

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

**THIRD AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
BRILLIANT CORNERS**

THIS AMENDMENT of the **April 1, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2025** and is made in the City and County of San Francisco, State of California, by and between **BRILLIANT CORNERS** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

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

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

WHEREAS, the City's Homelessness Oversight Commission approved this Amendment by Resolution No. 25-001 on January 10, 2025; and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No. 85-25 on March 4, 2025;

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

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
 - (a) "Agreement" shall mean the Agreement dated **April 1, 2021** between Grantee and City; and **First Amendment**, dated **July 1, 2022**, and **Second Amendment**, dated **July 1, 2024**.
- 2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:
 - 2.1 Section 3.2 Duration of Term** of the Agreement currently reads as follows:

3.2 Duration of Term. The term of this Agreement shall commence on **February 15, 2021** and expire on **June 30, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

3.2 Duration of Term. The term of this Agreement shall commence on **February 15, 2021** and expire on **June 30, 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 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 **Forty Million One Hundred Sixty One Thousand Six Hundred Three Dollars (\$40,161,603)**.

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 **Fifty Nine Million Five Hundred Forty Two Thousand Six Hundred Ninety Dollars (\$59,542,690)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Seven Hundred Sixty Nine Thousand Eight Hundred Four Dollars (\$1,769,804)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

2.3 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, 2025)
 Appendix C, Method of Payment (dated July 1, 2024)
 Appendix D, Interests in Other City Grants (dated July 1, 2025)

2.4 Section 17.10 Survival of Terms of the Agreement is hereby deleted and replaced in its entirety with the following:

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

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

2.5 Appendix B, Budget (dated July 1, 2024), of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2025), for the period of February 15, 2021 to June 30, 2026.

2.6 Appendix D, Interests in Other City Grants (dated July 1, 2024), of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2025).


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


CITY

GRANTEE


**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

BRILLIANT CORNERS

DocuSigned by:

By: CAD7B781896B449... 3/24/2025
Shireen McSpadden
Executive Director

Signed by:

By: 35AE3F365B914DD... 3/19/2025
William F. Pickel
Chief Executive Officer
City Supplier Number: 24002

Approved as to Form:
David Chiu
City Attorney

DocuSigned by:

By: 1AFBEA6D5F35481... 3/20/2025
Adam Radtke
Deputy City Attorney

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2025		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	2/15/2021	6/30/2025	5
6	Amended Term	2/15/2021	6/30/2026	6
7	Program	Flexible Housing Subsidy Pool		
8				
9	Approved Subcontractors			
10	None			
11				
12				
13				
14				

	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	7/1/2025																											
4	Contract Term	Begin Date	End Date	Duration (Years)																									
5	Current Term	2/15/2021	6/30/2025	5																									
6	Amended Term	2/15/2021	6/30/2026	6																									
7	Program	Flexible Housing Subsidy Pool																											
8	Service Component																												
9					Year 1					Year 2					Year 3					Year 4					Year 5				
10					2/15/2021 - 6/30/2021					7/1/2021-6/30/2022					7/1/2022 - 6/30/2023					7/1/2023 - 6/30/2024					7/1/2024 - 6/30/2025				
11	Flexible Housing Subsidy Pool				0					250					500					500					500				
12																													
13																													

	A	B	C	D	E	H	K	N	Q	T	U	V	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	7/1/2025													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	2/15/2021	6/30/2025	5											
6	Amended Term	2/15/2021	6/30/2026	6											
7	Provider Name	Brilliant Corners													
8	Program	Flexible Housing Subsidy Pool													
9	FSP Contract ID#	1000021034													
10	Action (select)	Amendment													
11	Effective Date	7/1/2025													
12	Budget Names	Prop C - FHSP, Prop C - Flex Pool, Prop C - HL-RA, Prop C - One-Time Carry Forward													
13		Current	New												
14	Term Budget	\$ 40,074,850	\$ 57,772,886												
15	Contingency	\$ 86,753	\$ 1,769,804	10%											
16	Not-To-Exceed	\$ 40,161,603	\$ 59,542,690												
17															
18	EXTENSION YEAR														
19		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			All Years					
20		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026			
21	Expenditures	Current	Current	Current	Current	Current	Current	Amendment	New	Current/Actuals	Amendment	New			
22	Salaries & Benefits	\$ -	\$ 1,571,375	\$ 2,748,404	\$ 2,518,602	\$ 2,698,140	\$ -	\$ 2,833,047	\$ 2,833,047	\$ 9,536,521	\$ 2,833,047	\$ 12,369,568			
23	Operating Expense	\$ 1,980	\$ 382,310	\$ 383,840	\$ 278,655	\$ 350,356	\$ -	\$ 406,184	\$ 406,184	\$ 1,397,141	\$ 406,184	\$ 1,803,326			
24	Subtotal	\$ 1,980	\$ 1,953,685	\$ 3,132,244	\$ 2,797,257	\$ 3,048,496	\$ -	\$ 3,239,231	\$ 3,239,231	\$ 10,933,662	\$ 3,239,231	\$ 14,172,894			
25	Indirect Percentage														
26	Indirect Cost (Line 24 X Line 25)	\$ 297	\$ 293,053	\$ 469,837	\$ 419,589	\$ 457,274	\$ -	\$ 485,885	\$ 485,885	\$ 1,640,049	\$ 485,885	\$ 2,125,934			
27	Other Expenses (Not subject to indirect %)	\$ -	\$ 1,931,523	\$ 4,722,304	\$ 7,093,045	\$ 13,754,266	\$ -	\$ 13,972,920	\$ 13,972,920	\$ 27,501,138	\$ 13,972,920	\$ 41,474,058			
30	Total Expenditures	\$ 2,277	\$ 4,178,261	\$ 8,324,384	\$ 10,309,891	\$ 17,260,036	\$ -	\$ 17,698,036	\$ 17,698,036	\$ 40,074,850	\$ 17,698,036	\$ 57,772,886			
31															
32	HSH Revenues (select)														
33	Prop C	\$ 1,129,342	\$ 6,421,876	\$ 14,906,182	\$ 15,091,398	\$ 17,260,036	\$ -	\$ 17,698,036	\$ 17,698,036	\$ 54,808,834	\$ 17,698,036	\$ 72,506,870			
35	Prop C - One-Time Carry Forward	\$ -	\$ -	\$ 546,278	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 546,278	\$ -	\$ 546,278			
36	Adjustment to Actuals	\$ (1,127,065)	\$ (2,243,615)	\$ (7,128,076)	\$ (4,781,507)	\$ -	\$ -	\$ -	\$ -	\$ (15,280,263)	\$ -	\$ (15,280,263)			
42	Total HSH Revenues	\$ 2,277	\$ 4,178,261	\$ 8,324,384	\$ 10,309,891	\$ 17,260,036	\$ -	\$ 17,698,036	\$ 17,698,036	\$ 40,074,850	\$ 17,698,036	\$ 57,772,886			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
54	Total Adjusted Salary FTE (All Budgets)								28.37						
55															
56	Prepared by	Tehrleigh Martin													
57	Phone	415-579-7637													
58	Email	tmartin@brilliantcorners.org													

	A	B	C	D	E	H	K	N	Q	T	U	V	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date		7/1/2025												
4	Contract Term		Begin Date		End Date		Duration (Years)								
5	Current Term		2/15/2021		6/30/2025		5								
6	Amended Term		2/15/2021		6/30/2026		6								
7	Provider Name		Brilliant Corners												
8	Program		Flexible Housing Subsidy Pool												
9	FSP Contract ID#		1000021034												
10	Action (select)		Amendment												
11	Effective Date		7/1/2025												
12	Budget Name		Prop C - FHSP												
13			Current		New										
14	Term Budget		\$ 27,569,927		\$ 45,267,963										
15	Contingency		\$ 86,753		\$ 1,769,804										
16	Not-To-Exceed		\$ 40,161,603		\$ 59,542,690										
17															
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51															
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54															
55	Prepared by		Tehraleigh Martin												
56	Phone		415-579-7637												
57	Email		tmartin@brilliantcorners.org												

	A	F	M	T	AA	AD	AE	AF	AG	AH	AK	AL	AM	AN	AQ	BT	BU	BV					
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																						
2	SALARY & BENEFIT DETAIL																						
3	Document Date		7/1/2025																				
4	Provider Name		Brilliant Corners																				
5	Program		Flexible Housing Subsidy Pool																				
6	FSP Contract ID#		1000021034																				
7	Budget Name		Prop C - FHSP										EXTENSION YEAR										
8			Year 1		Year 2	Year 3		Year 4		Year 5					Year 6				All Years				
9	POSITION TITLE		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026				
10			Current	Current	Current	Current					Current					New	Current	Amendment	New				
11			Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary				
12	Sr. Director of Program Initiative					\$ 65,779	\$ -			\$ -	\$ -				\$ -	\$ 65,779	\$ -	\$ 65,779					
13	Northern California Housing Services Director					\$ 47,297	\$ 142,637	1.00	37%	0.37	\$ 52,776	\$ 149,769	1.00	37%	0.37	\$ 55,414	\$ 100,072	\$ 55,414	\$ 155,487				
14	Northern California Housing Services Associate Director					\$ 11,302	\$ 118,673	1.00	20%	0.20	\$ 23,735	\$ 124,607	1.00	20%	0.20	\$ 24,921	\$ 35,037	\$ 24,921	\$ 59,958				
15	Northern California Housing Services Associate Director					\$ 52,582	\$ 105,000	1.00	44%	0.44	\$ 46,200	\$ 110,250	1.00	44%	0.44	\$ 48,510	\$ 98,782	\$ 48,510	\$ 147,292				
16	Program Manager - SF Housing Platform					\$ 55,496	\$ 85,000	1.00	59%	0.59	\$ 50,476	\$ 89,250	1.00	59%	0.59	\$ 53,000	\$ 105,972	\$ 53,000	\$ 158,972				
17	Housing Acquisitions Manager					\$ 43,020	\$ 82,000	1.00	48%	0.48	\$ 39,109	\$ 86,100	1.00	48%	0.48	\$ 41,065	\$ 82,129	\$ 41,065	\$ 123,193				
18	Program Supervisor - Platform					\$ 76,069	\$ 79,872	1.00	100%	1.00	\$ 79,872	\$ 83,866	1.00	100%	1.00	\$ 83,866	\$ 155,941	\$ 83,866	\$ 239,806				
19	Program Supervisor - Platform					\$ 70,347	\$ 73,864	1.00	100%	1.00	\$ 73,864	\$ 77,557	1.00	100%	1.00	\$ 77,557	\$ 144,211	\$ 77,557	\$ 221,768				
20	Program Associate					\$ 36,159	\$ 60,890	1.00	59%	0.59	\$ 36,159	\$ 63,935	1.00	59%	0.59	\$ 37,967	\$ 72,318	\$ 37,967	\$ 110,284				
21	Senior Housing Acquisition Specialist					\$ 72,815	\$ 75,004	1.00	100%	1.00	\$ 75,004	\$ 78,754	1.00	100%	1.00	\$ 78,754	\$ 147,818	\$ 78,754	\$ 226,572				
22	Housing Acquisition Specialist #1					\$ 34,977	\$ 71,364	1.00	50%	0.50	\$ 35,682	\$ 74,932	1.00	50%	0.50	\$ 37,466	\$ 70,659	\$ 37,466	\$ 108,125				
23	Occupancy Specialist					\$ 15,337	\$ -			\$ -	\$ -				\$ -	\$ 15,337	\$ -	\$ 15,337					
24	Sr. Housing Coordinator - Platform/Private					\$ 66,918	\$ 62,400	1.00	100%	1.00	\$ 62,400	\$ 65,520	1.00	100%	1.00	\$ 65,520	\$ 129,318	\$ 65,520	\$ 194,838				
25	Housing Coordinator #1/Private					\$ 59,776	\$ 54,995	1.00	100%	1.00	\$ 54,995	\$ 57,745	1.00	100%	1.00	\$ 57,745	\$ 114,771	\$ 57,745	\$ 172,516				
26	Housing Coordinator #2/Private					\$ 57,745	\$ 54,995	1.00	100%	1.00	\$ 54,995	\$ 57,745	1.00	100%	1.00	\$ 57,745	\$ 112,740	\$ 57,745	\$ 170,485				
27	Housing Coordinator #4/Private					\$ 59,776	\$ 54,995	1.00	100%	1.00	\$ 54,995	\$ 57,745	1.00	100%	1.00	\$ 57,745	\$ 114,771	\$ 57,745	\$ 172,516				
28	Housing Coordinator #5/Private					\$ 57,745	\$ 57,745	1.00	100%	1.00	\$ 57,745	\$ 60,632	1.00	100%	1.00	\$ 60,632	\$ 115,490	\$ 60,632	\$ 176,122				
29	Housing Coordinator #6/Private					\$ 57,745	\$ 54,995	1.00	100%	1.00	\$ 54,995	\$ 57,745	1.00	100%	1.00	\$ 57,745	\$ 112,740	\$ 57,745	\$ 170,485				
30	Sr. Housing Coordinator - Platform/Expansion					\$ 64,035	\$ 66,590	1.00	100%	1.00	\$ 66,590	\$ 69,920	1.00	100%	1.00	\$ 69,920	\$ 130,625	\$ 69,920	\$ 200,544				
31	Housing Coordinator #1/Expansion					\$ 57,745	\$ 59,488	1.00	100%	1.00	\$ 59,488	\$ 62,462	1.00	100%	1.00	\$ 62,462	\$ 117,233	\$ 62,462	\$ 179,695				
32	Housing Coordinator #2/Expansion					\$ 57,745	\$ 60,632	1.00	100%	1.00	\$ 60,632	\$ 63,664	1.00	100%	1.00	\$ 63,664	\$ 118,377	\$ 63,664	\$ 182,041				
33	Housing Coordinator #3/Expansion					\$ 57,745	\$ 54,995	1.00	100%	1.00	\$ 54,995	\$ 57,745	1.00	100%	1.00	\$ 57,745	\$ 112,740	\$ 57,745	\$ 170,485				
34	Housing Coordinator #4/Expansion					\$ 58,902	\$ 68,906	1.00	100%	1.00	\$ 68,906	\$ 72,351	1.00	100%	1.00	\$ 72,351	\$ 127,808	\$ 72,351	\$ 200,159				
35	Housing Coordinator #5/Expansion					\$ 57,745	\$ 57,200	1.00	100%	1.00	\$ 57,200	\$ 60,060	1.00	100%	1.00	\$ 60,060	\$ 114,945	\$ 60,060	\$ 175,005				
36	Housing Coordinator #6/Expansion					\$ 57,745	\$ 57,745	1.00	100%	1.00	\$ 57,745	\$ 60,632	1.00	100%	1.00	\$ 60,632	\$ 115,490	\$ 60,632	\$ 176,122				
37	Associate Director - Operations (Contracts & Budget)					\$ 22,050	\$ 105,000	1.00	25%	0.25	\$ 26,250	\$ 110,250	1.00	25%	0.25	\$ 27,563	\$ 48,300	\$ 27,563	\$ 75,863				
38	Contracts Manager					\$ 45,633	\$ 86,100	1.00	58%	0.58	\$ 49,938	\$ 90,405	1.00	58%	0.58	\$ 52,435	\$ 95,571	\$ 52,435	\$ 148,006				
39	Contracts Specialist					\$ 51,794	\$ 77,331	1.00	60%	0.60	\$ 46,398	\$ 81,197	1.00	60%	0.60	\$ 48,718	\$ 98,193	\$ 48,718	\$ 146,911				
40	Associate Director - Finance					\$ 15,152	\$ 143,325	1.00	11%	0.11	\$ 15,910	\$ 150,491	1.00	11%	0.11	\$ 16,705	\$ 31,062	\$ 16,705	\$ 47,767				
41	Finance Operations Manager					\$ 57,745	\$ -			\$ -	\$ -				\$ -	\$ 57,745	\$ -	\$ 57,745					
42	Senior Accountant #1 (Account Receivables)					\$ 60,551	\$ 93,978	1.00	71%	0.71	\$ 66,724	\$ 98,677	1.00	71%	0.71	\$ 70,061	\$ 127,275	\$ 70,061	\$ 197,336				
43	Senior Accountant #2 (Account Payable)					\$ 36,343	\$ 94,324	1.00	46%	0.46	\$ 43,389	\$ 99,040	1.00	46%	0.46	\$ 45,558	\$ 79,732	\$ 45,558	\$ 125,290				
44	Senior Accountant #3					\$ 32,446	\$ 83,554	1.00	51%	0.51	\$ 42,612	\$ 87,731	1.00	51%	0.51	\$ 44,743	\$ 75,058	\$ 44,743	\$ 119,801				
45	Data Analyst					\$ 31,430	\$ 78,957	1.00	41%	0.41	\$ 32,372	\$ 82,905	1.00	41%	0.41	\$ 33,991	\$ 63,802	\$ 33,991	\$ 97,793				
46	Data Analyst					\$ 8,432	\$ 78,900	1.00	32%	0.32	\$ 25,248	\$ 82,845	1.00	32%	0.32	\$ 26,510	\$ 33,680	\$ 26,510	\$ 60,190				
47	Policy Analyst					\$ 75,600	\$ 75,600	1.00	100%	1.00	\$ 75,600	\$ 79,380	1.00	100%	1.00	\$ 79,380	\$ 151,200	\$ 79,380	\$ 230,580				
48	Quality Assurance Manager					\$ 48,966	\$ 97,900	1.00	50%	0.50	\$ 48,950	\$ 102,795	1.00	50%	0.50	\$ 51,398	\$ 97,916	\$ 51,398	\$ 149,314				
49	Operations Specialist					\$ 55,000	\$ 65,000	1.00	100%	1.00	\$ 65,000	\$ 68,250	1.00	100%	1.00	\$ 68,250	\$ 120,000	\$ 68,250	\$ 188,250				
50	Housing Acquisition Specialist #2						\$ 70,412	1.00	100%	1.00	\$ 70,412	\$ 73,933	1.00	100%	1.00	\$ 73,933	\$ 70,412	\$ 73,933	\$ 144,345				
51	Program Development Manager						\$ 101,824	1.00	11%	0.11	\$ 11,455	\$ 106,915	1.00	11%	0.11	\$ 12,028	\$ 11,455	\$ 12,028	\$ 23,483				
52	Accounting Manager of AP/AR						\$ 110,000	1.00	50%	0.50	\$ 55,000	\$ 115,500	1.00	50%	0.50	\$ 57,750	\$ 55,000	\$ 57,750	\$ 112,750				
53	Program Supervisor - Platform						\$ 70,000	1.00	25%	0.25	\$ 17,500	\$ 73,500	1.00	25%	0.25	\$ 18,375	\$ 17,500	\$ 18,375	\$ 35,875				
54	Housing Coordinator #7						\$ 55,000	1.00	25%	0.25	\$ 13,750	\$ 57,750	1.00	25%	0.25	\$ 14,438	\$ 13,750	\$ 14,438	\$ 28,188				
55	Housing Acquisition Specialist #3						\$ 69,222	1.00	63%	0.63	\$ 43,610	\$ 72,684	1.00	63%	0.63	\$ 45,791	\$ 43,610	\$ 45,791	\$ 89,401				
56										\$ -					\$ -	\$ -	\$ -	\$ -					
57			\$ -	\$ -	\$ -	\$ 1,893,686	TOTAL SALARIES					\$ 2,028,676.62	TOTAL SALARIES					\$ 2,130,110	\$ 3,922,362	\$ 2,130,110	\$ 6,052,473		
58							TOTAL FTE					28.37		TOTAL FTE					28.37				
59							FRINGE BENEFIT RATE					33.00%		FRINGE BENEFIT RATE					33.00%				
60			\$ -	\$ -	\$ -	\$ 624,916	EMPLOYEE FRINGE BENEFITS					\$ 669,463		EMPLOYEE FRINGE BENEFITS					\$ 702,936		\$ 1,294,380	\$ 702,936	\$ 1,997,316
61			\$ -	\$ -	\$ -	\$ 2,518,602	TOTAL SALARIES & BENEFITS					\$ 2,698,140		TOTAL SALARIES & BENEFITS					\$ 2,833,047		\$ 5,216,742	\$ 2,833,047	\$ 8,049,788

	A	B	E	H	K	N	Q	R	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	OPERATING DETAIL											
3	Document Date	7/1/2025										
4	Provider Name	Brilliant Corners										
5	Program	Flexible Housing Subsidy Pool										
6	FSP Contract ID#	1000021034										
7	Budget Name	Prop C - FHSP										
8												
9		EXTENSION YEAR										
10		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			All Years		
11		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026
		Current	Current	Current	Current	Current	Current	Amendment	New	Current	Modification	New
		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
12	Operating Expenses											
13	Rental of Property				\$ 43,667	\$55,983.64		\$ 64,381	\$ 64,381	\$ 99,651	\$ 64,381	\$ 164,032
14	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$ 17,031	\$21,740.53		\$ 25,002	\$ 25,002	\$ 38,772	\$ 25,002	\$ 63,774
15	Office Supplies, Postage				\$ 5,165	\$6,593.44		\$ 7,582	\$ 7,582	\$ 11,759	\$ 7,582	\$ 19,341
16	Printing and Reproduction				\$ 2,792	\$3,564.03		\$ 4,099	\$ 4,099	\$ 6,356	\$ 4,099	\$ 10,455
17	Insurance				\$ 18,567	\$23,700.74		\$ 27,256	\$ 27,256	\$ 42,268	\$ 27,256	\$ 69,524
18	Staff Training				\$ 26,996	\$34,460.69		\$ 39,630	\$ 39,630	\$ 61,457	\$ 39,630	\$ 101,087
19	Staff Travel-(Local & Out of Town)				\$ 58,409	\$74,062.95		\$ 85,172	\$ 85,172	\$ 132,472	\$ 85,172	\$ 217,644
20	Dues and Membership				\$ 1,675	\$2,138.42		\$ 2,459	\$ 2,459	\$ 3,814	\$ 2,459	\$ 6,273
21	Fees & Permits				\$ 140	\$178.20		\$ 205	\$ 205	\$ 318	\$ 205	\$ 523
22	Hiring & Recruiting				\$ 698	\$891.01		\$ 1,025	\$ 1,025	\$ 1,589	\$ 1,025	\$ 2,614
23	Software				\$ 95,849	\$122,351.15		\$ 140,704	\$ 140,704	\$ 218,200	\$ 140,704	\$ 358,904
24	Legal				\$ 2,500	\$3,191.25		\$ 3,670	\$ 3,670	\$ 5,691	\$ 3,670	\$ 9,361
25								\$ -	\$ -	\$ -	\$ -	\$ -
26								\$ -	\$ -	\$ -	\$ -	\$ -
27								\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants							\$ -	\$ -	\$ -	\$ -	\$ -
43	Jones Psychological Services				\$ 1,229	\$1,500.00		\$ 5,000	\$ 5,000	\$ 2,729	\$ 5,000	\$ 7,729
44	COMPLIANCeline, LLC				\$ 264			\$ -	\$ -	\$ 264	\$ -	\$ 264
45	Solar Art				\$ 3,296			\$ -	\$ -	\$ 3,296	\$ -	\$ 3,296
46	Yerba Buena Builders, Inc.				\$ 132			\$ -	\$ -	\$ 132	\$ -	\$ 132
47	Tasker by TaskRabbit				\$ 245			\$ -	\$ -	\$ 245	\$ -	\$ 245
48								\$ -	\$ -	\$ -	\$ -	\$ -
49								\$ -	\$ -	\$ -	\$ -	\$ -
50								\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)							\$ -	\$ -	\$ -	\$ -	\$ -
55								\$ -	\$ -	\$ -	\$ -	\$ -
56								\$ -	\$ -	\$ -	\$ -	\$ -
66								\$ -	\$ -	\$ -	\$ -	\$ -
67								\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ 278,655	\$350,356		\$ 406,184	\$ 406,184	\$629,011.45	\$406,184.44	\$1,035,195.89
69												
70	Other Expenses (not subject to indirect cost %)											
71	Rental Subsidies				\$ 10,138,304	\$11,844,393.00		\$ 13,671,374	\$ 13,671,374	\$ 21,982,697	\$ 13,671,374	\$ 35,654,072
72	Security Deposit				\$ 516,000	\$567,600.00		\$ 36,000	\$ 36,000	\$ 1,083,600	\$ 36,000	\$ 1,119,600
73	Application Fee				\$ 8,600	\$9,460.00		\$ 750	\$ 750	\$ 18,060	\$ 750	\$ 18,810
74	Furniture				\$ 459,720	\$505,692.00		\$ 48,000	\$ 48,000	\$ 965,412	\$ 48,000	\$ 1,013,412
75	Unit Hold/Landlord Incentive				\$ 593,000	\$652,300.00		\$ 36,000	\$ 36,000	\$ 1,245,300	\$ 36,000	\$ 1,281,300
76	Damage Mitigation				\$ 12,000	\$13,200.00		\$ 15,000	\$ 15,000	\$ 25,200	\$ 15,000	\$ 40,200
77	Client Misc.				\$ 12,000	\$13,200.00		\$ 15,000	\$ 15,000	\$ 25,200	\$ 15,000	\$ 40,200
78	Relocations				\$ 134,928	\$148,420.80		\$ 150,796	\$ 150,796	\$ 283,349	\$ 150,796	\$ 434,144
79	Adjustment to Actuals				\$ (4,781,507)	\$ -		\$ -	\$ -	\$ (4,781,507)	\$ -	\$ (4,781,507)
80						\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
81						\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
83								\$ -	\$ -	\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ 7,093,045	\$ 13,754,266	\$ -	\$ 13,972,920	\$ 13,972,920	\$ 20,847,311	\$ 13,972,920	\$ 34,820,231

	A	B	C	D	E	H	K	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2025								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	2/15/2021	6/30/2025	5						
6	Amended Term	2/15/2021	6/30/2026	6						
7	Provider Name	Brilliant Corners								
8	Program	Flexible Housing Subsidy Pool								
9	FSP Contract ID#	1000021034								
10	Action (select)	Amendment								
11	Effective Date	7/1/2025								
12	Budget Name	Prop C - One-Time Carry Forward								
13		Current	New	0%						
14	Term Budget	\$ 546,278	\$ 546,278							
15	Contingency	\$ 86,753	\$ 1,769,804							
16	Not-To-Exceed	\$ 40,161,603	\$ 59,542,690							
17					Year 1	Year 2	Year 3	Year 4	Year 5	All Years
18					2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022- 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	2/15/2021 - 6/30/2025
19					Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals
20										
21	Expenditures									
27	Other Expenses (Not subject to indirect %)				\$ -	\$ -	\$ 546,278	\$ -	\$ -	\$ 546,278
30	Total Expenditures				\$ -	\$ -	\$ 546,278	\$ -	\$ -	\$ 546,278
31										
32	HSH Revenues (select)									
35	Prop C - One-Time Carry Forward						\$ 546,278			\$ 546,278
42	Total HSH Revenues				\$ -	\$ -	\$ 546,278	\$ -	\$ -	\$ 546,278
52	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -	\$ -	-
54										
55	Prepared by	Tehrleigh Martin								
56	Phone	415-579-7637								
57	Email	tmartin@brilliantcorners.org								

BUDGET NARRATIVE		Fiscal Year			
Prop C - FHSP		FY25-26			
Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name
Sr. Director of Program Initiative		\$ -		FTE * Annual salary*%allocated per program	N/A
Northern California Housing Services Director	0.37	\$ 55,414	Leader for Northern California Housing Services programs. Collaborates with Chief Program Officer and Senior Director of Program Initiatives. The Director works closely with key funders to successfully design, implement, and scale supportive housing. The Director manages the Tenancy Support Services and Housing Acquisition teams which includes supervisors, tenancy support roles, and housing acquisition specialists. The Director must ensure regular program performance and financial reporting.	FTE * Annual salary*%allocated per program	MALVOUX, JENNIFER R
Northern California Housing Services Associate Direct	0.20	\$ 24,921	"Second in command" for all of Norcal Housing Services programs. The Associate Director provides significant support to the Director and collaborates closely with service provider partner agencies to implement a consistent Housing Platform across diverse sub-programs. The Associate Director manages tenancy support teams which include managers, supervisors, and housing coordinators. The Associate Director supports the creation of regular program performance and financial reporting	FTE * Annual salary*%allocated per program	KLINGELBERG, TRAVIS W
Northern California Housing Services Associate Direct	0.44	\$ 48,510	"Second in command" for all of Norcal Housing Services programs. The Associate Director provides significant support to the Director and collaborates closely with service provider partner agencies to implement a consistent Housing Platform across diverse sub-programs. The Associate Director manages tenancy support teams which include managers, supervisors, and housing coordinators. The Associate Director supports the creation of regular program performance and financial reporting	FTE * Annual salary*%allocated per program	LOVITT, CASEY
Program Manager - SF Housing Platform	0.59	\$ 53,000	With guidance and support from the Northern California Housing Services Director and Associate Director, the SF Housing Platform Program Manager is responsible for the day-to-day operations of a portfolio of housing initiatives aimed at ending homelessness for San Franciscans. The manager will oversee programs that serve multiple populations with a range of strategies including rapid rehousing and permanent subsidies. The Housing Platform will support programs funded by the Department of Homelessness and Supportive Housing (HSH), and will partner with local service providers to provide a value add to the whole system. The manger will supervise a team of housing coordinators and be responsible for all program design, evaluation, reporting and invoicing activities	FTE * Annual salary*%allocated per program	CEPEC, KATIE
Housing Acquisitions Manager	0.48	\$ 41,065	The Housing Acquisitions Manager supervises a team of Housing Acquisition Specialists and Occupancy Specialists who perform outreach to property owners to acquire rental properties that can be quickly matched to program participants. The manager is responsible for overall operations of the team including implementation of program policies, service coordination, evaluation, quality assurance, reporting, and invoicing	FTE * Annual salary*%allocated per program	GORDON, JAMES
Program Supervisor - Platform	1.00	\$ 83,866	Assist in the management and supervision of program staff. Manage and complete assigned work plan objectives and projects on a timely basis. Oversee several interconnected projects, all aligned to a greater company program, goal, or objective. Oversees progress of each project.	FTE * Annual salary*%allocated per program	VACANT
Program Supervisor - Platform	1.00	\$ 77,557	Assist in the management and supervision of program staff. Manage and complete assigned work plan objectives and projects on a timely basis. Oversee several interconnected projects, all aligned to a greater company program, goal, or objective. Oversees progress of each project.	FTE * Annual salary*%allocated per program	GRESH, GINO STEPHEN
Program Associate	0.59	\$ 37,967	The Program Associate provides critical support to the Housing Services team through administrative back-office functions, keeping up-to-date records, preparing check requests, updating financial ledgers, supporting in the development of reports, and aiding in marketing efforts. Uses company-designed project management tools to ensure timely, cost-effective, and well-organized project coordination. The purpose of this position is to perform administrative back-office functions of moderate complexity and difficulty in accordance with the office procedure of this department. May include a combination of answering telephones, bookkeeping, typing or word processing, and filing; attending housing acquisition related events including team meetings, workshops and site meetings as required	FTE * Annual salary*%allocated per program	MULLIN, FLANNERY
Senior Housing Acquisition Specialist	1.00	\$ 78,754	Specializes in acquiring market-rate rental units by providing innovative vacancy solutions for area landlords.	FTE * Annual salary*%allocated per program	BAUTISTA-CORRO, JULIA
Housing Acquisition Specialist #1	0.50	\$ 37,466	Specializes in acquiring market-rate rental units by providing innovative vacancy solutions for area landlords.	FTE * Annual salary*%allocated per program	THOMAS, BRIAN
Sr. Housing Coordinator - Platform/Private	1.00	\$ 65,520	Supports program participants with ongoing housing retention and housing needs. At the Sr. level supports in onboarding new staff and assisting the Program Supervisor directly.	FTE * Annual salary*%allocated per program	MYERS, MORGAN AMANDA
Housing Coordinator #1/Private	1.00	\$ 57,745	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	CATO, RONNESHIA
Housing Coordinator #2/Private	1.00	\$ 57,745	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	DAGGS, JAMES
Housing Coordinator #4/Private	1.00	\$ 57,745	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	DELGADO, JOE
Housing Coordinator #5/Private	1.00	\$ 60,632	Supports program participants with ongoing housing retention and housing needs. At the Sr. level supports in onboarding new staff and assisting the Program Supervisor directly.	FTE * Annual salary*%allocated per program	MAYA, FLOR DE MARIA

Housing Coordinator #6/Private	1.00	\$	57,745	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	GARLINGTON, JUNO
Sr. Housing Coordinator - Platform/Expansion	1.00	\$	69,920	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	ORELLANA, DIEGO ALONSO
Housing Coordinator #1/Expansion	1.00	\$	62,462	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	ALMAZAN, ANGELIN AGUSTIN
Housing Coordinator #2/Expansion	1.00	\$	63,664	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	HALL, WHITNEY TAYLOR
Housing Coordinator #3/Expansion	1.00	\$	57,745	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	VANG, ANDREW
Housing Coordinator #4/Expansion	1.00	\$	72,351	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	SCHOOLEY, DEBORAH DENISHA
Housing Coordinator #5/Expansion	1.00	\$	60,060	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	GONZALEZ CORBETT, DIEGO
Housing Coordinator #6/Expansion	1.00	\$	60,632	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	ELSHERIF, SAMIRA
Associate Director - Operations (Contracts & Budget)	0.25	\$	27,563	Manages grant administration of all HSH agreements. Supports program leadership in co-development budgets, monitoring compliance, and ensuring monthly invoice submission.	FTE * Annual salary*%allocated per program	VACANT
Contracts Manager	0.58	\$	52,435	Contract management is the management of contracts made with funders and includes negotiating the terms and conditions in contracts and ensuring compliance with the terms and conditions	FTE * Annual salary*%allocated per program	MARTIN, TEHRALEIGH
Contracts Specialist	0.60	\$	48,718	Responsible for preparing and submission of invoices alongside monitoring spending and internal process improvements for the Contracts Team.	FTE * Annual salary*%allocated per program	PALMER, LAUREN
Associate Director - Finance	0.11	\$	16,705	Creating and maintaining budgets for their departments. Use their knowledge of finance to create budgets that align with the organization's goals. Review financial statements and reports to monitor business performance and detect potential problems	FTE * Annual salary*%allocated per program	DANTES, CRISTY
Senior Accountant #1 (Account Receivables)	0.71	\$	70,061	Primary responsibilities require the ongoing monitoring of corporate fund statements for erroneous issues and resolution of accounting problems/errors, preparation of timely invoices for disbursement of grant/contract funds; support budget production for corporate and grants & contracts; and functioning as liaison internally as well as externally for all corporate cost centers	FTE * Annual salary*%allocated per program	LIU, NINI
Senior Accountant #2 (Account Payable)	0.46	\$	45,558	Primary responsibilities require the ongoing monitoring of corporate fund statements for erroneous issues and resolution of accounting problems/errors, preparation of timely invoices for disbursement of grant/contract funds; support budget production for corporate and grants & contracts; and functioning as liaison internally as well as externally for all corporate cost centers	FTE * Annual salary*%allocated per program	WONG, ALLAN
Senior Accountant #3	0.51	\$	44,743	Primary responsibilities require the ongoing monitoring of corporate fund statements for erroneous issues and resolution of accounting problems/errors, preparation of timely invoices for disbursement of grant/contract funds; support budget production for corporate and grants & contracts; and functioning as liaison internally as well as externally for all corporate cost centers	FTE * Annual salary*%allocated per program	LASERNA, ANALIE B
Data Analyst	0.41	\$	33,991	Ensures hardware and software needs are met throughout the agency, ensures data needs from funders can be fulfilled, works with Housing Services leadership on resource allocations, and ensures integrity of internal C.M.S. (Salesforce).	FTE * Annual salary*%allocated per program	GORDON, ROSCO
Data Analyst	0.32	\$	26,510	Ensures hardware and software needs are met throughout the agency, ensures data needs from funders can be fulfilled, works with Housing Services leadership on resource allocations, and ensures integrity of internal C.M.S. (Salesforce).	FTE * Annual salary*%allocated per program	YEGHIAZARIAN, NICOLE E

Policy Analyst	1.00	\$	79,380	Review and evaluate legislation and policies. Determine the benefits and drawbacks of existing policies. Propose suggestions to improve the effects of policies. Identify legal flaws in policies and recommend amendments	FTE * Annual salary*%allocated per program	PULIZZANO, DANIELLE LEILANI
Quality Assurance Manager	0.50	\$	51,398	The Quality Assurance Manager ensures program compliance and effectiveness through regular audits, data analysis, and performance monitoring. They collaborate with staff to implement best practices, enhance service delivery, and support continuous improvement within our Housing Services Program	FTE * Annual salary*%allocated per program	VACANT
Operations Specialist	1.00	\$	68,250	Oversee the program opts. Also develop and implement operational procedures and systems and manage budgets and financial reports per program.	FTE * Annual salary*%allocated per program	VACANT
Housing Acquisition Specialist #2	1.00	\$	73,933	Specializes in acquiring market-rate rental units by providing innovative vacancy solutions for area landlords.	FTE * Annual salary*%allocated per program	WILSON BENEFIELD, CARLA VALERIS
Program Development Manager	0.11	\$	12,028	The Program Development Manager is tasked with integrating quality assurance and program policy efforts with staff development initiatives (continuous training, onboarding support, etc.) for SF programs. The Program Development Manager has a clinical background and ensures that these efforts are client-centered, trauma-informed, and aligned with best practices.	FTE * Annual salary*%allocated per program	OSNAS-PAGUIO, LAURA MARIE
Accounting Manager of AP/AR	0.50	\$	57,750	oversees the accounts payable and accounts receivable teams, ensuring accurate and efficient management of both accounting cycles. This role is critical for maintaining financial integrity and timely reporting across all programs, including serving as the primary accounting liaison for the Flexible Housing Subsidy Pool . The Accounting Manager ensures that funds allocated are properly tracked, disbursed, and reconciled in compliance with program requirements, supporting the organization's ability to meet housing program goals and sustain financial accountability.	FTE * Annual salary*%allocated per program	NAKAPIN, CANDICE
Program Supervisor - Platform	0.25	\$	18,375	Assist in the management and supervision of program staff. Manage and complete assigned work plan objectives and projects on a timely basis. Oversee several interconnected projects, all aligned to a greater company program, goal, or objective. Oversees progress of each project.	FTE * Annual salary*%allocated per program	VACANT
Housing Coordinator #7	0.25	\$	14,438	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	VACANT
Housing Acquisition Specialist #3	0.63	\$	45,791	Specializes in acquiring market-rate rental units by providing innovative vacancy solutions for area landlords.	FTE * Annual salary*%allocated per program	CLOUGH, JEFFREY
		\$	-			
TOTAL	28.37	\$	2,130,110			
Employee Fringe Benefits		\$	702,936	Includes FICA, SSUI, Workers Compensation and Medical calculated at 33% of total salaries.		
Salaries & Benefits Total		\$	2,833,047			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 64,381	Allocated annual rental cost and lease expenses for our office building in San Francisco. Inclusive of Security costs of leased building space.	Annual per FTE 28.37*2269.49
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 25,002	Anticipated costs principally for phone service through T-Mobile and other utility costs for S.F. office.	Annual per FTE 28.37*881.33
Office Supplies, Postage	\$ 7,582	Anticipated office supply includes desk supplies, paper products, filing supplies, and stationery/mailling for staff.	Annual per FTE 28.37*267.29
Printing and Reproduction	\$ 4,099	Anticipated printing needs include outreach flyers, copies of welcome packets, client copy needs, agency communication, and similar literature produced by B.C.	Annual per FTE 28.37*144.48
Insurance	\$ 27,256	Insurance costs include but are not limited to General Liability, Auto, Workers Compensation, and Technology and Errors coverage.	Annual per FTE 28.37*960.79
Staff Training	\$ 39,630	Training expenses help cover both internal and externally led training offerings on varied topics and include, but are not limited to stress management, trauma informed care, diverse forms of management.	Annual per FTE 28.37*1396.98
Staff Travel-(Local & Out of Town)	\$ 85,172	Staff travel primarily covers milage reimbursement and rideshare expenses for staff to support clients and engage with property management and building owners.	Annual per FTE 28.37*3002.40
Dues and Membership	\$ 2,459	Anticipated costs for dues for several housing services & homelessness association B.C. is a member of.	Annual per FTE 28.37*86.69
Fees & Permits	\$ 205	Anticipated costs for dues for several housing services & homelessness association B.C. is a member of.	Annual per FTE 28.37*7.22
Hiring & Recruiting	\$ 1,025	Anticipated costs for various county and state level fees for maintaining active, compliant non-profit status.	Annual per FTE 28.37*36.12
Software	\$ 140,704	Cost for various software expenses which include Salesforce, Paycom, Workable, & Intaact, Okta.	Annual per FTE 28.37*4959.93
Legal	\$ 3,670	Legal Fees	FLAT
	\$ -		
	\$ -		
	\$ -		
Consultants	\$ -		
Jones Psychological Services	\$ 5,000	Contractual service provided to BC employees who face client fatigue, anxiety, depression etc. Jones take a proactive approach to emotional healing by drawing on individual strengths and guiding individuals to become collaborators	FLAT
	\$ -		
Subcontractors (First \$25k Only)	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL OPERATING EXPENSES	\$ 406,184		
Indirect Cost	15.0%	\$ 485,885	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Rental Subsidies	\$ 13,671,374	Assuming 500 clients @2,200 avg rent monthly for 12 months \$13,200,00/(Utilities 78.50 avq for 500 clients for 12 months (\$471000	(500*2200*12)+(500*78.50*12)=1 3671374
Security Deposit	\$ 36,000	assuming 15 backfills at 1 client per month FMR 2400	15*2400=36,000
Application Fee	\$ 750	assuming 15 backfills at 1 client per month 50 per client	15*50=750
Furniture	\$ 48,000	assuming 15 backfills at 1 client per month @3200	15*3200=48,000
Unit Hold/Landlord Incentive	\$ 36,000	two months per hold based on trending @2400*15 (possible landlord Incentives	15*2400=36,000
Damage Mitigation	\$ 15,000	This fixed amount is intended to cover repair costs to units that have been damaged (e.g., walls, hallways, ceilings) during participant's tenancy.	11% of 13,671,374 (subs) to support possible mitigation

Client Misc.	\$	15,000	Fixed amount is intended to support clients with one-time misc. expenses and their utilities.	11% of 13,671,374 (subs) to support Client Misc
Relocations	\$	150,796	This fixed amount is intended to cover relocation costs with client move-in out.	1.103% of 13,671,374 (subs) to support Relocations
Adjustment to Actuals	\$	-		
	\$	-		
	\$	-		
Above NTE - Withheld pending NTE	\$	-		
TOTAL OTHER EXPENSES			\$	13,972,920

	A	B	C	D	E	H	K	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2025								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	2/15/2021	6/30/2025	5						
6	Amended Term	2/15/2021	6/30/2026	6						
7	Provider Name	Brilliant Corners								
8	Program	Flexible Housing Subsidy Pool								
9	FSP Contract ID#	1000021034								
10	Action (select)	Amendment								
11	Effective Date	7/1/2025								
12	Budget Name	Prop C - Flex Pool								
13		Current	New							
14	Term Budget	\$ 5,037,841	\$ 5,037,841	0%						
15	Contingency	\$ 86,753	\$ 1,769,804							
16	Not-To-Exceed	\$ 40,161,603	\$ 59,542,690							
17										
18					Year 1	Year 2	Year 3	Year 4	Year 5	All Years
19					2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	2/15/2021 - 6/30/2025
20					Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals
21	Expenditures									
22	Salaries & Benefits	\$ -	\$ 376,220	\$ 1,422,201	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,798,421
23	Operating Expense	\$ -	\$ 75,547	\$ 218,155	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 293,702
24	Subtotal	\$ -	\$ 451,767	\$ 1,640,356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,092,123
25	Indirect Percentage		15.00%	15.00%					0.00%	
26	Indirect Cost (Line 24 X Line 25)	\$ -	\$ 67,765	\$ 246,053	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 313,819
27	Other Expenses (Not subject to indirect %)	\$ -	\$ 1,002,038	\$ 1,629,860	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,631,899
30	Total Expenditures	\$ -	\$ 1,521,571	\$ 3,516,270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,037,841
31										
32	HSH Revenues (select)									
33	Prop C		\$ 2,608,532	\$ 5,951,098						\$ 8,559,630
36	Adjustment to Actuals		\$ (1,086,962)	\$ (2,434,828)						\$ (3,521,790)
42	Total HSH Revenues	\$ -	\$ 1,521,571	\$ 3,516,270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,037,841
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54										
55	Prepared by	Tehrleigh Martin								
56	Phone	415-579-7637								
57	Email	tmartin@brilliantcorners.org								

	A	B	C	D	E	H	K	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2025								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	2/15/2021	6/30/2025	5						
6	Amended Term	2/15/2021	6/30/2026	6						
7	Provider Name	Brilliant Corners								
8	Program	Flexible Housing Subsidy Pool								
9	FSP Contract ID#	1000021034								
10	Action (select)	Amendment								
11	Effective Date	7/1/2025								
12	Budget Name	Prop C - HL-RA								
13		Current	New	0%						
14	Term Budget	\$ 6,920,804	\$ 6,920,804							
15	Contingency	\$ 86,753	\$ 1,769,804							
16	Not-To-Exceed	\$ 40,161,603	\$ 59,542,690							
17										
18					Year 1	Year 2	Year 3	Year 4	Year 5	All Years
19					2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	2/15/2021 - 6/30/2025
20					Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals
21	Expenditures									
22	Salaries & Benefits				\$ -	\$ 1,195,155	\$ 1,326,203	\$ -	\$ -	\$ 2,521,358
23	Operating Expense				\$ 1,980	\$ 306,763	\$ 165,685	\$ -	\$ -	\$ 474,428
24	Subtotal				\$ 1,980	\$ 1,501,918	\$ 1,491,888	\$ -	\$ -	\$ 2,995,786
25	Indirect Percentage				15.00%	15.00%	15.00%		0.00%	
26	Indirect Cost (Line 24 X Line 25)				\$ 297	\$ 225,288	\$ 223,783	\$ -	\$ -	\$ 449,368
27	Other Expenses (Not subject to indirect %)				\$ -	\$ 929,485	\$ 2,546,165	\$ -	\$ -	\$ 3,475,650
30	Total Expenditures				\$ 2,277	\$ 2,656,690	\$ 4,261,836	\$ -	\$ -	\$ 6,920,804
31										
32	HSH Revenues (select)									
33	Prop C				\$ 1,129,342	\$ 3,813,344	\$ 8,955,084			\$ 13,897,770
36	Adjustment to Actuals				\$ (1,127,065)	\$ (1,156,653)	\$ (4,693,248)			\$ (6,976,966)
42	Total HSH Revenues				\$ 2,277	\$ 2,656,690	\$ 4,261,836	\$ -	\$ -	\$ 6,920,804
52	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54										
55	Prepared by	Tehrleigh Martin								
56	Phone	415-579-7637								
57	Email	tmartin@brilliantcorners.org								

Appendix D, Interests in Other City Grants

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Human Services Agency	Scattered Site Housing & Rental Subsidy Administration (SSHRSA)	July 1, 2023 - June 30, 2027	\$13,755.032
Department of Homelessness and Supportive Housing	Emergency Housing Vouchers	March 1, 2022 - June 30, 2026	\$4,996,404
Department of Homelessness and Supportive Housing	Mainstream Voucher Program	July 1, 2021 - June 30, 2026	\$9,000,000
Department of Homelessness and Supportive Housing	TAY Rapid Rehousing	July 1, 2021 - June 30, 2026	\$27,309,402

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

From: [Gil, Hailey \(HOM\)](#)
To: [Board of Supervisors \(BOS\)](#)
Cc: [Schneider, Dylan \(HOM\)](#)
Subject: Final Executed Grant Agreement - Brilliant Corners
Date: Monday, April 7, 2025 2:38:20 PM
Attachments: [Brilliant Corners - Prop C FHSP - G-150 Amend 3 - 2.21-6.26 - FINAL.pdf](#)

Good afternoon,

Please find the finally executed grant agreement between HSH and Brilliant Corners for the Flexible Housing Subsidy Pool (FHSP) program attached. Please include this grant agreement in [File No. 250073](#).

Thank you,



Hailey Gil (she/her)

Senior Legislative Analyst

San Francisco Department of Homelessness and Supportive Housing

hailey.gil@sfgov.org | P: 628.652.7925 C: 415.926.9264

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