

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

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

THIS GRANT AGREEMENT (“Agreement”) is made as of **October 20, 2020**, in the City and County of San Francisco, State of California, by and between **EPISCOPAL COMMUNITY SERVICES** (“Grantee”) and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation (“City”) acting by and through The Department of Homelessness and Supportive Housing (“Department”),

RECITALS

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

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

WHEREAS, the City’s Board of Supervisors approved this Agreement by Resolution Number 558-20 on December 15, 2020;

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

**ARTICLE 1
DEFINITIONS**

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

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

respect to the grant application; and (iii) all amendments, modifications or supplements to any of the foregoing approved in writing by City.

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

unfounded, of whatsoever kind and nature.

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

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

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

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

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

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

authorization.

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

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

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

ARTICLE 3 TERM

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

3.2 Duration of Term.

(a) The term of this Agreement shall commence on **January 1, 2021** and expire on

February 29, 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.

ARTICLE 4 IMPLEMENTATION OF GRANT PLAN

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

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

4.5 Publications and Work Product.

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

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

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

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Twenty Six Million Three Hundred Twenty Nine Thousand Six Hundred Ten Dollars (\$26,329,610)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Million Eight Hundred Twenty One Thousand Three Hundred Sixty Four Dollars (\$2,821,364)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided, Appendix A-1, Services to be Provided, and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds

in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

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

5.4 Reserved. (State or Federal Funds).

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

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

any time during the term of this Agreement.

- 6.4 Financial Statements.** Pursuant to San Francisco Administrative Code Section 67.32 and Controller requirements, if requested, within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee.
- 6.5 Books and Records.** Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.
- 6.6 Inspection and Audit.** Grantee shall make available to City, its employees and authorized representatives, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.
- 6.7 Submitting False Claims** Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix A-1, Services to be Provided. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or

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

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

ARTICLE 7 TAXES

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

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

ARTICLE 8 REPRESENTATIONS AND WARRANTIES

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

- 8.1 Organization; Authorization.** Grantee is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed. Grantee has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.
- 8.2 Location.** Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.
- 8.3 No Misstatements.** No document furnished or to be furnished by Grantee to City in connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.
- 8.4 Conflict of Interest.**
- (a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.
 - (b) Not more than one member of an immediate family serves or will serve as an officer,

director or employee of Grantee, without the prior written consent of City. For purposes of this subsection, "immediate family" shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and stepparents).

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

ARTICLE 9 INDEMNIFICATION AND GENERAL LIABILITY

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

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

9.3 Incidental and Consequential Damages. Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.

9.4 LIMITATION ON LIABILITY OF CITY. CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

ARTICLE 10 INSURANCE

10.1 Types and Amounts of Coverage. Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
- (b) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and

Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

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

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

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

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

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

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

10.7 Effect of Approval. Approval of any insurance by City shall not relieve or decrease the

liability of Grantee hereunder.

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

ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES

- 11.1 Events of Default.** The occurrence of any one or more of the following events shall constitute an “Event of Default” under this Agreement:
- (a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.
 - (b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.
 - (c) **Failure to Comply with Representations and Warranties or Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 16.
 - (d) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.
 - (e) **Cross Default.** Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).
 - (f) **Voluntary Insolvency.** Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.
 - (g) **Involuntary Insolvency.** Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers

with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.

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

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

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

- (a) Halting the performance of all work under this Agreement on the date(s) and in the manner specified by City;

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

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

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

ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS

- 12.1 Proprietary or Confidential Information of City.** Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.
- 12.2 Sunshine Ordinance.** Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee covered by Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.
- 12.3 Financial Projections.** Pursuant to San Francisco Administrative Code Section 67.32, Grantee agrees upon request to provide City with financial projections (including profit and loss figures) for the activities and/or projects contemplated by this Grant ("Project")

and annual audited financial statements thereafter. Grantee agrees that all such projections and financial statements shall be public records that must be disclosed.

ARTICLE 13 ASSIGNMENTS AND SUBCONTRACTING

- 13.1 No Assignment by Grantee.** Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.
- 13.2 Agreement Made in Violation of this Article.** Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.
- 13.3 Subcontracting.** If Appendix E, Permitted Subgrantees lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If Appendix E, Permitted Subgrantees, is blank or specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.
- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix E, Permitted Subgrantees without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.
- (b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true

and correct copies of each subcontract permitted hereunder.

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

ARTICLE 14 INDEPENDENT CONTRACTOR STATUS

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

**ARTICLE 15
NOTICES AND OTHER COMMUNICATIONS**

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

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

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

Any notice of default must be sent by registered mail.

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

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

**ARTICLE 16
COMPLIANCE**

16.1 Reserved.

16.2 Nondiscrimination; Penalties.

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

- (b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

- (c) **Non-Discrimination in Benefits.** Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.

- (d) **Condition to Contract.** As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.

- (e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

16.3 Reserved.

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

16.5 Drug-Free Workplace Policy. Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and

its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.

- 16.6 Resource Conservation; Liquidated Damages.** Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.
- 16.7 Compliance with ADA.** Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.
- 16.8 Requiring Minimum Compensation for Employees.** Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Chapter 12P.
- 16.9 Limitations on Contributions.** By executing this Agreement, Grantee acknowledges its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the contract; each member of Grantee's board of directors; Grantee's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10 percent in Grantee; any subcontractor listed in the

bid or contract; and any committee that is sponsored or controlled by Grantee. Grantee certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the grant, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

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

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

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

16.13 Reserved. (Working with Minors).

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

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

16.16 Consideration of Criminal History in Hiring and Employment Decisions.

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

substantially within the City of San Francisco. Chapter 12T shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

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

16.18 Reserved. (Slavery Era Disclosure).

16.19 Distribution of Beverages and Water.

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

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

16.20 Duty to Collect and Record Client Sexual Orientation and Gender Identity Data. Contractor shall comply with San Francisco Administrative Code Chapter 104 by seeking to collect and record information about clients' sexual orientation and gender identity, and reporting such data to the Department of Homelessness and Supportive Housing at intake and as instructed by the Department. In seeking to collect information about clients' sexual orientation and gender identity, Contractor shall: (1) communicate to clients that the provision of sexual orientation and gender identity information is voluntary, and no direct services shall be denied to clients who decline to provide that information; (2) solicit gender identity and sexual orientation data using questions and approaches consistent with the Department of Public Health's Policies and Procedures entitled "Sexual Orientation Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, and "Sex and Gender Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, or any successor Policies and Procedures; and (3) advise clients that

they will protect personally identifiable information regarding clients' sexual orientation and gender identity from unauthorized disclosure, to the extent permitted by law. The duty to collect information about gender identity and sexual orientation shall not apply to the extent such collection is incompatible with any professionally reasonable clinical judgment that is based on articulable facts of clinical significance. Further, Contractor shall protect personally identifiable information from unauthorized disclosure, to the extent permitted by law and as required by the Health Insurance Portability and Accountability Act, the California Medical Information Act, Article 1 of the California Constitution, the California Health and Safety Code and regulations promulgated thereunder, the California Welfare and Institutions Code and regulations promulgated thereunder, and any other applicable provision of federal or state law.

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

16.22 Reserved. (Additional Provisions for Shelter and Resource Center Grants – Standard of Care).

16.23 Reserved. (Additional Requirements for Federally-Funded Awards).

ARTICLE 17 MISCELLANEOUS

17.1 No Waiver. No waiver by the Department or City of any default or breach of this Agreement shall be implied from any failure by the Department or City to take action on account of such default if such default persists or is repeated. No express waiver by the Department or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Department of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Department or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.

17.2 Modification. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

17.3 Administrative Remedy for Agreement Interpretation. Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to Department Head, as the case may be, of the Department who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.

17.4 Governing Law; Venue. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

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

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

Appendix A, Services to be Provided
Appendix A-1, Services to be Provided
Appendix B, Budget
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants
Appendix E, Permitted Subgrantees

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

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

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

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

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

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

17.12 Dispute Resolution Procedure.

(a) The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF. The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.

(b) The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also

recommends that departments distribute the finalized procedure to their nonprofit Grantees. Any questions or concerns about this Dispute Resolution Procedure should be addressed to purchasing@sfgov.org.

- (c) The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services Grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, Grantees and departments should employ the following steps:
- (1) Grantee will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with Grantee or provide a written response to Grantee within 10 working days.
 - (2) Should the dispute or concern remain unresolved after the completion of Step 1, Grantee may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to Grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
 - (3) Should Steps 1 and 2 above not result in a determination of mutual agreement, Grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to Grantee. The Department will respond in writing within 10 working days.
- (d) In addition to the above process, Grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF.
- (e) The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites Grantees to submit concerns about a department's implementation of the policies and

procedures. Grantees can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. Grantee must submit the request in writing to purchasing@sfgov.org. This request shall describe both the nature of the concern and why the process to date is not satisfactory to Grantee. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

- 17.13 Cooperative Drafting.** This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.
- 17.14 Services During a City-Declared Emergency.** In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Appendix A, Services to be Provided and Appendix A-1, Services to be Provided. Any services provided beyond those listed in Appendix A, Services to be Provided and Appendix A-1, Services to be Provided must be approved by the Department.
- 17.15 MacBride Principles--Northern Ireland.** Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section.

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

CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

EPISCOPAL COMMUNITY SERVICES

By: ^{DocuSigned by:}
Abigail Stewart-Kahn
E3BD6DD85B9945E
Abigail Stewart-Kahn
Interim Director

By: ^{DocuSigned by:}
Mary Elizabeth Stokes
2E6F81C95BD8477
Mary Elizabeth Stokes
Executive Director
City Supplier Number: 0000020568

Approved as to Form:

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

**Appendix A, Services to be Provided
by
Episcopal Community Services
Housing First Hotels – Property Management**

I. Purpose of Grant

The purpose of the grant is to provide property management services to formerly homeless and income-eligible adults. The goal of these services is to help tenants maintain housing and stability.

II. Served Population

Grantee shall serve formerly homeless and income-eligible adults and older adults. An adult is defined as an individual or couple 18 years old or older without the custody of minors below 18 years of age. Couples consist of two adult individuals who are married, in a domestic partnership, or who can provide documentation of an established partnership. An older adult is defined as an individual aged 55 or older.

III. Referral and Prioritization

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

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

Only clients who are County Adult Assistance Programs (CAAP) aka Care Not Cash recipients at the time of acceptance into housing may be placed into a CAAP vacancy.

IV. Description of Services

Grantee shall provide Property Management to tenants residing in 463 units. Property Management services shall include, but are not limited to, the following:

- A. Program Applicant Selection and Intake: Grantee shall follow the processes agreed upon by Grantee, HSH, property owner, housing subsidy administrators, and/or other entities involved with referrals.
- B. Annual Tenant Re-certification: As required by rental subsidy type, Grantee shall re-certify tenant income after each year of residence. This is generally done on the anniversary of a tenant's move-in date.
- C. Residential Lease Set-Up: Grantee shall draft, provide, and sign a rental agreement with each tenant at the time of move-in. The lease agreement shall include House Rules and other pertinent Lease Addenda. Grantee shall review its Grievance policies

and procedures and HSH policies and procedures with tenants at the time of lease signing.

D. Collection of Rents, Security Deposits, and Other Receipts: Grantee shall collect and process rent and other housing-related payments made by tenants.

1. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
2. For tenants paying a portion of their income towards rent, Grantee shall assist with payment arrangements and comply with HSH and other applicable requirements governing how much tenants are required to pay.
3. Tenants are encouraged to enroll in third party rent payment services. Grantee shall complete and submit referral paperwork to the agency providing the service and notify HSH of any problems with the arrangement.

Unit rent is a minimum of \$503.00 per month for each available unit. CAAP recipients are responsible for a tenant rent portion between \$278 and \$318 per month, depending upon the type of benefits each is receiving. The HSH grant budget covers the HSH approved expenses not covered by rental payments of tenants, up to the total approved grant amount. Future tenant rent increases, no more than one a year, must be approved in advance of notice to tenants by the HSH program manager. The tenant's portion of the rent while active on CAAP benefits is determined by HSH and does not require the same 30-day notice if it changes.

E. Lease Enforcement, Written Notices and Eviction Prevention:

1. Grantee shall provide written notice to tenants to notify them of any issue that may affect ongoing tenancy including, but not limited to, failure to pay rent on time or in full, violations of house rules, and/or actions that are in violation of the lease agreement.
2. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with laws in effect in San Francisco.
3. Grantee shall work with tenants, in conjunction with Support Services staff, to resolve issues that put tenants at risk of eviction.
4. Grantee shall copy Support Services staff on all of these communications.

F. Building Service Payments: Grantee shall set up and manage utility accounts and services related to the property, including but not limited to communications, alarms/security, fire alarm monitoring, garbage, water, and pest control. This may include elevator maintenance, as required.

G. Building Maintenance: Grantee shall maintain the facility in sanitary and operable condition, post protocol and forms for tenant requests for maintenance or repairs, and respond to requests in a timely manner. Building maintenance shall include the following services:

1. Janitorial services in common areas, offices, and shared-use restroom and shower facilities;

2. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
3. Pest control services, as needed;
4. Maintenance and repair of facility systems, plumbing, electrical, safety issues;
5. Building security; and
6. Preparation of apartments for tenant move-in and move-out.

H. Wellness Checks and Emergency Safety Checks: Grantee shall conduct Wellness Checks and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety when there is a reason to believe the tenant is at immediate and substantial risk due to a medical and/or psychiatric emergency.

I. Front Desk Coverage: Grantee shall provide front desk coverage 24 hours per day, seven days per week.

J. Program Exit Planning: Grantee shall alert Support Services staff when tenants give notice to leave housing and shall keep a record of each tenant's forwarding address, whenever possible.

V. **Location and Hours of Service**

Grantee shall provide services 24 hours per day, seven days per week, at the addresses listed below.

Location	Address	Units
1. Alder Hotel	175 6 th Street	116
2. Crosby on O'Farrell Hotel	516 O'Farrell Street	124
3. Elm Hotel	364 Eddy Street	80
4. Hillsdale Hotel	51 6 th Street	75
5. Mentone Hotel	387 Ellis Street	68
Total		463

VI. **Service Requirements**

A. Coordination with Other Service Providers: Grantee shall maintain a good working relationship with Support Services staff, In-Home Supportive Services (IHSS), HSH, and all other agencies involved in program operations to ensure communication and coordination that supports program goals.

1. Grantee shall establish a written Memorandum of Understanding (MOU) with other service providers and/or Subcontractors, as required by HSH.

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

- C. Admission Policy: Admission policies for the services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that tenants 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 AIDS/HIV status.

- D. Language and Interpretation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.

- E. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire, acts of violence, or any other incident, which require the involvement of emergency or Child Protective Services (CPS).

- F. Grievance Procedure: Grantee shall establish and maintain a written Tenant Grievance Procedure, which shall include the following elements, as well as others that may be appropriate to the services:
 - 1. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - 2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - 3. The amount of time required for each step, including when a tenant can expect a response; and
 - 4. HSH Program Manager's contact information for the tenant to contact after the tenant has exhausted the Grantee's internal Grievance Procedure.

Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall provide a copy of the procedure and any amendments to the HSH Program Manager or his/her designated agent.

- G. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for tenants to provide input into the program, including the effectiveness and satisfaction. Feedback methods shall include:
 - 1. A written process informing the tenants on how to request repairs/services; and
 - 2. A written annual survey, which shall be offered to tenants to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantees shall offer assistance to tenants regarding completion of the survey if the written format presents any problem.

- H. City Communications and Policies: Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:

1. Regular communication to HSH about the implementation of the program;
2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings, as needed, such as, but not limited to: hearings on issues related to homelessness; and
3. Attendance at trainings, when required by HSH.

I. Record-Keeping and Reporting:

1. Grantee shall maintain confidential tenant files that contain eligibility documentation, signed lease agreement and lease addenda, and documentation of rent collection and other Property Management services, including but not limited to lease violations letters, legal notices, reasonable accommodations paperwork, and incident reports as part of overall program compliance. When required by HSH, Grantee shall maintain eligibility and inspection documentation in the Online Navigation and Entry (ONE) System.
2. Grantee shall maintain files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.

J. Data Standards:

1. Records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
2. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
3. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

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

- L. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
 - 1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
 - 2. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
 - 3. Having a representative of the Grantee attend all appropriate neighborhood meetings; and
 - 4. Active discouragement of loitering in the area surrounding the building.

- M. Compliance with Funding Source Requirements: Grantee recognizes that funding for these services may be provided to the City through federal, state or private foundation awards. Grantee agrees to comply with the provisions of the funding sources.

- N. Compliance with Regulations: Grantee shall:
 - 1. Coordinate with the Department of Building Inspection (DBI), the Department of Public Health (DPH), and/or other City agencies to complete all required inspections of the housing site prior the start of the program;
 - 2. Comply with requirements for ongoing facility inspections;
 - a. In the event that Grantee is given notice violations by DBI, DPH, or another City agency, which impacts Grantee's ability to occupy a unit, it shall notify HSH immediately.
 - 3. Provide facility access to City Departments upon request, including HSH, San Francisco Fire Department, DBI, DPH, and the Mayor's Office.

- O. Other Program Revenue Sources: Grantee agrees that funds received from a source other than the City to defray any portion of the reimbursable costs allowable under the awarded grant shall be reported to the City and deducted by Grantee from billings to the City to ensure that no portion of the City's reimbursement to Grantee is duplicated.

- P. Vacancy Reporting: Per HSH instructions, Grantees shall report unit vacancies.

VII. Service Objectives

Grantee shall achieve the Service Objectives listed below. Grantee understands that the Service Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 35 days, on average.

- B. Grantee shall maintain an occupancy rate of at least 90 percent.

- C. Grantee shall offer all tenants the opportunity to complete an annual anonymous Tenant Satisfaction Survey, with the goal of at least sixty-five percent participation.

- D. Grantee shall collect at least 90 percent of tenant portions of monthly rent from occupied units.

VIII. Outcome Objectives

Grantee shall achieve the Outcome Objectives listed below. Grantee understands that the Outcome Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Ninety percent of tenants will maintain their housing for a minimum of 12 months.
- B. Seventy-five percent of tenants who exit housing will move to other permanent housing, or be provided with more appropriate placements.
- C. Eighty-five percent of tenant lease violations will be resolved without loss of housing to tenants.
- D. Eighty-five percent of tenants completing an annual Tenant Satisfaction Survey will be satisfied or very satisfied with Property Management services.

IX. Reporting Requirements

Grantee shall input data into systems required by HSH, such as the ONE system and CARBON. As program services for these units are supported by various funding sources, including the Mental Health Services Act (MHSA), HUD, and the City's General Fund. Grantee understands that reporting requirements may differ for services funded by different revenue sources.

- A. When required by HSH, Grantee shall enter data into the ONE system.
- B. 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, including:
 - 1. Occupancy rate; and
 - 2. Number of new placements made for the month, broken down by funding source.
- C. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service 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, including:
 - 1. Average number of days to turn over units;
 - 2. Number of tenant lease violations that were resolved without loss of housing to tenants; and
 - 3. Number of tenants who exit housing or move to other permanent housing, or are provided with more appropriate placements.
- D. 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 shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year, including:

1. Number and percentage of tenants who completed an annual Tenant Satisfaction Survey;
 2. Number and percentage of Tenant Satisfaction Survey respondents who indicated they were satisfied or very satisfied with program services; and
 3. Number and percentage of surviving tenants who maintain their housing for a minimum of 12 months.
- E. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by the HSH in a timely manner. These reports may include the following information:
1. Monthly rent roll reports;
 2. Monthly cumulative report on the average number of days to complete work orders;
 3. Monthly cumulative report on the number and percentage of tenants housed for one year or more; and
 4. Monthly cumulative report on the number and percentage of exits to permanent housing.
- F. Grantee shall participate, as required by HSH, in City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, which may include review of tenant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting Service and Outcome Objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, 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 MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**Appendix A-1, Services to be Provided
by
Episcopal Community Services
Housing First Hotels – Support Services**

I. Purpose of Grant

The purpose of the grant is to provide support services to formerly homeless and income-eligible adults. The goals of these services are to help participants improve their health and retain their housing, or move to other appropriate housing.

II. Served Population

Grantee shall serve formerly homeless and income-eligible adults and older adults. An adult is defined as an individual or couple 18 years old or older without the custody of minors below 18 years of age. Couples consist of two adult individuals who are married, in a domestic partnership, or who can provide documentation of an established partnership. An older adult is defined as an individual aged 55 or older.

III. Referral and Prioritization

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

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

IV. Description of Services

Grantee shall provide Support Services to program participants who reside in 463 units during the term of this grant. Support Services are voluntary and shall be available to all tenants of the building. Support Services shall include, but are not limited to the following:

- A. Outreach: Grantee shall actively engage with participants to provide information about available Support Services and invite them to participate. Outreach methods shall include in-person interactions, written messages, phone calls, voice mail, and emails, as available and appropriate to reach individual participant. Grantee shall contact each participant at least three times during the first 60 days following placement in housing to engage the participant in services.
- B. Intake and Assessment: Grantee shall coordinate the initial intake with applicants for vacant units with Property Management, and if possible, begin establishing a rapport with participants prior to move-in. Grantee shall attempt to coordinate with an incoming participant's current Case Manager(s) (e.g., at the shelter, agency or Coordinated Entry Access Point where a participant is currently receiving services) to

ensure a warm hand-off and transition into housing. This may include an exchange of information about challenges the participant is experiencing and/or and current services being accessed in the community.

- C. Case Management: Grantee shall provide ongoing meetings and counseling for participants to establish goals, develop Individualized Service Plans, and track progress toward achieving those goals. Grantee shall document Case Management meetings, engagement, and status of participants at least once per month to ensure they are doing well and are receiving the support they need to maintain housing.
- D. Benefits Advocacy and Assistance: Grantee shall assist participants with obtaining or maintaining benefits. Grantee shall provide referrals for and solve problems preventing a participant's enrollment in county, state and federal benefits programs. Grantee may help participants identify, apply for and establish appointments for available services such as cash aid, food programs, medical clinics and/or in-home support.
- E. Referrals and Coordination of Services: Grantee shall help participants identify and access services available within the community that meet specific needs or support progress toward identified goals. This may include providing information about services, calling to help establish appointments, assisting with applications, providing appointment reminders, following up/checking in with participants regarding the process, and, as necessary, re-referral. Grantee shall also communicate and coordinate with outside service providers and mental health clinics to support existing linkages that participants may have.
- F. Coordination with Property Management: Grantee shall assist participants in communicating with, responding to and meeting with Property Management. This may include helping a participant understand the meaning of messages, letters, and/or warnings from Property Management, helping a participant write requests, responses or complaints, and attending meetings between the participant and Property Management to facilitate communication.

Grantee shall coordinate with Property Management and external agencies to find creative ways to engage with participants, as necessary. This may be the case if a participant is experiencing challenges with their housing and is not inclined to proactively engage.

- G. Wellness Checks: Grantee shall conduct Wellness Checks in accordance with HSH policy to assess a participant's safety when there is a reason to believe the participant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
- H. Support Groups, Social Events and Organized Activities:
 - i. Grantee shall provide participants with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other participants and staff, or to celebrate

significant individual, holiday and community events. These events may be planned with or based on input from participants and shall be held on site at least once per week. Grantee shall post and provide to participants with a monthly calendar of events. When appropriate, events should be open to all building tenants.

- ii. Grantee shall conduct monthly community meetings for participants, in coordination with Property Management, during which participants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
 - iii. Grantee shall provide appropriate programming for the population served.
- I. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all participants who display indications of housing instability. Such indications include but are not limited to discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other participants. Grantee shall assist with the de-escalation and resolution of conflicts as needed.
- J. Supervision: Grantee shall ensure that on-site Support Services staff has access to bi-monthly case conferencing and ongoing supervision. This allows staff to provide appropriate case management, counseling and referral services to participants with emerging and ongoing mental health issues.
- K. Exit Planning and After-Care Services: If a participant is moving out of the building, Grantee shall outreach to the participant to engage in exit planning and support the participant's successful transition out of the program, and coordinate with Property Management, as necessary. The exit plan shall depend on the participant's needs and preferences but may include establishing a link to outpatient case management as well as access to services in the community. Grantee shall provide and/or coordinate aftercare services following a participant's exit from the program for up to 90 days or as indicated by participant need.

V. **Location and Time of Services**

Grantee shall provide services at the addresses below. Grantee shall provide services Monday through Friday, during posted business hours. Grantee may also provide services evenings and weekends, and at other times when necessary to best serve participants.

Grantee shall work with the Property Management staff to coordinate after-hours emergency backup, which will include the ability to reach Property Management by phone. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

Location	Address	Units
1. Alder Hotel	175 6 th Street	116
2. Crosby on O'Farrell Hotel	516 O'Farrell Street	124
3. Elm Hotel	364 Eddy Street	80

Location	Address	Units
4. Hillsdale Hotel	51 6 th Street	75
5. Mentone Hotel	387 Ellis Street	68
Total		463

VI. Service Requirements

- A. Possession of Licenses/Permits: Grantee warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.
- B. Language and Interpretation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.
- C. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications required by law.
- D. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- E. Admission Policy: Admission policies for the services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that 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/AIDS status.
- F. Grievance Procedure: Grantee shall establish and maintain a written Grievance Procedure for participants, 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; and
 4. HSH Program Manager's contact information for the participant to contact after the participant has exhausted Grantee's internal Grievance Procedure.

Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee

shall post the policy at all times and provide a copy of the procedure and any amendments to the HSH Program Manager or his/her designated agent.

G. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for participants to provide input into the program, including the effectiveness and satisfaction. Feedback methods shall include:

1. A written process informing the participants on how to request services; and
2. A written annual survey, which shall be offered to participants to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantees shall offer assistance to participants regarding completion of the survey if the written format presents any problem.

H. City Communications, Trainings and Meetings:

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

1. Regular communication to HSH about the implementation of the program;
2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings, as needed, such as, but not limited to: hearings on issues related to homelessness; and
3. Attendance at trainings, when required by HSH.

I. Coordination with Other Service Providers:

1. Grantee shall maintain a good working relationship with other service providers, HSH, and all other agencies involved in program operations to ensure communication and coordination that supports program goals.
2. When required by HSH, Grantee shall establish written Memoranda of Understanding (MOUs) with Property Management and Subcontractors.

J. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire, acts of violence, or any other incident, which require the involvement of emergency or Child Protective Services (CPS).

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

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

1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;

2. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
3. Having a representative of the Grantee attend all appropriate neighborhood meetings; and
4. Active discouragement of loitering in the area surrounding the building.

M. Record Keeping and Files: Grantee shall maintain confidential participant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.

N. Data Standards:

1. Records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
2. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
3. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

VII. Service Objectives

Grantee shall achieve the Service Objectives listed below. Grantee understands that the Service Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Grantee shall actively outreach to at least 95 percent of participants once every 30 days.
- B. Grantee shall offer assessment to 100 percent of participants for primary medical care needs within 90 days of move-in.
- C. Grantee shall offer assessment to 100 percent of participants for mental health and substance use treatment needs within 90 days of move-in.
- D. Grantee shall offer assessment to 100 percent of participants for benefits within 30 days of move-in.

- E. Grantee shall offer to develop Individualized Service Plans for 100 percent of participants within 90 days of service enrollment.
- F. Grantee shall update at minimum 80 percent of Individualized Service Plans at least once every six months, or as required by HSH.
- G. Grantee shall offer Support Services to 100 percent of all participants that showed housing instability (non-payment of rent, lease violations) at least once per incident.
- H. Grantee shall outreach to 100 percent of participants with planned exits from the program to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- I. Grantee shall administer an annual written anonymous survey of participants to obtain feedback on the type and quality of program services. Grantee shall offer all participants the opportunity to take this survey.

VIII. Outcome Objectives

Grantee shall achieve the Outcome Objectives listed below. Grantee understands that the Outcome Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Ninety percent of participants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. One hundred percent of participants housed for at least six months will have maximized their income and benefits for which they are eligible, or will be in the application process. The percentage requirement in this objective will be benchmarked over the first 12 months of service to ensure it is attainable, and may be adjusted accordingly.
- C. At least eighty-five percent of participant lease violations will be resolved without loss of housing to participants.
- D. At least seventy-five percent of residents who have an Individualized Service Plan will accomplish one or more goals.
- E. At least eighty percent of residents completing an annual resident satisfaction survey will be satisfied or very satisfied with program services.

IX. Reporting Requirements

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

- A. When required by HSH, Grantee shall enter participant data in the ONE System.
- B. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the month of service.
 - 1. The total number of unduplicated participants who resided at the site during the month and the number of unduplicated participants actively outreached to at least once during the month; and
 - 2. The number of lease/program rule violations issued for the month and the number of lease/program rule violations for which Support Services outreached to participants to offer support.
- C. On a quarterly basis, Grantee shall enter the required metrics, including any required templates and supporting documentation to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. The number and percentage of participants that had an Individualized Service Plan in place within 90 days of service enrollment;
 - 2. The number and percentage of participants assessed for primary medical care needs within 90 days of move-in;
 - 3. The number and percentage of participants assessed for mental health and substance use treatment needs within 90 days of move-in;
 - 4. The number and percentage of participants with planned exits to whom Grantee outreached to design an exit plan; and
 - 5. The number and percentage of lease violations that were resolved without loss of housing to participants.
- D. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
 - 1. The number and percentage of participants who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 - 2. The number and percentage of Individualized Services Plans that were updated at least once every six months;
 - 3. The number and percentage of participants who completed a written survey to provide feedback on the type and quality of program services;
 - 4. The number and percentage of participants to whom Grantee outreached to complete a benefits assessment within 30 days of move-in; and
 - 5. The number and percentage of participants who maximized their income and benefits for which they are eligible, or are in the application process.
- E. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any

final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.

- F. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

X. Monitoring Activities

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

- A. 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 policy manual, 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 MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B. BUDGET																		
3	Document Date	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Names	Alder - Property Management, Alder - Support Services, Crosby - Property Management, Crosby - Support Services, Elm - Property Management, Elm - Support Services, Hillsdale - Property Management, Hillsdale - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 23,508,246																
15	Contingency	\$ -	\$ 2,821,364	12%															
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17		Year 1			Year 2			Year 3			Year 4			All Years					
18		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
19		New	New	New	New	New	New	New	New	New	New	New	New	New	New	New			
19	Expenditures																		
20	Salaries & Benefits	\$ -	\$ 889,355	\$ 889,355	\$ -	\$ 1,778,709	\$ 1,778,709	\$ -	\$ 1,778,709	\$ 1,778,709	\$ -	\$ 1,185,806	\$ 1,185,806	\$ -	\$ 5,632,579	\$ 5,632,579			
21	Operating Expense	\$ -	\$ 1,200,072	\$ 1,200,072	\$ -	\$ 2,400,145	\$ 2,400,145	\$ -	\$ 2,400,145	\$ 2,400,145	\$ -	\$ 1,599,800	\$ 1,599,800	\$ -	\$ 7,600,161	\$ 7,600,161			
22	Subtotal	\$ -	\$ 2,089,427	\$ 2,089,427	\$ -	\$ 4,178,854	\$ 4,178,854	\$ -	\$ 4,178,854	\$ 4,178,854	\$ -	\$ 2,785,606	\$ 2,785,606	\$ -	\$ 13,232,741	\$ 13,232,741			
23	Indirect Percentage																		
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 250,731	\$ 250,731	\$ -	\$ 501,461	\$ 501,461	\$ -	\$ 501,461	\$ 501,461	\$ -	\$ 334,273	\$ 334,273	\$ -	\$ 1,587,927	\$ 1,587,927			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 2,442,342	\$ 2,442,342	\$ -	\$ 4,884,683	\$ 4,884,683	\$ -	\$ 4,884,683	\$ 4,884,683	\$ -	\$ 3,256,455	\$ 3,256,455	\$ -	\$ 15,468,163	\$ 15,468,163			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ -	\$ 4,782,500	\$ 4,782,500	\$ -	\$ 9,564,998	\$ 9,564,998	\$ -	\$ 9,564,998	\$ 9,564,998	\$ -	\$ 6,376,334	\$ 6,376,334	\$ -	\$ 30,288,827	\$ 30,288,827			
29																			
30	HSH Revenues (select)																		
31	CNC Fund	\$ -	\$ 3,461,881	\$ 3,461,881	\$ -	\$ 6,923,762	\$ 6,923,762	\$ -	\$ 6,923,762	\$ 6,923,762	\$ -	\$ 4,615,841	\$ 4,615,841	\$ 375,670	\$ 21,925,246	\$ 21,925,246			
32	Additional GF	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 333,000	\$ 333,000	\$ -	\$ 1,583,000	\$ 1,583,000			
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 3,711,881	\$ 3,711,881	\$ -	\$ 7,423,762	\$ 7,423,762	\$ -	\$ 7,423,762	\$ 7,423,762	\$ -	\$ 4,948,841	\$ 4,948,841	\$ -	\$ 23,508,246	\$ 23,508,246			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income	\$ -	\$ 1,068,022	\$ 1,068,022	\$ -	\$ 2,136,043	\$ 2,136,043	\$ -	\$ 2,136,043	\$ 2,136,043	\$ -	\$ 1,424,029	\$ 1,424,029	\$ -	\$ 6,764,136	\$ 6,764,136			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44	Private Revenue	\$ -	\$ 2,597	\$ 2,597	\$ -	\$ 5,193	\$ 5,193	\$ -	\$ 5,193	\$ 5,193	\$ -	\$ 3,462	\$ 3,462	\$ -	\$ 16,445	\$ 16,445			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ 1,070,618	\$ 1,070,618	\$ -	\$ 2,141,236	\$ 2,141,236	\$ -	\$ 2,141,236	\$ 2,141,236	\$ -	\$ 1,427,491	\$ 1,427,491	\$ -	\$ 6,780,581	\$ 6,780,581			
48																			
49	Total HSH + Other Revenues	\$ -	\$ 4,782,499	\$ 4,782,499	\$ -	\$ 9,564,998	\$ 9,564,998	\$ -	\$ 9,564,998	\$ 9,564,998	\$ -	\$ 6,376,332	\$ 6,376,332	\$ -	\$ 30,288,827	\$ 30,288,827			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51	Total Adjusted Salary FTE (All Budgets)			15.59			15.59			15.59			15.59			15.59			
52																			
53																			
54	Prepared by	Bobby McCarthy																	
55	Phone	628.652.7770																	
56	Email	robert.l.mccarthy@sfgov.org																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B. BUDGET																		
3	Document Date 10/20/2020																		
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Alder - Property Management																	
13		Current	New																
14	Term Budget	\$ -	\$ 4,366,339																
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
		Year 1			Year 2			Year 3			Year 4			All Years					
		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
		New	New	New	New	New	New	New	New	New	New	New	New	New	New	New			
19	Expenditures																		
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
21	Operating Expense	\$ -	\$ 240,612	\$ 240,612	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 320,756	\$ 320,756	\$ -	\$ 1,523,816	\$ 1,523,816			
22	Subtotal	\$ -	\$ 240,612	\$ 240,612	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 320,756	\$ 320,756	\$ -	\$ 1,523,816	\$ 1,523,816			
23	Indirect Percentage	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%					
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 28,873	\$ 28,873	\$ -	\$ 57,747	\$ 57,747	\$ -	\$ 57,747	\$ 57,747	\$ -	\$ 38,491	\$ 38,491	\$ -	\$ 182,858	\$ 182,858			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 669,491	\$ 669,491	\$ -	\$ 1,338,981	\$ 1,338,981	\$ -	\$ 1,338,981	\$ 1,338,981	\$ -	\$ 892,654	\$ 892,654	\$ -	\$ 4,240,107	\$ 4,240,107			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ -	\$ 938,976	\$ 938,976	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,251,901	\$ 1,251,901	\$ -	\$ 5,946,780	\$ 5,946,780			
29																			
30	HSH Revenues (select)																		
31	CNC Fund	\$ -	\$ 639,433	\$ 639,433	\$ -	\$ 1,278,865	\$ 1,278,865	\$ -	\$ 1,278,865	\$ 1,278,865	\$ -	\$ 852,577	\$ 852,577	\$ -	\$ 4,049,739	\$ 4,049,739			
32	Additional GF	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 66,600	\$ 66,600	\$ -	\$ 316,600	\$ 316,600			
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 689,433	\$ 689,433	\$ -	\$ 1,378,865	\$ 1,378,865	\$ -	\$ 1,378,865	\$ 1,378,865	\$ -	\$ 919,177	\$ 919,177	\$ -	\$ 4,366,339	\$ 4,366,339			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income	\$ -	\$ 249,544	\$ 249,544	\$ -	\$ 499,087	\$ 499,087	\$ -	\$ 499,087	\$ 499,087	\$ -	\$ 332,725	\$ 332,725	\$ -	\$ 1,580,442	\$ 1,580,442			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ 249,544	\$ 249,544	\$ -	\$ 499,087	\$ 499,087	\$ -	\$ 499,087	\$ 499,087	\$ -	\$ 332,725	\$ 332,725	\$ -	\$ 1,580,442	\$ 1,580,442			
48																			
49	Total HSH + Other Revenues	\$ -	\$ 938,976	\$ 938,976	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,251,901	\$ 1,251,901	\$ -	\$ 5,946,781	\$ 5,946,781			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51																			
52																			
53	Prepared by	Bobby McCarthy																	
54	Phone	628.652.7770																	
55	Email	robert.j.mccarthy@sfgov.org																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Alder - Property Management														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense
12	Operating Expenses	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 76,545	\$ 76,545	\$ 76,545	\$ 153,089	\$ 153,089	\$ 153,089	\$ 153,089	\$ 153,089	\$ 153,089	\$ 102,059	\$ 102,059	\$ 102,059	\$ -	\$ 484,782	\$ 484,782
15	Office Supplies, Postage	\$ 7,980	\$ 7,980	\$ 7,980	\$ 15,960	\$ 15,960	\$ 15,960	\$ 15,960	\$ 15,960	\$ 15,960	\$ 10,640	\$ 10,640	\$ 10,640	\$ -	\$ 50,540	\$ 50,540
16	Building Maintenance Supplies and Repair	\$ 88,615	\$ 88,615	\$ 88,615	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 118,094	\$ 118,094	\$ 118,094	\$ -	\$ 561,171	\$ 561,171
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Management/booking Fees	\$ 48,372	\$ 48,372	\$ 48,372	\$ 96,744	\$ 96,744	\$ 96,744	\$ 96,744	\$ 96,744	\$ 96,744	\$ 64,496	\$ 64,496	\$ 64,496	\$ -	\$ 306,356	\$ 306,356
23	Legal Fees	\$ 6,600	\$ 6,600	\$ 6,600	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 8,800	\$ 8,800	\$ 8,800	\$ -	\$ 41,800	\$ 41,800
24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 12,500	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
56		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ -	\$ 240,612	\$ 240,612	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 320,756	\$ 320,756	\$ -	\$ 1,523,816	\$ 1,523,816
69		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70	Other Expenses (not subject to indirect cost %)															
71	Rental Expenses	\$ 450,960	\$ 450,960	\$ 450,960	\$ 901,920	\$ 901,920	\$ 901,920	\$ 901,920	\$ 901,920	\$ 901,920	\$ 601,280	\$ 601,280	\$ 601,280	\$ -	\$ 2,856,080	\$ 2,856,080
72	Office Salaries-Desk Clerks/contract	\$ 81,223	\$ 81,223	\$ 81,223	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 108,297	\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409
73	Manager Salaries-Hotel Director/manager	\$ 36,172	\$ 36,172	\$ 36,172	\$ 72,343	\$ 72,343	\$ 72,343	\$ 72,343	\$ 72,343	\$ 72,343	\$ 48,229	\$ 48,229	\$ 48,229	\$ -	\$ 229,086	\$ 229,086
74	Janitor Contract-Regular/Extra Services	\$ 40,000	\$ 40,000	\$ 40,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 53,333	\$ 53,333	\$ 53,333	\$ -	\$ 253,333	\$ 253,333
75	Repairs Payroll	\$ 27,040	\$ 27,040	\$ 27,040	\$ 54,080	\$ 54,080	\$ 54,080	\$ 54,080	\$ 54,080	\$ 54,080	\$ 36,053	\$ 36,053	\$ 36,053	\$ -	\$ 171,253	\$ 171,253
76	Benefits	\$ 34,097	\$ 34,097	\$ 34,097	\$ 68,193	\$ 68,193	\$ 68,193	\$ 68,193	\$ 68,193	\$ 68,193	\$ 45,462	\$ 45,462	\$ 45,462	\$ -	\$ 215,945	\$ 215,945
77		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ -	\$ 669,491	\$ 669,491	\$ -	\$ 1,338,981	\$ 1,338,981	\$ -	\$ 1,338,981	\$ 1,338,981	\$ -	\$ 892,654	\$ 892,654	\$ -	\$ 4,240,107	\$ 4,240,107
85		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
86	Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
87		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
88		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97	HSH #3															Template last modified 1/22/2020

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE		Fiscal Year				Fiscal Term Start	Fiscal Term End
2	Alder - Property Management		FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective			7/1/2020	6/30/2021
50	Operating Expenses		Budgeted Expense	Justification				Calculation
53	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 76,545	Utilities (electricity, water, gas, telephone and scavenger service);				= $76,545/6 = \$12,758$ per month
	Office Supplies, Postage		\$ 7,980	PM office supplies are including on site supplies, postage/copiers, payroll expenses; staffing training, computer tech and supplies, as well as Cable TV and tenant background check/renting fee				= $7,980/6 = \$1,330$ per month
55	Building Maintenance Supplies and Repair		\$ 88,615	estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, ect.				= $88,615/6 = \$14,769$ per month
58	Management/booking Fees		\$ 48,372	Property management (116 Units) @ \$ 61.00 PUPM, and bookkeeping fees \$ 9.50				= $48,372/6 = \$8,062$ per month
62	Legal Fees		\$ 6,600	property management legal expenses and credit report				= $6,600/6 = \$1,100$ per month
	Office Salaries-Desk Clerks/contract (first \$25k)		\$ 12,500	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage only \$25K allows indirect cost				= $12,500/6 = \$2,084$ per month
71								
83								
84	TOTAL OPERATING EXPENSES		\$ 240,612					
85	Indirect Cost	12.0%	\$ 28,873					
86								
87								
88	Other Expenses (not subject to indirect cost %)		Amount	Justification				Calculation
89	Rental Expenses		\$ 450,960	The lease is written for 120 units				= $450,960/6 = \$75,160$ per month
90	Office Salaries-Desk Clerks/contract		\$ 81,223	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage				= $81,223/6 = \$13,538$ per month
	Manager Salaries-Hotel Director/manager		\$ 36,172	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility				= $36,172/6 = \$6,028$ per month
91								
92	Janitor Contract-Regular/Extra Services		\$ 40,000	Responsible for building cleaning up, place trash bins				= $40,000/6 = \$6,666$ per month
93	Repairs Payroll		\$ 27,040	Responsible for repair and maintenance of the building				= $27,040/6 = \$4,506$ per month
94	Benefits		\$ 34,097	% based from personnel from above				= $34,097/6 = \$5,682$ per month
102								
103	TOTAL OTHER EXPENSES		\$ 669,491					
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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B. BUDGET																		
3	Document Date 10/20/2020																		
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Alder - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 1,486,813	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
					Year 1			Year 2			Year 3			Year 4			All Years		
		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
		New	New	New	New	New	New	New	New	New	New	New	New	New	New	New			
19	Expenditures																		
20	Salaries & Benefits	\$ -	\$ 191,049	\$ 191,049	\$ -	\$ 382,097	\$ 382,097	\$ -	\$ 382,097	\$ 382,097	\$ -	\$ 254,732	\$ 254,732	\$ -	\$ 1,209,975	\$ 1,209,975			
21	Operating Expense	\$ -	\$ 18,559	\$ 18,559	\$ -	\$ 37,117	\$ 37,117	\$ -	\$ 37,117	\$ 37,117	\$ -	\$ 24,745	\$ 24,745	\$ -	\$ 117,537	\$ 117,537			
22	Subtotal	\$ -	\$ 209,607	\$ 209,607	\$ -	\$ 419,214	\$ 419,214	\$ -	\$ 419,214	\$ 419,214	\$ -	\$ 279,476	\$ 279,476	\$ -	\$ 1,327,512	\$ 1,327,512			
23	Indirect Percentage	12.00%		12.00%	12.00%		12.00%	12.00%	12.00%		12.00%		12.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 25,153	\$ 25,153	\$ -	\$ 50,306	\$ 50,306	\$ -	\$ 50,306	\$ 50,306	\$ -	\$ 33,537	\$ 33,537	\$ -	\$ 159,301	\$ 159,301			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ -	\$ 234,760	\$ 234,760	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 313,013	\$ 313,013	\$ -	\$ 1,486,813	\$ 1,486,813			
29																			
30	SHS Revenues (select)																		
31	CNC Fund	\$ 234,760	\$ 234,760	\$ 234,760	\$ 469,520	\$ 469,520	\$ 469,520	\$ 469,520	\$ 469,520	\$ 469,520	\$ 313,013	\$ 313,013	\$ 313,013	\$ 1,486,813	\$ 1,486,813	\$ 1,486,813			
32	Additional GF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 234,760	\$ 234,760	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 313,013	\$ 313,013	\$ -	\$ 1,486,813	\$ 1,486,813			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48																			
49	Total HSH + Other Revenues	\$ -	\$ 234,760	\$ 234,760	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 313,013	\$ 313,013	\$ -	\$ 1,486,813	\$ 1,486,813			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51																			
53	Prepared by	Bobby McCarthy																	
54	Phone	628.652.7770																	
55	Email	robert.j.mccarthy@sfgov.org																	

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1 DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																				2 SALARY & BENEFIT DETAIL																				3 Document Date 10/20/2020																				4 Provider Name Episcopal Community Services																				5 Program Housing First Hotels CNC																				6 FSP Contract ID# 1000019778																				7 Budget Name Alder - Support																				8																				9																				10																				11																				12																				13																				14																				15																				16																				17																				18																				19																				20																				21																				22																				23																				24																				25																				26																				27																				28																				29																				30																				31																				32																				33																				34																				35																				36																				37																				38																				39																				40																			
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POSITION TITLE																				Agency Totals				For HSH Funded Program		1/1/2021 - 6/30/2021 New	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021 New	Agency Totals				For HSH Funded Program		7/1/2021 - 6/30/2022 New	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022 New	Agency Totals				For HSH Funded Program		7/1/2022 - 6/30/2023 New																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
																				Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
12 Madeira, Ronaldo- Support Services Mgr																				\$ 78,361	1.00	91%	0.91	\$ 35,654	\$ 35,654	\$ 78,361	1.00	91%	0.91	\$ 71,309	\$ 71,309	\$ 78,361	1.00	91%	0.91	\$ 71,309	\$ 71,309	\$ 78,361	1.00	91%	0.91																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
13 Rounds, Marceline Ceallia-Case Manager III																				\$ 52,311	1.00	91%	0.91	\$ 23,802	\$ 23,802	\$ 52,311	1.00	91%	0.91	\$ 47,603	\$ 47,603	\$ 52,311	1.00	91%	0.91	\$ 47,603	\$ 47,603	\$ 52,311	1.00	91%	0.91																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
14 OPENI-Case Manager III Masters																				\$ 51,123	1.00	90%	0.90	\$ 22,972	\$ 22,972	\$ 51,123	1.00	90%	0.90	\$ 45,945	\$ 45,945	\$ 51,123	1.00	90%	0.90	\$ 45,945	\$ 45,945	\$ 51,123	1.00	90%	0.90																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
15 Espinoza, Rosa-CM III Bilingual																				\$ 59,081	1.00	90%	0.90	\$ 26,586	\$ 26,586	\$ 59,081	1.00	90%	0.90	\$ 53,173	\$ 53,173	\$ 59,081	1.00	90%	0.90	\$ 53,173	\$ 53,173	\$ 59,081	1.00	90%	0.90																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
16 Ecker, Scott Housing Srvc Director																				\$ 135,792	1.00	6%	0.06	\$ 4,403	\$ 4,403	\$ 135,792	1.00	6%	0.06	\$ 8,807	\$ 8,807	\$ 135,792	1.00	6%	0.06	\$ 8,807	\$ 8,807	\$ 135,792	1.00	6%	0.06																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
17 Hamilton, Travis-Direct Support for Housing Srvc Director																				\$ 94,383	1.00	13%	0.13	\$ 6,069	\$ 6,069	\$ 94,383	1.00	13%	0.13	\$ 12,139	\$ 12,139	\$ 94,383	1.00	13%	0.13	\$ 12,139	\$ 12,139	\$ 94,383	1.00	13%	0.13																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
18 Holmes, Maggie-Project manager																				\$ 84,296	1.00	15%	0.15	\$ 6,335	\$ 6,335	\$ 84,296	1.00	15%	0.15	\$ 12,670	\$ 12,670	\$ 84,296	1.00	15%	0.15	\$ 12,670	\$ 12,670	\$ 84,296	1.00	15%	0.15																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
19 Pocock, Liz-Director/Hsq Dev & Asset Mgmt																				\$ 144,196	1.00	1%	0.01	\$ 1,038	\$ 1,038	\$ 144,196	1.00	1%	0.01	\$ 2,076	\$ 2,076	\$ 144,196	1.00	1%	0.01	\$ 2,076	\$ 2,076	\$ 144,196	1.00	1%	0.01																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
20 Sambolin, Irving- Database Specialist & Compliance Monitor																				\$ 63,016	1.00	6%	0.06	\$ 2,025	\$ 2,025	\$ 63,016	1.00	6%	0.06	\$ 4,049	\$ 4,049	\$ 63,016	1.00	6%	0.06	\$ 4,049	\$ 4,049	\$ 63,016	1.00	6%	0.06																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
21 OPEN- Database Specialist & Compliance Monitor																				\$ 50,425	1.00	6%	0.06	\$ 1,620	\$ 1,620	\$ 50,425	1.00	6%	0.06	\$ 3,240	\$ 3,240	\$ 50,425	1.00	6%	0.06	\$ 3,240	\$ 3,240	\$ 50,425	1.00	6%	0.06																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
22 Tuvera, Desiree-Compliance Specialist																				\$ 64,999	1.00	6%	0.06	\$ 2,088	\$ 2,088	\$ 64,999	1.00	6%	0.06	\$ 4,177	\$ 4,177	\$ 64,999	1.00	6%	0.06	\$ 4,177	\$ 4,177	\$ 64,999	1.00	6%	0.06																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
23 OPEN-Clinical Services Mgr																				\$ 78,900	1.00	3%	0.03	\$ 1,268	\$ 1,268	\$ 78,900	1.00	3%	0.03	\$ 2,535	\$ 2,535	\$ 78,900	1.00	3%	0.03	\$ 2,535	\$ 2,535	\$ 78,900	1.00	3%	0.03																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
24 OPEN-Director of Impact & Analytics																				\$ 116,640	1.00	2%	0.02	\$ 1,207	\$ 1,207	\$ 116,640	1.00	2%	0.02	\$ 2,414	\$ 2,414	\$ 116,640	1.00	2%	0.02	\$ 2,414	\$ 2,414	\$ 116,640	1.00	2%	0.02																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
25 Tarzon, Mary-Director of Healthy Aging																				\$ 120,235	1.00	1%	0.01	\$ 812	\$ 812	\$ 120,235	1.00	1%	0.01	\$ 1,623	\$ 1,623	\$ 120,235	1.00	1%	0.01	\$ 1,623	\$ 1,623	\$ 120,235	1.00	1%	0.01																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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33																				TOTAL SALARIES					\$ -	\$ 135,880	\$ 135,880	TOTAL SALARIES					\$ -	\$ 271,760	\$ 271,760	TOTAL SALARIES					\$ -																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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35																				FRINGE BENEFIT RATE					40.60%		40.60%	FRINGE BENEFIT RATE					40.60%		40.60%	FRINGE BENEFIT RATE					40.60%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
36																				EMPLOYEE FRINGE BENEFITS					\$ -	\$ 55,169	\$ 55,169	EMPLOYEE FRINGE BENEFITS					\$ -	\$ 110,337	\$ 110,337	EMPLOYEE FRINGE BENEFITS					\$ -																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
37																				TOTAL SALARIES & BENEFITS					\$ -	\$ 191,049	\$ 191,049	TOTAL SALARIES & BENEFITS					\$ -	\$ 382,097	\$ 382,097	TOTAL SALARIES & BENEFITS					\$ -																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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1 DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																
2 SALARY & BENEFIT DETAIL																
3 Document Date 10/20/2020																
4 Provider Name Episcopal Community Services																
5 Program Housing First Hotels CNC																
6 FSP Contract ID# 1000019778																
7 Budget Name Alder - Support																
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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Alder - Support Services														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New		New		New		New	New	Modification	New
12		Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Change	Budgeted Expense	Change	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13		\$	-	\$	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 2,760	\$ 2,760	\$ 2,760	\$ 5,520	\$ 5,520	\$ 5,520	\$ 5,520	\$ 5,520	\$ 5,520	\$ 3,680	\$ 3,680	\$ 3,680	\$ -	\$ 17,480	\$ 17,480
15	Office Supplies/furnitures equipment	\$ 1,450	\$ 1,450	\$ 1,450	\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900	\$ 1,933	\$ 1,933	\$ 1,933	\$ -	\$ 9,183	\$ 9,183
16	Food and Food supplies	\$ 3,535	\$ 3,535	\$ 3,535	\$ 7,070	\$ 7,070	\$ 7,070	\$ 7,070	\$ 7,070	\$ 7,070	\$ 4,713	\$ 4,713	\$ 4,713	\$ -	\$ 22,388	\$ 22,388
17	Program Supplies	\$ 3,526	\$ 3,526	\$ 3,526	\$ 7,052	\$ 7,052	\$ 7,052	\$ 7,052	\$ 7,052	\$ 7,052	\$ 4,701	\$ 4,701	\$ 4,701	\$ -	\$ 22,331	\$ 22,331
18	Printing and Reproduction	\$ 1,530	\$ 1,530	\$ 1,530	\$ 3,059	\$ 3,059	\$ 3,059	\$ 3,059	\$ 3,059	\$ 3,059	\$ 2,039	\$ 2,039	\$ 2,039	\$ -	\$ 9,687	\$ 9,687
19	Insurance	\$ 4,297	\$ 4,297	\$ 4,297	\$ 8,593	\$ 8,593	\$ 8,593	\$ 8,593	\$ 8,593	\$ 8,593	\$ 5,729	\$ 5,729	\$ 5,729	\$ -	\$ 27,211	\$ 27,211
20	Staff Training/Recruitment	\$ 1,172	\$ 1,172	\$ 1,172	\$ 2,343	\$ 2,343	\$ 2,343	\$ 2,343	\$ 2,343	\$ 2,343	\$ 1,562	\$ 1,562	\$ 1,562	\$ -	\$ 7,420	\$ 7,420
21	Licenses and fees	\$ 290	\$ 290	\$ 290	\$ 580	\$ 580	\$ 580	\$ 580	\$ 580	\$ 580	\$ 387	\$ 387	\$ 387	\$ -	\$ 1,837	\$ 1,837
22		\$	-	\$	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
23		\$	-	\$	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
30	Consultants	\$	-	\$	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
31		\$	-	\$	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
36	Subcontractors	\$	-	\$	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
37		\$	-	\$	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
49																
50	TOTAL OPERATING EXPENSES	\$ -	\$ 18,559	\$ 18,559	\$ -	\$ 37,117	\$ 37,117	\$ -	\$ 37,117	\$ 37,117	\$ -	\$ 24,745	\$ 24,745	\$ -	\$ 117,537	\$ 117,537
51																
52	Other Expenses (not subject to indirect cost %)															
53		\$	-	\$	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
54		\$	-	\$	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
65																
66	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67																
68	Capital Expenses															
69		\$	-	\$	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
70		\$	-	\$	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
76																
77	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
78																
79	HSH #3															Template last modified 1/22/2020

	A	B	C	D	E	F	G	H	
1	BUDGET NARRATIVE			Fiscal Year			Fiscal Term Start	Fiscal Term End	
2	Alder - Support Services	FY20-21	-- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective					7/1/2020	6/30/2021
3	Salaries & Benefits	Adjusted	Budgeted	Salary	Justification	Calculation	Employee Name		
		FTE							
3	Madeira, Ronaldo- Support Services Mgr	0.91	\$	35,654	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	=35,654/6 = \$5,942 per month	Madeira, Ronaldo- Support Services Mgr		
4	Rounds, Marceline Celilla-Case Manager I	0.91	\$	23,802	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	=23,802/6 = \$3,967 per month	Rounds, Marceline Celilla-Case Manager III		
5	OPENI-Case Manager III Masters	0.90	\$	22,972	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	=22,972/6 = \$3,829 per month	OPENI-Case Manager III Masters		
6	Espinoza, Rosa-CM III Bilingual	0.90	\$	26,586	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	=26,586/6 = \$4,431 per month	Espinoza, Rosa-CM III Bilingual		
7	Ecker, Scott Housing Srvc Director	0.06	\$	4,403	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	=4,403/6 = \$734 per month	Ecker, Scott Housing Srvc Director		
8	Hamilton, Travis-Direct Support for Housir	0.13	\$	6,069	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	=6,069/6 = \$1,012 per month	Hamilton, Travis-Direct Support for Housing Srvc Director		
9	Holmes, Maggie-Project manager	0.15	\$	6,335	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	=6,335/6 = \$1,056 per month	Holmes, Maggie-Project manager		
10	Pocock, Liz-Director/Hsg Dev & Asset Mgr	0.01	\$	1,038	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.	=1,038/6 = \$173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		
11	Sambolin, Irving- Database Specialist & C	0.06	\$	2,025	overall program direction and operations of CKSC as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safetv, health and independence	=2,025/6 = \$337 per month	Sambolin, Irving- Database Specialist & Compliance Monitor		
12	OPEN- Database Specialist & Compliance	0.06	\$	1,620	Evaluates HSH contract compliance; conducts resident chart reviews;	=1,620/6 = \$270 per month	OPEN- Database Specialist & Compliance Monitor		
13	Tuvera, Desiree-Compliance Specialist	0.06	\$	2,088	provides staff training on department protocols and procedures;	=2,088/6 = \$348 per month	Tuvera, Desiree-Compliance Specialist		
14	OPEN-Clinical Services Mgr	0.03	\$	1,268	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	=1,268/6 = \$211 per month	OPEN-Clinical Services Mgr		
15	OPEN-Director of Impact & Analytics	0.02	\$	1,207	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	=1,207/6 = \$201 per month	OPEN-Director of Impact & Analytics		
16	Tarzon, Mary-Director of Healthy Aging	0.01	\$	812	overall program direction and operations of CKSC as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safetv, health and independence	=812/6 = \$135per month	Tarzon, Mary-Director of Healthy Aging		
17	TOTAL	4.24	\$	135,880					
18	Employee Fringe Benefits	40.60%	\$	55,169	Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.	=55,169/6 = \$9,195 per month			
19	Salaries & Benefits Total		\$	191,049					
20									
21									
22	Operating Expenses	Budgeted	Expense	Justification	Calculation				
23	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$	2,760	Telecommunication, including Sonic and TPX	=2,760/6 = \$460 per month				
24	Office Supplies/furnitures equipment	\$	1,450	Support Service office supplies for program staff including materials used with participants and computers	=1,450/6 = \$242 per month				
25	Food and Food supplies	\$	3,535	Using the SF Food Bank, the food items will supplement resident's own arrangements	=3,535/6 = \$589 per month				
26	Program Supplies	\$	3,526	Includes bus passes, program materials and snacks for resident activities,	=3,526/6 = \$588 per month				
27	Printing and Reproduction	\$	1,530	leased copier	=3,526/6 = \$255 per month				
28	Insurance	\$	4,297	liability and umbrella agency insurance prorated	=4,297/6 = \$716 per month				
29	Staff Training/Recruitment	\$	1,172	training and recruitment expenses, including meeting supplies and conference	=1,172/6 = \$195 per month				
30	Licenses and fees	\$	290	Support Services licenses fee	=290/6 = \$48 per month				
77	TOTAL OPERATING EXPENSES	\$	18,559						
78	Indirect Cost	12.0%	\$	2,227					
163									
164									
165									
166									
167									
168									
169									
170									
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175									

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B. BUDGET																		
3	Document Date	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Crosby - Property Management																	
13		Current	New																
14	Term Budget	\$ -	\$ 3,611,317																
15	Contingency	\$ -	\$ 2,821,364	12%															
16	Not-To-Exceed	\$ -	\$ 26,329,610																
					Year 1			Year 2			Year 3			Year 4			All Years		
		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
		New	New	New	New	New	New	New	New	New	New	New	New	New	New	New			
19	Expenditures																		
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Operating Expense	\$ -	\$ 269,899	\$ 269,899	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 359,806	\$ 359,806	\$ -	\$ 1,709,300	\$ 1,709,300	\$ -	\$ -	\$ -
22	Subtotal	\$ -	\$ 269,899	\$ 269,899	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 359,806	\$ 359,806	\$ -	\$ 1,709,300	\$ 1,709,300	\$ -	\$ -	\$ -
23	Indirect Percentage	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%					
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 32,388	\$ 32,388	\$ -	\$ 64,776	\$ 64,776	\$ -	\$ 64,776	\$ 64,776	\$ -	\$ 43,177	\$ 43,177	\$ -	\$ 205,116	\$ 205,116	\$ -	\$ -	\$ -
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 567,715	\$ 567,715	\$ -	\$ 1,135,430	\$ 1,135,430	\$ -	\$ 1,135,430	\$ 1,135,430	\$ -	\$ 756,953	\$ 756,953	\$ -	\$ 3,595,528	\$ 3,595,528	\$ -	\$ -	\$ -
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures	\$ -	\$ 870,002	\$ 870,002	\$ -	\$ 1,740,003	\$ 1,740,003	\$ -	\$ 1,740,003	\$ 1,740,003	\$ -	\$ 1,159,936	\$ 1,159,936	\$ -	\$ 5,509,944	\$ 5,509,944	\$ -	\$ -	\$ -
29																			
30	SHS Revenues (select)																		
31	CNC Fund	\$ 520,219	\$ 520,219	\$ 520,219	\$ 1,040,437	\$ 1,040,437	\$ 1,040,437	\$ 1,040,437	\$ 1,040,437	\$ 1,040,437	\$ 693,625	\$ 693,625	\$ 693,625	\$ -	\$ 3,294,717	\$ 3,294,717	\$ -	\$ -	\$ -
32	Additional GF	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 66,600	\$ 66,600	\$ 66,600	\$ -	\$ 316,600	\$ 316,600	\$ -	\$ -	\$ -
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ -	\$ 570,219	\$ 570,219	\$ -	\$ 1,140,437	\$ 1,140,437	\$ -	\$ 1,140,437	\$ 1,140,437	\$ -	\$ 760,225	\$ 760,225	\$ -	\$ 3,611,317	\$ 3,611,317	\$ -	\$ -	\$ -
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income	\$ 299,783	\$ 299,783	\$ 299,783	\$ 599,566	\$ 599,566	\$ 599,566	\$ 599,566	\$ 599,566	\$ 599,566	\$ 399,711	\$ 399,711	\$ 399,711	\$ -	\$ 1,898,626	\$ 1,898,626	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ 299,783	\$ 299,783	\$ -	\$ 599,566	\$ 599,566	\$ -	\$ 599,566	\$ 599,566	\$ -	\$ 399,711	\$ 399,711	\$ -	\$ 1,898,626	\$ 1,898,626	\$ -	\$ -	\$ -
48																			
49	Total HSH + Other Revenues	\$ -	\$ 870,002	\$ 870,002	\$ -	\$ 1,740,003	\$ 1,740,003	\$ -	\$ 1,740,003	\$ 1,740,003	\$ -	\$ 1,159,935	\$ 1,159,935	\$ -	\$ 5,509,943	\$ 5,509,943	\$ -	\$ -	\$ -
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
53	Prepared by	Bobby McCarthy																	
54	Phone	628.652.7770																	
55	Email	robert.j.mccarthy@sfgov.org																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Crosby - Property Management														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New	New	New	New	New	New	New	New	New	New	New	New	New	Modification	New
12		Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 101,842	\$ 101,842	\$ 101,842	\$ 203,683	\$ 203,683	\$ 203,683	\$ 203,683	\$ 203,683	\$ 203,683	\$ 135,789	\$ 135,789	\$ 135,789	\$ -	\$ 644,996	\$ 644,996
15	Office Supplies/renting fee	\$ 7,890	\$ 7,890	\$ 7,890	\$ 15,780	\$ 15,780	\$ 15,780	\$ 15,780	\$ 15,780	\$ 15,780	\$ 10,520	\$ 10,520	\$ 10,520	\$ -	\$ 49,970	\$ 49,970
16	Building Maintenance Supplies and Repair	\$ 88,615	\$ 88,615	\$ 88,615	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 118,094	\$ 118,094	\$ 118,094	\$ -	\$ 561,171	\$ 561,171
17	Management/booking Fees	\$ 52,452	\$ 52,452	\$ 52,452	\$ 104,904	\$ 104,904	\$ 104,904	\$ 104,904	\$ 104,904	\$ 104,904	\$ 69,936	\$ 69,936	\$ 69,936	\$ -	\$ 332,196	\$ 332,196
18	Legal Fees	\$ 6,600	\$ 6,600	\$ 6,600	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 8,800	\$ 8,800	\$ 8,800	\$ -	\$ 41,800	\$ 41,800
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	Office Salaries-Desk Clerks	\$ 12,500	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	TOTAL OPERATING EXPENSES	\$ -	\$ 269,899	\$ 269,899	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 359,806	\$ 359,806	\$ -	\$ 1,709,300	\$ 1,709,300
37																
38	Other Expenses (not subject to indirect cost %)															
39	Rental of Property	\$ 344,050	\$ 344,050	\$ 344,050	\$ 688,100	\$ 688,100	\$ 688,100	\$ 688,100	\$ 688,100	\$ 688,100	\$ 458,733	\$ 458,733	\$ 458,733	\$ -	\$ 2,178,983	\$ 2,178,983
40	Office Salaries-Desk Clerks	\$ 81,223	\$ 81,223	\$ 81,223	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 108,297	\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409
41	Manager Salaries-Hotel Director/manager	\$ 42,000	\$ 42,000	\$ 42,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 56,000	\$ 56,000	\$ 56,000	\$ -	\$ 266,000	\$ 266,000
42	Janitor payroll	\$ 19,105	\$ 19,105	\$ 19,105	\$ 38,210	\$ 38,210	\$ 38,210	\$ 38,210	\$ 38,210	\$ 38,210	\$ 25,473	\$ 25,473	\$ 25,473	\$ -	\$ 120,998	\$ 120,998
43	Janitor Contract-Regular/Extra Services	\$ 20,000	\$ 20,000	\$ 20,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 26,667	\$ 26,667	\$ 26,667	\$ -	\$ 126,667	\$ 126,667
44	Repairs Payroll	\$ 24,960	\$ 24,960	\$ 24,960	\$ 49,920	\$ 49,920	\$ 49,920	\$ 49,920	\$ 49,920	\$ 49,920	\$ 33,280	\$ 33,280	\$ 33,280	\$ -	\$ 158,080	\$ 158,080
45	Benefits	\$ 36,378	\$ 36,378	\$ 36,378	\$ 72,755	\$ 72,755	\$ 72,755	\$ 72,755	\$ 72,755	\$ 72,755	\$ 48,503	\$ 48,503	\$ 48,503	\$ -	\$ 230,391	\$ 230,391
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48	TOTAL OTHER EXPENSES	\$ -	\$ 567,715	\$ 567,715	\$ -	\$ 1,135,430	\$ 1,135,430	\$ -	\$ 1,135,430	\$ 1,135,430	\$ -	\$ 756,953	\$ 756,953	\$ -	\$ 2,694,121	\$ 3,595,528
49																
50	Capital Expenses															
51		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
59	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60																
61	HSH #3															Template last modified 1/22/2020

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE	Fiscal Year					Fiscal Term Start	Fiscal Term End
2	Crosby - Property Management	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective				7/1/2020	6/30/2021
50	Operating Expenses	Budgeted Expense	Justification		Calculation			
51								
52	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 101,842	Utilities (electricity, water, gas, telephone and scavenger service);		=\$101,842/6 =\$16,974 per month			
	Office Supplies/renting fee	\$ 7,890	PM office supplies are including on site supplies, postage/copiers, payroll expenses		=\$7,890/6 =\$1,315 per month			
54	Building Maintenance Supplies and Repair	\$ 88,615	staffing training, computer tech and supplies, as well as Cable TV and tenant background check estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, ect.		=\$88,615/6 =\$14,769 per month			
57	Management/booking Fees	\$ 52,452	Property management (126 Units) @ \$ 61.00 PUPM, and bookkeeping fees \$ 9.50		=\$53,452/6 =\$8,742 per month			
58	Legal Fees	\$ 6,600	property management legal expenses and credit report		=\$6,600/6 =\$1,100 per month			
60	Office Salaries-Desk Clerks	\$ 12,500	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage only \$25K allows indirect cost		=\$12,500/6 =\$2,083 per month			
72								
75								
76	TOTAL OPERATING EXPENSES	\$ 269,899						
77	Indirect Cost	12.0%	\$ 32,388					
78								
79								
80	Other Expenses (not subject to indirect cost %)	Amount	Justification		Calculation			
81	Rental of Property	\$ 344,050	The lease is written for 126 units including office		=\$344,050/6 =\$57,342 per month			
82	Office Salaries-Desk Clerks	\$ 81,223	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage		=\$81,223/6 =\$13,537 per month			
83	Manager Salaries-Hotel Director/manager	\$ 42,000	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility		=\$42,000/6 =\$7,000 per month			
84	Janitor payroll	\$ 19,105	Responsible for building cleaning up, includes holidays/overtime coverage		=\$19,105/6 =\$3,184 per month			
85	Janitor Contract-Regular/Extra Services	\$ 20,000	Responsible for building cleaning up, place trash bins		=\$20,000/6 =\$3,333 per month			
86	Repairs Payroll	\$ 24,960	Responsible for repair and maintenance of the building		=\$24,960/6 =\$4,160 per month			
87	Benefits	\$ 36,378	% based from personnel from above		=\$36,378/6 =\$6,063 per month			
93								
94	TOTAL OTHER EXPENSES	\$ 567,715						
162								
163								
164								
165								
166								
167								
168								
169								
170								
171								
172								
173								
174								

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B. BUDGET																		
3	Document Date 10/20/2020																		
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Crosby - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 1,896,450	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
					Year 1			Year 2			Year 3			Year 4			All Years		
		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
		New		New	New		New		New		New		New	New		New		New	
19	Expenditures																		
20	Salaries & Benefits	\$ -	\$ 247,451	\$ 247,451	\$ -	\$ 494,903	\$ 494,903	\$ -	\$ 494,903	\$ 494,903	\$ -	\$ 329,935	\$ 329,935	\$ -	\$ 1,567,191	\$ 1,567,191			
21	Operating Expense	\$ -	\$ 19,906	\$ 19,906	\$ -	\$ 39,811	\$ 39,811	\$ -	\$ 39,811	\$ 39,811	\$ -	\$ 26,541	\$ 26,541	\$ -	\$ 126,068	\$ 126,068			
22	Subtotal	\$ -	\$ 267,357	\$ 267,357	\$ -	\$ 534,714	\$ 534,714	\$ -	\$ 534,714	\$ 534,714	\$ -	\$ 356,476	\$ 356,476	\$ -	\$ 1,693,259	\$ 1,693,259			
23	Indirect Percentage	12.00%		12.00%	12.00%		12.00%		12.00%		12.00%		12.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 32,083	\$ 32,083	\$ -	\$ 64,166	\$ 64,166	\$ -	\$ 64,166	\$ 64,166	\$ -	\$ 42,777	\$ 42,777	\$ -	\$ 203,191	\$ 203,191			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ -	\$ 299,440	\$ 299,440	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 399,253	\$ 399,253	\$ -	\$ 1,896,450	\$ 1,896,450			
29																			
30	SHS Revenues (select)																		
31	CNC Fund	\$ -	\$ 299,440	\$ 299,440	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 399,253	\$ 399,253	\$ -	\$ 1,896,450	\$ 1,896,450			
32	Additional GF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 299,440	\$ 299,440	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 399,253	\$ 399,253	\$ -	\$ 1,896,450	\$ 1,896,450			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48																			
49	Total HSH + Other Revenues	\$ -	\$ 299,440	\$ 299,440	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 399,253	\$ 399,253	\$ -	\$ 1,896,450	\$ 1,896,450			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51																			
52																			
53	Prepared by	Bobby McCarthy																	
54	Phone	628.652.7770																	
55	Email	robert.j.mccarthy@sfgov.org																	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																					
SALARY & BENEFIT DETAIL																					
Document Date		10/20/2020																			
Provider Name		Episcopal Community Services																			
Program		Housing First Hotels CNC																			
FSP Contract ID#		1000019778																			
Budget Name		Crosby - Suppo																			
POSITION TITLE	Year 1								Year 2						Year 3						
	Agency Totals		For HSH Funded Program		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023		
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary		
Ullom, Kristin-Support Services Manager (SS)	\$ 78,797	1.00	91%	0.91	\$ 35,853	\$ 35,853	\$ 78,797	1.00	91%	0.91	\$ 71,705	\$ 71,705	\$ 78,797	1.00	91%	0.91	\$ 78,797	1.00	91%		
Swenson, Phil-Case Mgr III (SS)	\$ 71,092	1.00	90%	0.90	\$ 31,991	\$ 31,991	\$ 71,092	1.00	90%	0.90	\$ 63,983	\$ 63,983	\$ 71,092	1.00	90%	0.90	\$ 71,092	1.00	90%		
OPEN-Case Manager III (SS)	\$ 54,709	1.00	90%	0.90	\$ 24,637	\$ 24,637	\$ 54,709	1.00	90%	0.90	\$ 49,273	\$ 49,273	\$ 54,709	1.00	90%	0.90	\$ 54,709	1.00	90%		
Megan Marie Kolda-Case Mgr III (SS)	\$ 56,131	1.00	91%	0.91	\$ 25,540	\$ 25,540	\$ 56,131	1.00	91%	0.91	\$ 51,079	\$ 51,079	\$ 56,131	1.00	91%	0.91	\$ 56,131	1.00	91%		
Karlos Barlow-Case Manager III (SS)	\$ 69,140	1.00	90%	0.90	\$ 31,113	\$ 31,113	\$ 69,140	1.00	90%	0.90	\$ 62,226	\$ 62,226	\$ 69,140	1.00	90%	0.90	\$ 69,140	1.00	90%		
Ecker, Scott Housing Srvc Director	\$ 135,792	1.00	6.49%	0.06	\$ 4,403	\$ 4,403	\$ 135,792	1.00	6.49%	0.06	\$ 8,807	\$ 8,807	\$ 135,792	1.00	6.49%	0.06	\$ 135,792	1.00	6.49%		
Brown, Shelly-Direct Support for Housing Srvc Director	\$ 94,332	1.00	12.86%	0.13	\$ 6,066	\$ 6,066	\$ 94,332	1.00	12.86%	0.13	\$ 12,132	\$ 12,132	\$ 94,332	1.00	12.86%	0.13	\$ 94,332	1.00	12.86%		
Holmes, Maggie-Project manager	\$ 84,296	1.00	15.03%	0.15	\$ 6,335	\$ 6,335	\$ 84,296	1.00	15.03%	0.15	\$ 12,670	\$ 12,670	\$ 84,296	1.00	15.03%	0.15	\$ 84,296	1.00	15.03%		
Pocock, Liz-Director/Hsg Dev & Asset Mgmt	\$ 144,196	1.00	1.44%	0.01	\$ 1,038	\$ 1,038	\$ 144,196	1.00	1.44%	0.01	\$ 2,076	\$ 2,076	\$ 144,196	1.00	1.44%	0.01	\$ 144,196	1.00	1.44%		
Sambolin, Irving-Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06	\$ 2,025	\$ 2,025	\$ 63,016	1.00	6.43%	0.06	\$ 4,049	\$ 4,049	\$ 63,016	1.00	6.43%	0.06	\$ 63,016	1.00	6.43%		
OPEN-Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06	\$ 1,620	\$ 1,620	\$ 50,425	1.00	6.43%	0.06	\$ 3,240	\$ 3,240	\$ 50,425	1.00	6.43%	0.06	\$ 50,425	1.00	6.43%		
Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6.43%	0.06	\$ 2,088	\$ 2,088	\$ 64,999	1.00	6.43%	0.06	\$ 4,177	\$ 4,177	\$ 64,999	1.00	6.43%	0.06	\$ 64,999	1.00	6.43%		
OPEN-Clinical Services Mgr	\$ 78,900	1.00	3.21%	0.03	\$ 1,268	\$ 1,268	\$ 78,900	1.00	3.21%	0.03	\$ 2,535	\$ 2,535	\$ 78,900	1.00	3.21%	0.03	\$ 78,900	1.00	3.21%		
OPEN-Director of Impact & Analytics	\$ 116,640	1.00	2.07%	0.02	\$ 1,207	\$ 1,207	\$ 116,640	1.00	2.07%	0.02	\$ 2,414	\$ 2,414	\$ 116,640	1.00	2.07%	0.02	\$ 116,640	1.00	2.07%		
Tarzon, Mary-Director of Healthy Aging	\$ 120,235	1.00	1.35%	0.01	\$ 812	\$ 812	\$ 120,235	1.00	1.35%	0.01	\$ 1,623	\$ 1,623	\$ 120,235	1.00	1.35%	0.01	\$ 120,235	1.00	1.35%		
					\$ -	\$ -					\$ -	\$ -									
TOTAL SALARIES					\$ -	\$ 175,995	\$ 175,995	TOTAL SALARIES					\$ -	\$ 351,991	\$ 351,991	TOTAL SALARIES					\$ -
TOTAL FTE					5.14					TOTAL FTE					5.14						
FRINGE BENEFIT RATE					40.60%					FRINGE BENEFIT RATE					40.60%						
EMPLOYEE FRINGE BENEFITS					\$ -	\$ 71,456	\$ 71,456	EMPLOYEE FRINGE BENEFITS					\$ -	\$ 142,912	\$ 142,912	EMPLOYEE FRINGE BENEFITS					\$ -
TOTAL SALARIES & BENEFITS					\$ -	\$ 247,451	\$ 247,451	TOTAL SALARIES & BENEFITS					\$ -	\$ 494,903	\$ 494,903	TOTAL SALARIES & BENEFITS					\$ -

	A	B	C	D	E	U	V	W	X	Y	Z	AA	AB	AC	BT	BU	BV																																																																																																						
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9	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="4">POSITION TITLE</th> <th colspan="6">Yea</th> <th colspan="6">Year 4</th> <th colspan="3">All Years</th> </tr> <tr> <th colspan="2">Agency Totals</th> <th colspan="2">For HSH Funded Program</th> <th>7/1/2022 - 6/30/2023</th> <th>7/1/2022 - 6/30/2023 New</th> <th colspan="2">Agency Totals</th> <th colspan="2">For HSH Funded Program</th> <th>7/1/2023 - 2/29/2024</th> <th>7/1/2023 - 2/29/2024</th> <th>7/1/2023 - 2/29/2024</th> <th>1/1/2021 - 2/29/2024</th> <th>1/1/2021 - 2/29/2024</th> <th>1/1/2021 - 2/29/2024</th> </tr> <tr> <th rowspan="2">Annual Full Time Salary (for 1.00 FTE)</th> <th rowspan="2">Position FTE</th> <th rowspan="2">% FTE funded by this budget</th> <th rowspan="2">Adjusted Budgeted FTE</th> <th rowspan="2">Change</th> <th rowspan="2">Budgeted Salary</th> <th rowspan="2">Annual Full Time Salary (for 1.00 FTE)</th> <th rowspan="2">Position FTE</th> <th rowspan="2">% FTE funded by this budget</th> <th rowspan="2">Adjusted Budgeted FTE</th> <th rowspan="2">Budgeted Salary</th> <th rowspan="2">Change</th> <th rowspan="2">Budgeted Salary</th> <th rowspan="2">Budgeted Salary</th> <th rowspan="2">Change</th> <th rowspan="2">Budgeted Salary</th> </tr> <tr> <th>New</th> <th>New</th> <th>New</th> <th>New</th> <th>New</th> </tr> </thead> </table>																	POSITION TITLE	Yea						Year 4						All Years			Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023 New	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	New	New	New	New	New																																																	
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12	Ullom, Kristin-Support Services Manager (SS) \$ 78,797 1.00 91% 0.91 \$ 71,705 \$ 71,705 \$ 78,797 1.00 91% 0.91 \$ 47,804 \$ 47,804 \$ - \$ 227,067 \$ 227,067																																																																																																																						
13	Swenson, Phil-Case Mgr III (SS) \$ 71,092 1.00 90% 0.90 \$ 63,983 \$ 63,983 \$ 71,092 1.00 90% 0.90 \$ 42,655 \$ 42,655 \$ - \$ 202,612 \$ 202,612																																																																																																																						
14	OPEN-Case Manager III (SS) \$ 54,709 1.00 90% 0.90 \$ 49,273 \$ 49,273 \$ 54,709 1.00 90% 0.90 \$ 32,849 \$ 32,849 \$ - \$ 156,031 \$ 156,031																																																																																																																						
15	Megan Marie Kolda-Case Mgr III (SS) \$ 56,131 1.00 91% 0.91 \$ 51,079 \$ 51,079 \$ 56,131 1.00 91% 0.91 \$ 34,053 \$ 34,053 \$ - \$ 161,751 \$ 161,751																																																																																																																						
16	Karlous Barlow-Case Manager III (SS) \$ 69,140 1.00 90% 0.90 \$ 62,226 \$ 62,226 \$ 69,140 1.00 90% 0.90 \$ 41,484 \$ 41,484 \$ - \$ 197,049 \$ 197,049																																																																																																																						
17	Ecker, Scott Housing Srvc Director \$ 135,792 1.00 6.49% 0.06 \$ 8,807 \$ 8,807 \$ 135,792 1.00 6.49% 0.06 \$ 5,871 \$ 5,871 \$ - \$ 27,889 \$ 27,889																																																																																																																						
18	Brown, Shelly-Direct Support for Housing Srvc Director \$ 94,332 1.00 12.86% 0.13 \$ 12,132 \$ 12,132 \$ 94,332 1.00 12.86% 0.13 \$ 8,088 \$ 8,088 \$ - \$ 38,418 \$ 38,418																																																																																																																						
19	Holmes, Maggie-Project manager \$ 84,296 1.00 15.03% 0.15 \$ 12,670 \$ 12,670 \$ 84,296 1.00 15.03% 0.15 \$ 8,446 \$ 8,446 \$ - \$ 40,121 \$ 40,121																																																																																																																						
20	Pocock, Liz-Director/Hsg Dev & Asset Mgmt \$ 144,196 1.00 1.44% 0.01 \$ 2,076 \$ 2,076 \$ 144,196 1.00 1.44% 0.01 \$ 1,384 \$ 1,384 \$ - \$ 6,575 \$ 6,575																																																																																																																						
21	Sambolin, Irving- Database Specialist & Compliance Monitor \$ 63,016 1.00 6.43% 0.06 \$ 4,049 \$ 4,049 \$ 63,016 1.00 6.43% 0.06 \$ 2,700 \$ 2,700 \$ - \$ 12,823 \$ 12,823																																																																																																																						
22	OPEN- Database Specialist & Compliance Monitor \$ 50,425 1.00 6.43% 0.06 \$ 3,240 \$ 3,240 \$ 50,425 1.00 6.43% 0.06 \$ 2,160 \$ 2,160 \$ - \$ 10,261 \$ 10,261																																																																																																																						
23	Tuvera, Desiree-Compliance Specialist \$ 64,999 1.00 6.43% 0.06 \$ 4,177 \$ 4,177 \$ 64,999 1.00 6.43% 0.06 \$ 2,785 \$ 2,785 \$ - \$ 13,227 \$ 13,227																																																																																																																						
24	OPEN-Clinical Services Mgr \$ 78,900 1.00 3.21% 0.03 \$ 2,535 \$ 2,535 \$ 78,900 1.00 3.21% 0.03 \$ 1,690 \$ 1,690 \$ - \$ 8,028 \$ 8,028																																																																																																																						
25	OPEN-Director of Impact & Analytics \$ 116,640 1.00 2.07% 0.02 \$ 2,414 \$ 2,414 \$ 116,640 1.00 2.07% 0.02 \$ 1,610 \$ 1,610 \$ - \$ 7,646 \$ 7,646																																																																																																																						
26	Tarzon, Mary-Director of Healthy Aging \$ 120,235 1.00 1.35% 0.01 \$ 1,623 \$ 1,623 \$ 120,235 1.00 1.35% 0.01 \$ 1,082 \$ 1,082 \$ - \$ 5,140 \$ 5,140																																																																																																																						
27																																																																																																																							
33	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="6">TOTAL SALARIES</td> <td>\$ 351,991</td> <td>\$ 351,991</td> <td colspan="6">TOTAL SALARIES</td> <td>\$ -</td> <td>\$ 234,661</td> <td>\$ 234,661</td> <td>\$ -</td> <td>\$ 1,114,637</td> <td>\$ 1,114,637</td> </tr> <tr> <td colspan="6">TOTAL FTE</td> <td>5.14</td> <td></td> <td colspan="6">TOTAL FTE</td> <td>5.14</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">FRINGE BENEFIT RATE</td> <td></td> <td>40.60%</td> <td colspan="6">FRINGE BENEFIT RATE</td> <td></td> <td>40.60%</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">EMPLOYEE FRINGE BENEFITS</td> <td>\$ 142,912</td> <td>\$ 142,912</td> <td colspan="6">EMPLOYEE FRINGE BENEFITS</td> <td>\$ -</td> <td>\$ 95,275</td> <td>\$ 95,275</td> <td>\$ -</td> <td>\$ 452,554</td> <td>\$ 452,554</td> </tr> <tr> <td colspan="6">TOTAL SALARIES & BENEFITS</td> <td>\$ 494,903</td> <td>\$ 494,903</td> <td colspan="6">TOTAL SALARIES & BENEFITS</td> <td>\$ -</td> <td>\$ 329,935</td> <td>\$ 329,935</td> <td>\$ -</td> <td>\$ 1,567,191</td> <td>\$ 1,567,191</td> </tr> </table>																	TOTAL SALARIES						\$ 351,991	\$ 351,991	TOTAL SALARIES						\$ -	\$ 234,661	\$ 234,661	\$ -	\$ 1,114,637	\$ 1,114,637	TOTAL FTE						5.14		TOTAL FTE						5.14							FRINGE BENEFIT RATE							40.60%	FRINGE BENEFIT RATE							40.60%						EMPLOYEE FRINGE BENEFITS						\$ 142,912	\$ 142,912	EMPLOYEE FRINGE BENEFITS						\$ -	\$ 95,275	\$ 95,275	\$ -	\$ 452,554	\$ 452,554	TOTAL SALARIES & BENEFITS						\$ 494,903	\$ 494,903	TOTAL SALARIES & BENEFITS						\$ -	\$ 329,935	\$ 329,935	\$ -	\$ 1,567,191	\$ 1,567,191
TOTAL SALARIES						\$ 351,991	\$ 351,991	TOTAL SALARIES						\$ -	\$ 234,661	\$ 234,661	\$ -	\$ 1,114,637	\$ 1,114,637																																																																																																				
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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Crosby - Support Services														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New	New	New	New	New	New	New	New	New	New	New	New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13		\$	-		\$	-		\$	-		\$	-		\$	-	\$
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 2,760	\$ 2,760	\$ 5,520	\$ 5,520	\$ 5,520	\$ 5,520	\$ 5,520	\$ 5,520	\$ 3,680	\$ 3,680	\$ 3,680	\$ 3,680	\$ -	\$ 17,480	\$ 17,480
15	Office Supplies/furnitures equipment	\$ 1,683	\$ 1,683	\$ 3,366	\$ 3,366	\$ 3,366	\$ 3,366	\$ 3,366	\$ 3,366	\$ 2,244	\$ 2,244	\$ 2,244	\$ 2,244	\$ -	\$ 10,659	\$ 10,659
16	Food and Food supplies	\$ 3,605	\$ 3,605	\$ 7,210	\$ 7,210	\$ 7,210	\$ 7,210	\$ 7,210	\$ 7,210	\$ 4,807	\$ 4,807	\$ 4,807	\$ 4,807	\$ -	\$ 22,832	\$ 22,832
17	Program Supplies	\$ 3,711	\$ 3,711	\$ 7,422	\$ 7,422	\$ 7,422	\$ 7,422	\$ 7,422	\$ 7,422	\$ 4,948	\$ 4,948	\$ 4,948	\$ 4,948	\$ -	\$ 23,503	\$ 23,503
18	Printing and Reproduction	\$ 1,792	\$ 1,792	\$ 3,583	\$ 3,583	\$ 3,583	\$ 3,583	\$ 3,583	\$ 3,583	\$ 2,389	\$ 2,389	\$ 2,389	\$ 2,389	\$ -	\$ 11,346	\$ 11,346
19	Insurance	\$ 4,599	\$ 4,599	\$ 9,198	\$ 9,198	\$ 9,198	\$ 9,198	\$ 9,198	\$ 9,198	\$ 6,132	\$ 6,132	\$ 6,132	\$ 6,132	\$ -	\$ 29,127	\$ 29,127
20	Staff Training/recruitment	\$ 1,406	\$ 1,406	\$ 2,812	\$ 2,812	\$ 2,812	\$ 2,812	\$ 2,812	\$ 2,812	\$ 1,875	\$ 1,875	\$ 1,875	\$ 1,875	\$ -	\$ 8,905	\$ 8,905
21	Licenses and fees	\$ 350	\$ 350	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 467	\$ 467	\$ 467	\$ 467	\$ -	\$ 2,217	\$ 2,217
22		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54																
55	TOTAL OPERATING EXPENSES	\$ -	\$ 19,906	\$ 19,906	\$ -	\$ 39,811	\$ 39,811	\$ -	\$ 39,811	\$ 39,811	\$ -	\$ 26,541	\$ 26,541	\$ -	\$ 126,068	\$ 126,068
56																
57	Other Expenses (not subject to indirect cost %)															
58		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
59		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70																
71	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72																
73	Capital Expenses															
74		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
75		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
81																
82	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83																
84	HSH #3															

	A	B	C	D	E	F	G	H		
1	BUDGET NARRATIVE	Fiscal Year					Fiscal Term Start	Fiscal Term End		
2	Crosby - Support Services	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective						7/1/2020	6/30/2021
3	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name				
3	Ullom, Kristin-Support Services Manager (S	0.91	\$ 35,853	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	= $\$35,853/6 = \$5,975$ per month	Ullom, Kristin-Support Services Manager (SS)		5975.439		
4	Swenson, Phil-Case Mgr III (SS)	0.90	\$ 31,991	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= $\$31,991/6 = \$5,332$ per month	Swenson, Phil-Case Mgr III (SS)				
5	OPEN-Case Manager III (SS)	0.90	\$ 24,637	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= $\$24,637/6 = \$4,106$ per month	OPEN-Case Manager III (SS)				
6	Megan Marie Kolda-Case Mgr III (SS)	0.91	\$ 25,540	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= $\$25,540/6 = \$4,256$ per month	Megan Marie Kolda-Case Mgr III (SS)				
7	Karlos Barlow-Case Manager III (SS)	0.90	\$ 31,113	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= $\$31,113/6 = \$5,185$ per month	Karlos Barlow-Case Manager III (SS)				
8	Ecker, Scott Housing Srvc Director	0.06	\$ 4,403	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	= $\$4,403/6 = \734 per month	Ecker, Scott Housing Srvc Director				
9	Brown, Shelly-Direct Support for Housing S	0.13	\$ 6,066	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	= $\$6,069/6 = \$1,012$ per month	Brown, Shelly-Direct Support for Housing Srvc Director				
10	Holmes, Maggie-Project manager	0.15	\$ 6,335	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	= $\$6,335/6 = \$1,056$ per month	Holmes, Maggie-Project manager				
11	Pocock, Liz-Director/Hsg Dev & Asset Mgr	0.01	\$ 1,038	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	= $\$1,038/6 = \173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt				
12	Sambolin, Irving- Database Specialist & Cc	0.06	\$ 2,025	Evaluates HSH contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures;	= $\$2,025/6 = \337 per month	Sambolin, Irving- Database Specialist & Compliance Monitor				
13	OPEN- Database Specialist & Compliance	0.06	\$ 1,620	provides staff training on department protocols and procedures;	= $\$1,620/6 = \270 per month	OPEN- Database Specialist & Compliance Monitor				
14	Tuvera, Desiree-Compliance Specialist	0.06	\$ 2,088	provides staff training on department protocols and procedures;	= $\$2,088/6 = \348 per month	Tuvera, Desiree-Compliance Specialist				
15	OPEN-Clinical Services Mgr	0.03	\$ 1,268	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	= $\$1,268/6 = \211 per month	OPEN-Clinical Services Mgr				
16	OPEN-Director of Impact & Analytics	0.02	\$ 1,207	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.	= $\$1,207/6 = \201 per month	OPEN-Director of Impact & Analytics				
17	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812	overall program direction and operations of CKSC as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence	= $\$812/6 = \135 per month	Tarzon, Mary-Director of Healthy Aging				
18	TOTAL	5.14	\$ 175,995							
28	Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.	= $\$71,456/6 = \$11,909$ per month					
29		40.60%	\$ 71,456							
30	Salaries & Benefits Total		\$ 247,451							
31										
32	Operating Expenses	Budgeted Expense		Justification	Calculation					
33										
34	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 2,760		Telecommunication, including Sonic and TPX	= $\$2,760/6 = \460 per month					
35	Office Supplies/furnitures equipment	\$ 1,683		Support Service office supplies for program staff including materials used with participants and computers	= $\$1,683/6 = \281 per month					
36	Food and Food supplies	\$ 3,605		Using the SF Food Bank, the food items will supplement resident's own arrangements	= $\$3,605/6 = \601 per month					
37	Program Supplies	\$ 3,711		Includes bus passes, program materials and snacks for resident activities,	= $\$3,711/6 = \619 per month					
38	Printing and Reproduction	\$ 1,792		leased copier	= $\$1,792/6 = \299 per month					
39	Insurance	\$ 4,599		liability and umbrella agency insurance prorated	= $\$4,599/6 = \767 per month					
40	Staff Training/recruitment	\$ 1,406		training and recruitment expenses, including meeting supplies and conference	= $\$1,406/6 = \234 per month					
41	Licenses and fees	\$ 350		Support Services licenses fee	= $\$350/6 = \58 per month					
42		\$ -								
43										
88	TOTAL OPERATING EXPENSES	\$ 19,906								
89	Indirect Cost	12.0%	\$ 2,389							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B. BUDGET																		
3	Document Date	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Elm - Property Management																	
13		Current	New																
14	Term Budget	\$ -	\$ 2,961,492																
15	Contingency	\$ -	\$ 2,821,364	12%															
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17		Year 1			Year 2			Year 3			Year 4			All Years					
18		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
19	Expenditures	New	New	New	New	New	New	New	New	New	New	New	New	New	New	New			
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
21	Operating Expense	\$ -	\$ 203,571	\$ 203,571	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 271,369	\$ 271,369	\$ -	\$ 1,289,223	\$ 1,289,223			
22	Subtotal	\$ -	\$ 203,571	\$ 203,571	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 271,369	\$ 271,369	\$ -	\$ 1,289,223	\$ 1,289,223			
23	Indirect Percentage	12.00%			12.00%			12.00%			12.00%			12.00%					
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 24,429	\$ 24,429	\$ -	\$ 48,857	\$ 48,857	\$ -	\$ 48,857	\$ 48,857	\$ -	\$ 32,564	\$ 32,564	\$ -	\$ 154,707	\$ 154,707			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 413,976	\$ 413,976	\$ -	\$ 827,951	\$ 827,951	\$ -	\$ 827,951	\$ 827,951	\$ -	\$ 551,967	\$ 551,967	\$ -	\$ 2,621,845	\$ 2,621,845			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ -	\$ 641,975	\$ 641,975	\$ -	\$ 1,283,950	\$ 1,283,950	\$ -	\$ 1,283,950	\$ 1,283,950	\$ -	\$ 855,900	\$ 855,900	\$ -	\$ 4,065,774	\$ 4,065,774			
29																			
30	SHS Revenues (select)																		
31	CNC Fund	\$ -	\$ 417,615	\$ 417,615	\$ -	\$ 835,229	\$ 835,229	\$ -	\$ 835,229	\$ 835,229	\$ -	\$ 556,819	\$ 556,819	\$ -	\$ 2,644,892	\$ 2,644,892			
32	Additional GF	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 66,600	\$ 66,600	\$ -	\$ 316,600	\$ 316,600			
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 467,615	\$ 467,615	\$ -	\$ 935,229	\$ 935,229	\$ -	\$ 935,229	\$ 935,229	\$ -	\$ 623,419	\$ 623,419	\$ -	\$ 2,961,492	\$ 2,961,492			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income	\$ -	\$ 171,764	\$ 171,764	\$ -	\$ 343,528	\$ 343,528	\$ -	\$ 343,528	\$ 343,528	\$ -	\$ 229,019	\$ 229,019	\$ -	\$ 1,087,839	\$ 1,087,839			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44	Private revenue	\$ -	\$ 2,597	\$ 2,597	\$ -	\$ 5,193	\$ 5,193	\$ -	\$ 5,193	\$ 5,193	\$ -	\$ 3,462	\$ 3,462	\$ -	\$ 16,445	\$ 16,445			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ 174,361	\$ 174,361	\$ -	\$ 348,721	\$ 348,721	\$ -	\$ 348,721	\$ 348,721	\$ -	\$ 232,481	\$ 232,481	\$ -	\$ 1,104,283	\$ 1,104,283			
48																			
49	Total HSH + Other Revenues	\$ -	\$ 641,975	\$ 641,975	\$ -	\$ 1,283,950	\$ 1,283,950	\$ -	\$ 1,283,950	\$ 1,283,950	\$ -	\$ 855,900	\$ 855,900	\$ -	\$ 4,065,775	\$ 4,065,775			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51																			
52																			
53	Prepared by	Bobby McCarthy																	
54	Phone	628.652.7770																	
55	Email	robert.l.mccarthy@sfgov.org																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Elm - Property Management														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New		New		New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 69,506	\$ 69,506	\$ 69,506	\$ 139,011	\$ 139,011	\$ 139,011	\$ 139,011	\$ 139,011	\$ 139,011	\$ 92,674	\$ 92,674	\$ 92,674	\$ -	\$ 440,202	\$ 440,202
15	Office expenses/renting fee	\$ 6,710	\$ 6,710	\$ 6,710	\$ 13,420	\$ 13,420	\$ 13,420	\$ 13,420	\$ 13,420	\$ 13,420	\$ 8,947	\$ 8,947	\$ 8,947	\$ -	\$ 42,497	\$ 42,497
16	Building Maintenance Supplies and Repair	\$ 66,215	\$ 66,215	\$ 66,215	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 101,561	\$ 101,561	\$ 101,561	\$ -	\$ 472,638	\$ 472,638
17	Management/booking Fees	\$ 33,840	\$ 33,840	\$ 33,840	\$ 67,680	\$ 67,680	\$ 67,680	\$ 67,680	\$ 67,680	\$ 67,680	\$ 45,120	\$ 45,120	\$ 45,120	\$ -	\$ 214,320	\$ 214,320
18	Legal Fees	\$ 14,800	\$ 14,800	\$ 14,800	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	\$ 40,400	\$ 40,400
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 12,500	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
29		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30																
31																
32	TOTAL OPERATING EXPENSES	\$ -	\$ 203,571	\$ 203,571	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 271,369	\$ 271,369	\$ -	\$ 1,289,223	\$ 1,289,223
33																
34	Other Expenses (not subject to indirect cost %)															
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Rental of Property	\$ 213,346	\$ 213,346	\$ 213,346	\$ 426,691	\$ 426,691	\$ 426,691	\$ 426,691	\$ 426,691	\$ 426,691	\$ 284,461	\$ 284,461	\$ 284,461	\$ -	\$ 1,351,188	\$ 1,351,188
37	Office Salaries-Desk Clerks/contract	\$ 81,223	\$ 81,223	\$ 81,223	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 108,297	\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409
38	Manager Salaries-Hotel Director/manager	\$ 29,120	\$ 29,120	\$ 29,120	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 38,827	\$ 38,827	\$ 38,827	\$ -	\$ 184,427	\$ 184,427
39	Janitor Contract-Regular/Extra Services	\$ 30,000	\$ 30,000	\$ 30,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	\$ 190,000	\$ 190,000
40	Repairs Payroll	\$ 23,920	\$ 23,920	\$ 23,920	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 31,893	\$ 31,893	\$ 31,893	\$ -	\$ 151,493	\$ 151,493
41	Benefits	\$ 36,368	\$ 36,368	\$ 36,368	\$ 72,735	\$ 72,735	\$ 72,735	\$ 72,735	\$ 72,735	\$ 72,735	\$ 48,490	\$ 48,490	\$ 48,490	\$ -	\$ 230,328	\$ 230,328
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47																
48	TOTAL OTHER EXPENSES	\$ -	\$ 413,976	\$ 413,976	\$ -	\$ 827,951	\$ 827,951	\$ -	\$ 827,951	\$ 827,951	\$ -	\$ 551,967	\$ 551,967	\$ -	\$ 2,621,845	\$ 2,621,845
49																
50	Capital Expenses															
51		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52	Elevator Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58																
59	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60																
61	HSH #3															Template last modified 1/22/2020

	A	B	C	D	E	F	G	H		
1	BUDGET NARRATIVE	Fiscal Year					Fiscal Term Start	Fiscal Term End		
2	Elm - Property Management	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective						7/1/2020	6/30/2021
50	Operating Expenses	Budgeted Expense	Justification	Calculation						
52	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 69,506	Utilities (electricity, water, gas, telephone and scavenger service);	=\$69,506/6 =\$11,584 per month						
	Office expenses/renting fee	\$ 6,710	PM office supplies are including on site supplies, postage/copiers, payroll expenses staffing training, computer tech and supplies, as well as Cable TV and tenant background check/renting fee	=\$6,710/6 =\$1,118 per month						
54	Building Maintenance Supplies and Repair	\$ 66,215	estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, ect.	=\$76,215/6 =\$12,703 per month						
57	Management/booking Fees	\$ 33,840	Property management (86 Units) @ \$ 61.00 PUPM, and bookkeeping fees \$ 9.50 PUP	=\$33,840/6 =\$5,640 per month						
59	Legal Fees	\$ 14,800	property management legal expenses and credit report	=\$14,800/6 =\$2,467 per month						
61	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 12,500	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage only \$25K allows indirect cost	=\$12,500/6 =\$2,083 per month						
72										
77	TOTAL OPERATING EXPENSES	\$ 203,571								
78	Indirect Cost	12.0%	\$ 24,429							
79										
80										
81	Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation						
82										
83	Rental of Property	\$ 213,346	The lease is written for 86 units including at \$35,558 per month for 12 months	=\$213,346/6 =\$35,557 per month						
84	Office Salaries-Desk Clerks/contract	\$ 81,223	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage	=\$81,223/6 =\$13,537 per month						
	Manager Salaries-Hotel Director/manager	\$ 29,120	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	=\$29,120/6 =\$4,853 per month						
85										
87	Janitor Contract-Regular/Extra Services	\$ 30,000	Responsible for building cleaning up, place trash bins	=\$30,000/6 =\$5,000 per month						
88	Repairs Payroll	\$ 23,920	Responsible for repair and maintenance of the building	=\$23,920/6 =\$3,986 per month						
89	Benefits	\$ 36,368	% based from personnel from above	=\$36,368/6 =\$6,061 per month						
90										
96	TOTAL OTHER EXPENSES	\$ 413,976								
97										
98										
99	Capital Expenses	Amount	Justification	Calculation						
100		#N/A								
101	Elevator Repairs	\$ -								
107										
108	TOTAL CAPITAL EXPENSES	#N/A								
164										
165										
166										
167										
168										
169										
170										
171										
172										
173										
174										
175										
176										

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B. BUDGET																		
3	Document Date 10/20/2020																		
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Elm - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 1,253,832																
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To Exceed	\$ -	\$ 26,329,610																
					Year 1			Year 2			Year 3			Year 4			All Years		
		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
		New		New	New		New	New		New	New		New	New		New	New		New
19	Expenditures																		
20	Salaries & Benefits	\$ -	\$ 162,963	\$ 162,963	\$ -	\$ 325,926	\$ 325,926	\$ -	\$ 325,926	\$ 325,926	\$ -	\$ 217,284	\$ 217,284	\$ -	\$ 1,032,100	\$ 1,032,100	\$ -	\$ 1,032,100	\$ 1,032,100
21	Operating Expense	\$ -	\$ 13,800	\$ 13,800	\$ -	\$ 27,599	\$ 27,599	\$ -	\$ 27,599	\$ 27,599	\$ -	\$ 18,399	\$ 18,399	\$ -	\$ 87,397	\$ 87,397	\$ -	\$ 87,397	\$ 87,397
22	Subtotal	\$ -	\$ 176,763	\$ 176,763	\$ -	\$ 353,525	\$ 353,525	\$ -	\$ 353,525	\$ 353,525	\$ -	\$ 235,683	\$ 235,683	\$ -	\$ 1,119,496	\$ 1,119,496	\$ -	\$ 1,119,496	\$ 1,119,496
23	Indirect Percentage	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%					
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 21,212	\$ 21,212	\$ -	\$ 42,422	\$ 42,422	\$ -	\$ 42,422	\$ 42,422	\$ -	\$ 28,282	\$ 28,282	\$ -	\$ 134,338	\$ 134,338	\$ -	\$ 134,338	\$ 134,338
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures	\$ -	\$ 197,974	\$ 197,974	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 263,965	\$ 263,965	\$ -	\$ 1,253,832	\$ 1,253,832	\$ -	\$ 1,253,832	\$ 1,253,832
29																			
30	HSH Revenues (select)																		
31	CNC Fund	\$ -	\$ 197,974	\$ 197,974	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 263,965	\$ 263,965	\$ -	\$ 1,253,832	\$ 1,253,832	\$ -	\$ 1,253,832	\$ 1,253,832
32	Additional GF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ -	\$ 197,974	\$ 197,974	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 263,965	\$ 263,965	\$ -	\$ 1,253,832	\$ 1,253,832	\$ -	\$ 1,253,832	\$ 1,253,832
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48																			
49	Total HSH + Other Revenues	\$ -	\$ 197,974	\$ 197,974	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 263,965	\$ 263,965	\$ -	\$ 1,253,832	\$ 1,253,832	\$ -	\$ 1,253,832	\$ 1,253,832
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
53	Prepared by	Bobby McCarthy																	
54	Phone	628.652.7770																	
55	Email	robert.j.mccarthy@sfgov.org																	

	A	B	C	D	E	U	V	W	X	Y	Z	AA	AB	AC	BT	BU	BV		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	SALARY & BENEFIT DETAIL																		
3	Document Date 10/20/2020																		
4	Provider Name Episcopal Community Services																		
5	Program Housing First Hotels CNC																		
6	FSP Contract ID# 1000019778																		
7	Budget Name Elm - Support S																		
8																			
9	POSITION TITLE	Yea					Year 4					All Years							
10		Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024		
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary		
12	Bussey, Keith-Support Services Manager	\$ 83,482	1.00	46%	0.46	\$ 37,984	\$ 37,984	\$ 83,482	1.00	46%	0.46	\$ 25,323	\$ 25,323	\$ -	\$ 120,284	\$ 120,284			
13	Susan Stone-Asst. Support Service Manager	\$ 69,436	1.00	91%	0.91	\$ 63,187	\$ 63,187	\$ 69,436	1.00	91%	0.91	\$ 42,125	\$ 42,125	\$ -	\$ 200,091	\$ 200,091			
14	Quant-Lumbi, Maria- Case Mgr III, Bilingual	\$ 58,529	1.00	90%	0.90	\$ 52,676	\$ 52,676	\$ 58,529	1.00	90%	0.90	\$ 35,117	\$ 35,117	\$ -	\$ 166,808	\$ 166,808			
15	OPEN-Case Mgr III	\$ 53,776	1.00	45%	0.45	\$ 24,231	\$ 24,231	\$ 53,776	1.00	45%	0.45	\$ 16,154	\$ 16,154	\$ -	\$ 76,732	\$ 76,732			
16	Ecker, Scott Housing Srvc Director	\$ 135,792	1.00	6.49%	0.06	\$ 8,807	\$ 8,807	\$ 135,792	1.00	6.49%	0.06	\$ 5,871	\$ 5,871	\$ -	\$ 27,889	\$ 27,889			
17	Hamilton, Travis-Direct Support for Housing Srvc Director	\$ 94,383	1.00	12.86%	0.13	\$ 12,139	\$ 12,139	\$ 94,383	1.00	12.86%	0.13	\$ 8,092	\$ 8,092	\$ -	\$ 38,439	\$ 38,439			
18	Holmes, Maggie-Project manager	\$ 84,296	1.00	15.03%	0.15	\$ 12,670	\$ 12,670	\$ 84,296	1.00	15.03%	0.15	\$ 8,446	\$ 8,446	\$ -	\$ 40,121	\$ 40,121			
19	Pocock, Liz-Director/Hsq Dev & Asset Mgmt	\$ 144,196	1.00	1.44%	0.01	\$ 2,076	\$ 2,076	\$ 144,196	1.00	1.44%	0.01	\$ 1,384	\$ 1,384	\$ -	\$ 6,575	\$ 6,575			
20	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06	\$ 4,049	\$ 4,049	\$ 63,016	1.00	6.43%	0.06	\$ 2,700	\$ 2,700	\$ -	\$ 12,823	\$ 12,823			
21	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06	\$ 3,240	\$ 3,240	\$ 50,425	1.00	6.43%	0.06	\$ 2,160	\$ 2,160	\$ -	\$ 10,261	\$ 10,261			
22	Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6.43%	0.06	\$ 4,177	\$ 4,177	\$ 64,999	1.00	6.43%	0.06	\$ 2,785	\$ 2,785	\$ -	\$ 13,227	\$ 13,227			
23	OPEN-Clinical Services Mgr	\$ 78,900	1.00	3.21%	0.03	\$ 2,535	\$ 2,535	\$ 78,900	1.00	3.21%	0.03	\$ 1,690	\$ 1,690	\$ -	\$ 8,028	\$ 8,028			
24	OPEN-Director of Impact & Analytics	\$ 116,640	1.00	2.07%	0.02	\$ 2,414	\$ 2,414	\$ 116,640	1.00	2.07%	0.02	\$ 1,610	\$ 1,610	\$ -	\$ 7,646	\$ 7,646			
25	Tarzon, Mary-Director of Healthy Aging	\$ 120,235	1.00	1.36%	0.01	\$ 1,623	\$ 1,623	\$ 120,235	1.00	1.36%	0.01	\$ 1,082	\$ 1,082	\$ -	\$ 5,140	\$ 5,140			
26						\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -			
27						\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -			
28						\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -			
29						\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -			
30						\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -			
31						\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -			
32						\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -			
33		TOTAL SALARIES					\$ 231,809	\$ 231,809	TOTAL SALARIES					\$ -	\$ 154,540	\$ 154,540	\$ -	\$ 734,063	\$ 734,063
34		TOTAL FTE					3.33		TOTAL FTE					3.33					
35		FRINGE BENEFIT RATE						40.60%	FRINGE BENEFIT RATE					40.60%	40.60%				
36		EMPLOYEE FRINGE BENEFITS					\$ 94,117	\$ 94,117	EMPLOYEE FRINGE BENEFITS					\$ -	\$ 62,745	\$ 62,745	\$ -	\$ 298,037	\$ 298,037
37		TOTAL SALARIES & BENEFITS					\$ 325,926	\$ 325,926	TOTAL SALARIES & BENEFITS					\$ -	\$ 217,284	\$ 217,284	\$ -	\$ 1,032,100	\$ 1,032,100
38																			
39																			
40																			

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH															
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																														
2	OPERATING DETAIL																														
3	Document Date	10/20/2020																													
4	Provider Name	Episcopal Community Services																													
5	Program	Housing First Hotels CNC																													
6	FSP Contract ID#	1000019778																													
7	Budget Name	Elm - Support Services																													
8																															
9		Year 1			Year 2			Year 3			Year 4			All Years																	
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024															
11		New	New	New	New	New	New	New	New	New	New	New	New	New	Modification	New															
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense															
13		\$	-		\$	-		\$	-		\$	-		\$	-	\$															
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$	2,760	\$	2,760	\$	5,520	\$	5,520	\$	5,520	\$	5,520	\$	3,680	\$	3,680	\$	-	\$	17,480	\$	17,480								
15	Office Supplies/furnitures equipment	\$	950	\$	950	\$	1,900	\$	1,900	\$	1,900	\$	1,900	\$	1,267	\$	1,267	\$	-	\$	6,017	\$	6,017								
16	Food and Food supplies	\$	3,125	\$	3,125	\$	6,250	\$	6,250	\$	6,250	\$	6,250	\$	4,167	\$	4,167	\$	-	\$	19,792	\$	19,792								
17	Program Supplies	\$	1,550	\$	1,550	\$	3,100	\$	3,100	\$	3,100	\$	3,100	\$	2,067	\$	2,067	\$	-	\$	9,817	\$	9,817								
18	Printing and Reproduction	\$	1,247	\$	1,247	\$	2,493	\$	2,493	\$	2,493	\$	2,493	\$	1,662	\$	1,662	\$	-	\$	7,895	\$	7,895								
19	Insurance	\$	3,200	\$	3,200	\$	6,400	\$	6,400	\$	6,400	\$	6,400	\$	4,267	\$	4,267	\$	-	\$	20,267	\$	20,267								
20	Staff Training/recruitment	\$	738	\$	738	\$	1,476	\$	1,476	\$	1,476	\$	1,476	\$	984	\$	984	\$	-	\$	4,674	\$	4,674								
21	Licenses and fees	\$	230	\$	230	\$	460	\$	460	\$	460	\$	460	\$	307	\$	307	\$	-	\$	1,457	\$	1,457								
22		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
23		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
42	Consultants	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
43		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
54	Subcontractors	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
55		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
67																															
68	TOTAL OPERATING EXPENSES	\$	-	\$	13,800	\$	13,800	\$	-	\$	27,599	\$	27,599	\$	-	\$	27,599	\$	27,599	\$	-	\$	18,399	\$	18,399	\$	-	\$	87,397	\$	87,397
69																															
70	Other Expenses (not subject to indirect cost %)																														
71		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
83																															
84	TOTAL OTHER EXPENSES	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
85																															
86	Capital Expenses																														
87		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
88		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
94																															
95	TOTAL CAPITAL EXPENSES	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
96																															
97	HS#3																														

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE	Fiscal Year					Fiscal Term Start	Fiscal Term End
2	Elim - Support Services	FY20-21		<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective			7/1/2020	6/30/2021
3		<u>Adjusted Budgeted</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>		
	Salaries & Benefits	FTE	Salary					
3	Bussey, Keith-Support Services Manager	0.46	\$ 18,992	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff, coordinates and leads partner efforts.	= $\$18,992/6 = \$3,165$ per month	Bussey, Keith-Support Services Manager		
4	Susan Stone-Asst. Support Service Manag	0.91	\$ 31,593	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff, coordinates and leads partner efforts.	= $\$31,593/6 = \$5,265$ per month	Susan Stone-Asst. Support Service Manager		
5	Quant-Lumbi, Maria- Case Mgr III, Bilingua	0.90	\$ 26,338	Carries resident caseload, supporting clients in their efforts to retain housing and achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= $\$26,338/6 = \$4,389$ per month	Quant-Lumbi, Maria- Case Mgr III, Bilingual		
6	OPEN-Case Mgr III	0.45	\$ 12,116	Carries resident caseload, supporting clients in their efforts to retain housing and achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= $\$12,116/6 = \$2,019$ per month	OPEN-Case Mgr III		
7	Ecker, Scott Housing Srvc Director	0.06	\$ 4,403	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	= $\$4,403/6 = \734 per month	Ecker, Scott Housing Srvc Director		
8	Hamilton, Travis-Direct Support for Housin	0.13	\$ 6,069	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	= $\$6,069/6 = \$1,012$ per month	Hamilton, Travis-Direct Support for Housing Srvc Director		
9	Holmes, Maggie-Project manager	0.15	\$ 6,335	develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	= $\$6,335/6 = \$1,056$ per month	Holmes, Maggie-Project manager		
10	Pocock, Liz-Director/Hsg Dev & Asset Mgn	0.01	\$ 1,038	Evaluates HSH contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures;	= $\$1,038/6 = \173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		
11	Sambolin, Irving- Database Specialist & Cc	0.06	\$ 2,025	provides staff training on department protocols and procedures;	= $\$2,025/6 = \337 per month	Sambolin, Irving- Database Specialist & Compliance Monitor		
12	OPEN- Database Specialist & Compliance	0.06	\$ 1,620	provides staff training on department protocols and procedures;	= $\$1,620/6 = \270 per month	OPEN- Database Specialist & Compliance Monitor		
13	Tuvera, Desiree-Compliance Specialist	0.06	\$ 2,088	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	= $\$2,088/6 = \348 per month	Tuvera, Desiree-Compliance Specialist		
14	OPEN-Clinical Services Mgr	0.03	\$ 1,268	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.	= $\$1,268/6 = \211 per month	OPEN-Clinical Services Mgr		
15	OPEN-Director of Impact & Analytics	0.02	\$ 1,207	overall program direction and operations of CKSC as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence	= $\$1,207/6 = \201 per month	OPEN-Director of Impact & Analytics		
16	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812		= $\$812/6 = \135 per month	Tarzon, Mary-Director of Healthy Aging		
17	TOTAL	3.33	\$ 115,905					
23	Employee Fringe Benefits	40.60%	\$ 47,058	Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.				
24	Salaries & Benefits Total		\$ 162,963					
25								
26								
27	Operating Expenses	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>				
29	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,760	Telecommunication, including Sonic and TPX	= $\$2,760/6 = \460 per month				
30	Office Supplies/furnitures equipment	\$ 950	Support Service office supplies for program staff including materials used with participants and computers	= $\$950/6 = \158 per month				
31	Food and Food supplies	\$ 3,125	Using the SF Food Bank, the food items will supplement resident's own arrangements	= $\$3,125/6 = \521 per month				
32	Program Supplies	\$ 1,550	Includes bus passes, program materials and snacks for resident activities,	= $\$1,550/6 = \258 per month				
33	Printing and Reproduction	\$ 1,247	leased copier	= $\$1,247/6 = \208 per month				
34	Insurance	\$ 3,200	liability and umbrella agency insurance prorated	= $\$3,200/6 = \533 per month				
35	Staff Training/recruitment	\$ 738	training and recruitment expenses, including meeting suppliesand conference	= $\$738/6 = \123 per month				
36	Licenses and fees	\$ 230	Support Services licenses fee	= $\$230/6 = \38 per month				
64	TOTAL OPERATING EXPENSES	\$ 13,800						
65	Indirect Cost	12.0%	\$ 1,656					
150								
151								
152								
153								
154								
155								
156								
157								
158								
159								
160								
161								
162								

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B. BUDGET																		
3	Document Date	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Hillsdale - Property Management																	
13		Current	New																
14	Term Budget	\$ -	\$ 2,689,510																
15	Contingency	\$ -	\$ 2,821,364	12%															
16	Not-To-Exceed	\$ -	\$ 26,329,610																
					Year 1			Year 2			Year 3			Year 4			All Years		
		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
		New	New	New	New	New	New	New	New	New	New	New	New	New	New	New			
19	Expenditures																		
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Operating Expense	\$ -	\$ 185,080	\$ 185,080	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 246,715	\$ 246,715	\$ -	\$ 1,172,116	\$ 1,172,116	\$ -	\$ 1,172,116	\$ 1,172,116
22	Subtotal	\$ -	\$ 185,080	\$ 185,080	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 246,715	\$ 246,715	\$ -	\$ 1,172,116	\$ 1,172,116	\$ -	\$ 1,172,116	\$ 1,172,116
23	Indirect Percentage	12.00%		12.00%	12.00%		12.00%		12.00%		12.00%		12.00%		12.00%				
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 22,210	\$ 22,210	\$ -	\$ 44,419	\$ 44,419	\$ -	\$ 44,419	\$ 44,419	\$ -	\$ 29,606	\$ 29,606	\$ -	\$ 140,654	\$ 140,654	\$ -	\$ 140,654	\$ 140,654
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 398,503	\$ 398,503	\$ -	\$ 797,005	\$ 797,005	\$ -	\$ 797,005	\$ 797,005	\$ -	\$ 531,337	\$ 531,337	\$ -	\$ 2,523,849	\$ 2,523,849	\$ -	\$ 2,523,849	\$ 2,523,849
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures	\$ -	\$ 605,793	\$ 605,793	\$ -	\$ 1,211,585	\$ 1,211,585	\$ -	\$ 1,211,585	\$ 1,211,585	\$ -	\$ 807,657	\$ 807,657	\$ -	\$ 3,836,620	\$ 3,836,620	\$ -	\$ 3,836,620	\$ 3,836,620
29																			
30	HSH Revenues (select)																		
31	CNC Fund	\$ -	\$ 374,670	\$ 374,670	\$ -	\$ 749,340	\$ 749,340	\$ -	\$ 749,340	\$ 749,340	\$ -	\$ 499,560	\$ 499,560	\$ -	\$ 2,372,910	\$ 2,372,910	\$ -	\$ 2,372,910	\$ 2,372,910
32	Additional GF	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 66,600	\$ 66,600	\$ -	\$ 316,600	\$ 316,600	\$ -	\$ 316,600	\$ 316,600
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ -	\$ 424,670	\$ 424,670	\$ -	\$ 849,340	\$ 849,340	\$ -	\$ 849,340	\$ 849,340	\$ -	\$ 566,160	\$ 566,160	\$ -	\$ 2,689,510	\$ 2,689,510	\$ -	\$ 2,689,510	\$ 2,689,510
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income	\$ -	\$ 181,123	\$ 181,123	\$ -	\$ 362,245	\$ 362,245	\$ -	\$ 362,245	\$ 362,245	\$ -	\$ 241,497	\$ 241,497	\$ -	\$ 1,147,109	\$ 1,147,109	\$ -	\$ 1,147,109	\$ 1,147,109
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ 181,123	\$ 181,123	\$ -	\$ 362,245	\$ 362,245	\$ -	\$ 362,245	\$ 362,245	\$ -	\$ 241,497	\$ 241,497	\$ -	\$ 1,147,109	\$ 1,147,109	\$ -	\$ 1,147,109	\$ 1,147,109
48																			
49	Total HSH + Other Revenues	\$ -	\$ 605,793	\$ 605,793	\$ -	\$ 1,211,585	\$ 1,211,585	\$ -	\$ 1,211,585	\$ 1,211,585	\$ -	\$ 807,657	\$ 807,657	\$ -	\$ 3,836,619	\$ 3,836,619	\$ -	\$ 3,836,619	\$ 3,836,619
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
52																			
53	Prepared by	Bobby McCarthy																	
54	Phone	628.652.7770																	
55	Email	robert.j.mccarthy@sfgov.org																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Hillsdale - Property Managemen														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New	New	New	New	New	New	New	New	New	New	New	New	New	Modification	New
12		Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 53,230	\$ 53,230	\$ 53,230	\$ 106,460	\$ 106,460	\$ 106,460	\$ 106,460	\$ 106,460	\$ 106,460	\$ 70,973	\$ 70,973	\$ 70,973	\$ -	\$ 337,123	\$ 337,123
15	Office expenses/renting fee	\$ 6,610	\$ 6,610	\$ 6,610	\$ 13,220	\$ 13,220	\$ 13,220	\$ 13,220	\$ 13,220	\$ 13,220	\$ 8,813	\$ 8,813	\$ 8,813	\$ -	\$ 41,863	\$ 41,863
16	Building Maintenance Supplies and Repair	\$ 66,215	\$ 66,215	\$ 66,215	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 101,561	\$ 101,561	\$ 101,561	\$ -	\$ 472,638	\$ 472,638
17	Management/booking Fees	\$ 31,725	\$ 31,725	\$ 31,725	\$ 63,450	\$ 63,450	\$ 63,450	\$ 63,450	\$ 63,450	\$ 63,450	\$ 42,300	\$ 42,300	\$ 42,300	\$ -	\$ 200,925	\$ 200,925
18	Legal Fees	\$ 14,800	\$ 14,800	\$ 14,800	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	\$ 40,400	\$ 40,400
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Office Salaries-Desk Clerks /contract (first \$25k)	\$ 12,500	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
30		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33																
34	TOTAL OPERATING EXPENSES	\$ -	\$ 185,080	\$ 185,080	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 246,715	\$ 246,715	\$ -	\$ 1,172,116	\$ 1,172,116
35																
36	Other Expenses (not subject to indirect cost %)															
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	Rental of Property	\$ 194,910	\$ 194,910	\$ 194,910	\$ 389,820	\$ 389,820	\$ 389,820	\$ 389,820	\$ 389,820	\$ 389,820	\$ 259,880	\$ 259,880	\$ 259,880	\$ -	\$ 1,234,430	\$ 1,234,430
39	Office Salaries-Desk Clerks /contract	\$ 81,223	\$ 81,223	\$ 81,223	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 108,297	\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409
40	Manager Salaries-Hotel Director/manager	\$ 29,120	\$ 29,120	\$ 29,120	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 38,827	\$ 38,827	\$ 38,827	\$ -	\$ 184,427	\$ 184,427
41	Janitor payroll	\$ 18,367	\$ 18,367	\$ 18,367	\$ 36,733	\$ 36,733	\$ 36,733	\$ 36,733	\$ 36,733	\$ 36,733	\$ 24,489	\$ 24,489	\$ 24,489	\$ -	\$ 116,321	\$ 116,321
42	Janitor Contract-Regular/Extra Services	\$ 12,500	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
43	Repairs Payroll	\$ 23,920	\$ 23,920	\$ 23,920	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 31,893	\$ 31,893	\$ 31,893	\$ -	\$ 151,493	\$ 151,493
44	Benefits	\$ 38,464	\$ 38,464	\$ 38,464	\$ 76,927	\$ 76,927	\$ 76,927	\$ 76,927	\$ 76,927	\$ 76,927	\$ 51,285	\$ 51,285	\$ 51,285	\$ -	\$ 243,602	\$ 243,602
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49																
50	TOTAL OTHER EXPENSES	\$ -	\$ 398,503	\$ 398,503	\$ -	\$ 797,005	\$ 797,005	\$ -	\$ 797,005	\$ 797,005	\$ -	\$ 531,337	\$ 531,337	\$ -	\$ 2,523,849	\$ 2,523,849
51																
52	Capital Expenses															
53		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60																
61	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62																
63	HSH #3															

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE	Fiscal Year					Fiscal Term Start	Fiscal Term End
2	Hillsdale - Property Management	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective				7/1/2020	6/30/2021
50	Operating Expenses	Budgeted Expense	Justification	Calculation				
52	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 53,230	Utilities (electricity, water, gas, telephone and scavenger service);	=53,230/6 =\$8,872 per month				
	Office expenses/renting fee	\$ 6,610	PM office supplies are including on site supplies, postage/copiers, payroll expenses; staffing training, computer tech and supplies, as well as Cable TV and tenant background check/renting fee	=6,610/6 =\$1,101 per month				
54	Building Maintenance Supplies and Repair	\$ 66,215	estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, ect.	=\$76,215/6 =\$12,703 per month				
57	Management/booking Fees	\$ 31,725	Property management (84 Units) @ \$ 61.00 PUPM, and bookkeeping fees \$ 9.50 P	=\$31,725/6 =\$5,287 per month				
60	Legal Fees	\$ 14,800	property management legal expenses and credit report	=\$14,800/6 =\$2,467 per month				
69	Office Salaries-Desk Clerks /contract (first \$25k)	\$ 12,500	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage, only \$25K allows indirect cost	=\$12,500/6 =\$2,083 per month				
74	TOTAL OPERATING EXPENSES	\$ 185,080						
75	Indirect Cost	12.0%	\$ 22,210					
76								
77								
78	Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation				
79								
80	Rental of Property	\$ 194,910	The lease is written for 84 units at \$32,485 per month for 12 months	=\$194,910/6 =\$32,485 per month				
81	Office Salaries-Desk Clerks /contract	\$ 81,223	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage	=\$81,223/6 =\$13,537 per month				
82	Manager Salaries-Hotel Director/manager	\$ 29,120	Oversees housing site, prorated half time. Responsible for rent up the property with program director for insuring safety of participants and security of facility.	=\$29,120/6 =\$4,853 per month				
83	Janitor payroll	\$ 18,367	Responsible for building cleaning up, includes holidays/overtime coverage	=\$18,367/6 =\$3,061 per month				
85	Janitor Contract-Regular/Extra Services	\$ 12,500	Regular Services, place trash bins	=\$12,500/6 =\$2,083 per month				
86	Repairs Payroll	\$ 23,920	Responsible for repair and maintenance of the building	=\$23,920/6 =\$3,987 per month				
87	Benefits	\$ 38,464	% based from personnel from above	=\$38,464/6 =\$6,411 per month				
93	TOTAL OTHER EXPENSES	\$ 398,503						
161								
162								
163								
164								
165								
166								
167								
168								
169								
170								
171								
172								
173								

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B. BUDGET																		
3	Document Date 10/20/2020																		
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Hillsdale - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 1,160,802																
15	Contingency	\$ -	\$ 2,821,364	12%															
16	Not-To Exceed	\$ -	\$ 26,329,610																
17		Year 1			Year 2			Year 3			Year 4			All Years					
18		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
19	Expenditures	New		New	New		New	New		New	New		New	New		New			
20	Salaries & Benefits	\$ -	\$ 146,646	\$ 146,646	\$ -	\$ 293,293	\$ 293,293	\$ -	\$ 293,293	\$ 293,293	\$ -	\$ 195,529	\$ 195,529	\$ -	\$ 928,761	\$ 928,761			
21	Operating Expense	\$ -	\$ 17,001	\$ 17,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 22,667	\$ 22,667	\$ -	\$ 107,670	\$ 107,670			
22	Subtotal	\$ -	\$ 163,647	\$ 163,647	\$ -	\$ 327,294	\$ 327,294	\$ -	\$ 327,294	\$ 327,294	\$ -	\$ 218,196	\$ 218,196	\$ -	\$ 1,036,430	\$ 1,036,430			
23	Indirect Percentage	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%			
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 19,638	\$ 19,638	\$ -	\$ 39,275	\$ 39,275	\$ -	\$ 39,275	\$ 39,275	\$ -	\$ 26,184	\$ 26,184	\$ -	\$ 124,372	\$ 124,372			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ -	\$ 183,285	\$ 183,285	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 244,379	\$ 244,379	\$ -	\$ 1,160,802	\$ 1,160,802			
29																			
30	SHS Revenues (select)																		
31	CNC Fund	\$ 183,285	\$ 183,285	\$ 183,285	\$ 366,569	\$ 366,569	\$ 366,569	\$ 366,569	\$ 366,569	\$ 366,569	\$ 244,379	\$ 244,379	\$ 244,379	\$ 1,160,802	\$ 1,160,802	\$ 1,160,802			
32	Additional GF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 183,285	\$ 183,285	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 244,379	\$ 244,379	\$ -	\$ 1,160,802	\$ 1,160,802			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48																			
49	Total HSH + Other Revenues	\$ -	\$ 183,285	\$ 183,285	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 244,379	\$ 244,379	\$ -	\$ 1,160,802	\$ 1,160,802			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51																			
52																			
53	Prepared by	Bobby McCarthy																	
54	Phone	628.652.7770																	
55	Email	robert.j.mccarthy@sfgov.org																	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	
SALARY & BENEFIT DETAIL																	
Document Date 10/20/2020																	
Provider Name Episcopal Community Services																	
Program Housing First Hotels CNC																	
FSP Contract ID# 1000019778																	
Budget Name Hillsdale - Supp																	
POSITION TITLE	Yea						Year 4						All Years				
	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023 New	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
Burkle, Margaret-Support Services Manager	\$ 85,344	1.00	46%	0.46	\$ 38,832	\$ 38,832	\$ 85,344	1.00	46%	0.46		\$ 25,888	\$ 25,888	\$ -	\$ 122,966	\$ 122,966	
OPEN-Case Mgr III Masters	\$ 64,620	1.00	91%	0.91	\$ 58,804	\$ 58,804	\$ 64,620	1.00	91%	0.91		\$ 39,203	\$ 39,203	\$ -	\$ 186,213	\$ 186,213	
Hair, Ramona-Case Manager III	\$ 63,537	1.00	90%	0.90	\$ 57,239	\$ 57,239	\$ 63,537	1.00	90%	0.90		\$ 38,160	\$ 38,160	\$ -	\$ 181,258	\$ 181,258	
Ecker, Scott Housing Srvc Director	\$ 135,792	1.00	6.49%	0.06	\$ 8,807	\$ 8,807	\$ 135,792	1.00	6.49%	0.06		\$ 5,871	\$ 5,871	\$ -	\$ 27,889	\$ 27,889	
Brown, Shelly-Direct Support for Housing Srvc Director	\$ 94,332	1.00	12.86%	0.13	\$ 12,132	\$ 12,132	\$ 94,332	1.00	12.86%	0.13		\$ 8,088	\$ 8,088	\$ -	\$ 38,418	\$ 38,418	
Holmes, Maggie-Project manager	\$ 84,296	1.00	15.03%	0.15	\$ 12,670	\$ 12,670	\$ 84,296	1.00	15.03%	0.15		\$ 8,446	\$ 8,446	\$ -	\$ 40,121	\$ 40,121	
Pocock, Liz-Director/Hsq Dev & Asset Mgmt	\$ 144,196	1.00	1.44%	0.01	\$ 2,076	\$ 2,076	\$ 144,196	1.00	1.44%	0.01		\$ 1,384	\$ 1,384	\$ -	\$ 6,575	\$ 6,575	
Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06	\$ 4,049	\$ 4,049	\$ 63,016	1.00	6.43%	0.06		\$ 2,700	\$ 2,700	\$ -	\$ 12,823	\$ 12,823	
OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06	\$ 3,240	\$ 3,240	\$ 50,425	1.00	6.43%	0.06		\$ 2,160	\$ 2,160	\$ -	\$ 10,261	\$ 10,261	
Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6.43%	0.06	\$ 4,177	\$ 4,177	\$ 64,999	1.00	6.43%	0.06		\$ 2,785	\$ 2,785	\$ -	\$ 13,227	\$ 13,227	
OPEN-Clinical Services Mgr	\$ 78,900	1.00	3.21%	0.03	\$ 2,535	\$ 2,535	\$ 78,900	1.00	3.21%	0.03		\$ 1,690	\$ 1,690	\$ -	\$ 8,028	\$ 8,028	
OPEN-Director of Impact & Analytics	\$ 116,640	1.00	2.07%	0.02	\$ 2,414	\$ 2,414	\$ 116,640	1.00	2.07%	0.02		\$ 1,610	\$ 1,610	\$ -	\$ 7,646	\$ 7,646	
Tarzon, Mary-Director of Healthy Aging	\$ 120,235	1.00	1.35%	0.01	\$ 1,623	\$ 1,623	\$ 120,235	1.00	1.35%	0.01		\$ 1,082	\$ 1,082	\$ -	\$ 5,140	\$ 5,140	
					\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -	
					\$ 208,599	\$ 208,599						\$ -	\$ 139,066	\$ 139,066	\$ -	\$ 660,565	\$ 660,565
					TOTAL FTE	2.88											
					FRINGE BENEFIT RATE		40.60%					40.60%		40.60%			
					EMPLOYEE FRINGE BENEFITS	\$ 84,693	\$ 84,693					\$ -	\$ 56,462	\$ 56,462	\$ -	\$ 268,196	\$ 268,196
					TOTAL SALARIES & BENEFITS	\$ 293,293	\$ 293,293					\$ -	\$ 195,529	\$ 195,529	\$ -	\$ 928,761	\$ 928,761

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Hillsdale - Support Services														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New		New		New		New	New	Modification	New
12		Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Operating Expenses															
14	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ -	\$ 2,760	\$ 2,760	\$ -	\$ 5,520	\$ 5,520	\$ -	\$ 5,520	\$ 5,520	\$ -	\$ 3,680	\$ 3,680	\$ -	\$ 17,480	\$ 17,480
16	Office Supplies/furnitures equipment	\$ -	\$ 1,320	\$ 1,320	\$ -	\$ 2,640	\$ 2,640	\$ -	\$ 2,640	\$ 2,640	\$ -	\$ 1,760	\$ 1,760	\$ -	\$ 8,360	\$ 8,360
17	Food and Food supplies	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 5,333	\$ 5,333	\$ -	\$ 25,333	\$ 25,333
18	Program Supplies	\$ -	\$ 2,655	\$ 2,655	\$ -	\$ 5,309	\$ 5,309	\$ -	\$ 5,309	\$ 5,309	\$ -	\$ 3,539	\$ 3,539	\$ -	\$ 16,812	\$ 16,812
19	Printing and Reproduction	\$ -	\$ 1,789	\$ 1,789	\$ -	\$ 3,577	\$ 3,577	\$ -	\$ 3,577	\$ 3,577	\$ -	\$ 2,385	\$ 2,385	\$ -	\$ 11,327	\$ 11,327
20	Insurance	\$ -	\$ 3,334	\$ 3,334	\$ -	\$ 6,668	\$ 6,668	\$ -	\$ 6,668	\$ 6,668	\$ -	\$ 4,445	\$ 4,445	\$ -	\$ 21,115	\$ 21,115
21	Staff Training/recruitment	\$ -	\$ 974	\$ 974	\$ -	\$ 1,947	\$ 1,947	\$ -	\$ 1,947	\$ 1,947	\$ -	\$ 1,298	\$ 1,298	\$ -	\$ 6,166	\$ 6,166
22	Licenses and fees	\$ -	\$ 170	\$ 170	\$ -	\$ 340	\$ 340	\$ -	\$ 340	\$ 340	\$ -	\$ 227	\$ 227	\$ -	\$ 1,077	\$ 1,077
23		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30	TOTAL OPERATING EXPENSES	\$ -	\$ 17,001	\$ 17,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 22,667	\$ 22,667	\$ -	\$ 107,670	\$ 107,670
31																
32	Other Expenses (not subject to indirect cost %)															
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36																
37	Capital Expenses															
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41																
42	HSH #3															

Template last modified 1/22/2020

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE	Fiscal Year					Fiscal Term Start	Fiscal Term End
2	Hillsdale - Support Services	FY20-21		<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective			7/1/2020	6/30/2021
		<u>Adjusted</u>	<u>Budgeted</u>					
		<u>Budgeted</u>	<u>Salary</u>					
3	Salaries & Benefits	FTE	Salary	Justification	Calculation	Employee Name		
4	Burkle, Margaret-Support Services Manager	0.46	\$ 19,416	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	=\$19,416/6 = \$3,236 per month	Burkle, Margaret-Support Services Manager		
5	OPEN-Case Mgr III Masters	0.91	\$ 29,402	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	=\$29,402/6 = \$4,900 per month	OPEN-Case Mgr III Masters		
6	Hair, Ramona-Case Manager III	0.90	\$ 28,620	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	=\$28,620/6 = \$4,770 per month	Hair, Ramona-Case Manager III		
7	Ecker, Scott Housing Srvc Director	0.06	\$ 4,403	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	=\$4,403/6 = \$734 per month	Ecker, Scott Housing Srvc Director		
8	Brown, Shelly-Direct Support for Housing Sr	0.13	\$ 6,066	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	=\$6,069/6 = \$1,012 per month	Brown, Shelly-Direct Support for Housing Srvc Director		
9	Holmes, Maggie-Project manager	0.15	\$ 6,335	developes strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	=\$6,335/6 = \$1,056 per month	Holmes, Maggie-Project manager		
10	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	0.01	\$ 1,038	developes strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	=\$1,038/6 = \$173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		
11	Sambolin, Irving- Database Specialist & Con	0.06	\$ 2,025	Evaluates HSH contract compliance; conducts resident chart reviews;	=\$2,025/6 = \$337 per month	Sambolin, Irving- Database Specialist & Compliance Monitor		
12	OPEN- Database Specialist & Compliance I	0.06	\$ 1,620	provides staff training on department protocols and procedures;	=\$1,620/6 = \$270 per month	OPEN- Database Specialist & Compliance Monitor		
13	Tuvera, Desiree-Compliance Specialist	0.06	\$ 2,088	provides staff training on department protocols and procedures;	=\$2,088/6 = \$348 per month	Tuvera, Desiree-Compliance Specialist		
14	OPEN-Clinical Services Mgr	0.03	\$ 1,268	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	=\$1,268/6 = \$211 per month	OPEN-Clinical Services Mgr		
15	OPEN-Director of Impact & Analytics	0.02	\$ 1,207	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.	=\$1,207/6 = \$201 per month	OPEN-Director of Impact & Analytics		
16	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812	overall program direction and operations of CKSC as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence	=\$812/6 = \$135per month	Tarzon, Mary-Director of Healthy Aging		
20	TOTAL	2.88	\$ 104,300					
21	Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.	=\$42,347/6 = \$7,058 per month			
22	Salaries & Benefits Total		\$ 146,646					
23								
24	Operating Expenses	Budgeted	Expense	Justification	Calculation			
26	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$	2,760	Telecommunication, including Sonic and TPX	=\$2,760/6 = \$460 per month			
27	Office Supplies/furnitures equipment	\$	1,320	Support Service office supplies for program staff including materials used with participants and computers	=\$1,320/6 = \$220 per month			
28	Food and Food supplies	\$	4,000	Using the SF Food Bank, the food items will supplement resident's own arrangeme	=\$4,000/6 = \$667 per month			
29	Program Supplies	\$	2,655	Includes bus passes, program materials and snacks for resident activities,	=\$2,655/6 = \$442 per month			
30	Printing and Reproduction	\$	1,789	leased copier	=\$1,789/6 = \$298 per month			
31	Insurance	\$	3,334	liability and umbrella agency insurance prorated	=\$3,334/6 = \$556 per month			
32	Staff Training/recruitment	\$	974	training and recruitment expenses, including meeting suppliesand conference	=\$974/6 = \$162 per month			
33	Licenses and fees	\$	170	Support Services licenses fee	=\$170/6 = \$28 per month			
60	TOTAL OPERATING EXPENSES		\$ 17,001					
61	Indirect Cost	12.0%	\$ 2,040					
147								
148								
149								
150								
151								
152								
153								
154								
155								
156								
157								
158								

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B. BUDGET																		
3	Document Date	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Mentone - Property Management																	
13		Current	New																
14	Term Budget	\$ -	\$ 2,956,280																
15	Contingency	\$ -	\$ 2,821,364	12%															
16	Not-To Exceed	\$ -	\$ 26,329,610																
					Year 1			Year 2			Year 3			Year 4			All Years		
		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
		New	New	New	New	New	New	New	New	New	New	New	New	New	New	New			
19	Expenditures																		
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Operating Expense	\$ -	\$ 214,234	\$ 214,234	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 285,586	\$ 285,586	\$ -	\$ 1,356,755	\$ 1,356,755	\$ -	\$ 1,356,755	\$ 1,356,755
22	Subtotal	\$ -	\$ 214,234	\$ 214,234	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 285,586	\$ 285,586	\$ -	\$ 1,356,755	\$ 1,356,755	\$ -	\$ 1,356,755	\$ 1,356,755
23	Indirect Percentage	12.00%		12.00%	12.00%		12.00%		12.00%		12.00%		12.00%		12.00%				
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 25,708	\$ 25,708	\$ -	\$ 51,416	\$ 51,416	\$ -	\$ 51,416	\$ 51,416	\$ -	\$ 34,270	\$ 34,270	\$ -	\$ 162,811	\$ 162,811	\$ -	\$ 162,811	\$ 162,811
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 392,658	\$ 392,658	\$ -	\$ 785,316	\$ 785,316	\$ -	\$ 785,316	\$ 785,316	\$ -	\$ 523,544	\$ 523,544	\$ -	\$ 2,486,834	\$ 2,486,834	\$ -	\$ 2,486,834	\$ 2,486,834
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures	\$ -	\$ 632,600	\$ 632,600	\$ -	\$ 1,265,200	\$ 1,265,200	\$ -	\$ 1,265,200	\$ 1,265,200	\$ -	\$ 843,400	\$ 843,400	\$ -	\$ 4,006,400	\$ 4,006,400	\$ -	\$ 4,006,400	\$ 4,006,400
29																			
30	SHS Revenues (select)																		
31	CNC Fund	\$ -	\$ 416,792	\$ 416,792	\$ -	\$ 833,583	\$ 833,583	\$ -	\$ 833,583	\$ 833,583	\$ -	\$ 555,722	\$ 555,722	\$ -	\$ 2,639,680	\$ 2,639,680	\$ -	\$ 2,639,680	\$ 2,639,680
32	Additional GF	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 66,600	\$ 66,600	\$ -	\$ 316,600	\$ 316,600	\$ -	\$ 316,600	\$ 316,600
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ -	\$ 466,792	\$ 466,792	\$ -	\$ 933,583	\$ 933,583	\$ -	\$ 933,583	\$ 933,583	\$ -	\$ 622,322	\$ 622,322	\$ -	\$ 2,956,280	\$ 2,956,280	\$ -	\$ 2,956,280	\$ 2,956,280
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income	\$ -	\$ 165,809	\$ 165,809	\$ -	\$ 331,617	\$ 331,617	\$ -	\$ 331,617	\$ 331,617	\$ -	\$ 221,078	\$ 221,078	\$ -	\$ 1,050,121	\$ 1,050,121	\$ -	\$ 1,050,121	\$ 1,050,121
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ 165,809	\$ 165,809	\$ -	\$ 331,617	\$ 331,617	\$ -	\$ 331,617	\$ 331,617	\$ -	\$ 221,078	\$ 221,078	\$ -	\$ 1,050,121	\$ 1,050,121	\$ -	\$ 1,050,121	\$ 1,050,121
48																			
49	Total HSH + Other Revenues	\$ -	\$ 632,600	\$ 632,600	\$ -	\$ 1,265,200	\$ 1,265,200	\$ -	\$ 1,265,200	\$ 1,265,200	\$ -	\$ 843,400	\$ 843,400	\$ -	\$ 4,006,400	\$ 4,006,400	\$ -	\$ 4,006,400	\$ 4,006,400
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
52																			
53	Prepared by	Bobby McCarthy																	
54	Phone	628.652.7770																	
55	Email	robert.j.mccarthy@sfgov.org																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Mentone - Property Managem														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New	New	New	New	New	New	New	New	New	New	New	New	New	Modification	New
12		Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 85,230	\$ 85,230	\$ 170,460	\$ 170,460	\$ 170,460	\$ 170,460	\$ 170,460	\$ 170,460	\$ 113,640	\$ 113,640	\$ 113,640	\$ 113,640	\$ -	\$ 539,790	\$ 539,790
15	Office Supplies/renting fee	\$ 6,720	\$ 6,720	\$ 13,440	\$ 13,440	\$ 13,440	\$ 13,440	\$ 13,440	\$ 13,440	\$ 8,960	\$ 8,960	\$ 8,960	\$ 8,960	\$ -	\$ 42,560	\$ 42,560
16	Building Maintenance Supplies and Repair	\$ 66,220	\$ 66,220	\$ 152,440	\$ 152,440	\$ 152,440	\$ 152,440	\$ 152,440	\$ 152,440	\$ 101,567	\$ 101,567	\$ 101,567	\$ 101,567	\$ -	\$ 472,667	\$ 472,667
17	Management/Booking Fees	\$ 28,764	\$ 28,764	\$ 57,528	\$ 57,528	\$ 57,528	\$ 57,528	\$ 57,528	\$ 57,528	\$ 38,352	\$ 38,352	\$ 38,352	\$ 38,352	\$ -	\$ 182,172	\$ 182,172
18	Legal Fee	\$ 14,800	\$ 14,800	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	\$ 40,400	\$ 40,400
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
27		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	TOTAL OPERATING EXPENSES	\$ -	\$ 214,234	\$ 214,234	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 285,586	\$ 285,586	\$ -	\$ 1,356,755	\$ 1,356,755
33																
34	Other Expenses (not subject to indirect cost %)															
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Rental of Property	\$ 192,529	\$ 192,529	\$ 385,057	\$ 385,057	\$ 385,057	\$ 385,057	\$ 385,057	\$ 385,057	\$ 256,705	\$ 256,705	\$ 256,705	\$ 256,705	\$ -	\$ 1,219,347	\$ 1,219,347
37	Office Salaries-Desk Clerks/contract	\$ 81,223	\$ 81,223	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 108,297	\$ 108,297	\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409
38	Manager Salaries-Hotel Director/manager	\$ 29,120	\$ 29,120	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 38,827	\$ 38,827	\$ 38,827	\$ 38,827	\$ -	\$ 184,427	\$ 184,427
39	Janitor Contract-Regular/Extra Services	\$ 30,000	\$ 30,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	\$ 190,000	\$ 190,000
40	Repairs Payroll	\$ 23,920	\$ 23,920	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 31,893	\$ 31,893	\$ 31,893	\$ 31,893	\$ -	\$ 151,493	\$ 151,493
41	Benefits	\$ 35,867	\$ 35,867	\$ 71,734	\$ 71,734	\$ 71,734	\$ 71,734	\$ 71,734	\$ 71,734	\$ 47,823	\$ 47,823	\$ 47,823	\$ 47,823	\$ -	\$ 227,158	\$ 227,158
42																
43																
44	TOTAL OTHER EXPENSES	\$ -	\$ 392,658	\$ 392,658	\$ -	\$ 785,316	\$ 785,316	\$ -	\$ 785,316	\$ 785,316	\$ -	\$ 523,544	\$ 523,544	\$ -	\$ 2,486,834	\$ 2,486,834
45																
46	Capital Expenses															
47		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48																
49																
50	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																
52																
53																
54																
55	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56																
57	HSH #3															

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE	Fiscal Year					Fiscal Term Start	Fiscal Term End
2	Mentone - Property Management	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective				7/1/2020	6/30/2021
50	Operating Expenses	Budgeted Expense	Justification	Calculation				
52	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 85,230	Utilities (electricity, water, gas, telephone and scavenger service);	=85,230/6 = \$14,205 per month				
	Office Supplies/renting fee	\$ 6,720	PM office supplies are including on site supplies, postage/copiers, payroll expenses; staffing training, computer tech and supplies, as well as Cable TV and tenant background check/renting fee	=6,720/6 = \$1,120 per month				
54	Building Maintenance Supplies and Repair	\$ 66,220	estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, ect.	=76,220/6 = \$12,703 per month				
57	Management/Booking Fees	\$ 28,764	Property management (71 Units) @ \$ 61.00 PUPM, and bookkeeping fees \$ 9.50 P	=28,764/6 = \$4,794 per month				
61	Legal Fee	\$ 14,800	property management legal expenses and credit report	=4,800/6 = \$800 per month				
69	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 12,500	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage; only \$25K allows indirect cost	=12,500/6 = \$2,083 per month				
74	TOTAL OPERATING EXPENSES	\$ 214,234						
75	Indirect Cost	12.0% \$ 25,708						
76								
77								
78	Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation				
79								
80	Rental of Property	\$ 192,529	The lease is written for 71 units @32,088 per month for 12 months	=192,529/6 = \$32,088 per month				
81	Office Salaries-Desk Clerks/contract	\$ 81,223	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage	=81,223/6 = \$13,537 per month				
82	Manager Salaries-Hotel Director/manager	\$ 29,120	Oversees housing site, prorated half time. Responsible for rent up the property with program director for insuring safety of participants and security of facility.	=29,120/6 = \$4,853 per month				
83								
84	Janitor Contract-Regular/Extra Services	\$ 30,000	Regular Services, place trash bins	=30,000/6 = \$5,000 per month				
85	Repairs Payroll	\$ 23,920	Responsible for repair and maintenance of the building	=23,920/6 = \$3,986 per month				
86	Benefits	\$ 35,867	% based from personnel from above	=35,867/6 = \$5,977 per month				
87								
93	TOTAL OTHER EXPENSES	\$ 392,658						
161								
162								
163								
164								
165								
166								
167								
168								
169								
170								
171								
172								
173								

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B. BUDGET																		
3	Document Date	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Mentone - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 1,125,411																
15	Contingency	\$ -	\$ 2,821,364	12%															
16	Not-To-Exceed	\$ -	\$ 26,329,610																
		Year 1			Year 2			Year 3			Year 4			All Years					
		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
		New	New	New	New	New	New	New	New	New	New	New	New	New	New	New			
19	Expenditures																		
20	Salaries & Benefits	\$ -	\$ 141,245	\$ 141,245	\$ -	\$ 282,490	\$ 282,490	\$ -	\$ 282,490	\$ 282,490	\$ -	\$ 188,327	\$ 188,327	\$ -	\$ 894,553	\$ 894,553			
21	Operating Expense	\$ -	\$ 17,413	\$ 17,413	\$ -	\$ 34,825	\$ 34,825	\$ -	\$ 34,825	\$ 34,825	\$ -	\$ 23,217	\$ 23,217	\$ -	\$ 110,279	\$ 110,279			
22	Subtotal	\$ -	\$ 158,658	\$ 158,658	\$ -	\$ 317,315	\$ 317,315	\$ -	\$ 317,315	\$ 317,315	\$ -	\$ 211,544	\$ 211,544	\$ -	\$ 1,004,832	\$ 1,004,832			
23	Indirect Percentage	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%					
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 19,039	\$ 19,039	\$ -	\$ 38,078	\$ 38,078	\$ -	\$ 38,078	\$ 38,078	\$ -	\$ 25,385	\$ 25,385	\$ -	\$ 120,580	\$ 120,580			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ -	\$ 1,125,411	\$ 1,125,411			
29																			
30	SHS Revenues (select)																		
31	CNC Fund	\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ 177,697	\$ 1,125,411	\$ 1,125,411			
32		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ -	\$ 1,125,411	\$ 1,125,411			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48																			
49	Total HSH + Other Revenues	\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ -	\$ 1,125,411	\$ 1,125,411			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51																			
52																			
53	Prepared by	Bobby McCarthy																	
54	Phone	628.652.7770																	
55	Email	robert.j.mccarthy@sfgov.org																	

	A	B	C	D	E	U	V	W	X	Y	Z	AA	AB	AC	BT	BU	BV																																																																																																								
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																																																																																																								
2	SALARY & BENEFIT DETAIL																																																																																																																								
3	Document Date 10/20/2020																																																																																																																								
4	Provider Name Episcopal Community Services																																																																																																																								
5	Program Housing First Hotels CNC																																																																																																																								
6	FSP Contract ID# 1000019778																																																																																																																								
7	Budget Name Mentone - Sup																																																																																																																								
8																																																																																																																									
9	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="4">POSITION TITLE</th> <th colspan="6">Yea</th> <th colspan="6">Year 4</th> <th colspan="3">All Years</th> </tr> <tr> <th colspan="2">Agency Totals</th> <th colspan="2">For HSH Funded Program</th> <th>7/1/2022 - 6/30/2023</th> <th>7/1/2022 - 6/30/2023 New</th> <th colspan="2">Agency Totals</th> <th colspan="2">For HSH Funded Program</th> <th>7/1/2023 - 2/29/2024</th> <th>7/1/2023 - 2/29/2024</th> <th>7/1/2023 - 2/29/2024</th> <th>1/1/2021 - 2/29/2024</th> <th>1/1/2021 - 2/29/2024</th> <th>1/1/2021 - 2/29/2024</th> </tr> <tr> <th rowspan="2">Annual Full Time Salary (for 1.00 FTE)</th> <th rowspan="2">Position FTE</th> <th rowspan="2">% FTE funded by this budget</th> <th rowspan="2">Adjusted Budgeted FTE</th> <th rowspan="2">Change</th> <th rowspan="2">Budgeted Salary</th> <th rowspan="2">Annual Full Time Salary (for 1.00 FTE)</th> <th rowspan="2">Position FTE</th> <th rowspan="2">% FTE funded by this budget</th> <th rowspan="2">Adjusted Budgeted FTE</th> <th rowspan="2">Budgeted Salary</th> <th rowspan="2">Change</th> <th rowspan="2">Budgeted Salary</th> <th rowspan="2">Budgeted Salary</th> <th rowspan="2">Change</th> <th rowspan="2">Budgeted Salary</th> </tr> <tr> <th>New</th> <th>New</th> <th>New</th> <th>New</th> <th>New</th> </tr> </thead> </table>																	POSITION TITLE	Yea						Year 4						All Years			Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023 New	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	New	New	New	New	New																																																			
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12	Bussey, Keith-Support Services Manager \$ 83,482 1.00 46% 0.46 \$ 37,985 \$ 37,985 \$ 83,482 1.00 46% 0.46 \$ 25,323 \$ 25,323 \$ - \$ 120,287 \$ 120,287																																																																																																																								
13	Alpough, Katherine-Case Mgr III \$ 66,317 1.00 91% 0.91 \$ 60,349 \$ 60,349 \$ 66,317 1.00 91% 0.91 \$ 40,233 \$ 40,233 \$ - \$ 191,106 \$ 191,106																																																																																																																								
14	Eman-Ghiasi, Marcus Armon-Case Manager III \$ 54,242 1.00 90% 0.90 \$ 48,819 \$ 48,819 \$ 54,242 1.00 90% 0.90 \$ 32,546 \$ 32,546 \$ - \$ 154,593 \$ 154,593																																																																																																																								
15	Ecker, Scott Housing Srvc Director \$ 135,792 1.00 6.49% 0.06 \$ 8,808 \$ 8,808 \$ 135,792 1.00 6.49% 0.06 \$ 5,872 \$ 5,872 \$ - \$ 27,892 \$ 27,892																																																																																																																								
16	Hamilton, Travis-Direct Support for Housing Srvc Director \$ 94,383 1.00 12.86% 0.13 \$ 12,139 \$ 12,139 \$ 94,383 1.00 12.86% 0.13 \$ 8,093 \$ 8,093 \$ - \$ 38,442 \$ 38,442																																																																																																																								
17	Holmes, Maggie-Project manager \$ 84,296 1.00 15.03% 0.15 \$ 12,671 \$ 12,671 \$ 84,296 1.00 15.03% 0.15 \$ 8,447 \$ 8,447 \$ - \$ 40,124 \$ 40,124																																																																																																																								
18	Pocock, Liz-Director/Hsq Dev & Asset Mgmt \$ 144,196 1.00 1.46% 0.01 \$ 2,100 \$ 2,100 \$ 144,196 1.00 1.46% 0.01 \$ 1,400 \$ 1,400 \$ - \$ 6,651 \$ 6,651																																																																																																																								
19	Sambolin, Irving- Database Specialist & Compliance Monitor \$ 63,016 1.00 6.43% 0.06 \$ 4,050 \$ 4,050 \$ 63,016 1.00 6.43% 0.06 \$ 2,700 \$ 2,700 \$ - \$ 12,826 \$ 12,826																																																																																																																								
20	OPEN- Database Specialist & Compliance Monitor \$ 50,425 1.00 6.43% 0.06 \$ 3,241 \$ 3,241 \$ 50,425 1.00 6.43% 0.06 \$ 2,161 \$ 2,161 \$ - \$ 10,264 \$ 10,264																																																																																																																								
21	Tuvera, Desiree-Compliance Specialist \$ 64,999 1.00 6.43% 0.06 \$ 4,178 \$ 4,178 \$ 64,999 1.00 6.43% 0.06 \$ 2,785 \$ 2,785 \$ - \$ 13,229 \$ 13,229																																																																																																																								
22	OPEN-Clinical Services Mgr \$ 78,900 1.00 3.21% 0.03 \$ 2,536 \$ 2,536 \$ 78,900 1.00 3.21% 0.03 \$ 1,691 \$ 1,691 \$ - \$ 8,031 \$ 8,031																																																																																																																								
23	OPEN-Director of Impact & Analytics \$ 116,640 1.00 2.07% 0.02 \$ 2,415 \$ 2,415 \$ 116,640 1.00 2.07% 0.02 \$ 1,610 \$ 1,610 \$ - \$ 7,649 \$ 7,649																																																																																																																								
24	Tarzon, Mary-Director of Healthy Aging \$ 120,235 1.00 1.35% 0.01 \$ 1,624 \$ 1,624 \$ 120,235 1.00 1.35% 0.01 \$ 1,083 \$ 1,083 \$ - \$ 5,143 \$ 5,143																																																																																																																								
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40	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="6">TOTAL SALARIES</td> <td>\$ 200,916</td> <td>\$ 200,916</td> <td colspan="6">TOTAL SALARIES</td> <td>\$ -</td> <td>\$ 133,944</td> <td>\$ 133,944</td> <td>\$ -</td> <td>\$ 636,235</td> <td>\$ 636,235</td> </tr> <tr> <td colspan="6">TOTAL FTE</td> <td>2.88</td> <td></td> <td colspan="6">TOTAL FTE</td> <td>2.88</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">FRINGE BENEFIT RATE</td> <td></td> <td>40.60%</td> <td colspan="6">FRINGE BENEFIT RATE</td> <td>40.60%</td> <td></td> <td>40.60%</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">EMPLOYEE FRINGE BENEFITS</td> <td>\$ 81,574</td> <td>\$ 81,574</td> <td colspan="6">EMPLOYEE FRINGE BENEFITS</td> <td>\$ -</td> <td>\$ 54,383</td> <td>\$ 54,383</td> <td>\$ -</td> <td>\$ 258,318</td> <td>\$ 258,318</td> </tr> <tr> <td colspan="6">TOTAL SALARIES & BENEFITS</td> <td>\$ 282,490</td> <td>\$ 282,490</td> <td colspan="6">TOTAL SALARIES & BENEFITS</td> <td>\$ -</td> <td>\$ 188,327</td> <td>\$ 188,327</td> <td>\$ -</td> <td>\$ 894,553</td> <td>\$ 894,553</td> </tr> </table>																	TOTAL SALARIES						\$ 200,916	\$ 200,916	TOTAL SALARIES						\$ -	\$ 133,944	\$ 133,944	\$ -	\$ 636,235	\$ 636,235	TOTAL FTE						2.88		TOTAL FTE						2.88								FRINGE BENEFIT RATE							40.60%	FRINGE BENEFIT RATE						40.60%		40.60%						EMPLOYEE FRINGE BENEFITS						\$ 81,574	\$ 81,574	EMPLOYEE FRINGE BENEFITS						\$ -	\$ 54,383	\$ 54,383	\$ -	\$ 258,318	\$ 258,318	TOTAL SALARIES & BENEFITS						\$ 282,490	\$ 282,490	TOTAL SALARIES & BENEFITS						\$ -	\$ 188,327	\$ 188,327	\$ -	\$ 894,553	\$ 894,553
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	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Mentone - Support Services														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New	New	New	New	New	New	New	New	New	New	New	New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13		\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 2,760	\$ 2,760	\$ 2,760	\$ 5,520	\$ 5,520	\$ 5,520	\$ 5,520	\$ 5,520	\$ 5,520	\$ 3,680	\$ 3,680	\$ 3,680	\$ -	\$ 17,480	\$ 17,480
15	Office Supplies/furnitures equipment	\$ 2,260	\$ 2,260	\$ 2,260	\$ 4,520	\$ 4,520	\$ 4,520	\$ 4,520	\$ 4,520	\$ 4,520	\$ 3,013	\$ 3,013	\$ 3,013	\$ -	\$ 14,313	\$ 14,313
16	Food and Food supplies	\$ 3,863	\$ 3,863	\$ 3,863	\$ 7,725	\$ 7,725	\$ 7,725	\$ 7,725	\$ 7,725	\$ 7,725	\$ 5,150	\$ 5,150	\$ 5,150	\$ -	\$ 24,463	\$ 24,463
17	Program Supplies	\$ 2,700	\$ 2,700	\$ 2,700	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 3,600	\$ 3,600	\$ 3,600	\$ -	\$ 17,100	\$ 17,100
18	Printing and Reproduction	\$ 1,781	\$ 1,781	\$ 1,781	\$ 3,562	\$ 3,562	\$ 3,562	\$ 3,562	\$ 3,562	\$ 3,562	\$ 2,375	\$ 2,375	\$ 2,375	\$ -	\$ 11,280	\$ 11,280
19	Insurance	\$ 2,802	\$ 2,802	\$ 2,802	\$ 5,604	\$ 5,604	\$ 5,604	\$ 5,604	\$ 5,604	\$ 5,604	\$ 3,736	\$ 3,736	\$ 3,736	\$ -	\$ 17,746	\$ 17,746
20	Staff Training/Recruitments	\$ 1,077	\$ 1,077	\$ 1,077	\$ 2,154	\$ 2,154	\$ 2,154	\$ 2,154	\$ 2,154	\$ 2,154	\$ 1,436	\$ 1,436	\$ 1,436	\$ -	\$ 6,821	\$ 6,821
21	Licenses and fees	\$ 170	\$ 170	\$ 170	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 227	\$ 227	\$ 227	\$ -	\$ 1,077	\$ 1,077
22		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																
52	TOTAL OPERATING EXPENSES	\$ -	\$ 17,413	\$ 17,413	\$ -	\$ 34,825	\$ 34,825	\$ -	\$ 34,825	\$ 34,825	\$ -	\$ 23,217	\$ 23,217	\$ -	\$ 110,279	\$ 110,279
53																
54	Other Expenses (not subject to indirect cost %)															
55		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67																
68	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69																
70	Capital Expenses															
71		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
78																
79	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
80																
81	HS#3															Template last modified 1/22/2020

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE			Fiscal Year			Fiscal Term Start	Fiscal Term End
2	Mentone - Support Services	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective				7/1/2020	6/30/2021
3	Salaries & Benefits	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	Justification	Calculation	Employee Name		
4	Bussey, Keith-Support Services Manager	0.46	\$ 18,993	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	=\$18,993/6 = \$3,165 per month	Bussey, Keith-Support Services Manager		
5	Alpough, Katherine-Case Mgr III	0.91	\$ 30,175	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	=\$30,175/6 = \$5,029 per month	Alpough, Katherine-Case Mgr III		
6	Eman-Ghiasi, Marcus Armon-Case Manager II	0.90	\$ 24,409	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	=\$24,409/6 = \$4,068 per month	Eman-Ghiasi, Marcus Armon-Case Manager III		
7	Ecker, Scott Housing Srvc Director	0.06	\$ 4,404	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	=\$4,403/6 = \$734 per month	Ecker, Scott Housing Srvc Director		
8	Hamilton, Travis-Direct Support for Housing Sr	0.13	\$ 6,070	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	=\$6,069/6 = \$1,012 per month	Hamilton, Travis-Direct Support for Housing Srvc Director		
9	Holmes, Maggie-Project manager	0.15	\$ 6,335	develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	=\$6,335/6 = \$1,056 per month	Holmes, Maggie-Project manager		
10	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	0.01	\$ 1,050	Evaluates HSH contract compliance; conducts resident chart reviews;	=\$1,050/6 = \$175 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		
11	Sambolin, Irving- Database Specialist & Comp	0.06	\$ 2,025	provides staff training on department protocols and procedures;	=\$2,025/6 = \$337 per month	Sambolin, Irving- Database Specialist & Compliance Monitor		
12	OPEN- Database Specialist & Compliance Mo	0.06	\$ 1,621	provides staff training on department protocols and procedures;	=\$1,621/6 = \$270 per month	OPEN- Database Specialist & Compliance Monitor		
13	Tuvera, Desiree-Compliance Specialist	0.06	\$ 2,089	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	=\$2,089/6 = \$348 per month	Tuvera, Desiree-Compliance Specialist		
14	OPEN-Clinical Services Mgr	0.03	\$ 1,268	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.	=\$1,268/6 = \$211 per month	OPEN-Clinical Services Mgr		
15	OPEN-Director of Impact & Analytics	0.02	\$ 1,208	overall program direction and operations of CKSC as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence	=\$1,208/6 = \$201 per month	OPEN-Director of Impact & Analytics		
16	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812		=\$812/6 = \$135 per month	Tarzon, Mary-Director of Healthy Aging		
19	TOTAL	2.88	\$ 100,458					
20	Employee Fringe Benefits	40.60%	\$ 40,787	Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.	=\$40,787/6 = \$6,798 per month			
21	Salaries & Benefits Total		\$ 141,245					
22								
23	Operating Expenses	<u>Budgeted Expense</u>		Justification	Calculation			
24	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,760		Telecommunication, including Sonic and TPX	=\$2,760/6 = \$460 per month			
25	Office Supplies/furnitures equipment	\$ 2,260		Support Service office supplies for program staff including materials used with participants and computers	=\$2,260/6 = \$377 per month			
26	Food and Food supplies	\$ 3,863		Using the SF Food Bank, the food items will supplement resident's own arrangements	=\$3,863/6 = \$644 per month			
27	Program Supplies	\$ 2,700		Includes bus passes, program materials and snacks for resident activities,	=\$2,700/6 = \$450 per month			
28	Printing and Reproduction	\$ 1,781		leased copier	=\$1,781/6 = \$297 per month			
29	Insurance	\$ 2,802		liability and umbrella agency insurance prorated	=\$2,802/6 = \$467 per month			
30	Staff Training/Recruitments	\$ 1,077		training and recruitment expenses, including meeting supplies and conference	=\$1,077/6 = \$180 per month			
31	Licenses and fees	\$ 170		Support Services licenses fee	=\$170/6 = \$28 per month			
60	TOTAL OPERATING EXPENSES	\$ 17,413						
61	Indirect Cost	12.0%	\$ 2,090					
89								
90	TOTAL CAPITAL EXPENSES		#N/A					
146								
147								
148								
149								
150								
151								
152								
153								
154								
155								
156								
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Appendix C, Method of Payment

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

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

B. Invoicing System:

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

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

not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.

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

General Fund/ Care Not Cash (CNC)	
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 includes, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each

General Fund/ Care Not Cash (CNC)	
Type	Instructions and Examples of Documentation
	<p>time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p> <p>Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
Capital and/or One-Time Funding	<p>Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>
Revenue	<p>Grantee shall maintain and provide documentation for all revenue expenses that offset the costs in the Appendix B, Budget(s) covered by the agreement each time an invoice is submitted.</p>

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

Appendix D- Interests in Other City Grants

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

City Department or Commission	Date of Grant	Amount of Grant
DHSB – Interim Housing – Winter InterFaith	11/1/14 – 6/30/21	1,501,117
DHSB – Interim Housing – Sanctuary	7/1/19 – 6/30/21	7,353,238
DHSB – Coordinated Entry – Access Points	7/1/20 – 6/30/21	3,849,574
DHSB – Coordinated Entry – Housing Stabilization	7/1/20 – 6/30/21	1,421,257
DHSB – Coordinated Entry – Shelters/Mobile Problem Solvng	7/1/20 – 6/30/21	810,648
DHSB - Housing - Canon Barcus	7/1/20 - 6/30/23	1,499,118
DHSB - Housing – Bishop Swing	7/1/20 – 6/30/23	2,143,395
DHSB – Housing – Canon Kip Community House	7/1/20 – 6/30/23	964,332
DHSB – Housing – The Rose Hotel	7/1/20 – 6/30/23	188,778
DHSB - Housing - 1180 4th Street Housing	7/1/14 - 12/31/20	2,584,431
DHSB – Housing – 455 Fell Street	5/15/19 – 6/30/22	840,179
DHSB - Housing - Henry Hotel	7/1/19 – 6/30/22	6,408,789
DHSB – Housing – Auburn	7/1/17 – 6/30/21	4,249,484
DHSB - Rapid Rehousing (HEAP)	7/1/20-6/30/21	1,169,319
DHSB – Rapid Rehousing (GF)	7/1/20-6/30/21	119,855
DHSB – Rapid Rehousing (CESH)	7/1/20-6/30/21	275,902
DHSB – Rapid Rehousing (ESG)	7/1/20-6/30/21	53,943
DAS – Healthy Aging – Case Management	7/1/18 - 6/30/21	891,026
DAS – Healthy Aging – Community Services	7/1/18 – 12/31/20	638,930
DAS - Congregate Meals/Seniors	7/1/17 – 6/30/21	935,815
DAS - Congregate Meals/Adults with Disabilities	7/1/17- 6/30/21	114,738
MOHCD – CHEFS – OEWD – CDBG	7/1/20 – 6/30/21	125,000
MOHCD – Adult Education Center – NSC - CDBG	7/1/20 – 6/30/21	80,000
DHSB - Housing - Canon Kip/SHP	1/2/15-12/31/20	517,390
DHSB – Housing – Canon Kip/SHP	1/1/21-12/31/23	339,420
DHSB - Housing - The Rose/SHP	1/2/15-12/31/20	881,361
DHSB – Housing – The Rose/SHP	1/1/21-12/31/23	357,830
DHSB – Housing - Minna Lee	4/1/18 – 6/30/23	1,846,060
DHSB – Interim Housing – Bryant Navigation Center Storage	12/1/18-11/30/20	1,113,896
DHSB – SIP Hotel/Project RoomKey	7/1/20-8/31/20	5,111,651
HSA – Employment Services	2/1/18 – 6/30/21	1,227,839
DPH – Behavioral Health Services – Behavioral Health	7/1/18 – 12/31/22	5,119,806
DHSB – Henry Hotel – CoC Rental Assistance	8/1/18 – 7/31/21	2,901,702
DHSB – Canon Kip – CoC Rental Assistance	12/1/18 – 11/30/21	4,648,341
DHSB – Canon Barcus – CoC Rental Assistance	7/1/20 – 6/30/23	1,978,149
DHSB – Bishop Swing – CoC Rental Assistance	4/1/18 – 3/31/21	1,198,503
DHSB – Bishop Swing – CoC Rental Assistance	4/1/21 – 3/31/24	1,229,514

Appendix E – Permitted Subcontractors

1. Caritas Management Corporation
