

File No. 241125

Committee Item No. 2

Board Item No. 14

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date January 29, 2025

Board of Supervisors Meeting Date February 4, 2025

#### Cmte Board

- |                                     |                                     |  |
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| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Contract/Agreement                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

#### OTHER (Use back side if additional space is needed)

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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Executed Grant Agreement 4/7/2021</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Amendment No. 1 7/1/2023</u>          |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Amendment No. 2 7/1/2024</u>          |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <u>HSH Presentation 1/29/2025</u>        |
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Completed by: Brent Jalipa Date January 23, 2025

Completed by: Brent Jalipa Date January 30, 2025

1 [Grant Agreement Amendment - Episcopal Community Services - Rapid Rehousing for Adults  
2 - Not to Exceed \$21,524,980]

3 **Resolution approving the third amendment to the grant agreement between Episcopal**  
4 **Community Services and the Department of Homelessness and Supportive Housing**  
5 **(“HSH”) for short-to-medium term Rapid Rehousing for adults; extending the grant**  
6 **term by 29 months from January 31, 2025, for a total term of February 15, 2021, through**  
7 **June 30, 2027; increasing the agreement amount by \$11,525,980 for a total amount not**  
8 **to exceed \$21,524,980; and authorizing HSH to enter into any amendments or other**  
9 **modifications to the agreement/contract that do not materially increase the obligations**  
10 **or liabilities, or materially decrease the benefits to the City and are necessary or**  
11 **advisable to effectuate the purposes of the agreement.**

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

17 WHEREAS, As of the 2024 Point-in-Time Count, there were approximately 8,323  
18 people experiencing homelessness in San Francisco on any given night, 52% of whom were  
19 unsheltered; and

20 WHEREAS, Rapid Rehousing (“RRH”) is a core component of HSH’s supportive  
21 housing portfolio and support households to exit homelessness through a time-limited rental  
22 subsidy in the private market with access to support services; and

23 WHEREAS, The nonprofit provider Episcopal Community Services (“ECS”) has  
24 provided RRH services for Adults since March 2016; and

25

1           WHEREAS, HSH entered into a grant agreement (“Agreement”) in 2021 for the term  
2 February 15, 2021, through June 30, 2023, in an amount not to exceed \$9,749,200 with ECS  
3 to provide Rapid Rehousing services including housing location, housing coordination,  
4 subsidy administration and landlord liaison services for a minimum of 125 clients a copy of  
5 which is on file with the Clerk of the Board of Supervisors (“Clerk”) in File No. 241125; and

6           WHEREAS, HSH executed a no-cost first amendment to the Agreement in July 2023  
7 which extended the Agreement term for ECS to continue providing these services by 12  
8 months to June 30, 2024, a copy of which is on file with the Clerk in File No. 241125; and

9           WHEREAS, HSH executed a second amendment to the Agreement in July 2024 which  
10 extended the Agreement term for ECS to continue providing these services by seven months  
11 to January 31, 2025, increasing the not to exceed amount by \$249,800 for a total not to  
12 exceed amount of \$9,999,000, a copy of which is on file with the Clerk in File No. 241125; and

13           WHEREAS, The proposed third amendment (“Amendment”) to the Agreement would  
14 extend the Agreement for ECS to continue to provide these services by 29 months to June 30,  
15 2027, and increase the not to exceed amount by \$11,525,980 for a total amount not to exceed  
16 \$21,524,980; and

17           WHEREAS, The Board of Supervisors approved using Proposition C (2018) (Gross  
18 Receipts Tax for Homelessness Services) (“Prop C”), passed by San Francisco voters in  
19 November 2018, to fund the Our City, Our Home (“OCOH”) Fund, in order to expand and  
20 complement existing funding and strategic efforts to prevent and end homelessness for San  
21 Franciscans, including shelter programming; and

22           WHEREAS, 100% of this agreement is funded with Prop C dollars; and

23           WHEREAS, A copy of the Amendment is on file with the Clerk in File No. 241125,  
24 substantially in final form, with all material terms and conditions included, and only remains to  
25 be executed by the parties upon approval of this Resolution; and

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

3           RESOLVED, That the Board of Supervisors hereby authorizes the Executive Director  
4 of HSH (“Director”) or their designee to execute the Amendment to extend the current term of  
5 February 15, 2021, through January 31, 2025, to February 15, 2021, through June 30, 2027,  
6 and to increase the not to exceed amount by \$11,525,980 for a total amount not to exceed  
7 \$21,524,980; and, be it

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

14           FURTHER RESOLVED, That within 30 days of the Amendment being executed by all  
15 parties, HSH shall submit to the Clerk a completely executed copy for inclusion in File  
16 No. 241125; this requirement and obligation resides with HSH, and is for the purposes of  
17 having a complete file only, and in no manner affects the validity of the approved agreement.



<p><b>Item 2</b> <b>File 24-1125</b></p>	<p><b>Department:</b> Homelessness and Supportive Housing</p>
<p><b>EXECUTIVE SUMMARY</b></p>	
<p style="text-align: center;"><b>Legislative Objectives</b></p> <ul style="list-style-type: none"> <li>• The proposed resolution approves a third amendment to the grant agreement between the Department of Homelessness and Supportive Housing (HSH) and Episcopal Community Services (ECS) for continued Rapid Rehousing (RRH) services to adults experiencing homelessness, extending the term to June 30, 2027 and increasing the not-to-exceed amount by \$11,525,980 for a total of \$21,524,980.</li> </ul> <p style="text-align: center;"><b>Key Points</b></p> <ul style="list-style-type: none"> <li>• The Rapid Rehousing (RRH) program seeks to secure housing for people at risk of homelessness within 75 days, providing time-limited subsidies (12–24 months) for market rate housing. ECS provides housing focused case management services and subsidy administration.</li> <li>• Performance monitoring shows ECS did not meet the grant’s goal of getting clients into housing within 75 days in both FY 2022-23 and FY 2023-24 due to a lack of referrals from HSH and vacancies at ECS. In both years, actual placements into housing took over 100 days. However, according to HSH, as of December 2024, ECS’s placement timelines were at or below the grant’s target of 75 days.</li> </ul> <p style="text-align: center;"><b>Fiscal Impact</b></p> <ul style="list-style-type: none"> <li>• The amendment adds \$11.5 million, bringing the total not-to-exceed amount to \$21.5 million through June 2027. Funding comes from the Our City, Our Home Fund (Proposition C), with expenditures decreasing in later years as slots are not refilled.</li> </ul> <p style="text-align: center;"><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>• Approve the proposed resolution.</li> </ul>	

**MANDATE STATEMENT**

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

**BACKGROUND****Rapid Rehousing**

The Department of Homelessness and Supportive Housing's (HSH) Rapid Rehousing (RRH) program aims to help people quickly (75 or fewer days) secure and maintain permanent housing in the private market through time-limited rental subsidies. According to HSH's Housing Inventory Dashboard, HSH currently provides funding for 1,465 Rapid Rehousing slots, including 806 slots for adults and 659 slots for families with children. Since 2016, Episcopal Community Services (ECS), a nonprofit organization, has been providing RRH services to adults without minor children who are experiencing homelessness in the City. The ECS program expanded in 2021 to support rehousing efforts for people exiting the Shelter-in-Place hotels. ECS currently provides services for up to 230 adults under the existing grant agreement.

**Transition of Workforce Development Services to OEWD**

In 2020, HSH allocated funding to workforce development services within RRH program agreements, including with ECS. In 2021, HSH transitioned those services to the Office of Economic and Workforce Development (OEWD). OEWD now administers grants to workforce development partners, including ECS, under the Our City, Our Home (OCOH) Problem-Solving and Prevention funding. This transition assigns OEWD the responsibility to coordinate services while RRH providers, including ECS, continue to refer participants to these programs. Salaries for job development staff originally funded under the RRH contract were grandfathered into this agreement, but the services (including performance review) are administered by OEWD. The grant's scope of work still requires ECS to support income growth for RRH participants as part of the case management scope of work, including regular conversations with program participants regarding increasing income and referrals to workforce development services.

**Procurement**

The grant agreement was procured pursuant to Administrative Code Chapter 21B, which allows selection of homeless service providers without competitive solicitations. According to HSH staff, HSH selected ECS based on the organization's prior experience providing Rapid Rehousing services to adults HSH entered into a grant agreement with ECS in April 2021, covering the period from February 15, 2021, through June 30, 2023, with a not-to-exceed amount of \$9,749,200. Under this agreement, ECS was tasked with providing RRH services—including housing location, housing coordination, subsidy administration, and landlord liaison services—to a minimum of 125 adults.

**Previous Amendments**

In July 2023, HSH executed a no-cost first amendment to the agreement, extending the term by 12 months to June 30, 2024. The first amendment also increased the number of clients served from 125 to 230 adults in the extension year. ECS provides housing focused case management services to 130 clients under the agreement, and ECS partners with Bayview Hunters Point Foundation and Five Keys Schools & Programs to deliver housing-focused case management services to the remaining 100 clients (established through separate grant agreements between ECS and Five Keys/BVHPF).

In July 2024, HSH executed a second amendment, extending the agreement term by an additional seven months to January 31, 2025, to enable services to continue while the Department prepared an amendment to introduce before the Board of Supervisors. This amendment increased the not-to-exceed amount by \$249,800, bringing the total not-to-exceed amount to \$9,999,000.

**DETAILS OF PROPOSED LEGISLATION**

The proposed resolution approves a third amendment to the grant agreement between the Department of Homelessness and Supportive Housing (HSH) and Episcopal Community Services (ECS) to continue providing short to medium-term Rapid Rehousing (RRH) services for adults experiencing homelessness. This amendment extends the grant term by 29 months—from January 31, 2025, to June 30, 2027—resulting in a total contract term from February 15, 2021, through June 30, 2027. It also increases the agreement amount by \$11,525,980, bringing the total not-to-exceed amount to \$21,524,980. Additionally, the resolution authorizes HSH to enter into any modifications to the agreement that do not materially increase the liabilities of the City.

**Scope of Work**

The grant provides one-time, time-limited RRH services for 12 to 24 months to formerly homeless, income-eligible adults aged 18 or older who do not have custody of minors. According to HSH, this timeline is consistent with other Adult RRH programs. The goal is to reduce the duration of homelessness by increasing housing retention and stability. Once a household exits the program, the slot is not refilled, leading to a gradual decrease in households served until the program concludes. All new participants are referred by HSH through Coordinated Entry, and participation is voluntary. The proposed third amendment increases the total number of slots from 230 to 305, an increase of 75 slots.

ECS provides services with staffing ratios of one Housing Coordinator per 50 participants (1:50) and one Case Manager per 20 participants (1:20). Services include housing-focused case management, assistance in locating housing, and coordination of rapid housing placements. ECS also acts as a liaison between landlords and participants, addresses issues, and manages administrative, financial, and record-keeping functions for subsidy payments and financial assistance.

RRH services are provided at ECS sites Monday through Friday, 9:00 a.m. to 5:00 p.m., and at participants’ homes or other locations as needed. ECS is also available by arrangement during early evenings and weekends at locations convenient for participants.

### **Fiscal and Compliance Monitoring**

ECS underwent citywide nonprofit fiscal monitoring most recently in FY 23-24 and there were no unresolved findings.

### **Performance Management**

The grantee is expected to achieve specific service and outcome objectives during the grant term. Service objectives include providing 100 percent of participants with (1) housing location, (2) housing coordination, (3) subsidy administration (ensuring timely payments), (4) housing-focused case management (including housing stability plans), and (5) landlord liaison services (responding to requests within two business days).

#### **FY 2022-23**

HSH completed a program monitoring assessment for FY 2022-23 in May 2024. According to the evaluation, ECS achieved all of its service objectives but met only one of the three outcome objectives. Specifically, 88 percent of participants successfully moved into housing, falling just short of the 90 percent target, and the average time from program enrollment to housing move-in was 108 days, exceeding the goal of 75 days or less by 33 days (44 percent). Additionally, HSH identified underperformance in the number of clients served, with the program filling 68 percent of the contracted slots (157 total clients served out of 230 contracted slots) as of June 30, 2024, instead of the expected 85 percent, partially due to a low number of referrals from HSH as well as ECS staff capacity and turnover.

#### **FY 2023-24**

HSH completed a program monitoring assessment for FY 2023-24 in November 2024. According to the evaluation, ECS again did not meet the objective relating to placement timeline in FY 2023-24, as the average time from referral to housing was 113 days instead of the target of 75 days. According to HSH, the current placement timeline as of December 2024 is 74.63 days which meets the contract performance target.

The goal of increasing tenants' earned income or securing employment was not met, partly due to gaps in annual assessment data, with 22% missing income information. HSH 's vendor administered additional trainings starting January 13, 2025 aimed at improving staff understanding of timely and accurate data entry. Additionally, HSH program managers are now conducting quarterly reviews of data quality to address challenges in data integrity and compliance.

According to the December 2024 HSH memo to the Homelessness Oversight Commission on the proposed amendment, ECS has provided housing location services to 207 clients (90 percent of the contracted amount) as of October 1, 2024, with 23 slots remaining.

### **FISCAL IMPACT**

The proposed third amendment to the grant agreement between the HSH and ECS increases the agreement amount by \$11,525,980, bringing the total not-to-exceed amount to \$21,524,980.

According to the HSH Memo to the Homelessness Oversight Commission on this grant, the additional funds will be utilized to continue providing RRH services to the remaining 153 households<sup>1</sup>, 23 new household enrollments, and expand capacity by 75 households in February 2025. Actual and projected expenditures by year are shown in Exhibit 1 below.

**Exhibit 1: Actual and Projected Expenditure by Year**

<b>Year</b>	<b>Expenditures</b>	<b>Budgeted Clients Served</b>
Year 1 (FY 2020-21, Actual, 3 Months)	\$6,476	25
Year 2 (FY 2021-22, Actual)	1,203,402	50
Year 3 (FY 2022-23, Actual)	2,277,648	125
Year 4 (FY 2023-24, Actual)	3,123,921	154
Year 5 (FY 2024-25, Projected)	4,285,215	123
Year 6 (FY 2025-26, Projected)	5,718,326	188
Year 7 (FY 2026-27, Projected)	3,393,738	119
<i>Subtotal</i>	\$20,008,725	305
Contingency (15% of proposed increase of \$10,009,725)	1,516,255	
<b>Total Expenditures</b>	<b>\$21,524,980</b>	

Source: HSH Contract Budget

The breakdown of annual grant expenditures is shown in Exhibit 2 below.

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<sup>1</sup> Of the 207 clients that have received housing location services, 54 have exited the program and 153 are still receiving services under the program. There are 23 slots remaining under the existing agreement, and the proposed amendment would add 75 new slots.

**Exhibit 2: Breakdown of Annual Grant Expenditures, FY 2024-25**

<b>Expenditures</b>	<b>Amount</b>
Salaries & Benefits	\$1,685,741
Operating Expense <sup>2</sup>	245,538
Indirect Cost (15%) <sup>3</sup>	289,692
Other Expenses <sup>4</sup>	2,064,243
<b>Total Expenditures</b>	<b>\$4,285,214</b>

Source: HSH Contract Budget

In FY 2024-25, the amendment funds 14.82 full-time equivalent positions and approximately \$1,300 per month per budgeted participant (123) in rental subsidies and client assistance.

**Funding Source**

All the funding for this agreement will be sourced from Our City, Our Home Fund revenue from the Homelessness Gross Receipts Tax (Proposition C). Funding declines starting in Year 7 as participants exit the program because slots are not refilled.

**Contract Underspensing**

In FY 2023-24, actual spending of \$3.1 million was nearly \$2.5 million (44 percent) below the original budget of \$5.6 million in July 2023. According to HSH staff, underspending was due to early delays in referrals, which reduced the number of participants served.

**RECOMMENDATION**

Approve the proposed resolution.

<sup>2</sup> Operating Expenses for the extended term include rent, utilities, office supplies, telecommunications, printing and reproduction, insurance, training, staff travel, and client supplies.

<sup>3</sup> Indirect costs are organizational costs that are necessary for agency operations but are not directly implementing the specific grant program, such as human resources, payroll, and executive leadership salaries.

<sup>4</sup> Other expenses for the extended term include subsidy payments, move-in assistance, client assistance, and mediation or repairs for damaged units.

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

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

THIS AMENDMENT of the **April 7, 2021** Grant Agreement (the "Agreement") is dated as of **February 15, 2025** and is made in the City and County of San Francisco, State of California, by and between **EPISCOPAL COMMUNITY SERVICES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

**RECITALS**

WHEREAS, Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness; and

WHEREAS, City and Grantee desire to execute this Amendment to update the Agreement in order to update the grant amount, and extend the agreement term; and

WHEREAS, the City's Homelessness Oversight Commission approved this Amendment by Resolution No. **XX-XXX** on **December 5, 2024**; and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No. **XX-XXX** on **January XX, 2024**; and

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

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
  - (a) "Agreement" shall mean the Agreement dated **April 7, 2021** between Grantee and City; and **First Amendment**, dated **July 1, 2023**; and **Second Amendment**, dated **July 1, 2024**.
- 2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:
  - 2.1 Section 3.2 Duration of Term** of the Agreement currently reads as follows:

**3.2 Duration of Term.** The term of this Agreement shall commence on **February 15, 2021** and expire **January 31, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

**3.2 Duration of Term.** The term of this Agreement shall commence on **February 15, 2021** and expire on **June 30, 2027**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

**2.2 Section 5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

**5.1 Maximum Amount of Grant Funds.** In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Ninety Nine Thousand Dollars (\$9,999,000)**.

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

**5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Twenty One Million Five Hundred Twenty Four Thousand Nine Hundred Eighty Dollars (\$21,524,980)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Five Hundred Sixteen Thousand Two Hundred Fifty Five Dollars (\$1,516,255)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

**2.3 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS** of the Agreement is replaced by the following:

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

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

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

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

Any notice of default must be sent by certified mail or other trackable written communication.

**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.

**2.4 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 February 15, 2025)  
Appendix B, Budget (dated February 15, 2025)  
Appendix C, Method of Payment  
Appendix D, Interests in Other City Grants (dated February 15, 2025)

**2.5 Appendix A, Services to be Provided,** of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated February 15, 2025), for the period of February 15, 2025 to June 30, 2027.

**2.6 Appendix B, Budget,** of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated February 15, 2025), for the period of February 15, 2021 to June 30, 2027.

**2.7 Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated February 15, 2025).

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

**CITY**

**GRANTEE**

**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**EPISCOPAL COMMUNITY SERVICES**

By: \_\_\_\_\_  
Shireen McSpadden  
Executive Director

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

Approved as to Form:  
David Chiu  
City Attorney

By: \_\_\_\_\_  
Adam Radtke  
Deputy City Attorney

**Appendix A: Services to be Provided**  
**by**  
**Episcopal Community Services**  
**Rapid Rehousing for Adults**

**I. Purpose of Grant**

The purpose of the grant is to provide short-to-medium term Rapid Rehousing (RRH) to the served population. The goals of these services are to reduce the length of time participants spend experiencing homelessness, support the served population in retaining their housing and exiting to rent stability.

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

**IV. Description of Services**

Grantee shall provide Support Services to the total number participants as listed in Appendix B, Budget ("Number Served" tab). RRH services are voluntary and shall be available to all participants. Support Services shall include, but are not limited to, the following:

A. Housing-Focused Case Management Services: Grantee shall provide necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting participants with securing needed documentation to move into housing, referrals to mainstream resources, and working closely with RRH administrator(s) to ensure that all needed services are in place prior to housing placement. Grantee shall provide wrap-around case management services within a Harm Reduction model to ensure participants' long-term housing retention and improved well-being. These services shall include, but are not limited to, the following:

1. Grantee shall communicate and coordinate with Coordinated Entry and housing partners to remove any barriers to the housing referral process;
2. Grantee shall facilitate onboarding and provide written documentation to inform participants of program components, including program overview, engagement, and services overview, rent contribution explanation, subsidy termination overview, grievance policy, and reasonable accommodation process;
3. Grantee shall work collaboratively with participants to develop an initial Housing Stability Plan, which shall be updated on a quarterly basis, at minimum. The Housing Stability Plan shall outline participant plans to secure and sustain housing, inclusive of specific, actionable steps the participant will take to pursue housing stability. These may include, but are not limited to, the following:
  - a. Search for and secure housing;
  - b. Increase income, connect to benefits. and secure employment

- c. Pursue educational goals, trainings, or certifications;
  - d. Improve credit history and build savings;
  - e. Address physical or behavioral health challenges; and
  - f. Connect to legal resources or other social supports as needed.
4. Grantee shall assess the participant's employment and educational skills and goals at intake and incorporate those into the participant's Housing Stability Plan.
  5. Grantee shall assist with housing coordination services to support a successful transition into housing, including providing transportation and accompanying the participant, as needed, to submit housing applications or to visit available housing units;
  6. Grantee shall support the participant in making a successful transition to housing, including by accompanying the participant during the move-in process, orienting the participant to the neighborhood, and connecting the participant to all necessary external resources and services;
  7. Grantee shall make referrals to mainstream resources such as linkages to resources for physical and behavioral health services, childcare services, legal resources, In Home Support Services (ISS) or any other services the participant needs to achieve housing stability.
  8. Should the participants' needs exceed the capacity of the Grantee, Grantee shall support the participant with linkages to community resources, money management, Smart Money Coaching, and crisis intervention services within a housing first, trauma-informed, and harm reduction framework;
  9. Grantee shall assess need for public benefits, if needed Grantee will sign participants up for all public benefits for which they qualify;
  10. Grantee shall collaborate with housing location providers, if applicable, and any other organizations serving the participant, with regular check-in meetings, case conference calls, and other communication, as needed.
  11. Grantee shall support the provision of targeted services and/or referrals to another appropriate agency for participants whose behavior indicates substance abuse, mental health, or another issue that is jeopardizing the participant's housing retention and/or health;
  12. Grantee shall begin program exit planning early in the housing process. Grantee shall engage the participant in exit planning early in the housing process to support the participant's successful transition off the rental subsidy as quickly as possible. The exit plan shall depend on the participant's needs and preferences and may include establishing linkages to services in the greater community.
- B. Housing Location Services: Grantee shall provide Housing Location Services to identify and secure housing units. Housing Location Services shall include, but are not limited, to the following:
1. Grantee shall conduct landlord recruitment and establish relationships with landlords, property owners, and property management companies that agree to house qualifying participants;
  2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with participant preferences to the

greatest degree possible, and accessible to participants with disabilities. Units may include, but are not limited to, single units in multi-family buildings, blocks of units in multi-family buildings, shared housing, and other options that help participants achieve residential stability and overall health and well-being;

3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants;
4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns;
5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace;
6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs;
7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with RRH resources.
8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a tenant requests to move outside the City.

C. Housing Coordination Services: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:

1. Grantee shall communicate and coordinate with Coordinated Entry and RRH case management partners to remove any barriers to the housing referral process;
2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations;
3. Grantee shall support referrals in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing;
5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers);
6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters;
8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed;
9. Grantee shall communicate the following expectations with participants:

- a. Contribution toward the rent is due on the first month and how to make the payment; and
  - b. How much the participant is responsible for each month; and
  - c. Tenants are expected to take over the full rent as quickly as possible while ensuring tenant stability.
10. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements;
  11. Grantee shall support payment of items needed during housing search and move-in (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance;
  12. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges; and
  13. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.
  14. Grantee shall recertify the tenant's eligibility to receive subsidy assistance every three months, at minimum, and more frequently if the tenant's income reaches 200 percent of the rent amount. The subsidy assistance may be renewed if the tenant is moving toward successful transition from the subsidy assistance by increasing income or, when that is not a realistic goal, support transitioning to another subsidized housing situation.

D. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to, the following:

1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments;
3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord;
4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco;
6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation;
7. Grantee shall provide subsidies ranging in term from 12 months to up to 24 months.
8. Grantee shall receive an initial one-year term of rental assistance. At the end of the initial rental assistance period, if the tenant is assessed to need further support,

Grantee may extend assistance. Grantee may adjust the assistance amount up or down, depending on the needs of the tenant at the time. Grantee may extend rental assistance in three month increments until the tenant can sustain the rent on their own or they reach the maximum rental assistance period of 24 months.

- E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and participants. Landlord Liaison Services include, but are not limited to, the following:
1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis;
  2. Grantee shall regularly collaborate with RRH case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
  3. Grantee shall immediately respond to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and participants to coordinate solutions prior to eviction;
  4. Grantee shall ensure landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting participants' rights to Fair Housing, and adhering to lease terms; and
  5. Grantee shall provide a point of contact for all partnering landlords to ensure rapid response to participant challenges and any issues that may arise.
- F. Workforce Development Services:
1. Grantee shall conduct an assessment with each tenant to determine the employment-related capabilities, needs, interests, and potential of tenant. The assessment should be documented within the initial Housing Stability Plan.
  2. Grantee shall integrate ongoing workforce development planning into the Housing Stability Plan based on the assessment which includes a vocational goal and the incremental steps towards achieving it, including linkage to public benefits, barrier remediation and support services as necessary, including and not limited to the County Adult Assistance Program (CAAP) and CalFresh;
  3. Grantee shall collaborate with Smart Money Coaching to ensure financial coaching services are integrated into workforce development programming to support upward economic mobility of tenants.
  4. Grantee shall provide job readiness preparation that includes work and education history, resume development, skill building to support tenant to conduct online job search and complete employment applications with support from staff and independently, interviewing skills, and practice interviews;
  5. Grantee shall collaborate with the portfolio of workforce development programs in the City of San Francisco, including programs funded by the Office of Economic and Workforce Development (OEWD), Human Services Agency

- (HSA), Department of Children Youth and their Families (DCYF), as well as other private sector partnerships;
6. Grantee shall provide referrals to vocational training that helps tenants obtain in-demand employment skills that are marketable to employers from local/regional industries;
  7. Grantee shall match tenants with employment opportunities and coach them through the job search process;
  8. Provide training and support to employers and tenants to ensure job retention after placement.

## V. Location and Time of Services

Grantee shall provide services at Episcopal Community Services sites Monday through Friday from 9:00 am to 5:00 pm Grantee shall provide services at participants' houses or other field locations, as needed. Grantee shall also be available, by arrangement, on other days including early evening and weekends at locations convenient to the client.

## VI. Service Requirements

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH adult units.
- B. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to HSH adult units.
- C. Income Verification: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution;
- D. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- E. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. 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.

G. Grievance Procedure:

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

H. Reasonable Accommodation Policy: Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation policy and process to each participant and obtain a signed copy of the policy and process from the participant, which must be maintained in the participant's file.

I. Termination Policy: Grantee shall establish due process for program termination and upload supporting documentation into the Online Navigation and Entry (ONE) System (or record in a comparable system for DV providers) at program termination.

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 completion of the survey if the written format presents any problem.

K. City Communications and Policies: 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.
- L. Coordination with Other Service Providers: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.
- M. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, according to the Department policy. Critical incidents shall be reported using the Critical Incident Report form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager.
- 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 site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- O. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to:
    - a. Entering all household data within three working days (unless specifically requested to do so sooner);
    - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
    - c. Running monthly data quality reports and correcting any errors.
  2. Records entered into the Online Navigation and Entry (ONE) system shall meet or exceed the ONE System CDQI Process standard.<sup>1</sup>
  3. Grantee shall enter data into the ONE System but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or 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.

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

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
  5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- P. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.
- Q. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.

## VII. Service Objectives

Grantee shall achieve the following service objectives during the term of this grant. All service objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All service objectives below will be monitored by sampling participant files during annual program monitoring visits:

- A. Housing Location Services
1. Grantee shall provide 100 percent of participants with Housing Location Services.
- B. Housing Coordination Services
1. Grantee shall offer 100 percent of participants with Housing Coordination services.
- C. Subsidy Administration Services
1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each participant, or at the orientation of lease; and
  2. Grantee shall provide 100 percent of participants with Subsidy Administration Services.
- D. Housing-Focused Case Management Services
1. Grantee shall offer 100 percent of participants Housing-Focused Case Management Services;
  2. Grantee shall offer a Housing Stability Plan to 100 percent of participants receiving Housing-Focused Case Management Services; and
  3. Grantee shall offer 100 percent of participants referrals to other Case Management should the participant decline Grantee's Housing-Focused Case Management Services.

E. Workforce Development Services

1. Grantee shall offer 100 percent of participants with Workforce Development Services; and
2. Grantee shall offer a workforce development assessment to 100 percent of participants; and
3. Grantee shall offer 100 percent of participants referrals to workforce development program partnerships specifically designed for RRH participants.

F. Landlord Liaison Services

1. Grantee shall provide 100 percent of participants with Landlord Liaison Services; and
2. Grantee shall respond to 100 percent of requests from participants/landlords submitted within two business days.

**VIII. Outcome Objectives**

Grantee shall achieve the following outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All outcome objectives will be monitored using ONE System data:

A. Housing Coordination and Housing Location Services:

1. At least 90 percent of participants enrolled in the program will successfully move into housing as verified by their housing move-in date; and
2. The average length of time that participants spend homeless, from program enrollment to housing move-in, shall be less than or equal to 75 days, as calculated by  $[\text{Housing Move-in Date}] - [\text{Enrollment Date}] / \text{Count of participants with a [Housing Move-In Date]}$ .

B. Housing-Focused Case Management, Housing Coordination Services, and Landlord Liaison Services:

1. At least 90 percent of participants will maintain their housing for 12 months or exit to a permanent housing destination; and
2. At least 80 percent of households will maintain their housing for 24 months or exit to a permanent housing destination; and
3. At least 75 percent of participants will be referred to community resources.

C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Workforce Development Services.

1. At least 75 percent of tenants shall obtain employment or increase their income by the first annual tenant assessment compared to their status at program enrollment.

## IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each quarter:
  - 1. The total number of unduplicated households receiving a subsidy or case management services during that quarter; and
  - 2. The total number of new placements during the quarter not including relocations; and
  - 3. The total number of program exits and destinations.
- C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.
- D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each fiscal year:
  - 1. The number and percentage of participants that maintained their housing for 12 months or exited to a permanent housing destination and households that maintained their housing for 24 months or exit to a permanent housing destination; and
  - 2. The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
  - 3. The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
  - 4. The number and percentage of households referred to community resources.
- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation

program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.

- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- I. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

## **X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to the following: participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

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

	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	2/15/2025		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	2/15/2021	1/31/2025	4
6	<b>Amended Term</b>	2/15/2021	6/30/2027	7
7	<b>Program</b>	Rapid Rehousing for Adults		
8	<b>F\$P Contract ID#</b>	1000020986		
9				
10	<b>Approved Subcontractors</b>			
11	N/A			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																								
2	APPENDIX B, BUDGET																								
3	Document Date	2/15/2025																							
4	Contract Term	Begin Date	End Date	Duration (Years)																					
5	Current Term	2/15/2021	1/31/2025	4																					
6	Amended Term	2/15/2021	6/30/2027	8																					
7	Program	Rapid Rehousing for Adults																							
8	F\$P Contract ID#	1000020986																							
9																									
10	Number Served				Year 1	Year 2	Year 3	Year 4	EXTENSION YEAR Year 5	EXTENSION YEAR Year 6	EXTENSION YEAR Year 7														
11	Service Component:				2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027														
12	Housing Focused Case Management				25	50	100	130	79	123	80														
13	Housing Location				25	50	125	154	123	188	119														
14	Housing Coordination				25	50	125	154	123	188	119														
15	Landlord Liaison				25	50	125	154	123	188	119														
16	Subsidy Administration				25	50	125	154	123	188	119														
17																									
18																									
19																									
20																									
21		Original RRH	Adult RRH Expansion	Total																					
22	Housing-Focused Case Management	130	60	190																					
23	Housing Location	230	75	305																					
24	Housing Coordination	230	75	305																					
25	Landlord Liaison	230	75	305																					
26	Subsidy Administration	230	75	305																					
27																									

	A	B	C	D	G	J	M	P
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>APPENDIX B, BUDGET</b>							
3	<b>Document Date</b>	2/15/2025						
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>				
5	<b>Current Term</b>	2/15/2021	1/31/2025	4				
6	<b>Amended Term</b>	2/15/2021	6/30/2027	7				
7	<b>Provider Name</b>	Episcopal Community Services						
8	<b>Program</b>	Rapid Rehousing for Adults						
9	<b>FSP Contract ID#</b>	1000020986						
10	<b>Contract Action</b>	Amendment						
11	<b>Effective Date</b>	2/15/2025						
12	<b>Budget Name</b>	Prop C - Adult Rapid Rehousing						
13		<b>Current</b>	<b>New</b>					
14	<b>Term Budget</b>	\$ 9,900,361	\$ 20,008,725	15%				
15	<b>Contingency</b>	\$ 98,639	\$ 1,516,255					
16	<b>Not-To-Exceed</b>	\$ 9,999,000	\$ 21,524,980					
17								
18					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
19					4/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024
20					<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>
21	<b>Expenditures</b>							
22	Salaries & Benefits	\$ 305,683	\$ 1,222,733	\$ 1,359,834	\$ 1,615,732			
23	Operating Expense	\$ 186,514	\$ 279,800	\$ 205,500	\$ 232,410			
24	Subtotal	\$ 492,197	\$ 1,502,533	\$ 1,565,334	\$ 1,848,142			
25	Indirect Percentage	15.00%	15.00%	15.00%	15.00%			
26	Indirect Cost (Line 24 X Line 25)	\$ 73,830	\$ 225,380	\$ 234,800	\$ 277,221			
27	Other Expenses (Not Subject to Indirect %)	\$ (559,551)	\$ (524,511)	\$ 477,514	\$ 998,558			
30	<b>Total Expenditures</b>	<b>\$ 6,476</b>	<b>\$ 1,203,402</b>	<b>\$ 2,277,648</b>	<b>\$ 3,123,921</b>			
31								
32	<b>HSH Revenues*</b>							
33	Prop C	\$ 1,717,464	\$ 4,152,385	\$ 2,546,655	\$ 5,655,054			
34	Prop C - COLA	\$ -	\$ -	\$ -	\$ -			
35	Adjustment to Actuals	\$ (1,710,988)	\$ (2,948,983)	\$ (269,007)	\$ (2,531,133)			
42	<b>Total HSH Revenues</b>	<b>\$ 6,476</b>	<b>\$ 1,203,402</b>	<b>\$ 2,277,648</b>	<b>\$ 3,123,921</b>			
52	Rev-Exp (Budget Match Check)	-	-	-	\$ -			
53								
54								
55	<b>Prepared by</b>	Tiffany Luong						
56	<b>Phone</b>	415.478.3300 ext. 1219						
57	<b>Email</b>	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>						
58								
59	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed.							
60	For further information, please see Article 2 of the G-100 Grant Agreement document.							
61								

	A	B	C	D	Q	R	S	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	Document Date	2/15/2025										
4	Contract Term	Begin Date	End Date	Duration (Years)								
5	Current Term	2/15/2021	1/31/2025	4								
6	Amended Term	2/15/2021	6/30/2027	7								
7	Provider Name	Episcopal Community Services										
8	Program	Rapid Rehousing for Adults										
9	FSP Contract ID#	1000020986										
10	Contract Action	Amendment										
11	Effective Date	2/15/2025										
12	Budget Name	Prop C - Adult Rapid Rehousing										
13		Current	New									
14	Term Budget	\$ 9,900,361	\$ 20,008,725	15%								
15	Contingency	\$ 98,639	\$ 1,516,255									
16	Not-To-Exceed	\$ 9,999,000	\$ 21,524,980									
17					EXTENSION YEAR		EXTENSION YEAR		EXTENSION YEAR			
18		Year 5			Year 6	Year 7	All Years					
19		7/1/2024 - 1/31/2025	2/1/2025 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	2/15/2021 - 1/31/2025	2/1/2025 - 6/30/2027	2/15/2021 - 6/30/2027			
20		Current	Amendment	New	New	New	Current	Amendment	New			
21	Expenditures											
22	Salaries & Benefits	\$ 941,142	\$ 744,600	\$ 1,685,741	\$ 1,879,387	\$ 1,504,675	\$ 5,445,124	\$ 4,128,662	\$ 9,573,785			
23	Operating Expense	\$ 133,716	\$ 111,822	\$ 245,538	\$ 271,880	\$ 246,538	\$ 1,037,940	\$ 630,240	\$ 1,668,180			
24	Subtotal	\$ 1,074,858	\$ 856,422	\$ 1,931,279	\$ 2,151,267	\$ 1,751,213	\$ 6,483,064	\$ 4,758,902	\$ 11,241,965			
25	Indirect Percentage	15.00%		15.00%	15.00%	15.00%						
26	Indirect Cost (Line 24 X Line 25)	\$ 161,229	\$ 128,463	\$ 289,692	\$ 322,690	\$ 262,682	\$ 972,460	\$ 713,835	\$ 1,686,295			
27	Other Expenses (Not Subject to Indirect %)	\$ 2,052,827	\$ 11,416	\$ 2,064,243	\$ 3,244,369	\$ 1,379,843	\$ 2,444,837	\$ 4,635,628	\$ 7,080,465			
30	Total Expenditures	\$ 3,288,914	\$ 996,301	\$ 4,285,214	\$ 5,718,326	\$ 3,393,738	\$ 9,900,361	\$ 10,108,365	\$ 20,008,725			
31												
32	HSH Revenues*											
33	Prop C	\$ 3,288,914	\$ 977,873	\$ 4,266,787	\$ 5,718,326	\$ 3,393,738	\$ 17,360,472	\$ 10,089,937	\$ 27,450,409			
34	Prop C - COLA		\$ 18,427	\$ 18,427	\$ -	\$ -	\$ -	\$ 18,427	\$ 18,427			
35	Adjustment to Actuals			\$ -	\$ -	\$ -	\$ (7,460,111)	\$ -	\$ (7,460,111)			
42	Total HSH Revenues	\$ 3,288,914	\$ 996,300	\$ 4,285,214	\$ 5,718,326	\$ 3,393,738	\$ 9,900,361	\$ 10,108,364	\$ 20,008,725			
52	Rev-Exp (Budget Match Check)	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -			
53												
54												
55	Prepared by	Tiffany Luong										
56	Phone	415.478.3300 ext. 1219										
57	Email	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>										
58												
59	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed.											
60	For further information, please see Article 2 of the G-100 Grant Agreement document.											
61												

	A	B	C	F	I	J	M	P
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>APPENDIX B, BUDGET</b>							
3	<b>SALARY &amp; BENEFIT DETAIL</b>							
4	<b>Document Date</b>	2/15/2025						
5	<b>Provider Name</b>	Episcopal Community Services						
6	<b>Program</b>	Rapid Rehousing for Adults						
7	<b>F&amp;P Contract ID#</b>	1000020986						
8	<b>Budget Name</b>	Prop C - Adult Rapid Rehousing						
9								
10			<b>Year 1</b>			<b>Year 2</b>		
11			Agency Totals	For HSH Funded Program	4/1/2021 - 6/30/2021 New	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022 New
12			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
13	<b>POSITION TITLE</b>							
14	Director of Scattered Site Housing		\$ 142,902	0.50	\$ 17,863	\$ 142,902	0.50	\$ 71,451
15	Housing Location & Landlord Liaison Associate Director		\$ 115,893	0.61	\$ 17,674	\$ 115,893	0.61	\$ 70,695
16	Rapid Rehousing Manager		\$ 100,053	1.00	\$ 25,013	\$ 100,053	1.00	\$ 100,053
17	Rapid Rehousing Job Developer and Retention Specialist		\$ 58,591	1.00	\$ 14,648	\$ 58,591	1.00	\$ 58,591
18	Rapid Rehousing Stabilization Specialist		\$ 56,046	3.00	\$ 42,035	\$ 56,046	3.00	\$ 168,138
19	Data Analyst and Compliance Specialist		\$ 63,108	0.50	\$ 7,889	\$ 63,108	0.50	\$ 31,554
20	Finance/Accounting		\$ 88,649	1.00	\$ 22,162	\$ 88,649	1.00	\$ 88,649
21	Scattered Site Housing Locator		\$ 58,591	1.83	\$ 26,805	\$ 58,591	2.51	\$ 146,997
22	Scattered Site Housing Locator				\$ -			\$ -
23	Rapid Rehousing Job Development Manager				\$ -			\$ -
24	Rapid Rehousing Job Developer Assistant Manager		\$ 81,207	1.00	\$ 20,302	\$ 81,207	1.00	\$ 81,207
25	Rapid Rehousing Stabilization Specialist				\$ -			\$ -
26	Housing Coordinator and Retention Specialist		\$ 56,046	1.00	\$ 14,012	\$ 56,046	1.00	\$ 56,046
27	Administrative Assistant		\$ 79,551	0.50	\$ 9,944	\$ 79,551		\$ -
37	<b>TOTAL SALARIES</b>		\$ 218,345			\$ 873,381		
38	<b>TOTAL FTE</b>		11.94			12.12		
39	<b>FRINGE BENEFIT RATE</b>		40.00%			40.00%		
40	<b>EMPLOYEE FRINGE BENEFITS</b>		\$ 87,338			\$ 349,352		
41	<b>TOTAL SALARIES &amp; BENEFITS</b>		\$ 305,683			\$ 1,222,733		

	A	B	Q	T	W	X	AA	AD
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>APPENDIX B, BUDGET</b>							
3	<b>SALARY &amp; BENEFIT DETAIL</b>							
4	Document Date	2/15/2025						
5	Provider Name	Episcopal Community Services						
6	Program	Rapid Rehousing for Adults						
7	F\$P Contract ID#	1000020986						
8	Budget Name	Prop C - Adult Rapid Rehousing						
9								
10			<b>Year 3</b>			<b>Year 4</b>		
11			Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 New	Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024 New
12			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
13	<b>POSITION TITLE</b>							
14	Director of Scattered Site Housing		\$ 148,393	0.50	\$ 74,196	\$ 160,246	0.50	\$ 80,123
15	Housing Location & Landlord Liaison Associate Director		\$ 112,914	0.61	\$ 68,878	\$ 126,027	0.61	\$ 76,876
16	Rapid Rehousing Manager		\$ 104,358	1.00	\$ 104,358	\$ 112,683	1.00	\$ 112,683
17	Rapid Rehousing Job Developer and Retention Specialist		\$ 64,701	1.00	\$ 64,701	\$ 72,147	1.00	\$ 72,147
18	Rapid Rehousing Stabilization Specialist		\$ 64,187	3.00	\$ 192,562	\$ 62,428	6.00	\$ 374,568
19	Data Analyst and Compliance Specialist		\$ 67,762	0.50	\$ 33,881	\$ 74,332	0.50	\$ 37,166
20	Finance/Accounting		\$ 85,769	1.00	\$ 85,769	\$ 93,683	1.00	\$ 93,683
21	Scattered Site Housing Locator		\$ 64,187	2.44	\$ 156,617	\$ 65,592	1.83	\$ 120,033
22	Scattered Site Housing Locator				\$ -	\$ 65,592	1.50	\$ 98,388
23	Rapid Rehousing Job Development Manager				\$ -			\$ -
24	Rapid Rehousing Job Developer Assistant Manager		\$ 83,066	1.00	\$ 83,066	\$ 90,209	1.00	\$ 90,209
25	Rapid Rehousing Stabilization Specialist		\$ 64,187	1.50	\$ 96,281			\$ -
26	Housing Coordinator and Retention Specialist		\$ 56,234	0.20	\$ 11,001			\$ -
27	Administrative Assistant				\$ -			\$ -
37	<b>TOTAL SALARIES</b>				\$ 971,310			\$ 1,155,876
38	<b>TOTAL FTE</b>			12.75			14.94	
39	<b>FRINGE BENEFIT RATE</b>				40.00%			39.78%
40	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 388,524			\$ 459,856
41	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 1,359,834			\$ 1,615,732

	A	B	AE	AH	AI	AJ	AK	AL	AO	AR		
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											
2	<b>APPENDIX B, BUDGET</b>											
3	<b>SALARY &amp; BENEFIT DETAIL</b>											
4	<b>Document Date</b>	2/15/2025										
5	<b>Provider Name</b>	Episcopal Community Services										
6	<b>Program</b>	Rapid Rehousing for Adults										
7	<b>FSP Contract ID#</b>	1000020986										
8	<b>Budget Name</b>	Prop C - Adult Rapid Rehousing										
9						<b>EXTENSION YEAR</b>			<b>EXTENSION YEAR</b>			
10			<b>Year 5</b>					<b>Year 6</b>				
11			For HSH Agency Totals		Funded Program	7/1/2024 - 1/31/2025	2/1/2025 - 6/30/2025	7/1/2024 - 6/30/2025	For HSH Agency Totals		Funded Program	7/1/2025 - 6/30/2026
12					Current	Amendment	New			Program	New	
13	<b>POSITION TITLE</b>		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary		
14	Director of Scattered Site Housing		\$ 165,417	0.40	\$ 46,474	\$ 19,693	\$ 66,167	\$ 165,417	0.40	\$ 66,167		
15	Housing Location & Landlord Liaison Associate Director		\$ 139,943	0.61	\$ 44,591	\$ 40,168	\$ 84,759	\$ 139,943	0.61	\$ 84,759		
16	Rapid Rehousing Manager		\$ 116,115	1.00	\$ 65,360	\$ 50,755	\$ 116,115	\$ 116,115	1.00	\$ 116,115		
17	Rapid Rehousing Job Developer and Retention Specialist		\$ 72,147	1.00	\$ 40,883	\$ 31,264	\$ 72,147	\$ 72,147	1.00	\$ 72,147		
18	Rapid Rehousing Stabilization Specialist		\$ 66,669	6.00	\$ 219,991	\$ 180,023	\$ 400,014	\$ 66,669	6.00	\$ 400,014		
19	Data Analyst and Compliance Specialist		\$ 77,624	0.50	\$ 21,557	\$ 17,514	\$ 39,071	\$ 77,624	0.50	\$ 39,071		
20	Finance/Accounting		\$ 98,480	1.00	\$ 54,340	\$ 43,812	\$ 98,152	\$ 98,480	1.00	\$ 98,152		
21	Scattered Site Housing Locator		\$ 67,156	1.82	\$ 69,641	\$ 52,382	\$ 122,023	\$ 67,156	1.82	\$ 122,023		
22	Scattered Site Housing Locator		\$ 67,156	1.50	\$ 57,083	\$ 43,652	\$ 100,734	\$ 67,156	3.50	\$ 235,047		
23	Rapid Rehousing Job Development Manager		\$ 108,924	0.75		\$ 81,693	\$ 81,693	\$ 108,924	1.00	\$ 108,924		
24	Rapid Rehousing Job Developer Assistant Manager		\$ 94,160	0.25	\$ 52,324	\$ (29,098)	\$ 23,226			\$ -		
25	Rapid Rehousing Stabilization Specialist					\$ -	\$ -			\$ -		
26	Housing Coordinator and Retention Specialist					\$ -	\$ -			\$ -		
27	Administrative Assistant					\$ -	\$ -			\$ -		
37	<b>TOTAL SALARIES</b>				\$ 672,244	\$ 531,858	\$ 1,204,101			\$ 1,342,419		
38	<b>TOTAL FTE</b>			14.82					16.82			
39	<b>FRINGE BENEFIT RATE</b>				40.00%		40.00%			40.00%		
40	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 268,898	\$ 212,742	\$ 481,640			\$ 536,968		
41	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 941,142	\$ 744,600	\$ 1,685,741			\$ 1,879,387		

	A	B	AS	AV	AY	BU	BV	BW
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>APPENDIX B, BUDGET</b>							
3	<b>SALARY &amp; BENEFIT DETAIL</b>							
4	<b>Document Date</b>	2/15/2025						
5	<b>Provider Name</b>	Episcopal Community Services						
6	<b>Program</b>	Rapid Rehousing for Adults						
7	<b>FSP Contract ID#</b>	1000020986						
8	<b>Budget Name</b>	<b>Prop C - Adult Rapid Rehousing</b>						
9	<b>EXTENSION YEAR</b>							
10		<b>Year 7</b>			<b>All Years</b>			
11		Agency Totals	For HSH Funded Program	7/1/2026 - 6/30/2027 New	2/15/2021 - 1/31/2025 Current	2/1/2025 - 6/30/2027 Amendment	2/15/2021 - 6/30/2027 New	
12		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	<b>Change</b>	Budgeted Salary	
13	<b>POSITION TITLE</b>							
14	Director of Scattered Site Housing	\$ 165,417	0.40	\$ 66,167	\$ 290,107	\$ 152,027	\$ 442,134	
15	Housing Location & Landlord Liaison Associate Director	\$ 139,943	0.61	\$ 84,759	\$ 278,713	\$ 209,686	\$ 488,399	
16	Rapid Rehousing Manager	\$ 116,115	1.00	\$ 116,115	\$ 407,467	\$ 282,985	\$ 690,452	
17	Rapid Rehousing Job Developer and Retention Specialist	\$ 72,147	1.00	\$ 72,147	\$ 250,970	\$ 175,558	\$ 426,528	
18	Rapid Rehousing Stabilization Specialist	\$ 66,669	4.00	\$ 266,676	\$ 997,294	\$ 846,713	\$ 1,844,007	
19	Data Analyst and Compliance Specialist	\$ 77,624	0.50	\$ 39,071	\$ 132,047	\$ 95,656	\$ 227,702	
20	Finance/Accounting	\$ 98,480	1.00	\$ 98,152	\$ 344,603	\$ 240,116	\$ 584,719	
21	Scattered Site Housing Locator	\$ 67,156	1.82	\$ 122,023	\$ 520,094	\$ 296,428	\$ 816,522	
22	Scattered Site Housing Locator	\$ 67,156	1.50	\$ 100,734	\$ 155,471	\$ 379,433	\$ 534,904	
23	Rapid Rehousing Job Development Manager	\$ 108,924	1.00	\$ 108,924	\$ -	\$ 299,541	\$ 299,541	
24	Rapid Rehousing Job Developer Assistant Manager			\$ -	\$ 327,108	\$ (29,098)	\$ 298,010	
25	Rapid Rehousing Stabilization Specialist			\$ -	\$ 96,281	\$ -	\$ 96,281	
26	Housing Coordinator and Retention Specialist			\$ -	\$ 81,059	\$ -	\$ 81,059	
27	Administrative Assistant			\$ -	\$ 9,944	\$ -	\$ 9,944	
37	<b>TOTAL SALARIES</b>			\$ 1,074,768	\$ 3,891,156	\$ 2,949,044	\$ 6,840,201	
38	<b>TOTAL FTE</b>			<b>12.82</b>				
39	<b>FRINGE BENEFIT RATE</b>				40.00%			
40	<b>EMPLOYEE FRINGE BENEFITS</b>			\$ 429,907	\$ 1,553,968	\$ 1,179,617	\$ 2,733,585	
41	<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 1,504,675	\$ 5,445,124	\$ 4,128,662	\$ 9,573,785	

	A	B	E	H	K
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>OPERATING DETAIL</b>				
4	<b>Document Date</b>	2/15/2025			
5	<b>Provider Name</b>	Episcopal Community Services			
6	<b>Program</b>	Rapid Rehousing for Adults			
7	<b>F\$P Contract ID#</b>	1000020986			
8	<b>Budget Name</b>	<b>Prop C - Adult Rapid Rehousing</b>			
9					
10			<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
11			4/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023
12			Actuals	Actuals	Actuals
13	<b>Operating Expenses</b>		Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Rental of Property		\$ 94,814	\$ 175,000	\$ 110,000
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 3,400	\$ 10,000	\$ 12,000
16	Office Supplies, Postage		\$ 1,500	\$ 3,000	\$ 5,000
17	Telecommunications		\$ 5,300	\$ 15,800	\$ 13,000
18	Printing and Reproduction		\$ 2,500	\$ 5,000	\$ 2,500
19	Insurance		\$ 5,000	\$ 15,000	\$ 8,000
20	Staff Training		\$ 1,500	\$ 3,000	\$ 3,000
21	Staff Travel - (Local & Out-of-Town)		\$ 2,500	\$ 7,000	\$ 12,000
23	Program / Client Supplies		\$ 32,500	\$ 26,000	\$ 20,000
24	Housing Barrier Funds			\$ 20,000	\$ 20,000
25	Start-up Cost: Furniture for Staff (Desks, Chairs)		\$ 15,000		
26	Start-up Cost: Computers, Telephones, and Fax/Printer		\$ 22,500		
44					
45	<b>TOTAL OPERATING EXPENSES</b>		\$ 186,514	\$ 279,800	\$ 205,500
46					
47	<b>Other Expenses (Not Subject to Indirect Cost %)</b>				
48	Move-in/Rental Assistance				
49	Client Assistance				
50	Mitigation/Mediation				
51	Move-in and Subsidy Funds		\$ 1,151,438	\$ 2,424,472	\$ 726,521
52	Rental Bonus				\$ 20,000
53	FY24 Budget Reduction				
54	Adjustment to Actuals		\$ (1,710,988)	\$ (2,948,983)	\$ (269,007)
60					
61	<b>TOTAL OTHER EXPENSES</b>		\$ (559,551)	\$ (524,511)	\$ 477,514

	A	B	N	O	P	Q
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>APPENDIX B, BUDGET</b>					
3	<b>OPERATING DETAIL</b>					
4	<b>Document Date</b>	2/15/2025				
5	<b>Provider Name</b>	Episcopal Community Services				
6	<b>Program</b>	Rapid Rehousing for Adults				
7	<b>FSP Contract ID#</b>	1000020986				
8	<b>Budget Name</b>	<b>Prop C - Adult Rapid Rehousing</b>				
9					<b>EXTENSION YEAR</b>	
10			<b>Year 4</b>	<b>Year 5</b>		
11			7/1/2023 - 6/30/2024	7/1/2024 - 1/31/2025	2/1/2025 - 6/30/2025	7/1/2024 - 6/30/2025
12			<b>Actuals</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>
13	<b>Operating Expenses</b>		<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Change</b>	<b>Budgeted Expense</b>
14	Rental of Property		\$ 116,600	\$ 67,813	\$ 56,706	\$ 124,519
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 15,000	\$ 8,724	\$ 7,430	\$ 16,154
16	Office Supplies, Postage		\$ 10,400	\$ 6,048	\$ 7,496	\$ 13,544
17	Telecommunications		\$ 13,000	\$ 7,561	\$ 723	\$ 8,284
18	Printing and Reproduction		\$ 2,500	\$ 1,455	\$ (773)	\$ 682
19	Insurance		\$ 18,416	\$ 10,710	\$ 3,090	\$ 13,800
20	Staff Training		\$ 3,000	\$ 1,745	\$ 1,851	\$ 3,596
21	Staff Travel - (Local & Out-of-Town)		\$ 15,000	\$ 8,724	\$ 17,741	\$ 26,465
23	Program / Client Supplies		\$ 38,494	\$ 20,936	\$ 17,558	\$ 38,494
24	Housing Barrier Funds				\$ -	
25	Start-up Cost: Furniture for Staff (Desks, Chairs)				\$ -	
26	Start-up Cost: Computers, Telephones, and Fax/Printer				\$ -	
44						
45	<b>TOTAL OPERATING EXPENSES</b>		\$ 232,410	\$ 133,716	\$ 111,822	\$ 245,538
46						
47	<b>Other Expenses (Not Subject to Indirect Cost %)</b>					
48	Move-in/Rental Assistance				\$ 1,776,531	\$ 1,776,531
49	Client Assistance				\$ 184,500	\$ 184,500
50	Mitigation/Mediation				\$ 103,212	\$ 103,212
51	Move-in and Subsidy Funds		\$ 3,509,691	\$ 2,052,827	\$ (2,052,827)	
52	Rental Bonus		\$ 20,000		\$ -	
53	FY24 Budget Reduction		\$ (2,432,494)		\$ -	
54	Adjustment to Actuals		\$ (98,639)		\$ -	
60						
61	<b>TOTAL OTHER EXPENSES</b>		\$ 998,558	\$ 2,052,827	\$ 11,416	\$ 2,064,243

	A	B	T	W	AG	AH	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>APPENDIX B, BUDGET</b>						
3	<b>OPERATING DETAIL</b>						
4	<b>Document Date</b>	2/15/2025					
5	<b>Provider Name</b>	Episcopal Community Services					
6	<b>Program</b>	Rapid Rehousing for Adults					
7	<b>F\$P Contract ID#</b>	1000020986					
8	<b>Budget Name</b>	<b>Prop C - Adult Rapid Rehousing</b>					
9			<b>EXTENSION YEAR</b>	<b>EXTENSION YEAR</b>			
10			<b>Year 6</b>	<b>Year 7</b>	<b>All Years</b>		
11			7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	2/15/2021 - 1/31/2025	2/1/2025 - 6/30/2027	2/15/2021 - 6/30/2027
12			<b>New</b>	<b>New</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>
13	<b>Operating Expenses</b>		<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Change</b>	<b>Budgeted Expense</b>
14	Rental of Property		\$ 124,519	\$ 124,519	\$ 564,227	\$ 305,744	\$ 869,971
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 16,154	\$ 16,154	\$ 49,124	\$ 39,738	\$ 88,862
16	Office Supplies, Postage		\$ 13,544	\$ 13,544	\$ 25,948	\$ 34,584	\$ 60,532
17	Telecommunications		\$ 8,284	\$ 8,284	\$ 54,661	\$ 17,291	\$ 71,952
18	Printing and Reproduction		\$ 1,682	\$ 1,682	\$ 13,955	\$ 2,591	\$ 16,546
19	Insurance		\$ 13,800	\$ 13,800	\$ 57,126	\$ 30,690	\$ 87,816
20	Staff Training		\$ 3,596	\$ 3,596	\$ 12,245	\$ 9,043	\$ 21,288
21	Staff Travel - (Local & Out-of-Town)		\$ 31,465	\$ 26,465	\$ 45,224	\$ 75,671	\$ 120,895
23	Program / Client Supplies		\$ 58,836	\$ 38,494	\$ 137,930	\$ 114,888	\$ 252,818
24	Housing Barrier Funds			\$ -	\$ 40,000	\$ -	\$ 40,000
25	Start-up Cost: Furniture for Staff (Desks, Chairs)			\$ -	\$ 15,000	\$ -	\$ 15,000
26	Start-up Cost: Computers, Telephones, and Fax/Printer			\$ -	\$ 22,500	\$ -	\$ 22,500
44							
45	<b>TOTAL OPERATING EXPENSES</b>		\$ 271,880	\$ 246,538	\$ 1,037,940	\$ 630,240	\$ 1,668,180
46							
47	<b>Other Expenses (Not Subject to Indirect Cost %)</b>						
48	Move-in/Rental Assistance		\$ 2,800,151	\$ 1,132,351	\$ -	\$ 5,709,033	\$ 5,709,033
49	Client Assistance		\$ 282,000	\$ 178,500	\$ -	\$ 645,000	\$ 645,000
50	Mitigation/Mediation		\$ 162,218	\$ 68,992	\$ -	\$ 334,422	\$ 334,422
51	Move-in and Subsidy Funds			\$ -	\$ 9,864,949	\$ (2,052,827)	\$ 7,812,122
52	Rental Bonus			\$ -	\$ 40,000	\$ -	\$ 40,000
53	FY24 Budget Reduction			\$ -	\$ (2,432,494)	\$ -	\$ (2,432,494)
54	Adjustment to Actuals			\$ -	\$ (5,027,617)	\$ -	\$ (5,027,617)
60							
61	<b>TOTAL OTHER EXPENSES</b>		\$ 3,244,369	\$ 1,379,843	\$ 2,444,837	\$ 4,635,628	\$ 7,080,465

	A	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>				
4	<b>Prop C - Adult Rapid Rehousing</b>	<b>Fiscal Year</b>			
		<b>FY24-25</b>			
5	<b>Salaries &amp; Benefits</b>	<b>Adjusted Budgeted FTE</b>	<b>Budgeted Salary</b>	<b>Justification</b>	<b>Calculation</b>
6	Director of Scattered Site Housing	0.40	\$ 66,167	Monitors service delivery and program performance to ensure consistent and efficient processes across programs, and compliance with grants and contracts. Provide leadership and facilitate staff development and training, collaborates with partners and HSH on strategic programmatic adjustments.	\$164,026 x 0.4 FTE
7	Housing Location & Landlord Liaison Associate Director	0.61	\$ 84,759	Capacity building for local and regional housing partnerships, monitor program outcomes, onboarding new scattered site housing partnerships, & oversee MOUs. Responsible for supporting Housing Locator team, maintaining the housing database and major landlord relationships, monitor database & number of new units online.	\$139,943 x 0.61 FTE
8	Rapid Rehousing Manager	1.00	\$ 116,115	Oversees housing stabilization & retention services, maintains rent payment forms and reporting, collaborates closely with partners on case conferencing and subsidy calculations.	\$116,115 x 1 FTE
9	Rapid Rehousing Job Developer and Retention Specialist	1.00	\$ 72,147	Provides ongoing job development support to RRH participants.	\$72,147 x 1 FTE
10	Rapid Rehousing Stabilization Specialist	6.00	\$ 400,014	Provides ongoing case management assistance, linkages to health, mental health and substance use and misuse services, benefits assistance, assistance with life skills, employment and education and housing location and eviction prevention.	\$66,669 x 6 FTE
11	Data Analyst and Compliance Specialist	0.50	\$ 39,071	Maintains data entered into the ONE System, completes required reports or conducts interim reporting, submit the monthly, quarterly and/or annual metrics into databases.	\$77,624 x 0.5 FTE
12	Finance/Accounting	1.00	\$ 98,152	Administers move-in costs and monthly subsidies, prepares and provides HSH with detailed monthly invoices.	\$98,480 x 1 FTE
13	Scattered Site Housing Locator	1.82	\$ 122,023	Provides housing location, landlord communication and light touch retention services to participants stabilized by RRH partners.	\$67,156.32 x 1.82 FTE
14	Scattered Site Housing Locator	1.50	\$ 100,734	Provides housing location, landlord communication and light touch retention services to participants stabilized by RRH partners.	\$67,156.32 x 1.5 FTE
15	Rapid Rehousing Job Development Manager	0.75	\$ 81,693	Modify job scope from Assistant Manager to Manager. Supervises RRH Job Developer(s) and employment frontline staff, manages ECS external and internal employment partners and interagency partnerships, outreaches for new RRH employment service partnerships, maintains existing partnerships, completes reporting and program analysis for strategic growth opportunities that align with ECS mission and vision.	\$108,924 x 0.75 FTE
16	Rapid Rehousing Job Developer Assistant Manager	0.25	\$ 23,226	Manages RRH external partners and interagency partnerships, outreaches for new employment service partnerships, maintains existing partnerships, completes reporting and program analysis for strategic growth opportunities that align with ECS mission and vision.	\$94,160 x 0.25 FTE
30	TOTAL	14.82	\$ 1,204,101		
31	<b>Employee Fringe Benefits</b>	<b>40.0%</b>	<b>\$ 481,640</b>	<b>Includes FICA, SSUI, Workers Compensation and Medical calculated at 40% of total salaries.</b>	
32	<b>Salaries &amp; Benefits Total</b>		<b>\$ 1,685,741</b>		

	A	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>		<b>Fiscal Year</b>		
4	<b>Prop C - Adult Rapid Rehousing</b>	<b>FY24-25</b>			
33					
34	<b><u>Operating Expenses</u></b>	<b><u>Budgeted Expense</u></b>	<b><u>Justification</u></b>	<b><u>Calculation</u></b>	
35	Rental of Property	\$ 124,519	Rent expense	\$10,377 per month	
36	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 16,154	Utilities - electricity, water, and gas expenses	\$1,346 per month	
37	Office Supplies, Postage	\$ 13,544	Office and meeting supplies expenses; postage	\$1,129 per month	
38	Telecommunications	\$ 8,284	Landline, cellphone, Wi-Fi/internet expenses	\$690 per month	
39	Printing and Reproduction	\$ 682	Printing and copying expenses	\$57 per month	
40	Insurance	\$ 13,800	General and liability insurance coverage	\$1,150 per month	
41	Staff Training	\$ 3,596	Staff training expenses	\$300 per month	
42	Staff Travel - (Local & Out-of-Town)	\$ 26,465	Local staff transportation expenses	\$2,205 per month	
44	Program / Client Supplies	\$ 38,494	Program and client supplies expenses	\$3,208 per month	
66					
67	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 245,538</b>			
68	<b>Indirect Cost</b>	15.0%	<b>\$ 289,692</b>		
69					
70					
71	<b><u>Other Expenses (Not Subject to Indirect Cost %)</u></b>	<b><u>Amount</u></b>	<b><u>Justification</u></b>	<b><u>Calculation</u></b>	
72	Move-in/Rental Assistance	\$ 1,776,531	Application fees, security deposits, and subsidy payments	\$148,044 per month	
73	Client Assistance	\$ 184,500	\$1,500 of flexible funds per participant, to be used for client furniture, habitability, emergencies and barrier removal	\$15,375 per month	
74	Mitigation/Mediation	\$ 103,212	Repairs to damaged units that are not covered by deposit.	\$8,601 per month	
84					
85	<b>TOTAL OTHER EXPENSES</b>	<b>\$ 2,064,243</b>			

## Appendix C, Method of Payment

- I. Reimbursement for Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred, paid by the Grantee, and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in the Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.
- A. Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
  - B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
  - C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
  - D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee’s ability to apply for future funding or requests for additional funding.

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

**E. Invoicing System:**

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)’s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.

2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- F. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

#### G. Spend Down

1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
3. Failure to spend Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

## H. Documentation and Record Keeping:

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
  - a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
  - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
    - 1) Program Monitoring;
    - 2) Fiscal and Compliance Monitoring;
    - 3) Year End Invoice Review;
    - 4) Monthly Invoice Review;
    - 5) As needed per HSH request; and/or
    - 6) As needed to fulfill audit and other monitoring requirements.
2. All documentation requested by and submitted to HSH must:
  - a. Be easily searchable (e.g., PDF) and summarized in Excel;
  - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
  - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII));
  - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed as Approved Subcontractors;
  - e. Include only documentation that pertains to the Grant budget that is being invoiced. Grantee shall not provide agency-wide supporting documentation for other agency costs or HSH Grants. (e.g., only payroll documentation for the personnel being charged to that invoice should be included); and
  - f. Include the Grantee's cost allocation plan.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities. HSH reserves the right to reject and/or deny invoices, in part or as a whole, that do not follow these instructions.

<b>Prop C</b>	
<b>Type</b>	<b>Instructions and Examples of Documentation</b>
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, a personnel report in Excel format that itemizes all payroll costs included in the invoice, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any single expense within the Operating budget category that exceed \$10,000.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in Excel format that itemizes all costs included in each operating invoice line, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
Operating - Direct Assistance	<p>Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include a detailed summary report in Excel format, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds per the established program policy.</p>
Capital and/or One-Time Funding	<p>Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in excel format that itemizes all costs included in each capital/one-time invoice line, receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>

<b>Prop C</b>	
<b>Type</b>	<b>Instructions and Examples of Documentation</b>
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

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

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

A. Advance Requirements:

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

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);
2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

1. Grantee shall submit a written request via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to one month 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 one month of the ongoing annualized budget amount may be considered on a case-by-case basis only.

3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

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

## Appendix D - Interests in Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Adult Probation Department	Rental Subsidies and Flexible Spending Funds for Step Up to Freedom	July 1, 2024 - June 30, 2028	\$300,000
Department of Homelessness and Supportive Housing	1064-66 Mission Street	May 1, 2022 - June 30, 2025	\$6,300,824
Department of Homelessness and Supportive Housing	1180 4 <sup>th</sup> Street	July 1, 2024 - June 30, 2029	\$4,148,358
Department of Homelessness and Supportive Housing	455 Fell Street	May 15, 2019 - June 30, 2026	\$2,929,622
Department of Homelessness and Supportive Housing	600 7 <sup>th</sup> Street	July 1, 2024 - June 30, 2027	\$4,563,224
Department of Homelessness and Supportive Housing	Adult Access Points	July 1, 2024 - June 30, 2026	\$8,149,529
Department of Homelessness and Supportive Housing	Auburn Hotel	July 1, 2021 - June 30, 2026	\$7,555,534
Department of Homelessness and Supportive Housing	Bishop Swing	July 1, 2020 - March 31, 2027	\$8,756,998
Department of Homelessness and Supportive Housing	Canon Barcus RA & SS	July 1, 2020 - September 30, 2026	\$8,334,072
Department of Homelessness and Supportive Housing	Canon Kip Community House	December 1, 2021 - November 30, 2024	\$7,085,148
Department of Homelessness and Supportive Housing	Cova Non-Congregate Shelter Services	July 1, 2024 - March 31, 2025	\$5,587,648
Department of Homelessness and Supportive Housing	Flexible Housing Subsidy Pool	February 15, 2021 - June 30, 2027	\$29,523,173
Department of Homelessness and Supportive Housing	Granada Hotel	November 1, 2020 - June 30, 2025	\$7,489,776
Department of Homelessness and Supportive Housing	Henry Hotel Rental Assistance	August 1, 2021 - September 30, 2027	\$6,660,651
Department of Homelessness and Supportive Housing	Henry Hotel	July 1, 2019 - June 30, 2025	\$14,591,945
Department of Homelessness and Supportive Housing	Homeless Storage	December 1, 2020 - June 30, 2029	\$6,462,910
Department of Homelessness and Supportive Housing	Hotel Diva	August 1, 2021 - June 30, 2027	\$5,208,598

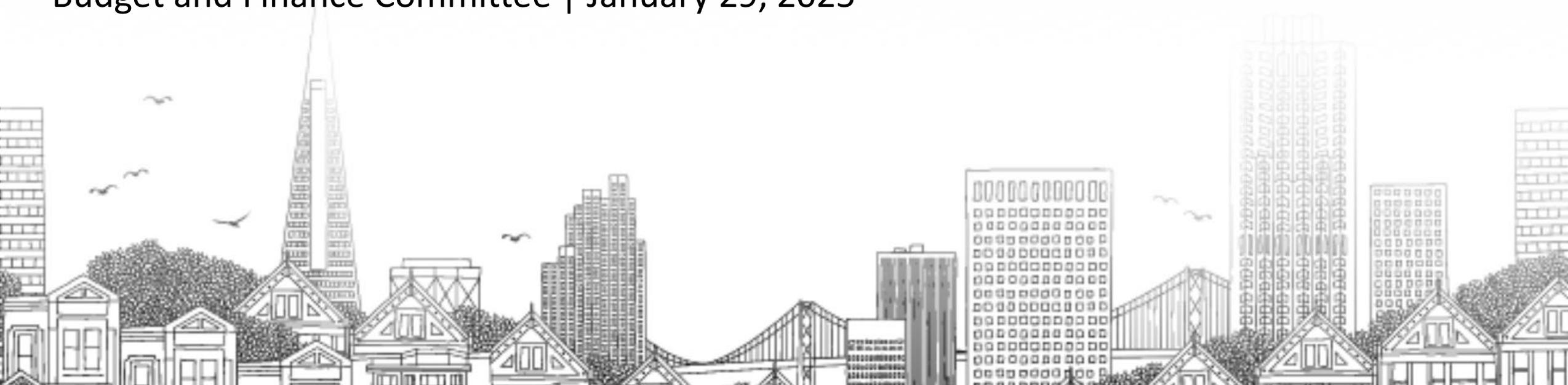
Department of Homelessness and Supportive Housing	Housing First	January 1, 2021 - June 30, 2025	\$47,159,399
Department of Homelessness and Supportive Housing	Housing Navigation	July 1, 2021 - June 30, 2026	\$16,694,903
Department of Homelessness and Supportive Housing	Interfaith Winter Shelter	July 1, 2021 - June 30, 2027	\$3,827,306
Department of Homelessness and Supportive Housing	Mainstream Voucher & Adult Rapid Rehousing	July 1, 2020 - June 30, 2026	\$8,586,482
Department of Homelessness and Supportive Housing	Minna Lee Hotel	May 1, 2018 - June 30, 2026	\$3,418,795
Department of Homelessness and Supportive Housing	Post Hotel	July 1, 2024 - September 30, 2026	\$8,840,064
Department of Homelessness and Supportive Housing	Rose Hotel & Canon Kip	July 1, 2020 - December 31, 2026	\$5,730,205
Department of Homelessness and Supportive Housing	Sanctuary Shelter	July 1, 2021 - June 30, 2026	\$25,755,271
Department of Homelessness and Supportive Housing	Tahanan Apartments	August 1, 2021 - June 30, 2027	\$5,774,635
Department of Public Health	Adult MH OP - SF Start	July 3, 2018 - June 30, 2025	\$9,351,483
Human Services Agency	Congregate Meals for Adults with Disabilities	July 1, 2021 - June 30, 2025	\$471,940
Human Services Agency	Congregate Meals for Older Adults (with NCQA)	July 1, 2021 - June 30, 2025	\$2,420,484
Human Services Agency	HES FY24-27	July 1, 2023 - June 30, 2027	\$2,134,557
Human Services Agency - Department of Disability and Aging Services	Senior Services – Community Services	January 1, 2021- June 30, 2027	\$1,388,891
Human Services Agency - Department of Disability and Aging Services	Case Management	July 1, 2023 - June 30, 2027	\$1,593,557
Office of Economic and Workforce Development	Pilot Occupational Skills Training	July 1, 2021 - June 30, 2025	\$2,550,000
Office of Economic and Workforce Development	ECN Hospitality Initiative OST	July 1, 2023 - June 30, 2025	\$300,000



DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# Episcopal Community Services: Adult Rapid Rehousing Grant Agreement 3rd Amendment

Budget and Finance Committee | January 29, 2025



# Proposed Amendment/Agreement Details

- **Resolution:** Approve the **third amendment** to the agreement between HSH and **Episcopal Community Services (ECS)** for **Adult Rapid Rehousing (RRH)**.
- **Term:**
  - Current Term: February 15, 2021 – January 31, 2025
  - Amended Term: **February 15, 2021 – June 30, 2027**
- **Amount:** Increases not-to-exceed amount by **\$11,525,980** for a total not-to-exceed amount of **\$21,524,980**.
- **Commission approval:** **December 5, 2024**

# Grant Agreement Overview

- **Episcopal Community Services** provides housing location and coordination, landlord liaison, and subsidy administration services.
- **Primary Objective:** Empower clients to gradually assume 100 percent responsibility of their monthly rent and housing stability through financial support and wrap around services.
- Subsidies are one-time and for **12 to 24 months**.

## Rapid Rehousing Slots

- The current agreement serves up to **230 adults**.
- By October 2024, **ECS had used ~90% of those slots**.
- The Amended Agreement will expand total slots to a maximum of **305 adults**.

# Program Context

- As of October 2024, ECS provided:
  - Housing location services to **207 adults**
  - Housing-focused case management to **117 adults**
- ECS partners with **Bayview Hunters Point Foundation** and **Five Keys** to provide housing-focused case management for up to **100 clients**.
- ECS partners with **private-market landlords** throughout the Bay Area to ensure rapid placement.
- **100% funded** through **Prop C** Our City, Our Home dollars

## People served in FY 23-24

33% Black

21% 55+ years old



DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# Questions?

Thank you!

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

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

THIS GRANT AGREEMENT (“Agreement”) is made as of **April 7, 2021**, in the City and County of San Francisco, State of California, by and between **EPISCOPAL COMMUNITY SERVICES** (“Grantee”) and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation (“City”) acting by and through The Department of Homelessness and Supportive Housing (“Department”),

**RECITALS**

WHEREAS, Grantee has applied to the Department to fund the matters set forth in a grant plan; and summarized briefly as follows: Housing Services; and

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

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

**ARTICLE 1  
DEFINITIONS**

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

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

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

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

unfounded, of whatsoever kind and nature.

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

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

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

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

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

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

authorization.

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

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

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

### **ARTICLE 3 TERM**

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

**3.2 Duration of Term.**

(a) The term of this Agreement shall commence on **February 15, 2021** and expire on

**June 30, 2023**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

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

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

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

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

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

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

## **ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS**

### **5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Seven Hundred Forty Nine Thousand Two Hundred Dollars (\$9,749,200)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Dollars (\$1,000,000)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

### **5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall

obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

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

**5.4 Reserved. (State or Federal Funds).**

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

- 6.1 Regular Reports.** Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Department, in form and substance satisfactory to the Department. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.
- 6.2 Organizational Documents.** If requested by City, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.
- 6.3 Notification of Defaults or Changes in Circumstances.** Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at

any time during the term of this Agreement.

- 6.4 Financial Statements.** Pursuant to San Francisco Administrative Code Section 67.32 and Controller requirements, if requested, within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee.
- 6.5 Books and Records.** Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.
- 6.6 Inspection and Audit.** Grantee shall make available to City, its employees and authorized representatives, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.
- 6.7 Submitting False Claims** Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendix A, Services to be Provided. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d)

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

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

## **ARTICLE 7 TAXES**

- 7.1 Grantee to Pay All Taxes.** Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.
- 7.2 Use of City Real Property.** If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:
- (a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.
  - (b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.
  - (c) Grantee shall provide such other information as may be requested by City to enable City to comply with any reporting requirements under applicable law with respect to possessory interests.
- 7.3 Withholding.** Grantee agrees that it is obligated to pay all amounts due to the City under the San Francisco Business and Tax Regulations Code during the term of this Agreement.

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

## **ARTICLE 8 REPRESENTATIONS AND WARRANTIES**

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

- 8.1 Organization; Authorization.** Grantee is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed. Grantee has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.
- 8.2 Location.** Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.
- 8.3 No Misstatements.** No document furnished or to be furnished by Grantee to City in connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.
- 8.4 Conflict of Interest.**
- (a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.
  - (b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For

purposes of this subsection, “immediate family” shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and stepparents).

- 8.5 No Other Agreements with City.** Except as expressly itemized in Appendix D, Interest in Other City Grants, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other agreement with City including any commission, department or other subdivision thereof.
- 8.6 Subcontracts.** Except as may be permitted under Section 13.3, Grantee has not entered into any agreement, arrangement or understanding with any other person or entity pursuant to which such person or entity will implement or assist in implementing all or any portion of the Grant Plan.
- 8.7 Eligibility to Receive Federal Funds.** By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Grantee acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement.

## **ARTICLE 9 INDEMNIFICATION AND GENERAL LIABILITY**

- 9.1 Indemnification.** Grantee shall indemnify, protect, defend and hold harmless each of the Indemnified Parties from and against any and all Losses arising from, in connection with or caused by: (a) a material breach of this Agreement by Grantee; (b) a material breach of any representation or warranty of Grantee contained in this Agreement; (c) any personal injury caused, directly or indirectly, by any act or omission of Grantee or its employees, subgrantees or agents; (d) any property damage caused, directly or indirectly by any act or omission of Grantee or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by Grantee, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is furnished, rented or loaned to Grantee by an Indemnified Party; (f) any tax, fee, assessment or other charge for which Grantee is responsible under Article 7; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished to such Indemnified Party in connection with this Agreement. Grantee's obligations under the immediately preceding sentence shall apply to any Loss that is caused in whole or in part by the active or passive negligence of any Indemnified Party, but shall exclude any Loss caused solely by the willful misconduct of the Indemnified Party. The foregoing indemnity shall include, without limitation, consultants and experts and related costs and City's costs of investigating any claims against the City.
- 9.2 Duty to Defend; Notice of Loss.** Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or

potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any liability to such Indemnified Party pursuant to Section 9.1, unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if Grantee contends that such Indemnified Party shares in liability with respect thereto.

- 9.3 Incidental and Consequential Damages.** Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.
- 9.4 LIMITATION ON LIABILITY OF CITY.** CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

## **ARTICLE 10 INSURANCE**

- 10.1 Types and Amounts of Coverage.** Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:
- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
  - (b) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations;

policy must include Abuse and Molestation coverage.

- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
- (d) Professional liability insurance for negligent acts, errors or omission with respect to professional or technical services, if any, required in the performance of this Agreement with limits not less than one million dollars (\$1,000,000) each claim.

**10.2 Additional Requirements for General and Automobile Coverage.** Commercial General Liability and Commercial Automobile Liability insurance policies shall:

- (a) Name as Additional Insured City and its officers, agents and employees.
- (b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

**10.3 Additional Requirements for All Policies.** All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.

**10.4 Required Post-Expiration Coverage.** Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

**10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs.** Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

**10.6 Evidence of Insurance.** Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall

constitute a material breach of this Agreement.

**10.7 Effect of Approval.** Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.

**10.8 Insurance for Subcontractors and Evidence of this Insurance.** If a subcontractor will be used to complete any portion of this agreement, Grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and Grantee listed as additional insureds.

## **ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES**

**11.1 Events of Default.** The occurrence of any one or more of the following events shall constitute an “Event of Default” under this Agreement:

- (a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.
- (b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.
- (c) **Failure to Comply with Representations and Warranties or Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 16.
- (d) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.
- (e) **Cross Default.** Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).
- (f) **Voluntary Insolvency.** Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.

- (g) **Involuntary Insolvency.** Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.

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

- (a) **Termination.** City may terminate this Agreement by giving a written termination notice to Grantee of the Event of Default and that, on the date specified in the notice, this Agreement shall terminate, and all rights of Grantee hereunder shall be extinguished. In the sole discretion of the City, Grantee may be allowed ten (10) days to cure the default. In the event of termination for default, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.
- (b) **Withholding of Grant Funds.** City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default, if granted by the City in its sole discretion, shall be disbursed without interest.
- (c) **Offset.** City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.
- (d) **Return of Grant Funds.** City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

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

- (a) Halting the performance of all work under this Agreement on the date(s) and in the manner specified by City;
- (b) Terminating all existing orders and subcontracts, and not placing any further orders or subcontracts for materials, services, equipment or other items; and
- (c) Completing performance of any work that City designates to be completed prior to the date of termination specified by City.

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

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

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

- 12.1 Proprietary or Confidential Information of City.** Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.
- 12.2 Sunshine Ordinance.** Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee covered by Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.

**12.3 Financial Projections.** Pursuant to San Francisco Administrative Code Section 67.32, Grantee agrees upon request to provide City with financial projections (including profit and loss figures) for the activities and/or projects contemplated by this Grant (“Project”) and annual audited financial statements thereafter. Grantee agrees that all such projections and financial statements shall be public records that must be disclosed.

**ARTICLE 13  
ASSIGNMENTS AND SUBCONTRACTING**

**13.1 No Assignment by Grantee.** Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.

**13.2 Agreement Made in Violation of this Article.** Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.

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

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

(b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the

Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

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

## **ARTICLE 14 INDEPENDENT CONTRACTOR STATUS**

- 14.1 Nature of Agreement.** Grantee shall be deemed at all times to be an independent contractor and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.
- 14.2 Direction.** Any terms in this Agreement referring to direction or instruction from the Department or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.
- 14.3 Consequences of Recharacterization.**
- (a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.
  - (b) Should a relevant taxing authority determine a liability for past services performed by Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).
  - (c) A determination of employment status pursuant to either subsection (a) or (b) of this Section 14.3 shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been

the amount of such Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

**ARTICLE 15**  
**NOTICES AND OTHER COMMUNICATIONS**

**15.1 Requirements.** Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or email, and shall be addressed as follows:

If to the Department or City: Department of Homelessness and Supportive Housing  
Contracts Unit  
P.O. Box 427400  
San Francisco, CA 94142-7400  
hshcontracts@sfgov.org

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

Any notice of default must be sent by registered mail.

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

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

**ARTICLE 16**  
**COMPLIANCE**

**16.1 Reserved.**

**16.2 Nondiscrimination; Penalties.**

(a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune

Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

- (b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- (c) **Non-Discrimination in Benefits.** Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.
- (d) **Condition to Contract.** As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.
- (e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

### **16.3 Reserved.**

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

- 16.5 Drug-Free Workplace Policy.** Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.
- 16.6 Resource Conservation; Liquidated Damages.** Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.
- 16.7 Compliance with ADA.** Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.
- 16.8 Requiring Minimum Compensation for Employees.** Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Chapter 12P.
- 16.9 Limitations on Contributions.** By executing this Agreement, Grantee acknowledges its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the

contract; each member of Grantee's board of directors; Grantee's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10 percent in Grantee; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Grantee. Grantee certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the grant, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

**16.10 First Source Hiring Program.** Contractor must comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code, that apply to this Agreement, and Contractor is subject to the enforcement and penalty provisions in Chapter 83.

**16.11 Prohibition on Political Activity with City Funds.** In accordance with San Francisco Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity"). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference. Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (ii) Grantee shall have the burden to prove that no funding from this Agreement has been used for such Political Activity. Grantee agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this section. In the event Grantee violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other agreements between Grantee and City, (ii) prohibit Grantee from bidding on or receiving any new City contract for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

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

preservative-treated wood containing arsenic for saltwater immersion. The term “saltwater immersion” shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

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

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

**16.15 Public Access to Meetings and Records.** If Grantee receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, Grantee agrees to open its meetings and records to the public in the manner set forth in Sections 12L.4 and 12L.5 of the Administrative Code. Grantee further agrees to make good-faith efforts to promote community membership on its Board of Directors in the manner set forth in Section 12L.6 of the Administrative Code. Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. Grantee further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

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

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

Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, and shall apply when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco. Chapter 12T shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

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

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

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

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

shall protect personally identifiable information from unauthorized disclosure, to the extent permitted by law and as required by the Health Insurance Portability and Accountability Act, the California Medical Information Act, Article 1 of the California Constitution, the California Health and Safety Code and regulations promulgated thereunder, the California Welfare and Institutions Code and regulations promulgated thereunder, and any other applicable provision of federal or state law.

- 16.21 Compliance with Other Laws.** Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.
- 16.22 Reserved. (Additional Provisions for Shelter and Resource Center Grants – Standard of Care).**
- 16.23 Reserved. (Additional Requirements for Federally-Funded Awards).**

## **ARTICLE 17 MISCELLANEOUS**

- 17.1 No Waiver.** No waiver by the Department or City of any default or breach of this Agreement shall be implied from any failure by the Department or City to take action on account of such default if such default persists or is repeated. No express waiver by the Department or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Department of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Department or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.
- 17.2 Modification.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.
- 17.3 Administrative Remedy for Agreement Interpretation.** Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to Department Head, as the case may be, of the Department who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.
- 17.4 Governing Law; Venue.** The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

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

**17.6 Entire Agreement.** This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

- Appendix A, Services to be Provided
- Appendix B, Budget
- Appendix C, Method of Payment
- Appendix D, Interests in Other City Contracts
- Appendix E, Permitted Subgrantees

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

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

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

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

- |             |  |
|-------------|--|
| Section 4.3 | Ownership of Results.                        |
| Section 6.4 | Financial Statements.                        |
| Section 6.5 | Books and Records.                           |
| Section 6.6 | Inspection and Audit.                        |
| Section 6.7 | Submitting False Claims; Monetary Penalties. |

Article 7	Taxes.
Article 8	Representations and Warranties.
Article 9	Indemnification and General Liability.
Section 10.4	Required Post-Expiration Coverage.
Article 12	Disclosure of Information and Documents.
Section 13.4	Grantee Retains Responsibility.
Section 14.3	Consequences of Recharacterization.
This Article 17	Miscellaneous.

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

**17.12 Dispute Resolution Procedure.**

- (a) The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at [https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF\\_BOS\\_RPT\\_06-26-03%281%29\\_3adc.PDF](https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF). The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.
- (b) The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit Grantees. Any questions or concerns about this Dispute Resolution Procedure should be addressed to [purchasing@sfgov.org](mailto:purchasing@sfgov.org).
- (c) The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional

services grant or contract between the City and County of San Francisco and nonprofit health and human services Grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, Grantees and departments should employ the following steps:

- (1) Grantee will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with Grantee or provide a written response to Grantee within 10 working days.
- (2) Should the dispute or concern remain unresolved after the completion of Step 1, Grantee may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to Grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
- (3) Should Steps 1 and 2 above not result in a determination of mutual agreement, Grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to Grantee. The Department will respond in writing within 10 working days.
- (d) In addition to the above process, Grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF\\_BOS\\_RPT\\_06-26-03%281%29\\_3adc.PDF](https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF).
- (e) The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites Grantees to submit concerns about a department's implementation of the policies and procedures. Grantees can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. Grantee must submit the request in writing to

purchasing@sfgov.org. This request shall describe both the nature of the concern and why the process to date is not satisfactory to Grantee. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

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

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

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

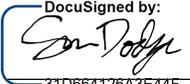
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of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

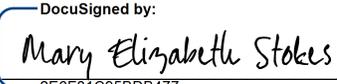
**CITY**

**GRANTEE**

**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**EPISCOPAL COMMUNITY SERVICES**

By:   
31DB64126A3E44F...  
Sam Dodge  
Interim Director

By:   
2E6F81C955DB477...  
Mary Elizabeth Stokes  
Executive Director  
City Supplier Number: 20568

Approved as to Form:

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

**Appendix A: Services to be Provided**  
**by**  
**Episcopal Community Services**  
**Rapid Rehousing for Adults**

**I. Purpose of Grant**

The purpose of the grant is to provide short-to-medium term Rapid Rehousing to the served population. The goals of these service are to help tenants obtain housing, exit homelessness, and maintain housing.

**II. Served Population**

Grantee shall serve single adults, 18 to 59, without custody of minor children.

**III. Referral and Prioritization**

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

**IV. Description of Services**

Grantee shall provide services to the total number of tenants as described in the Appendix B, Budget. Grantee shall provide the following Rapid Rehousing services during the term of this grant:

A. Housing Stability Plan Services: Grantee shall create and maintain a Housing Stability Plan for all Rapid Rehousing tenants.

Grantee shall create Housing Stability Plans to address, at minimum, the following:

1. Search for and secure housing;
2. Increase income and employability;
3. Improve credit history and rental stability;
4. Address behavioral health issues that negatively impact housing stability; and
5. Access permanent affordable housing, including applying to appropriate wait lists.

Grantee shall document tenant progress toward short and long-term goals.

B. Housing-Focused Case Management Services: Grantee shall provide Housing-Focused Case Management, to achieve the goals outlined in the Housing Stability Plan, which include, but are not limited to:

1. Developing and implementing a Housing Stability Plan in collaboration with the tenant to secure and sustain housing. Service goals identified in the plan should be directly connected to housing stability or other challenges that might impact housing stability;
2. Collaborating with and maintaining regular contact with Grantee's or partnering Housing Locator staff to support tenants with obtaining housing;
3. Assisting tenants in navigating the application and leasing process and housing stabilization, including helping tenants resolve or mitigate screening barriers, such as multiple evictions, as well as to obtain necessary identification or other documents, as needed;

4. Providing transportation or accompaniment via public transportation, as needed, to submit housing applications or to visit available housing units;
5. Assisting tenants in making an informed housing choice, including discussing housing options;
6. Assisting tenants in understanding landlord-tenant rights and responsibilities, including paying rent, and the requirements of their specific lease;
7. Case Manager and tenant meetings that occur a minimum of twice per month with at least one meeting in-person monthly;
8. Grantees shall provide tenants with linkages to resources for employment and training services. Grantee may offer transportation, accompaniment to appointments, home visits, and regular verification of progress toward the achievement of the short and long-term income, employment related and housing stabilization goals outlined in the Housing Stability Plan;
9. Maintaining regular contact with Smart Money Coaching, San Francisco's free and confidential one-on-one financial coaching program managed by the Office of Financial Empowerment. Smart Money Coaching will help tenants remove immediate financial barriers to housing and support tenants to achieve long-term financial stability. Grantee Case Managers will be trained on Smart Money Coaching services and are expected to maintain strong working relationships with the financial coaches; and
10. Discharge planning when the tenant is either no longer in need of the housing subsidy or is exiting the program for any reason. Grantee shall establish a schedule of follow-ups with tenants for the 12 months following the end of the rental subsidy.

C. Housing Location Services: Grantee shall provide Housing Location Services through the following activities to identify and secure housing units for tenants:

1. Grantee shall conduct comprehensive housing searches and landlord recruitment to establish a portfolio of housing units that meet the needs of the served population. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with tenant preferences to the greatest degree possible, and accessible to tenants with disabilities.
2. Grantee shall utilize their real estate expertise to secure appropriate housing units for the served population that may include, but are not limited to a single unit in multi-unit buildings, blocks of units in multi-unit buildings, shared housing, and other options that help tenants achieve residential stability and overall health and well-being.
3. Grantee shall employ staff with experience in real estate, brokerage, sales or other related fields, who are capable of establishing and maintaining successful relationships with landlords. Grantee staff shall have excellent communication skills, build clear expectations for landlords and the tenants, serve as a liaison, and respond quickly and appropriately to any concerns or problems.
4. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, secure real estate, or otherwise expand the housing inventory supported through Rapid Rehousing resources.

- D. Housing Coordination Services: Grantee shall provide Housing Coordination services to match tenants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination services include, but are not limited to:
1. Communication and coordination with Coordinated Entry Access Points and Rapid Rehousing case management partners to remove any barriers to the housing referral process;
  2. Lease negotiation and rental subsidy administration on behalf of tenants being placed into housing and lease review to ensure compliance with all local and State laws;
  3. Support to prospective tenants to secure units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
  4. Ensuring that case management providers collect all necessary documents to support tenants to successfully move into housing;
  5. Eliminating barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, correction of erroneous unlawful detainers);
  6. Initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
  7. Assessing and completing any minor repairs necessary to improve accessibility or other functional improvements;
  8. Payment for items needed during housing search and move-in (e.g. application fees, security deposit, furniture, and moving costs); and
  9. Income verification and rent calculation upon tenant move-in and annually thereafter, or sooner if a tenant's income changes.
- E. Subsidy Administration Services: Grantee shall provide Subsidy Administration services to fulfill the administrative, financial, and record-keeping functions needed to issue and document timely and accurate payment of subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to:
1. Grantee shall share the following expectations with tenants:
    - i. Contribution toward the rent shall be expected on the first month; and
    - ii. Tenants are expected to take over the full rent as quickly as possible while ensuring tenant stability.
  2. Grantee shall help tenants locate and select housing with the lowest possible rent that can be expected to be covered by the tenant once assistance is no longer provided;
  3. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a tenant requests to move outside the City;.
  4. Grantee shall make initial payments associated with tenant move-in, including security deposits, first and last month's rent, including calculation of tenant monthly rental payment amounts;

5. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
6. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
7. Grantee shall set subsidies at the lowest possible amount needed to obtain housing for the tenant. The tenant rent contribution cannot exceed 50 percent of the tenant's net monthly income upon enrollment in the Rapid Rehousing program;
8. Grantee shall provide subsidies ranging in term from 12 months to up to 24 months. Monthly subsidy assistance shall not exceed \$1,650 per tenant per month during the term of the Rapid Rehousing program;
9. Grantee shall recertify the tenant's eligibility to receive subsidy assistance every three months, at minimum, and more frequently if the tenant's income reaches 175 percent of the rent amount. The subsidy assistance may be renewed if the tenant is moving toward successful transition from the subsidy assistance by increasing income or, when that is not a realistic goal, transitioning to another subsidized housing situation.
10. Grantee shall use an evidence-based approach in which tenants receive an initial one-year term of rental assistance. At the end of the initial rental assistance period, if the tenant is assessed to need further support, Grantee may extend assistance. Grantee may adjust the assistance amount up or down, depending on the needs of the tenant at the time. Grantee may extend rental assistance in three month increments until the tenant can sustain the rent on their own or they reach the maximum rental assistance period of 24 months.

F. Workforce Development Services

Grantee shall:

1. Conduct an assessment with each tenant to determine the employment-related capabilities, needs, interests, and potential of tenant. The assessment shall be located in each tenant file;
2. Collaborate with Smart Money Coaching to design a successful model in which financial coaching services are integrated into workforce development programming to support upward economic mobility of tenants. Smart Money Coaching is San Francisco's free and confidential one-on-one financial coaching program managed by the Office of Financial Empowerment.
3. Develop an individual service plan based on the assessment which includes a vocational goal and the incremental steps towards achieving it, including linkage to public benefits, barrier remediation and support services as necessary, including and not limited to the County Adult Assistance Program (CAAP) and CalFresh;
4. Provide job readiness preparation that includes work and education history, resume development, skill building to support tenant to conduct online job search and complete employment applications with support from staff and independently, interviewing skills, and practice interviews;
5. Collaborate with the portfolio of workforce development programs in the City of San Francisco, including programs funded by the Office of Economic and Workforce Development (OEWD), Human Services Agency (HSA), Department

of Children Youth and their Families (DCYF), as well as other private sector partnerships;

6. Provide referrals to vocational training that helps tenants obtain in-demand employment skills that are marketable to employers from local/regional industries;
7. Develop a variety of relationships with employers to identify employment placement opportunities in high-demand sectors to accommodate tenants' skills, interests, and abilities;
8. Match tenants with employment opportunities and coach them through the job search process;
9. Provide training and support to employers and tenants to ensure job retention after placement; and
10. Mediate any disputes between employers and tenants and assisting the tenants to find another job if resolution cannot be reached.

G. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and tenants. Landlord Liaison Services include, but are not limited to:

1. Coaching tenants on being a good neighbor, developing tenancy skills, lease requirements, and other topics that support stable tenancy;
2. Monthly home visits for the first three months of a tenant's tenure in housing, and quarterly thereafter. Grantee shall also check in with each landlord at least quarterly to ensure satisfaction;
3. Regular communications with landlords to identify and address concerns on a proactive basis;
4. Collaboration with Rapid Rehousing case management providers to ensure tenants are able to pay rent on time, cultivate healthy relationships with neighbors and landlords, maintain connection to benefits and other community resources, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
5. Immediate responses to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and tenants to coordinate relocation prior to eviction; and
6. Ensuring that landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting tenants' rights to Fair Housing, and adhering to lease terms.

## V. **Location and Time of Services**

Grantee shall provide services at Episcopal Community Services sites Monday through Friday from 9:00 am to 5:00 pm. Grantee shall provide services at tenants' houses or other field locations, as needed. Grantee shall provide a 24-hour hotline for tenants and landlords to report issues and incidents that occur outside of business hours.

## VI. **Service Requirements**

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to tenants.
- B. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to tenants.
- C. 1:25 Workforce Developer Ratio: Grantee shall maintain a 1:25 ratio of Workforce Developer to tenants.
- D. Translation and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to tenants who primarily speak language(s) other than English.
- E. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenants' progress.
- F. 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.
- G. Feedback, Complaint and Follow-up Policies:  
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
  - 1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request services; and
  - 2. A written annual survey, which shall be offered to the served population to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- H. City Communications and Policies  
Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
  - 1. Regular communication to HSH about the implementation of the program;
  - 2. Attendance of quarterly HSH meetings, as needed, such as, but not limited to hearings on issues related to homelessness; and
  - 3. Attendance of trainings, as requested;
- I. Critical Incident: Grantee shall adhere to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or

emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called by staff or guests and when Child Protective Services removes a child. An example is a domestic violence incident.

- J. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- K. Data Standards:
1. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:  
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
  2. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
  3. 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 Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.
- L. Record Keeping and Files:
1. Grantee shall maintain all eligibility and inspection documentation in the Online Navigation and Entry (ONE) System and maintain hard copy files with eligibility, including homelessness verification documents.
  2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.

## VII. **Service Objectives**

Grantee shall achieve the following service objectives during the term of this grant. All service objectives shall be calculated at a household level rather than per tenant. A household may include more than one tenant. All service objectives will be monitored by sampling tenant files during annual program monitoring visits:

### A. Housing Location Services

1. Grantee shall provide 100 percent of tenants with Housing Location Services
- B. Housing Coordination Services
  1. Grantee shall provide 100 percent of tenants with Housing Coordination services.
  2. Grantee shall provide 100 percent of tenants with at least one home visit per month for the first three months to support their landlord relationship.
- C. Subsidy Administration Services
  1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each tenant.
- D. Housing-Focused Case Management Services
  1. Grantee shall offer 100 percent of tenants Housing-Focused Case Management Services.
  2. Grantee shall offer 100 percent of tenants referrals to other Case Management should the tenant decline services.
- E. Landlord Liaison Services
  1. Grantee shall provide 100 percent of tenants with Landlord Liaison Services and Housing Retention Services.
  2. Grantee shall respond to 100 percent of requests from tenants/landlords submitted on the 24-hour hotline within two business days.
  3. Grantee shall administer an annual Tenant Satisfaction survey to 100 percent of tenants that are active in the program.
- F. Workforce Development Services
  1. Grantee shall offer Workforce Development Services to 100 percent of tenants.

## **VIII. Outcome Objectives**

Grantee shall achieve the following outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level rather than per tenant. A household may include more than one tenant. All outcome objectives are calculated based on ONE system data:

- A. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:
  1. At least 90 percent of tenants referred to the program will successfully move into housing as verified via their housing move-in date.
- B. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:
  1. The average length of time that tenants spend homeless, from referral to housing, shall be less than or equal to 75 days, as calculated by [Housing Move-in Date]-[Referral Start Date]/Count of tenants with a [Housing Move-In Date].

- C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Landlord Liaison Services:
  - 1. Ninety percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
  
- D. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Workforce Development Services.
  - 1. At least 80 percent of tenants shall obtain employment or increase their earned income by the first annual tenant assessment compared to their status at program enrollment.

**IX. Reporting Requirements**

- A. Grantee shall input data into systems required by HSH.
  
- B. For any quarter that maintains less than ninety percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service.
  
- C. Grantee shall 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.
  
- D. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
  
- E. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
  
- F. Grantee shall submit Facility Inventory data to the Department of Homelessness and Supportive Housing 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 US Department of Housing and Urban Development's McKinney-Vento program.

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

**X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, tenant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
  
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	G	J	M	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>APPENDIX B, BUDGET</b>							
3	<b>Document Date</b>	4/7/2021						
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>				
5	<b>Current Term</b>	4/1/2021	6/30/2023	3				
6	<b>Amended Term</b>	4/1/2021	6/30/2023	3				
7	<b>Provider Name</b>	Episcopal Community Services						
8	<b>Program</b>	Rapid Rehousing						
9	<b>FSP Contract ID#</b>	1000020986						
10	<b>Action (select)</b>	New Agreement						
11	<b>Effective Date</b>	2/15/2021						
12	<b>Budget Name</b>	Prop C Rapid Rehousing						
13		<b>Current</b>	<b>New</b>					
14	<b>Term Budget</b>	\$ -	\$ 8,749,200					
15	<b>Contingency</b>	\$ -	\$ 1,000,000	11%				
16	<b>Not-To-Exceed</b>	\$ -	\$ 9,749,200	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>All Years</b>	
17				4/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	4/1/2021 - 6/30/2023	
18				<b>New</b>	<b>New</b>	<b>New</b>	<b>New</b>	
19	<b>Expenditures</b>							
20	Salaries & Benefits	\$ 305,683	\$ 1,222,733	\$ 1,222,733	\$ 2,751,149			
21	Operating Expense	\$ 186,514	\$ 279,800	\$ 279,800	\$ 746,114			
22	Subtotal	\$ 492,197	\$ 1,502,533	\$ 1,502,533	\$ 3,497,263			
23	Indirect Percentage	15.00%	15.00%	15.00%				
24	Indirect Cost (Line 21 X Line 22)	\$ 73,830	\$ 225,380	\$ 225,380	\$ 524,590			
25	Other Expenses (Not subject to indirect %)	\$ 1,151,438	\$ 2,424,472	\$ 1,151,438	\$ 4,727,347			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)				\$ -			
28	<b>Total Expenditures</b>	<b>1,717,464</b>	<b>4,152,385</b>	<b>2,879,351</b>	<b>\$ 8,749,200</b>			
29								
30	<b>HSH Revenues (select)</b>							
31	Prop C	1,717,464	4,152,385	2,879,351	\$ 8,749,200			
32		-	-	-	\$ -			
40	<b>Total HSH Revenues</b>	<b>1,717,464</b>	<b>4,152,385</b>	<b>2,879,351</b>	<b>8,749,200</b>			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)							
42		-	-	-	-			
47	<b>Total Other Revenues</b>	-	-	-	-			
48								
49	<b>Total HSH + Other Revenues</b>	<b>1,717,464</b>	<b>4,152,385</b>	<b>2,879,351</b>	<b>8,749,200</b>			
50	Rev-Exp (Budget Match Check)	-	-	-	-			
52								
53	<b>Prepared by</b>	Eric Larra						
54	<b>Phone</b>	415-387-3300 X 1211						
55	<b>Email</b>	<a href="mailto:elarra@ecs-sf.org">elarra@ecs-sf.org</a>						

	A	B	C	D	E	H	I	J	K	L	O	P	Q	R	S	V	BV
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>																
2	<b>SALARY &amp; BENEFIT DETAIL</b>																
3	<b>Document Date</b>	4/7/2021															
4	<b>Provider Name</b>	Episcopal Community Services															
5	<b>Program</b>	Rapid Rehousing															
6	<b>F\$P Contract ID#</b>	1000020986															
7	<b>Budget Name</b>	Prop C Rapid Reh															
8		<b>Year 1</b>					<b>Year 2</b>					<b>Year 3</b>					<b>All Years</b>
9	<b>POSITION TITLE</b>	Agency Totals		For HSH Funded Program		4/1/2021 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	4/1/2021 - 6/30/2023
New						New					New						
10		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
11																	
12	Director of Scattered Site Housing	\$ 142,902	1.00	50%	0.50	\$ 17,863	\$ 142,902	1.00	50%	0.50	\$ 71,451	\$ 142,902	1.00	50%	0.50	\$ 71,451	\$ 160,765
13	Rapid Rehousing Manager	\$ 100,053	1.00	100%	1.00	\$ 25,013	\$ 100,053	1.00	100%	1.00	\$ 100,053	\$ 100,053	1.00	100%	1.00	\$ 100,053	\$ 225,119
14	Rapid Rehousing Stabilization Specialist	\$ 56,046	3.00	100%	3.00	\$ 42,035	\$ 56,046	3.00	100%	3.00	\$ 168,138	\$ 56,046	3.00	100%	3.00	\$ 168,138	\$ 378,311
15	Rapid Rehousing Job Developer Assistant Manager	\$ 81,207	1.00	100%	1.00	\$ 20,302	\$ 81,207	1.00	100%	1.00	\$ 81,207	\$ 81,207	1.00	100%	1.00	\$ 81,207	\$ 182,716
16	Rapid Rehousing Job Developer and Retention Specialist	\$ 58,591	1.00	100%	1.00	\$ 14,648	\$ 58,591	1.00	100%	1.00	\$ 58,591	\$ 58,591	1.00	100%	1.00	\$ 58,591	\$ 131,830
17	Housing Coordinator and Retention Specialist	\$ 56,046	1.00	100%	1.00	\$ 14,012	\$ 56,046	1.00	100%	1.00	\$ 56,046	\$ 56,046	1.00	100%	1.00	\$ 56,046	\$ 126,104
18	Housing Location & Landlord Liaison Associate Director	\$ 115,893	1.00	61%	0.61	\$ 17,674	\$ 115,893	1.00	61%	0.61	\$ 70,695	\$ 115,893	1.00	61%	0.61	\$ 70,695	\$ 159,063
19	Scattered Site Housing Locator	\$ 58,591	3.00	61%	1.83	\$ 26,805	\$ 58,591	3.00	61%	1.83	\$ 107,222	\$ 58,591	3.00	61%	1.83	\$ 107,222	\$ 241,248
20	Data Analyst and Compliance Specialist	\$ 63,108	1.00	50%	0.50	\$ 7,889	\$ 63,108	1.00	50%	0.50	\$ 31,554	\$ 63,108	1.00	50%	0.50	\$ 31,554	\$ 70,997
21	Finance/Accounting	\$ 88,649	1.00	100%	1.00	\$ 22,162	\$ 88,649	1.00	100%	1.00	\$ 88,649	\$ 88,649	1.00	100%	1.00	\$ 88,649	\$ 199,460
22	Administrative Assistant	\$ 79,551	1.00	50%	0.50	\$ 9,944	\$ 79,551	1.00	50%	0.50	\$ 39,776	\$ 79,551	1.00	50%	0.50	\$ 39,776	\$ 89,495
23						\$ -					\$ -					\$ -	\$ -
24						\$ -					\$ -					\$ -	\$ -
25						\$ -					\$ -					\$ -	\$ -
55		<b>TOTAL SALARIES</b>				\$ 218,345	<b>TOTAL SALARIES</b>				\$ 873,381	<b>TOTAL SALARIES</b>				\$ 873,381	\$ 1,965,107
56		<b>TOTAL FTE</b>		11.94	<b>TOTAL FTE</b>		11.94	<b>TOTAL FTE</b>		11.94	<b>TOTAL FTE</b>		11.94	<b>TOTAL FTE</b>		11.94	
57		<b>FRINGE BENEFIT RATE</b>				40.00%	<b>FRINGE BENEFIT RATE</b>				40.00%	<b>FRINGE BENEFIT RATE</b>				40.00%	
58		<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 87,338	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 349,352	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 349,352	\$ 786,043
59		<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 305,683	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 1,222,733	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 1,222,733	\$ 2,751,149
60																	
61																	
62																	

	A	D	G	J	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>OPERATING DETAIL</b>				
3	<b>Document Date</b>				
4	<b>Provider Name</b>				
5	<b>Program</b>				
6	<b>F\$P Contract ID#</b>				
7	<b>Budget Name</b>				
8					
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>All Years</b>
10		4/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	4/1/2021 - 6/30/2023
11		New	New	New	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ 94,814	\$ 175,000	\$ 175,000	\$ 444,814
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 3,400	\$ 10,000	\$ 10,000	\$ 23,400
15	Office Supplies, Postage	\$ 1,500	\$ 3,000	\$ 3,000	\$ 7,500
16	Telecommunications	\$ 5,300	\$ 15,800	\$ 15,800	\$ 36,900
17	Printing and Reproduction	\$ 2,500	\$ 5,000	\$ 5,000	\$ 12,500
18	Insurance	\$ 5,000	\$ 15,000	\$ 15,000	\$ 35,000
19	Staff Training	\$ 1,500	\$ 3,000	\$ 3,000	\$ 7,500
20	Staff Travel-(Local & Out of Town)	\$ 2,500	\$ 7,000	\$ 7,000	\$ 16,500
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -
22	Start-up Cost: Staff furniture (desks, chairs)	\$ 15,000	\$ -	\$ -	\$ 15,000
23	Start-up Cost: Computers, telephones and fax/printer	\$ 22,500	\$ -	\$ -	\$ 22,500
24	Program/Client Supplies	\$ 32,500	\$ 26,000	\$ 26,000	\$ 84,500
25	Housing Barrier Funds	\$ -	\$ 20,000	\$ 20,000	\$ 40,000
26					
42	<u>Consultants</u>				\$ -
43					\$ -
54	<u>Subcontractors</u>				\$ -
55					\$ -
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 186,514	\$ 279,800	\$ 279,800	\$ 746,114
69					
70	<u>Other Expenses (not subject to indirect cost %)</u>				
71	Move-in and Subsidy Funds	\$ 1,151,437.50	\$ 2,424,472.00	\$ 1,151,437.50	\$ 4,727,347
72	Subsidy Administration Fee	\$ -	\$ -	\$ -	\$ -
84	<b>TOTAL OTHER EXPENSES</b>	\$ 1,151,438	\$ 2,424,472	\$ 1,151,438	\$ 4,727,347
85					
86	<u>Capital Expenses</u>				
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -
96					
97	<b>HSH #3</b>				<b>3/18/2021</b>

**BUDGET NARRATIVE**

**Fiscal Year (4 months -  
3/1/21 to 6/30/21)**

**Prop C Rapid Rehousing**

**FY20-21**

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

<u>Salaries &amp; Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
Director of Scattered Site Housing	0.50	\$ 17,863	Monitor service delivery and program performance to ensure consistent and efficient processes across programs, and compliance with grants and contracts. Provide leadership and facilitate staff development and training, collaborates with partners and HSH on strategic programmatic adjustments	Annual \$142,902 X 1.00 FTE X 4 months = \$47,634	TBD
Rapid Rehousing Manager	1.00	\$ 25,013	Oversee housing stabilization & retention services, maintain rent payment forms and reporting, collaborates closely with partners on case confrencing and subsidy calculations	Annual \$100,053 X 1.00 FTE X 4 months = \$33,351	TBD
Rapid Rehousing Stabilization Specialist	3.00	\$ 42,035	provide ongoing case management assistance, linkages to health, mental health and substance use and misuse services, benefits assistance, assistance with life skills, employment and education and housing location and eviction prevention.	Annual \$56,046 X 3.00 FTE X 4 months = \$56,046	TBD
Rapid Rehousing Job Developer Assistant Manager	1.00	\$ 20,302	Manage RRH external partners and interagency partnerships, outreach for new employment service partnerships, maintain existing partnerships, complete reporting and program analysis for strategic growth opportunities that align with ECS mission and vision	Annual \$81,207 X 1.00 FTE X 4 months = \$27,069	TBD
Rapid Rehousing Job Developer and Retention Specialist	1.00	\$ 14,648	Provide ongoing job development support to RRH participants	Annual \$58,591 X 3.00 FTE X 4 months = \$58,591	TBD
Housing Coordinator and Retention Specialist	1.00	\$ 14,012	Provides housing location, landlord communication and light touch retention services to participants stabilized by RRH partners.	Annual \$56,046 X 1.00 FTE X 4 months = \$18,682	TBD
Housing Location & Landlord Liaison Associate Director	0.61	\$ 17,674	Capacity building for local and regional housing partnerships, monitor program outcomes, onboarding new scattered site housing partnerships, & oversee MOUs. Responsible for supporting Housing Locator team, maintaining the housing database and major landlord relationships, monitor database & number of new units online	Annual \$115,893 X .61 FTE X 4 months = \$23,565	TBD
Scattered Site Housing Locator	1.83	\$ 26,805	Provides housing location, landlord communication and light touch retention services to participants stabilized by RRH partners.	Annual \$58,591 X 1.22 FTE X 4 months = \$23,827	TBD
Data Analyst and Compliance Specialist	0.50	\$ 7,889	Maintain data entered into the ONE System, complete required reports or conduct interim reporting, submit the monthly, quarterly and/or annual metrics into databases	Annual \$63,108 X .50 FTE X 4 months = \$10,518	TBD
Finance/Accounting	1.00	\$ 22,162	Administer move-in costs and monthly subsidies, prepare and provide HSH with detailed monthly invoices	Annual \$88,649 X .50 FTE X 4 months = \$14,775	TBD
Administrative Assistant	0.50	\$ 9,944	provide administrative support to ensure efficient operation of the office; supports employees through a variety of tasks related to organization and communication.	Annual \$79,551 X 1.0 FTE X 4 months = \$26,517	TBD
		\$ -			

TOTAL	11.94	\$ 218,345	
Employee Fringe Benefits			<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 40% of</u>
		\$ 87,338	<u>total salaries.</u>
Salaries & Benefits Total		\$ 305,683	

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 94,814	rent expense	\$14,500 per month X 4 months
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 3,400	utilities - electricity, water and gas expenses	\$850 per month X 4 months
Office Supplies, Postage	\$ 1,500	office and meeting supplies expenses; postage	\$375 per month X 4 months
Telecommunications	\$ 5,300	landline, cellphone, wifi/internet expenses	\$1,325 per month X 4 months
Printing and Reproduction	\$ 2,500	printing and copying expenses	\$625 per month X 4 months
Insurance	\$ 5,000	general and liability insurance coverage	\$1,250 per month X 4 months
Staff Training	\$ 1,500	staff training expenses	\$375 per month X 4 months
Staff Travel-(Local & Out of Town)	\$ 2,500	local staff transportation expenses	\$625 per month X 4 months
Rental of Equipment	\$ -		
Start-up Cost: Staff furniture (desks, chairs)	\$ 15,000	furniture expenses for staff/desks and chairs	\$1,000 each X 15 staff
Start-up Cost: Computers, telephones and fax/printer	\$ 22,500	computer/IT equipment expenses for staff/computer, telephone and fax/printer	\$1,500 each X 15 staff
Program/Client Supplies	\$ 32,500	program and client supplies expenses	\$500 each X 65 participants
Housing Barrier Funds	\$ -	landlord mitigation and participant relocation expenses	\$320 each X 125 participants
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 186,514</b>		
<b>Indirect Cost</b>	<b>15.0%</b>	<b>\$ 73,830</b>	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Move-in and Subsidy Funds	\$ 1,151,438	Housing and provide security deposits; monthly rental subsidies; move-in assistance; apartment needs; unit holds for 125 participants	\$9211.50 annually x 125
Subsidy Administration Fee	\$ -	support monthly subsidies administration.	11%
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 1,151,438</b>		

**Episcopal Community Services - Rapid Rehousing**

Services Provided per Served Population	Minimum Served - Phase 1 & 2 of Shelter-In-Place Hotel Rehousing and Site Demobilization	Minimum Served - Phase 3 & 4 of Shelter-In-Place Hotel Rehousing and Site Demobilization
Rapid Rehousing for Adults		
Housing Location Services	125	TBD
Housing Coordination Services	125	TBD
Housing-Focused Case Management Services	65	TBD
Workforce Development Services	100	TBD
Subsidy Administration Services	125	TBD
Landlord Liaison Services	125	TBD

FHSP	39%
RRH	61%

## 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 in 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 end of the fiscal year or project period.

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

B. **Invoicing System**:

1. Grantee shall submit invoices and all required supporting documentation demonstrating evidence of the expenditure to 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 Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including names, emails, phone number, 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 authorized personnel with CARBON login credentials shall not share or internally reassign logins.
  5. Grantee Executive Director or Chief Financial Officer shall immediately notify to the assigned HSH Contract Manager, as listed in CARBON , via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s), and phone number(s) of those previously authorized CARBON users.
  6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an **ongoing General Fund** line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Spend Down
1. Grantee questions regarding spend down funding source prioritization shall be directed 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 basis 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. 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.

<b>Prop C</b>	
<b>Type</b>	<b>Instructions and Examples of Documentation</b>
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the agreement and invoice period each time an invoice is submitted.</p> <p>Documentation includes, 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	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each

<b>Prop C</b>	
<b>Type</b>	<b>Instructions and Examples of Documentation</b>
	<p>time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000&gt;.</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>
Capital and/or One-Time Funding	<p>Grantee shall maintain and provide documentation or all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>
Revenue	<p>Grantee shall maintain and provide documentation for all revenue expenses that offset the costs in the Appendix B, Budget(s) covered by the agreement each time an invoice is submitted.</p>

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

**A. Advance Requirements:**

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

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);
2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

**B. Advance Request Process:**

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

C. Advance Repayment Process:

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

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

### Appendix D – Interests In Other City Grants

\*\*Subgrantees must also list their interests in other City contracts

<b>CITY DEPARTMENT OR COMMISSION</b>	<b>Date of Grant</b>	<b>Amount of Grant</b>
DHSH – Interim Housing – Winter InterFaith	11/1/14 – 6/30/21	1,859,875
DHSH – Interim Housing – Sanctuary	7/1/19 – 6/30/21	7,353,238
DHSH – Interim Housing – Bryant Storage	12/1/18–11/30/20	1,113,896
DHSH – Interim Housing – Bryant Storage	12/1/20 – 2/29/24	2,219,168
DHSH – Interim Housing – SIP Hotel/Americania Hotel	9/1/20-3/31/22	8,486,947
DHSH – Interim Housing – SIP Hotel/Good Hotel	9/1/20-12/31/21	6,774,266
DHSH – Interim Housing – SIP Hotel/Civic Center Motor Inn	9/1/20-6/30/22	4,098,229
DHSH – Interim Housing – SIP Hotel/Vintage Court Hotel	9/1/20-6/30/22	5,801,343
DHSH – Interim Housing – SIP Hotel/Diva Hotel	9/1/20-6/30/22	8,473,540
DHSH – Interim Housing – SIP Hotel/Union Square Hotel	9/1/20-3/31/22	6,993,913
DHSH – Interim Housing – SIP Hotel/Cova Hotel	9/1/20-6/30/22	7,361,013
DHSH – Interim Housing – SIP Hotel/Tilden Hotel	9/1/20-6/30/22	8,257,513
DHSH – Coordinated Entry – Access Points	7/1/20 – 6/30/21	3,849,574
DHSH – Coordinated Entry – Housing Stabilization	7/1/20 – 6/30/21	1,615,624
DHSH – Coordinated Entry – Mobile Problem Solving	7/1/20 - 6/30/21	810,648
DHSH - Housing - Canon Barcus	7/1/20 - 6/30/23	1,499,118
DHSH - Housing – Bishop Swing	7/1/20 – 6/30/23	2,143,395
DHSH – Housing – Canon Kip Community House	7/1/20– 6/30/23	964,332
DHSH – Housing – The Rose Hotel	7/1/20 – 6/30/23	188,778
DHSH - Housing - 1180 4th Street Housing	7/1/14 – 6/30/24	4,112,250
DHSH – Housing – 455 Fell Street	5/15/19 – 6/30/22	840,179
DHSH - Housing - CNC - Alder	1/1/21 - 2/29/24	5,853,153
DHSH - Housing - CNC - Crosby	1/1/21-2/29/24	5,507,768
DHSH - Housing - CNC - Elm	1/1/21-2/29/24	4,215,324
DHSH - Housing - CNC - Hillsdale	1/1/21-2/29/24	3,850,311
DHSH - Housing - CNC - Mentone	1/1/21-2/29/24	4,081,690
DHSH - Housing - Henry Hotel	7/1/19 – 6/30/22	6,408,789
DHSH – Housing – Auburn	7/1/17 – 6/30/21	4,249,484
DHSH – Housing – Post Hotel	9/1/20-6/30/23	7,677,850
DHSH – Housing – Minna Lee	4/1/18 – 6/30/23	1,846,060
DHSH - Rapid Rehousing (HEAP)	7/1/20-6/30/21	1,169,319
DHSH – Rapid Rehousing (GF)	7/1/20-6/30/21	119,855
DHSH – Rapid Rehousing (CESH)	7/1/20-6/30/21	275,902
DHSH – Rapid Rehousing (HUD/ESG)	7/1/20-6/30/21	53,943
DAS – Senior Services – Case Management	7/1/18 - 6/30/21	891,026
DAS – Senior Services – Community Services	1/1/21-6/30/23	648,308
DAS – Senior Services – Congregate Meals (Seniors/ENP)	7/1/17-6/30/21	935,815
DAS – Senior Services – Congregate Meals (AWD)	7/1/17-6/30/21	114,738
HSA – Employment Services	2/1/18 – 6/30/21	1,227,839
MOHCD – OEWD – Culinary Training	7/1/20- 6/30/21	175,000
MOHCD – Adult Education Center – CDBG/GF	7/1/20 – 6/30/21	80,000
DHSH - Housing - Canon Kip/SHP	1/1/21-12/31/23	339,420
DHSH - Housing - The Rose/SHP	1/1/21-12/31/23	357,830

DHSH – Housing – Henry Hotel/CoC Rental Assistance	8/1/18-7/31/21	2,901,702
DHSH – Housing – Canon Kip/CoC Rental Assistance	12/1/18-11/30/21	4,648,341
DHSH – Housing – Canon Barcus/CoC Rental Assistance	7/1/20-6/30/23	1,999,193
DHSH – Housing – Bishop Swing/CoC Rental Assistance	4/1/18-3/31/21	1,198,503
DHSH – Housing – Bishop Swing/CoC Rental Assistance	4/1/21-3/31/24	1,229,514
DPH – COVID19 – Site Y and Site 37	12/1/20-11/30/21	7,250,044
DPH – Behavioral Health Services	7/1/18 – 12/31/22	5,153,712

## Appendix E – Permitted Subcontractors

1. None
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

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

THIS AMENDMENT of the **April 7, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **EPISCOPAL COMMUNITY SERVICES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

**RECITALS**

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

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

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

**1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

(a) Agreement. The term "Agreement" shall mean the Agreement dated **April 7, 2021** between Grantee and City.

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

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

### **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 Terms.**

(a) The term of this Agreement shall commence on **February 15, 2021** and expire on **June 30, 2023**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed

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

### **ARTICLE 3 TERM**

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

### **3.2 Duration of Term.**

(a) The term of this Agreement shall commence on **February 15, 2021** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

### **4.2 Grantee's Personnel.**

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

### **(b) Grantor Vaccination Policy.**

(1) Grantee acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors and Grantees issued by the City Administrator ("Contractor Vaccination Policy"), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at:

<https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

- (2) A Contract or Grant subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Contractor/Grantee or Subcontractor work in-person with City employees in connection with the work or services performed under the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract or Grant includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract or Grant does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.
- (3) In accordance with the Contractor Vaccination Policy, Grantee agrees that:
  - A. Where applicable, Grantee shall ensure it complies with the requirements of the [Contractor Vaccination Policy](#) pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or obtain from Grantee an exemption based on medical or religious grounds; and
  - B. If Grantee grants Covered Employees an exemption based on medical or religious grounds, Grantee will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form (“Exemptions Form”), which can be found at <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to “Exemptions” to download the form).

**2.3 Section 5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

**5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Seven Hundred Forty Nine Thousand Two Hundred Dollars (\$9,749,200)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Dollars**

**(\$1,000,000)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

**5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Seven Hundred Forty Nine Thousand Two Hundred Dollars (\$9,749,200)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Three Hundred Ninety Nine Thousand Five Hundred Seventeen Dollars (\$399,517)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix B, Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from

any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

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

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

**15.1 Requirements.** Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or email, and shall be addressed as follows:

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

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

Any notice of default must be sent by registered mail.

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

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

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

**Section 16.19 Distribution of Beverages and Water.**

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

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

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

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

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

**17.6 Entire Agreement.** This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall

govern. The following appendices are attached to and a part of this Agreement:

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

Appendix B, Budget (dated July 1, 2023)

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

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

- 2.9 Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided** (dated July 1, 2023), for the period of July 1, 2023 to June 30, 2024.
- 2.10 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2023) for the period of February 15, 2021 to June 30, 2024.
- 2.11 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2023).
- 2.12 Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2023).
- 2.13 Appendix E, Permitted Subcontractors**, of the Agreement is hereby deleted.

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

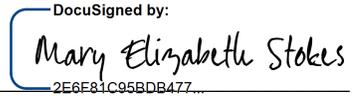
**CITY**

**GRANTEE**

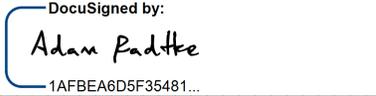
**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**EPISCOPAL COMMUNITY SERVICES**

By:  CAD7B781896B449...  
Shireen McSpadden  
Executive Director

By:  2E6E81C95BDB477...  
Mary Elizabeth Stokes  
Executive Director  
City Supplier Number: 0000020568

Approved as to Form:  
David Chiu  
City Attorney

By:  1AFBEA6D5F35481...  
Adam Radtke  
Deputy City Attorney

**Appendix A: Services to be Provided  
by  
Episcopal Community Services  
Rapid Rehousing for Adults**

**I. Purpose of Grant**

The purpose of the grant is to provide short-to-medium term Rapid Rehousing to the served population. The goals of these service are to help tenants obtain housing, exit homelessness, and maintain housing.

**II. Served Population**

Grantee shall serve single adults, 18 to 59, without custody of minor children.

**III. Referral and Prioritization**

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

**IV. Description of Services**

Grantee shall provide services to the total number of tenants as described in the Appendix B, Budget. Grantee shall provide the following Rapid Rehousing services during the term of this grant:

A. Housing Stability Plan Services: Grantee shall create and maintain a Housing Stability Plan for all Rapid Rehousing tenants.

Grantee shall create Housing Stability Plans to address, at minimum, the following:

1. Search for and secure housing;
2. Increase income and employability;
3. Improve credit history and rental stability;
4. Address behavioral health issues that negatively impact housing stability; and
5. Access permanent affordable housing, including applying to appropriate wait lists.

Grantee shall document tenant progress toward short and long-term goals.

B. Housing-Focused Case Management Services: Grantee shall provide Housing-Focused Case Management, to achieve the goals outlined in the Housing Stability Plan, which include, but are not limited to:

1. Developing and implementing a Housing Stability Plan in collaboration with the tenant to secure and sustain housing. Service goals identified in the plan should be directly connected to housing stability or other challenges that might impact housing stability;
2. Collaborating with and maintaining regular contact with Grantee's or partnering Housing Locator staff to support tenants with obtaining housing;
3. Assisting tenants in navigating the application and leasing process and housing stabilization, including helping tenants resolve or mitigate screening barriers, such as multiple evictions, as well as to obtain necessary identification or other documents, as needed;

4. Providing transportation or accompaniment via public transportation, as needed, to submit housing applications or to visit available housing units;
5. Assisting tenants in making an informed housing choice, including discussing housing options;
6. Assisting tenants in understanding landlord-tenant rights and responsibilities, including paying rent, and the requirements of their specific lease;
7. Case Manager and tenant meetings that occur a minimum of twice per month with at least one meeting in-person monthly;
8. Grantees shall provide tenants with linkages to resources for employment and training services. Grantee may offer transportation, accompaniment to appointments, home visits, and regular verification of progress toward the achievement of the short and long-term income, employment related and housing stabilization goals outlined in the Housing Stability Plan;
9. Maintaining regular contact with Smart Money Coaching, San Francisco's free and confidential one-on-one financial coaching program managed by the Office of Financial Empowerment. Smart Money Coaching will help tenants remove immediate financial barriers to housing and support tenants to achieve long-term financial stability. Grantee Case Managers will be trained on Smart Money Coaching services and are expected to maintain strong working relationships with the financial coaches; and
10. Discharge planning when the tenant is either no longer in need of the housing subsidy or is exiting the program for any reason. Grantee shall establish a schedule of follow-ups with tenants for the 12 months following the end of the rental subsidy.

C. Housing Location Services: Grantee shall provide Housing Location Services through the following activities to identify and secure housing units for tenants:

1. Grantee shall conduct comprehensive housing searches and landlord recruitment to establish a portfolio of housing units that meet the needs of the served population. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with tenant preferences to the greatest degree possible, and accessible to tenants with disabilities.
2. Grantee shall utilize their real estate expertise to secure appropriate housing units for the served population that may include, but are not limited to a single unit in multi-unit buildings, blocks of units in multi-unit buildings, shared housing, and other options that help tenants achieve residential stability and overall health and well-being.
3. Grantee shall employ staff with experience in real estate, brokerage, sales or other related fields, who are capable of establishing and maintaining successful relationships with landlords. Grantee staff shall have excellent communication skills, build clear expectations for landlords and the tenants, serve as a liaison, and respond quickly and appropriately to any concerns or problems.
4. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, secure real estate, or otherwise expand the housing inventory supported through Rapid Rehousing resources.

- D. Housing Coordination Services: Grantee shall provide Housing Coordination services to match tenants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination services include, but are not limited to:
1. Communication and coordination with Coordinated Entry Access Points and Rapid Rehousing case management partners to remove any barriers to the housing referral process;
  2. Lease negotiation and rental subsidy administration on behalf of tenants being placed into housing and lease review to ensure compliance with all local and State laws;
  3. Support to prospective tenants to secure units (e.g., completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
  4. Ensuring that case management providers collect all necessary documents to support tenants to successfully move into housing;
  5. Eliminating barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, correction of erroneous unlawful detainers);
  6. Initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
  7. Assessing and completing any minor repairs necessary to improve accessibility or other functional improvements;
  8. Payment for items needed during housing search and move-in (e.g. application fees, security deposit, furniture, and moving costs); and
  9. Income verification and rent calculation upon tenant move-in and annually thereafter, or sooner if a tenant's income changes.
- E. Subsidy Administration Services: Grantee shall provide Subsidy Administration services to fulfill the administrative, financial, and record-keeping functions needed to issue and document timely and accurate payment of subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to:
1. Grantee shall share the following expectations with tenants:
    - i. Contribution toward the rent shall be expected on the first month; and
    - ii. Tenants are expected to take over the full rent as quickly as possible while ensuring tenant stability.
  2. Grantee shall help tenants locate and select housing with the lowest possible rent that can be expected to be covered by the tenant once assistance is no longer provided;
  3. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a tenant requests to move outside the City;.
  4. Grantee shall make initial payments associated with tenant move-in, including security deposits, first and last month's rent, including calculation of tenant monthly rental payment amounts;

5. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
6. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
7. Grantee shall set subsidies at the lowest possible amount needed to obtain housing for the tenant. The tenant rent contribution cannot exceed 50 percent of the tenant's net monthly income upon enrollment in the Rapid Rehousing program;
8. Grantee shall provide subsidies ranging in term from 12 months to up to 24 months. Monthly subsidy assistance shall not exceed \$1,650 per tenant per month during the term of the Rapid Rehousing program;
9. Grantee shall recertify the tenant's eligibility to receive subsidy assistance every three months, at minimum, and more frequently if the tenant's income reaches 175 percent of the rent amount. The subsidy assistance may be renewed if the tenant is moving toward successful transition from the subsidy assistance by increasing income or, when that is not a realistic goal, transitioning to another subsidized housing situation.
10. Grantee shall use an evidence-based approach in which tenants receive an initial one-year term of rental assistance. At the end of the initial rental assistance period, if the tenant is assessed to need further support, Grantee may extend assistance. Grantee may adjust the assistance amount up or down, depending on the needs of the tenant at the time. Grantee may extend rental assistance in three month increments until the tenant can sustain the rent on their own or they reach the maximum rental assistance period of 24 months.

F. Workforce Development Services

Grantee shall:

1. Conduct an assessment with each tenant to determine the employment-related capabilities, needs, interests, and potential of tenant. The assessment shall be located in each tenant file;
2. Collaborate with Smart Money Coaching to design a successful model in which financial coaching services are integrated into workforce development programming to support upward economic mobility of tenants. Smart Money Coaching is San Francisco's free and confidential one-on-one financial coaching program managed by the Office of Financial Empowerment.
3. Develop an individual service plan based on the assessment which includes a vocational goal and the incremental steps towards achieving it, including linkage to public benefits, barrier remediation and support services as necessary, including and not limited to the County Adult Assistance Program (CAAP) and CalFresh;
4. Provide job readiness preparation that includes work and education history, resume development, skill building to support tenant to conduct online job search and complete employment applications with support from staff and independently, interviewing skills, and practice interviews;
5. Collaborate with the portfolio of workforce development programs in the City of San Francisco, including programs funded by the Office of Economic and Workforce Development (OEWD), Human Services Agency (HSA), Department

of Children Youth and their Families (DCYF), as well as other private sector partnerships;

6. Provide referrals to vocational training that helps tenants obtain in-demand employment skills that are marketable to employers from local/regional industries;
7. Develop a variety of relationships with employers to identify employment placement opportunities in high-demand sectors to accommodate tenants' skills, interests, and abilities;
8. Match tenants with employment opportunities and coach them through the job search process;
9. Provide training and support to employers and tenants to ensure job retention after placement; and
10. Mediate any disputes between employers and tenants and assisting the tenants to find another job if resolution cannot be reached.

G. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and tenants. Landlord Liaison Services include, but are not limited to:

1. Coaching tenants on being a good neighbor, developing tenancy skills, lease requirements, and other topics that support stable tenancy;
2. Monthly home visits for the first three months of a tenant's tenure in housing, and quarterly thereafter. Grantee shall also check in with each landlord at least quarterly to ensure satisfaction;
3. Regular communications with landlords to identify and address concerns on a proactive basis;
4. Collaboration with Rapid Rehousing case management providers to ensure tenants are able to pay rent on time, cultivate healthy relationships with neighbors and landlords, maintain connection to benefits and other community resources, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
5. Immediate responses to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and tenants to coordinate relocation prior to eviction; and
6. Ensuring that landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting tenants' rights to Fair Housing, and adhering to lease terms.

#### V. **Location and Time of Services**

Grantee shall provide services at Episcopal Community Services sites Monday through Friday from 9:00 am to 5:00 pm. Grantee shall provide services at tenants' houses or other field locations, as needed. Grantee shall provide a 24-hour hotline for tenants and landlords to report issues and incidents that occur outside of business hours.

## VI. Service Requirements

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to tenants.
- B. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to tenants.
- C. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- D. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenants' progress.
- E. 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.
- F. Feedback, Complaint, and Follow-up Policies:  
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
  - 1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request services; and
  - 2. A written annual survey, which shall be offered to the served population to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- G. City Communications and Policies  
Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
  - 1. Regular communication to HSH about the implementation of the program;
  - 2. Attendance of quarterly HSH meetings, as needed, such as, but not limited to hearings on issues related to homelessness; and
  - 3. Attendance of trainings, as requested.

- H. Critical Incident: Grantee shall adhere to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called by staff or guests and when Child Protective Services removes a child. An example is a domestic violence incident.
- I. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- J. 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 date quality reports and correcting errors.
  2. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:  
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
  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 either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
  4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
  5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

K. Record Keeping and Files:

1. Grantee shall maintain all eligibility and inspection documentation in the Online Navigation and Entry (ONE) System<sup>1</sup> and maintain hard copy files with eligibility, including homelessness verification documents.
2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.

L. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.

M. 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.

**VII. Service Objectives**

Grantee shall achieve the following service objectives during the term of this grant. All service objectives shall be calculated at a household level rather than per tenant. A household may include more than one tenant. All service objectives will be monitored by sampling tenant files during annual program monitoring visits:

A. Housing Location Services

1. Grantee shall provide 100 percent of tenants with Housing Location Services

B. Housing Coordination Services

1. Grantee shall provide 100 percent of tenants with Housing Coordination services.
2. Grantee shall provide 100 percent of tenants with at least one home visit per month for the first three months to support their landlord relationship.

C. Subsidy Administration Services

1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each tenant.

D. Housing-Focused Case Management Services

1. Grantee shall offer 100 percent of tenants Housing-Focused Case Management Services.
2. Grantee shall offer 100 percent of tenants referrals to other Case Management should the tenant decline services.

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<sup>1</sup> HSH will provide annual Housing Quality Standards (HQS) inspections, tenant eligibility determinations, and rent calculations as outlined herein and further governed by the CoC Interim Rule (24 CFR Part 578) and subsequent guidance from HUD

E. Landlord Liaison Services

1. Grantee shall provide 100 percent of tenants with Landlord Liaison Services and Housing Retention Services.
2. Grantee shall respond to 100 percent of requests from tenants/landlords submitted within two business days.
3. Grantee shall administer an annual Tenant Satisfaction survey to 100 percent of tenants that are active in the program.

**VIII. Outcome Objectives**

Grantee shall achieve the following outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level rather than per tenant. A household may include more than one tenant. All outcome objectives are calculated based on ONE system data:

- A. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:
  1. At least 90 percent of tenants referred to the program will successfully move into housing as verified via their housing move-in date.
- B. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:
  1. The average length of time that tenants spend homeless, from referral to housing, shall be less than or equal to 75 days, as calculated by [Housing Move-in Date]-[Referral Start Date]/Count of tenants with a [Housing Move-In Date].
- C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Landlord Liaison Services:
  1. 90 percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- D. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Workforce Development Services.
  1. At least 80 percent of tenants shall obtain employment or increase their earned income by the first annual tenant assessment compared to their status at program enrollment.

**IX. Reporting Requirements**

- A. Grantee shall input data into systems required by HSH.
- B. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service.

- C. Grantee shall 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.
- D. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- E. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- F. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

## **X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

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

	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	7/1/2023		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	2/15/2021	6/30/2023	3
6	<b>Amended Term</b>	2/15/2021	6/30/2024	4
7	<b>Program</b>	Rapid Rehousing for Adults		
8	<b>FSP Contract ID#</b>	1000020986		
9				
10	<b>Approved Subcontractors</b>			
11	N/A			

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

<b>Document Date</b>	7/1/2023		
<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
<b>Current Term</b>	2/15/2021	6/30/2023	3
<b>Amended Term</b>	2/15/2021	6/30/2024	4
<b>Program</b>	Rapid Rehousing for Adults		
<b>F\$P Contract ID#</b>	1000020986		

**EXTENSION YEAR**

<b>Number Served</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<b>Service Component:</b>	2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024
Housing Location	25	50	125	230
Housing Coordination	25	50	125	230
Subsidy Administration	25	50	125	230
Landlord Liaison	25	50	125	230
Housing Focused Case Management	25	50	100	130

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

<b>Document Date</b>	7/1/2023		
<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
<b>Current Term</b>	2/15/2021	6/30/2023	3
<b>Amended Term</b>	2/15/2021	6/30/2024	4
<b>Provider Name</b>	Episcopal Community Services		
<b>Program</b>	Rapid Rehousing for Adults		
<b>F\$P Contract ID#</b>	1000020986		
<b>Action (select)</b>	Amendment		
<b>Effective Date</b>	7/1/2023		
<b>Budget Name</b>	Prop C - Adult Rapid Rehousing		
	<b>Current</b>	<b>New</b>	20%
<b>Term Budget</b>	\$ 3,756,533	\$ 9,349,683	
<b>Contingency</b>	\$ 5,992,667	\$ 399,517	
<b>Not-To-Exceed</b>	\$ 9,749,200	\$ 9,749,200	

**EXTENSION YEAR**

	Year 1	Year 2	Year 3	Year 4	All Years		
	2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	2/15/2021 - 6/30/2023	2/15/2021 - 6/30/2024	2/15/2021 - 6/30/2024
	Actuals	Actuals	Current	New	Current	Amendment	New
<b>Expenditures</b>							
Salaries & Benefits	\$ 305,683	\$ 1,222,734	\$ 1,359,834	\$ 1,572,312	\$ 2,888,251	\$ 1,572,312	\$ 4,460,563
Operating Expense	\$ 186,514	\$ 279,800	\$ 205,500	\$ 222,000	\$ 671,814	\$ 222,000	\$ 893,814
Subtotal	\$ 492,197	\$ 1,502,534	\$ 1,565,334	\$ 1,794,312	\$ 3,560,065	\$ 1,794,312	\$ 5,354,377
Indirect Percentage	15.00%	15.00%	15.00%	15.00%			
Indirect Cost (Line 24 X Line 25)	\$ 73,830	\$ 225,380	\$ 234,800	\$ 269,147	\$ 534,010	\$ 269,147	\$ 803,157
Other Expenses (Not subject to indirect %)	\$ (559,550)	\$ (524,511)	\$ 746,521	\$ 3,529,691	\$ (337,540)	\$ 3,529,691	\$ 3,192,151
<b>Total Expenditures</b>	<b>\$ 6,476</b>	<b>1,203,403</b>	<b>2,546,655</b>	<b>\$ 5,593,150</b>	<b>\$ 3,756,534</b>	<b>\$ 5,593,150</b>	<b>\$ 9,349,684</b>
<b>HSH Revenues*</b>							
Prop C	\$ 1,717,464	4,152,385	2,546,655	\$ 5,593,150	\$ 271,688	\$ 5,593,150	\$ 14,009,654
Adjustment to Actuals	\$ (1,710,988)	(2,948,983)		\$ -	\$ (4,659,971)	\$ -	\$ (4,659,971)
<b>Total HSH Revenues</b>	<b>\$ 6,476</b>	<b>1,203,402</b>	<b>2,546,655</b>	<b>\$ 5,593,150</b>	<b>\$ 3,756,533</b>	<b>5,593,150</b>	<b>9,349,683</b>
<b>Total HSH + Other Revenues</b>	<b>\$ 6,476</b>	<b>1,203,402</b>	<b>2,546,655</b>	<b>\$ 5,593,150</b>	<b>\$ 3,756,533</b>	<b>5,593,150</b>	<b>9,349,683</b>

<b>Prepared by</b>	Tiffany Luong
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\* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING  
SALARY & BENEFIT DETAIL**

<b>Document Date</b>	7/1/2023
<b>Provider Name</b>	Episcopal Community Services
<b>Program</b>	Rapid Rehousing for Adults
<b>F\$P Contract ID#</b>	1000020986
<b>Budget Name</b>	<b>Prop C - Adult Rapid Rehousing</b>

POSITION TITLE	Year 1			Year 2			Year 3		
	Agency Totals	For HSH Funded Program	2/15/2021 - 6/30/2021 Current	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022 Current	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 Current
	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
Director of Scattered Site Housing	\$ 142,902	0.50	\$ 17,863	\$ 142,902	0.50	\$ 71,451	\$ 148,393	0.50	\$ 74,196
Rapid Rehousing Manager	\$ 100,053	1.00	\$ 25,013	\$ 100,053	1.00	\$ 100,053	\$ 104,358	1.00	\$ 104,358
Rapid Rehousing Stabilization Specialist	\$ 56,046	3.00	\$ 42,035	\$ 56,046	3.00	\$ 168,138	\$ 64,187	3.00	\$ 192,562
Rapid Rehousing Job Developer Assistant Manager	\$ 81,207	1.00	\$ 20,302	\$ 81,207	1.00	\$ 81,207	\$ 83,066	1.00	\$ 83,066
Rapid Rehousing Job Developer and Retention Specialist	\$ 58,591	1.00	\$ 14,648	\$ 58,591	1.00	\$ 58,591	\$ 64,701	1.00	\$ 64,701
Housing Location & Landlord Liaison Associate Director	\$ 115,893	0.61	\$ 17,674	\$ 115,893	0.61	\$ 70,695	\$ 112,914	0.61	\$ 68,878
Scattered Site Housing Locator	\$ 58,591	1.83	\$ 26,805	\$ 58,591	2.51	\$ 146,997	\$ 64,187	2.44	\$ 156,617
Data Analyst and Compliance Specialist	\$ 63,108	0.50	\$ 7,889	\$ 63,108	0.50	\$ 31,554	\$ 67,762	0.50	\$ 33,881
Finance/Accounting	\$ 88,649	1.00	\$ 22,162	\$ 88,649	1.00	\$ 88,649	\$ 85,769	1.00	\$ 85,769
Rapid Rehousing Stabilization Specialist							\$ 64,187	1.50	\$ 96,281
Scattered Site Housing Locator							\$ -		
Housing Coordinator and Retention Specialist	\$ 56,046	1.00	\$ 14,012	\$ 56,046	1.00	\$ 56,046	\$ 56,234	0.20	\$ 11,001
Administrative Assistant	\$ 79,551	0.50	\$ 9,944	\$ 79,551		\$ -	\$ -		\$ -
	<b>TOTAL SALARIES</b>		<b>\$ 218,345</b>	<b>TOTAL SALARIES</b>		<b>\$ 873,381</b>	<b>TOTAL SALARIES</b>		<b>\$ 971,310</b>
	<b>TOTAL FTE</b>	<b>11.94</b>		<b>TOTAL FTE</b>	<b>12.12</b>		<b>TOTAL FTE</b>	<b>12.75</b>	
	<b>FRINGE BENEFIT RATE</b>		<b>40.00%</b>	<b>FRINGE BENEFIT RATE</b>		<b>40.00%</b>	<b>FRINGE BENEFIT RATE</b>		<b>40.00%</b>
	<b>EMPLOYEE FRINGE BENEFITS</b>		<b>\$ 87,338</b>	<b>EMPLOYEE FRINGE BENEFITS</b>		<b>\$ 349,352</b>	<b>EMPLOYEE FRINGE BENEFITS</b>		<b>\$ 388,524</b>
	<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 305,683</b>	<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 1,222,734</b>	<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 1,359,834</b>

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING  
SALARY & BENEFIT DETAIL**

<b>Document Date</b>	7/1/2023
<b>Provider Name</b>	Episcopal Community Services
<b>Program</b>	Rapid Rehousing for Adults
<b>F\$P Contract ID#</b>	1000020986
<b>Budget Name</b>	<b>Prop C - Adult Rapid Rehousing</b>

**EXTENSION YEAR**

POSITION TITLE	Year 4			All Years		
	Agency Totals	For HSH	7/1/2023 -	2/15/2021 -	2/15/2021 -	2/15/2021 -
		Funded Program	6/30/2024	6/30/2023	6/30/2024	6/30/2024
Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
Director of Scattered Site Housing	\$ 160,246	0.50	\$ 80,123	\$ 163,510	\$ 80,123	\$ 243,633
Rapid Rehousing Manager	\$ 112,683	1.00	\$ 112,683	\$ 229,424	\$ 112,683	\$ 342,107
Rapid Rehousing Stabilization Specialist	\$ 62,428	3.00	\$ 187,284	\$ 402,735	\$ 187,284	\$ 590,019
Rapid Rehousing Job Developer Assistant Manager	\$ 90,209	1.00	\$ 90,209	\$ 184,575	\$ 90,209	\$ 274,784
Rapid Rehousing Job Developer and Retention Specialist	\$ 72,147	1.00	\$ 72,147	\$ 137,940	\$ 72,147	\$ 210,087
Housing Location & Landlord Liaison Associate Director	\$ 126,027	0.61	\$ 76,876	\$ 157,246	\$ 76,876	\$ 234,122
Scattered Site Housing Locator	\$ 65,592	1.83	\$ 120,033	\$ 330,420	\$ 120,033	\$ 450,453
Data Analyst and Compliance Specialist	\$ 74,332	0.50	\$ 37,166	\$ 73,324	\$ 37,166	\$ 110,490
Finance/Accounting	\$ 93,683	1.00	\$ 93,683	\$ 196,580	\$ 93,683	\$ 290,263
Rapid Rehousing Stabilization Specialist	\$ 62,428	3.00	\$ 187,284	\$ 96,281	\$ 187,284	\$ 283,565
Scattered Site Housing Locator	\$ 65,592	1.00	\$ 65,592	\$ -	\$ 65,592	\$ 65,592
Housing Coordinator and Retention Specialist	\$ -		\$ -	\$ 81,059	\$ -	\$ 81,059
Administrative Assistant	\$ -		\$ -	\$ 9,944	\$ -	\$ 9,944
	<b>TOTAL SALARIES</b>		<b>\$ 1,123,080</b>	<b>\$ 2,063,036</b>	<b>\$ 1,123,080</b>	<b>\$ 3,186,116</b>
	<b>TOTAL FTE</b>	<b>14.44</b>				
	<b>FRINGE BENEFIT RATE</b>		40.00%			
	<b>EMPLOYEE FRINGE BENEFITS</b>		<b>\$ 449,232</b>	<b>\$ 825,215</b>	<b>\$ 449,232</b>	<b>\$ 1,274,447</b>
	<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 1,572,312</b>	<b>\$ 2,888,251</b>	<b>\$ 1,572,312</b>	<b>\$ 4,460,563</b>

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING  
OPERATING DETAIL**

<b>Document Date</b>	7/1/2023
<b>Provider Name</b>	Episcopal Community Services
<b>Program</b>	Rapid Rehousing for Adults
<b>F\$P Contract ID#</b>	1000020986
<b>Budget Name</b>	<b>Prop C - Adult Rapid Rehousing</b>

**EXTENSION YEAR**

	Year 1	Year 2	Year 3	Year 4	All Years		
	2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	2/15/2021 - 6/30/2023	2/15/2021 - 6/30/2024	2/15/2021 - 6/30/2024
	Current	Current	Current	New	Current	Amendment	New
	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
<b>Operating Expenses</b>							
Rental of Property	\$ 94,814	\$ 175,000	\$ 110,000	\$ 116,600	\$ 379,814	\$ 116,600	\$ 496,414
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 3,400	\$ 10,000	\$ 12,000	\$ 15,000	\$ 25,400	\$ 15,000	\$ 40,400
Office Supplies, Postage	\$ 1,500	\$ 3,000	\$ 5,000	\$ 10,400	\$ 9,500	\$ 10,400	\$ 19,900
Telecommunications	\$ 5,300	\$ 15,800	\$ 13,000	\$ 13,000	\$ 34,100	\$ 13,000	\$ 47,100
Printing and Reproduction	\$ 2,500	\$ 5,000	\$ 2,500	\$ 2,500	\$ 10,000	\$ 2,500	\$ 12,500
Insurance	\$ 5,000	\$ 15,000	\$ 8,000	\$ 10,500	\$ 28,000	\$ 10,500	\$ 38,500
Staff Training	\$ 1,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 7,500	\$ 3,000	\$ 10,500
Staff Travel-(Local & Out of Town)	\$ 2,500	\$ 7,000	\$ 12,000	\$ 15,000	\$ 21,500	\$ 15,000	\$ 36,500
Program/Client Supplies	\$ 32,500	\$ 26,000	\$ 20,000	\$ 36,000	\$ 78,500	\$ 36,000	\$ 114,500
Housing Barrier Funds		\$ 20,000	\$ 20,000	\$ -	\$ 40,000	\$ -	\$ 40,000
Start-up Cost: Staff furniture (desks, chairs)	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
Start-up Cost: Computers, telephones and fax/printer	\$ 22,500	\$ -	\$ -	\$ -	\$ 22,500	\$ -	\$ 22,500
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 186,514</b>	<b>\$ 279,800</b>	<b>\$ 205,500</b>	<b>\$ 222,000</b>	<b>\$ 671,814</b>	<b>\$ 222,000</b>	<b>\$ 893,814</b>
<b>Other Expenses (not subject to indirect cost %)</b>							
Move-in and Subsidy Funds	\$ 1,151,438	\$ 2,424,472	\$ 726,521	\$ 3,509,691	\$ 4,302,431	\$ 3,509,691	\$ 7,812,122
Rental Bonus			\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 40,000
Adjustment to Actuals	\$ (1,710,988)	\$ (2,948,983)		\$ -	\$ (4,659,971)	\$ -	\$ (4,659,971)
<b>TOTAL OTHER EXPENSES</b>	<b>\$ (559,550)</b>	<b>\$ (524,511)</b>	<b>\$ 746,521</b>	<b>\$ 3,529,691</b>	<b>\$ (337,540)</b>	<b>\$ 3,529,691</b>	<b>\$ 3,192,151</b>

**BUDGET NARRATIVE**

**Fiscal Year**

**Prop C - Adult Rapid Rehousing**

**FY23-24**

<u>Salaries &amp; Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Director of Scattered Site Housing	0.50	\$ 80,123	Monitors service delivery and program performance to ensure consistent and efficient processes across programs, and compliance with grants and contracts. Provide leadership and facilitate staff development and training, collaborates with partners and HSH on strategic programmatic adjustments	\$160,246 x 0.5 FTE
Rapid Rehousing Manager	1.00	\$ 112,683	Oversees housing stabilization & retention services, maintains rent payment forms and reporting, collaborates closely with partners on case conferencing and subsidy calculations	\$112,683 x 1 FTE
Rapid Rehousing Stabilization Specialist	3.00	\$ 187,284	provides ongoing case management assistance, linkages to health, mental health and substance use and misuse services, benefits assistance, assistance with life skills, employment and education and housing location and eviction prevention.	\$62,428 x 3 FTE
Rapid Rehousing Job Developer Assistant Manager	1.00	\$ 90,209	Manages RRH external partners and interagency partnerships, outreaches for new employment service partnerships, maintains existing partnerships, completes reporting and program analysis for strategic growth opportunities that align with ECS mission and vision	\$90,209 x 1 FTE
Rapid Rehousing Job Developer and Retention Specialist	1.00	\$ 72,147	Provides ongoing job development support to RRH participants	\$72,147 x 1 FTE
Housing Location & Landlord Liaison Associate Director	0.61	\$ 76,876	Capacity building for local and regional housing partnerships, monitor program outcomes, onboarding new scattered site housing partnerships, & oversee MOUs. Responsible for supporting Housing Locator team, maintaining the housing database and major landlord relationships, monitor database & number of new units online	\$126,027 x 0.61 FTE
Scattered Site Housing Locator	1.83	\$ 120,033	Provides housing location, landlord communication and light touch retention services to participants stabilized by RRH partners.	\$65,592 x 1.83 FTE
Data Analyst and Compliance Specialist	0.50	\$ 37,166	Maintains data entered into the ONE System, completes required reports or conducts interim reporting, submit the monthly, quarterly and/or annual metrics into databases	\$74,332 x 0.5 FTE
Finance/Accounting	1.00	\$ 93,683	Administers move-in costs and monthly subsidies, prepares and provides HSH with detailed monthly invoices	\$93,683 x 1 FTE
Rapid Rehousing Stabilization Specialist	3.00	\$ 187,284	Provides ongoing case management assistance, linkages to health, mental health and substance use and misuse services, benefits assistance, assistance with life skills, employment and education and housing location and eviction prevention.	\$62,428 x 3 FTE
Scattered Site Housing Locator	1.00	\$ 65,592	Provides housing location, landlord communication and light touch retention services to participants stabilized by RRH partners.	\$65,592 x 1 FTE
Housing Coordinator and Retention Specialist		\$ -		
Administrative Assistant		\$ -		
<b>TOTAL</b>	<b>14.44</b>	<b>\$ 1,123,080</b>		
<u>Employee Fringe Benefits</u>	<u>40.0%</u>	<u>\$ 449,232</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 40% of total salaries.</u>	
<b>Salaries &amp; Benefits Total</b>		<b>\$ 1,572,312</b>		

**BUDGET NARRATIVE**

Fiscal Year

**Prop C - Adult Rapid Rehousing****FY23-24**

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 116,600	Rent expense	\$9,717 x 12 months
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 15,000	Utilities - electricity, water and gas expenses	\$1,250 x 12 months
Office Supplies, Postage	\$ 10,400	Office and meeting supplies expenses; postage	\$867 x 12 months
Telecommunications	\$ 13,000	Landline, cellphone, Wi-Fi/internet expenses	\$1,083 x 12 months
Printing and Reproduction	\$ 2,500	Printing and copying expenses	\$208 x 12 months
Insurance	\$ 10,500	General and liability insurance coverage	\$875 x 12 months
Staff Training	\$ 3,000	Staff training expenses	\$250 x 12 months
Staff Travel-(Local & Out of Town)	\$ 15,000	Local staff transportation expenses	\$1,250 x 12 months
Program/Client Supplies	\$ 36,000	Program and client supplies expenses	\$3,000 x 12 months
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 222,000</b>		
<b>Indirect Cost</b>	15.0% \$ 269,147		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Move-in and Subsidy Funds	\$ 3,509,691	Housing and provide security deposits; monthly rental subsidies; move-in assistance; apartment needs; unit holds for 230 participants	\$292,474 X 12 months
Rental Bonus	\$ 20,000	Incentives for landlords partnership	\$1,000 X 20 landlords
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 3,529,691</b>		

## Appendix C, Method of Payment

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

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

**B. Invoicing System:**

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

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

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

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

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

<b>Prop C</b>	
<b>Type</b>	<b>Instructions and Examples of Documentation</b>
	and documentation for any Operating line items that exceed \$10,000.  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.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.  Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

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

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

**A. Advance Requirements:**

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

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);
2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and

3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

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

C. Advance Repayment Process:

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

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

**Appendix D - Interests In Other City Grants**

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Adult Probation Department	Rental Subsidies and Flexible Spending Funds for Step Up To Freedom	July 1, 2022 – July 31, 2023	\$483,701
Department of Homelessness and Supportive Housing	1064-68 Mission Street Housing	May 1, 2022 – June 30, 2025	\$6,300,824
Department of Homelessness and Supportive Housing	1180 4th Street Housing	July 1, 2014 – June 30, 2024	\$4,934,700
Department of Homelessness and Supportive Housing	455 Fell Street Housing	May 15, 2019 – June 30, 2023	\$1,380,001
Department of Homelessness and Supportive Housing	Adult Access Points	July 1, 2021 – June 30, 2023	\$9,816,708
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing & Mainstream Voucher	July 1, 2020 – June 30, 2024	\$8,586,482
Department of Homelessness and Supportive Housing	Auburn Hotel	July 1, 2021 – June 30, 2026	\$7,555,534
Department of Homelessness and Supportive Housing	Bishop Swing	July 1, 2020 – March 31, 2024	\$4,384,783
Department of Homelessness and Supportive Housing	Bryant Homeless Storage	December 1, 2020 - February 29, 2024	\$2,663,002
Department of Homelessness and Supportive Housing	Canon Barcus RA & SS	July 1, 2020 – June 30, 2023	\$4,172,720
Department of Homelessness and Supportive Housing	Canon Kip Community House	December 1, 2021 - January 30, 2024	\$7,085,148
Department of Homelessness and Supportive Housing	Cova Winter Shelter	December 18, 2021 - July 31, 2023	\$9,340,476
Department of Homelessness and Supportive Housing	Flexible Housing Subsidy Pool	February 15, 2021 - June 30, 2023	\$9,900,000
Department of Homelessness and Supportive Housing	Granada Hotel Housing	November 1, 2020 - June 30, 2025	\$7,489,776
Department of Homelessness and Supportive Housing	Henry Hotel Housing	July 1, 2019 – June 30, 2023	\$9,738,512
Department of Homelessness and Supportive Housing	Henry Hotel Rental Assistance	August 1, 2021 - July 31, 2024	\$3,649,750
Department of Homelessness and Supportive Housing	Hotel Diva Housing	August 1, 2021 - June 30, 2024	\$3,063,465
Department of Homelessness and Supportive Housing	Housing First	January 1, 2021 - February 29, 2024	\$26,329,610
Department of Homelessness and Supportive Housing	Housing Navigation	July 1, 2021 – June 30, 2023	\$6,186,227

Department of Homelessness and Supportive Housing	Interfaith Winter Shelter	July 1, 2021 – June 30, 2024	\$2,333,326
Department of Homelessness and Supportive Housing	Minna Lee Housing	May 1, 2018 – June 30, 2023	\$1,985,078
Department of Homelessness and Supportive Housing	Post Hotel Housing	September 1, 2020 - June 30, 2023	\$9,996,278
Department of Homelessness and Supportive Housing	Rose Hotel & Canon Kip	July 1, 2020 - December 31, 2023	\$2,405,468
Department of Homelessness and Supportive Housing	Sanctuary Shelter	July 1, 2021 – June 30, 2026	\$25,755,271
Department of Homelessness and Supportive Housing	Tahanan Housing	August 1, 2021 - June 30, 2024	\$3,074,403
Health Services Agency	Congregate Meals for Adults with Disabilities	July 1, 2021 – June 30, 2025	\$443,406
Health Services Agency	Congregate Meals for Older Adults (with NCQA)	July 1, 2021 – June 30, 2025	\$2,330,952
Health Services Agency	Employment Services	July 1, 2021 – June 30, 2023	\$554,827
Health Care Agency - Department of Disability and Aging Services	Case Management	July 1, 2021 – June 30, 2023	\$679,550
Health Care Agency - Department of Disability and Aging Services	Senior Services – Community Services	January 1, 2021 - June 30, 2023	\$700,759
Mayor's Office of Housing and Community Development	Next Steps Center (NSC) Job Center \$80K Bruce Ito	July 1, 2021 – June 30, 2023	\$160,000
Mayor's Office of Housing and Community Development	Pilot Occupational Skills Training (SSST2)	July 1, 2022 – June 30, 2023	\$837,209

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

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

THIS AMENDMENT of the **April 7, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2024** and is made in the City and County of San Francisco, State of California, by and between **EPISCOPAL COMMUNITY SERVICES** ("Grantee") and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

**RECITALS**

WHEREAS, Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness; and

WHEREAS, City and Grantee desire to execute this Amendment to update the Agreement in order to extend the agreement; and

WHEREAS, the City’s Homelessness Oversight Commission approved this Amendment by Resolution No 24-062 on June 6, 2024; and

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

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
  - (a) “Agreement” shall mean the Agreement dated **April 7, 2021** between Grantee and City; and **First Amendment**, dated **July 1, 2023**.
  - (b) “San Francisco Labor and Employment Code”: As of January 4, 2024, San Francisco Administrative Code Chapters 21C (Miscellaneous Prevailing Wage Requirements), 12B (Nondiscrimination in Contracts), 12C (Nondiscrimination in Property Contracts), 12K (Salary History), 12P (Minimum Compensation), 12Q (Health Care Accountability), 12T (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 12U (Sweatfree Contracting) are redesignated as Articles 102 (Miscellaneous Prevailing Wage Requirements), 131 (Nondiscrimination in Contracts), 132 (Nondiscrimination in Property Contracts), 141 (Salary History), 111 (Minimum

Compensation), 121 (Health Care Accountability), 142 (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 151 (Sweatfree Contracting) of the San Francisco Labor and Employment Code, respectively. Wherever this Agreement refers to San Francisco Administrative Code Chapters 21C, 12B, 12C, 12K, 12P, 12Q, 12T, and 12U, it shall be construed to mean San Francisco Labor and Employment Code Articles 102, 131, 132, 141, 111, 121, 142, and 151, respectively.

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

**2.1 Section 3.2 Duration of Term** of the Agreement currently reads as follows:

**3.2 Duration of Term.**

- (a) The term of this Agreement shall commence on **February 15, 2021** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

**3.2 Duration of Term.** The term of this Agreement shall commence on **February 15, 2021** and expire **January 31, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

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

**2.3 Section 5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

**5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Seven Hundred Forty Nine Thousand Two Hundred Dollars (\$9,749,200)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Three Hundred Ninety Nine Thousand Five Hundred Seventeen Dollars (\$399,517)** is included as a contingency amount and is neither to be used in Budget(s) attached to this

Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

**5.1 Maximum Amount of Grant Funds.** In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Ninety Nine Thousand Dollars (\$9,999,000)**.

**2.4 Section 5.2 Use of Grant Funds** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

**2.5 Section 5.4 Reserved. State or Federal Funds** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**5.4 State or Federal Funds.**

(a) **Disallowance.** Where the funds are provided by the State or Federal government, with respect to Grant Funds, if any, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the State or Federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(b) **Grant Terms.** Where the funding for this Agreement is provided in full or in part by a federal or state Grant to the City, as part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements.

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

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

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

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

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

(b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to

the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

**2.8 Section 16.8 Requiring Minimum Compensation for Employees** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**16.8 Requiring Minimum Compensation for Employees.** Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Labor and Employment Code Article 111, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Article 111. Information about and the text of the Article 111 is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of Article 111, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Article 111.

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

**16.19 Distribution of Beverages and Water**

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

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

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

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

(b) Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City

request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subcontractors/subgrantees/subrecipients to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subcontractors/subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.

**2.11 Section 16.23 Reserved.(Additional Requirements for Federally-Funded Awards)** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**16.23 Additional Requirements for Federally-Funded Awards, when applicable.**

- (a) Grantee shall comply with the requirements described in 2 CFR 25.200, or any successor provisions, to provide a valid Unique Entity Identifier (UEI) and maintain an active SAM.gov registration with current information.
- (b) The Grant Agreement is subject to 2 CFR Part 175, Award Term for Trafficking in Persons. Federal funding under this Grant Agreement may be terminated without penalty if Grantee:
  - (1) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
  - (2) Procures a commercial sex act during the period of time that the award is in effect; or
  - (3) Uses forced labor in the performance of the award or sub-awards under the award.

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

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

**17.6 Entire Agreement.** This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A, Services to be Provided (dated July 1, 2024)

Appendix B, Budget (dated July 1, 2024)  
Appendix C, Method of Payment (dated July 1, 2024)  
Appendix D, Interests in Other City Grants (dated July 1, 2024)

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

**17.12 Reserved.**

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

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

**2.16 Appendix A, Services to be Provided** (dated July 1, 2023), of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2024) for the period of July 1, 2024 to January 31, 2025.

**2.17 Appendix B, Budget** (dated July 1, 2023), of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2024), for the period of February 15, 2021 to January 31, 2025

**2.18 Appendix C, Method of Payment** (dated July 1, 2023), of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2024).

**2.19 Appendix D, Interests in Other City Grants** (dated July 1, 2023), of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2024).

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

**CITY**

**GRANTEE**

**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**EPISCOPAL COMMUNITY SERVICES**

By:   
CAD7B781896B449...  
Shireen McSpadden  
Executive Director

By:   
2E6F81C95BDB477...  
Mary Elizabeth Stokes  
Executive Director  
City Supplier Number: 0000020568

Approved as to Form:  
David Chiu  
City Attorney

By:   
1AFBEA6D5F35481...  
Adam Radtke  
Deputy City Attorney

**Appendix A: Services to be Provided**  
**by**  
**Episcopal Community Services**  
**Rapid Rehousing for Adults**

**I. Purpose of Grant**

The purpose of the grant is to provide short-to-medium term Rapid Rehousing (RRH) to the served population. The goals of these services are to reduce the length of time participants spend experiencing homelessness, support the served population in retaining their housing and exiting to rent stability.

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

**IV. Description of Services**

Grantee shall provide Support Services to the total number participants as listed in Appendix B, Budget ("Number Served" tab). RRH services are voluntary and shall be available to all participants. Support Services shall include, but are not limited to, the following:

A. Housing-Focused Case Management Services: Grantee shall provide necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting participants with securing needed documentation to move into housing, referrals to mainstream resources, and working closely with RRH administrator(s) to ensure that all needed services are in place prior to housing placement. Grantee shall provide wrap-around case management services within a Harm Reduction model to ensure participants' long-term housing retention and improved well-being. These services shall include, but are not limited to, the following:

1. Grantee shall communicate and coordinate with Coordinated Entry and housing partners to remove any barriers to the housing referral process;
2. Grantee shall facilitate onboarding and provide written documentation to inform participants of program components, including program overview, engagement, and services overview, rent contribution explanation, subsidy termination overview, grievance policy, and reasonable accommodation process;
3. Grantee shall work collaboratively with participants to develop an initial Housing Stability Plan, which shall be updated on a quarterly basis, at minimum. The Housing Stability Plan shall outline participant plans to secure and sustain housing, inclusive of specific, actionable steps the participant will take to pursue housing stability. These may include, but are not limited to, the following:
  - a. Search for and secure housing;
  - b. Increase income, connect to benefits. and secure employment

- c. Pursue educational goals, trainings, or certifications;
  - d. Improve credit history and build savings;
  - e. Address physical or behavioral health challenges; and
  - f. Connect to legal resources or other social supports as needed.
4. Grantee shall assess the participant's employment and educational skills and goals at intake and incorporate those into the participant's Housing Stability Plan.
  5. Grantee shall assist with housing coordination services to support a successful transition into housing, including providing transportation and accompanying the participant, as needed, to submit housing applications or to visit available housing units;
  6. Grantee shall support the participant in making a successful transition to housing, including by accompanying the participant during the move-in process, orienting the participant to the neighborhood, and connecting the participant to all necessary external resources and services;
  7. Grantee shall make referrals to mainstream resources such as linkages to resources for physical and behavioral health services, childcare services, legal resources, In Home Support Services (ISS) or any other services the participant needs to achieve housing stability.
  8. Should the participants' needs exceed the capacity of the Grantee, Grantee shall support the participant with linkages to community resources, money management, Smart Money Coaching, and crisis intervention services within a housing first, trauma-informed, and harm reduction framework;
  9. Grantee shall assess need for public benefits, if needed Grantee will sign participants up for all public benefits for which they qualify;
  10. Grantee shall collaborate with housing location providers, if applicable, and any other organizations serving the participant, with regular check-in meetings, case conference calls, and other communication, as needed.
  11. Grantee shall support the provision of targeted services and/or referrals to another appropriate agency for participants whose behavior indicates substance abuse, mental health, or another issue that is jeopardizing the participant's housing retention and/or health;
  12. Grantee shall begin program exit planning early in the housing process. Grantee shall engage the participant in exit planning early in the housing process to support the participant's successful transition off the rental subsidy as quickly as possible. The exit plan shall depend on the participant's needs and preferences and may include establishing linkages to services in the greater community.
- B. Housing Location Services: Grantee shall provide Housing Location Services to identify and secure housing units. Housing Location Services shall include, but are not limited, to the following:
1. Grantee shall conduct landlord recruitment and establish relationships with landlords, property owners, and property management companies that agree to house qualifying participants;
  2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with participant preferences to the

greatest degree possible, and accessible to participants with disabilities. Units may include, but are not limited to, single units in multi-family buildings, blocks of units in multi-family buildings, shared housing, and other options that help participants achieve residential stability and overall health and well-being;

3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants;
4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns;
5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace;
6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs;
7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with RRH resources.
8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a tenant requests to move outside the City.

C. Housing Coordination Services: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:

1. Grantee shall communicate and coordinate with Coordinated Entry and RRH case management partners to remove any barriers to the housing referral process;
2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations;
3. Grantee shall support referrals in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing;
5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers);
6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters;
8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed;
9. Grantee shall communicate the following expectations with participants:

- a. Contribution toward the rent is due on the first month and how to make the payment; and
  - b. How much the participant is responsible for each month; and
  - c. Tenants are expected to take over the full rent as quickly as possible while ensuring tenant stability.
10. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements;
  11. Grantee shall support payment of items needed during housing search and move-in (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance;
  12. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges; and
  13. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.
  14. Grantee shall recertify the tenant's eligibility to receive subsidy assistance every three months, at minimum, and more frequently if the tenant's income reaches 200 percent of the rent amount. The subsidy assistance may be renewed if the tenant is moving toward successful transition from the subsidy assistance by increasing income or, when that is not a realistic goal, support transitioning to another subsidized housing situation.

D. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to, the following:

1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments;
3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord;
4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco;
6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation;
7. Grantee shall provide subsidies ranging in term from 12 months to up to 24 months.
8. Grantee shall receive an initial one-year term of rental assistance. At the end of the initial rental assistance period, if the tenant is assessed to need further support,

Grantee may extend assistance. Grantee may adjust the assistance amount up or down, depending on the needs of the tenant at the time. Grantee may extend rental assistance in three month increments until the tenant can sustain the rent on their own or they reach the maximum rental assistance period of 24 months.

- E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and participants. Landlord Liaison Services include, but are not limited to, the following:
1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis;
  2. Grantee shall regularly collaborate with RRH case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
  3. Grantee shall immediately respond to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and participants to coordinate solutions prior to eviction;
  4. Grantee shall ensure landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting participants' rights to Fair Housing, and adhering to lease terms; and
  5. Grantee shall provide a point of contact for all partnering landlords to ensure rapid response to participant challenges and any issues that may arise.
- F. Workforce Development Services:
1. Grantee shall conduct an assessment with each tenant to determine the employment-related capabilities, needs, interests, and potential of tenant. The assessment should be documented within the initial Housing Stability Plan.
  2. Grantee shall integrate ongoing workforce development planning into the Housing Stability Plan based on the assessment which includes a vocational goal and the incremental steps towards achieving it, including linkage to public benefits, barrier remediation and support services as necessary, including and not limited to the County Adult Assistance Program (CAAP) and CalFresh;
  3. Grantee shall collaborate with Smart Money Coaching to ensure financial coaching services are integrated into workforce development programming to support upward economic mobility of tenants.
  4. Grantee shall provide job readiness preparation that includes work and education history, resume development, skill building to support tenant to conduct online job search and complete employment applications with support from staff and independently, interviewing skills, and practice interviews;
  5. Grantee shall collaborate with the portfolio of workforce development programs in the City of San Francisco, including programs funded by the Office of Economic and Workforce Development (OEWD), Human Services Agency

- (HSA), Department of Children Youth and their Families (DCYF), as well as other private sector partnerships;
6. Grantee shall provide referrals to vocational training that helps tenants obtain in-demand employment skills that are marketable to employers from local/regional industries;
  7. Grantee shall match tenants with employment opportunities and coach them through the job search process;
  8. Provide training and support to employers and tenants to ensure job retention after placement.

## V. Location and Time of Services

Grantee shall provide services at Episcopal Community Services sites Monday through Friday from 9:00 am to 5:00 pm Grantee shall provide services at participants' houses or other field locations, as needed. Grantee shall also be available, by arrangement, on other days including early evening and weekends at locations convenient to the client.

## VI. Service Requirements

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH adult units.
- B. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to HSH adult units.
- C. Income Verification: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution;
- D. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- E. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. 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.

G. Grievance Procedure:

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

H. Reasonable Accommodation Policy: Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation policy and process to each participant and obtain a signed copy of the policy and process from the participant, which must be maintained in the participant's file.

I. Termination Policy: Grantee shall establish due process for program termination and upload supporting documentation into the Online Navigation and Entry (ONE) System (or record in a comparable system for DV providers) at program termination.

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 completion of the survey if the written format presents any problem.

K. City Communications and Policies: 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.
- L. Coordination with Other Service Providers: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.
- M. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, according to the Department policy. Critical incidents shall be reported using the Critical Incident Report form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager.
- 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 site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- O. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to:
    - a. Entering all household data within three working days (unless specifically requested to do so sooner);
    - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
    - c. Running monthly data quality reports and correcting any errors.
  2. Records entered into the Online Navigation and Entry (ONE) system shall meet or exceed the ONE System CDQI Process standard.<sup>1</sup>
  3. Grantee shall enter data into the ONE System but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or 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.

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

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
  5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- P. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.
- Q. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.

## VII. Service Objectives

Grantee shall achieve the following service objectives during the term of this grant. All service objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All service objectives below will be monitored by sampling participant files during annual program monitoring visits:

- A. Housing Location Services
1. Grantee shall provide 100 percent of participants with Housing Location Services.
- B. Housing Coordination Services
1. Grantee shall offer 100 percent of participants with Housing Coordination services.
- C. Subsidy Administration Services
1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each participant, or at the orientation of lease; and
  2. Grantee shall provide 100 percent of participants with Subsidy Administration Services.
- D. Housing-Focused Case Management Services
1. Grantee shall offer 100 percent of participants Housing-Focused Case Management Services;
  2. Grantee shall offer a Housing Stability Plan to 100 percent of participants receiving Housing-Focused Case Management Services; and
  3. Grantee shall offer 100 percent of participants referrals to other Case Management should the participant decline Grantee's Housing-Focused Case Management Services.

E. Workforce Development Services

1. Grantee shall offer 100 percent of participants with Workforce Development Services; and
2. Grantee shall offer a workforce development assessment to 100 percent of participants; and
3. Grantee shall offer 100 percent of participants referrals to workforce development program partnerships specifically designed for RRH participants.

F. Landlord Liaison Services

1. Grantee shall provide 100 percent of participants with Landlord Liaison Services; and
2. Grantee shall respond to 100 percent of requests from participants/landlords submitted within two business days.

**VIII. Outcome Objectives**

Grantee shall achieve the following outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level rather than per participant. A household may include more than one participant. All outcome objectives will be monitored using ONE System data:

A. Housing Coordination and Housing Location Services:

1. At least 90 percent of participants enrolled in the program will successfully move into housing as verified by their housing move-in date; and
2. The average length of time that participants spend homeless, from program enrollment to housing move-in, shall be less than or equal to 75 days, as calculated by  $[\text{Housing Move-in Date}] - [\text{Enrollment Date}] / \text{Count of participants with a [Housing Move-In Date]}$ .

B. Housing-Focused Case Management, Housing Coordination Services, and Landlord Liaison Services:

1. At least 90 percent of participants will maintain their housing for 12 months or exit to a permanent housing destination; and
2. At least 80 percent of households will maintain their housing for 24 months or exit to a permanent housing destination; and
3. At least 75 percent of participants will be referred to community resources.

C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Workforce Development Services.

1. At least 75 percent of tenants shall obtain employment or increase their income by the first annual tenant assessment compared to their status at program enrollment.

## IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each quarter:
  - 1. The total number of unduplicated households receiving a subsidy or case management services during that quarter; and
  - 2. The total number of new placements during the quarter not including relocations; and
  - 3. The total number of program exits and destinations.
- C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.
- D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each fiscal year:
  - 1. The number and percentage of participants that maintained their housing for 12 months or exited to a permanent housing destination and households that maintained their housing for 24 months or exit to a permanent housing destination; and
  - 2. The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
  - 3. The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
  - 4. The number and percentage of households referred to community resources.
- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation

program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.

- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- I. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

## **X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to the following: participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

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

	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	7/1/2024		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	2/15/2021	6/30/2024	4
6	<b>Amended Term</b>	2/15/2021	1/31/2025	4
7	<b>Program</b>	Rapid Rehousing for Adults		
8	<b>F\$P Contract ID#</b>	1000020986		
9				
10	<b>Approved Subcontractors</b>			
11	N/A			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>																		
2	<b>APPENDIX B, BUDGET</b>																		
3	<b>Document Date</b>	7/1/2024																	
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>															
5	<b>Current Term</b>	2/15/2021	6/30/2024	4															
6	<b>Amended Term</b>	2/15/2021	1/31/2025	5															
7	<b>Program</b>	Rapid Rehousing for Adults																	
8	<b>F\$P Contract ID#</b>	1000020986																	
9																			
10	<b>Number Served</b>				<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>										
11	<b>Service Component:</b>				2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 1/31/2025										
12	Housing Location				25	50	125	154	30										
13	Housing Coordination				25	50	125	154	154										
14	Subsidy Administration				25	50	125	154	154										
15	Landlord Liaison				25	50	125	154	154										
16	Housing Focused Case Management				25	50	100	130	125										

	A	B	C	D	G	J	M	P	S	AI	AJ	AK	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>												
2	<b>APPENDIX B, BUDGET</b>												
3	<b>Document Date</b>	7/1/2024											
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>									
5	<b>Current Term</b>	2/15/2021	6/30/2024	4									
6	<b>Amended Term</b>	2/15/2021	1/31/2025	5									
7	<b>Provider Name</b>	Episcopal Community Services											
8	<b>Program</b>	Rapid Rehousing for Adults											
9	<b>F\$P Contract ID#</b>	1000020986											
10	<b>Action (select)</b>	Amendment											
11	<b>Effective Date</b>	7/1/2024											
12	<b>Budget Name</b>	<b>Prop C - Adult Rapid Rehousing</b>											
13		<b>Current</b>	<b>New</b>										
14	<b>Term Budget</b>	\$ 6,710,086	\$ 9,999,000	20%									
15	<b>Contingency</b>	\$ 3,039,114	\$ -										
16	<b>Not-To-Exceed</b>	\$ 9,749,200	\$ 9,999,000										
17					<b>EXTENSION YEAR</b>								
18					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5 (7 Months)</b>	<b>All Years</b>			
19					4/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 1/31/2025	2/15/2021 - 6/30/2024	2/15/2021 - 1/31/2025	2/15/2021 - 1/31/2025	
20					<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>New</b>	<b>New</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>	
21	<b>Expenditures</b>												
22	Salaries & Benefits	\$ 305,683	\$ 1,222,734	\$ 1,359,834	\$ 1,618,226	\$ 941,141	\$ 4,506,477	\$ 941,141	\$ 4,506,477	\$ 941,141	\$ 5,447,618		
23	Operating Expense	\$ 186,514	\$ 279,800	\$ 205,500	\$ 229,916	\$ 133,717	\$ 901,730	\$ 133,717	\$ 901,730	\$ 133,717	\$ 1,035,447		
24	Subtotal	\$ 492,197	\$ 1,502,534	\$ 1,565,334	\$ 1,848,142	\$ 1,074,858	\$ 5,408,207	\$ 1,074,858	\$ 5,408,207	\$ 1,074,858	\$ 6,483,065		
25	Indirect Percentage	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%				
26	Indirect Cost (Line 24 X Line 25)	\$ 73,830	\$ 225,380	\$ 234,800	\$ 277,221	\$ 161,229	\$ 811,231	\$ 161,229	\$ 811,231	\$ 161,229	\$ 972,460		
27	Other Expenses (Not Subject to Indirect %)	\$ (559,551)	\$ (524,512)	\$ 477,514	\$ 1,097,197	\$ 2,052,827	\$ 490,648	\$ 2,052,827	\$ 490,648	\$ 2,052,827	\$ 2,543,475		
30	<b>Total Expenditures</b>	<b>6,476</b>	<b>1,203,402</b>	<b>2,277,648</b>	<b>\$ 3,222,560</b>	<b>\$ 3,288,914</b>	<b>\$ 6,710,086</b>	<b>\$ 3,288,914</b>	<b>\$ 6,710,086</b>	<b>\$ 3,288,914</b>	<b>\$ 9,999,000</b>		
31													
32	<b>HSH Revenues*</b>												
33	Prop C	1,717,464	4,152,385	2,546,655	\$ 5,655,054	\$ 3,288,914	\$ 14,071,558	\$ 3,288,914	\$ 14,071,558	\$ 3,288,914	\$ 17,360,472		
35	Adjustment to Actuals	(1,710,988)	(2,948,983)	(269,007)	\$ (2,432,494)	\$ -	\$ (7,361,472)	\$ -	\$ (7,361,472)	\$ -	\$ (7,361,472)		
42	<b>Total HSH Revenues</b>	<b>6,476</b>	<b>1,203,402</b>	<b>2,277,648</b>	<b>\$ 3,222,560</b>	<b>\$ 3,288,914</b>	<b>\$ 6,710,086</b>	<b>3,288,914</b>	<b>\$ 6,710,086</b>	<b>3,288,914</b>	<b>9,999,000</b>		
54													
55	<b>Prepared by</b>	Tiffany Luong											
56	<b>Phone</b>	415.478.3300 ext. 1219											
57	<b>Email</b>	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>											
58													
59	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.												
60													
61													

	A	B	C	F	G	J	M	N	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>								
2	<b>APPENDIX B, BUDGET</b>								
3	<b>SALARY &amp; BENEFIT DETAIL</b>								
4	Document Date	7/1/2024							
5	Provider Name	Episcopal Community Services							
6	Program	Rapid Rehousing for Adults							
7	FSP Contract ID#	1000020986							
8	Budget Name	Prop C - Adult Rapid Rehousing							
9									
10				<b>Year 1</b>			<b>Year 2</b>		
11				Agency Totals	For HSH Funded Program	2/15/2021 - 6/30/2021	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022
12						Current			Current
13	<b>POSITION TITLE</b>			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
14	Director of Scattered Site Housing			\$ 142,902	0.50	\$ 17,863	\$ 142,902	0.50	\$ 71,451
15	Housing Location & Landlord Liaison Associate Director			\$ 115,893	0.61	\$ 17,674	\$ 115,893	0.61	\$ 70,695
16	Rapid Rehousing Manager			\$ 100,053	1.00	\$ 25,013	\$ 100,053	1.00	\$ 100,053
17	Rapid Rehousing Job Developer Assistant Manager			\$ 81,207	1.00	\$ 20,302	\$ 81,207	1.00	\$ 81,207
18	Rapid Rehousing Job Developer and Retention Specialist			\$ 58,591	1.00	\$ 14,648	\$ 58,591	1.00	\$ 58,591
19	Rapid Rehousing Stabilization Specialist			\$ 56,046	3.00	\$ 42,035	\$ 56,046	3.00	\$ 168,138
20	Data Analyst and Compliance Specialist			\$ 63,108	0.50	\$ 7,889	\$ 63,108	0.50	\$ 31,554
21	Finance/Accounting			\$ 88,649	1.00	\$ 22,162	\$ 88,649	1.00	\$ 88,649
22	Scattered Site Housing Locator			\$ 58,591	1.83	\$ 26,805	\$ 58,591	2.51	\$ 146,997
23	Scattered Site Housing Locator								
37	<b>TOTAL SALARIES</b>			<b>\$ 218,345</b>			<b>\$ 873,381</b>		
38	<b>TOTAL FTE</b>			<b>11.94</b>			<b>12.12</b>		
39	<b>FRINGE BENEFIT RATE</b>			<b>40.00%</b>			<b>40.00%</b>		
40	<b>EMPLOYEE FRINGE BENEFITS</b>			<b>\$ 87,338</b>			<b>\$ 349,352</b>		
41	<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 305,683</b>			<b>\$ 1,222,734</b>		

	A	B	Q	T	U	X	AA	AB	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>								
2	<b>APPENDIX B, BUDGET</b>								
3	<b>SALARY &amp; BENEFIT DETAIL</b>								
4	Document Date	7/1/2024							
5	Provider Name	Episcopal Community Services							
6	Program	Rapid Rehousing for Adults							
7	F\$P Contract ID#	1000020986							
8	Budget Name	Prop C - Adult Rapid Rehousing							
9									
10				<b>Year 3</b>			<b>Year 4</b>		
11				Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 Current	Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024 Current
12				Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
13	<b>POSITION TITLE</b>								
14	Director of Scattered Site Housing		\$ 148,393	0.50	\$ 74,196	\$ 160,246	0.50	\$ 80,123	
15	Housing Location & Landlord Liaison Associate Director		\$ 112,914	0.61	\$ 68,878	\$ 126,027	0.61	\$ 76,876	
16	Rapid Rehousing Manager		\$ 104,358	1.00	\$ 104,358	\$ 112,683	1.00	\$ 112,683	
17	Rapid Rehousing Job Developer Assistant Manager		\$ 83,066	1.00	\$ 83,066	\$ 90,209	1.00	\$ 90,209	
18	Rapid Rehousing Job Developer and Retention Specialist		\$ 64,701	1.00	\$ 64,701	\$ 72,147	1.00	\$ 72,147	
19	Rapid Rehousing Stabilization Specialist		\$ 64,187	3.00	\$ 192,562	\$ 62,428	6.00	\$ 374,568	
20	Data Analyst and Compliance Specialist		\$ 67,762	0.50	\$ 33,881	\$ 74,332	0.50	\$ 37,166	
21	Finance/Accounting		\$ 85,769	1.00	\$ 85,769	\$ 93,683	1.00	\$ 93,683	
22	Scattered Site Housing Locator		\$ 64,187	2.44	\$ 156,617	\$ 65,592	1.83	\$ 120,033	
23	Scattered Site Housing Locator					\$ 65,592	1.50	\$ 98,388	
37	<b>TOTAL SALARIES</b>				\$ 971,310			\$ 1,155,876	
38	<b>TOTAL FTE</b>			12.75			14.94		
39	<b>FRINGE BENEFIT RATE</b>				40.00%			40.00%	
40	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 388,524			\$ 462,350	
41	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 1,359,834			\$ 1,618,226	

	A	B	AE	AH	AK	BU	BV	BW	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>								
2	<b>APPENDIX B, BUDGET</b>								
3	<b>SALARY &amp; BENEFIT DETAIL</b>								
4	Document Date	7/1/2024							
5	Provider Name	Episcopal Community Services							
6	Program	Rapid Rehousing for Adults							
7	F\$P Contract ID#	1000020986							
8	Budget Name	Prop C - Adult Rapid Rehousing							
9	<b>EXTENSION YEAR</b>								
10				<b>Year 5 (7 Months)</b>		<b>All Years</b>			
11				Agency Totals	For HSH Funded Program	7/1/2024 - 1/31/2025	2/15/2021 - 6/30/2024	2/15/2021 - 1/31/2025	2/15/2021 - 1/31/2025
12					New	Current	<b>Amendment</b>	New	
13	<b>POSITION TITLE</b>	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	<b>Change</b>	Budgeted Salary		
14	Director of Scattered Site Housing	\$ 164,026	0.28	\$ 46,474	\$ 243,633	\$ 46,474	\$ 290,107		
15	Housing Location & Landlord Liaison Associate Director	\$ 128,999	0.35	\$ 44,591	\$ 234,122	\$ 44,591	\$ 278,713		
16	Rapid Rehousing Manager	\$ 115,341	0.57	\$ 65,360	\$ 342,107	\$ 65,360	\$ 407,467		
17	Rapid Rehousing Job Developer Assistant Manager	\$ 92,336	0.57	\$ 52,324	\$ 274,784	\$ 52,324	\$ 327,108		
18	Rapid Rehousing Job Developer and Retention Specialist	\$ 72,147	0.57	\$ 40,883	\$ 210,087	\$ 40,883	\$ 250,970		
19	Rapid Rehousing Stabilization Specialist	\$ 64,350	3.42	\$ 219,991	\$ 777,303	\$ 219,991	\$ 997,294		
20	Data Analyst and Compliance Specialist	\$ 76,085	0.28	\$ 21,557	\$ 110,490	\$ 21,557	\$ 132,047		
21	Finance/Accounting	\$ 95,893	0.57	\$ 54,340	\$ 290,263	\$ 54,340	\$ 344,603		
22	Scattered Site Housing Locator	\$ 67,156	1.04	\$ 69,641	\$ 450,453	\$ 69,641	\$ 520,094		
23	Scattered Site Housing Locator	\$ 67,156	0.85	\$ 57,083	\$ 98,388	\$ 57,083	\$ 155,471		
37	<b>TOTAL SALARIES</b>			<b>\$ 672,244</b>	<b>\$ 3,218,912</b>	<b>\$ 672,244</b>	<b>\$ 3,891,156</b>		
38	<b>TOTAL FTE</b>			<b>8.48</b>					
39	<b>FRINGE BENEFIT RATE</b>				40.00%				
40	<b>EMPLOYEE FRINGE BENEFITS</b>			<b>\$ 268,898</b>	<b>\$ 1,287,565</b>	<b>\$ 268,898</b>	<b>\$ 1,556,462</b>		
41	<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 941,141</b>	<b>\$ 4,506,477</b>	<b>\$ 941,141</b>	<b>\$ 5,447,618</b>		

	A	B	E	H	K	N
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>APPENDIX B, BUDGET</b>					
3	<b>OPERATING DETAIL</b>					
4	<b>Document Date</b>	7/1/2024				
5	<b>Provider Name</b>	Episcopal Community Services				
6	<b>Program</b>	Rapid Rehousing for Adults				
7	<b>F\$P Contract ID#</b>	1000020986				
8	<b>Budget Name</b>	<b>Prop C - Adult Rapid Rehousing</b>				
9						
10			<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
11			4/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024
12			Actuals	Actuals	Actuals	New
13	<b>Operating Expenses</b>		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Rental of Property		\$ 94,814	\$ 175,000	\$ 110,000	\$ 116,600
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 3,400	\$ 10,000	\$ 12,000	\$ 15,000
16	Office Supplies, Postage		\$ 1,500	\$ 3,000	\$ 5,000	\$ 10,400
17	Telecommunications		\$ 5,300	\$ 15,800	\$ 13,000	\$ 13,000
18	Printing and Reproduction		\$ 2,500	\$ 5,000	\$ 2,500	\$ 2,500
19	Insurance		\$ 5,000	\$ 15,000	\$ 8,000	\$ 18,416
20	Staff Training		\$ 1,500	\$ 3,000	\$ 3,000	\$ 3,000
21	Staff Travel - (Local & Out-of-Town)		\$ 2,500	\$ 7,000	\$ 12,000	\$ 15,000
23	Program / Client Supplies		\$ 32,500	\$ 26,000	\$ 20,000	\$ 36,000
24	Housing Barrier Funds		\$ -	\$ 20,000	\$ 20,000	\$ -
25	Start-up Cost: Furniture for Staff (Desks, Chairs)		\$ 15,000	\$ -	\$ -	\$ -
26	Start-up Cost: Computers, Telephones, and Fax/Printer		\$ 22,500	\$ -	\$ -	\$ -
45	<b>TOTAL OPERATING EXPENSES</b>		\$ 186,514	\$ 279,800	\$ 205,500	\$ 229,916
46						
47	<b>Other Expenses (Not Subject to Indirect Cost %)</b>					
48	Move-in and Subsidy Funds		\$ 1,151,438	\$ 2,424,471	\$ 726,521	\$ 3,509,691
49	Rental Bonus		\$ -		\$ 20,000	\$ 20,000
50	Adjustment to Actuals		\$ (1,710,988)	\$ (2,948,983)	\$ (269,007)	\$ (2,432,494)
60						
61	<b>TOTAL OTHER EXPENSES</b>		\$ (559,551)	\$ (524,512)	\$ 477,514	\$ 1,097,197

	A	B	Q	AG	AH	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>APPENDIX B, BUDGET</b>					
3	<b>OPERATING DETAIL</b>					
4	<b>Document Date</b>	7/1/2024				
5	<b>Provider Name</b>	Episcopal Community Services				
6	<b>Program</b>	Rapid Rehousing for Adults				
7	<b>F\$P Contract ID#</b>	1000020986				
8	<b>Budget Name</b>	Prop C - Adult Rapid Rehousing				
9	<b>EXTENSION YEAR</b>					
10			<b>Year 5 (7 Months)</b>	<b>All Years</b>		
11			7/1/2024 - 1/31/2025	2/15/2021 - 6/30/2024	2/15/2021 - 1/31/2025	2/15/2021 - 1/31/2025
12			New	Current	<b>Amendment</b>	New
13	<b>Operating Expenses</b>		Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
14	Rental of Property		\$ 67,813	\$ 496,414	\$ 67,813	\$ 564,227
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 8,724	\$ 40,400	\$ 8,724	\$ 49,124
16	Office Supplies, Postage		\$ 6,048	\$ 19,900	\$ 6,048	\$ 25,948
17	Telecommunications		\$ 7,561	\$ 47,100	\$ 7,561	\$ 54,661
18	Printing and Reproduction		\$ 1,455	\$ 12,500	\$ 1,455	\$ 13,955
19	Insurance		\$ 10,710	\$ 46,416	\$ 10,710	\$ 57,126
20	Staff Training		\$ 1,745	\$ 10,500	\$ 1,745	\$ 12,245
21	Staff Travel - (Local & Out-of-Town)		\$ 8,724	\$ 36,500	\$ 8,724	\$ 45,224
23	Program / Client Supplies		\$ 20,937	\$ 114,500	\$ 20,937	\$ 135,437
24	Housing Barrier Funds		\$ -	\$ 40,000	\$ -	\$ 40,000
25	Start-up Cost: Furniture for Staff (Desks, Chairs)		\$ -	\$ 15,000	\$ -	\$ 15,000
26	Start-up Cost: Computers, Telephones, and Fax/Printer		\$ -	\$ 22,500	\$ -	\$ 22,500
45	<b>TOTAL OPERATING EXPENSES</b>		\$ 133,717	\$ 901,730	\$ 133,717	\$ 1,035,447
46						
47	<b>Other Expenses (Not Subject to Indirect Cost %)</b>					
48	Move-in and Subsidy Funds		\$2,052,827	\$ 7,812,121	\$ 2,052,827	\$ 9,864,948
49	Rental Bonus		\$ -	\$ 40,000	\$ -	\$ 40,000
50	Adjustment to Actuals		\$ -	\$ (7,361,472)	\$ -	\$ (7,361,472)
60						
61	<b>TOTAL OTHER EXPENSES</b>		\$ 2,052,827	\$ 490,648	\$ 2,052,827	\$ 2,543,475

	A	B	C	D	E
3	<b>BUDGET NARRATIVE</b>	<b>Fiscal Year</b>			
4	<b>Prop C - Adult Rapid Rehousing</b>	<b>FY24-25</b>			
5	<b>Salaries &amp; Benefits</b>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
6	Director of Scattered Site Housing	0.28	\$ 46,474	Monitors service delivery and program performance to ensure consistent and efficient processes across programs, and compliance with grants and contracts. Provide leadership and facilitate staff development and training, collaborates with partners and HSH on strategic programmatic adjustments	\$164,026 x 0.28 FTE
7	Housing Location & Landlord Liaison Associate Director	0.35	\$ 44,591	Capacity building for local and regional housing partnerships, monitor program outcomes, onboarding new scattered site housing partnerships, & oversee MOUs. Responsible for supporting Housing Locator team, maintaining the housing database and major landlord relationships, monitor database & number of new units online	\$129,000 x 0.35 FTE
8	Rapid Rehousing Manager	0.57	\$ 65,360	Oversees housing stabilization & retention services, maintains rent payment forms and reporting, collaborates closely with partners on case conferencing and subsidy calculations	\$115,341 x 0.57 FTE
9	Rapid Rehousing Job Developer Assistant Manager	0.57	\$ 52,324	Manages RRH external partners and interagency partnerships, outreaches for new employment service partnerships, maintains existing partnerships, completes reporting and program analysis for strategic growth opportunities that align with ECS mission and vision	\$92,336 x 0.57 FTE
10	Rapid Rehousing Job Developer and Retention Specialist	0.57	\$ 40,883	Provides ongoing job development support to RRH participants	\$72,147 x 0.57 FTE
11	Rapid Rehousing Stabilization Specialist	3.42	\$ 219,991	Provides ongoing case management assistance, linkages to health, mental health and substance use and misuse services, benefits assistance, assistance with life skills, employment and education and housing location and eviction prevention.	\$64,350 x 3.42 FTE
12	Data Analyst and Compliance Specialist	0.28	\$ 21,557	Maintains data entered into the ONE System, completes required reports or conducts interim reporting, submit the monthly, quarterly and/or annual metrics into databases	\$76,084 x 0.28 FTE
13	Finance/Accounting	0.57	\$ 54,340	Administers move-in costs and monthly subsidies, prepares and provides HSH with detailed monthly invoices	\$95,893 x 0.57 FTE
14	Scattered Site Housing Locator	1.04	\$ 69,641	Provides housing location, landlord communication and light touch retention services to participants stabilized by RRH partners.	\$67,156 x 1.04 FTE
15	Scattered Site Housing Locator	0.85	\$ 57,083	Provides housing location, landlord communication and light touch retention services to participants stabilized by RRH partners.	\$67,156 x 0.85 FTE
30	TOTAL	8.48	\$ 672,244		
31	<u>Employee Fringe Benefits</u>	<u>40.0%</u>	<u>\$ 268,898</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 40% of total salaries.</u>	
32	Salaries & Benefits Total		\$ 941,141		

	A	B	C	D	E
3	<b>BUDGET NARRATIVE</b>		<b>Fiscal Year</b>		
4	<b>Prop C - Adult Rapid Rehousing</b>		<b>FY24-25</b>		
33					
34	<b><u>Operating Expenses</u></b>	<b><u>Budgeted Expense</u></b>	<b><u>Justification</u></b>	<b><u>Calculation</u></b>	
35	Rental of Property	\$ 67,813	Rent expense	\$9,688 per month	
36	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 8,724	Utilities - electricity, water, and gas expenses	\$1,246 per month	
37	Office Supplies, Postage	\$ 6,048	Office and meeting supplies expenses; postage	\$864 per month	
38	Telecommunications	\$ 7,561	Landline, cellphone, Wi-Fi/internet expenses	\$1,080 per month	
39	Printing and Reproduction	\$ 1,455	Printing and copying expenses	\$208 per month	
40	Insurance	\$ 10,710	General and liability insurance coverage	\$1,530 per month	
41	Staff Training	\$ 1,745	Staff training expenses	\$249 per month	
42	Staff Travel - (Local & Out-of-Town)	\$ 8,724	Local staff transportation expenses	\$1,246 per month	
44	Program / Client Supplies	\$ 20,937	Program and client supplies expenses	\$2,991 per month	
66					
67	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 133,717</b>			
68	<b>Indirect Cost</b>	15.0%	<b>\$ 161,229</b>		
69					
70					
71	<b><u>Other Expenses (Not Subject to Indirect Cost %)</u></b>	<b><u>Amount</u></b>	<b><u>Justification</u></b>	<b><u>Calculation</u></b>	
72	Move-in and Subsidy Funds	\$ 2,052,827	Housing and provide security deposits, monthly rental subsidies, move-in assistance, apartment needs, unit holds for 154 participants	\$293,261 per month	
84					
85	<b>TOTAL OTHER EXPENSES</b>	<b>\$ 2,052,827</b>			

## Appendix C, Method of Payment

- I. Reimbursement for Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred, paid by the Grantee, and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in the Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.
- A. Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
  - B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
  - C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
  - D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee's ability to apply for future funding or requests for additional funding.

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

**E. Invoicing System:**

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.

2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- F. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

G. Spend Down

1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
3. Failure to spend Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

H. Documentation and Record Keeping:

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
  - a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
  - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
    - 1) Program Monitoring;
    - 2) Fiscal and Compliance Monitoring;
    - 3) Year End Invoice Review;
    - 4) Monthly Invoice Review;
    - 5) As needed per HSH request; and/or
    - 6) As needed to fulfill audit and other monitoring requirements.
2. All documentation requested by and submitted to HSH must:
  - a. Be easily searchable (e.g., PDF) and summarized in Excel;
  - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
  - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII));
  - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed as Approved Subcontractors;
  - e. Include only documentation that pertains to the Grant budget that is being invoiced. Grantee shall not provide agency-wide supporting documentation for other agency costs or HSH Grants. (e.g., only payroll documentation for the personnel being charged to that invoice should be included); and
  - f. Include the Grantee's cost allocation plan.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities. HSH reserves the right to reject and/or deny invoices, in part or as a whole, that do not follow these instructions.

<b>Prop C</b>	
<b>Type</b>	<b>Instructions and Examples of Documentation</b>
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, a personnel report in Excel format that itemizes all payroll costs included in the invoice, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any single expense within the Operating budget category that exceed \$10,000.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in Excel format that itemizes all costs included in each operating invoice line, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
Operating - Direct Assistance	<p>Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include a detailed summary report in Excel format, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds per the established program policy.</p>
Capital and/or One-Time Funding	<p>Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in excel format that itemizes all costs included in each capital/one-time invoice line, receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>

<b>Prop C</b>	
<b>Type</b>	<b>Instructions and Examples of Documentation</b>
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

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

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

A. Advance Requirements:

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

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);
2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

1. Grantee shall submit a written request via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to one month 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 one month of the ongoing annualized budget amount may be considered on a case-by-case basis only.

3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

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

## Appendix D - Interests in Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Adult Probation Department	Rental Subsidies and Flexible Spending Funds for Step Up to Freedom	May 1, 2020 - June 30, 2024	\$2,335,382
Department of Homelessness and Supportive Housing	1064-68 Mission Street Housing	May 1, 2022 - June 30, 2025	\$6,300,824
Department of Homelessness and Supportive Housing	1180 4 <sup>th</sup> St	July 1, 2024 - June 30, 2029	\$4,148,358
Department of Homelessness and Supportive Housing	455 Fell Street Housing	May 15, 2019 - June 30, 2026	\$2,929,622
Department of Homelessness and Supportive Housing	Adult Access Points	July 1, 2024 - June 30, 2026	\$8,149,529
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing & Mainstream Voucher	July 1, 2020 - June 30, 2024	\$8,586,482
Department of Homelessness and Supportive Housing	Auburn Hotel	July 1, 2021 - June 30, 2026	\$7,555,534
Department of Homelessness and Supportive Housing	Bishop Swing	July 1, 2020 - March 31, 2027	\$8,756,998
Department of Homelessness and Supportive Housing	Bryant Homeless Storage	December 1, 2020 - June 30, 2029	\$6,462,910
Department of Homelessness and Supportive Housing	Canon Barcus RA & SS	July 1, 2020 - June 30, 2024	\$5,792,831
Department of Homelessness and Supportive Housing	Canon Kip Community House	December 1, 2021 - November 30, 2024	\$7,085,148
Department of Homelessness and Supportive Housing	Cova Non-Congregate Shelter	December 18, 2021 - August 31, 2024	\$15,091,353
Department of Homelessness and Supportive Housing	Flexible Housing Subsidy Pool	February 15, 2021 - June 30, 2027	\$29,523,173
Department of Homelessness and Supportive Housing	Granada Hotel	November 1, 2020 - June 30, 2025	\$7,489,776
Department of Homelessness and Supportive Housing	Henry Hotel Rental Assistance	August 1, 2021 - July 31, 2024	\$3,649,750
Department of Homelessness and Supportive Housing	Henry Hotel	July 1, 2019 - June 30, 2025	\$14,591,945
Department of Homelessness and Supportive Housing	Hotel Diva	August 1, 2021 - June 30, 2024	\$3,063,465

Department of Homelessness and Supportive Housing	Housing First	January 1, 2021 - June 30, 2025	\$47,159,399
Department of Homelessness and Supportive Housing	Housing Navigation	July 1, 2021 - June 30, 2026	\$16,694,903
Department of Homelessness and Supportive Housing	Interfaith Winter Shelter	July 1, 2021 - June 30, 2024	\$2,333,326
Department of Homelessness and Supportive Housing	Mainstream Voucher & Adult Rapid Rehousing	July 1, 2020 - June 30, 2024	\$8,586,482
Department of Homelessness and Supportive Housing	Minna Lee Hotel	May 1, 2018 - June 30, 2026	\$3,418,795
Department of Homelessness and Supportive Housing	Post Hotel	September 1, 2020 - June 30, 2024	\$9,996,278
Department of Homelessness and Supportive Housing	Rose Hotel & Canon Kip	July 1, 2020 - December 31, 2026	\$5,730,205
Department of Homelessness and Supportive Housing	Sanctuary Shelter	July 1, 2021 - June 30, 2026	\$25,755,271
Department of Homelessness and Supportive Housing	Tahanan Apartments	August 1, 2021 - June 30, 2024	\$3,074,403
Department of Public Health	Adult MH OP - SF Start	July 3, 2018 - June 30, 2025	\$9,351,483
Human Services Agency	Congregate Meals for Adults with Disabilities	July 1, 2021 - June 30, 2025	\$471,940
Human Services Agency	Congregate Meals for Older Adults (with NCQA)	July 1, 2021 - June 30, 2025	\$2,420,484
Human Services Agency	HES FY24-27	July 1, 2023 - June 30, 2027	\$2,134,557
Human Services Agency	Single Adult Housing First Program	June 29, 2017 - June 30, 2024	\$3,709,679
Human Services Agency - Department of Disability and Aging Services	Senior Services – Community Services	January 1, 2021 - June 30, 2027	\$1,388,891
Human Services Agency - Department of Disability and Aging Services	Case Management	July 1, 2023 - June 30, 2027	\$1,593,557
Mayor's Office of Housing and Community Development	GDBG 24	July 1, 2023 - June 30, 2024	\$83,824
Office of Economic and Workforce Development	Pilot Occupational Skills Training	July 1, 2021 - June 30, 2025	\$2,550,000
Office of Economic and Workforce Development	ECN Hospitality Initiative OST	July 1, 2023 - June 30, 2025	\$300,000



**San Francisco Ethics Commission**

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102  
 Phone: 415.252.3100 . Fax: 415.252.3112  
[ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) . [www.sfethics.org](http://www.sfethics.org)

Received On:

File #: 241125

Bid/RFP #:

**Notification of Contract Approval**

SFEC Form 126(f)4  
 (S.F. Campaign and Governmental Conduct Code § 1.126(f)4)  
 A Public Document

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

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

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

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

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

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

6. CONTRACT		
<b>DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)</b>	<b>ORIGINAL BID/RFP NUMBER</b>	<b>FILE NUMBER (If applicable)</b> 241125
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b> \$21,524,980		
<b>NATURE OF THE CONTRACT (Please describe)</b> Third amendment to the grant agreement between Episcopal Community Services and the Department of Homelessness and Supportive Housing ("HSH") for short-to-medium term Rapid Rehousing; extending the grant term by 29 months from January 31, 2025, for a total term of February 15, 2021, through June 30, 2027; increasing the agreement amount by \$11,525,980 for a total amount not to exceed \$21,524,980.		

7. COMMENTS

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

**9. AFFILIATES AND SUBCONTRACTORS**

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

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Stokes	Mary Elizabeth	CEO
2	Larra	Eric	CFO
3	Cordova	Mauricio	COO
4	Rios	Austin K.	Board of Directors
5	Singer	Susanna	Board of Directors
6	Ketcham	Susan	Board of Directors
7	McTiernan	Megan	Board of Directors
8	Bond	Doug	Board of Directors
9	Christen	Sharon	Board of Directors
10	Geeslin	Keith	Board of Directors
11	Ho	Heidi	Board of Directors
12	Martin	Christian	Board of Directors
13	Martinez	Alejandro	Board of Directors
14	McTiernan	Megan	Board of Directors
15	Rodriguez	Jon	Board of Directors
16	Silveira	Dara	Board of Directors
17	Solomon	Barbara	Board of Directors
18	Springwater	Richard	Board of Directors
19	Tennent	Meredith	Board of Directors

**9. AFFILIATES AND SUBCONTRACTORS**

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

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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**9. AFFILIATES AND SUBCONTRACTORS**

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

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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50			
<input type="checkbox"/>	Check this box if you need to include additional names. Please submit a separate form with complete information. Select "Supplemental" for filing type.		

**10. VERIFICATION**

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

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

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

**From:** [Trejo, Sara \(MYR\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Paulino, Tom \(MYR\)](#); [Schneider, Dylan \(HOM\)](#); [Gil, Hailey \(HOM\)](#); [Cohen, Emily \(HOM\)](#)  
**Subject:** Mayor -- Resolution -- Episcopal Community Services Grant Agreement  
**Date:** Tuesday, November 19, 2024 2:36:56 PM  
**Attachments:** [Resolution - ECS - Adult Rapid Rehousing - HSH.docx](#)  
[Resolution - ECS - Adult Rapid Rehousing - HSH.pdf](#)  
[ECS - RRH - G100 2.21-6.23 - FINAL.pdf](#)  
[ECS - RRH \(Prop C\) - G150 - Amend 1 - 2.21-6.24 - FINAL.pdf](#)  
[ECS - RRH \(Prop C\) - G-150 - Amend 2 - 2.21- 1.25 - FINAL.pdf](#)  
[ECS - RRH \(Prop C\) - G150 - Amend 3- 2.21- 6.27- FINAL.pdf](#)  
[SFEC Form 126f4BOS--- ECS Adult RRH .pdf](#)

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Hello Clerks,

Attached is a Resolution approving the third amendment to the grant agreement between Episcopal Community Services and the Department of Homelessness and Supportive Housing (“HSH”) for short-to-medium term Rapid Rehousing for adults; extending the grant term by 29 months from January 31, 2025, for a total term of February 15, 2021, through June 30, 2027; increasing the agreement amount by \$11,525,980 for a total amount not to exceed \$21,524,980; and authorizing HSH to enter into any amendments or other modifications to the agreement/contract that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City and are necessary or advisable to effectuate the purposes of the agreement.

Best regards,

**Sara Trejo**  
Legislative Aide  
Office of the Mayor  
City and County of San Francisco