

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

RECITALS

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

WHEREAS, the City's Board of Supervisors approved this Second Amendment to the Agreement under San Francisco Charter Section 9.118 by Resolution 315-23 on June 6, 2023 to extend the grant term by three years and increase the grant amount by \$17,123,980 and

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

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

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

(a) Agreement. The term "Agreement" shall mean the Agreement dated **July 1, 2021** between Grantee and City. and **First Amendment**, dated **July 1, 2022**.

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

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

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **July 1, 2021**, and expire on **June 30, 2023**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

ARTICLE 3 TERM

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **July 1, 2021**, and expire on **June 30, 2026**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Eight Million Six Hundred Thirty One Thousand Two Hundred Ninety One Dollars (\$8,631,291)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Four Hundred Eleven Thousand Fourteen Dollars (\$411,014)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations,

policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

5.4 State or Federal Funds.

- (a) **Disallowance.** With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or

under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

Grant Terms. The funding for this Agreement is provided in full or in part by a federal or state Grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements. The incorporated terms and requirements are stated in Appendix E, Federal Requirements and Appendix F, Housing and Urban Development (HUD) Subrecipient Agreement.

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

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

- (c) In no event shall the amount of Grant Funds disbursed hereunder exceed **Twenty Five Million Seven Hundred Fifty Five Thousand Two Hundred Seventy One Dollars (\$25,755,271)**.
- (d) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Million Two Hundred Sixty Thousand One Hundred Seventy Five Dollars (\$2,260,175)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

5.4 State or Federal Funds.

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

- 2.3 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 A-1, 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)
Appendix E, Federal Requirements
Appendix F, Housing and Urban Development (HUD) Subrecipient Agreement

- 2.4 Appendix A, Services to be Provided** (dated July 1, 2022), 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, 2026.
- 2.5 Appendix A-1, Services to be Provided** (dated July 1, 2022), of the Agreement is hereby replaced in its entirety by the modified **Appendix A-1, Services to be Provided** (dated July 1, 2023), for the period of July 1, 2023 to June 30, 2026.
- 2.6 Appendix B, Budget** (dated July 1, 2022), of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2023), for the period of July 1, 2021 to June 30, 2026.
- 2.7 Appendix C, Method of Payment** (dated July 1, 2022), of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2023).
- 2.8 Appendix D, Interests in Other City Grants** (dated July 1, 2022), of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2023).

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

CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

EPISCOPAL COMMUNITY SERVICES

By: DocuSigned by:
Shireen McSpadden
CAD7B781896B449...
Shireen McSpadden
Executive Director

By: DocuSigned by:
Mary Elizabeth Stokes
2E6E81C95BDB477...
Mary Elizabeth Stokes
Executive Director
City Supplier Number: 0000020568
Unique Entity ID: C2R5P1LPC9M5

Approved as to Form:
David Chiu
City Attorney

By: DocuSigned by:
Adam Radtke
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Adam Radtke
Deputy City Attorney

Appendix A, Services to be Provided
by
Episcopal Community Services
Sanctuary Shelter

I. Purpose of Grant

The purpose of the grant is to provide emergency shelter operations and support services to the served population.

II. Served Population

Grantee shall serve single adults, 18 years old and older, who are experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence. Grantee shall determine possible accommodation of guests with service or companion animals at the shelter.

III. Referral and Prioritization

Grantee shall provide services to individuals who meet Department of Homelessness and Supportive Housing (HSH) established eligibility requirements for the served population and are referred to the program by the City-approved referral systems and processes.

IV. Description of Services

A. Shelter Operations: Grantee shall operate the shelter to serve the number of guests listed in the Appendix B, Budget (“Number Served” tab). The City may require Grantee to serve fewer guests to maintain the health and safety of guests in accordance with City requirements. In the future, the City may request that Grantee serve additional guests to maximize capacity at the site.

Grantee shall adhere to the Shelter Standards of Care Legislation¹ unless otherwise directed by the City in cases of public health emergencies or other emergency situations.

1. Facility Maintenance: Grantee shall maintain the facility; provide janitorial services; and repair the facility and its systems to maintain a clean, safe, and pest-free environment, per all applicable building, fire and health codes. Grantee shall coordinate with the City for reporting and tracking of maintenance issues.
2. Vendor Services: Grantee shall obtain and manage vendors for essential site services including, but not limited to, Recology, laundry, meals, and internet (Wi-Fi).
3. Referrals and Reservations: Grantee shall accept and facilitate reservations, in accordance with the City-approved policies and procedures within the noted program hours of operation.

¹ Shelter Standards of Care Legislation: https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-13200.

4. Accommodations: Grantee shall provide clean bedding according to the Shelter Standards of Care².
 5. Meals: Grantee shall provide breakfast and dinner to guests with active reservations following the menu pattern developed by the San Francisco Nutrition Project. Monthly meal menu shall be posted on a community board in a common area for all guests to see.
 6. Storage: Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility, in accordance with Shelter Standards of Care legislation. Clients with excessive belongings will be referred to homeless storage options.
 7. Entry and Exit: Grantee shall monitor guest entry and exit through guest records.
 8. Laundry: Grantee shall provide laundry services for bedding and towels at least weekly, and with each turn-over of the guest assigned to a specific bed.
 9. Critical Incident Reports: Grantee shall write up and submit all critical incidents using the City-provided form within the required timeframe. Critical incidents include, but are not limited to, anytime emergency response is called to the site, a guest or staff person is seriously injured on or near the site, a guest is transported to the hospital, any incident that results in the immediate exit of a guest from the program, overdose/use of Narcan, and damage to the site that results in one or more guests having to be relocated.
- B. Stewardship of the Lease:
1. Grantee shall provide HSH with a copy of the lease agreement and any amendments. Grantee shall obtain HSH approval prior to entering into any agreement that will materially impact the HSH-funded portion of the budget.
 2. Grantee shall maintain all Lessee responsibilities and coordinate with the Landlord to meet owner's obligations, including maintenance and capital needs.
 3. Grantee shall promptly notify HSH of any default, failure to exercise an option to extend or other situation which could impact the term of the lease agreement.
- C. Guest Referral and Intake Services: Grantee shall use the City approved system and methods to provide daily updates to the guest roster and number of available beds. Only individuals referred via the City approved referral protocols will be placed into an available bed at the site. Grantee shall intake, register and update the City approved database or guest tracking system throughout each individual guest's stay at the program.

² Shelter Standards of Care:

<https://sfgov.org/sheltermonitoring/sites/default/files/Standard%20of%20Care%20List.pdf>

D. Shelter Support Services: Grantee shall provide, at minimum, the following Shelter Support Services and incorporate the harm reduction model philosophy. Support Services shall include, but are not limited, to the following:

1. Intake: Grantee shall conduct an intake, and make any updates, to determine and document guest identification and stay information. The intake shall include a program orientation outlining the services available on site. The intake shall also include established consent forms that support exchange of guest information with program partners, including the data tracking partners for purposes of program analysis.
2. Assessment and Individual Housing-focused Service Plan: Grantee shall conduct a support services assessment to document guest needs. Grantee shall create housing-focused service plans based on intake and assessment information. Housing-focused service plans shall include issues identified by the guest and prioritize key issues, particularly those identified by HSH and the placement referral sources, which are the focus during the guest's stay.
3. Engagement: Grantee shall actively engage with participants to support their connection to needed services, progress on their individual service plans and end participant homelessness. Grantee shall create a regular schedule of outreach to participants and shall provide services based on participant services plans and goals. Grantee shall provide outreach to and offer onsite services and/or referrals to all participants who display indications of placement instability. This includes but is not limited to discontinuance from benefits, services, rule violations or warnings, and conflicts with staff or other shelter participants.
4. Case Management:
 - a. Grantee shall provide ongoing meetings and counseling services with participants to establish goals, support individualized action and service plans, and track progress toward meeting the goals.
 - b. Grantee shall offer individual and joint services to couples, as necessary and appropriate, and in accordance with confidentiality standards. Grantee shall use these interactions to present placement options that are individual and couple focused, as appropriate to participant situation and needs.
 - c. Grantee shall assist participants in Housing Referral Status stays in applying for and securing the required documents needed to become "document ready" for permanent housing application. This includes, but is not limited to, the acquisition of identification, income and homelessness verifications, and other required documents as needed. Grantee shall communicate with the Coordinated Entry Housing Navigation staff regularly about the status of documentation acquisition and upload acquired documents into the ONE System via the protocol developed by HSH. Grantee shall engage the Coordinated Entry Housing Navigation staff in discussion and/or case conferencing when participants show signs of difficulty or lack of progress in acquiring necessary documentation.

5. Referrals and Coordination of Services: Grantee shall work with guests to encourage and support their application for and assessment regarding local benefits, including, but not limited to:
 - a. Benefits Advocacy and Assistance: Grantee shall assist guests to obtain and/or maintain public benefits as appropriate (e.g., County Adult Assistance Program (CAAP), CalWORKs, CalFresh, Social Security Income (SSI), Veterans Benefits). Benefit advocates and program representatives may be on site at times. In such cases, Grantee shall support guests to meet with these programs and keep scheduled appointments;
 - b. Medical services, mental health, behavioral health and substance use treatment services;
 - c. Supportive programs to support an individual's independence (e.g., In-Home Support Services); and
 - d. Employment and job-related services (e.g., Human Services Agency (HSA), Department of Public Works (DPW) and nonprofits specializing in these services).
6. Document Readiness: Grantee shall assist guests to become document ready, to obtain needed documentation to support housing options and placement, including, but not limited to uploading/providing the appropriate system with copies of the documents to avoid documents being lost or damaged.
7. Support Groups, Social Events and Organized Activities: Grantee shall provide guests with opportunities to take part in organized gatherings for peer support, as appropriate. These functions may be provided by outside individuals or groups that the Grantee has approved, who understand and adhere to confidentiality and equal access for all guests. These events may be planned with or based on input from guests and shall be held onsite.
8. Wellness Checks: In accordance with HSH policies, Grantee shall conduct wellness checks once a day and as necessary, to identify guests who show signs of concern.
9. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
 - a. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 - b. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;

- c. Regular patrol of the site and surrounding program area, including street frontage on both side of Post, to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
- d. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
- e. Assistance with conflict de-escalation and crisis management.

10. Exit Planning: Grantee shall provide exit planning to participants preparing to leave the shelter for any number of reasons, including but not limited to participants moving into permanent supportive housing, participants about to be issued a Denial of Service (DOS), and participants who are talking about leaving the program. Grantee shall notify Coordinated Entry and/or HSH Outreach as directed by HSH when Housing Referral status participants exit their shelter program.

V. Location and Time of Services

Grantee shall provide services at 201 8th Street, San Francisco, CA 94103. Grantee shall provide staffing coverage 24 hours a day, seven days per week.

VI. Service Requirements

A. 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.

B. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to guests and households who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.

C. 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.

D. Lease Agreement: Grantee shall execute and hold a lease agreement with the building owner of 201 8th Street. Shelter Expansion:

- 1. Related to 24/7 operations: At any time when City guidelines and requirements may allow for the site to serve a greater number of guests, changes in the number of active beds will be negotiated regarding program adjustments and timing.
- 2. In order to respond to weather or other emergencies HSH reserves the right to negotiate shelter expansion with the addition of mats during time-limited periods of need as identified by HSH. Expansion may be at reduced hours or simplified

services. HSH prefers that providers use their own staff during these expansions; however, if provider staffing is not available at the time of expansion, HSH reserves the right to augment coverage with City staff in order to respond to emergencies. HSH is looking for providers at negotiated sites to be ready to provide expansion within 24 hours' notice, although HSH will attempt to give more advance notice whenever possible.

E. Staffing and Volunteers:

1. Grantee shall employ at least one staff member on each shift who has at least one year of experience in providing services to people experiencing homelessness, or comparable experience.
2. Grantee shall employ at least one staff member on each shift who is identified as the American with Disabilities Act (ADA) Liaison and post the name of the staff on duty near the front desk.
3. Grantee shall employ at least one staff member on each shift that speaks Spanish.
4. Grantee shall ensure that any volunteers welcomed into the site follow the same guidelines as required of staff as it relates to the roles or projects being handled by the volunteers.

F. Possession of License/Permits: Grantee warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.

G. Record Keeping and Files:

1. Grantee shall maintain confidential guest files guests, active and previously active, and support service usage.
2. Grantee shall maintain confidential files regarding complaints, grievances, warnings and exits/denials of service for shelter rule infractions including written notices, warnings, exit paperwork and related communications with guests.

H. Meals and Food Safety:

Grantee shall meet the following meal-related requirements:

1. Provide meals for guests following the menu pattern developed by San Francisco Shelter Nutrition Project 7/08. Meals shall follow the menu pattern established by the San Francisco Shelter Nutrition Project 7/08 and meet the minimum portion sizes listed for each of the food groups. Menus shall be reviewed by Department of Public Health (DPH) Registered Dietician (RD) annually to meet the established menu pattern, portion sizes and vegetarian and religious/diet accommodations;
2. Acquire Registered Dietician service from HSH or other organizations to conduct annual monitoring and evaluation of food service safety/sanitation, meal preparation/service, and menu documentation using Shelter Nutrition Monitoring Tool developed by San Francisco Shelter Nutrition Project;
3. Ensure the annual nutrition monitoring report includes recommendations and actions that Grantee has taken to address any compliance issues noted; and

4. Grantee shall ensure that at least one staff person responsible for food handling and service has a valid Food Safety Certification.

I. Facilities

Grantee shall maintain facilities in full compliance with requirements of the law and local standards¹. Grantee shall ensure that facilities are well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Maintenance shall occur regularly. Grantee shall ensure that janitorial services shall occur regularly, per shift.

1. Grantee shall respond to all facility related requests and complaints promptly and in a manner that ensures the safety of guests and Grantee staff. Grantee shall note in writing and post in a common area when a maintenance problem will be repaired and the status of repair.
2. Grantee shall develop, maintain, and document their portion of maintenance schedules for the facility and its systems, including, but not limited to, maintaining light fixtures; heating and air conditioning systems (e.g. fan blades, air registers, vents, filters); plumbing (e.g. drains of showers, toilets, sinks); appliances (e.g. hand dryers, refrigerators, microwaves, fans, etc.); elevators; security systems (e.g. metal detectors, security cameras); fire extinguishers; emergency exits; electrical systems; mold, leak, and pest checks (e.g. roof, walls, bathrooms, kitchen, etc.); and supply checks (e.g. toilet paper, towels, soap, etc.).
3. Grantee shall develop, maintain, and document janitorial schedules per shift for the facility and its systems, as applicable, including, but not limited to cleaning floors; restrooms (e.g. floors, tile, showers, toilets, urinals, sinks); laundry machines (e.g. dryer vents); elevators (e.g. buttons, floors, walls); kitchens (e.g. floors, sinks, counters, appliances); water fountains; and heating and air conditioning systems vents.
4. As the fulltime operator on site, the Grantee shall use the designated notice and referral systems to document issues, pending problems and emergencies the Grantee's Facilities Manager and maintenance staff.

J. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:

1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
2. That the Grantee Director or Manager or a representative will attend all appropriate neighborhood meetings;
3. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
4. Minimizing the impact on the neighborhood of served population waiting to enter the service location; and
5. Active discouragement of loitering in the area surrounding the building; and
6. Active discouragement of loitering in the area surrounding the building.

K. Feedback, Complaint and Follow-up Policies

Grantee shall provide means for the served population to provide input into the program. Feedback methods shall include:

1. **Shelter Community Meetings:** Grantee shall conduct monthly community meetings where guests may discuss building/program concerns and program ideas. Grantee should set up the means to provide feedback at future community meetings or by other means.
2. **Complaint Process:** Grantee shall provide a written and posted complaint/concern process that includes various methods for guests to submit an issue (e.g., verbal to staff, written, email) and clear protocols about when and how the guest will get a response.
3. Grantee shall offer and promote a written quarterly survey that has been pre-approved by HSH 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 in a confidential way if the written format presents any problem.
4. Grantee shall respond to complaints from other City entities, such as the Mayor's Office on Disability and the Shelter Monitoring Committee, in coordination with HSH and in accordance with the timelines required by the City entity.

L. 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 homelessness²; SGAC meetings; Attendance of the Shelter Monitoring Committee Meetings³; Local Homeless Coordinating Board⁴; Stakeholder Meeting; and Shelter Access Workshops;
3. Attendance of trainings, as requested;
4. Adherence to the Shelter Standards of Care requirements.
5. Adherence to the Shelter Guest Advocate Agreement.
6. Adherence to the HSH Shelter Grievance Policy; and
7. Adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless.

M. Case Conferences: As needed and when the conference involves a current or former guest of the program, Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.

N. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications, including by not limited to, staff Tuberculosis testing; CPR/First Aide; and AED certifications.

O. 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.

- P. 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.
- Q. Partner Provider MOU: Grantee shall establish written Memoranda of Understanding (MOUs) with Subcontractors, as required by HSH. All MOUs shall be provided to HSH upon request.
- R. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process³, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
 2. Records entered into the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards⁴.
 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.

³ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

VII. Service Objectives

Grantee shall achieve the following services objectives:

- A. Grantee shall provide intake and program orientation to 100 percent of all initial guests and updates for returning guests in a new stay within 24 hours of arrival to the site.
- B. Grantee shall provide bed turnover services within 24 hours to 100 percent of beds needing turnover.
- C. A minimum of 50 percent of the guests onsite during the quarterly satisfaction survey distribution period shall complete the survey instrument approved by HSH and a minimum of 75 percent of guests who complete a quarterly satisfaction survey shall rate the treatment of staff, connection to services, and safety as good or excellent.
- D. 60 percent of guests shall attend monthly in-house Community Meetings as measured through sign-in sheets. (Unless excused for work, school, or medical appointments).
- E. 100 percent of guests with referral needs shall be provided referrals related to benefits, employment, health, and related transportation support if needed.
- F. 100 percent of guests shall be offered referral for problem-solving and/or assessment via Adult Coordinated Entry within one week of placement.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives:

- A. 100 percent of client data shall be entered and routinely updated in RTZ and/or ONE, or other database mandated by City.
- B. A minimum of 75 percent of guests who complete the Quarterly Satisfaction Survey shall rate the treatment by staff, meals, connection to services and safety as good or excellent.
- C. 80 percent of Housing Referral Status participants will receive support gathering and uploading of vital documents into the ONE system and meet document readiness standards within six months of initial intake.

IX. Reporting Requirements

Grantee shall input required data, such as when applicable, but not limited to the Online Navigation and Entry (ONE) system, RTZ and CARBON, as directed by the City.

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This should include the Quarterly Satisfaction Survey data. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- C. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- 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 Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- E. Grantee shall adhere to the Department's Critical Incident Report Policy and report critical incidents to the Department using the Critical Incident Report. Examples of critical incidents include death, fire, acts of violence, or any other incident which requires the involvement of emergency services.
- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner. For assistance with reporting requirements or submission of reports, contact the assigned Contract and Program Managers.
- G. 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 or Program Manager listed in CARBON.

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, 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.

**Appendix A-1, Services to be Provided
by
Episcopal Community Services
Emergency Solutions Grants (ESG) - Sanctuary Shelter**

I. Purpose of Grant

The purpose of the grant is to provide emergency shelter services to individuals who are experiencing homelessness.

II. Served Population

Grantee shall provide Emergency Shelter services to households who meet Category 1, or 4 of homelessness in the U.S. Department of Housing and Urban Development's (HUD) Final Definition of Homeless¹:

- A. Category 1: Households who lack a fixed, regular, and adequate nighttime residence; this and includes a subset for an individual who is exiting an institution where he or she resided for 90 or fewer days and who resided in an emergency shelter, or a place not meant for human habitation immediately before entering that institution; and/or
- B. Category 4: Households who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

III. Referral and Prioritization

Grantee shall provide services to individuals who meet Department of Homelessness and Supportive Housing established eligibility requirements for the served population and are referred to the program by the City-approved referral systems and processes.

IV. Description of Services

Grantee shall provide Emergency Shelter Services to the number of guests as described in Appendix B, Budget ("Number Served" tab), including the following services:

A. Emergency Shelter²:

Grantee shall provide Emergency Shelter Operations services, including:

- 1. Maintenance, including minor and routine repairs;
- 2. Rental of shelter location;
- 3. Security for shelter location;
- 4. Insurance associated with shelter location;
- 5. Utilities at shelter location;
- 6. Food served to program guests at shelter location; and
- 7. Shelter furnishings.

¹ See 24 CFR 576.2.

² See 24 CFR §576.102, §576.2.

B. Stewardship of the Lease:

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

V. **Location and Time of Services**

Grantee shall provide Shelter Services at 201 Eighth Street, San Francisco, CA 94103, seven days per week, 24-hours per day.

VI. **Service Requirements**

- A. 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.
- B. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- C. 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.
- D. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire, acts of violence, or any other incidents which require the involvement of emergency services.
- 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, such policies must include a provision that referrals are accepted for services without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV/AIDS status.
- F. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide feedback about the program. Feedback methods shall include a written annual survey, which shall be offered to the served population to

gather feedback, assess client satisfaction, and evaluate 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. Grievance Procedure: Grantee shall follow the published HSH Grievance Procedure and establish and maintain a written Grievance Procedure for the served population, which shall include the following elements as well as others that may be appropriate to the services:

1. The name or title of the person or persons authorized to make a determination regarding the grievance;
2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
3. The amount of time required for each step, including when a tenant can expect a response; and
4. The HSH Program Manager's contact information for the tenant to contact after the tenant has exhausted the Grantee's internal Grievance Procedure.

Grantee shall provide a copy of this procedure, and any amendments thereto, to each tenant over the age of 18 and obtain a signed copy of the form from the program tenant(s) which must be maintained in tenant files. Additionally, Grantee shall provide a copy of the procedure and any amendments to the HSH Program Manager.

H. City Communications, Trainings and Meetings

Grantee shall keep HSH informed of program operations and comply with HSH policies and requirements related to training and meeting participation including, but not limited to:

1. Regular communication with HSH about the implementation of the program;
2. Attendance of quarterly HSH meetings, as needed, and
3. Attendance of trainings, as requested by HSH.

I. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process³, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
2. Records entered into the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards⁴.

³ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

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.

J. Record Keeping, Documentation, and Files:

1. Grantee shall maintain confidential guest files guests, active and previously active, and support service usage.
2. Grantee shall maintain confidential files regarding complaints, grievances, warnings and exits/denials of service for shelter rule infractions including written notices, warnings, exit paperwork and related communications with guests.

K. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).

VII. Service Objectives

Grantee shall achieve the following service objectives annually:

- A. Grantee shall maintain accurate client roster in the ONE system.
- B. One hundred percent of shelter staff shall be trained in compliance with standards of care.
- C. Grantee shall administer an annual survey to 100 percent of guests that are active in the program.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives annually:

- A. Grantee shall ensure that a minimum of 75 percent of guests participating in a Satisfaction Survey will rate the treatment by staff, quality of meals, connection to services and safety as good or excellent.

IX. Reporting Requirements

Grantee shall submit all data and reports as required by HSH, HUD, and MOHCD in a timely and accurate manner to ensure accurate HMIS data, Annual Performance Report (APR), Housing Inventory Count (HIC) reports, Point in Time (PIT) Counts, System-wide Performance Measures (SPM) and supplementary materials.

- A. Evaluative Studies: Grantee shall participate, as requested by HSH, in evaluative studies designed to show the effectiveness of Grantee's services. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee or within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- B. Consolidated Annual Performance and Evaluation Report (CAPER): Grantee shall submit, to HSH, by the 45th day following the end of the project period, a report in CARBON summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Data collected in this report will be used in the CAPER and report out on the served population, including progress toward objectives, and the amount of grant and matching funds expended. Objectives shall include, but are not limited to:
 - 1. Neighborhood of origin of individuals and families served,
 - 2. Number of individuals moved into more stable housing; and
 - 3. Number of individuals and families receiving shelter services.
- C. Match Funds: Per HSH instructions, Grantee shall identify, document, and report match funds for all ESG-funded grants that meet or exceed 100 percent of funds or in-kind contributions from other sources to be used on eligible costs of the project, as defined in 24 CFR Part 576⁴.
- D. Personnel Activity Reports: Per HSH instructions, Grantees, partners, and subcontractors shall create and maintain personnel activity report time records showing the amount of time spent by Grantee personnel on HUD ESG projects and the costs associated with those activities. All timekeeping records shall reflect a daily breakdown of time spent on HUD ESG-funded eligible activities versus non-eligible activities.
- E. Ad Hoc Reports: Grantee shall provide Ad Hoc reports as required by HSH.

⁴ See 24 CFR 576.201.

- 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 or Program Manager listed in CARBON.

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to programmatic monitoring and/or audits, at any time, such as, but not limited to, review of the following: served population files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on APR, documentation of match sources, personnel activity reports, proper accounting for funds and other operational and administrative activities, back-up documentation for reporting progress towards meeting service and outcome objectives, and Disaster and Emergency Response Plan and training. For additional information regarding the monitoring requirements surrounding ESG, see ESG Subrecipient Grant Management: https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2/.
- 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 and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts, and Memorandum of Understanding (MOU), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2023		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2021	6/30/2023	2
6	Amended Term	7/1/2021	6/30/2026	5
7	Program	Sanctuary Shelter		
8	Approved Subcontractors			
10	N/A			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	APPENDIX B, BUDGET																			
3	Document Date	7/1/2021																		
4	Contract Term	Begin Date	End Date	Duration (Years)																
5	Current Term	7/1/2021	6/30/2023	2																
6	Amended Term	7/1/2021	6/30/2026	5																
7	Program	Sanctuary Shelter																		
8																				
9	HUD Requirments				Year 1	Year 2	Year 3	Year 4	Year 5											
10	HUD Award Information 24 CFR 578.99(e); 2 CFR 200.331(a)				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											
11	HUD ESG Award Number				E-21-MC-06-0016	E-22-MC-06-0016	TBD	TBD	TBD											
12	HUD ESG Award Date				12/3/2021	9/26/2022	TBD	TBD	TBD											

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	7/1/2023																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	7/1/2021	6/30/2023	2															
6	Amended Term	7/1/2021	6/30/2026	5															
7	Program	Sanctuary Shelter																	
8																			
9	Number Served				Year 1	Year 2	Year 3	Year 4	Year 5										
10	Service Component:				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										
12	Beds (pre-COVID19)				200	200	200	200	200										
13	Beds (COVID19)				124	124	136	136	136										

	A	B	C	D	E	H	M	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2023		Duration (Years)						
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2021	6/30/2023	2						
6	Amended Term	7/1/2021	6/30/2026	5						
7	Provider Name	Episcopal Community Services								
8	Program	Sanctuary Shelter								
9	FSP Contract ID#	1000023961								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Names	General Fund - Emergency Shelter & Support Services, Emergency Services Grant (ESG) - Shelter, COVID Lunches								
13		Current	New							
14	Term Budget	\$ 8,427,261	\$ 23,495,096	15%						
15	Contingency	\$ 204,030	\$ 2,260,175							
16	Not-To-Exceed	\$ 8,631,291	\$ 25,755,271							
17										
18				EXTENSION YEAR	EXTENSION YEAR	EXTENSION YEAR				
19		Year 1	Year 2	Year 3	Year 4	Year 5	All Years			
20		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2026			
21	Expenditures	Actuals	Current	New	New	New	New			
22	Salaries & Benefits	\$ 2,125,479	\$ 2,633,154	\$ 3,063,806	\$ 3,063,806	\$ 3,063,806	\$ 13,950,051			
23	Operating Expense	\$ 1,082,147	\$ 970,209	\$ 987,793	\$ 987,793	\$ 987,793	\$ 5,015,734			
24	Subtotal	\$ 3,207,625	\$ 3,603,363	\$ 4,051,599	\$ 4,051,599	\$ 4,051,599	\$ 18,965,785			
26	Indirect Cost	\$ 478,760	\$ 540,504	\$ 607,740	\$ 607,740	\$ 607,740	\$ 2,842,484			
27	Other Expenses (Not subject to indirect %)	\$ (49,472)	\$ 602,216	\$ 359,180	\$ 359,180	\$ 359,180	\$ 1,630,284			
28	Capital Expenditure	\$ 3,750	\$ 40,514	\$ 4,093	\$ 4,093	\$ 4,093	\$ 56,543			
30	Total Expenditures	\$ 3,640,664	\$ 4,786,597	\$ 5,022,612	\$ 5,022,612	\$ 5,022,612	\$ 23,495,096			
31										
32	HSH Revenues:*									
33	General Fund - Ongoing	\$ 4,057,332	\$ 4,523,512	\$ 4,805,612	\$ 4,805,612	\$ 4,805,612	\$ 22,997,679			
36	HUD ESG (CFDA 14.231)	\$ 89,000	\$ 217,000	\$ 217,000	\$ 217,000	\$ 217,000	\$ 957,000			
38	HUD ESG (CFDA 14.231) - One-Time	\$ -	\$ 46,085	\$ -	\$ -	\$ -	\$ 46,085			
39	Adjustment to Actuals	\$ (505,668)	\$ -	\$ -	\$ -	\$ -	\$ (505,668)			
40		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
42	Total HSH Revenues	\$ 3,640,664	\$ 4,786,597	\$ 5,022,612	\$ 5,022,612	\$ 5,022,612	\$ 23,495,096			
49	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51	Total HSH + Other Revenues	\$ 3,640,664	\$ 4,786,597	\$ 5,022,612	\$ 5,022,612	\$ 5,022,612	\$ 23,495,096			
54	Total Adjusted Salary FTE (All Budgets)	28.70		37.00	35.82	35.82	35.82			
55										
56	Prepared by	Tiffany Luong								
57	Phone	415.487.3300 ext. 1219								
58	Email	fluong@ecs-sf.org								
59										
60	* 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 Grant Agreement document (G-100).									
61										
62										
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64										
65										
66	Template last modified	9/1/2021								

	A	B	C	D	E	H	M	P	S	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	Document Date	7/1/2023									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	7/1/2021	6/30/2023	2							
6	Amended Term	7/1/2021	6/30/2026	5							
7	Provider Name	Episcopal Community Services									
8	Program	Sanctuary Shelter									
9	FSP Contract ID#	1000023961									
10	Action (select)	Amendment									
11	Effective Date	7/1/2023									
12	Budget Name	General Fund - Emergency Shelter & Support Services									
13		Current	New								
14	Term Budget	\$ 8,010,545	\$ 22,427,380	15%							
15	Contingency	\$ 204,030	\$ 2,260,175								
16	Not-To-Exceed	\$ 8,631,291	\$ 25,755,271								
17						EXTENSION YEAR	EXTENSION YEAR	EXTENSION YEAR			
18						Year 1	Year 2	Year 3	Year 4	Year 5	All Years
19						7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2026
20						Actuals	Current	New	New	New	New
21	Expenditures										
22	Salaries & Benefits	\$ 2,125,479	\$ 2,633,154	\$ 3,063,806	\$ 3,063,806	\$ 3,063,806	\$ 3,063,806	\$ 3,063,806	\$ 13,950,051		
23	Operating Expense	\$ 1,002,683	\$ 741,439	\$ 799,097	\$ 799,097	\$ 799,097	\$ 799,097	\$ 799,097	\$ 4,141,412		
24	Subtotal	\$ 3,128,161	\$ 3,374,593	\$ 3,862,903	\$ 3,862,903	\$ 3,862,903	\$ 3,862,903	\$ 3,862,903	\$ 18,091,463		
25	Indirect Percentage	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15%		
26	Indirect Cost (Line 24 X Line 25)	\$ 469,224	\$ 506,189	\$ 579,435	\$ 579,435	\$ 579,435	\$ 579,435	\$ 579,435	\$ 2,713,720		
27	Other Expenses (Not subject to indirect %)	\$ (114,103)	\$ 602,216	\$ 359,180	\$ 359,180	\$ 359,180	\$ 359,180	\$ 359,180	\$ 1,565,653		
28	Capital Expenditure	\$ 3,750	\$ 40,514	\$ 4,093	\$ 4,093	\$ 4,093	\$ 4,093	\$ 4,093	\$ 56,543		
30	Total Expenditures	\$ 3,487,033	\$ 4,523,512	\$ 4,805,612	\$ 4,805,612	\$ 4,805,612	\$ 4,805,612	\$ 4,805,612	\$ 22,427,380		
31											
32	HSH Revenues:										
33	General Fund - Ongoing	\$ 3,984,945	\$ 4,523,512	\$ 4,805,612	\$ 4,805,612	\$ 4,805,612	\$ 4,805,612	\$ 4,805,612	\$ 22,925,292		
39	Adjustment to Actuals	\$ (497,912)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (497,912)		
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
42	Total HSH Revenues	\$ 3,487,033	\$ 4,523,512	\$ 4,805,612	\$ 4,805,612	\$ 4,805,612	\$ 4,805,612	\$ 4,805,612	\$ 22,427,380		
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
49	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
51	Total HSH + Other Revenues	\$ 3,487,033	\$ 4,523,512	\$ 4,805,612	\$ 4,805,612	\$ 4,805,612	\$ 4,805,612	\$ 4,805,612	\$ 22,427,380		
54											
55	Prepared by	Tiffany Luong									
56	Phone	415.487.3300 ext. 1219									
57	Email	luong@ecs-sf.org									
58											
59	Template last modified	9/1/2021									

	A	B	C	F	G	J	M	N		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	SALARY & BENEFIT DETAIL									
3	Document Date	7/1/2023								
4	Provider Name	Episcopal Community Services								
5	Program	Sanctuary Shelter								
6	FSP Contract ID#	1000023961								
7	Budget Name	General Fund - Emergency Shelter & Support Services								
8										
9			Year 1			Year 2				
10			For HSH	7/1/2021 -		For HSH	7/1/2022 -			
11			Agency Totals	Funded	6/30/2022	Agency Totals	Funded	6/30/2023		
			Program	Program	Current	Program	Program	Current		
			Annual Full	Adjusted	Budgeted	Annual Full	Adjusted	Budgeted		
			Time Salary	Budgeted	Salary	Time Salary	Budgeted	Salary		
			(for 1.00 FTE)	FTE		(for 1.00 FTE)	FTE			
12	POSITION TITLE									
13	Service Coordinators (Monitors)	\$	47,918	15.40	\$ 737,937	\$	53,620	15.40	\$ 789,159	
14	Shift Supervisors	\$	66,253	4.20	\$ 278,263	\$	66,253	4.20	\$ 278,263	
15	Facilities-Maintenance Supervisor	\$	74,790	1.00	\$ 74,790	\$	74,790	1.00	\$ 74,790	
16	Facilities-Janitors/Launders	\$	42,232	4.40	\$ 185,821	\$	60,030	4.40	\$ 231,502	
17	Admin-Director of Healthy Aging	\$	132,879	0.23	\$ 30,562	\$	149,287	0.23	\$ 32,764	
18	Admin-Site Manager	\$	85,160	1.00	\$ 85,160	\$	93,053	1.00	\$ 89,764	
19	Director of Interim Housing	\$	138,901	0.85	\$ 118,066	\$	138,901	0.85	\$ 118,066	
20	Director of Impact and Analytics	\$	131,256	0.09	\$ 11,813	\$	145,243	0.09	\$ 12,547	
21	Ambassadors (Security, front door, hospitality)	\$	57,348	1.53	\$ 87,799	\$	61,089	1.53	\$ 91,140	
22	Case Manager III	\$	-			\$	62,647	3.00	\$ 109,632	
23	Bilingual Case Manager III	\$	-			\$	65,779	2.00	\$ 76,742	
24	Database Specialist & Compliance Monitor	\$	-			\$	66,958	1.00	\$ 39,059	
25	Service Coordinators (Monitors)	\$	-			\$	53,620	2.30	\$ 51,386	
56			TOTAL SALARIES			\$ 1,610,211	TOTAL SALARIES			\$ 1,994,813
57			TOTAL FTE			28.70	TOTAL FTE			37.00
58			FRINGE BENEFIT RATE			32.00%	FRINGE BENEFIT RATE			32.00%
59			EMPLOYEE FRINGE BENEFITS			\$ 515,268	EMPLOYEE FRINGE BENEFITS			\$ 638,340
60			TOTAL SALARIES & BENEFITS			\$ 2,125,479	TOTAL SALARIES & BENEFITS			\$ 2,633,154

	A	B	Q	T	W	X	AA	AD	AE	AH	AK	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date	7/1/2023										
4	Provider Name	Episcopal Community Services										
5	Program	Sanctuary Shelter										
6	FSP Contract ID#	1000023961										
7	Budget Name	General Fund - Emergency Shelter & Support Services										
8												
9			EXTENSION YEAR			EXTENSION YEAR			EXTENSION YEAR			
10			Year 3			Year 4			Year 5			All Years
11			Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024 New	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025 New	Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026 New	7/1/2021 - 6/30/2026 New
12	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
13	Service Coordinators (Monitors)		\$55,344	15.40	\$ 852,298	\$55,344	15.40	\$ 852,298	\$55,344	15.40	\$ 852,298	\$ 4,083,991
14	Shift Supervisors		\$68,999	4.20	\$ 289,794	\$68,999	4.20	\$ 289,794	\$68,999	4.20	\$ 289,794	\$ 1,425,908
15	Facilities-Maintenance Supervisor		\$79,954	1.00	\$ 79,954	\$79,954	1.00	\$ 79,954	\$79,954	1.00	\$ 79,954	\$ 389,442
16	Facilities-Janitors/Laundryers		\$53,756	4.20	\$ 225,776	\$53,756	4.20	\$ 225,776	\$53,756	4.20	\$ 225,776	\$ 1,094,653
17	Admin-Director of Healthy Aging		\$160,656	0.08	\$ 12,049	\$160,656	0.08	\$ 12,049	\$160,656	0.08	\$ 12,049	\$ 99,473
18	Admin-Site Manager		\$108,557	1.00	\$ 108,557	\$108,557	1.00	\$ 108,557	\$108,557	1.00	\$ 108,557	\$ 500,596
19	Director of Interim Housing		\$153,736	0.85	\$ 130,676	\$153,736	0.85	\$ 130,676	\$153,736	0.85	\$ 130,676	\$ 628,158
20	Director of Impact and Analytics		\$159,917	0.09	\$ 14,393	\$159,917	0.09	\$ 14,393	\$159,917	0.09	\$ 14,393	\$ 67,538
21	Ambassadors (Security, front door, hospitality)		\$63,510		\$ -	\$63,510		\$ -	\$63,510		\$ -	\$ 178,939
22	Case Manager III		\$71,760	3.00	\$ 215,280	\$71,760	3.00	\$ 215,280	\$71,760	3.00	\$ 215,280	\$ 755,472
23	Bilingual Case Manager III		\$75,348	2.00	\$ 150,696	\$75,348	2.00	\$ 150,696	\$75,348	2.00	\$ 150,696	\$ 528,830
24	Database Specialist & Compliance Monitor		\$76,544	1.00	\$ 76,544	\$76,544	1.00	\$ 76,544	\$76,544	1.00	\$ 76,544	\$ 268,691
25	Service Coordinators (Monitors)		\$55,016	3.00	\$ 165,048	\$55,016	3.00	\$ 165,048	\$55,016	3.00	\$ 165,048	\$ 546,530
56			TOTAL SALARIES		\$ 2,321,065	TOTAL SALARIES		\$ 2,321,065	TOTAL SALARIES		\$ 2,321,065	\$ 10,568,220
57			TOTAL FTE	35.82		TOTAL FTE	35.82		TOTAL FTE	35.82		
58			FRINGE BENEFIT RATE		32.00%	FRINGE BENEFIT RATE		32.00%	FRINGE BENEFIT RATE		32.00%	
59			EMPLOYEE FRINGE BENEFITS		\$ 742,741	EMPLOYEE FRINGE BENEFITS		\$ 742,741	EMPLOYEE FRINGE BENEFITS		\$ 742,741	\$ 3,381,831
60			TOTAL SALARIES & BENEFITS		\$ 3,063,806	TOTAL SALARIES & BENEFITS		\$ 3,063,806	TOTAL SALARIES & BENEFITS		\$ 3,063,806	\$ 13,950,051

	A	B	C	F	K	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	7/1/2023						
4	Provider Name	Episcopal Community Services						
5	Program	Sanctuary Shelter						
6	F\$P Contract ID#	1000023961						
7	Budget Name	General Fund - Emergency Shelter & Support Services						
8					EXTENSION YEAR	EXTENSION YEAR	EXTENSION YEAR	
9			Year 1	Year 2	Year 3	Year 4	Year 5	All Years
10			7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2026
11			Actuals	Current	New	New	New	New
12	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property		\$ 547,068	\$ 382,723	\$ 461,432	\$ 461,432	\$ 461,432	\$ 2,314,087
14	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 127,268	\$ 167,612	\$ 169,105	\$ 169,105	\$ 169,105	\$ 802,194
15	Office Supplies, Postage		\$ 3,672	\$ 3,672	\$ 2,643	\$ 2,643	\$ 2,643	\$ 15,272
16	Building Maintenance Supplies and Repair		\$ 56,114	\$ 86,114	\$ 87,836	\$ 87,836	\$ 87,836	\$ 405,736
17	Printing and Reproduction		\$ 10,400	\$ 10,400	\$ 11,071	\$ 11,071	\$ 11,071	\$ 54,014
18	Insurance		\$ 14,084	\$ 26,584	\$ 30,702	\$ 30,702	\$ 30,702	\$ 132,775
19	Staff Training		\$ 3,500	\$ 1,500	\$ 1,252	\$ 1,252	\$ 1,252	\$ 8,756
20	Staff Travel-(Local & Out of Town)		\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ 1,000
21	Staff Recruitment		\$ 200	\$ 500	\$ 220	\$ 220	\$ 220	\$ 1,361
22	Program Supplies		\$ 1,000	\$ 3,000	\$ 2,496	\$ 2,496	\$ 2,496	\$ 11,487
23	Client Supplies		\$ 7,000	\$ 5,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 30,000
24	Telecommunications		\$ 18,238	\$ 18,238	\$ 16,608	\$ 16,608	\$ 16,608	\$ 86,300
25	Fees & Licenses/Taxes		\$ 2,126	\$ 1,126	\$ 262	\$ 262	\$ 262	\$ 4,037
54	Subcontractors (First \$25k Only)							
55	One-time Deferred Maintenance & Painting		\$ 9,470	\$ 9,470	\$ 9,470	\$ 9,470	\$ 9,470	\$ 47,350
56	Defense Logistics - Security Services (First \$25k eligible for indirect cost)		\$ 202,043	\$ 25,000	\$ -	\$ -	\$ -	\$ 227,043
67								
68	TOTAL OPERATING EXPENSES		\$ 1,002,683	\$ 741,439	\$ 799,097	\$ 799,097	\$ 799,097	\$ 4,141,412
69								
70	Other Expenses (not subject to indirect cost %)							
71	CHEFS Kitchens - 2 meals a day X 366 days x 69 beds x \$7/meal		\$ 381,060	\$ 351,629	\$ 353,556	\$ 353,556	\$ 353,556	\$ 1,793,357
72	Automobile Gas Oil/Maintenance		\$ 2,750	\$ 5,500	\$ 5,624	\$ 5,624	\$ 5,624	\$ 25,122
73	Defense Logistics - Security Services			\$ 245,087	\$ -	\$ -	\$ -	\$ 245,087
74	Adjustment to Actuals		\$ (497,913)	\$ -	\$ -	\$ -	\$ -	\$ (497,913)
83								
84	TOTAL OTHER EXPENSES		\$ (114,103)	\$ 602,216	\$ 359,180	\$ 359,180	\$ 359,180	\$ 1,565,653
85								
86	Capital Expenses							
87	IT Equipment		\$ 3,750	\$ 3,750	\$ 4,093	\$ 4,093	\$ 4,093	\$ 19,779
88	Capital Repairs			\$ 36,764	\$ -	\$ -	\$ -	\$ 36,764
95	TOTAL CAPITAL EXPENSES		\$ 3,750	\$ 40,514	\$ 4,093	\$ 4,093	\$ 4,093	\$ 56,543
96								
97	HS# #3							9/1/2021

BUDGET NARRATIVE

General Fund - Emergency Shelter & Support Services

Fiscal Year

FY23-24

<u>Salaries & Benefits</u>	<u>Adjusted</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>Budgeted</u>	<u>Salary</u>			
Service Coordinators (Monitors)	15.40	\$ 852,298	Provides direct client-center services to shelter guests as defined by contract and standards of care, in addition to security services	\$4612 X 12 mo. X 15.4 FTE	Service Coordinators (Monitors)
Shift Supervisors	4.20	\$ 289,794	1 supervisor per shift, 3 shifts a day, 7 days a week to ensure coverage and supervisor service coordinators ensuring client-center services are delivered.	\$5750 X 12 mo. X 4.2 FTE	Shift Supervisors
Facilities-Maintenance Supervisor	1.00	\$ 79,954	Ensures all maintenance assignments are completed in an appropriate amount of time, ensuring a safe environment as defined by contract and standards of care.	\$6663 X 12 mo. X 1 FTE	Facilities-Maintenance Supervisor
Facilities-Janitors/Laundersers	4.20	\$ 225,776	Ensures clean, safe, and sanitary environment as defined by contract and standards of care. Ensures that clean linin is available for guests as needed and as defined by contract and standards of care.	\$4480 X 12 mo. X 4.2 FTE	Facilities-Janitors/Laundersers
Admin-Director of Healthy Aging	0.08	\$ 12,049	To participate in weekly case conferences around senior related clients and senior related issues. Provide trainings around senior related issues and care to shelter staff.	\$13388 X 12 mo. X 0.08 FTE	Admin-Director of Healthy Aging
Admin-Site Manager	1.00	\$ 108,557	Supervises Shift supervisors, ensures client-centered service delivery, staff training and support.	\$9046 X 12 mo. X 1 FTE	Admin-Site Manager
Director of Interim Housing	0.85	\$ 130,676	Oversees all roles and responsibilities of IH. Primary responsibility for all program performance, outcomes, staffing, policies, procedures, budgeting, and financials.	\$12811 X 12 mo. X 0.85 FTE	Director of Interim Housing
Director of Impact and Analytics	0.09	\$ 14,393	Assists with ensuring data quality of the data collection, analysis, and compliance to contract.	\$13326 X 12 mo. X 0.09 FTE	Director of Impact and Analytics
Case Manager III	3.00	\$ 215,280	Case Manager manages a caseload of up to 25 guests; perform individual service need assessments; collaborate with the guest to develop Individual Service Plan that identifies treatment needs with the primary focusing being housing; create an action plan to assist the guest to accomplish their treatment goal(s); provide case management linkage services and support for housing, income, primary care, substance use treatment, behavioral health, legal, employment, clothing, and any other resources; meet with the guest on a weekly basis, document individual sessions; track and ensure guest attends scheduled appointments; navigate the agency case management system; adhere to agency, state, and funder regulations; and all other duties that are assigned by the program site manager.	\$5980 X 12 mo. X 3 FTE	Case Manager III
Bilingual Case Manager III	2.00	\$ 150,696	Bilingual Case Manager manages a caseload of up to 25 guests; perform individual service need assessments; collaborate with the guest to develop Individual Service Plan that identifies treatment needs with the primary focusing being housing; create an action plan to assist the guest to accomplish their treatment goal(s); provide case management linkage services and support for housing, income, primary care, substance use treatment, behavioral health, legal, employment, clothing, and any other resources; meet with the guest on a weekly basis, document individual sessions; track and ensure guest attends scheduled appointments; navigate the agency case management system; adhere to agency, state, and funder regulations; and all other duties that are assigned by the program site manager.	\$6279 X 12 mo. X 2 FTE	Bilingual Case Manager III
Database Specialist & Compliance Monitor	1.00	\$ 76,544	Designs, delivers, and updates reports for internal and external stakeholders, including both routine and ad-hoc reports. Assists in the development of program output, outcome, evaluation, and compliance goals and design systems to track them within the program. Monitor the quality and timeliness of program data across data systems. Ensures that data quality meets goals by partnering with program staff to develop and deliver reports, trainings, coaching, and other resources. Train case managers to use the required data systems, including both initial and follow-up trainings as needed.	\$6379X 12 mo. X 1 FTE	Database Specialist & Compliance Monitor
Service Coordinators (Monitors)	3.00	\$ 165,048	Inspects the facilities to maintain security and program compliance. Checks the interior (client living quarters, bathrooms, and community rooms) and exterior of the building on a regularly-assigned schedule to maintain a clean, safe environment. Provides direct client-center services to shelter guests as defined by contract and standards of care. in addition to security services.	\$4585 X 12 mo. X 3 FTE	Service Coordinators (Monitors)
TOTAL	35.82	\$ 2,321,065			
<u>Employee Fringe Benefits</u>	<u>32.0%</u>	<u>\$ 742,741</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 32% of total salaries.</u>		
Salaries & Benefits Total		\$ 3,063,806			

BUDGET NARRATIVE

Fiscal Year

General Fund - Emergency Shelter & Support Services

FY23-24

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 461,432	includes rental expenses	\$38453 X 12 months
Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 169,105	includes expenses for electricity and gas	\$14092 X 12 months
Office Supplies, Postage	\$ 2,643	covers office and meeting supplies; postage expenses	\$220 X 12 months
Building Maintenance Supplies and Repair	\$ 87,836	includes cleaning supplies, site repairs and maintenance expenses	\$7320 X 12 months
Printing and Reproduction	\$ 11,071	covers expenses for printing and copying/reproduction	\$923 X 12 months
Insurance	\$ 30,702	covers site liability insurance	\$2559 X 12 months
Staff Training	\$ 1,252	includes training expenses for staff	\$104 X 12 months
Staff Recruitment	\$ 220	staff recruitment expenses	\$18 X 12 months
Program Supplies	\$ 2,496	includes program supplies expenses	\$208 X 12 months
Client Supplies	\$ 6,000	includes client supplies expenses	\$500 X 12 months
Telecommunications	\$ 16,608	covers cellphone and Wi-Fi connectivity expenses	\$1384 X 12 months
Fees & Licenses/Taxes	\$ 262	includes fees, licenses and tax expenses	\$22 X 12 months
One-time Deferred Maintenance & Painting	\$ 9,470	includes painting due to wear and tear	\$789 X 12 months
TOTAL OPERATING EXPENSES	\$ 799,097		
Indirect Cost	15.0% \$ 579,435		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
CHEFS Kitchens - 2 meals a day X 366 days x 69 beds x \$7/meal	\$ 353,556	include 2 meals (breakfast and dinner)	2 meals a day X 366 days x 69 beds x \$7/meal
Automobile Gas Oil/Maintenance	\$ 5,624	include gas, oil and maintenance services	\$469x 12 months
TOTAL OTHER EXPENSES	\$ 359,180		

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
IT Equipment	\$ 4,093	includes expenses for IT equipment	\$341 X 12 months
TOTAL CAPITAL EXPENSES	\$ 4,093		

	A	B	C	D	E	H	M	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2023								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2021	6/30/2023	2						
6	Amended Term	7/1/2021	6/30/2026	5						
7	Provider Name	Episcopal Community Services								
8	Program	Sanctuary Shelter								
9	FSP Contract ID#	1000023961								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Emergency Services Grant (ESG) - Shelter								
13		Current	New							
14	Term Budget	\$ 352,085	\$ 1,003,085	15%						
15	Contingency	\$ 204,030	\$ 2,260,175							
16	Not-To-Exceed	\$ 8,631,291	\$ 25,755,271							
17					EXTENSION YEAR	EXTENSION YEAR	EXTENSION YEAR			
18		Year 1	Year 2	Year 3	Year 4	Year 5	All Years			
19		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2026			
20		Actuals	Current	New	New	New	New			
21	Expenditures									
23	Operating Expense	\$ 79,464	\$ 228,770	\$ 188,696	\$ 188,696	\$ 188,696	\$ 874,322			
24	Subtotal	\$ 79,464	\$ 228,770	\$ 188,696	\$ 188,696	\$ 188,696	\$ 874,322			
25	Indirect Percentage	12.00%	15.00%	15.00%	15.00%	15.00%				
26	Indirect Cost (Line 24 X Line 25)	\$ 9,536	\$ 34,315	\$ 28,304	\$ 28,304	\$ 28,304	\$ 128,764			
30	Total Expenditures	\$ 89,000	\$ 263,085	\$ 217,000	\$ 217,000	\$ 217,000	\$ 1,003,086			
31										
32	HSH Revenues:									
36	HUD ESG (CFDA 14.231)	\$ 89,000	\$ 217,000	\$ 217,000	\$ 217,000	\$ 217,000	\$ 957,000			
38	HUD ESG (CFDA 14.231) - One-Time		\$ 46,085	\$ -	\$ -	\$ -	\$ 46,085			
42	Total HSH Revenues	\$ 89,000	\$ 263,085	\$ 217,000	\$ 217,000	\$ 217,000	\$ 1,003,085			
49	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51	Total HSH + Other Revenues	\$ 89,000	\$ 263,085	\$ 217,000	\$ 217,000	\$ 217,000	\$ 1,003,085			

	A	B	C	F	K	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	7/1/2023						
4	Provider Name	Episcopal Community Services						
5	Program	Sanctuary Shelter						
6	F\$P Contract ID#	1000023961						
7	Budget Name	Emergency Services Grant (ESG) - Shelter						
8								
9								
10								
11								
12	<u>Operating Expenses</u>							
13	Rental of Property	\$ 39,732	\$ 169,732	\$ 129,658	\$ 129,658	\$ 129,658	\$ 598,438	
14	Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ 39,732	\$ 59,038	\$ 59,038	\$ 59,038	\$ 59,038	\$ 275,884	
67								
68	TOTAL OPERATING EXPENSES	\$ 79,464	\$ 228,770	\$ 188,696	\$ 188,696	\$ 188,696	\$ 874,322	
69								
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
85								
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
96								
97	HSH #3							9/1/2021

BUDGET NARRATIVE**Fiscal Year****Emergency Services Grant (ESG) - Shelter****FY23-24**

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 129,658	includes rental expenses	\$10805 X 12 months
Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ 59,038	includes expenses for electricity and gas	\$4920 X 12 months
TOTAL OPERATING EXPENSES	\$ 188,696		
Indirect Cost	15.0% \$ 28,304		

	A	B	C	D	E	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	Document Date	7/1/2023				
4	Contract Term	Begin Date	End Date	Duration (Years)		
5	Current Term	7/1/2021	6/30/2023	2		
6	Amended Term	7/1/2021	6/30/2026	5		
7	Provider Name	Episcopal Community Services				
8	Program	Sanctuary Shelter				
9	F\$P Contract ID#	1000023961				
10	Action (select)	Amendment				
11	Effective Date	7/1/2023				
12	Budget Name	COVID Lunches				
13		Current	New			
14	Term Budget	\$ 64,631	\$ 64,631	15%		
15	Contingency	\$ 204,030	\$ 2,260,175			
16	Not-To-Exceed	\$ 8,631,291	\$ 25,755,271			
17					Year 1	All Years
18					7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2026
19					Actuals	New
20						
21	Expenditures					
27	Other Expenses (Not subject to indirect %)				\$ 64,631	\$ 64,631
28	Capital Expenditure				\$ -	\$ -
30	Total Expenditures				\$ 64,631	\$ 64,631
31						
32	HSH Revenues (select)					
33	General Fund - Ongoing				\$ 72,387	\$ 72,387
39	Adjustment to Actuals				\$ (7,756)	\$ (7,756)
41						\$ -
42	Total HSH Revenues				\$ 64,631	\$ 64,631
50						
51	Total HSH + Other Revenues				\$ 64,631	\$ 64,631
54						
55	Prepared by	Tiffany Luong				
56	Phone	415.487.3300 ext. 1219				
57	Email	tluong@ecs-sf.org				
58						
59	Template last modified				9/1/2021	

	A	B	C	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	OPERATING DETAIL			
3	Document Date	7/1/2023		
4	Provider Name	Episcopal Community Services		
5	Program	Sanctuary Shelter		
6	FSP Contract ID#	1000023961		
7	Budget Name	COVID Lunches		
8				
9			Year 1	All Years
10			7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2026
11			Actuals	New
12	Operating Expenses		Budgeted Expense	Budgeted Expense
70	Other Expenses (not subject to indirect cost %)			
71	COVID-19 lunches		\$ 72,387	\$ 72,387
72	Adjustment to Actuals		\$ (7,756)	\$ (7,756)
84	TOTAL OTHER EXPENSES		\$ 64,631	\$ 64,631
96				
97	HSH #3			9/1/2021

Appendix C, Method of Payment

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

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

B. Invoicing System:

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

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

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

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

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

General Fund	
Type	Instructions and Examples of Documentation
	<p>and documentation for any Operating line items that exceed \$10,000.</p> <p>Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
Operating - Direct Assistance	<p>Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include a General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.</p>
Capital and/or One-Time Funding	<p>Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>
Revenue	<p>Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.</p>

Housing and Urban Development (HUD) Emergency Solutions Grant (ESG): CFDA #14.231	
Type	Instructions and Example of Documentation
Emergency Shelter	<p>Grantee may use this line item in accordance with 24 CFR 576.102, 576.2 – Shelter.</p> <p>Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice.</p> <p>Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as:</p> <ul style="list-style-type: none"> • Housing stability case management; • Life skills training; and/or • Mental health and/or substance abuse services.

Housing and Urban Development (HUD) Emergency Solutions Grant (ESG): CFDA #14.231	
Type	Instructions and Example of Documentation
	Documentation may also include proof of eligible payment of shelter maintenance; insurance; or utilities associate with a shelter location.

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

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

A. Advance Requirements:

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

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

B. Advance Request Process:

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

C. Advance Repayment Process:

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

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

Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Adult Probation Department	Rental Subsidies and Flexible Spending Funds for Step Up To Freedom	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 Point	July 1, 2021 – June 30, 2023	\$9,816,708
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing & Mainstream Voucher	July 1, 2020 – June 30, 2024	\$8,586,482
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing (Prop C)	February 15, 2021 - June 30, 2023	\$9,749,200
Department of Homelessness and Supportive Housing	Auburn Hotel	July 1, 2021 – June 30, 2026	\$7,555,534
Department of Homelessness and Supportive Housing	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 - Bishop Swing	July 1, 2020 – March 31, 2024	\$4,384,783

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	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

Appendix E, Federal Requirements: Provisions for All Federal Funds Subawards and Matching Funds to Federal Funds

I. Definitions

These are Federal definitions that come from Federal Uniform Guidance, 2 CFR Part 200, and are in addition to and may vary from definitions provided in the City's Grant Agreement, Professional Services Contract and/or Amendment documents ("Agreement").

A. City. City means the City and County of San Francisco.

B. Subaward. Subaward means an award provided by a pass-through entity (e.g., the City) to a Subrecipient for the Subrecipient to carry out all or part of a Federal award. It does not include payments to an individual that is a beneficiary of a Federal program (2 CFR §200.1). Characteristics of Subawards, as opposed to Subcontracts, include but are not limited to that a Subrecipient:

- i. Has programmatic decision-making responsibility within the scope of services of the Agreement;
- ii. May determine client eligibility for the Federal program;
- iii. In accordance with its Agreement, uses the Federal funds to carry out all or part of a Federal program, as opposed to providing goods or services to help the City administer the Federal program.

See 2 CFR §200.331 for more guidance.

C. Third Party Subaward. Third Party Subaward means a Subaward at any tier entered into by a Subrecipient, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

D. Contract and/or Subcontract. Contract and/or Subcontract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award (2 CFR §200.1). Characteristics of Subcontracts, as opposed to Subawards include but are not limited to that a Subcontractor:

- i. Has little or no programmatic decision-making responsibility in how it carries out the purpose of the Agreement;
- ii. Does not determine client eligibility for the federal program; and
- iii. Provides goods or services that are ancillary to the operation of the Federal program and/or that help the City administer the Federal program.

See 2 CFR §200.331 for more guidance.

E. Third Party Subcontract. Third Party Subcontract means a Subcontract at any tier entered into by Contractor or Subcontractor, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

II. Federal Changes. Subrecipient shall at all times comply with all applicable regulations, policies, procedures and Federal awarding agency directives, including without limitation those listed directly or by reference in the Recipient Agreement between the City and the Federal awarding agency or in this Agreement, as they may be amended or promulgated from time to time during the term of this Agreement. Subrecipient's failure to so comply shall constitute a material breach of this Agreement.

III. Requirements for Pass-Through Entities. (2 CFR §200.332)

- A.** For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient shall include the following:
- i. Federal award information as specified in 2 CFR §200.332(a)(1) to the best of its knowledge;
 - ii. Requirements imposed by the Federal awarding agency, the City, or itself in order to meet its own responsibility to the City under this Subaward as specified in 2 CFR CFR §200.332(3);
 - iii. An approved federally recognized indirect cost rate negotiated between the Subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the Subrecipient and its Third Party Subrecipients, or a de minimis indirect cost rate as defined in §200.414 Indirect (Facilities and Administration¹) costs, paragraph (f);
 - iv. A requirement that the Third Party Subrecipient permit the Subrecipient, the City, higher level funders, and auditors to have access to the Subrecipient's records and financial statements as necessary for the Subrecipient to meet the requirements of this part (2 § CFR 200.332(5)); and
 - v. Appropriate terms and conditions concerning closeout of the Subaward per 2 § CFR 200.332(6).
- B.** For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient agrees to:
- i. Evaluate each Third Party Subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the Subaward for purposes of determining the appropriate Subrecipient monitoring described in paragraphs (3) of this section;
 - ii. Consider imposing specific Subaward conditions upon a Third Party Subrecipient if appropriate as described in 2 CFR §200.208 Specific conditions;
 - iii. Monitor the activities of the Third Party Subrecipient as necessary to ensure that the Subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the Subaward; and that Subaward performance goals are achieved. See 2 CFR §200.332(d) and (e) for specific requirements;
 - iv. Verify that every Third Party Subrecipient is audited as required by 2 CFR §200 Subpart F—Audit Requirements of this part when it is expected that the Subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 CFR §200.501 Audit requirements;

¹ 2 CFR § 200.332(a)(1)(xiv)
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FSP#: 1000023961

- v. Consider whether the results of the Third Party Subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records; and
- vi. Consider taking enforcement action against noncompliant Third Party Subrecipients as described in 2 CFR §200.339 Remedies for noncompliance of this part and in program regulations.

IV. Procurement Compliance. *(2 CFR §200.318 through 200.326)*

- A. Subrecipient agrees to comply with the procurement standards set forth in 2 CFR § 200.318 through § 200.326. This includes but is not limited to the following:
 - i. General procurement standards, including using its documented procurement procedures which reflect all applicable laws, regulations, and standards; maintaining oversight of Contractors; maintaining written standards of conflict covering conflicts of interest and organizational conflicts of interest; avoiding acquisition of duplicative items; awarding Contracts only to responsible Contractors possessing the ability perform the terms and conditions of the proposed procurement successfully; maintaining records sufficient to detail the history of procurements;
 - ii. Providing full and open competition as per 2 CFR § 200.319; and
 - iii. Complying with standards of the five methods of procurement described in 2 CFR § 200.320: micro-purchases, small purchases, sealed bids (formal advertising), competitive proposals, and non-competitive (sole source) proposals.

V. Cost Principles Compliance. *(2 CFR §200 Subpart E)*

- A. Subrecipient agrees to comply with the Cost Principle specified in 2 CFR § 200 Subpart E for all costs that are allowable and included in this Agreement with the City. This includes but is not limited to compliance with §200.430 Compensation – personal services, including §200.430(i) regarding Standards for Documentation for Personnel Expense. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the actual work performed. The requirements for these records include but are not limited to that they:
 - i. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
 - ii. Be incorporated into the official records of the Subrecipient;
 - iii. Reasonably reflect the total activity for which the employee is compensated by the Subrecipient, not exceeding 100 percent of compensated activities;
 - iv. Encompass both federally assisted and all other activities compensated by the Subrecipient on an integrated basis, but may include the use of subsidiary records as defined in the Subrecipient's written policy;
 - v. Comply with the established accounting policies and practices of the Subrecipient;
 - vi. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity;

- vii. Budget estimates alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes in certain conditions (see §200.430(i)(1)(viii));
- viii. In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR part 516), charges for the salaries and wages of nonexempt employees, in addition to the supporting documentation described in this section, must also be supported by records indicating the total number of hours worked each day;
- ix. Salaries and wages of employees used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from Federal awards; and
- x. A Subrecipient whose the records may not meet the standards described in this section shall use personnel activity reports (also known as time studies), prescribed certifications for employees working 100 percent on the same Federal program, or equivalent documentation as supporting documentation.

VI. Equal Employment Opportunity Compliance. *Applicable to all construction agreements awarded in excess of \$10,000 by Grantees and their Contractors or Subgrantees; 2 CFR §200 Appendix II(C).* Subrecipient agrees to comply with Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Part 60).

VII. Davis-Bacon Act Compliance. *Applicable to construction agreements in excess of \$2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(D).* Subrecipient agrees to comply with the Davis-Bacon Act (40 U.S.C. 3141-3148) as supplemented by Department of Labor regulations (29 CFR Part 5).

VIII. Copeland Anti-Kickback Act Compliance. *Applicable to construction agreements in excess of \$2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(D).* Subrecipient agrees to comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR Part 3).

IX. Contract Work Hours and Safety Standards. *Applicable to all agreements awarded by Grantees and Subgrantees in excess of \$100,000, which involve the employment of mechanics or laborers; 2 CFR §200 Appendix II(E).*

A. Compliance. Subrecipient agrees that it shall comply with Sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708) as supplemented by Department of Labor regulations (29 CFR Part 5), which are incorporated herein.

B. Overtime. No Subrecipient contracting for any part of the work under this Agreement which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic

receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

C. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the provisions of Paragraph B, the Subrecipient and any Subcontractor responsible therefore shall be liable to any affected employee for that employee's unpaid wages. In additions, such Contractor and Subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph B in the sum of \$10 for each calendar day on which such employee was required or permitted to be employed on such work in excess of eight hours or in excess of his standard workweek of 40 hours without payment of the overtime wages required by paragraph B.

D. Withholding for unpaid wages and liquidated damages. The City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Subrecipient or Subcontractor under any such Contract or any other Federal Contract with the same Prime Contractor, or any other federally-assisted Contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or Subcontractor for unpaid wages and liquidated damages as provided in the clause set for in paragraph C of this section.

X. Notice of Requirements Pertaining to Intangible Property, Copyrights, Inventions, and Freedom of Information Act Requests. (2 CFR §200 Appendix II(F) and 2 CFR §200.315)

A. Title to intangible property (see 2 CFR §200.1 Intangible property) acquired under a Federal award vests upon acquisition in the Subrecipient unless otherwise detailed elsewhere in this Agreement. The Subrecipient must use that property for the originally-authorized purpose, and must not encumber the property without approval of the Federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in 2 CFR §200.313 (e).

B. The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

C. The Subrecipient is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements."

- D. The Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award, and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- E. The Subrecipient shall comply with Freedom of Information Act (FOIA) requests passed down from the Federal Government to the City.

XI. Debarment and Suspension. *(applicable to all Contracts and Subcontracts; 2 CFR §200 Appendix II(H))*

- A. Subrecipient represents and warrants that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension." Subrecipient agrees that neither Subrecipient nor any of its Third Party Subrecipients or Subcontractors shall enter into any Third Party Subawards or Subcontracts for any of the work under this Agreement with a third party who is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689. 2 CFR Part 180.
- B. Subrecipient and Third Party Subrecipients and Subcontractors can meet this requirement with lower level entities by requiring they sign a certification to its effect and by checking those entities' status at the System for Award Management (SAM) at www.sam.gov under Search Records on a regular, but at least annual, basis.

XII. Byrd Anti-Lobbying Certification. *(applicable for Subawards or Subcontracts in excess of \$100,000; 2 CFR §200 Appendix II(I) and by inclusion, 45 CFR Part 93)*

- A. **Subrecipient hereby certifies**, to the best of their knowledge and belief, that"
 - i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the person signing this Agreement, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal award or Contract, the making of any Federal grant or Contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
 - ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit, with its offer, OMB Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - iii. The person signing this Agreement shall require that the language of this certification be included in the award documents for all Subawards at all tiers (including Subcontracts, Subgrants, and Contracts under grants, loan, and cooperative

agreements) and require that all recipients of such awards in excess of \$100,000 shall certify and disclose accordingly.

- B.** This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is imposed by 31 U.S.C. 1352. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XIII. Single Audit Requirements

Subrecipient shall comply in all respects with 2 CFR §200 Subpart F – Audit Requirements. The Federal expenditures spent under this Agreement shall be counted toward the \$750,000 threshold of Federal award expenditures for a Single Audit.

XIV. Incorporation of Uniform Administrative Requirements and Exceptions from Federal Awarding Agencies

- A.** The preceding provisions include, in part, certain standard terms and conditions required by the Federal awarding agency, whether or not expressly set forth in the preceding Agreement provisions. All provisions required by the Federal awarding agency, as set forth in 2 CFR Part 200, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all of the Federal awarding agency’s mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Subrecipient shall not perform any act, fail to perform any act, or refuse to comply with any City requests that would cause the City to be in violation of the Federal awarding agency’s terms and conditions.
- B.** Further, all provisions of each Federal awarding agency’s incorporation of the Uniform Guidance are also hereby incorporated as reference:
- i. U.S. Health and Human Services: 45 CFR Part 75 (includes some exceptions and additions);
 - ii. U.S. Department of Housing and Urban Development: (no exceptions or additions);
 - iii. U.S. Department of Education: (no exceptions); and
 - iv. U.S. Department of Agriculture: 2 CFR Part 400.

XV. Inclusion of Federal Requirements in Third Party Subawards and Subcontracts

Subrecipient agrees to include all of the above clauses in each Third Party Subaward and Subcontract (Subcontracts shall exclude requirements for pass-through Entities) financed in whole or in part with Federal assistance provided by the Federal awarding agency, unless the third party agreements do not meet the dollar thresholds indicated.

Appendix F, Housing and Urban Development (HUD) Subrecipient Agreement

- I.** Subrecipient shall maintain the confidentiality of records pertaining to any individual or family that was provided family violence prevention or treatment services through the project.
 - A. The address or location of any family violence project assisted with grant funds will not be made public, except with written authorization of the person responsible for the operations of such project.
- II.** Subrecipient shall establish policies and practices that are consistent with, and do not restrict, the exercise of rights provided by subtitle B of title VII of the Act and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness.
- III.** In the case of a project that provides housing or services to families, the Subrecipient shall designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under subtitle B of title VII of the Act.
- IV.** The Subrecipient, its officers, and employees are not debarred or suspended from doing business with the Federal Government.
- V.** Subrecipient shall provide information, such as data and reports, as required by the U.S. Department of Housing and Urban Development (HUD).