

**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 **June 1, 2019** Grant Agreement (the "Agreement") is dated as of **March 8, 2022** 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, Ordinance No. 61-19 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, 2019** between Grantee and City;
- (b) "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.

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

2.1 Section 2.2 Certification of Controller; Guaranteed Maximum Costs of the Agreement is hereby deleted and replaced in its entirety to read as follows:

2.2 Certification of the 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.

2.2 Section 2.5 Maximum Costs is hereby added to the Agreement:

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.

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

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

3.2 Duration of Term. The term of this Agreement shall commence on the later of (a) July 1, 2019 and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on June 30, 2022. 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, 2019** 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.

2.4 ARTICLE 4 IMPLEMENTATION OF GRANT PLAN of the Agreement is hereby deleted and replaced in its entirety to read as follows:

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.

(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).

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.

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

5.1 Maximum Amount of Grant funds.

The amount of the Grant Funds disbursed hereunder shall not exceed Six Million Three Hundred Seventy Seven Thousand Six Hundred Seventy Nine Dollars (\$6,377,679) for the period from July 1, 2019 to June 30, 2022, plus any contingent amount authorized by City and certified as available by the Controller.

Contingent amount: Up to Two Million Five Hundred Thousand Dollars (\$2,500,000) for the period from July 1, 2021 to June 30, 2022, may be available, in the City's sole discretion as a contingency but only subject to

written authorization by the City and if monies are certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed Eight Million Eight Hundred Seventy Seven Thousand Six Hundred Seventy Nine Dollars (\$8,877,679) for the period from July 1, 2019 to June 30, 2022.

Grantee understands that the maximum amount of Grant Funds disbursement identified above in Section 5.1 of this Agreement, includes the amount shown as the contingent amount and may not to be used in Program Budget(s) attached to this Agreement as Appendix B, and is not available to Grantee without a written revision to the Program Budgets of Appendix B approved by Agency. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies and procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Appendix B and defined as eligible expenses in 2 CFR Part 200 Subpart E, Cost Principles, if the source of funding for this program is Federal, and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget, if any, 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 Agency, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C. Any Funding Request that is submitted and is not approved by the Agency shall be returned by the Agency to Grantee with a brief statement of the reason for the Agency's rejection of such Funding Request. If any such rejection relates only to a portion of Eligible Expenses itemized in such Funding Request, the Agency 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 Agency.

(b) The Agency shall make all disbursements of Grant Funds pursuant to this Section by check payable to Grantee, sent via U.S. mail or by Automated Clearing House (ACH) payments authorized by the City Controller's Office in accordance with Article 15, unless the Agency otherwise agrees in writing, in its sole discretion. The Agency shall make disbursements of Grant Funds no more than once during each month for the term of the grant.

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 the amount disallowed from any payment due or to become due to Grantee under this Agreement or 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) Single Audit Requirements. Grantees that expend \$750,000 or more in a fiscal year that began after December 26, 2014 from any and all Federal awards shall have a single audit conducted in each of those fiscal years accordance with 2 CFR Part 200 Subpart F . Grantees that expend less than \$750,000 a year in Federal awards are exempt from the single audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal Agency, pass-through entity and General Accounting Office, and are still subject to other audit requirements as specified in 2 CFR Subpart F §200.501.

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 Seven Hundred Thirty Eight Thousand Five Hundred Twelve Dollars (\$9,738,512)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine Hundred Fifty Three Thousand Two Hundred Six Dollars (\$953,206)** 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. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 Reserved. (State or Federal Funds).

2.6 Section 6.4 Financial Statements of the Agreement is hereby deleted and replaced in its entirety with:

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.

2.7 Section 6.7 Submitting False Claims; Monetary Penalties of the Agreement hereby deleted and replaced in its entirety with:

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

2.8 Section 6.8 Ownership of Results of the Agreement currently reads as follows:

6.8 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.

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

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.

2.9 Section 6.9 Works for Hire of the Agreement is hereby deleted in its entirety.

2.10 Section 7.3 Reserved (Earned Income Credit (EIC) Forms), of the Agreement is hereby deleted and replaced in its entirety with:

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.

2.11 ARTICLE 10 INSURANCE of the Agreement is hereby deleted and replaced in its entirety to read as follows:

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 one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations, and

Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$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; and

(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.

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 County of San Francisco 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.

2.12 Section 11.1 Events of Default (c) Failure to Comply with Applicable Laws of the Agreement is hereby deleted and replaced by the following:

(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.

2.13 Section 11.2 Remedies Upon Event of Default of the Agreement is hereby deleted and replaced with the following:

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.

2.14 Section 11.3 Termination for Convenience of the Agreement is hereby deleted and replaced by the following:

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.

2.15 ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS of the Agreement is hereby deleted and replaced with the following:

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.

2.16 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
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If to Grantee:	Episcopal Community Services 165 Eighth Street, 3rd Floor San Francisco, CA 94103 Attn: Mary Elizabeth Stokes Email: bstokes@ecs-sf.org
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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.

2.17 **ARTICLE 16 COMPLIANCE** of the Agreement is hereby deleted and replaced by the following:

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 each client intake/assessment in the Online Navigation and Entry (ONE) System, or 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 (HIPAA), 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).

2.18 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 March 8, 2022)

Appendix B, Budget (dated March 8, 2022)

Appendix C, Method of Payment (dated March 8, 2022)

Appendix D, Interests in Other City Grants (dated March 8, 2022)

2.19 Section 17.10 Survival of Terms of the Agreement is hereby deleted and replaced with the following:

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.
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.

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

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. 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 for concerns about this Dispute Resolution Procedure should be addressed to 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.

- (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. 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.

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

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

- 2.22 Section 17.15 MacBride Principles-Northern Ireland** is hereby added to this Agreement.

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.

- 2.23 **Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided**, (dated March 8, 2022), for the period of July 1, 2019 to June 30, 2023.
- 2.24 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated March 8, 2022), for the period of July 1, 2019 to June 30, 2023.
- 2.25 **Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated March 8, 2023).
- 2.26 **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: DocuSigned by:
Shireen McSpadden
CAD7B781396B249...
Shireen McSpadden
Executive Director

By: DocuSigned by:
Mary Elizabeth Stokes
2E6F81C955DB477...
Mary Elizabeth Stokes
Executive Director
City Supplier Number: 0000020568

Approved as to Form:
David Chiu
City Attorney

By: DocuSigned by:
Virginia Dario Elizondo
F013CEBF5B1B482...
Virginia Dario Elizondo
Deputy City Attorney

**Appendix A, Services to be Provided
by
Episcopal Community Services
Henry Hotel**

I. Purpose of Grant

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

II. Served Population

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

III. Referral and Prioritization

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

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

IV. Description of Services

Grantee shall serve tenants listed in Appendix B, Budget, at housing sites listed in **Section V. Location and Time of Services**. Services shall include, but are not limited to, the following:

A. Support Services

Support Services are voluntary and shall be available to all tenants in the service location(s). Support Services shall include, but are not limited to, the following:

1. Outreach: Grantee shall engage with tenants to provide information about available Support Services and invite them to participate. Grantee shall contact each tenant at least three times during the first 60 days following placement. Grantee shall document all outreach and attempts.
2. Intake and Assessment: Grantee shall coordinate with Property Management during the initial intake for units and participate in orientation meetings with Property Management. If possible, Grantee shall establish rapport with tenants prior to move-in to support tenants during the application and move-in process. Grantee shall coordinate with tenant's current support service provider(s) to ensure a successful transition into housing.

Grantee intake of tenants shall include, but is not limited to, a review of the tenant's history in the Online Navigation and Entry (ONE) system, gathering

updated information from the tenant, and establishing strengths, skills, needs, plans and goals that are tenant-centered and supportive of housing retention. The intake shall take place at the same time of the interview with Property Management, on a separate date or time coordinated with Support Services during the application period, or within no more than 30 days of move-in.

3. Case Management: Grantee shall provide case management services to tenants with the primary goal of maintaining housing stability, including ongoing meetings and counseling to establish goals, develop services plans that are tenant-driven without predetermined goals, provide referrals and linkages to off-site support services, and track progress toward achieving those goals. Grantee shall document case management meetings, engagement, and progress.
 - a. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
 - b. Grantee shall refer tenants to and coordinate services within the community that support progress toward identified goals. This may include providing information about services, calling to make appointments, assisting with applications, providing appointment reminders, following up/checking in with tenants regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
 - c. Grantee shall provide benefits advocacy to assist tenants with obtaining and maintaining benefits, including, but not limited to, cash aid, food programs, medical clinics and/or in-home support.
4. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all tenants who display indications of housing instability, within a reasonable timeframe. Such indications include, but are not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants. Grantee shall work with tenants, in conjunction with Property Management, to resolve issues that put tenants at risk for eviction. Grantee shall assist with the de-escalation and resolution of conflicts, as needed. Grantee shall document Housing Stability outreach and assistance provided.
5. Coordination with Property Management: Grantee shall assist tenants in communicating with, responding to, and meeting with Property Management. This may include helping a tenant to understand the communications from Property Management, helping to write requests, responses, or complaints to Property Management, and attending meetings between the tenant and Property Management to facilitate communication.

If a tenant is facing housing instability, Grantee shall coordinate with Property Management to find creative ways to engage with tenants to prevent housing loss.

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

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

B. Property Management

Grantee shall provide Property Management services including, but not limited to, the following:

1. Tenant Selection and Intake:

Grantee shall adhere to Housing First principles and follow the processes agreed upon by Grantee, HSH, housing subsidy administrators, funding regulations, fair housing laws, and/or other entities involved with referrals. Under Housing First, tenant screening and selection practices must promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services. Applicants must not be rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness."

Grantee shall adhere to all published HSH policies, including, but not limited to those covering tenant intake, HSH housing documentation, reasonable

- accommodation, and transfers when accepting referrals and placing tenants into housing.
2. **Tenant Lease Set-Up:** Grantee shall draft, provide, and sign a rental agreement with each tenant at the time of move-in. The lease agreement shall include House Rules and other pertinent Lease Addenda. Grantee shall review its Grievance policies and procedures and HSH policies and procedures with tenants at the time of lease signing.
 3. **Annual Tenant Re-certification:** As required by rental subsidy type, Grantee shall re-certify tenant income annually. This is generally done on the anniversary of a tenant's move-in date.
 4. **Collection of Rents, Security Deposits, and Other Receipts:** Grantee shall collect and process rent and other housing-related payments (e.g., security deposits) made by tenants.
 - a. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
 - b. For tenants paying a portion of their income towards rent, Grantee shall assist with payment arrangements and comply with HSH and other applicable requirements governing the tenant portion of rent. All PSH tenants will pay no more than 30 percent of their monthly adjusted household income towards rent.
 5. **Lease Enforcement, Written Notices and Eviction Prevention:**
 - a. Grantee shall provide written notice to tenants regarding issues that may impact housing stability including, but not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants.
 - b. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with all applicable laws.
 - c. Grantee shall copy Support Services staff on all communications to tenants.
 6. **Building Service Payments:** Grantee shall set up and manage utility accounts and services related to the property, including but not limited to communications, alarms/security, fire alarm monitoring, garbage, water, and pest control. This may include elevator maintenance, as required.
 7. **Building Maintenance:** Grantee shall maintain the facility in sanitary and operable condition, post protocol and forms for tenant requests for maintenance or repairs and respond to requests in a timely manner. Building maintenance shall include the following services:
 - a. Janitorial services in common areas, offices, and shared-use restrooms, and shower facilities;
 - b. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;

- c. Pest control services, as needed;
 - d. Maintenance and repair of facility systems, plumbing, electrical;
 - e. Building security; and
 - f. Preparation of apartments for tenant move-in and move-out.
8. Coordination with Support Services: If a tenant is facing housing instability, Grantee shall coordinate with Support Services staff to find creative ways to engage with tenants to prevent housing loss. Grantee shall work with Support Services staff in communicating with and meeting with tenant regarding behaviors and issues that put the tenant at risk for housing instability.

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

9. Wellness Checks and Emergency Safety Checks: Grantee shall conduct Wellness Checks and/or Emergency Safety Checks in accordance with HSH policy, internal agency policies and tenant laws to assess a tenant's safety when there is a reason to believe the tenant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
10. Front Desk Coverage: Grantee shall provide front desk coverage 24 hours per day, seven days per week.
11. Exit Planning: Grantee shall alert Support Services staff when tenants give notice to leave housing and shall keep a record of each tenant's forwarding address, whenever possible.

C. Stewardship of the Master Lease:

1. Grantee shall provide HSH with a copy of the master lease agreement and any amendments. Grantee shall obtain HSH approval prior to entering into any agreement that will materially impact the HSH-funded portion of the budget.
2. Grantee shall maintain all Lessee responsibilities and coordinate with the Landlord to meet owner's obligations, including maintenance and capital needs.
3. Grantee shall promptly notify HSH of any default, failure to exercise an option to extend or other situation which could impact the term of the master lease agreement.

V. Location and Time of Services

Grantee shall provide services at 106 Sixth Street San Francisco, CA 94103.

Grantee shall provide Support Services during business hours. Grantee may also provide services evenings and weekends, and at other times when necessary to best meet the needs of tenants.

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

VI. Service Requirements

- A. Case Management Ratio: Grantee shall maintain a 1:25 ratio of case management staff to units.
- B. Supervision: Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants.
- C. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
 - 1. Grantee shall notify HSH immediately in the event it is given notice of violations by the Department of Building Inspection (DBI), the Department of Public Health (DPH), or another City agency.
- D. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- E. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.
- F. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow HSH overdose prevention policy. Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- G. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed.
- H. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding a tenant's housing stability.

I. Grievance Procedure:

1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a tenant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address and mailing address for the tenant to contact after the tenant has exhausted Grantee's internal Grievance Procedure.
2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

J. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:

1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.

K. City Communications, Trainings and Meetings:

Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:

1. Regular communication to HSH about the implementation of the program;
2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
3. Attendance at trainings (e.g., overdose prevention training), when required by HSH. Grantee shall ensure all site-based or tenant-facing staff and subcontractors are onboarded and trained to perform the services in accordance with Housing First, Harm Reduction, and Trauma-Informed Principles.

L. Coordination with Other Service Providers: Grantee shall establish written agreements with other service providers that are part of the site team to formalize collaboration and roles and responsibilities.

- M. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and published HSH policies/procedures.
- N. 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).
- O. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
 2. That Grantee management staff is available to respond to neighbors within three business days, if reasonable; and
 3. Having a representative of the Grantee attend all appropriate neighborhood meetings.
- P. Record Keeping and Files: Grantee shall update applicant referral status information in the ONE System in accordance with HSH policy and instruction.
1. Grantee shall maintain program enrollment, eligibility and inspection documentation, annual status updates, and program exit information in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
 2. Grantee shall maintain a program roster of all current tenants in the ONE System.
 3. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress reports as described in the Service Description and Service Requirements. This shall also include signed lease agreement and addenda, notices or lease violations issued to the tenant, copies of payment plans or other agreements to support housing stability.
 4. Grantee shall track receipt and completion of maintenance work orders.
- Q. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement, 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 any errors.

2. Grantee shall maintain updated unit vacancy information on a weekly basis in the data system designated by HSH (Offline Vacancy Tracker and/or ONE System) as required. Changes to vacancy reporting shall be communicated to Grantees in writing from HSH.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.

VII. Service Objectives

On an annual basis, Grantee shall achieve the following Service Objectives:

A. Support Services

1. Grantee shall engage with at least 95 percent of tenants once every 30 days. Engagement may include direct outreach to tenants and attendance at community events.
2. Grantee shall offer Support Services to 100 percent of all households who showed housing instability (e.g., non-payment of rent, lease violations) at least once per incident.
3. Grantee shall offer assessment to 100 percent of tenants within 90 days of move-in and annually thereafter for primary medical care, mental health, and substance use treatment needs, and to maximize their income and assist in applying for benefits for which they are eligible.
4. Grantee shall review existing Service Plans with tenants at least once every six months and update as appropriate.
5. Grantee shall administer an annual written anonymous equity focused survey of tenants to obtain feedback on the type and quality of program services. Grantee shall offer all tenants the opportunity to take this survey.

B. Property Management

1. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 21 working days, on average.
2. Grantee shall report vacancies the HSH in a timely fashion according to established procedures and process all tenant referrals in the pre-established timeframe.
3. Grantee shall maintain an occupancy rate of at least 97 percent.

VIII. Outcome Objectives

On an annual basis, Grantee shall meet the following Outcome Objectives:

- A. Ninety percent of tenants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. Eighty-five percent of tenant lease violations will be resolved without loss of housing to tenants.
- C. At least 50 percent of tenants shall complete an annual Tenant Satisfaction Survey and of those, 80 percent of tenants will be satisfied or very satisfied with program services.

X. Reporting Requirements

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

- A. When required by HSH, Grantee shall enter tenant data in the ONE System.
- B. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the month of service.
 - 1. The occupancy rate; and
 - 2. The number of new placements.
- C. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. The number and percentage of households Grantee outreached to complete an assessment for primary medical care, mental health, and substance use treatment needs within 60 days of move-in;
 - 2. The number and percentage of households Grantee outreached to complete a benefits assessment within 60 days of move-in;
 - 3. The number of lease/program rule violations issued for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services; and
 - 4. The average number of days to turn over units.
- D. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
 - 1. The number and percentage of tenants who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 - 2. The number of program exits;

3. The number of tenants who had a Service Plan during the program year; the number and percentage of Services Plans that were reviewed at least once every 6 months and updated as appropriate; and
 4. The number and percentage of households who completed a written survey to provide feedback on the type and quality of program services. Please include survey results on what tenants reported regarding the quality and satisfaction with services.
- E. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted tenants and eviction notices issued to tenants residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- F. Grantee shall submit Facility Inventory data to HSH during the last week of January. Data will include unit/bed inventory, point in time population count of residents, and general characteristic data of residents. Data is used for reporting mandated by the Federal Government under the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) program.
- G. Grantee shall provide information for an annual report on tenant enrollment in public benefits per the Administrative Code - Permanent Supportive Housing - Rent Contribution Standard (<https://sfgov.legistar.com/View.ashx?M=F&ID=9074560&GUID=FDA1BCF9-1096-42C8-AD19-9143A348AC07>), as instructed by HSH.
- H. Grantee shall participate, as required HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and any Grantee response will become part of the official report.
- I. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

IX. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, review of the following: tenant files, Grantee's administrative records, staff training documentation, postings, program policies and

procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting Service and Outcome Objectives.

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

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

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2021		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2019	6/30/2022	3
6	Amended Term	7/1/2019	6/30/2023	4
7				
8	Approved Subcontractors			
10	None.			
11				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET															
3	Document Date	7/1/2021														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	7/1/2019	6/30/2022	3												
6	Amended Term	7/1/2019	6/30/2023	4												
7					Year 1	Year 2	Year 3	Year 4								
8	General Fund Service Component				7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023								
10	Property Management				121	121	121	121								
11	Support Services				121	121	121	121								
12																
13	Continuum of Care (CoC) Service Component				7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023								
14	Rental Assistance				54	54	54	54								
15																

	A	B	C	D	G	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	3/8/2022													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	7/1/2019	6/30/2022	3											
6	Amended Term	7/1/2019	6/30/2023	4											
7	Provider Name	Episcopal Community Services													
8	Program	Henry Hotel													
9	FSP Contract ID#	1000014089													
10	Action (select)	Amendment													
11	Effective Date	7/1/2022													
12	Budget Names	GF Support Services, GF - Property Management, COVID-19 Time-Limited Funding													
13		Current	New												
14	Term Budget	\$ 6,789,002	\$ 8,785,306												
15	Contingency	\$ 1,233,936	\$ 953,206	11%											
16	Not-To-Exceed	\$ 8,022,938	\$ 9,738,512		EXTENSION YEAR										
17		Year 1	Year 2	Year 3			Year 4			All Years					
18		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2023			
19	Expenditures	Actuals	Actuals	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New/Actuals			
20	Salaries & Benefits	\$ 468,827	\$ 468,827	\$ 472,166	\$ -	\$ 472,166	\$ -	\$ 556,438	\$ 556,438	\$ 1,409,821	\$ 556,438	\$ 1,966,258			
21	Operating Expense	\$ 1,252,864	\$ 1,249,864	\$ 1,331,681	\$ -	\$ 1,331,681	\$ -	\$ 719,792	\$ 719,792	\$ 3,834,409	\$ 719,792	\$ 4,554,201			
22	Subtotal	\$ 1,721,691	\$ 1,718,691	\$ 1,803,847	\$ -	\$ 1,803,847	\$ -	\$ 1,276,230	\$ 1,276,230	\$ 5,244,230	\$ 1,276,230	\$ 6,520,460			
23	Indirect Percentage														
24	Indirect Cost (Line 21 X Line 22)	\$ 206,243	\$ 206,243	\$ 216,462	\$ -	\$ 216,462	\$ -	\$ 191,435	\$ 191,435	\$ 628,948	\$ 191,435	\$ 820,382			
25	Other Expenses (Not subject to indirect %)	\$ 835,689	\$ 956,579	\$ 1,078,711	\$ -	\$ 1,078,711	\$ -	\$ 1,804,740	\$ 1,804,740	\$ 3,141,035	\$ 1,534,684	\$ 4,675,718			
26	Capital Expenditure	\$ (68,753)	\$ 117,575	\$ 103,221	\$ -	\$ 103,221	\$ -	\$ -	\$ -	\$ 152,042	\$ -	\$ 152,042			
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 2,694,870	\$ 2,999,087	\$ 3,202,241	\$ -	\$ 3,202,241	\$ -	\$ 3,272,404	\$ 3,272,404	\$ 9,166,254	\$ 3,002,348	\$ 12,168,603			
29															
30	HSH Revenues (select)														
31	General Fund - Ongoing	\$ 2,067,509	\$ 2,205,015	\$ 2,303,571	\$ -	\$ 2,303,571	\$ -	\$ 2,266,360	\$ 2,266,360	\$ 6,576,095	\$ 2,266,360	\$ 8,842,455			
32	General Fund - CODB	\$ -	\$ -	\$ 66,010	\$ -	\$ 66,010	\$ -	\$ -	\$ -	\$ 66,010	\$ -	\$ 66,010			
33	COVID-19 Time-Limited Funding	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000			
34	General Fund - One-Time	\$ -	\$ 48,821	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,821	\$ -	\$ 48,821			
35	General Fund - One-time CODB	\$ -	\$ 64,088	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,088	\$ -	\$ 64,088			
36	Prop C - One-time COVID-19 Bonus Pay	\$ -	\$ 30,988	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,988	\$ -	\$ 30,988			
37	Adjustment to Actuals	\$ (147,935)	\$ (122,121)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (270,056)	\$ (270,056)			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 1,922,574	\$ 2,226,791	\$ 2,369,581	\$ -	\$ 2,369,581	\$ -	\$ 2,266,360	\$ 2,266,360	\$ 6,789,002	\$ 1,996,304	\$ 8,785,306			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)														
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
43	Rental Income	\$ 772,296	\$ 772,296	\$ 295,740	\$ -	\$ 295,740	\$ -	\$ 295,740	\$ 295,740	\$ 1,840,332	\$ 295,740	\$ 2,136,072			
44	CoC Rental Assistance Revenue	\$ -	\$ -	\$ 536,922	\$ -	\$ 536,922	\$ -	\$ 710,304	\$ 710,304	\$ 536,922	\$ 710,304	\$ 1,247,226			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ 772,296	\$ 772,296	\$ 832,662	\$ -	\$ 832,662	\$ -	\$ 1,006,044	\$ 1,006,044	\$ 2,377,254	\$ 1,006,044	\$ 3,383,298			
48															
49	Total HSH + Other Revenues	\$ 2,694,870	\$ 2,999,087	\$ 3,202,243	\$ -	\$ 3,202,243	\$ -	\$ 3,272,404	\$ 3,272,404	\$ 9,166,256	\$ 3,002,348	\$ 12,168,604			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52	Total Adjusted Salary FTE (All Budgets)	5.70	5.70			5.78			5.70						
53															
54	Prepared by	Tiffany Luong													
55	Phone	415-487-3300 Ext. 1219													
56	Email	luong@ECS-sf.org													

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	3/8/2022																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	7/1/2019	6/30/2022	3															
6	Amended Term	7/1/2019	6/30/2023	4															
7	Provider Name	Episcopal Community Services																	
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9	FSP Contract ID#	1000014089																	
10	Action (select)	Amendment																	
11	Effective Date	7/1/2022																	
12	Budget Name	GF Support Services																	
13		Current	New																
14	Term Budget	\$ 1,934,349	\$ 2,519,818																
15	Contingency	\$ 1,233,936	\$ 953,206	11%															
16	Not-To-Exceed	\$ 8,022,938	\$ 9,738,512																
		Year 1			Year 2			Year 3			Year 4			All Years					
17		7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2023			
18		Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New/Actuals			
19	Expenditures																		
20	Salaries & Benefits	\$ 468,827	\$ -	\$ 468,827	\$ 468,827	\$ -	\$ 468,827	\$ 472,166	-	\$ 472,166	\$ -	\$ 556,438	\$ 556,438	\$ 1,409,821	\$ 556,438	\$ 1,966,258			
21	Operating Expense	\$ 80,990	\$ -	\$ 80,990	\$ 80,990	\$ -	\$ 80,990	\$ 111,132	-	\$ 111,132	\$ -	\$ 119,678	\$ 119,678	\$ 273,112	\$ 119,678	\$ 392,790			
22	Subtotal	\$ 549,817	\$ -	\$ 549,817	\$ 549,817	\$ -	\$ 549,817	\$ 583,298	-	\$ 583,298	\$ -	\$ 676,116	\$ 676,116	\$ 1,682,933	\$ 676,116	\$ 2,359,048			
23	Indirect Percentage	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	15.00%		15.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ 65,978	\$ -	\$ 65,978	\$ 65,978	\$ -	\$ 65,978	\$ 69,996	-	\$ 69,996	\$ -	\$ 101,417	\$ 101,417	\$ 201,952	\$ 101,417	\$ 303,369			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ (99,206)	\$ (99,206)	\$ 49,462	\$ (92,858)	\$ (43,396)	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ 49,462	\$ (192,064)	\$ (142,602)			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 615,795.24	\$ (99,206.00)	\$ 516,589.24	\$ 665,257.09	\$ (92,858.00)	\$ 572,399.09	\$ 653,294.18	\$ -	\$ 653,294.18	\$ -	\$ 777,532.84	\$ 777,532.84	\$ 1,934,346.51	\$ 585,468.84	\$ 2,519,815.35			
29																			
30	HSH Revenues (select)																		
31	General Fund - Ongoing	\$ 615,795		\$ 615,795	\$ 615,795		\$ 615,795	\$ 634,269	\$ -	\$ 634,269		\$ 777,533	\$ 777,533	\$ 1,865,859	\$ 777,533	\$ 2,643,392			
32	General Fund - CODB		\$ -	\$ -	\$ -		\$ -	\$ 19,028	\$ -	\$ 19,028		\$ -	\$ -	\$ 19,028	\$ -	\$ 19,028			
33	COVID-19 Time-Limited Funding		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
34	General Fund - One-Time		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
35	General Fund - One-time CODB		\$ -	\$ 18,474	\$ 18,474		\$ 18,474	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 18,474	\$ -	\$ 18,474			
36	Prop C - One-time COVID-19 Bonus Pay		\$ -	\$ 30,988	\$ 30,988		\$ 30,988	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 30,988	\$ -	\$ 30,988			
37	Adjustment to Actuals		\$ (99,206)	\$ (99,206)		\$ (92,858)	\$ (92,858)		\$ -	\$ -		\$ -	\$ -	\$ -	\$ (192,064)	\$ (192,064)			
38			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
39			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 615,795.00	\$ (99,206.00)	\$ 516,589.00	\$ 665,256.85	\$ (92,858.00)	\$ 572,398.85	\$ 653,297.00	\$ -	\$ 653,297.00	\$ -	\$ 777,532.84	\$ 777,532.84	\$ 1,934,348.85	\$ 585,468.84	\$ 2,519,817.69			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
43	Rental Income		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
44	CoC Rental Assistance Revenue		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
45			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
46			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48																			
49	Total HSH + Other Revenues	\$ 615,795.00	\$ (99,206.00)	\$ 516,589.00	\$ 665,256.85	\$ (92,858.00)	\$ 572,398.85	\$ 653,297.00	\$ -	\$ 653,297.00	\$ -	\$ 777,532.84	\$ 777,532.84	\$ 1,934,348.85	\$ 585,468.84	\$ 2,519,817.69			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51																			
52																			
53	Prepared by	Tiffany Luong																	
54	Phone	415-487-3300 Ext. 1219																	
55	Email	tluong@ECS-sf.org																	

	A	H	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	BT	BU	BV			
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																						
2	SALARY & BENEFIT DETAIL																						
3	Document Date										3/8/2022												
4	Provider Name										Episcopal Community Services												
5	Program										Henry Hotel												
6	FSP Contract ID#										1000014089												
7	Budget Name										GF Support Services												
8	Year 1		Year 2		Year 3						Year 4						All Years						
9	7/1/2019 - 6/30/2020		7/1/2020 - 6/30/2021		Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2023		
10	New		New						Current	Amendment	New					Current	Amendment	New	Current	Modification	New/Actuals		
11	Budgeted Salary		Budgeted Salary		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary		
12	\$ 73,554	\$ 73,554	\$ 73,554	1.00	100%	1.00	\$ 73,554	\$ -	\$ 73,554	\$ 89,673	1.00	100%	1.00	\$ 89,673	\$ 89,673	\$ 220,662	\$ 89,673	\$ 310,335					
13	\$ 45,840	\$ 45,840	\$ 45,840	1.00	100%	1.00	\$ 45,840	\$ -	\$ 45,840	\$ 54,624	1.00	100%	1.00	\$ 54,624	\$ 54,624	\$ 137,520	\$ 54,624	\$ 192,144					
14	\$ 54,370	\$ 54,370	\$ 54,370	1.00	100%	1.00	\$ 54,370	\$ -	\$ 54,370	\$ 49,931	1.00	100%	1.00	\$ 49,931	\$ 49,931	\$ 163,110	\$ 49,931	\$ 213,041					
15	\$ 54,601	\$ 54,601	\$ 54,601	1.00	100%	1.00	\$ 54,601	\$ -	\$ 54,601	\$ 63,233	1.00	100%	1.00	\$ 63,233	\$ 63,233	\$ 163,803	\$ 63,233	\$ 227,036					
16	\$ 45,148	\$ 45,148	\$ 45,148	1.00	100%	1.00	\$ 45,148	\$ -	\$ 45,148	\$ 56,815	1.00	100%	1.00	\$ 56,815	\$ 56,815	\$ 135,444	\$ 56,815	\$ 192,259					
17	\$ 9,198	\$ 9,198	\$ 119,494	1.00	8%	0.08	\$ 9,198	\$ -	\$ 9,198	\$ 166,911	1.00	8%	0.08	\$ 12,848	\$ 12,848	\$ 27,595	\$ 12,848	\$ 40,444					
18	\$ 4,351	\$ 4,351	\$ 54,768	1.00	8%	0.08	\$ 4,351	\$ -	\$ 4,351	\$ 72,949	1.00	8%	0.08	\$ 5,795	\$ 5,795	\$ 13,053	\$ 5,795	\$ 18,849					
19	\$ 3,935	\$ 3,935	\$ 60,344	1.00	7%	0.07	\$ 3,935	\$ -	\$ 3,935	\$ 76,712	1.00	7%	0.07	\$ 5,003	\$ 5,003	\$ 11,806	\$ 5,003	\$ 16,809					
20	\$ 1,572	\$ 1,572	\$ 78,582	1.00	2%	0.02	\$ 1,572	\$ -	\$ 1,572	\$ 90,823	1.00	2%	0.02	\$ 1,817	\$ 1,817	\$ 4,717	\$ 1,817	\$ 6,535					
21	\$ 1,966	\$ 1,966	\$ 114,071	1.00	2%	0.02	\$ 1,966	\$ -	\$ 1,966	\$ 143,587	1.00	2%	0.02	\$ 2,475	\$ 2,475	\$ 5,899	\$ 2,475	\$ 8,375					
22	\$ 13,334	\$ 13,334	\$ 79,974	1.00	17%	0.17	\$ 13,334	\$ -	\$ 13,334	\$ 115,135	1.00	17%	0.17	\$ 19,197	\$ 19,197	\$ 40,003	\$ 19,197	\$ 59,200					
23	\$ 2,728	\$ 2,728	\$ 136,804	1.00	2%	0.02	\$ 2,728	\$ -	\$ 2,728	\$ 159,772	1.00	2%	0.02	\$ 3,186	\$ 3,186	\$ 8,183	\$ 3,186	\$ 11,369					
24	\$ 7,171	\$ 7,171	\$ 89,544	1.00	8%	0.08	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ 14,341	\$ -	\$ 14,341					
25	\$ 6,696	\$ 6,696	\$ 100,915	1.00	14%	0.14	\$ 13,867	\$ -	\$ 13,867	\$ 114,871	1.00	14%	0.14	\$ 15,784	\$ 15,784	\$ 27,258	\$ 15,784	\$ 43,043					
26	\$ 1,585	\$ 1,585	\$ 79,061	1.00	2%	0.02	\$ 1,585	\$ -	\$ 1,585	\$ 141,832	1.00	2%	0.02	\$ 2,843	\$ 2,843	\$ 4,754	\$ 2,843	\$ 7,597					
27	\$ 4,110	\$ 4,110	\$ 51,771	1.00	8%	0.08	\$ 4,110	\$ -	\$ 4,110	\$ 69,298	1.00	8%	0.08	\$ 5,502	\$ 5,502	\$ 12,330	\$ 5,502	\$ 17,832					
28	\$ -	\$ -	\$ 117,565	1.00	2%	0.02	\$ 2,351	\$ -	\$ 2,351	\$ 156,532	1.00	2%	0.02	\$ 3,131	\$ 3,131	\$ 2,351	\$ 3,131	\$ 5,482					
53	\$ -	\$ -						\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -					
54	\$ -	\$ -						\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -					
55	\$ 330,160	\$ 330,160	TOTAL SALARIES						332,512	\$ -	332,512	TOTAL SALARIES						\$ -	\$ 391,858	\$ 391,858	\$ 992,831	\$ 391,858	\$ 1,384,689
56	42.00%		42.00%		TOTAL FTE		5.78	TOTAL FTE		5.70	TOTAL FTE		5.70	TOTAL FTE		5.70	TOTAL FTE		5.70	TOTAL FTE		5.70	
57	FRINGE BENEFIT RATE		FRINGE BENEFIT RATE		FRINGE BENEFIT RATE		42.00%	FRINGE BENEFIT RATE		42.00%	FRINGE BENEFIT RATE		42.00%	FRINGE BENEFIT RATE		42.00%	FRINGE BENEFIT RATE		42.00%	FRINGE BENEFIT RATE		42.00%	
58	\$ 138,667	\$ 138,667	EMPLOYEE FRINGE BENEFITS						\$ 139,655	\$ -	\$ 139,655	EMPLOYEE FRINGE BENEFITS						\$ -	\$ 164,580	\$ 164,580	\$ 416,989	\$ 164,580	\$ 581,569
59	\$ 468,827	\$ 468,827	TOTAL SALARIES & BENEFITS						\$ 472,166	\$ -	\$ 472,166	TOTAL SALARIES & BENEFITS						\$ -	\$ 556,438	\$ 556,438	\$ 1,409,821	\$ 556,438	\$ 1,966,258
60																							
61																							
62																							

	A	D	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	OPERATING DETAIL											
3	Document Date	3/8/2022										
4	Provider Name	Episcopal Community Services										
5	Program	Henry Hotel										
6	FSP Contract ID#	1000014089										
7	Budget Name	GF Support Services										
8		EXTENSION YEAR										
9		Year 1	Year 2	Year 3		Year 4			All Years			
10		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2023
11		New	New	Current	Amendment	New	Current	Amendment	New	Current	Modification	New/Actuals
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property				\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 9,921	\$ 9,921	\$ 33,063	\$ -	\$ 33,063		\$ 36,369	\$ 36,369	\$ 52,905	\$ 36,369	\$ 89,274
15	Office Supplies, Postage	\$ 41,211	\$ 41,211	\$ 41,211	\$ -	\$ 41,211		\$ 43,684	\$ 43,684	\$ 123,633	\$ 43,684	\$ 167,317
16	Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction	\$ 2,877	\$ 2,877	\$ 4,877	\$ -	\$ 4,877		\$ 5,170	\$ 5,170	\$ 10,631	\$ 5,170	\$ 15,801
18	Insurance	\$ 8,884	\$ 8,884	\$ 13,884	\$ -	\$ 13,884		\$ 15,272	\$ 15,272	\$ 31,652	\$ 15,272	\$ 46,924
19	Staff Training	\$ 3,852	\$ 3,852	\$ 3,852	\$ -	\$ 3,852		\$ 4,083	\$ 4,083	\$ 11,556	\$ 4,083	\$ 15,639
20	Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
22	Program/Client Materials	\$ 8,807	\$ 8,807	\$ 8,807	\$ -	\$ 8,807		\$ 9,335	\$ 9,335	\$ 26,421	\$ 9,335	\$ 35,756
23	Food and Food Supplies	\$ 4,438	\$ 4,438	\$ 4,438	\$ -	\$ 4,438		\$ 4,704	\$ 4,704	\$ 13,314	\$ 4,704	\$ 18,018
24					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
41					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants				\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
43	Professional Fees	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000		\$ 1,060	\$ 1,060	\$ 3,000	\$ 1,060	\$ 4,060
44					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
53					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)				\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
55					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
67												
68	TOTAL OPERATING EXPENSES	\$ 80,990	\$ 80,990	\$ 111,132	\$ -	\$ 111,132	\$ -	\$ 119,678	\$ 119,678	\$ 273,112	\$ 119,678	\$ 392,790
69												
70	Other Expenses (not subject to indirect cost %)											
71	One-Time CODB		\$ 18,474		\$ -	\$ -		\$ -	\$ -	\$ 18,474	\$ -	\$ 18,474
72	One Time Prop C Bonus Pay		\$ 30,988		\$ -	\$ -		\$ -	\$ -	\$ 30,988	\$ -	\$ 30,988
73	FY 21-22 CODB Placeholder - Do Not Invoice			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
74	Adjustment to Actuals	\$ (99,206)	\$ (92,858)		\$ -			\$ -		\$ -	\$ (192,064)	\$ (192,064)
83												
84	TOTAL OTHER EXPENSES	\$ (99,206)	\$ (43,396)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,462	\$ (192,064)	\$ (142,602)
85												
86	Capital Expenses											
87					\$ -			\$ -		\$ -	\$ -	\$ -
94												
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96												
97	HSH #3									Template last modified	9/1/2021	

BUDGET NARRATIVE

Fiscal Year

Fiscal Term Start 7/1/2022 Fiscal Term End 6/30/2023

GF Support Services FY22-23 **<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective**

Salaries & Benefits	Adjusted		Justification	Calculation	Employee Name
	FTE	Salary			
Speaks, Jamarah -Support Services Manag	1.00	\$ 59,673	provides team leadership, management and supervision to ensure clinical competence, program quality, resident safety, housing retention, and individual development, supervises staff, coordinates and leads partner efforts.	\$7473 X 12 months	Loretta Oliveira
Open -Case Manager III Master H87	1.00	\$ 54,624	provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$4552 X 12 months	Lamecka Sturteese
Open -Case Manager III Bilingual H126	1.00	\$ 49,931	provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$4161 X 12 months	Jamarah Speaks
Gotal, Maria Theresa-Case Manager III Bill	1.00	\$ 63,233	provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$5269 X 12 months	Maria Theresa Gotal
Open -Case Manager III-H84	1.00	\$ 56,815	provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$4735 X 12 months	Andrew Yushin Shu
Ecker, Scott-Housing Services Director-H5	0.08	\$ 12,848	primary responsibility for leadership, direction, and support for all programmatic, administrative, fiscal, and regulatory functions for ECS housing services.	\$1071 X 12 months	Scott Ecker
Sarbolin, Irving-Database Specialist & Con	0.08	\$ 5,795	performs database management and reporting functionalities for Housing Services department. Ensures data integrity and quality assurance across internal and funder data systems and submits timely reports to funders.	\$483 X 12 months	Irving Sarbolin
Tuvera, Desiree-Admin Ass/Quality Assuran	0.07	\$ 5,003	performs database management and reporting functionalities for Housing Services department. Ensures data integrity and quality assurance across internal and funder data systems and submits timely reports to funders.	\$417 X 12 months	Desiree Tuvera
OPEN-Clinical Services Manager-H6	0.02	\$ 1,817	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	\$151 X 12 months	OPEN
Tarzon, Elizabeth Mary-Director of Hth Agin	0.02	\$ 2,475	overall program direction and operations of CKSC as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence	\$206 X 12 months	Elizabeth Tarzon
Singleton, Kamika - Manager of Master-Lea	0.17	\$ 19,197	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$1600 X 12 months	Maggie Holmes
David Kim Sr Assoc Dir of Asset Mgmt-A97	0.02	\$ 3,186	develops strategic and practical relationships with community partners ; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$265 X 12 months	David Kim
Hamilton, Travis-Direct support for Housing		\$ -			
Brown, Shelly- housing Srvc -Asso director :	0.14	\$ 15,784	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.	\$1315 X 12 months	Shelly Brown
Hersher, Michael Bernard-Director of Impac	0.02	\$ 2,843	evaluates HSH contract compliance; conducts resident chart review; provides staff training on department protocols and procedures; performs data entry.	\$237 X 12 months	Trevor Kennard
Kennard, Trevor-DB Specialist & Complianc	0.08	\$ 5,502	Primary responsibility for leadership, direction, and support of all programmatic, administrative, fiscal, and regulatory functions for ECS Clinical services and Medi-Cal billing. To add behaviorah health support that was not originally budgeted.	\$458 X 12 months	OPEN
OPEN-Director of Behavioral Health-CS500	0.02	\$ 3,131	Responsible for the overall provision of Behavioral Health services at ECS.	\$261 X 12 months	Vega, Fabiana
TOTAL	5.70	\$ 391,858			
Employee Fringe Benefits		\$ 164,580	Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.		
Salaries & Benefits Total		\$ 556,438			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 36,369		
Office Supplies, Postage	\$ 43,684		
Building Maintenance Supplies and Repair	\$ -		
Printing and Reproduction	\$ 5,170		
Insurance	\$ 15,272		
Staff Training	\$ 4,083		
Staff Travel-Local & Out of Town)	\$ -		
Rental of Equipment	\$ -		
Program/Client Materials	\$ 9,335		
Food and Food Supplies	\$ 4,704		
	\$ -		
	\$ -		
Consultants	\$ -		
Professional Fees	\$ 1,060		
	\$ -		
	\$ -		
Subcontractors (First \$25k Only)	\$ -		
	\$ -		
TOTAL OPERATING EXPENSES	\$ 119,678		
Indirect Cost	15.0%	\$ 101,417	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
One-Time COOB	\$ -		
One Time Prog C Bonus Pay	\$ -		
FY 21-22 COOB Placeholder - Do Not Invoice	\$ -		
Adjustment to Actuals	\$ -		
TOTAL OTHER EXPENSES	\$ -		

Capital Expenses	Amount	Justification	Calculation
	\$ -		
TOTAL CAPITAL EXPENSES	\$ -		

Admin Cost (HUD Agreements Only)	Amount	Description	Calculation
TOTAL ADMIN EXPENSES	\$ -		
Allowable Admin Cost	\$ -		
Difference	\$ -		

*** Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:**

Category	Description	Examples	Notes
1) General Management, Oversight, and Coordination	(I) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:		In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;		
	B) Develop systems for assuring compliance with program requirements;		
	C) Develop agreements with subrecipients and contractors to carry out program activities;		
	D) Monitor program activities for progress and compliance with program requirements;		
	E) Prepare reports and other documents directly related to the program for submission to HUD;		
	F) Coordinate the resolution of audit and monitoring findings;		
	G) Evaluate program results against stated objectives; or		
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.		
	(II) Travel costs incurred for monitoring of subrecipients;		
(III) Administrative Services performed under third-party contracts or agreements			
(IV) Other costs for goods and services required for administration of the program			
2) Training on Continuum of Care Requirements	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.		
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 578.31.		

For more information on Eligible Administrative Costs, see Section 578.59 (page 87) of the CoC Program Interim Rule, 24 CFR: https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	3/8/2022																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	7/1/2019	6/30/2022	3															
6	Amended Term	7/1/2019	6/30/2023	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Henry Hotel																	
9	FSP Contract ID#	1000014089																	
10	Action (select)	Amendment																	
11	Effective Date	7/1/2022																	
12	Budget Name	GF - Property Management																	
13		Current	New																
14	Term Budget	\$ 4,748,432	\$ 6,162,268																
15	Contingency	\$ 1,233,936	\$ 953,206	11%															
16	Not-To-Exceed	\$ 8,022,938	\$ 9,738,512																
					Year 1			Year 2			Year 3			Year 4			All Years		
17		7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2023			
18		Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New/Actuals
19	Expenditures																		
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Operating Expense	\$ 1,168,874	\$ -	\$ 1,168,874	\$ 1,168,874	\$ -	\$ 1,168,874	\$ 1,220,549	\$ -	\$ 1,220,549	\$ -	\$ 600,115	\$ 600,115	\$ 3,558,297	\$ 600,115	\$ 4,158,412	\$ 3,558,297	\$ 600,115	\$ 4,158,412
22	Subtotal	\$ 1,168,874	\$ -	\$ 1,168,874	\$ 1,168,874	\$ -	\$ 1,168,874	\$ 1,220,549	\$ -	\$ 1,220,549	\$ -	\$ 600,115	\$ 600,115	\$ 3,558,297	\$ 600,115	\$ 4,158,412	\$ 3,558,297	\$ 600,115	\$ 4,158,412
23	Indirect Percentage	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%		15.00%	15.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ 140,265	\$ -	\$ 140,265	\$ 140,265	\$ -	\$ 140,265	\$ 146,466	\$ -	\$ 146,466	\$ -	\$ 90,017	\$ 90,017	\$ 426,996	\$ 90,017	\$ 517,013	\$ 426,996	\$ 90,017	\$ 517,013
25	Other Expenses (Not subject to indirect %)	\$ 983,624	\$ (45,729)	\$ 937,895	\$ 1,029,238	\$ (29,263)	\$ 999,975	\$ 1,078,711	\$ -	\$ 1,078,711	\$ -	\$ 1,804,740	\$ 1,804,740	\$ 3,091,573	\$ 1,729,748	\$ 4,821,321	\$ 3,091,573	\$ 1,729,748	\$ 4,821,321
26	Capital Expenditure	\$ (68,753)	\$ -	\$ (68,753)	\$ 117,575	\$ -	\$ 117,575	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,821	\$ -	\$ -	\$ 48,821
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures	\$ 2,224,010	\$ (45,729)	\$ 2,178,281	\$ 2,455,951	\$ (29,263)	\$ 2,426,688	\$ 2,445,726	\$ -	\$ 2,445,726	\$ -	\$ 2,494,871	\$ 2,494,871	\$ 7,125,687	\$ 2,419,879	\$ 9,545,566	\$ 7,125,687	\$ 2,419,879	\$ 9,545,566
29																			
30	HSH Revenues (select)																		
31	General Fund - Ongoing	\$ 1,451,714		\$ 1,451,714	\$ 1,589,220		\$ 1,589,220	\$ 1,566,081	\$ -	\$ 1,566,081		\$ 1,488,827	\$ 1,488,827	\$ 4,607,015	\$ 1,488,827	\$ 6,095,842	\$ 4,607,015	\$ 1,488,827	\$ 6,095,842
32	General Fund - CODB			\$ -	\$ -		\$ -	\$ 46,982	\$ -	\$ 46,982			\$ -	\$ 46,982	\$ -	\$ 46,982	\$ -	\$ -	\$ 46,982
33	COVID-19 Time-Limited Funding			\$ -	\$ -		\$ -						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	General Fund - One-Time			\$ -	\$ 48,821		\$ 48,821			\$ -			\$ -	\$ 48,821	\$ -	\$ 48,821	\$ -	\$ -	\$ 48,821
35	General Fund - One-time CODB			\$ -	\$ 45,614		\$ 45,614			\$ -			\$ -	\$ 45,614	\$ -	\$ 45,614	\$ -	\$ -	\$ 45,614
36	Prop C - One-time COVID-19 Bonus Pay			\$ -	\$ -		\$ -			\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37	Adjustment to Actuals		\$ (45,729)	\$ (45,729)		\$ (29,263)	\$ (29,263)			\$ -			\$ -	\$ -	\$ (74,992)	\$ (74,992)		\$ -	\$ (74,992)
38			\$ -	\$ -		\$ -	\$ -			\$ -			\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
39			\$ -	\$ -		\$ -	\$ -			\$ -			\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
40	Total HSH Revenues	\$ 1,451,714	\$ (45,729)	\$ 1,405,985	\$ 1,683,655	\$ (29,263)	\$ 1,654,392	\$ 1,613,063	\$ -	\$ 1,613,063	\$ -	\$ 1,488,827	\$ 1,488,827	\$ 4,748,432	\$ 1,413,835	\$ 6,162,268	\$ 4,748,432	\$ 1,413,835	\$ 6,162,268
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42			\$ -	\$ -		\$ -	\$ -			\$ -			\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
43	Rental Income	\$ 772,296	\$ -	\$ 772,296	\$ 772,296	\$ -	\$ 772,296	\$ 295,740	\$ -	\$ 295,740		\$ 295,740	\$ 295,740	\$ 1,840,332	\$ 295,740	\$ 2,136,072	\$ 1,840,332	\$ 295,740	\$ 2,136,072
44	CoC Rental Assistance Revenue			\$ -	\$ -		\$ -	\$ 536,922	\$ -	\$ 536,922		\$ 710,304	\$ 710,304	\$ 536,922	\$ 710,304	\$ 1,247,226	\$ 536,922	\$ 710,304	\$ 1,247,226
45				\$ -	\$ -		\$ -			\$ -			\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
46				\$ -	\$ -		\$ -			\$ -			\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
47	Total Other Revenues	\$ 772,296	\$ -	\$ 772,296	\$ 772,296	\$ -	\$ 772,296	\$ 832,662	\$ -	\$ 832,662	\$ -	\$ 1,006,044	\$ 1,006,044	\$ 2,377,254	\$ 1,006,044	\$ 3,383,298	\$ 2,377,254	\$ 1,006,044	\$ 3,383,298
48																			
49	Total HSH + Other Revenues	\$ 2,224,010	\$ (45,729)	\$ 2,178,281	\$ 2,455,951	\$ (29,263)	\$ 2,426,688	\$ 2,445,725	\$ -	\$ 2,445,725	\$ -	\$ 2,494,871	\$ 2,494,871	\$ 7,125,686	\$ 2,419,879	\$ 9,545,566	\$ 7,125,686	\$ 2,419,879	\$ 9,545,566
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
52																			
53	Prepared by	Tiffany Luong																	
54	Phone	415-487-3300 Ext. 1219																	
55	Email	tluong@ECS-sf.org																	

	A	D	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	OPERATING DETAIL											
3	Document Date											3/8/2022
4	Provider Name											Episcopal Community Services
5	Program											Henry Hotel
6	FSP Contract ID#											1000014089
7	Budget Name											GF - Property Management
8												EXTENSION YEAR
9		Year 1	Year 2	Year 3			Year 4			All Years		
10		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2023
11		New	New	Current	Amendment	New	Current	Amendment	New	Current	Modification	New/Actuals
12		Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 151,396	\$ 151,396	\$ 151,396	\$ -	\$ 151,396		\$ 160,480	\$ 160,480	\$ 454,188	\$ 160,480	\$ 614,668
15	Office Supplies, Postage	\$ 14,520	\$ 14,520	\$ 27,520	\$ -	\$ 27,520		\$ 29,171	\$ 29,171	\$ 56,560	\$ 29,171	\$ 85,731
16	Building Maintenance Supplies and Repair	\$ 89,610	\$ 89,610	\$ 94,610	\$ -	\$ 94,610		\$ 100,287	\$ 100,287	\$ 273,830	\$ 100,287	\$ 374,117
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ 1,963	\$ 1,963	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 3,926	\$ -	\$ 3,926
20	Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
22	Renting Expenses	\$ 4,944	\$ 4,944	\$ 4,944	\$ -	\$ 4,944		\$ 5,241	\$ 5,241	\$ 14,832	\$ 5,241	\$ 20,073
23	Elevator Maintenance	\$ 10,624	\$ 10,624	\$ 10,624	\$ -	\$ 10,624		\$ 11,261	\$ 11,261	\$ 31,872	\$ 11,261	\$ 43,133
24	Plumbing & Electric Repairs	\$ 19,570	\$ 19,570	\$ 19,570	\$ -	\$ 19,570		\$ 20,744	\$ 20,744	\$ 58,710	\$ 20,744	\$ 79,454
25	Equipment Repair	\$ 157,097	\$ 157,097	\$ 157,097	\$ -	\$ 157,097		\$ 166,523	\$ 166,523	\$ 471,291	\$ 166,523	\$ 637,814
26					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
41					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants				\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
43	Legal Fees/Permits	\$ 61,800	\$ 61,800	\$ 76,800	\$ -	\$ 76,800		\$ 81,408	\$ 81,408	\$ 200,400	\$ 81,408	\$ 281,808
44	Professional Fees	\$ 4,362	\$ 4,362	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 8,724	\$ -	\$ 8,724
45					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
53					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)				\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
55	Caritas - Contract Staffing	\$ 402,442	\$ 402,442	\$ 422,442	\$ -	\$ 422,442		\$ 25,000	\$ 25,000	\$ 1,227,326	\$ 25,000	\$ 1,252,326
56	Caritas - Contract Benefits	\$ 148,100	\$ 148,100	\$ 153,100	\$ -	\$ 153,100		\$ -	\$ -	\$ 449,300	\$ -	\$ 449,300
57	Caritas - Management Fees	\$ 102,446	\$ 102,446	\$ 102,446	\$ -	\$ 102,446		\$ -	\$ -	\$ 307,338	\$ -	\$ 307,338
58					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
67												
68	TOTAL OPERATING EXPENSES	\$ 1,168,874	\$ 1,168,874	\$ 1,220,549	\$ -	\$ 1,220,549	\$ -	\$ 600,115	\$ 600,115	\$ 3,558,297	\$ 600,115	\$ 4,158,412
69												
70	Other Expenses (not subject to indirect cost %)											
71	Rental of Property	\$ 983,624	\$ 983,624	\$ 1,078,711	\$ -	\$ 1,078,711		\$ 1,111,072	\$ 1,111,072	\$ 3,045,959	\$ 1,111,072	\$ 4,157,031
72	One-Time CODB		\$ 45,614		\$ -	\$ -		\$ -	\$ -	\$ 45,614	\$ -	\$ 45,614
73					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
74	Caritas - Contract Staffing				\$ -	\$ -		\$ 422,789	\$ 422,789	\$ -	\$ 422,789	\$ 422,789
75	Caritas - Contract Benefits				\$ -	\$ -		\$ 162,286	\$ 162,286	\$ -	\$ 162,286	\$ 162,286
76	Caritas - Management Fees				\$ -	\$ -		\$ 108,593	\$ 108,593	\$ -	\$ 108,593	\$ 108,593
77					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
78	Adjustment to Actuals	\$ (45,729)	\$ (29,263)		\$ -			\$ -		\$ -	\$ (74,992)	\$ (74,992)
84	TOTAL OTHER EXPENSES	\$ 937,895	\$ 999,975	\$ 1,078,711	\$ -	\$ 1,078,711	\$ -	\$ 1,804,740	\$ 1,804,740	\$ 3,091,573	\$ 1,729,748	\$ 4,821,321
85												
86	Capital Expenses											
87	Mold Remediation from October 2020		\$ 48,821		\$ -	\$ -		\$ -	\$ -	\$ 48,821	\$ -	\$ 48,821
88	Carry over to FY20-21 to cover security camera cost	\$ (68,753)	\$ 68,753		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
89	FY 21-22 CODB Placeholder - Do Not Invoice			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
90					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
94												
95	TOTAL CAPITAL EXPENSES	\$ (68,753)	\$ 117,575	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,821	\$ -	\$ 48,821
96												
97	HSH #3									Template last modified		9/1/2021

BUDGET NARRATIVE

Fiscal Year

GF - Property Management

FY22-23

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

Fiscal Term Start
7/1/2022

Fiscal Term End
6/30/2023

Salaries & Benefits	Adjusted		Justification	Calculation	Employee Name
	Budgeted FTE	Budgeted Salary			
	\$	-			
	\$	-			
TOTAL	\$	-			
Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.		
Salaries & Benefits Total	\$	-			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 160,480	Utilities (electricity, water, gas, telephone and scavenger service);	\$12,616 per month x 12 months
Office Supplies, Postage	\$ 29,171	PM office supplies are including on site supplies, postage/copiers, payroll expenses, staffing training, computer tech and supplies, as well as Cable TV and tenant background check/renting fee. Budget increase needed due to system license fee and other cost increases	\$2,293 per month x 12 months
Building Maintenance Supplies and Repair	\$ 100,287	estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc. Expenses increase due increase in repairs including rooftop access door repair	\$7,884 per month x 12 months
Printing and Reproduction	\$ -		
Insurance	\$ -		
Staff Training	\$ -	budget moved to office supplies budget line	
Staff Travel-(Local & Out of Town)	\$ -	budget moved to office supplies budget line	
Rental of Equipment	\$ -		
Renting Expenses	\$ 5,241	back ground check for all tenants	\$412 per month x 12 months
Elevator Maintenance	\$ 11,261	estimated cost from property management provided information fpr elevator repairs	\$885 per month x 12 months
Plumbing & Electric Repairs	\$ 20,744	estimated cost from property management provided information for plumbing, electrical	\$1,631 per month x 12 months
Equipment Repair	\$ 166,523	estimated cost from property management provided information for furnishing, ect.	\$13,091 per month x 12 months
Consultants	\$ -		
Legal Fees/Permits	\$ 81,408	property management legal expenses increase due to increased legal costs	\$6,400 per month x 12 months
Professional Fees	\$ -		
Subcontractors (First \$25k Only)	\$ -		
Caritas - Contract Staffing	\$ 25,000	Coverage 24/7 for residents; includes holidays/overtime coverage, due to increased hours of employee sick time (COVID-19) and more replacement needed.	\$35,204 per month x 12 months
Caritas - Contract Benefits	\$ -	36% based from personnel from above	\$12,758 per month x 12 months
Caritas - Management Fees	\$ -	Property management (121 Units) @ \$63.00 PUPM, plus bookkeeping fees \$ 9.50 PL \$8,537 per month x 12 months	
	\$ -		
TOTAL OPERATING EXPENSES	\$ 600,115		
Indirect Cost	15.0% \$ 90,017		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Rental of Property	\$ 1,111,072		
One-Time CODB	\$ -		
Caritas - Contract Staffing	\$ 422,789		
Caritas - Contract Benefits	\$ 162,286		
Caritas - Management Fees	\$ 108,593		
	\$ -		
TOTAL OTHER EXPENSES	\$ 1,804,740		

Capital Expenses	Amount	Justification	Calculation
Mold Remediation from October 2020	\$ -		
Carry over to FY20-21 to cover security camera cost	\$ -		
FY 21-22 CODB Placeholder - Do Not Invoice	\$ -		
	\$ -		
TOTAL CAPITAL EXPENSES	\$ -		

Admin Cost (HUD Agreements Only)	Amount	Justification	Calculation
TOTAL ADMIN EXPENSES	\$ -		
Allowable Admin Cost	\$ -		
Difference	\$ -		

* Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:			
Category	Description	Examples	Notes
1) General Management, Oversight, and Coordination	(i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:		In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;	Budget/Finance Manager	
	B) Develop systems for assuring compliance with program requirements;	IT Manager	
	C) Develop agreements with subrecipients and contractors to carry out program activities;	Contracts/Grants Manager	
	D) Monitor program activities for progress and compliance with program requirements;	Program Manager	
	E) Prepare reports and other documents directly related to the program for submission to HUD;	Program Manager	
	F) Coordinate the resolution of audit and monitoring findings;	Program Manager, Accountant	
	G) Evaluate program results against stated objectives; or	Data & Performance Analyst	
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.	CEO, Executive Director, Program Director, Chief Financial Officer	
	(ii) Travel costs incurred for monitoring of subrecipients;	Car rental, fuel, airfare, lodging	
(iii) Administrative Services performed under third-party contracts or agreements	IT Services, Administrative Temp Agency, Outside Auditor		
(iv) Other costs for goods and services required for administration of the program	Office Supplies & Postage, Printing & Reproduction, Utilities		
2) Training on Continuum of Care Requirements	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.	Staff Training, Staff Travel, Conference Expenses	
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 578.31.		

For more information on Eligible Administrative Costs, see Section 578.59 (page 87) of the CoC Program Interim Rule, 24 CFR: https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

	A	B	C	D	E	F	G	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	3/8/2022								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2019	6/30/2022	3						
6	Amended Term	7/1/2019	6/30/2023	4						
7	Provider Name	Episcopal Community Services								
8	Program	Henry Hotel								
9	FSP Contract ID#	1000014089								
10	Action (select)	Amendment								
11	Effective Date	7/1/2022								
12	Budget Name	COVID-19 Time-Limited Funding								
13		Current	New							
14	Term Budget	\$ 3,000	\$ -							
15	Contingency	\$ 1,233,936	\$ 953,206	11%						
16	Not-To-Exceed	\$ 8,022,938	\$ 9,738,512							
17					Year 1	All Years				
18					7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2023
19					Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
19	Expenditures									
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Operating Expense	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 3,000
22	Subtotal	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 3,000
23	Indirect Percentage	0.00%		0.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Other Expenses (Not subject to indirect %)	\$ -	\$ (3,000)	\$ (3,000)	\$ -	\$ (3,000)	\$ -	\$ (3,000)	\$ -	\$ (3,000)
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures	\$ 3,000	\$ (3,000)	\$ -	\$ 3,000	\$ (3,000)	\$ 3,000	\$ (3,000)	\$ -	\$ -
29										
30	HSH Revenues (select)									
31	General Fund - Ongoing			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	General Fund - CODB			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	COVID-19 Time-Limited Funding	\$ 3,000		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 3,000
34	General Fund - One-Time			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35	General Fund - One-time CODB			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Prop C - One-time COVID-19 Bonus Pay			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37	Adjustment to Actuals		\$ (3,000)	\$ (3,000)	\$ -	\$ (3,000)	\$ -	\$ (3,000)	\$ -	\$ (3,000)
38				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ 3,000	\$ (3,000)	\$ -	\$ 3,000	\$ (3,000)	\$ 3,000	\$ (3,000)	\$ -	\$ -
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)									
42				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Rental Income			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44	CoC Rental Assistance Revenue			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48										
49	Total HSH + Other Revenues	\$ 3,000	\$ (3,000)	\$ -	\$ 3,000	\$ (3,000)	\$ 3,000	\$ (3,000)	\$ -	\$ -
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51										
52										
53	Prepared by	Tiffany Luong								
54	Phone	415-487-3300 Ext. 1219								
55	Email	luong@ECS-st.org								

	A	D	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING		
2	OPERATING DETAIL		
3	Document Date	3/8/2022	
4	Provider Name	Episcopal Community Services	
5	Program	Henry Hotel	
6	F\$P Contract ID#	1000014089	
7	Budget Name	COVID-19 Time-Limited Fundin	
8			
9		Year 1	All Years
10		7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2023
11		New	New
12	Operating Expenses	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	\$ 3,000	\$ 3,000
17	Printing and Reproduction		\$ -
18	Insurance		\$ -
19	Staff Training		\$ -
20	Staff Travel-(Local & Out of Town)		\$ -
21	Rental of Equipment		\$ -
22			\$ -
41			\$ -
42	Consultants		\$ -
43			\$ -
54	Subcontractors (First \$25k Only)		\$ -
55			\$ -
68	TOTAL OPERATING EXPENSES	\$ 3,000	\$ 3,000
69			
70	Other Expenses (not subject to indirect cost %)		
71	Adjustment to Actuals	\$ (3,000)	\$ (3,000)
83			
84	TOTAL OTHER EXPENSES	\$ (3,000)	\$ (3,000)
85			
86	Capital Expenses		
87			\$ -
94			
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -
96			
97	HSH #3		9/1/2021

BUDGET NARRATIVE

Fiscal Year

COVID-19 Time-Limited Funding FY22-23

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

Fiscal Term Start
7/1/2022

Fiscal Term End
6/30/2023

Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name
		\$ -			
		\$ -			
TOTAL		\$ -			
Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.		
		\$ -			
Salaries & Benefits Total		\$ -			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -		
Office Supplies, Postage	\$ -		
Building Maintenance Supplies and Repair	\$ -		
Printing and Reproduction	\$ -		
Insurance	\$ -		
Staff Training	\$ -		
Staff Travel-(Local & Out of Town)	\$ -		
Rental of Equipment	\$ -		
	\$ -		
	\$ -		
Consultants	\$ -		
	\$ -		
	\$ -		
Subcontractors (First \$25k Only)	\$ -		
	\$ -		
TOTAL OPERATING EXPENSES	\$ -		
Indirect Cost	\$ -		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Adjustment to Actuals	\$ -		
	\$ -		
TOTAL OTHER EXPENSES	\$ -		

Capital Expenses	Amount	Justification	Calculation
TOTAL CAPITAL EXPENSES	\$ -		

Admin Cost (HUD Agreements Only)	Amount	Justification	Calculation
TOTAL ADMIN EXPENSES	\$ -		
Allowable Admin Cost	\$ -		
Difference	\$ -		

*** Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:**

Category	Description	Examples	Notes
1) General Management, Oversight, and Coordination	(i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:		In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;	Budget/Finance Manager	
	B) Develop systems for assuring compliance with program requirements;	IT Manager	
	C) Develop agreements with subrecipients and contractors to carry out program activities;	Contracts/Grants Manager	
	D) Monitor program activities for progress and compliance with program requirements;	Program Manager	
	E) Prepare reports and other documents directly related to the program for submission to HUD;	Program Manager	
	F) Coordinate the resolution of audit and monitoring findings;	Program Manager, Accountant	
	G) Evaluate program results against stated objectives; or	Data & Performance Analyst	
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.	CEO, Executive Director, Program Director, Chief Financial Officer	
	(ii) Travel costs incurred for monitoring of subrecipients;	Car rental, fuel, airfare, lodging	
(iii) Administrative Services performed under third-party contracts or agreements	IT Services, Administrative Temp Agency, Outside Auditor		
(iv) Other costs for goods and services required for administration of the program	Office Supplies & Postage, Printing & Reproduction, Utilities		
2) Training on Continuum of Care Requirements	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.	Staff Training, Staff Travel, Conference Expenses	
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 578.31.		

For more information on Eligible Administrative Costs, see Section 578.59 (page 87) of the CoC Program Interim Rule, 24 CFR:

https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

	A	B	C	D	G	J	M	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	3/8/2022								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2019	6/30/2022	3						
6	Amended Term	7/1/2019	6/30/2023	4						
7	Provider Name	Episcopal Community Services								
8	Program	Henry Hotel								
9	FSP Contract ID#	1000014089								
10	Action (select)	Amendment								
11	Effective Date	7/1/2022								
12	Budget Name									
13		Current	New							
14	Term Budget	\$ 103,221	\$ 103,221							
15	Contingency	\$ 1,233,936	\$ 953,206	11%						
16	Not-To-Exceed	\$ 8,022,938	\$ 9,738,512		Year 1	Year 2	Year 3	All Years		
17		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021		7/1/2021 - 6/30/2022	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2023		
18		New	New		New	Current/Actuals	Amendment	New		
19	Expenditures									
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Indirect Percentage									
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Capital Expenditure	\$ -	\$ -	\$ 103,221	\$ 103,221	\$ -	\$ -	\$ 103,221	\$ -	\$ -
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures	\$ -	\$ -	\$ 103,221	\$ 103,221	\$ -	\$ -	\$ 103,221	\$ -	\$ -
29										
30	HSH Revenues (select)									
31	General Fund - Ongoing	\$ -	\$ -	\$ 103,221	\$ 103,221	\$ -	\$ -	\$ 103,221	\$ -	\$ -
32	General Fund - CODB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	COVID-19 Time-Limited Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	General Fund - One-Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35	General Fund - One-time CODB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Prop C - One-time COVID-19 Bonus Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37	Adjustment to Actuals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ -	\$ -	\$ 103,221	\$ 103,221	\$ -	\$ -	\$ 103,221	\$ -	\$ -
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)									
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Rental Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44	CoC Rental Assistance Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48										
49	Total HSH + Other Revenues	\$ -	\$ -	\$ 103,221	\$ 103,221	\$ -	\$ -	\$ 103,221	\$ -	\$ -
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51										
52										
53	Prepared by	Tiffany Luong								
54	Phone	415-487-3300 Ext. 1219								
55	Email	luong@ECS-st.org								

	A	D	G	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	3/8/2022					
4	Provider Name	Episcopal Community Services					
5	Program	Henry Hotel					
6	FSP Contract ID#	1000014089					
7	Budget Name						
8							
9		Year 1	Year 2	Year 3	All Years		
10		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2023
11		New	New	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	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					\$ -	\$ -	\$ -
41					\$ -	\$ -	\$ -
42	Consultants				\$ -	\$ -	\$ -
43					\$ -	\$ -	\$ -
53					\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)				\$ -	\$ -	\$ -
55					\$ -	\$ -	\$ -
67							
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69							
70	Other Expenses (not subject to indirect cost %)						
71					\$ -	\$ -	\$ -
82					\$ -	\$ -	\$ -
83							
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
85							
86	Capital Expenses						
87	Elevator Repair			\$ 27,144	\$ 27,144	\$ -	\$ 27,144
88	Extraordinary Expenses			\$ 23,410	\$ 23,410	\$ -	\$ 23,410
89	PNA			\$ 6,000	\$ 6,000	\$ -	\$ 6,000
90	Security Camera			\$ 46,029	\$ 46,029	\$ -	\$ 46,029
91	Cannon Power Shot SX620 (6320)			\$ 638	\$ 638	\$ -	\$ 638
92					\$ -	\$ -	\$ -
93					\$ -	\$ -	\$ -
94							
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ 103,221	\$ 103,221	\$ -	\$ 103,221
96							
97	HSH #3				Template last modified		9/1/2021

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.

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

B. Invoicing System:

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

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

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

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

General Fund	
Type	Instructions and Examples of Documentation
	<p>documentation for all Subcontractor and Consultant costs, 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, as requested by HSH, 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, as requested by HSH, 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 or Prop C amounts (i.e., authorized by executed Agreements) in order to meet non-profit Grantee cash flow needs in certain circumstances. Requests for advance payment will be granted by HSH on a case-by-case basis. Advances are not intended to be a regular automatic procedure.

A. Advance Requirements:

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

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

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

B. Advance Request Process:

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

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall 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

CITY DEPARTMENT OR COMMISSION	Date of Grant	Amount of Grant
DHSH - Interim Housing -Sanctuary	7/1/21 - 6/30/22	\$4,073,945
DHSH - Interim Housing - Winter Interfaith	7/1/21 - 6/30/24	\$1,333,326
DHSH - Interim Housing - Navigation Center/Bryant Storage	12/1/20 - 2/29/24	\$2,219,168
DHSH - Interim Housing - Shelter In Place Hotel/Project RoomKey-Americania Site 2	9/1/20 - 3/31/22	\$8,486,947
DHSH - Interim Housing - Good Winter Shelters	12/17/21 - 6/30/22	\$2,156,095
DHSH - Interim Housing - Cova Winter Shelters	12/18/21 - 6/30/22	\$2,525,244
DHSH - Coordinated Entry/Adult Access Points -WPC /GF /CoC	7/1/21-6/30/23	\$4,090,296
DHSH - Coordinated Entry/Housing Stabilization & Navigation - GF /WPC /WPC Stabilization	7/1/21-6/30/23	\$5,155,190
DHSH - Coordinated Entry/ Housing Navigation Expansion	7/1/21-6/30/22	\$750,000
DHSH - Rapid Rehousing for Adults (Emergency Solutions Grant-ESG)	7/1/20 - 6/30/24	\$161,829
DHSH - Rapid Rehousing for Adults (General Fund- Rapid Rehousing and Mainstream Voucher	7/1/20 - 6/30/24	\$250,605
DHSH - Rapid Rehousing for Adults (California Emergency Solutions and Housing)	7/1/20 - 6/30/24	\$978,147
DHSH - Rapid Rehousing for Adults (Educational Revenue Augmentation Fund ERAF)	7/1/20 - 6/30/24	\$497,755
DHSH - Flexible Housing Subsidy Prop C	4/1/21-6/30/23	\$6,559,749
DHSH - Rapid Rehousing Prop C	4/1/21-6/30/23	\$8,749,200
DHSH - Housing - Granada Hotel *	11/1/20-6/30/25	\$6,241,480
DHSH - Housing - Diva Hotel *	8/1/21-6/30/24	\$2,552,888
DHSH - Housing - Canon Barcus Community House	7/1/20 - 6/30/23	\$1,499,118
DHSH - Housing - Bishop Swing General Fund	7/1/20 - 6/30/23	\$2,143,395
DHSH - Housing - Canon Kip General Fund	7/1/20 - 6/30/23	\$964,332
DHSH - Housing - The Rose General Fund	7/1/20 - 6/30/23	\$188,778
DHSH - Housing - 1180 4th Street Mission Bay	7/1/14 - 6/30/24	\$4,112,250
DHSH - Housing - 455 Fell Street	5/15/19 - 6/30/22	\$844,868
DHSH - Housing-Tahanan	08/01/21-6/30/24	\$2,562,003
DHSH - Housing - Alder -CNC/ GF	1/1/21 - 2/29/24	\$5,853,153
DHSH - Housing - Crosby CNC/ GF	1/1/21 - 2/29/24	\$5,507,768
DHSH - Housing - Elm GF CNC/ GF	1/1/21 - 2/29/24	\$4,215,324
DHSH - Housing - Hillsdale CNC/ GF	1/1/21 - 2/29/24	\$3,850,311
DHSH - Housing - Mentone CNC/ GF	1/1/21 - 2/29/24	\$4,081,690
DHSH - Housing - Post Hotel -CoC HUD	9/1/20 - 11/30/23	\$9,298,863
DHSH - Housing - Henry Hotel CNC / GF	7/1/19 - 6/30/22	\$8,694,567
DHSH - Housing - Auburn -CNC/ GF	7/1/21-6/30/24	\$3,791,719
DHSH - Housing - Minna Lee CNC /GF	4/1/18 - 6/30/23	\$1,846,060

HSA - Healthy Aging/DAS - Case Management	7/1/18 - 6/30/23	\$1,492,096
HSA - Healthy Aging/DAS - Community Services	1/1/21 - 6/30/23	\$648,308
HSA - Workforce Development/DHS - Employment Services	2/1/18 - 6/30/22	\$1,484,126
HSA - Congregate Meals for Older Adults /Seniors	7/1/21-6/30/25	\$1,649,956
HSA - Congregate Meals/ Adults with Disabilities	7/1/21-6/30/25	\$263,020
DPH - Interim Housing - Behavioral Health	7/1/18 - 12/31/22	\$5,153,712
HUD - Housing - Canon Kip/SHP	1/1/21-12/31/23	\$339,420
HUD - Housing - The Rose/SHP	1/1/21-12/31/23	\$357,830
HUD - Housing- Henry Hotel/ CoC Rental Assistance	8/1/21-7/31/24	\$3,041,459
MOHCD - Workforce Development - ECS Jobs Center -CDBG	7/1/21-6/30/22	\$64,000
MOHCD - Workforce Development- ECS Jobs Center - GF	7/1/21-6/30/22	\$16,000
MOHCD - Workforce Development - Pilot Occupational Skills Training -	7/1/21-6/30/23	\$1,200,000
CalCRG - GOVERNOR'S OFFICE OF BUSINESS & ECONOMIC DEVELOPMENT	6/1/21-5/31/24	\$450,000