

File No. 120602

Committee Item No. 12

Board Item No. 18

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date June 21 & 22, 2012

Board of Supervisors Meeting

Date 7/17/12

#### Cmte Board

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

OTHER (Use back side if additional space is needed)

|                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> |  |
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| <input type="checkbox"/> | <input type="checkbox"/> |  |

Completed by: Victor Young Date June 14, 2012

Completed by: Victor Young Date 7/2/12

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document can be found in the file.

1 [Contract - Episcopal Community Services - Safety Net Services - Not to Exceed  
2 \$76,016,410]

3 **Resolution approving the contract between the City and County of San Francisco**  
4 **and Episcopal Community Services to provide various safety net services to**  
5 **homeless, formerly homeless, and frail and elderly senior citizens in San Francisco**  
6 **for the period from July 1, 2012, to June 30, 2017, for an amount not to exceed**  
7 **\$76,016,410.**

8  
9 WHEREAS, The City and County of San Francisco wishes to provide emergency  
10 shelter services, support and permanent housing services to the homeless and formerly  
11 homeless, case management and emergency housing assistance to frail and elderly senior  
12 citizens; and

13 WHEREAS, The City and County of San Francisco is providing financial support  
14 through General Funds, Private Estate and Federal HUD McKinney funds; now, therefore,  
15 be it

16 RESOLVED, That the Board of Supervisors hereby approves the contract with  
17 Episcopal Community Services to provide shelter, supportive housing and services to the  
18 frail and elderly for the period from July 1, 2012, through June 30, 2017, in the amount not  
19 to exceed \$76,016,410.  
20  
21  
22  
23  
24  
25

EPISCOPAL COMMUNITY SVCS OF SF INC

3% increase per year

| Program Description               | FY12/13             | FY 13/14            | FY14/15             | FY15/16             | FY16/17             |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Adult/Disabled Resource Center    | \$513,944           | \$529,363           | \$545,243           | \$561,601           | \$578,449           |
| Case Management                   | \$205,994           | \$212,174           | \$218,539           | \$225,095           | \$231,848           |
| Community Services                | \$163,435           | \$168,338           | \$173,388           | \$178,590           | \$183,948           |
| MIPPA                             | \$98,291            | \$101,240           | \$104,277           | \$107,405           | \$110,627           |
| Bishop Swing-LOSP                 | \$615,337           | \$633,798           | \$652,812           | \$672,396           | \$692,568           |
| Canon-Kip Housing (GF) ISN        | \$146,497           | \$150,892           | \$155,419           | \$160,081           | \$164,884           |
| CNC-Alder Hotel                   | \$1,182,314         | \$1,217,784         | \$1,254,317         | \$1,291,947         | \$1,330,705         |
| CNC-Coast Hotel                   | \$1,295,696         | \$1,334,567         | \$1,374,604         | \$1,415,842         | \$1,458,317         |
| CNC-Elm Hotel                     | \$1,078,713         | \$1,111,074         | \$1,144,406         | \$1,178,739         | \$1,214,101         |
| CNC-Hillsdale Hotel               | \$973,359           | \$1,002,560         | \$1,032,637         | \$1,063,616         | \$1,095,524         |
| CNC-Mentone Hotel                 | \$856,794           | \$882,498           | \$908,973           | \$936,242           | \$964,329           |
| Housing First Food Pantry         | \$25,750            | \$26,523            | \$27,318            | \$28,138            | \$28,982            |
| Interfaith Winter Shelter         | \$123,600           | \$127,308           | \$131,127           | \$135,061           | \$139,113           |
| Next Door                         | \$3,491,243         | \$3,595,980         | \$3,703,859         | \$3,814,975         | \$3,929,424         |
| Rose- Housing (GF) ISN            | \$54,784            | \$56,427            | \$58,120            | \$59,864            | \$61,659            |
| HUD Rose-Canon Kip Housing ISN    | \$237,965           | \$245,104           | \$252,457           | \$260,031           | \$267,832           |
| Sanctuary                         | \$2,301,463         | \$2,370,507         | \$2,441,622         | \$2,514,871         | \$2,590,317         |
| Supportive Services-Canon Barcus  | \$432,644           | \$445,624           | \$458,992           | \$472,762           | \$486,945           |
| ENP Congregate Meals              | \$132,355           | \$136,326           | \$140,415           | \$144,628           | \$148,967           |
| HUD CHEFS Grant Renewal           | \$131,480           | \$135,424           | \$139,487           | \$143,671           | \$147,981           |
| HUD HEC                           | \$158,930           | \$163,698           | \$168,609           | \$173,667           | \$178,877           |
| SKILLS Center Employment Services | \$76,850            | \$79,156            | \$81,531            | \$83,976            | \$86,496            |
| YAD Congregate Meals              | \$20,600            | \$21,218            | \$21,855            | \$22,510            | \$23,185            |
| <b>Annual Budget</b>              | <b>\$14,318,038</b> | <b>\$14,747,579</b> | <b>\$15,190,007</b> | <b>\$15,645,707</b> | <b>\$16,115,078</b> |

**Total Budget Amount                    \$76,016,410**

The Budget and Legislative Analyst Reports for the Mayor's Fiscal Year 2012-2013 to Fiscal Year 2013-2014 Budget for the following files are located in Board of Supervisors **File No. 120591:**

120592

120593

120595

120596

120597

120598

120599

120600

120601

102602

120603

120604

120605

120606

120607

120608

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120609

120638

120641

120642

120673

**FORM SFEC-126:  
NOTIFICATION OF CONTRACT APPROVAL  
(S.F. Campaign and Governmental Conduct Code § 1.126)**

|  |  |
|--|--|
| <b>City Elective Officer Information</b> (Please print clearly.)   |  |
| Name of City elective officer(s):<br>Members, Board of Supervisors | City elective office(s) held:<br>Members, Board of Supervisors |

|   |
|---|
| <b>Contractor Information</b> (Please print clearly.) |
| Name of contractor:<br>Episcopal Community Services   |

*Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.*

1) See attached list  
 2) (i) Kenneth Reggio, Executive Director  
 (ii) Karen Gruneisen, Associate Director  
 (iii) Melanie Johnson, CFO  
 3) n/a  
 4) Holy Family Day Home (HFDH)  
 5) none

|   |
|---|
| Contractor address:<br>165 8 <sup>th</sup> St, 3 <sup>rd</sup> Floor, San Francisco, CA 94103 |
|---|

|  |                                     |
|--|-------------------------------------|
| Date that contract was approved:<br>(By the SF Board of Supervisors) | Amount of contract:<br>\$44,447,614 |
|--|-------------------------------------|

Describe the nature of the contract that was approved:  
Housing, supportive services, shelters, vocational training, community services, meals

|           |
|-----------|
| Comments: |
|-----------|

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves: San Francisco Board of Supervisors  
Print Name of Board

the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits  
Print Name of Board

|   |   |
|---|---|
| <b>Filer Information</b> (Please print clearly.)  |   |
| Name of filer:<br>Angela Calvillo, Clerk of the Board                                   | Contact telephone number:<br>(415) 554-5184 |
| Address:<br>City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102 | E-mail:<br>Board.of.Supervisors@sfgov.org   |

Signature of City Elective Officer (if submitted by City elective officer) \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk) \_\_\_\_\_ Date Signed \_\_\_\_\_

Episcopal Community Services  
Board of Directors  
FY12

| Name  | Committee Boards   | Appt. Begins | Term Ends                           |
|---|--|--------------|-------------------------------------|
| The Rt. Rev. Marc Handley Andrus,<br><i>Chair</i> |  | 2006         | Ex-Officio                          |
| Sedge Dienst, <i>President</i>                    | Executive, <i>Chair</i><br>Governance<br>Planning & Program  | 2007         | 2013<br>(term)<br>2013<br>(Officer) |
| Andrea Clay<br>Vice-President/Secretary           | Executive<br>Governance, <i>Chair</i>  | 2010         | 2013<br>(term)<br>2013<br>(Officer) |
| Alan Fox<br>Vice-President/Treasurer              | Finance, <i>Chair</i><br>Executive   | 2005         | 2014<br>(term)<br>2013<br>(officer) |
| Ken Reggio<br><i>Executive Director</i>           | Executive<br>Governance<br>Canon Barcus, Inc.<br>Canon Kip, Inc.<br>275 10th St. Housing<br>Planning & Program | 2002         | Ex-Officio                          |
| The Rev. Paul Anthony Burrows                     | Development  | 2008         | 2014                                |
| Ted Chambers                                      | Development  | 1997         | 2015                                |
| Todd Clayter                                      | Canon Barcus, Inc.<br>Canon Kip, Inc.<br>275 10th St. Housing  | 2002         | 2014                                |
| David D. Cooke                                    | Canon Barcus, Inc.<br>Canon Kip, Inc.<br>275 10th St. Housing<br>Governance                                    | 2010         | 2013                                |
| Cort Cortez                                       | Finance  | 2010         | 2013                                |

Episcopal Community Services  
Board of Directors  
FY12

| Name                  | Committee<br>Boards  | Appt.<br>Begins | Term<br>Ends |
|-----------------------|--|-----------------|--------------|
| Valerie Crane Dorfman | Development  | 2011            | 2014         |
| Richard Gill          | Audit<br>Development   | 2011            | 2014         |
| William M. Harris     | Finance<br>Audit<br>Canon Barcus, Inc.<br>Canon Kip, Inc.<br>275 10th St. Housing<br>Investment Advisory Group | 2007            | 2013         |
| Chris Hoberg          | Executive<br>Development, <i>Chair</i><br>Planning & Program   | 2007            | 2014         |
| The Rev. Mary Hudak   | Planning and Program   | 2011            | 2014         |
| Dr. Martin Jones      | Planning & Program   | 1994            | 2015         |
| Frederic Knapp        | Executive<br>Audit, <i>Chair</i><br>Development  | 2011            | 2014         |
| Gordon Leong          | Audit  | 2011            | 2014         |
| Joseph Sawyer, Jr.    |  | 2012            | 2015         |
| Alexander C. Senchak  | Development  | 2010            | 2013         |

Episcopal Community Services  
Board of Directors  
FY12

| Name                        | Committee<br>Boards   | Appt.<br>Begins | Term<br>Ends |
|-----------------------------|---|-----------------|--------------|
| Richard Springwater         | 275 10th St. Housing, <i>Chair</i><br>Canon Barcus, Inc. <i>Chair</i><br>Canon Kip, Inc., <i>Chair</i><br>Executive | 1996            | 2013         |
| The Rev. Margaret Trezevant | Planning & Program  | 2010            | 2013         |
| Phillip Woods               |   | 2011            | 2015         |