

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

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

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

RECITALS

WHEREAS, Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into grants and contracts without adhering to the Administrative Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to the shelter crisis; and

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

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

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

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

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
 - (a) “Agreement” shall mean the Agreement dated **July 1, 2021** between Grantee and City; and **First Amendment**, dated **July 1, 2023**.

- 2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:
 - 2.1 Section 3.2 Duration of Term** of the Agreement currently reads as follows:

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **July 1, 2021** and expire on **June 30, 2024** unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

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

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

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

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Fifty Six Thousand Eight Hundred Twenty Four Dollars (\$9,956,824)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine Hundred Five Thousand One Hundred Sixty Six Dollars (\$905,166)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Sixteen Million Six Hundred Ninety Four Thousand Nine Hundred Three Dollars (\$16,694,903)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Seventy Eight Thousand One Hundred Thirty Two Dollars (\$1,078,132)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

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

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

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

- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth in the Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.
- (b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

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

- (a) Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.
- (b) Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing

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

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

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

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

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

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

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

Appendix B, Budget (dated July 1, 2024)

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

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

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

17.12 Reserved.

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

17.14 Services During a City-Declared Emergency. In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good

faith effort to continue to provide the services set forth in Eligible Expenses. Any services provided beyond those listed in Eligible Expenses must be approved by the Department.

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

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

CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

EPISCOPAL COMMUNITY SERVICES

By: _____
Shireen McSpadden
Executive Director

By: _____
Mary Elizabeth Stokes
Executive Director
City Supplier Number:0000020568

Approved as to Form:
David Chiu
City Attorney

By: _____
Adam Radtke
Deputy City Attorney

**Appendix A, Services to be Provided
by
Episcopal Community Services
Housing Navigation & Stabilization**

I. Purpose of Grant

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

II. Served Population

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

III. Description of Services

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

Grantee shall assist housing referral status adults with:

- A. Preparing a housing plan, which includes locating and obtaining other support and service linkages needed to successfully fulfill the housing plan;
- B. Completing the housing application;
- C. Helping households to acquire all required documentation, including birth certifications, photo identification, social security cards, and income and homelessness verifications. As needed, Grantee shall assist with scheduling and attending appointments needed to procure documents;
- D. Scheduling and attending housing interviews; and
- E. Moving into housing.

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

IV. Location and Time of Services

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

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

V. Service Requirements

A. Staffing:

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

- B. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- C. Admission Policy: Grantee admission policies for services shall be in writing, opening displayed, and made available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that participants are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- D. Feedback, Complaint and Follow-up Policies:
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
 2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion of the survey if the written format presents any problem.
- E. Grievance Procedure: Grantee shall establish and maintain a written Grievance Procedure for households, which shall include the following elements, as well as others that may be appropriate to the services:
1. The name or title of the person or persons authorized to make a determination regarding the grievance.
 2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination.
 3. The amount of time required for each step, including when a participant can expect a response.
 4. HSH Program Manager's contact information for the participant to contact after the participant has exhausted Grantee's internal Grievance Procedure.
- F. City Communications and Policies:
Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance at all meetings when required by HSH; and
 3. Attendance at trainings, when required by HSH.
- G. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 24 hours of the incident according to Department

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

- H. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and emergency response event, defined as public emergency affecting life, health, or property. This may include, but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.

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

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

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

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

- K. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
1. Greeting the served population, staff, and visitors.
 2. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis.
 3. Assistance with conflict de-escalation and crisis management.

L. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
2. Records entered into the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System CDQI Process standards¹.
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

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

through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

M. Record Keeping and Files:

1. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
2. Grantee shall maintain confidential files on the served population, including developed Plans, notes, and progress.

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

O. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.

VI. **Service Objectives**

Grantee shall achieve the following service objectives:

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

VII. Outcome Objectives

Grantee shall achieve the following outcome objectives:

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

VIII. Reporting Requirements

- A. Grantee shall input data into systems required by HSH
- B. For any quarter that maintains less than ninety percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service
- C. Grantee shall create and maintain accurate and complete participant level records in the ONE System. The records will be expected to meet or exceed the ONE System Continuous Data Quality Improvement Process standards.
- D. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month.
- E. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- F. Grantee shall provide an annual report summarizing the grant activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within 30 working days of receipt of any evaluation report and such response will become part of the official report.

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

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

IX. Monitoring Activities

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

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

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

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2021	6/30/2024	3
6	Amended Term	7/1/2021	6/30/2026	5
7	Program	Housing Navigation & Stabilization		
8	F\$P Contract ID#	1000022380		
9				
10	Approved Subcontractors			
11	N/A			

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

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

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

	A	B	C	D	E	H
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	Document Date	7/1/2024				
4	Contract Term	Begin Date	End Date	Duration (Years)		
5	Current Term	7/1/2021	6/30/2024	3		
6	Amended Term	7/1/2021	6/30/2026	5		
7	Provider Name	Episcopal Community Services				
8	Program	Housing Navigation & Stabilization				
9	F\$P Contract ID#	1000022380				
10	Action (select)	Amendment				
11	Effective Date	7/1/2024				
12	Budget Names	General Fund - Navigation, One-Time Whole Person Care - Navigation, PATH - Navigation, One-Time Whole Person Care - Stabilization				
13		Current	New	15%		
14	Term Budget	\$ 8,429,227	\$ 15,616,771			
15	Contingency	\$ 1,527,597	\$ 1,078,132			
16	Not-To-Exceed	\$ 9,956,824	\$ 16,694,903			
17						
18						
19						
20						
21	Expenditures				Year 1	Year 2
22	Salaries & Benefits				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023
23	Operating Expense				Actuals	Actuals
24	Subtotal					
26	Indirect Cost				\$ 1,783,646	\$ 2,498,409
27	Other Expenses (Not subject to indirect %)				\$ 557,460	\$ 626,610
30	Total Expenditures				\$ 2,341,106	\$ 3,125,019
31						
32	HSH Revenues *					
33	General Fund - Ongoing				\$ 1,234,375	\$ -
35	Whole Person Care (WPC) - One-Time				\$ 1,452,066	\$ -
36	State - Providing Access and Transforming Health (PATH)				\$ -	\$ 3,593,771
37	Adjustment to Actuals				\$ (822,323)	\$ (622,433)
42	Total HSH Revenues				\$ 1,864,117	\$ 2,971,338
53	Total Adjusted Salary FTE (All Budgets)					
54						
55	Approved by	Tiffany Luong				
56	Phone	(415) 487-3300				
57	Email	tluong@ECS-SF.org				
58						
59	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.					
60						
61						
62						

	A	B	C	D	K	P	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	Document Date	7/1/2024					
4	Contract Term	Begin Date	End Date	Duration (Years)			
5	Current Term	7/1/2021	6/30/2024	3			
6	Amended Term	7/1/2021	6/30/2026	5			
7	Provider Name	Episcopal Community Services					
8	Program	Housing Navigation & Stabilization					
9	FSP Contract ID#	1000022380					
10	Action (select)	Amendment					
11	Effective Date	7/1/2024					
12	Budget Names	General Fund - Navigation, One-Time Whole Person Care - Navigation, PATH - Navigation, One-Time Whole Person Care - Stabilization					
13		Current	New				
14	Term Budget	\$ 8,429,227	\$ 15,616,771	15%			
15	Contingency	\$ 1,527,597	\$ 1,078,132				
16	Not-To-Exceed	\$ 9,956,824	\$ 16,694,903				
17					EXTENSION YEAR	EXTENSION YEAR	
18					Year 3	Year 4	Year 5
19					7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026
20					Current	New	New
21	Expenditures						
22	Salaries & Benefits			\$ 2,597,351	\$ 2,481,703	\$ 2,481,703	
23	Operating Expense			\$ 527,668	\$ 490,982	\$ 490,982	
24	Subtotal			\$ 3,125,019	\$ 2,972,685	\$ 2,972,685	
26	Indirect Cost			\$ 468,753	\$ 445,903	\$ 445,903	
27	Other Expenses (Not subject to indirect %)			\$ -	\$ 175,184	\$ 175,184	
30	Total Expenditures			\$ 3,593,772	\$ 3,593,772	\$ 3,593,772	
31							
32	HSH Revenues *						
33	General Fund - Ongoing			\$ -	\$ -	\$ -	
35	Whole Person Care (WPC) - One-Time			\$ -	\$ -	\$ -	
36	State - Providing Access and Transforming Health (PATH)			\$ 3,593,772	\$ 3,593,772	\$ 3,593,772	
37	Adjustment to Actuals			\$ -	\$ -	\$ -	
42	Total HSH Revenues			\$ 3,593,772	\$ 3,593,772	\$ 3,593,772	
53	Total Adjusted Salary FTE (All Budgets)				25.53	25.53	
54							
55	Approved by	Tiffany Luong					
56	Phone	(415) 487-3300					
57	Email	tluong@ECS-SF.org					
58							
59	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.						
60							
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62							

	A	B	C	D	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	Document Date	7/1/2024					
4	Contract Term	Begin Date	End Date	Duration (Years)			
5	Current Term	7/1/2021	6/30/2024	3			
6	Amended Term	7/1/2021	6/30/2026	5			
7	Provider Name	Episcopal Community Services					
8	Program	Housing Navigation & Stabilization					
9	FSP Contract ID#	1000022380					
10	Action (select)	Amendment					
11	Effective Date	7/1/2024					
12	Budget Names	General Fund - Navigation, One-Time Whole Person Care - Navigation, PATH - Navigation, One-Time Whole Person Care - Stabilization					
13		Current	New				
14	Term Budget	\$ 8,429,227	\$ 15,616,771	15%			
15	Contingency	\$ 1,527,597	\$ 1,078,132				
16	Not-To-Exceed	\$ 9,956,824	\$ 16,694,903				
17							
18							
19							
20							
21	Expenditures						
22	Salaries & Benefits			\$ 6,879,406	\$ 4,963,406	\$ 11,842,812	
23	Operating Expense			\$ 1,711,738	\$ 981,964	\$ 2,693,702	
24	Subtotal			\$ 8,591,144	\$ 5,945,370	\$ 14,536,514	
26	Indirect Cost			\$ 1,282,840	\$ 891,806	\$ 2,174,646	
27	Other Expenses (Not subject to indirect %)			\$ (1,444,757)	\$ 350,368	\$ (1,094,389)	
30	Total Expenditures			\$ 8,429,228	\$ 7,187,543	\$ 15,616,771	
31							
32	HSH Revenues *						
33	General Fund - Ongoing			\$ 1,234,375	\$ -	\$ 1,234,375	
35	Whole Person Care (WPC) - One-Time			\$ 1,452,066	\$ -	\$ 1,452,066	
36	State - Providing Access and Transforming Health (PATH)			\$ 7,187,543	\$ 7,187,544	\$ 14,375,087	
37	Adjustment to Actuals			\$ (1,444,757)	\$ -	\$ (1,444,757)	
42	Total HSH Revenues			\$ 8,429,227	\$ 7,187,544	\$ 15,616,771	
53	Total Adjusted Salary FTE (All Budgets)						
54							
55	Approved by	Tiffany Luong					
56	Phone	(415) 487-3300					
57	Email	tluong@ECS-SF.org					
58							
59	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.						
60							
61							
62							

	A	B	C	D	H	K	P	S	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	Document Date	7/1/2024										
4	Contract Term	Begin Date	End Date	Duration (Years)								
5	Current Term	7/1/2021	6/30/2024	3								
6	Amended Term	7/1/2021	6/30/2026	5								
7	Provider Name	Episcopal Community Services										
8	Program	Housing Navigation & Stabilization										
9	F&P Contract ID#	1000022380										
10	Action (select)	Amendment										
11	Effective Date	7/1/2024										
12	Budget Name	PATH - Navigation										
13		Current	New									
14	Term Budget	\$ 6,565,110	\$ 13,752,654	15%								
15	Contingency	\$ 1,527,597	\$ 1,078,132									
16	Not-To-Exceed	\$ 9,956,824	\$ 16,694,903									
17					EXTENSION YEAR		EXTENSION YEAR					
18					Year 2	Year 3	Year 4	Year 5	All Years			
19					7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2026	7/1/2021 - 6/30/2026	
20					Actuals	Current	New	New	Current	Amendment	New	
21	Expenditures											
22	Salaries & Benefits	\$ 2,498,409	\$ 2,597,351	\$ 2,481,703	\$ 2,481,703	\$ 5,095,760	\$ 4,963,406	\$ 10,059,165				
23	Operating Expense	\$ 626,610	\$ 527,668	\$ 490,982	\$ 490,982	\$ 1,154,278	\$ 981,964	\$ 2,136,242				
24	Subtotal	\$ 3,125,019	\$ 3,125,019	\$ 2,972,685	\$ 2,972,685	\$ 6,250,038	\$ 5,945,370	\$ 12,195,407				
25	Indirect Percentage	15.00%	15.00%	15.00%	15.00%							
26	Indirect Cost (Line 24 x Line 25)	\$ 468,753	\$ 468,753	\$ 445,903	\$ 445,903	\$ 937,506	\$ 891,806	\$ 1,829,312				
27	Other Expenses (Not Subject to Indirect %)	\$ (622,433)	\$ -	\$ 175,184	\$ 175,184	\$ (622,433)	\$ 350,368	\$ (272,066)				
30	Total Expenditures	\$ 2,971,339	\$ 3,593,772	\$ 3,593,772	\$ 3,593,772	\$ 6,565,110	\$ 7,187,543	\$ 13,752,653				
31												
32	HSH Revenues											
36	State - Providing Access and Transforming Health (PATH)	\$ 3,593,771	\$ 3,593,772	\$ 3,593,772	\$ 3,593,772	\$ 7,187,543	\$ 7,187,544	\$ 14,375,087				
37	Adjustment to Actuals	\$ (622,433)		\$ -	\$ -	\$ (622,433)	\$ -	\$ (622,433)				
42	Total HSH Revenues	\$ 2,971,338	\$ 3,593,772	\$ 3,593,772	\$ 3,593,772	\$ 6,565,110	\$ 7,187,544	\$ 13,752,654				
53												
54												
55	Approved by	Tiffany Luong										
56	Phone	(415) 487-3300										
57	Email	tluong@ECS-SF.org										

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

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

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

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE	Fiscal Year			
4	PATH - Navigation	FY24-25			
5	Salaries & Benefits	<u>Adjusted Budgeted</u> FTE	<u>Budgeted</u> Salary	Justification	Calculation
6	Director of Coordinated Entry #CE50	0.50	\$ 80,566	This position is responsible for navigating clients to permanent supportive housing, including: helping the client gather required documents; transportation to housing appointments; and, housing application submission.	\$161,132 x 0.5 FTE
7	Director of Impact & Analytics #A83	0.03	\$ 4,712	This position provides direct supervision to a team of Navigators	\$157,067 x 0.03 FTE
8	Associate Director of ACE #CE56	0.50	\$ 65,067	Oversees all direct service provision of ACE. Supervises Managers of Housing Navigation and Managers of Problem Solving.	\$130,134 x 0.5 FTE
9	Manager of Housing Navigation Services #CE651	1.00	\$ 108,478	Supervises Housing Navigators, ensures client-centered service delivery, staff training and support, performance reviews, and supports resolution of grievances.	\$108,478 x 1 FTE
10	Manager of Housing Navigation Services #CE650	1.00	\$ 108,478	Supervises Housing Navigators, ensures client-centered service delivery, staff training and support, performance reviews, and supports resolution of grievances.	\$108,478 x 1 FTE
11	Manager of Housing Navigation Services #CE318	1.00	\$ 103,733	Supervises Housing Navigators, ensures client-centered service delivery, staff training and support, performance reviews, and supports resolution of grievances.	\$103,733 x 1 FTE
12	Licensed Clinical Social Workers #CS502	0.50	\$ 65,747	Provides disability certifications and clinical review to support ACE.	\$131,494 x 0.5 FTE
13	Data Analyst and Compliance Specialist #CE401	0.50	\$ 36,382	Conducts data collection, analysis, and compliance activities for ACE.	\$72,764 x 0.5 FTE
14	Housing Navigation Specialists/Bilingual: #CE301-CE306/CE308-CE309/CE311/CE313/CE315/EC319-CE325/CE601-CE602	19.00	\$ 1,241,564	Navigates clients to permanent supportive housing, including: helping the client gather required documents; transportation to housing appointments; and, housing application submission. The pay rate for these staff is calculated by three tiers of positions: Housing Navigation Specialist 1 at \$70K/yr.; Housing Navigation Specialist 2 at \$75K/yr.; and, Housing Navigation Specialist 3 at \$80K/yr. A differential has been added for annual raises, which take place in December at ECS.	\$65,345 x 19 FTE
15	Hospitality Ambassadors #CE212	0.50	\$ 31,425	Greeting, receiving, providing information, and processing clients to Access Point services. Offering, de-escalation and safety services at Access Point locations. Has additional safety responsibilities.	\$62,850 x 0.5 FTE
16	Ambassadors #CE206	1.00	\$ 62,850	Greeting, receiving, providing information, and processing clients to Access Point services. Offering, de-escalation and safety services at Access Point locations	\$62,850 x 1 FTE
48	TOTAL	25.53	\$ 1,909,002		
49	<u>Employee Fringe Benefits</u>	30.0%	\$ 572,701	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
50	Salaries & Benefits Total		\$ 2,481,703		

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

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

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

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

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

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

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

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

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

Appendix C, Method of Payment

- I. **Reimbursement for Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred, paid by the Grantee, and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in the Appendix B, Budget(s) of the Agreement.

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

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

E. Invoicing System:

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

2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
 3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- F. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- G. Spend Down
1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
 2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
 3. Failure to spend Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

H. Documentation and Record Keeping:

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

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

Providing Access and Transforming Health (PATH)	
Type	Instructions and Examples of Documentation
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

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

III. Reserved. (Advances or Prepayments).

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

Appendix D - Interests in Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Adult Probation Department	Rental Subsidies and Flexible Spending Funds for Step Up to Freedom	May 1, 2020 - June 30, 2024	\$2,335,382
Department of Homelessness and Supportive Housing	1064-68 Mission Street Housing	May 1, 2022 - June 30, 2025	\$6,300,824
Department of Homelessness and Supportive Housing	1180 4th Street Housing	July 1, 2014 - June 30, 2024	\$4,934,700
Department of Homelessness and Supportive Housing	455 Fell Street Housing	May 15, 2019 - June 30, 2026	\$2,929,622
Department of Homelessness and Supportive Housing	Adult Access Points	July 1, 2021 - June 30, 2024	\$9,816,708
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing & Mainstream Voucher	July 1, 2020 - June 30, 2024	\$8,586,482
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing (Prop C)	February 15, 2021 - June 30, 2024	\$9,749,200
Department of Homelessness and Supportive Housing	Auburn Hotel	July 1, 2021 - June 30, 2026	\$7,555,534
Department of Homelessness and Supportive Housing	Bishop Swing	July 1, 2020 - March 31, 2027	\$8,756,998
Department of Homelessness and Supportive Housing	Bryant Homeless Storage	December 1, 2020 - June 30, 2029	\$6,462,910
Department of Homelessness and Supportive Housing	Canon Barcus RA & SS	July 1, 2020 - June 30, 2024	\$5,792,831
Department of Homelessness and Supportive Housing	Canon Kip Community House	December 1, 2021 - November 30, 2024	\$7,085,148
Department of Homelessness and Supportive Housing	Cova Non-Congregate Shelter	December 18, 2021 - August 31, 2024	\$15,091,353
Department of Homelessness and Supportive Housing	Flexible Housing Subsidy Pool	February 15, 2021 - June 30, 2024	\$9,900,000
Department of Homelessness and Supportive Housing	Granada Hotel	November 1, 2020 - June 30, 2025	\$7,489,776
Department of Homelessness and Supportive Housing	Henry Hotel Rental Assistance	August 1, 2021 - July 31, 2024	\$3,649,750
Department of Homelessness and Supportive Housing	Henry Hotel	July 1, 2019 - June 30, 2025	\$14,591,945
Department of Homelessness and Supportive Housing	Hotel Diva	August 1, 2021 - June 30, 2024	\$3,063,465
Department of Homelessness and Supportive Housing	Housing First	January 1, 2021 - June 30, 2025	\$47,159,399

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