Arsenic.** Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term “preservative-treated wood containing arsenic” shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Grantee may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Grantee from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term “saltwater immersion” shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

**16.13 Reserved. (Working with Minors).**

**16.14 Protection of Private Information.** Grantee has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, “Nondisclosure of Private Information,” and 12M.3, “Enforcement” of Administrative Code Chapter 12M, “Protection of Private Information,” which are incorporated herein as if fully set forth. Grantee agrees that any failure of Grantee to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Agreement. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement, bring a false claim action against Grantee pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar Grantee.

**16.15 Public Access to Meetings and Records.** If Grantee receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, Grantee agrees to open its meetings and records to the public in the manner set forth in Sections 12L.4 and 12L.5 of the Administrative Code. Grantee further agrees to make good-faith efforts to promote community membership on its Board of Directors in the manner set forth in Section 12L.6 of the Administrative Code. Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. Grantee further acknowledges that such material breach of the Agreement shall be

grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

**16.16 Consideration of Criminal History in Hiring and Employment Decisions.**

- (a) Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T, “City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions,” of the San Francisco Administrative Code (“Chapter 12T”), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at <http://sfgov.org/olse/fco>. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.
- (b) The requirements of Chapter 12T shall only apply to a Contractor’s or subcontractor’s operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, and shall apply when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco. Chapter 12T shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

**16.17 Food Service Waste Reduction Requirements.** Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee’s failure to comply with this provision.

**16.18 Reserved. (Slavery Era Disclosure).**

**16.19 Reserved. (Distribution of Beverages and Water).**

**16.20 Duty to Collect and Record Client Sexual Orientation and Gender Identity Data.**

Contractor shall comply with San Francisco Administrative Code Chapter 104 by seeking to collect and record information about clients' sexual orientation and gender identity, and reporting such data to the Department of Homelessness and Supportive Housing at intake and as instructed by the Department. In seeking to collect information about clients' sexual orientation and gender identity, Contractor shall: (1) communicate to clients that the provision of sexual orientation and gender identity information is voluntary, and no direct services shall be denied to clients who decline to provide that information; (2) solicit gender identity and sexual orientation data using questions and approaches consistent with the Department of Public Health's Policies and Procedures entitled "Sexual Orientation Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, and "Sex and Gender Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, or any successor Policies and Procedures; and (3) advise clients that they will protect personally identifiable information regarding clients' sexual orientation and gender identity from unauthorized disclosure, to the extent permitted by law. The duty to collect information about gender identity and sexual orientation shall not apply to the extent such collection is incompatible with any professionally reasonable clinical judgment that is based on articulable facts of clinical significance. Further, Contractor shall protect personally identifiable information from unauthorized disclosure, to the extent permitted by law and as required by the Health Insurance Portability and Accountability Act, the California Medical Information Act, Article 1 of the California Constitution, the California Health and Safety Code and regulations promulgated thereunder, the California Welfare and Institutions Code and regulations promulgated thereunder, and any other applicable provision of federal or state law.

**16.21 Compliance with Other Laws.** Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

**16.22 Reserved. (Additional Provisions for Shelter and Resource Center Grants – Standard of Care).**

**16.23 Reserved. (Additional Requirements for Federally-Funded Awards).**

## ARTICLE 17 MISCELLANEOUS

**17.1 No Waiver.** No waiver by the Department or City of any default or breach of this Agreement shall be implied from any failure by the Department or City to take action on account of such default if such default persists or is repeated. No express waiver by the Department or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Department of any covenant, term or condition contained herein shall not be

construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Department or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.

**17.2 Modification.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

**17.3 Administrative Remedy for Agreement Interpretation.** Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to Department Head, as the case may be, of the Department who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.

**17.4 Governing Law; Venue.** The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

**17.5 Headings.** All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.

**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  
Appendix B, Budget  
Appendix C, Method of Payment  
Appendix D, Interests in Other City Contracts  
Appendix E, Permitted Subgrantees

**17.7 Certified Resolution of Signatory Authority.** Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.

**17.8 Severability.** Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and

enforceable.

**17.9 Successors; No Third-Party Beneficiaries.** Subject to the terms of Article 13, the terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their respective successors and assigns and, in the case of Article 9, the Indemnified Parties) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants, conditions or provisions contained herein.

**17.10 Survival of Terms.** The obligations of Grantee and the terms of the following provisions of this Agreement shall survive and continue following expiration or termination of this Agreement:

Section 4.3	Ownership of Results.
Section 6.4	Financial Statements.
Section 6.5	Books and Records.
Section 6.6	Inspection and Audit.
Section 6.7	Submitting False Claims; Monetary Penalties.
Article 7	Taxes.
Article 8	Representations and Warranties.
Article 9	Indemnification and General Liability.
Section 10.4	Required Post-Expiration Coverage.
Article 12	Disclosure of Information and Documents.
Section 13.4	Grantee Retains Responsibility.
Section 14.3	Consequences of Recharacterization.
This Article 17	Miscellaneous.

**17.11 Further Assurances.** From and after the date of this Agreement, Grantee agrees to do such things, perform such acts, and make, execute, acknowledge and deliver such documents as may be reasonably necessary or proper and usual to complete the transactions contemplated by this Agreement and to carry out the purpose of this Agreement in accordance with this Agreement.

**17.12 Dispute Resolution Procedure.**

(a) The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at

[https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF\\_BOS\\_RPT\\_06-26-03%281%29\\_3adc.PDF](https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF). The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel (“Panel”) to oversee implementation of the report recommendations in January 2005.

- (b) The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department’s structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit Grantees. Any questions or concerns about this Dispute Resolution Procedure should be addressed to [purchasing@sfgov.org](mailto:purchasing@sfgov.org).
- (c) The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services Grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, Grantees and departments should employ the following steps:
- (1) Grantee will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency’s program, and will either convene a meeting with Grantee or provide a written response to Grantee within 10 working days.
  - (2) Should the dispute or concern remain unresolved after the completion of Step 1, Grantee may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to Grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
  - (3) Should Steps 1 and 2 above not result in a determination of mutual agreement, Grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to Grantee.



The Department will respond in writing within 10 working days.

- (d) In addition to the above process, Grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF\\_BOS\\_RPT\\_06-26-03%281%29\\_3adc.PDF](https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF).
- (e) The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites Grantees to submit concerns about a department's implementation of the policies and procedures. Grantees can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. Grantee must submit the request in writing to [purchasing@sfgov.org](mailto:purchasing@sfgov.org). This request shall describe both the nature of the concern and why the process to date is not satisfactory to Grantee. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

**17.13 Cooperative Drafting.** This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

**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, Services to be Provided. Any services provided beyond those listed in Appendix A, Services to be Provided must be approved by the Department.

**17.15 MacBride Principles--Northern Ireland.** Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section.

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: DocuSigned by:  
*Shireen McSpadden*  
CAD7B781896B49...  
Shireen McSpadden  
Executive Director

By: DocuSigned by:  
*Mary Elizabeth Stokes*  
2E6E81C95BDB47...  
Mary Elizabeth Stokes  
Executive Director  
City Supplier Number: 0000020568

Approved as to Form:

By: DocuSigned by:  
*Virginia Dario Elizondo*  
F013CEBF5B1B462...  
Virginia Dario Elizondo  
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 up to 600 clients 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. Becoming “document ready” by 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 with other providers working with a housing referral status adult through meetings, calls, and/or through ONE System notes.

**IV. Location and Time of Services**

Grantee shall provide Housing Navigation services at Coordinated Entry Hubs located at 123 10<sup>th</sup> 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:

- 1. Grantee shall ensure that interpreter services are available, as needed.
- 2. 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 Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- J. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Grantee shall collaborate with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed.
  2. Grantee's Director, Manager or a representative shall attend all appropriate neighborhood meetings.
  3. Grantee's management staff shall be available to respond to neighbors within 24 hours, if reasonable.
  4. Grantee shall minimize the impact on the neighborhood of the Access Point population waiting to enter the building.
  5. Grantee shall actively discourage 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. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:  
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.

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. All grantees, subgrantees, and their employees and agents shall comply with the confidentiality and data security requirements of all federal, state and local privacy and data management laws and regulations, including, but not limited to, 24 C.F.R. Part 578 (Continuum of Care); 45 C.F.R. Parts 160 and 164 (Health Insurance Portability and Accountability Act “HIPAA”); 28 CFR §90.4 (Violence Against Women Act); 28 CFR §94.115 (Victim of Crimes Act); California Civil Code §§ 1798 - 1798.78 (Information Practices Act of 1977); §§1798.85 - 1798.89 (Confidentiality of Social Security Numbers); §§1798.79.8 - 1798.79.95 (Domestic Violence, Sexual Assault, and Stalking: Personal Information); California Welfare & Institutions Code §10850; disclosure of confidential information regarding the criminal justice system and child protective services records; and related and successor provisions.

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.

**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
- 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**

Grantee shall input data into systems required by HSH, such as the Online Navigation and Entry (ONE) System and CARBON. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data.

- A. Grantee shall evaluate service delivery by using data from the ONE System. Identified metrics shall be used to evaluate the effective of the system and implement changes to policies, procedures, and service delivery as deemed necessary. To ensure continuous quality improvement, Grantee shall monitor for proper data collection and documentation practices, followed by staff education as needed.
- B. 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.
- C. 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 15<sup>th</sup> of the following month.
- D. 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 15<sup>th</sup> of the month following the end of the quarter.
- E. 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 15<sup>th</sup> of the month following the end of the program year.
- F. 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.
- G. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

- H. Grantee shall submit quarterly Time Study reports for the Medi-Cal 2020 Waiver Initiative (Whole Person Care). Reports shall include documentation of time spent providing specific services to Medi-Cal eligible tenants and recipients of Medi-Cal, which is used to bill Medi-Cal. Funds obtained from Medi-Cal help offset General Fund spending.

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, household files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, 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 Objectives and Outcome Objectives.
- 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 policy manual, 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 MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.



	A	B	C	D	G	J	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>APPENDIX B, BUDGET</b>						
3	<b>Document Date</b>	7/1/2021					
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>			
5	<b>Current Term</b>	7/1/2021	6/30/2023	2			
6	<b>Amended Term</b>	7/1/2021	6/30/2023	2			
7	<b>Provider Name</b>	Episcopal Community Services					
8	<b>Program</b>	Housing Navigation & Stabilization					
9	<b>F\$P Contract ID#</b>	1000022380					
10	<b>Action (select)</b>	New Agreement					
11	<b>Effective Date</b>	7/1/2021					
12	<b>Budget Names</b>	General Fund Navigation, Whole Person Care Navigation, Whole Person Care Stabilization					
13		<b>Current</b>	<b>New</b>				
14	<b>Term Budget</b>	\$ -	\$ 5,155,189	20%			
15	<b>Contingency</b>	\$ -	\$ 1,031,038				
16	<b>Not-To-Exceed</b>	\$ -	\$ 6,186,227				
17					<b>Year 1</b>	<b>Year 2</b>	<b>All Years</b>
18					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2021 - 6/30/2023
19	<b>Expenditures</b>				<b>New</b>	<b>New</b>	<b>New</b>
20	Salaries & Benefits				\$ 1,783,645	\$ 1,783,645	\$ 3,567,289
21	Operating Expense				\$ 557,461	\$ 363,094	\$ 920,555
22	Subtotal				\$ 2,341,105	\$ 2,146,738	\$ 4,487,844
23	Indirect Percentage						
24	Indirect Cost (Line 21 X Line 22)				\$ 345,335	\$ 322,011	\$ 667,346
25	Other Expenses (Not subject to indirect %)				\$ -	\$ -	\$ -
26	Capital Expenditure				\$ -	\$ -	\$ -
27	Admin Cost (HUD Only)				\$ -	\$ -	\$ -
28	<b>Total Expenditures</b>				<b>\$ 2,686,440</b>	<b>\$ 2,468,749</b>	<b>\$ 5,155,189</b>
29							
30	<b>HSH Revenues (select)</b>						
31	General Fund - Ongoing				\$ 1,234,375	\$ 2,468,749	\$ 3,703,124
32					\$ -	\$ -	\$ -
33	Whole Person Care (WPC) - One-Time				\$ 1,452,066	\$ -	\$ 1,452,066
34					\$ -	\$ -	\$ -
35					\$ -	\$ -	\$ -
40	<b>Total HSH Revenues</b>				<b>\$ 2,686,440</b>	<b>\$ 2,468,749</b>	<b>\$ 5,155,189</b>
41	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>						
42					\$ -	\$ -	\$ -
43					\$ -	\$ -	\$ -
44					\$ -	\$ -	\$ -
45					\$ -	\$ -	\$ -
46					\$ -	\$ -	\$ -
47	<b>Total Other Revenues</b>				\$ -	\$ -	\$ -
48							
49	<b>Total HSH + Other Revenues</b>				<b>\$ 2,686,440</b>	<b>\$ 2,468,749</b>	<b>\$ 5,155,189</b>
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -
52	Total Adjusted Salary FTE (All Budgets)				39.06	19.53	

	A	B	C	D	G	J	AK			
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>									
2	<b>APPENDIX B, BUDGET</b>									
3	<b>Document Date</b>	7/1/2021								
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>						
5	<b>Current Term</b>	7/1/2021	6/30/2023	2						
6	<b>Amended Term</b>	7/1/2021	6/30/2023	2						
7	<b>Provider Name</b>	Episcopal Community Services			<b>WPC funding must be spent by December 31, 2021. General Fund will cover WPC cliff beginning January 1, 2022.</b>					
8	<b>Program</b>	Housing Navigation & Stabilization								
9	<b>F\$P Contract ID#</b>	1000022380								
10	<b>Action (select)</b>	New Agreement								
11	<b>Effective Date</b>	7/1/2021								
12	<b>Budget Name</b>	General Fund Navigation								
13		<b>Current</b>	<b>New</b>					<b>Year 1</b>	<b>Year 2</b>	<b>All Years</b>
14	<b>Term Budget</b>	\$ -	\$ 3,703,124	20%				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2021 - 6/30/2023
15	<b>Contingency</b>	\$ -	\$ 1,031,038					<b>New</b>	<b>New</b>	<b>New</b>
16	<b>Not-To-Exceed</b>	\$ -	\$ 6,186,227							
17										
18										
19	<b>Expenditures</b>									
20	Salaries & Benefits				\$ 891,822	\$ 1,783,645	\$ 2,675,467			
21	Operating Expense				\$ 181,547	\$ 363,094	\$ 544,641			
22	Subtotal				\$ 1,073,369	\$ 2,146,738	\$ 3,220,108			
23	Indirect Percentage				15.00%	15.00%				
24	Indirect Cost (Line 21 X Line 22)				\$ 161,005	\$ 322,011	\$ 483,016			
25	Other Expenses (Not subject to indirect %)				\$ -	\$ -	\$ -			
26	Capital Expenditure				\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)						\$ -			
28	<b>Total Expenditures</b>				<b>\$ 1,234,375</b>	<b>\$ 2,468,749</b>	<b>\$ 3,703,124</b>			
29										
30	<b>HSH Revenues (select)</b>									
31	General Fund - Ongoing				\$ -	\$ 2,468,749	\$ 2,468,749			
32					\$ -	\$ -	\$ -			
33	Whole Person Care (WPC) - One-Time				\$ 1,234,375	\$ -	\$ 1,234,375			
34					\$ -	\$ -	\$ -			
35					\$ -	\$ -	\$ -			
36					\$ -	\$ -	\$ -			
37					\$ -	\$ -	\$ -			
38					\$ -	\$ -	\$ -			
39					\$ -	\$ -	\$ -			
40	<b>Total HSH Revenues</b>				<b>\$ 1,234,375</b>	<b>\$ 2,468,749</b>	<b>\$ 3,703,124</b>			
41	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>									
42					\$ -	\$ -	\$ -			
43					\$ -	\$ -	\$ -			
47	<b>Total Other Revenues</b>				\$ -	\$ -	\$ -			
48										
49	<b>Total HSH + Other Revenues</b>				<b>\$ 1,234,375</b>	<b>\$ 2,468,749</b>	<b>\$ 3,703,124</b>			
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -			

	A	B	C	D	E	H	I	J	K	L	O	BV		
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>													
2	<b>SALARY &amp; BENEFIT DETAIL</b>													
3	<b>Document Date</b>	7/1/2021												
4	<b>Provider Name</b>	Episcopal Community Services												
5	<b>Program</b>	Housing Navigation & Stabilization												
6	<b>FSP Contract ID#</b>	1000022380												
7	<b>Budget Name</b>	General Fund N												
8		<b>Year 1</b>					<b>Year 2</b>					<b>All Years</b>		
9	<b>POSITION TITLE</b>	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2021 - 6/30/2023		
10						New					New			
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary		
12	Director of Coordinated Entry #CE50	\$ 143,269	1.00	50%	0.50	\$ 35,817	\$ 143,269	1.00	0.50	0.50	\$ 71,635	\$ 107,452		
13	Director of Impact & Analytics #A83	\$ 137,627	1.00	3%	0.03	\$ 2,064	\$ 137,627	1.00	0.03	0.03	\$ 4,129	\$ 6,193		
14	Associate Director of ACE #CE56	\$ 120,986	1.00	50%	0.50	\$ 30,247	\$ 120,986	1.00	0.50	0.50	\$ 60,493	\$ 90,740		
15	Manager of Hsg Navigation Services #CE651	\$ 93,106	1.00	100%	1.00	\$ 46,553	\$ 93,106	1.00	1.00	1.00	\$ 93,106	\$ 139,659		
16	Manager of Hsg Navigation Services #CE650	\$ 93,106	1.00	100%	1.00	\$ 46,553	\$ 93,106	1.00	1.00	1.00	\$ 93,106	\$ 139,659		
17	Lic. Clinical Social Workers #CS502	\$ 119,127	1.00	50%	0.50	\$ 29,782	\$ 119,127	1.00	0.50	0.50	\$ 59,564	\$ 89,345		
18	Data Analyst and Compliance Specialist #CE402	\$ 67,571	1.00	50%	0.50	\$ 16,893	\$ 67,571	1.00	0.50	0.50	\$ 33,786	\$ 50,678		
19	Hsg Navigation Specialists/Bilingual: #CE301/#CE302/#CE303/#CE304/#CE305/#CE306#/#CE308/#CE309/#CE311/#CE312/#CE313/#CE315/#CE601/#CE602	\$ 58,694	14.00	100%	14.00	\$ 410,856	\$ 58,694	14.00	1.00	14.00	\$ 821,712	\$ 1,232,567		
20	Hospitality Ambassadors #CE209	\$ 56,611	0.50	100%	0.50	\$ 14,153	\$ 56,611	0.50	1.00	0.50	\$ 28,306	\$ 42,458		
21	Ambassadors #CE206	\$ 55,384	1.00	100%	1.00	\$ 27,692	\$ 55,384	1.00	1.00	1.00	\$ 55,384	\$ 83,075		
22					0.00	\$ -				0.00	\$ -	\$ -		
48					0.00	\$ -				0.00	\$ -	\$ -		
49					0.00	\$ -				0.00	\$ -	\$ -		
50					0.00	\$ -				0.00	\$ -	\$ -		
51		<b>TOTAL SALARIES</b>					<b>\$ 660,609</b>	<b>TOTAL SALARIES</b>					<b>\$ 1,321,218</b>	<b>\$ 1,981,827</b>
52		<b>TOTAL FTE</b>		<b>19.53</b>			<b>TOTAL FTE</b>		<b>19.53</b>					
53		<b>FRINGE BENEFIT RATE</b>		<b>35.00%</b>			<b>FRINGE BENEFIT RATE</b>		<b>35.00%</b>					
54		<b>EMPLOYEE FRINGE BENEFITS</b>					<b>\$ 231,213</b>	<b>EMPLOYEE FRINGE BENEFITS</b>					<b>\$ 462,426</b>	<b>\$ 693,640</b>
55		<b>TOTAL SALARIES &amp; BENEFITS</b>					<b>\$ 891,822</b>	<b>TOTAL SALARIES &amp; BENEFITS</b>					<b>\$ 1,783,645</b>	<b>\$ 2,675,467</b>

	A	D	G	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>OPERATING DETAIL</b>			
3	<b>Document Date</b>			
4	<b>Provider Name</b>			
5	<b>Program</b>			
6	<b>FSP Contract ID#</b>			
7	<b>Budget Name</b>			
8				
9		<b>Year 1</b>	<b>Year 2</b>	<b>All Years</b>
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2021 - 6/30/2023
11		New	New	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$111,902	\$223,805	\$ 335,707
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$3,985	\$7,971	\$ 11,956
15	Office Supplies, Postage	\$585	\$1,169	\$ 1,754
16	Building Maintenance Supplies and Repair	\$18,344	\$36,689	\$ 55,033
17	Printing and Reproduction	\$2,269	\$4,538	\$ 6,807
18	Insurance	\$1,901	\$3,801	\$ 5,702
19	Staff Training	\$614	\$1,229	\$ 1,843
20	Staff Travel-(Local & Out of Town)	\$696	\$1,392	\$ 2,088
21	Rental of Equipment	\$0	\$0	\$ -
22	IT Equipment	1638.23	\$3,276	\$ 9,080
23	Telecommunications	\$5,804	\$11,608	\$ 38,608
24	Client Stipends/ Moving in Subsidies	\$27,000	\$54,000	\$ 60,133
25	Program/Client Supplies	\$6,133	\$12,265	\$ 12,941
26	Staff Recruitment	\$676	\$1,352	\$ 1,352
42	<u>Consultants</u>			
43	Shelter Survey	\$ -	\$ -	\$ -
44				
54	<u>Subcontractors (First \$25k Only)</u>			\$ -
55				
67				
68	<b>TOTAL OPERATING EXPENSES</b>	<b>\$181,547</b>	<b>\$ 363,094</b>	<b>\$ 543,003</b>
69				
70	<u>Other Expenses (not subject to indirect cost %)</u>			
71				\$ -
72				\$ -
84	<b>TOTAL OTHER EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
85				
86	<u>Capital Expenses</u>			
87	Laptops	\$ -	\$ -	\$ -
88	Wiring/Wifi/Network Equipment & Setup	\$ -	\$ -	\$ -
89	Cellphones	\$ -	\$ -	\$ -
90				\$ -
95	<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**BUDGET NARRATIVE**

**General Fund Navigation**

Fiscal Year

FY21-22

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

<u>Salaries &amp; Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
Director of Coordinated Entry #CE50	0.50	\$ -	Oversees all roles and responsibilities of ACE. Primary responsibility for all program performance, outcomes, staffing, policies, procedures, budgeting, financials and metrics reviews.	\$143,269 X 0.5 FTE	Open
Director of Impact & Analytics #A83	0.03	\$ -	Supervises and trains ACE analyst. Leads ACE metrics reviews.	\$137,627 X 0.03 FTE	Hersher/M
Associate Director of ACE #CE56	0.50	\$ -	Oversees all direct service provision of ACE. Supervises Managers of Housing Navigation and	\$120,986 X 0.5 FTE	Open
#REF!	#REF!	#REF!			
#REF!	#REF!	#REF!			
#REF!	#REF!	#REF!			
Manager of Hsg Navigation Services #CE651	1.00	\$ -	Supervises Housing Navigators, ensures client-centered service delivery, staff training and support,	\$93,106 X 1 FTE	Canlas/M
Manager of Hsg Navigation Services #CE650	1.00	\$ -	Supervises Housing Navigators, ensures client-centered service delivery, staff training and support,	\$93,106 X 1 FTE	Lewis/J
Lic. Clinical Social Workers #CS502	0.50	\$ -	Provides disability certifications and clinical review to	\$119,127 X .5 FTE	Telcs/G;
#REF!	#REF!	#REF!			
Data Analyst and Compliance Specialist #CE402	0.50	\$ -	Conducts data collection, analysis, and compliance activities for ACE.	\$67,571 X .50 FTE	Open
Hsg Navigation Specialists/Bilingual: #CE301/#CE302/#CE	14.00	\$ -	Navigates clients to permanent supportive housing, including: helping the client gather required documents; transportation to housing appointments; and housing application submission	\$58,694 X 14 FTE	Tumbocon/M; O'Neal/S; Acevedo/R;Katz/N;Douglas/S;Green/A;Doyle/K; Williams/M:Fuentes/A:S Barnes/R
Hospitality Ambassadors #CE209	0.50	\$ -	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	\$56,611 X .5 FTE	
Ambassadors #CE206	1.00	\$ -	Greeting, receiving, providing information, and processing clients to Access Point services. Offering,	\$55,384 X 1 FTE	Estes/C
Ambassadors #CE207 (1 FTE)#CE206 (.50 FTE)	-	\$ -			
	-	\$ -			
	-	\$ -			
	-	\$ -			
	-	\$ -			
	-	\$ -			
<b>TOTAL</b>	#REF!	#REF!			
<b>Employee Fringe Benefits</b>		\$ -	Includes FICA, SSUI, Workers Compensation and		
<b>Salaries &amp; Benefits Total</b>		#REF!			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 223,805	includes rental expenses for 1138 Howard Street office	\$10,838 * 20.65 FTE
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 7,971	Based on prior year actual expenses increased by	\$664 X 12 mo.
Office Supplies, Postage	\$ 1,169	Based on prior year actual expenses increased by	\$97 X 12 mo.
Building Maintenance Supplies and Repair	\$ 36,689	Based on prior year actual expenses increased by	\$3057 X 12 mo.
Printing and Reproduction	\$ 4,538	Based on prior year actual expenses increased by	\$378 X 12 mo.
Insurance	\$ 3,801	Based on prior year actual expense increased by an	\$316 X 12 mo.
Staff Training	\$ 1,229	Based on prior year actual expenses increased by	\$102 X 12 mo.
Staff Travel-(Local & Out of Town)	\$ 1,392	Based on prior year actual expenses increased by	\$116 X 12 mo.
Rental of Equipment	\$ 3,276	Based on prior year actual expenses increased by	\$273 X 12 mo.
IT Equipment	\$ 11,608	Based on prior year actual expenses increased by	\$967 X 12 mo.
Telecommunications	\$ 54,000	Based on prior year actual expenses increased by	\$4500 X 12 mo.
Client Stipends/ Moving in Subsidies	\$ 12,265	Based on prior year actual expenses increased by	\$1022 X 12 mo.
Program/Client Supplies	\$ 1,352	Based on prior year actual expenses increased by	\$112 X 12 mo.
Staff Recruitment	\$ -		
	\$ -		
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 363,094</b>		
<b>Indirect Cost</b>	0.15	#REF!	

	A	B	C	D	G	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>APPENDIX B, BUDGET</b>					
3	<b>Document Date</b>	7/1/2021				
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>		
5	<b>Current Term</b>	7/1/2021	6/30/2023	2		
6	<b>Amended Term</b>	7/1/2021	6/30/2023	2		
7	<b>Provider Name</b>	Episcopal Community Services			<b>WPC funding must be spent by December 31, 2021. General Fund will cover WPC cliff beginning January 1, 2022.</b>	
8	<b>Program</b>	Housing Navigation & Stabilization				
9	<b>F\$P Contract ID#</b>	1000022380				
10	<b>Action (select)</b>	New Agreement				
11	<b>Effective Date</b>	7/1/2021				
12	<b>Budget Name</b>	Whole Person Care Navigation				
13		<b>Current</b>	<b>New</b>			
14	<b>Term Budget</b>	\$ -	\$ 1,234,375	20%		
15	<b>Contingency</b>	\$ -	\$ 1,031,038			
16	<b>Not-To-Exceed</b>	\$ -	\$ 6,186,227			
						<b>Year 1</b>
17					7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2023
18					<b>New</b>	<b>New</b>
19	<b>Expenditures</b>					
20	Salaries & Benefits				\$ 891,822	\$ 891,822
21	Operating Expense				\$ 181,547	\$ 181,547
22	Subtotal				\$ 1,073,369	\$ 1,073,369
23	Indirect Percentage				15.00%	
24	Indirect Cost (Line 21 X Line 22)				\$ 161,005	\$ 161,005
25	Other Expenses (Not subject to indirect %)				\$ -	\$ -
26	Capital Expenditure				\$ -	\$ -
27	Admin Cost (HUD Agreements Only)				\$ -	\$ -
28	<b>Total Expenditures</b>				<b>\$ 1,234,375</b>	<b>\$ 1,234,375</b>
29						
30	<b>HSH Revenues (select)</b>					
31	General Fund - Ongoing				\$ 1,234,375	\$ 1,234,375
32					\$ -	\$ -
33	Whole Person Care (WPC) - One-Time				\$ -	\$ -
34					\$ -	\$ -
35					\$ -	\$ -
40	<b>Total HSH Revenues</b>				<b>\$ 1,234,375</b>	<b>\$ 1,234,375</b>
	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>					
41					\$ -	\$ -
42					\$ -	\$ -
43					\$ -	\$ -
47	<b>Total Other Revenues</b>				<b>\$ -</b>	<b>\$ -</b>
48						
49	<b>Total HSH + Other Revenues</b>				<b>\$ 1,234,375</b>	<b>\$ 1,234,375</b>

	A	B	C	D	E	H	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>SALARY &amp; BENEFIT DETAIL</b>						
3	<b>Document Date</b>	7/1/2021					
4	<b>Provider Name</b>	Episcopal Community Services					
5	<b>Program</b>	Housing Navigation & Stabilization					
6	<b>FSP Contract ID#</b>	1000022380					
7	<b>Budget Name</b>	Whole Person C					
8		<b>Year 1</b>					<b>All Years</b>
9	<b>POSITION TITLE</b>	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2023
10						New	
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
12	Director of Coordinated Entry #CE50	\$ 143,269	1.00	50%	0.50	\$ 35,817	\$ 35,817
13	Director of Impact & Analytics #A83	\$ 137,627	1.00	3%	0.03	\$ 2,064	\$ 2,064
14	Associate Director of ACE #CE56	\$ 120,986	1.00	50%	0.50	\$ 30,247	\$ 30,247
15	Manager of Hsg Navigation Services #CE651	\$ 93,106	1.00	100%	1.00	\$ 46,553	\$ 46,553
16	Manager of Hsg Navigation Services #CE650	\$ 93,106	1.00	100%	1.00	\$ 46,553	\$ 46,553
17	Lic. Clinical Social Workers #CS502	\$ 119,127	1.00	50%	0.50	\$ 29,782	\$ 29,782
18	Data Analyst and Compliance Specialist #CE402	\$ 67,571	1.00	50%	0.50	\$ 16,893	\$ 16,893
19	Hsg Navigation Specialists/Bilingual: #CE301/#CE302/#CE303	\$ 58,694	14.00	100%	14.00	\$ 410,856	\$ 410,856
20	Hospitality Ambassadors #CE209	\$ 56,611	0.50	100%	0.50	\$ 14,153	\$ 14,153
21	Ambassadors #CE206	\$ 55,384	1.00	100%	1.00	\$ 27,692	\$ 27,692
22					0.00	\$ -	\$ -
23					0.00	\$ -	\$ -
55		<b>TOTAL SALARIES</b>				<b>\$ 660,609</b>	<b>\$ 660,609</b>
56		<b>TOTAL FTE</b>		<b>19.53</b>			
57		<b>FRINGE BENEFIT RATE</b>				35.00%	
58		<b>EMPLOYEE FRINGE BENEFITS</b>				<b>\$ 231,213</b>	<b>\$ 231,213</b>
59		<b>TOTAL SALARIES &amp; BENEFITS</b>				<b>\$ 891,822</b>	<b>\$ 891,822</b>



	A	D	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>		
2	<b>OPERATING DETAIL</b>		
3	<b>Document Date</b>		
4	<b>Provider Name</b>		
5	<b>Program</b>		
6	<b>FSP Contract ID#</b>		
7	<b>Budget Name</b>		
8			
9		<b>Year 1</b>	<b>All Years</b>
10		7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2023
11		New	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ 111,902	\$ 111,902
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 3,985	\$ 3,985
15	Office Supplies, Postage	\$ 585	\$ 585
16	Building Maintenance Supplies and Repair	\$ 18,344	\$ 18,344
17	Printing and Reproduction	\$ 2,269	\$ 2,269
18	Insurance	\$ 1,901	\$ 1,901
19	Staff Training	\$ 614	\$ 614
20	Staff Travel-(Local & Out of Town)	\$ 696	\$ 696
21	Rental of Equipment	\$ -	\$ -
22	IT Equipment	\$ 1,638	\$ 1,638
23	Telecommunications	\$ 5,804	\$ 5,804
24	Client Stipends/ Moving in Subsidies	\$ 27,000	\$ 27,000
25	Program/Client Supplies	\$ 6,133	\$ 6,133
26	Staff Recruitment	\$ 676	\$ 676
27			\$ -
42	<u>Consultants</u>		\$ -
43			\$ -
54	<u>Subcontractors (First \$25k Only)</u>		\$ -
55			\$ -
67			
68	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 181,547</b>	<b>\$ 181,547</b>
69			
70	<u>Other Expenses (not subject to indirect cost %)</u>		
71			\$ -
83			
84	<b>TOTAL OTHER EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>
85			
86	<u>Capital Expenses</u>		
87			\$ -
94			
95	<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>

	A	B	C	D	G	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>APPENDIX B, BUDGET</b>					
3	<b>Document Date</b>	7/1/2021				
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>		
5	<b>Current Term</b>	7/1/2021	6/30/2023	2		
6	<b>Amended Term</b>	7/1/2021	6/30/2023	2		
7	<b>Provider Name</b>	Episcopal Community Services				
8	<b>Program</b>	Housing Navigation & Stabilization				
9	<b>F\$P Contract ID#</b>	1000022380				
10	<b>Action (select)</b>	New Agreement				
11	<b>Effective Date</b>	7/1/2021				
12	<b>Budget Name</b>	<b>Whole Person Care Stabilization</b>				
13		<b>Current</b>	<b>New</b>			
14	<b>Term Budget</b>	\$ -	\$ 217,691	20%		
15	<b>Contingency</b>	\$ -	\$ 1,031,038			
16	<b>Not-To-Exceed</b>	\$ -	\$ 6,186,227			
					<b>Year 1</b>	<b>All Years</b>
17					7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2023
18					<b>New</b>	<b>New</b>
19	<b>Expenditures</b>					
20	Salaries & Benefits				\$ -	\$ -
21	Operating Expense				\$ 194,367	\$ 194,367
22	Subtotal				\$ 194,367	\$ 194,367
23	Indirect Percentage				12.00%	
24	Indirect Cost (Line 21 X Line 22)				\$ 23,324	\$ 23,324
25	Other Expenses (Not subject to indirect %)				\$ -	\$ -
26	Capital Expenditure				\$ -	\$ -
27	Admin Cost (HUD Agreements Only)					\$ -
28	<b>Total Expenditures</b>				<b>\$ 217,691</b>	<b>\$ 217,691</b>
29						
30	<b>HSH Revenues (select)</b>					
31	General Fund - Ongoing				\$ -	\$ -
32					\$ -	\$ -
33	Whole Person Care (WPC) - One-Time				\$ 217,691	\$ 217,691
34					\$ -	\$ -
35					\$ -	\$ -
36					\$ -	\$ -
40	<b>Total HSH Revenues</b>				<b>\$ 217,691</b>	<b>\$ 217,691</b>
	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>					
41						
42					\$ -	\$ -
43					\$ -	\$ -
47	<b>Total Other Revenues</b>				\$ -	\$ -
48						
49	<b>Total HSH + Other Revenues</b>				<b>\$ 217,691</b>	<b>\$ 217,691</b>
50	Rev-Exp (Budget Match Check)				\$ -	\$ -

WPC funding must be spent by December 31, 2021.

	A	D	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>		
2	<b>OPERATING DETAIL</b>		
3	<b>Document Date</b>		
4	<b>Provider Name</b>		
5	<b>Program</b>		
6	<b>FSP Contract ID#</b>		
7	<b>Budget Name</b>		
8			
9		<b>Year 1</b>	<b>All Years</b>
10		7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2023
11		New	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ -
15	Office Supplies, Postage	\$ -	\$ -
16	Building Maintenance Supplies and Repair	\$ -	\$ -
17	Printing and Reproduction	\$ -	\$ -
18	Insurance	\$ -	\$ -
19	Staff Training	\$ -	\$ -
20	Staff Travel-(Local & Out of Town)	\$ -	\$ -
21	Rental of Equipment	\$ -	\$ -
22	Stabilization Funds for Housing Providers (\$1K/individua	\$194,367	\$ 194,367
23			\$ -
67			
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 194,367	\$ 194,367
69			
70	<u>Other Expenses (not subject to indirect cost %)</u>		
71			\$ -
83			
84	<b>TOTAL OTHER EXPENSES</b>	\$ -	\$ -
85			
86	<u>Capital Expenses</u>		
87			\$ -
94			
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -

## 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.

<b>Billing Month/Date</b>	<b>Service Begin Date</b>	<b>Service End Date</b>
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** 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 in the Permitted Subcontractors Appendix.
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 / Whole Person Care	
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,</p>

	<p>and documentation for any Operating line items that exceed \$10,000.</p> <p>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.</p>
Operating - Direct Assistance	<p>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.</p> <p>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.</p>
Capital and/or One-Time Funding	<p>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.</p> <p>Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>
Revenue	<p>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.</p>

**III. Advances or Prepayments:** Advances or prepayments are allowable on certified annual ongoing General Fund 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 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 1/10<sup>th</sup> 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 be 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 contracts

<b>CITY DEPARTMENT OR COMMISSION</b>	<b>Date of Grant</b>	<b>Amount of Grant</b>
DHSH – Interim Housing – Winter InterFaith	11/1/14 – 6/30/21	<b>2,023,146</b>
DHSH – Interim Housing – Sanctuary	7/1/19 – 6/30/21	<b>7,353,238</b>
DHSH – Interim Housing – Bryant Storage	12/1/18–11/30/20	<b>1,113,896</b>
DHSH – Interim Housing – Bryant Storage	12/1/20 – 2/29/24	<b>2,219,168</b>
DHSH – Interim Housing – SIP Hotel/Americania Hotel	9/1/20-3/31/22	<b>8,486,947</b>
DHSH – Interim Housing – SIP Hotel/Good Hotel	9/1/20-12/31/21	<b>6,774,266</b>
DHSH – Interim Housing – SIP Hotel/Civic Center Motor Inn	9/1/20-6/30/22	<b>4,098,229</b>
DHSH – Interim Housing – SIP Hotel/Vintage Court Hotel	9/1/20-6/30/22	<b>5,801,343</b>
DHSH – Interim Housing – SIP Hotel/Diva Hotel	9/1/20-6/30/22	<b>8,473,540</b>
DHSH – Interim Housing – SIP Hotel/Union Square Hotel	9/1/20-3/31/22	<b>6,993,913</b>
DHSH – Interim Housing – SIP Hotel/Cova Hotel	9/1/20-6/30/22	<b>7,361,013</b>
DHSH – Interim Housing – SIP Hotel/Tilden Hotel	9/1/20-6/30/22	<b>8,257,513</b>
DHSH - Housing - Canon Barcus	7/1/20 - 6/30/23	<b>1,499,118</b>
DHSH - Housing – Bishop Swing	7/1/20 – 6/30/23	<b>2,143,395</b>
DHSH – Housing – Canon Kip Community House	7/1/20– 6/30/23	<b>964,332</b>
DHSH – Housing – The Rose Hotel	7/1/20 – 6/30/23	<b>188,778</b>
DHSH - Housing - 1180 4th Street Housing	7/1/14 – 6/30/24	<b>4,112,250</b>
DHSH – Housing – 455 Fell Street	5/15/19 – 6/30/22	<b>840,179</b>
DHSH - Housing - CNC - Alder	1/1/21 - 2/29/24	<b>5,853,153</b>
DHSH - Housing - CNC - Crosby	1/1/21-2/29/24	<b>5,507,768</b>
DHSH - Housing - CNC - Elm	1/1/21-2/29/24	<b>4,215,324</b>
DHSH - Housing - CNC - Hillsdale	1/1/21-2/29/24	<b>3,850,311</b>
DHSH - Housing - CNC - Mentone	1/1/21-2/29/24	<b>4,081,690</b>
DHSH - Housing - Henry Hotel	7/1/19 – 6/30/22	<b>6,408,789</b>
DHSH – Housing – Auburn	7/1/17 – 6/30/21	<b>4,249,484</b>
DHSH – Housing – Post Hotel	9/1/20-6/30/23	<b>7,677,850</b>
DHSH – Housing – Minna Lee	4/1/18 – 6/30/23	<b>1,846,060</b>
DHSH - Rapid Rehousing (HEAP)	7/1/20-6/30/21	<b>1,169,319</b>
DHSH – Rapid Rehousing (GF)	7/1/20-6/30/21	<b>119,855</b>
DHSH – Rapid Rehousing (CESH)	7/1/20-6/30/21	<b>275,902</b>
DHSH – Rapid Rehousing (HUD/ESG)	7/1/20-6/30/21	<b>53,943</b>
DAS – Senior Services – Case Management	7/1/18 - 6/30/21	<b>891,026</b>
DAS – Senior Services – Community Services	1/1/21-6/30/23	<b>648,308</b>
DAS – Senior Services – Congregate Meals (Seniors/ENP)	7/1/17-6/30/21	<b>935,815</b>
DAS – Senior Services – Congregate Meals (AWD)	7/1/17-6/30/21	<b>114,738</b>
HSA – Employment Services	2/1/18 – 6/30/21	<b>1,227,839</b>
MOHCD – OEWD – Culinary Training	7/1/20- 6/30/21	<b>175,000</b>
MOHCD – Adult Education Center – CDBG/GF	7/1/20 – 6/30/21	<b>80,000</b>
DHSH - Housing - Canon Kip/SHP	1/1/21-12/31/23	<b>339,420</b>
DHSH - Housing - The Rose/SHP	1/1/21-12/31/23	<b>357,830</b>
DHSH – Housing – Henry Hotel/CoC Rental Assistance	8/1/18-7/31/21	<b>2,901,702</b>
DHSH – Housing – Canon Kip/CoC Rental Assistance	12/1/18-11/30/21	<b>4,648,341</b>
DHSH – Housing – Canon Barcus/CoC Rental Assistance	7/1/20-6/30/23	<b>1,999,193</b>
DHSH – Housing – Bishop Swing/CoC Rental Assistance	4/1/18-3/31/21	<b>1,198,503</b>
DHSH – Housing – Bishop Swing/CoC Rental Assistance	4/1/21-3/31/24	<b>1,229,514</b>
DPH – COVID19 – Site Y and Site 37	12/1/20-11/30/21	<b>7,250,044</b>
DPH – Behavioral Health Services	7/1/18 – 12/31/22	<b>5,153,712</b>

Housing Granada Hotel	1/1/21-1/31/23	<b>2,558,643</b>

## Appendix E – Permitted Subcontractors

1. None.
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**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](mailto: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](mailto: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.

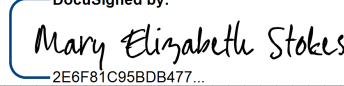
**CITY**

**GRANTEE**

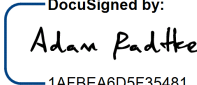
**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**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 10<sup>th</sup> 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) Process<sup>1</sup>, 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 standards<sup>1</sup>.
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.

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<sup>1</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	7/1/2023		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	7/1/2021	6/30/2023	2
6	<b>Amended Term</b>	7/1/2021	6/30/2024	3
7	<b>Program</b>	Housing Navigation & Stabilization		
8	<b>F\$P Contract ID#</b>	1000022380		
9				
10	<b>Approved Subcontractors</b>			
11	N/A			

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

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

<b>NUMBER SERVED</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
	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	<a href="mailto:tluong@ECS-SF.org">tluong@ECS-SF.org</a>								
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	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>								
2	<b>APPENDIX B, BUDGET</b>								
3	<b>Document Date</b>	7/1/2023							
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>					
5	<b>Current Term</b>	7/1/2021	6/30/2023	2					
6	<b>Amended Term</b>	7/1/2021	6/30/2024	3					
7	<b>Provider Name</b>	Episcopal Community Services							
8	<b>Program</b>	Housing Navigation & Stabilization							
9	<b>F\$P Contract ID#</b>	1000022380							
10	<b>Action (select)</b>	Amendment							
11	<b>Effective Date</b>	7/1/2023							
12	<b>Budget Name</b>	<b>General Fund - Navigation</b>							
13		<b>Current</b>	<b>New</b>						
14	<b>Term Budget</b>	\$ 895,558	\$ 895,558	10%					
15	<b>Contingency</b>	\$ 728,340	\$ 905,166						
16	<b>Not-To-Exceed</b>	\$ 6,186,227	\$ 9,956,824						
17					<b>Year 1</b>	<b>All Years</b>			
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					<b>Actuals</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>	
20									
21	<b>Expenditures</b>								
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	<b>Total Expenditures</b>				<b>\$ 895,558</b>	<b>\$ 895,558</b>	<b>\$ -</b>	<b>\$ 895,558</b>	
31									
32	<b>HSH Revenues (select)</b>								
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	<b>Total HSH Revenues</b>				<b>\$ 895,558</b>	<b>\$ 895,558</b>	<b>\$ -</b>	<b>\$ 895,558</b>	
48									
49	<b>Total Other Revenues</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
50									
51	<b>Total HSH + Other Revenues</b>				<b>\$ 895,558</b>	<b>\$ 895,558</b>	<b>\$ -</b>	<b>\$ 895,558</b>	
54									
55	<b>Prepared by</b>	Tiffany Luong							
56	<b>Phone</b>	(415) 487-3300							
57	<b>Email</b>	<a href="mailto:tluong@ECS-SF.org">tluong@ECS-SF.org</a>							

	A	B	C	F	G	BU	BV	BW
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>SALARY &amp; BENEFIT DETAIL</b>							
3	<b>Document Date</b>	7/1/2023						
4	<b>Provider Name</b>	Episcopal Community Services						
5	<b>Program</b>	Housing Navigation & Stabilization						
6	<b>FSP Contract ID#</b>	1000022380						
7	<b>Budget Name</b>	General Fund - Navigation						
8								
9				<b>Year 1</b>		<b>All Years</b>		
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	<b>Change</b>	Budgeted Salary
12	<b>POSITION TITLE</b>							
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			<b>TOTAL SALARIES</b>		<b>\$ 660,609</b>	<b>\$ 660,609</b>	<b>\$ -</b>	<b>\$ 660,609</b>
54			<b>TOTAL FTE</b>	<b>19.53</b>				
55			<b>FRINGE BENEFIT RATE</b>		<b>35.00%</b>			
56			<b>EMPLOYEE FRINGE BENEFITS</b>	<b>\$ 231,213</b>	<b>\$ 231,213</b>	<b>\$ -</b>	<b>\$ 231,213</b>	
57			<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 891,822</b>	<b>\$ 891,822</b>	<b>\$ -</b>	<b>\$ 891,822</b>	
58								

	A	B	C	AG	AH	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>OPERATING DETAIL</b>					
3	<b>Document Date</b>	7/1/2023				
4	<b>Provider Name</b>	Episcopal Community Services				
5	<b>Program</b>	Housing Navigation & Stabilization				
6	<b>F\$P Contract ID#</b>	1000022380				
7	<b>Budget Name</b>	General Fund - Navigation				
8						
9			<b>Year 1</b>	<b>All Years</b>		
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	<b>TOTAL OPERATING EXPENSES</b>		\$ 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	<b>TOTAL OTHER EXPENSES</b>		\$ (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	<b>EXTENSION YEAR</b>									
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	<b>Expenditures</b>									
22	Salaries & Benefits	\$ 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	\$ 1,154,277				
24	Subtotal	\$ 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	\$ 937,505				
30	<b>Total Expenditures</b>	<b>\$ 3,593,771</b>	<b>\$ 3,593,771</b>	<b>\$ 3,593,771</b>	<b>\$ 3,593,771</b>	<b>\$ 7,187,541</b>				
31										
32	<b>HSH Revenues</b>									
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				
41		\$ -	\$ -	\$ -	\$ -	\$ -				
42	<b>Total HSH Revenues</b>	<b>\$ 3,593,771</b>	<b>\$ 3,593,771</b>	<b>\$ 3,593,771</b>	<b>\$ 3,593,771</b>	<b>\$ 7,187,542</b>				
48										
49	<b>Total Other Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -				
50										
51	<b>Total HSH + Other Revenues</b>	<b>\$ 3,593,771</b>	<b>\$ 3,593,771</b>	<b>\$ 3,593,771</b>	<b>\$ 3,593,771</b>	<b>\$ 7,187,542</b>				
54										
55	Prepared by	Tiffany Luong								
56	Phone	(415) 487-3300								
57	Email	<a href="mailto:tluong@ECS-SF.org">tluong@ECS-SF.org</a>								

	A	B	J	M	N	Q	T	W	BU	BV	BW
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>										
2	<b>SALARY &amp; BENEFIT DETAIL</b>										
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	<b>EXTENSION YEAR</b>										
9		<b>Year 2</b>			<b>Year 3</b>			<b>All Years</b>			
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	<b>Change</b>	Budgeted Salary	
12	<b>POSITION TITLE</b>										
13	Director of Coordinated Entry #CE50	\$ 150,083	0.33	\$ 50,041	\$ 157,587	0.50	\$ 78,794	\$ 50,041	\$ <b>78,794</b>	\$ 128,835	
14	Director of Impact & Analytics #A83	\$ 143,885	0.03	\$ 4,317	\$ 154,573	0.03	\$ 4,637	\$ 4,317	\$ <b>4,637</b>	\$ 8,954	
15	Associate Director of ACE #CE56	\$ 118,455	0.29	\$ 34,227	\$ 128,059	0.50	\$ 64,030	\$ 34,227	\$ <b>64,030</b>	\$ 98,257	
16	Manager of Hsg Navigation Services #CE651	\$ 101,656	1.00	\$ 101,656	\$ 106,751	1.00	\$ 106,751	\$ 101,656	\$ <b>106,751</b>	\$ 208,407	
17	Manager of Hsg Navigation Services #CE650	\$ 101,656	1.00	\$ 101,656	\$ 106,751	1.00	\$ 106,751	\$ 101,656	\$ <b>106,751</b>	\$ 208,407	
18	Manager of Hsg Navigation Services #CE318	\$ 101,656	1.00	\$ 101,656	\$ 102,081	1.00	\$ 102,081	\$ 101,656	\$ <b>102,081</b>	\$ 203,737	
19	Licensed Clinical Social Workers #CS502	\$ 123,235	0.50	\$ 61,618	\$ 131,862	0.50	\$ 65,931	\$ 61,618	\$ <b>65,931</b>	\$ 127,549	
20	Data Analyst and Compliance Specialist #CE402	\$ 67,129	0.50	\$ 33,564	\$ 71,604	0.50	\$ 35,802	\$ 33,564	\$ <b>35,802</b>	\$ 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	\$ <b>1,265,495</b>	\$ 2,542,709	
22	Hospitality Ambassadors #CE212	\$ 55,288	0.50	\$ 27,644	\$ 61,848	0.50	\$ 30,924	\$ 27,644	\$ <b>30,924</b>	\$ 58,568	
23	Ambassadors #CE206	\$ 57,080	1.00	\$ 57,080	\$ 62,768	1.00	\$ 62,768	\$ 57,080	\$ <b>62,768</b>	\$ 119,848	
56		<b>TOTAL SALARIES</b>		\$ <b>1,850,673</b>	<b>TOTAL SALARIES</b>		\$ <b>1,923,963</b>	\$ <b>1,850,673</b>	\$ <b>1,923,963</b>	\$ <b>3,774,636</b>	
57		<b>TOTAL FTE</b>	<b>26.71</b>		<b>TOTAL FTE</b>	<b>25.53</b>					
58		<b>FRINGE BENEFIT RATE</b>		35.00%	<b>FRINGE BENEFIT RATE</b>		35.00%				
59		<b>EMPLOYEE FRINGE BENEFITS</b>		\$ <b>647,736</b>	<b>EMPLOYEE FRINGE BENEFITS</b>		\$ <b>673,388</b>	\$ <b>647,736</b>	\$ <b>673,388</b>	\$ <b>1,321,124</b>	
60		<b>TOTAL SALARIES &amp; BENEFITS</b>		\$ <b>2,498,408</b>	<b>TOTAL SALARIES &amp; BENEFITS</b>		\$ <b>2,597,351</b>	\$ <b>2,498,408</b>	\$ <b>2,597,351</b>	\$ <b>5,095,760</b>	
61											

	A	B	F	K	AG	AH	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>OPERATING DETAIL</b>						
3	<b>Document Date</b>	7/1/2023					
4	<b>Provider Name</b>	Episcopal Community Services					
5	<b>Program</b>	Housing Navigation & Stabilization					
6	<b>FSP Contract ID#</b>	1000022380					
7	<b>Budget Name</b>	PATH - Navigation					
8							
9			<b>Year 2</b>	<b>Year 3</b>	<b>All Years</b>		
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	<b>TOTAL OPERATING EXPENSES</b>		\$ 626,610	\$ 527,667	\$ 626,610	\$ 527,667	\$ 1,154,277

**BUDGET NARRATIVE**

**Fiscal Year**

**PATH - Navigation**

**FY23-24**

<u>Salaries &amp; 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
<b>TOTAL</b>	<b>25.53</b>	<b>1,923,963</b>		
<u>Employee Fringe Benefits</u>	35.0%	\$ 673,387	Includes FICA, SSUI, Workers Compensation and Medical calculated at 35% of total salaries.	
<b>Salaries &amp; Benefits Total</b>		<b>\$ 2,597,350</b>		

<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
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 527,667</b>		
<b>Indirect Cost</b>	<b>15.0%</b>	<b>\$ 468,753</b>	

	A	B	C	D	E	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>APPENDIX B, BUDGET</b>							
3	<b>Document Date</b>	7/1/2023						
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>				
5	<b>Current Term</b>	7/1/2021	6/30/2023	2				
6	<b>Amended Term</b>	7/1/2021	6/30/2024	3				
7	<b>Provider Name</b>	Episcopal Community Services						
8	<b>Program</b>	Housing Navigation & Stabilization						
9	<b>F\$P Contract ID#</b>	1000022380						
10	<b>Action (select)</b>	Amendment						
11	<b>Effective Date</b>	7/1/2023						
12	<b>Budget Name</b>	<b>One-Time Whole Person Care - Navigation</b>						
13		<b>Current</b>	<b>New</b>					
14	<b>Term Budget</b>	\$ 968,558	\$ 968,558	10%				
15	<b>Contingency</b>	\$ 728,340	\$ 905,166					
16	<b>Not-To-Exceed</b>	\$ 6,186,227	\$ 9,956,824					
17								
18					<b>Year 1</b>	<b>All Years</b>		
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					<b>Actuals</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>
21	<b>Expenditures</b>							
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	<b>Total Expenditures</b>				<b>\$ 968,558</b>	<b>\$ 968,558</b>	<b>\$ -</b>	<b>\$ 968,558</b>
31								
32	<b>HSH Revenues</b>							
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	<b>Total HSH Revenues</b>				<b>\$ 968,558</b>	<b>\$ 968,558</b>	<b>\$ -</b>	<b>\$ 968,558</b>
48								
49	<b>Total Other Revenues</b>				\$ -	\$ -	\$ -	\$ -
50								
51	<b>Total HSH + Other Revenues</b>				<b>\$ 968,558</b>	<b>\$ 968,558</b>	<b>\$ -</b>	<b>\$ 968,558</b>
54								
55	<b>Prepared by</b>	Tiffany Luong						
56	<b>Phone</b>	(415) 487-3300						
57	<b>Email</b>	<a href="mailto:tluong@ECS-SF.org">tluong@ECS-SF.org</a>						

	A	B	C	F	G	BU	BV	BW	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>								
2	<b>SALARY &amp; BENEFIT DETAIL</b>								
3	<b>Document Date</b>	7/1/2023							
4	<b>Provider Name</b>	Episcopal Community Services							
5	<b>Program</b>	Housing Navigation & Stabilization							
6	<b>FSP Contract ID#</b>	1000022380							
7	<b>Budget Name</b>	One-Time Whole Person Care - Navigation							
8									
9			<b>Year 1</b>			<b>All Years</b>			
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	
12	<b>POSITION TITLE</b>			Program	Current	Current	<b>Amendment</b>	<b>New</b>	
			Annual Full	Adjusted	Budgeted Salary	Budgeted Salary	<b>Change</b>	Budgeted Salary	
			Time Salary	Budgeted					
			(for 1.00 FTE)	FTE					
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			<b>TOTAL SALARIES</b>		<b>\$ 660,609</b>	<b>\$ 660,609</b>	<b>\$ -</b>	<b>\$ 660,609</b>	
57			<b>TOTAL FTE</b>	<b>19.53</b>					
58			<b>FRINGE BENEFIT RATE</b>		35.00%				
59			<b>EMPLOYEE FRINGE BENEFITS</b>		<b>\$ 231,213</b>	<b>\$ 231,213</b>	<b>\$ -</b>	<b>\$ 231,213</b>	
60			<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 891,822</b>	<b>\$ 891,822</b>	<b>\$ -</b>	<b>\$ 891,822</b>	

	A	B	C	AG	AH	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>OPERATING DETAIL</b>					
3	<b>Document Date</b>	7/1/2023				
4	<b>Provider Name</b>	Episcopal Community Services				
5	<b>Program</b>	Housing Navigation & Stabilization				
6	<b>F\$P Contract ID#</b>	1000022380				
7	<b>Budget Name</b>	One-Time Whole Person Care - Navigation				
8						
9			<b>Year 1</b>	<b>All Years</b>		
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	<b>TOTAL OPERATING EXPENSES</b>		\$ 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	<b>TOTAL OTHER EXPENSES</b>		\$ (265,816)	\$ (265,816)	\$ -	\$ (265,816)

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



	A	B	C	AG	AH	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>OPERATING DETAIL</b>					
3	<b>Document Date</b>	7/1/2023				
4	<b>Provider Name</b>	Episcopal Community Services				
5	<b>Program</b>	Housing Navigation & Stabilization				
6	<b>FSP Contract ID#</b>	1000022380				
7	<b>Budget Name</b>	<b>One-Time Whole Person Care - Stabilization</b>				
8						
9			<b>Year 1</b>	<b>All Years</b>		
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	<b>TOTAL OPERATING EXPENSES</b>		\$ 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	<b>TOTAL OTHER EXPENSES</b>		\$ (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.

<b>Billing Month/Date</b>	<b>Service Begin Date</b>	<b>Service End Date</b>
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



## San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 . Fax: 415.252.3112

[ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) . [www.sfethics.org](http://www.sfethics.org)

Received On:

File #: 240441

Bid/RFP #:

### Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

#### 1. FILING INFORMATION

<b>TYPE OF FILING</b>	<b>DATE OF ORIGINAL FILING (for amendment only)</b>
Original	
<b>AMENDMENT DESCRIPTION – Explain reason for amendment</b>	

#### 2. CITY ELECTIVE OFFICE OR BOARD

<b>OFFICE OR BOARD</b>	<b>NAME OF CITY ELECTIVE OFFICER</b>
Board of Supervisors	Members

#### 3. FILER'S CONTACT

<b>NAME OF FILER'S CONTACT</b>	<b>TELEPHONE NUMBER</b>
Angela Calvillo	415-554-5184
<b>FULL DEPARTMENT NAME</b>	<b>EMAIL</b>
office of the clerk of the Board	Board.of.Supervisors@sfgov.org

#### 4. CONTRACTING DEPARTMENT CONTACT

<b>NAME OF DEPARTMENTAL CONTACT</b>	<b>DEPARTMENT CONTACT TELEPHONE NUMBER</b>
Dylan Schneider	628-652-7742
<b>FULL DEPARTMENT NAME</b>	<b>DEPARTMENT CONTACT EMAIL</b>
HOM Homelessness and Supportive Housing	dylan.schneider@sfgov.org



5. CONTRACTOR	
<b>NAME OF CONTRACTOR</b> Episcopal Community Services	<b>TELEPHONE NUMBER</b> 415-487-3300
<b>STREET ADDRESS (including City, State and Zip Code)</b> 165 8th Street, 3rd Floor, San Francisco CA 94103	<b>EMAIL</b>

6. CONTRACT		
<b>DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)</b>	<b>ORIGINAL BID/RFP NUMBER</b>	<b>FILE NUMBER (If applicable)</b> 240441
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b> \$16,694,903		
<b>NATURE OF THE CONTRACT (Please describe)</b> <p>Second amendment to the grant agreement between the Episcopal Community Services and the Department of Homelessness and Supportive Housing ("HSH") for continued administration of the Housing Navigation program; extending the grant term by 24 months from June 30, 2024, for a total term of July 1, 2021, through June 30, 2026 and increasing the agreement amount by \$6,738,079 for a total amount not to exceed \$16,694,903.</p>		

7. COMMENTS

8. CONTRACT APPROVAL	
This contract was approved by:	
<input type="checkbox"/>	THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM
<input checked="" type="checkbox"/>	A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES Board of Supervisors
<input type="checkbox"/>	THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Stokes	Mary Elizabeth	CEO
2	Larra	Eric	CFO
3	Cordova	Mauricio	COO
4	Andrus	Rev. Marc Handley	Board of Directors
5	Singer	Dr. Susanna	Board of Directors
6	Tatsuno	Yvonne	Board of Directors
7	Ketcham	Susan	Board of Directors
8	Bond	Doug	Board of Directors
9	Clayter	Todd	Board of Directors
10	Geeslin	Keith	Board of Directors
11	Ho	Heidi	Board of Directors
12	Jones	Dr. Martin	Board of Directors
13	Martinez	Alejandro	Board of Directors
14	McTiernan	Megan	Board of Directors
15	Metoyer	Rev. Eric	Board of Directors
16	Rodriguez	Jonathan	Board of Directors
17	Silveira	Dara	Board of Directors
18	Solomon	Barbara	Board of Directors
19	Springwater	Richard	Board of Directors

**9. AFFILIATES AND SUBCONTRACTORS**

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#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
20	Zaidi	Hassan	Board of Directors
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
39			
40			
41			
42			
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44			
45			
46			
47			
48			
49			
50			

Check this box if you need to include additional names. Please submit a separate form with complete information. Select “Supplemental” for filing type.

**10. VERIFICATION**

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

<p><b>SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK</b></p>   <p>BOS Clerk of the Board</p>	<p><b>DATE SIGNED</b></p>
---	---------------------------

**From:** [Trejo, Sara \(MYR\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Paulino, Tom \(MYR\)](#); [Schneider, Dylan \(HOM\)](#); [Cohen, Emily \(HOM\)](#)  
**Subject:** Mayor -- Resolution -- Episcopal Community Services – Housing Navigation  
**Date:** Tuesday, April 30, 2024 3:03:02 PM  
**Attachments:** [Resolution - ECS - Housing Navigation - HSH - DocuSigned.pdf](#)  
[Resolution - ECS - Housing Navigation - HSH.docx](#)  
[ECS Housing Nav - G100 - 7.21-6.23 - FINAL.pdf](#)  
[Form 126.pdf](#)  
[ECS - Housing Nav - G-150 - Amend 1 - 7.21-6.24 - FINAL.pdf](#)  
[ECS - Housing Nav - G-150 - Amend 2 - 7.21-6.27-FINAL.pdf](#)

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Hello Clerks,

Attached is a Resolution approving the second amendment to the grant agreement between the Episcopal Community Services and the Department of Homelessness and Supportive Housing (“HSH”) for continued administration of the Housing Navigation program; extending the grant term by 24 months from June 30, 2024, for a total term of July 1, 2021, through June 30, 2026; increasing the agreement amount by \$6,738,079 for a total amount not to exceed \$16,694,903; and authorizing HSH to enter into any amendments or other modifications to the agreement that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City and are necessary or advisable to effectuate the purposes of the agreement.

Best regards,

**Sara Trejo**

Legislative Aide

Office of the Mayor

City and County of San Francisco

415.554.6141 | [sara.trejo@sfgov.org](mailto:sara.trejo@sfgov.org)