

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

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

THIS AMENDMENT of the **July 1, 2021** Grant Agreement (the "Agreement") is dated as of **January 1, 2026** and is made in the City and County of San Francisco, State of California, by and between **EPISCOPAL COMMUNITY SERVICES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

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

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

WHEREAS, the City's Homelessness Oversight Commission approved this Amendment by Resolution No. 25-38 on November 6, 2025; and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No.581-25 on December 9, 2025 ; and

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

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

- (a) "Agreement" shall mean the Agreement dated **July 1, 2021** between Grantee and City; and **First Amendment**, dated **July 1, 2022**, and **Second Amendment**, dated **July 1, 2023**.
- (b) "Eligible Expenses" shall have the meaning set forth in Appendix A-1, Services to be Provided, Appendix A-2, and Appendix B, Budget Services to be Provided.
- (c) "Grant Plan" shall have the meaning set forth in Appendix A-1, Services to be Provided, Appendix A-2, Services to be Provided and Appendix B, Budget .

(d) “San Francisco Labor and Employment Code”: As of January 4, 2024, San Francisco Administrative Code Chapters 21C (Miscellaneous Prevailing Wage Requirements), 12B (Nondiscrimination in Contracts), 12C (Nondiscrimination in Property Contracts), 12K (Salary History), 12P (Minimum Compensation), 12Q (Health Care Accountability), 12T (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 12U (Sweatfree Contracting) are redesignated as Articles 102 (Miscellaneous Prevailing Wage Requirements), 131 (Nondiscrimination in Contracts), 132 (Nondiscrimination in Property Contracts), 141 (Salary History), 111 (Minimum Compensation), 121 (Health Care Accountability), 142 (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 151 (Sweatfree Contracting) of the San Francisco Labor and Employment Code, respectively. Wherever this Agreement refers to San Francisco Administrative Code Chapters 21C, 12B, 12C, 12K, 12P, 12Q, 12T, and 12U, it shall be construed to mean San Francisco Labor and Employment Code Articles 102, 131, 132, 141, 111, 121, 142, and 151, respectively.

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

2.1 Section 3.2 Duration of Term of the Agreement currently reads as follows:

3.2 Duration of Term.

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

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

3.2 Duration of Term.

(a) The term of this Agreement shall commence on **July 1, 2021**, and expire on **June 30, 2028**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

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

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

5.1 Maximum Amount of Grant Funds.

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

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Forty Million Eight Hundred Ninety Six Thousand One Hundred Forty One Dollars (\$40,896,141)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Nine Hundred Seventy Four Thousand Eight Hundred Ninety Six Dollars (\$1,974,896)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

2.5 Section 5.4 State or Federal Funds of the Agreement is hereby deleted and replaced in its entirety to read as follows:

5.4 State or Federal Funds.

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

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

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

submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

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

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

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

2.8 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS of the Agreement is replaced by the following:

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

440 Turk Street
San Francisco, CA 94102
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 certified mail or other trackable written communication.

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.

2.9 Section 16.8 Requiring Minimum Compensation for Employees of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.8 Requiring Minimum Compensation for Employees. Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Labor and Employment Code Article 111, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Article 111. Information about and the text of the Article 111 is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of Article 111, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Article 111.

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

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

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

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

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

2.12 Section 16.23 Additional Requirements for Federally-Funded Awards of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.23 Additional Requirements for Federally-Funded Awards, when applicable.

(a) Grantee shall comply with the requirements described in 2 CFR 25.200, or any successor provisions, to provide a valid Unique Entity Identifier (UEI) and maintain an active SAM.gov registration with current information.

(b) The Grant Agreement is subject to 2 CFR Part 175, Award Term for Trafficking in Persons. Federal funding under this Grant Agreement may be terminated without penalty if Grantee:

(1) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;

(2) Procures a commercial sex act during the period of time that the award is in effect; or

(3) Uses forced labor in the performance of the award or sub-awards under the award.

2.13 Section 17.6 Entire Agreement of the Agreement is hereby deleted and replaced with the following:

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

Appendix A-1, Services to be Provided
Appendix A-2, Services to be Provided
Appendix B, Budget (dated January 1, 2026)
Appendix C, Method of Payment (dated January 1, 2026)
Appendix D, Interests in Other City Grants (dated January 1, 2026)
Appendix E, Federal Requirements
Appendix F, Housing and Urban Development (HUD) Subrecipient Agreement

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

17.12 Reserved.

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

17.14 Services During a City-Declared Emergency. In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Eligible Expenses. Any services provided beyond those listed in Eligible Expenses must be approved by the Department.

2.16 **Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A-1, Services to be Provided** (dated January 1, 2026), for the period of January 1, 2026 to June 30, 2028.

2.17 **Appendix A-1, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A-2, Services to be Provided** (dated January 1, 2026), for the period of January 1, 2026 to June 30, 2028.

2.18 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated January 1, 2026) for the period of July 1, 2021 to June 30, 2028.

2.19 **Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated January 1, 2026).

2.20 **Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated January 1, 2026).

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

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

By:  Shireen McSpadden 1/10/2026
Shireen McSpadden Date
Executive Director

GRANTEE

EPISCOPAL COMMUNITY SERVICES

By:  Mary Elizabeth Stokes 1/10/2025
Mary Elizabeth Stokes Date
Executive Director
City Supplier Number: 0000020568
Unique Entity ID: C2R5P1LPC9M5

Approved as to Form:
David Chiu
City Attorney

By:  Grace DiLaura 1/9/2026
Grace DiLaura Date
Deputy City Attorney

**Appendix A-1, Services to be Provided
by
Episcopal Community Services
Sanctuary Shelter**

I. Purpose of Grant

The purpose of the grant is to provide Emergency Shelter Operations and Support Services to the served population to obtain emergency night-time sleeping accommodations.

II. Served Population

Grantee shall serve adults, without custody of minor children, who are experiencing homelessness and do not have a fixed, regular, or adequate night-time residence. Grantee shall determine possible accommodation of guests with service or companion animals at the shelter

III. Referral and Prioritization

Grantee shall provide services to those who meet Department of Homelessness and Supportive Housing (HSH) established eligibility requirements for the served population. Grantee shall utilize the referral system established by the HSH, unless the City requires Grantee to utilize an alternate referral and/or prioritization process in order to maintain the health and safety of guests in accordance with City requirements.

IV. Description of Services

Grantee shall provide emergency shelter services as outlined below, unless otherwise directed by the City in cases of public health or other emergency situations.

A. Shelter Operations: Grantee shall operate the shelter to accommodate up to the number of guests listed on the Appendix B, Budget “Number Served” tab at any given time, unless City requires Grantee to serve less guests in order to maintain the health and safety of guests in accordance with City requirements. Grantee shall adhere to the Shelter Standards of Care Legislation¹ unless otherwise directed by the City in cases of public health emergencies or other emergency situations.

1. Facility Maintenance: Grantee shall maintain the facility; provide janitorial services; and routine and ongoing maintenance of the facility and its systems to maintain a clean, safe, and pest-free environment, per all applicable building, fire and health codes.
2. Referrals and Reservations: Grantee shall accept and facilitate reservations, in accordance with City policy and the shelter facility’s hours of operation.
3. Accommodations: Grantee shall provide at minimum, one clean blanket, two clean sheets, one pillowcase, and mats, cots, or beds, as appropriate for the shelter facility, configuration, and capacity, and in accordance with the Shelter Standards of Care.

¹ Including, but not limited to Shelter Standards of Care, as applicable:

[http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca\\$anc=JD_20.404](http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$anc=JD_20.404).

4. Meals: Grantee shall provide two meals per day to guests with active reservations following the menu pattern developed by the San Francisco Nutrition Project. Meal menus shall be posted daily.
5. Pets: Grantee shall provide a program that is pet-friendly and provides an accommodation for companion, service, and support animals, that complies with the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act.,
6. Storage: Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility.
7. Entry and Exit: Grantee shall monitor guest entry and exit and keep guest records.
8. Notice: Grantee shall provide written notice or warning to guests related to any issue that may affect ongoing stay, including, but not limited to, violations of program rules and actions that are in violation of the rules agreement, consistent with the Shelter Grievance Policy (Article XVIII of Chapter 20 of the SF Admin Code.)

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

1. Intake: Grantee shall conduct an intake, and make any updates, to determine and document participant identification and stay information. The intake shall include a program orientation outlining the services available on site. The intake shall also include established consent forms that support exchange of participant information with program partners, including the data tracking partners for purposes of program analysis.
2. Assessment and Individual Service Plan: Grantee shall conduct a support services assessment to document participant needs. Grantee shall create service plans based on intake and assessment information. Service plans shall include issues identified by the participant and prioritize key issues, particularly those identified by HSH and the placement referral sources, which are the focus during the participant's stay.
3. Engagement: Grantee shall actively engage with participants to support their connection to needed services, progress on their individual service plans and end participant homelessness. Grantee shall create a regular schedule of outreach to participants and shall provide services based on participant services plans and goals. Grantee shall provide outreach to and offer onsite services and/or referrals to all participants who display indications of placement instability. This includes but is not limited to discontinuance from benefits, services, rule violations or warnings, and conflicts with staff or other shelter participants.
4. Case Management:
 - a. Grantee shall provide ongoing meetings and counseling services with participants to establish goals, support individualized action and service plans, and track progress toward meeting the goals.

- b. Grantee shall assist Housing Referral Status participants in applying for and securing the required documents needed to become “document ready” for permanent housing application. This includes, but is not limited to, the acquisition of identification, income and homelessness verifications, and other required documents as needed. Grantee shall communicate with the Coordinated Entry Housing Navigation staff regularly about the status of documentation acquisition and upload acquired documents into the Online Navigation and Entry (ONE) System via the protocol developed by HSH. Grantee shall engage the Coordinated Entry Housing Navigation staff in discussion and/or case conferencing when participants show signs of difficulty or lack of progress in acquiring necessary documentation.
5. Benefits Navigation: Grantee shall work in partnership with Human Services Agency (HSA) to assist eligible participants to obtain Medi-Cal, CalFresh, and County Adult Assistance Program (CAAP) benefits. As needed, HSA will outstation SFBN and CAAP Eligibility Workers (EWs) at shelter sites with the goals of fully integrating benefits application services into the shelter environment and approving participants for benefits without requiring them to go to HSA offices. Grantee shall provide on-site services space for the HSA EWs when present at the site. Grantee shall provide on-site services space for the HSA EWs when present at the site.
6. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
 - a. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 - b. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
 - c. Regular patrol of the site and surrounding program area to ensure compliance with HSH’s Good Neighbor Policy as described in the Good Neighbor Policies section;
 - d. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
 - e. Assistance with conflict de-escalation and crisis management.
7. Wellness Checks: Grantee shall conduct Wellness Checks in accordance with HSH policy to assess participant safety when there is reason to believe the participant is in immediate and substantial risk due to a medical and/or psychiatric emergency.
8. Support Groups, Social Events and Organized Participant Activities:
 - a. 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, or to celebrate/commemorate significant individual, holiday and community events. These events may be planned with or based on input from participants. Grantee shall post a monthly calendar of events.

- b. Grantee shall conduct monthly community meetings for participants during which participants may discuss concerns and program ideas.
- c. Grantee shall provide community service, training, and/or employment opportunities to participants in partnership with local organizations or City agencies.

9. Referrals and Coordination of Services:

- a. Grantee shall link Problem-Solving status shelter participants to HSH Access Points, in order for the participants to receive Problem-Solving and/or a Coordinated Entry assessment. Grantee shall request the services of the Mobile Access Point team for any participants who display indications of difficulty getting to an HSH Access Point.
- b. Grantee shall assist participants to 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 the completion of applications, helping with appointment reminders, follow up/checking in with participants regarding the process, and, as necessary, re-referral.
- c. Grantee shall escort participants to critical off-site appointments, particularly those related to benefits and exit placements, and support participants to keep appointments. When needed, Grantee shall provide bus tokens and/or transportation vouchers to assist participants in getting to critical appointments.

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

11. Stewardship of the Lease:

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

V. Location and Time of Services

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

VI. Service Requirements

Grantee shall adhere to the following service requirements, unless otherwise directed by the City in cases of public health or other emergency situations:

- A. **Diversity, Equity, and Inclusion:** The Department is committed to a culture of inclusion in which our differences are celebrated. This includes foundational perspectives that everyone should have equitable access to what they need to thrive no matter their race, age, ability, gender, sexual orientation, ethnicity, or country of origin and that a diverse and inclusive workforce will produce more creative and innovative outcomes for the organization, and ultimately, its clients. And the Department is committed to addressing the disparate impact of historical limits on access to governmental services and advancing equity in all aspects of our work, ensuring access to services, and providing support to all communities to ensure their ability to succeed and thrive. Therefore, Grantee shall maintain organizational plans, strategies, and activities to address diverse, equitable, and inclusive access to services provided by Grantee under the Services, as well as internal controls to regularly review current practices through the lens of diversity, equity, and inclusion to identify areas of improvement. This includes but is not limited to the organizational mission and/or inclusion statements; non-discrimination documents; community outreach plans; plans to increase diverse applicants for staff positions; communication strategies to address program recipients who have historically been excluded from participation; and staff training activities on diversity, equity, and inclusion.
- B. **Staffing and Volunteers:**
 1. Grantee shall employ at least one staff member on each shift who has at least one year of experience in providing services to people experiencing homelessness, or comparable experience.
 2. Grantee shall employ at least one staff member on each shift who is identified as the American with Disabilities Act (ADA) Liaison and post the name of the staff on duty near the front desk.
- C. **Language and Interpretation Services:** Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- D. **Record Keeping:**
 1. Grantee shall maintain confidential files on each guest as needed, including documentation and notes that track planning and progress on achieving goals when appropriate.

2. Grantee shall also keep support services files, which contain the record of complaints, services requests, grievances, warnings and denials of service for shelter rule infractions and the outcomes and responses to guests.
3. Grantee shall maintain appropriate documentation to validate the approval of the shelter extensions to shelter guests according to HSH policies.
4. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.

E. Dietary and Food Safety

Grantee shall meet the following meal dietary requirements:

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

F. Facilities:

1. Grantee shall maintain facilities in full compliance with requirements of the law and local standards³. Grantee shall ensure that facilities are well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Maintenance shall occur regularly, as required by the HSH Facilities Manager and janitorial services shall occur regularly, per shift, and as required by the HSH Facilities Manager.
 - a. Grantee shall respond to all facility-related requests and complaints promptly and in a manner that ensures the safety of guests and Grantee staff. Grantee shall note in writing and post in a common area when a maintenance problem will be repaired and the status of repair.
 - b. Grantee shall develop, maintain, and document maintenance schedules for the facility and its systems, as applicable per facility, including, but not limited to, maintaining light fixtures; heating and air conditioning systems (e.g. fan blades, air registers, vents, filters); plumbing (e.g. drains of showers, toilets, sinks); appliances (e.g. hand dryers, refrigerators, microwaves, fans, etc.); elevators; security systems (e.g. metal detectors, security cameras); fire extinguishers; emergency exits; electrical systems; mold, leak, and pest

checks (e.g. roof, walls, bathrooms, kitchen, etc.); and supply checks (e.g. toilet paper, towels, soap, etc.).

- c. Grantee shall develop, maintain, and document janitorial schedules per shift for the facility and its systems, as applicable, including, but not limited to cleaning floors; restrooms (e.g. floors, tile, showers, toilets, urinals, sinks); laundry machines (e.g. dryer vents); elevators (e.g. buttons, floors, walls); kitchens (e.g. floors, sinks, counters, appliances); water fountains; and heating and air conditioning systems vents.

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

1. Grantee shall work with neighbors, HSH, San Francisco Police Department (SFPD), Department of Public Works (DPW), DPH, Department of Emergency Management (DEM)/Healthy Streets Operations Center (HSOC), and other relevant city agencies to ensure that neighborhood concerns about the facility, site, and perimeter are heard and addressed.
2. Grantee shall assign a director, manager, or representative to participate in and attend appropriate neighborhood and community meetings.
3. Grantee shall provide a phone number to all interested neighbors that will be answered 24 hours a day by a representative, who will direct complaints and issues to a manager or other responsible person who has the authority to respond to complaints and issues at the site as they arise.
4. Grantee shall minimize the impact on the neighborhood of program guests entering, exiting, or waiting for services. Grantee will do this by limiting referrals to specified referral partners, not allowing walk-ins, and having 24/7 access to the site for registered guests. Walk-ins will only be allowed if this method is a part of the program's executed scope of work, during a weather activation, or other exception, as directed by HSH.
5. Grantee shall actively discourage and address excessive noise from program participants. Grantee will coordinate with other service providers and City agencies, as necessary to address this issue if just outside the program site.
6. Grantee shall actively discourage loitering and public drug use in the area immediately surrounding the program. Grantee will coordinate with other service providers and City agencies, as necessary, to address this issue.
7. Grantee shall implement management practices necessary to ensure that staff and participants maintain the safety and cleanliness of the area immediately surrounding the facility and do not block driveways of neighboring residents or businesses.
8. Grantee shall take all reasonable measures to ensure the sidewalks adjacent to the facility are not blocked.
9. Grantee will conduct at minimum three daily perimeter inspections, collect litter and contact the appropriate city department for assistance when needed.
10. Grantee shall immediately report to SF Homeless Outreach Team (SFHOT) or HSOC if encampments emerge along the perimeter of the site or immediately across the street.

11. Grantee will actively discourage guests from keeping tents outside of the site on the sidewalk and will follow HSH protocols on the issue.
12. Grantee will abate any graffiti on the site within 24 hours, weather permitting.
13. Grantee will report graffiti in the immediate area to 311.

H. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:

1. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
2. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
3. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
4. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
5. Assistance with conflict de-escalation and crisis management.

I. Feedback, Complaint and Follow-up Policies

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

1. A complaint process, including a written complaint policy informing guests how to report complaints and request repairs/services; and
2. A written quarterly survey that has been pre-approved by HSH, which shall be offered to the served population to gather feedback, satisfaction and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

Grantee shall also respond to guest complaints in a timely manner that are brought through the Shelter Monitoring Committee, Mayor's Office on Disability, or HSH.

J. City Communications and Policies

Grantee shall keep HSH informed and comply with applicable City policies to minimize harm and risk, including:

1. Compliance with all Shelter and Resource Center Standards of Care as required by Administrative Code, Sec. 20.404⁴;
2. Regular communication to HSH about the implementation of the program;
3. Attendance of HSH meetings and trainings, as required;
4. Attendance of an annual training on the ADA and mental disabilities through interdepartmental work orders with the Mayor's Office on Disability and the City Attorney's Office;

5. Attendance of the Shelter Monitoring Committee Meetings;
6. Adherence to the Shelter Grievance Ordinance, HSH Regulations and Shelter Grievance policy, including the processes regarding denials of service unless Grantee is otherwise dictated by City emergency requirements;
7. Adherence to the City service or companion animals policy;
8. Adherence to the HSH Cold/Wet Weather Policy; and
9. Adherence to the TB Infection Control Guidelines for Homeless.

K. **Critical Incident:** Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions must be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

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

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

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

O. **Staff Training:** Grantee shall promote and support staff training and development, including but not limited to training on de-escalation and safety, participant engagement, professionalism, ethics, harm-reduction, trauma-informed care, cultural competency, health, overdose prevention and response, respect for participants and fellow staff, mental health and substance abuse issues, and trainings required under the Shelter Standards of Care (Section 16.22 of the Agreement).

P. **Case Conferences:** Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.

Q. **Admission Policy:** Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that Participants are accepted for care without discrimination on

the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.

R. 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).

S. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process², including but not limited to: (a) entering all client data within three business days (unless specifically requested to do so sooner); (b) ensuring accurate dates for enrollment, exit, and (if applicable) move-in; and (c) running monthly data quality reports and correcting errors.
2. Data entered in the ONE System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall 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.

T. Confidentiality:

1. Grantee shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data shared between Grantee, HSH, and other providers if those laws apply for the purposes described in the Grant Plan, including but not limited to: U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice and 24 C.F.R. Part 578, Continuum of Care.
2. Grantee shall safeguard the confidentiality of all client data by (a) ensuring the security and integrity of all client data; (b) maintaining computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner; (c) protecting against any anticipated threats or hazards to the security and integrity all client data; (d) protecting against unauthorized disclosure, access, or use of all client data; (e)

² HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here:
<https://www.sf.gov/information--one-system>

ensuring the proper disposal of client data; and (f) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.

3. Grantee shall immediately notify HSH upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to client data shared under this Grant Plan or which in any way might reasonably require access to client data, and in no event later than twenty-four (24) hours after Grantee receives the request. Grantee shall not respond to Legal Requests without first notifying City.
4. In the event that Grantee becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of client data, Grantee shall, as applicable: (a) notify HSH immediately following discovery, but no later than 48 hours, of such confirmation; (b) coordinate with HSH in its breach response activities; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence; and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

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

V. Shelter Expansion:

1. Related to 24/7 operations: At any time when City guidelines and requirements may allow for the site to serve a greater number of guests, changes in the number of active beds will be negotiated regarding program adjustments and timing.
2. In order to respond to weather or other emergencies HSH reserves the right to negotiate shelter expansion with the addition of mats during time-limited periods of need as identified by HSH. Expansion may be at reduced hours or simplified services. HSH prefers that providers use their own staff during these expansions; however, if provider staffing is not available at the time of expansion, HSH reserves the right to augment coverage with City staff in order to respond to emergencies. HSH is looking for providers at negotiated sites to be ready to provide expansion within 24 hours' notice, although HSH will attempt to give more advance notice whenever possible.

VII. Service Objectives

Grantee shall achieve the following services objectives, unless directed otherwise by the City in a public health emergency:

- A. Grantee shall provide intake and program orientation to 100 percent of all initial guests and updates for returning guests in a new stay within 24 hours of arrival to the site.

- B. Grantee shall utilize intake and assessment information with partnering service providers to identify options and create a service plan for 95 percent of participants. Written service plans shall include clear goals and objectives with identified barriers. Service connections, progress, and follow up on these service plans will be documented in the participant's record.
- C. A minimum of 50 percent of the guests onsite during the quarterly satisfaction survey distribution period shall complete the survey instrument approved by HSH and a minimum of 75 percent of guests who complete a quarterly satisfaction survey shall rate the treatment of staff, connection to services, and safety as good or excellent.
- D. Ninety percent of participants shall be offered referral for problem-solving and/or assessment via Adult Coordinated Entry within one week of placement at the shelter.
- E. Ninety percent of guests with referral needs shall be provided with referrals related to benefits, employment, health, and related transportation support if needed.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives:

- A. A minimum of 75 percent of guests who complete the Quarterly Satisfaction Survey shall rate the treatment by staff, meals, connection to services and safety as good or excellent.
- B. Eighty percent of Housing Referral Status participants will receive support gathering and uploading of vital documents into the ONE System and meet document readiness standards within six months of initial intake.

IX. Reporting Requirements

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

- A. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This should include the Quarterly Satisfaction Survey data. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- B. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- C. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation

program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.

- D. Grantee shall adhere to the Department's Critical Incident Report Policy and report critical incidents to the Department using the Critical Incident Report. Examples of critical incidents include death, fire, acts of violence, or any other incident which requires the involvement of emergency services.
- E. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner. For assistance with reporting requirements or submission of reports, contact the assigned Contract and Program Managers.
- F. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
Monitoring of program participation in the ONE System may include, but not limited to, data quality reports from the ONE System, records of timeliness of data entry, and attendance records at required training and agency lead meetings.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal 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.

C. Food Safety: Grantee shall be responsible to utilize DPH RD support services to provide annual monitoring and evaluation of food safety/sanitation, meal preparation/service and menu documentation. Report will include recommendations and actions that shelter has taken to address any compliance issues noted.

Appendix A-2, Services to be Provided
by
Episcopal Community Services
Emergency Solutions Grants (ESG) - Sanctuary Shelter

I. Purpose of Grant

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

II. Served Population

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

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

III. Referral and Prioritization

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

IV. Description of Services

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

A. Emergency Shelter²:

Grantee shall provide Emergency Shelter Operations services, including:

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

¹ See 24 CFR 576.2.

² See 24 CFR §576.102, §576.2.

B. Stewardship of the Lease:

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

V. Location and Time of Services

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

VI. Service Requirements

- A. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.
- B. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- C. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.
- D. Critical Incidents: Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours (Temporary Shelters, PSH, Outreach) of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions must be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- E. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described, such policies must include a provision that referrals are accepted for services without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV/AIDS status.

F. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide feedback about the program. Feedback methods shall include a written annual survey, which shall be offered to the served population to gather feedback, assess client satisfaction, and evaluate the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

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

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

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

H. City Communications, Trainings and Meetings

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

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

I. Data Standards:

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

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

2. Records entered into the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards⁴.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

J. Record Keeping, Documentation, and Files:

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

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

VII. Service Objectives

Grantee shall achieve the following service objectives annually:

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

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives annually:

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

IX. Reporting Requirements

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

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

⁴ See 24 CFR 576.201.

breakdown of time spent on HUD ESG-funded eligible activities versus non-eligible activities.

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

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

X. Monitoring Activities

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

	A	B	C	D			
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	Document Date	1/1/2026					
4	Contract Term	Begin Date	End Date	Duration (Years)			
5	Current Term	7/1/2021	6/30/2026	5			
6	Amended Term	7/1/2021	6/30/2028	7			
7	Program	Sanctuary Shelter					
8	Approved Subcontractors						
10	N/A						

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																								
2	APPENDIX B, BUDGET																								
3	Document Date	1/1/2026																							
4	Contract Term	Begin Date	End Date	Duration (Years)																					
5	Current Term	7/1/2021	6/30/2026	5																					
6	Amended Term	7/1/2021	6/30/2028	7																					
7	Program	Sanctuary Shelter																							
8	F\$P Contract ID#	1000023961																							
9																									
10	Number Served				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7														
11	Service Component:				7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/16/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028														
13	Beds				124	136	200	200	200	200	200														

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y				
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																												
2	APPENDIX B, BUDGET																												
3	Document Date	1/1/2026																											
4	Contract Term	Begin Date	End Date	Duration (Years)																									
5	Current Term	7/1/2021	6/30/2026	5																									
6	Amended Term	7/1/2021	6/30/2028	7																									
7	Program	Sanctuary Shelter																											
8																						EXTENSION YEAR		EXTENSION YEAR					
9	HUD Requirements							Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7															
10	HUD Award Information 24 CFR 578.99(e); 2 CFR 200.331(a)							7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/16/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028															
11	HUD ESG Award Number							E-21-MC-06-0016	E-22-MC-06-0016	E-23-MC-06-0016	E-24-MC-06-0016	E-25-MC-06-0016	TBD	TBD															
12	HUD ESG Award Date							12/3/2021	9/26/2022	8/10/23	11/6/24	TBD	TBD	TBD															
13	Amount							\$ 89,000	\$ 263,085	\$ 317,262	\$ 381,881	\$ 320,943	TBD	TBD															

	A	B	C	D	G	J	M	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	1/1/2026						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2026	5				
6	Amended Term	7/1/2021	6/30/2028	7				
7	Provider Name	Episcopal Community Services						
8	Program	Sanctuary Shelter						
9	F\$P Contract ID#	1000023961						
10	Contract Action	Amendment						
11	Effective Date	1/1/2026						
12	Budget Names	General Fund - Emergency Shelter & Support Services, Emergency Services Grant (ESG) - Shelter, COVID Lunches						
13		Current	New	15%				
14	Term Budget	\$ 25,755,271	\$ 38,921,245					
15	Contingency	\$ -	\$ 1,974,896					
16	Not-To-Exceed	\$ 25,755,271	\$ 40,896,141					
17								
18					Year 1	Year 2	Year 3	Year 4
19					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
20					Actuals	Actuals	Actuals	Actuals
21	Expenditures							
22	Salaries & Benefits		\$ 2,125,479	\$ 2,633,154	\$ 3,561,422	\$ 3,605,407		
23	Operating Expense		\$ 1,082,147	\$ 970,208	\$ 1,023,305	\$ 1,252,256		
24	Subtotal		\$ 3,207,626	\$ 3,603,362	\$ 4,584,727	\$ 4,857,663		
26	Indirect Cost		\$ 478,760	\$ 540,505	\$ 687,709	\$ 728,650		
27	Other Expenses (Not subject to indirect %)		\$ (49,472)	\$ (55,568)	\$ (14,632)	\$ 798,531		
28	Capital Expenditure		\$ 3,750	\$ 40,514	\$ 111,204	\$ 60,867		
30	Total Expenditures		\$ 3,640,664	\$ 4,128,813	\$ 5,369,008	\$ 6,445,711		
31								
32	HSH Revenues:*							
33	General Fund - Ongoing		\$ 4,057,332	\$ 4,523,512	\$ 5,783,442	\$ 6,064,099		
34	General Fund - CODB		\$ -	\$ -	\$ -	\$ -		
35	HUD ESG (CFDA 14.231)		\$ 89,000	\$ 217,000	\$ 217,000	\$ 320,943		
36	HUD ESG (CFDA 14.231) - One-Time		\$ -	\$ 46,085	\$ 100,262	\$ 60,938		
37	Adjustment to Actuals		\$ (505,668)	\$ (657,784)	\$ (731,696)	\$ (269)		
38	Adjustment to Budget		\$ -	\$ -	\$ -	\$ -		
42	Total HSH Revenues		\$ 3,640,664	\$ 4,128,813	\$ 5,369,008	\$ 6,445,711		
52	Total Adjusted Salary FTE (All Budgets)		28.70	31.84	41.34	40.02		
54								
55								
56	Approved by	Tiffany Luong						
57	Phone	415.487.3300 ext. 1219						
58	Email	tluong@ecs-sf.org						
59								
60	* HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors' discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the Grant Agreement document (G-100).							
61								
62								
63								
64								

	A	B	C	D	Q	R	S	T	U	V									
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	1/1/2026																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	7/1/2021	6/30/2026	5															
6	Amended Term	7/1/2021	6/30/2028	7															
7	Provider Name	Episcopal Community Services																	
8	Program	Sanctuary Shelter																	
9	F\$P Contract ID#	1000023961																	
10	Contract Action	Amendment																	
11	Effective Date	1/1/2026																	
12	Budget Names	General Fund - Emergency Shelter & Support Services, Emergency Services Grant (ESG) - Shelter, COVID Lunches																	
13		Current	New	15%															
14	Term Budget	\$ 25,755,271	\$ 38,921,245																
15	Contingency	\$ -	\$ 1,974,896																
16	Not-To-Exceed	\$ 25,755,271	\$ 40,896,141																
17	EXTENSION YEAR																		
18																			
19																			
20																			
21	Expenditures																		
22	Salaries & Benefits	\$ 3,492,294	\$ 53,384	\$ 3,545,678	\$ -	\$ 3,545,678	\$ 3,545,678												
23	Operating Expense	\$ 2,059,916	\$ (653)	\$ 2,059,264	\$ -	\$ 2,059,264	\$ 2,059,264												
24	Subtotal	\$ 5,552,210	\$ 52,731	\$ 5,604,942	\$ -	\$ 5,604,942	\$ 5,604,942												
26	Indirect Cost	\$ 832,832	\$ 7,909	\$ 840,741	\$ -	\$ 840,741	\$ 840,741												
27	Other Expenses (Not subject to indirect %)	\$ (213,967)	\$ 213,967	\$ -	\$ -	\$ -	\$ -												
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
30	Total Expenditures	\$ 6,171,075	\$ 274,607	\$ 6,445,683	\$ -	\$ 6,445,683	\$ 6,445,683												
31																			
32	HSH Revenues:*																		
33	General Fund - Ongoing	\$ 6,064,099	\$ -	\$ 6,064,099	\$ -	\$ 6,124,740	\$ 6,124,740												
34	General Fund - CODB	\$ -	\$ 60,641	\$ 60,641	\$ -	\$ -	\$ -												
35	HUD ESG (CFDA 14.231)	\$ 320,943	\$ -	\$ 320,943	\$ -	\$ 320,943	\$ 320,943												
36	HUD ESG (CFDA 14.231) - One-Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
37	Adjustment to Actuals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
38	Adjustment to Budget	\$ (213,967)	\$ 213,967	\$ -	\$ -	\$ -	\$ -												
42	Total HSH Revenues	\$ 6,171,075	\$ 274,608	\$ 6,445,683	\$ -	\$ 6,445,683	\$ 6,445,683												
52	Total Adjusted Salary FTE (All Budgets)				38.70					38.70									
54																			
55																			
56	Approved by	Tiffany Luong																	
57	Phone	415.487.3300 ext. 1219																	
58	Email	tluong@ecs-sf.org																	
59																			
60	* HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors' discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the Grant Agreement document (G-100).																		
61																			
62																			
63																			
64																			

	A	B	C	D	G	J	M	P	Q	R	S	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	Document Date	1/1/2026										
4	Contract Term	Begin Date	End Date	Duration (Years)								
5	Current Term	7/1/2021	6/30/2026	5								
6	Amended Term	7/1/2021	6/30/2028	7								
7	Provider Name	Episcopal Community Services										
8	Program	Sanctuary Shelter										
9	F\$P Contract ID#	1000023961										
10	Contract Action	Amendment										
11	Effective Date	1/1/2026										
12	Budget Name	General Fund - Emergency Shelter & Support Services										
13		Current	New	15%								
14	Term Budget	\$ 24,318,469	\$ 36,842,557									
15	Contingency	\$ -	\$ 1,974,896									
16	Not-To-Exceed	\$ 25,755,271	\$ 40,896,141									
17												
18												
19												
20												
21	Expenditures											
22	Salaries & Benefits	\$ 2,125,479	\$ 2,633,154	\$ 3,561,422	\$ 3,605,407	\$ 3,492,294	\$ 53,384	\$ 3,545,678				
23	Operating Expense	\$ 1,002,683	\$ 741,439	\$ 747,425	\$ 920,186	\$ 1,780,835	\$ (653)	\$ 1,780,183				
24	Subtotal	\$ 3,128,162	\$ 3,374,593	\$ 4,308,847	\$ 4,525,593	\$ 5,273,129	\$ 52,731	\$ 5,325,861				
25	Indirect Percentage	15%	15%	15%	15%	15%	15%	15%				
26	Indirect Cost (Line 24 X Line 25)	\$ 469,224	\$ 506,189	\$ 646,327	\$ 678,839	\$ 790,970	\$ 7,909	\$ 798,879				
27	Other Expenses (Not Subject to Indirect %)	\$ (114,103)	\$ (55,568)	\$ (14,632)	\$ 798,531	\$ (213,967)	\$ 213,967	\$ -				
28	Capital Expenditure	\$ 3,750	\$ 40,514	\$ 111,204	\$ 60,867	\$ -	\$ -	\$ -				
30	Total Expenditures	\$ 3,487,033	\$ 3,865,728	\$ 5,051,746	\$ 6,063,830	\$ 5,850,132	\$ 274,607	\$ 6,124,740				
31	HSH Revenues:											
32												
33	General Fund - Ongoing	\$ 3,984,945	\$ 4,523,512	\$ 5,783,442	\$ 6,064,099	\$ 6,064,099			\$ 6,064,099			
34	General Fund - CODB	\$ -	\$ -	\$ -	\$ -				\$ 60,641	\$ 60,641		
37	Adjustment to Actuals	\$ (497,912)	\$ (657,784)	\$ (731,696)	\$ (269)							
38	Adjustment to Budget	\$ -	\$ -	\$ -	\$ -	\$ (213,967)	\$ 213,967	\$ -				
42	Total HSH Revenues	\$ 3,487,033	\$ 3,865,728	\$ 5,051,746	\$ 6,063,830	\$ 5,850,132	\$ 274,608	\$ 6,124,740				
53												
54	Approved by	Tiffany Luong										
55	Phone	415.487.3300 ext. 1219										
56	Email	tluong@ecs-sf.org										

	A	B	C	D	T	U	V	W	X	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	1/1/2026											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	7/1/2021	6/30/2026	5									
6	Amended Term	7/1/2021	6/30/2028	7									
7	Provider Name	Episcopal Community Services											
8	Program	Sanctuary Shelter											
9	F\$P Contract ID#	1000023961											
10	Contract Action	Amendment											
11	Effective Date	1/1/2026											
12	Budget Name	General Fund - Emergency Shelter & Support Services											
13		Current	New										
14	Term Budget	\$ 24,318,469	\$ 36,842,557										
15	Contingency	\$ -	\$ 1,974,896										
16	Not-To-Exceed	\$ 25,755,271	\$ 40,896,141										
17													
18													
19													
20													
21	Expenditures												
22	Salaries & Benefits	\$ -	\$ 3,545,678	\$ 3,545,678	\$ -	\$ 3,545,678	\$ 3,545,678	\$ 15,417,756	\$ 7,144,740	\$ 22,562,496			
23	Operating Expense	\$ -	\$ 1,780,183	\$ 1,780,183	\$ -	\$ 1,780,183	\$ 1,780,183	\$ 5,192,568	\$ 3,559,713	\$ 8,752,282			
24	Subtotal	\$ -	\$ 5,325,861	\$ 5,325,861	\$ -	\$ 5,325,861	\$ 5,325,861	\$ 20,610,324	\$ 10,704,453	\$ 31,314,778			
25	Indirect Percentage	0.00%		15.00%	0.00%			15.00%					
26	Indirect Cost (Line 24 X Line 25)	\$ -	\$ 798,879	\$ 798,879	\$ -	\$ 798,879	\$ 798,879	\$ 3,091,549	\$ 1,605,667	\$ 4,697,216			
27	Other Expenses (Not Subject to Indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,261	\$ 213,967	\$ 614,228			
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 216,335	\$ -	\$ 216,335			
30	Total Expenditures	\$ -	\$ 6,124,740	\$ 6,124,740	\$ -	\$ 6,124,740	\$ 6,124,740	\$ 24,318,469	\$ 12,524,087	\$ 36,842,557			
31													
32	HSH Revenues:												
33	General Fund - Ongoing		\$ 6,124,740	\$ 6,124,740		\$ 6,124,740	\$ 6,124,740	\$ 26,420,097	\$ 12,249,480	\$ 38,669,577			
34	General Fund - CODB			\$ -				\$ -	\$ -	\$ 60,641	\$ 60,641		
37	Adjustment to Actuals			\$ -				\$ -	\$ (1,887,661)	\$ -	\$ (1,887,661)		
38	Adjustment to Budget			\$ -				\$ -	\$ (213,967)	\$ 213,967	\$ -		
42	Total HSH Revenues	\$ -	\$ 6,124,740	\$ 6,124,740	\$ -	\$ 6,124,740	\$ 6,124,740	\$ 24,318,469	\$ 12,524,088	\$ 36,842,557			
53													
54	Approved by	Tiffany Luong											
55	Phone	415.487.3300 ext. 1219											
56	Email	tluong@ecs-sf.org											

	A	B	C	F	I	J	M	P	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	SALARY & BENEFIT DETAIL								
4	Document Date	1/1/2026							
5	Provider Name	Episcopal Community Services							
6	Program	Sanctuary Shelter							
7	F\$P Contract ID#	1000023961							
8	Budget Name	General Fund - Emergency Shelter & Support Services							
9									
10			Year 1			Year 2			
11			Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022 New	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 New	
12									
13	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	
14	Service Coordinators (Monitors)		\$ 47,918	15.40	\$ 737,937	\$ 53,620	14.72	\$ 789,159	
15	Case Manager III				\$ -	\$ 62,647	1.75	\$ 109,632	
16	Bilingual Case Manager III				\$ -	\$ 65,779	1.17	\$ 76,742	
17	Shift Supervisors		\$ 66,253	4.20	\$ 278,263	\$ 66,253	4.20	\$ 278,263	
18	Service Coordinators (Monitors)				\$ -	\$ 53,620	0.96	\$ 51,386	
19	Senior Support Service Manager				\$ -			\$ -	
20	Facilities-Janitors/Launderers		\$ 42,232	4.40	\$ 185,821	\$ 60,030	3.86	\$ 231,502	
21	Facilities - Maintenance Supervisor		\$ 74,790	1.00	\$ 74,790	\$ 74,790	1.00	\$ 74,790	
22	Admin - Site Manager		\$ 85,160	1.00	\$ 85,160	\$ 93,053	0.96	\$ 89,764	
23	Director of Interim Housing		\$ 138,901	0.85	\$ 118,066	\$ 138,901	0.85	\$ 118,066	
24	Director of Impact and Analytics		\$ 131,256	0.09	\$ 11,813	\$ 145,243	0.09	\$ 12,547	
25	Director of Strategic Initiatives & Quality Assurance				\$ -			\$ -	
26	Admin-Director of Healthy Aging		\$ 132,879	0.23	\$ 30,562	\$ 149,287	0.22	\$ 32,764	
27	Associate Director of Interim Housing				\$ -			\$ -	
28	Ambassadors (security, front door, hospitality)		\$ 57,348	1.53	\$ 87,799	\$ 61,089	1.49	\$ 91,140	
29	Impact Data Analyst				\$ -	\$ 66,958	0.58	\$ 39,059	
57			TOTAL SALARIES		\$ 1,610,211			\$ 1,994,814	
58			TOTAL FTE		28.70			31.84	
59			FRINGE BENEFIT RATE			32.00%		32.00%	
60			EMPLOYEE FRINGE BENEFITS			\$ 515,268		\$ 638,340	
61			TOTAL SALARIES & BENEFITS			\$ 2,125,479		\$ 2,633,154	

	A	B	Q	T	W	X	AA	AD	AE	AH	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	1/1/2026									
5	Provider Name	Episcopal Community Services									
6	Program	Sanctuary Shelter									
7	F\$P Contract ID#	1000023961									
8	Budget Name	General Fund - Emergency Shelter & Support Services									
9											
10		Year 3			Year 4			Year 5			
11		Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024 New	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025 New	Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026 New	
12		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	
13	POSITION TITLE										
14	Service Coordinators (Monitors)	\$ 55,344	18.05	\$ 998,700	\$ 55,344	21.00	\$ 1,162,318	\$ 60,325	16.60	\$ 1,001,298	
15	Case Manager III	\$ 71,760	6.00	\$ 430,560	\$ 71,760	4.83	\$ 346,338	\$ 71,760	5.64	\$ 404,726	
16	Bilingual Case Manager III	\$ 75,348	2.00	\$ 150,696	\$ 75,348	1.12	\$ 84,075	\$ 75,348	2.00	\$ 150,696	
17	Shift Supervisors	\$ 68,999	4.90	\$ 338,093	\$ 71,999	4.20	\$ 302,396	\$ 71,999	4.20	\$ 302,396	
18	Service Coordinators (Monitors)	\$ 55,016	3.00	\$ 165,048	\$ 55,016	1.33	\$ 72,964	\$ 60,325	2.59	\$ 156,014	
19	Senior Support Service Manager			\$ -			\$ -	\$ 100,437	0.86	\$ 86,376	
20	Facilities-Janitors/Launderers	\$ 53,756	3.80	\$ 204,453	\$ 57,756	3.80	\$ 219,473	\$ 61,221	3.80	\$ 232,641	
21	Facilities - Maintenance Supervisor	\$ 79,954	1.00	\$ 79,954	\$ 83,152	0.89	\$ 73,811	\$ 83,152	1.00	\$ 83,152	
22	Admin - Site Manager	\$ 108,557	1.00	\$ 108,557	\$ 111,557	1.00	\$ 111,557	\$ 111,557	1.00	\$ 111,557	
23	Director of Interim Housing	\$ 153,736	0.79	\$ 121,451	\$ 153,736	0.85	\$ 130,676	\$ 153,736	0.85	\$ 130,676	
24	Director of Impact and Analytics	\$ 159,917	0.09	\$ 14,393	\$ 159,917	0.09	\$ 14,393	\$ 159,917	0.09	\$ 14,393	
25	Director of Strategic Initiatives & Quality Assurance			\$ -			\$ -	\$ 167,514	0.07	\$ 12,195	
26	Admin-Director of Healthy Aging	\$ 160,656	0.15	\$ 24,580	\$ 160,656	0.08	\$ 12,049	\$ 160,656		\$ -	
27	Associate Director of Interim Housing	\$ 110,000	0.56	\$ 61,562	\$ 130,000	0.85	\$ 110,500	\$ 130,000		\$ -	
28	Ambassadors (security, front door, hospitality)			\$ -			\$ -	\$ -		\$ -	
29	Impact Data Analyst	\$ 76,544		\$ -			\$ -	\$ -		\$ -	
57	TOTAL SALARIES TOTAL FTE FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS TOTAL SALARIES & BENEFITS			\$ 2,698,047			\$ 2,640,550			\$ 2,686,120	
58				41.34			40.02			38.70	
59					32.00%			36.54%		32.00%	
60					\$ 863,375			\$ 964,857		\$ 859,558	
61					\$ 3,561,422			\$ 3,605,407		\$ 3,545,678	

	A	B	AL	AO	AR	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	1/1/2026									
5	Provider Name	Episcopal Community Services									
6	Program	Sanctuary Shelter									
7	F\$P Contract ID#	1000023961									
8	Budget Name	General Fund - Emergency Shelter & Support Services									
9											
10											
11											
12											
13	POSITION TITLE										
14	Service Coordinators (Monitors)	\$ 60,325	16.60	\$ 1,001,298	\$ 60,325	16.60	\$ 1,001,298	\$ 4,695,375	\$ 1,996,633	\$ 6,692,008	
15	Case Manager III	\$ 71,760	5.64	\$ 404,726	\$ 71,760	5.64	\$ 404,726	\$ 1,317,090	\$ 783,618	\$ 2,100,708	
16	Bilingual Case Manager III	\$ 75,348	2.00	\$ 150,696	\$ 75,348	2.00	\$ 150,696	\$ 462,209	\$ 301,392	\$ 763,601	
17	Shift Supervisors	\$ 71,999	4.20	\$ 302,396	\$ 71,999	4.20	\$ 302,396	\$ 1,499,411	\$ 604,792	\$ 2,104,203	
18	Service Coordinators (Monitors)	\$ 60,325	2.59	\$ 156,014	\$ 60,325	2.59	\$ 156,014	\$ 362,362	\$ 395,078	\$ 757,440	
19	Senior Support Service Manager	\$ 100,437	0.86	\$ 86,376	\$ 100,437	0.86	\$ 86,376	\$ -	\$ 259,128	\$ 259,128	
20	Facilities-Janitors/Launderers	\$ 61,221	3.80	\$ 232,641	\$ 61,221	3.80	\$ 232,641	\$ 1,060,722	\$ 478,450	\$ 1,539,172	
21	Facilities - Maintenance Supervisor	\$ 83,152	1.00	\$ 83,152	\$ 83,152	1.00	\$ 83,152	\$ 386,497	\$ 166,304	\$ 552,801	
22	Admin - Site Manager	\$ 111,557	1.00	\$ 111,557	\$ 111,557	1.00	\$ 111,557	\$ 506,595	\$ 223,114	\$ 729,709	
23	Director of Interim Housing	\$ 153,736	0.85	\$ 130,676	\$ 153,736	0.85	\$ 130,676	\$ 618,935	\$ 261,352	\$ 880,287	
24	Director of Impact and Analytics	\$ 159,917	0.09	\$ 14,393	\$ 159,917	0.09	\$ 14,393	\$ 67,539	\$ 28,786	\$ 96,325	
25	Director of Strategic Initiatives & Quality Assurance	\$ 167,514	0.07	\$ 12,195	\$ 167,514	0.07	\$ 12,195	\$ -	\$ 36,585	\$ 36,585	
26	Admin-Director of Healthy Aging	\$ 160,656		\$ -	\$ 160,656		\$ -	\$ 112,004	\$ (12,049)	\$ 99,955	
27	Associate Director of Interim Housing	\$ 130,000		\$ -	\$ 130,000		\$ -	\$ 282,562	\$ (110,500)	\$ 172,062	
28	Ambassadors (security, front door, hospitality)	\$ -		\$ -	\$ -		\$ -	\$ 178,939	\$ -	\$ 178,939	
29	Impact Data Analyst	\$ -		\$ -	\$ -		\$ -	\$ 39,059	\$ -	\$ 39,059	
57	TOTAL SALARIES TOTAL FTE FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS TOTAL SALARIES & BENEFITS			\$ 2,686,120 38.70 32.00% \$ 859,558 \$ 3,545,678		\$ 2,686,120 38.70 32.00% \$ 859,558 \$ 3,545,678		\$ 11,589,299 \$ 3,828,457 \$ 1,732,057 \$ 5,560,514 \$ 15,417,756	\$ 5,412,683 \$ 1,732,057 \$ 5,560,514 \$ 7,144,740	\$ 17,001,982 \$ 5,560,514 \$ 22,562,496	
58											
59											
60											
61											

	A	B	E	H	K	N
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	OPERATING DETAIL					
4	Document Date	1/1/2026				
5	Provider Name	Episcopal Community Services				
6	Program	Sanctuary Shelter				
7	F\$P Contract ID#	1000023961				
8	Budget Name	General Fund - Emergency Shelter & Support Services				
9						
10						
11						
12						
13	Operating Expenses					
14	Rental of Property	\$ 547,068	\$ 382,723	\$ 373,725	\$ 328,238	
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 127,268	\$ 167,612	\$ 189,105	\$ 128,228	
16	Office Supplies, Postage	\$ 3,672	\$ 3,672	\$ 4,743	\$ 5,743	
17	Building Maintenance Supplies & Repair	\$ 56,114	\$ 86,114	\$ 88,266	\$ 92,966	
18	Printing & Reproduction	\$ 10,400	\$ 10,400	\$ 11,072	\$ 11,070	
19	Insurance	\$ 14,084	\$ 26,584	\$ 48,896	\$ 52,882	
20	Staff Training	\$ 3,500	\$ 1,500	\$ 2,252	\$ 4,252	
21	Staff Travel - (Local & Out-of-Town)	\$ 500	\$ 500		\$ 500	
22	Staff Recruitment	\$ 200	\$ 500	\$ 500	\$ 2,500	
23	Program Supplies	\$ 1,000	\$ 3,000	\$ 3,496	\$ 10,596	
24	Client Supplies	\$ 7,000	\$ 5,000	\$ 7,500	\$ 30,600	
25	Telecommunications	\$ 18,238	\$ 18,238	\$ 17,608	\$ 28,008	
26	Fees & Licenses/Taxes	\$ 2,126	\$ 1,126	\$ 262	\$ 2,462	
27	Cleaning Supplies				\$ 24,135	
28	CHEFS Kitchens - 2 meals a day x 365 days x 160 beds x \$8/meal					
29	Rent Insurance Premiums				\$ 37,000	
30	Property Tax				\$ 161,006	
55	Subcontractors (First \$50k Only)					
56	One-time Deferred Maintenance & Painting	\$ 9,470	\$ 9,470			
57	Defense Logistics - Security Services (First \$25k Eligible for Indirect Cost)	\$ 202,043	\$ 25,000			
68						
69	TOTAL OPERATING EXPENSES	\$ 1,002,683	\$ 741,439	\$ 747,425	\$ 920,186	
70						
71	Other Expenses (Not Subject to Indirect Cost %)					
72	CHEFS Kitchens - 2 meals a day x 365 days x 160 beds x \$8/meal	\$ 381,060	\$ 351,629	\$ 711,440	\$ 798,800	
73	Automobile Gas Oil/Maintenance	\$ 2,750	\$ 5,500	\$ 5,624		
74	Defense Logistics - Security Services		\$ 245,087			
75	Adjustment to Actuals	\$ (497,913)	\$ (657,784)	\$ (731,696)	\$ (269)	
76	FY25-26 Budget Withheld Pending Amendment					
84						
85	TOTAL OTHER EXPENSES	\$ (114,103)	\$ (55,568)	\$ (14,632)	\$ 798,531	
86						
87	Capital Expenses					
88	IT Equipment	\$ 3,750	\$ 3,750	\$ 10,116	\$ 18,662	
89	Capital Repairs		\$ 36,764	\$ 15,000	\$ 1,745	
90	Boiler				\$ 40,460	
91	Office furniture			\$ 15,000		
92	Bedding/ Linen			\$ 10,000		
93	Computer (one-time replacement)			\$ 3,000		
94	One-time purchase & assembly of bedframes.			\$ 33,088		
95	ADA Accessible Door			\$ 25,000		
96						
97	TOTAL CAPITAL EXPENSES	\$ 3,750	\$ 40,514	\$ 111,204	\$ 60,867	

	A	B	O	P	Q	R	S	T
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	OPERATING DETAIL							
4	Document Date	1/1/2026						
5	Provider Name	Episcopal Community Services						
6	Program	Sanctuary Shelter						
7	F\$P Contract ID#	1000023961						
8	Budget Name	General Fund - Emergency Shelter & Support Services						
9								EXTENSION YEAR
10								
11								
12								
13	Operating Expenses							
14	Rental of Property	\$ 464,000	\$ -	\$ 464,000			\$ 464,000	\$ 464,000
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 135,904	\$ -	\$ 135,904			\$ 135,904	\$ 135,904
16	Office Supplies, Postage	\$ 5,743	\$ -	\$ 5,743			\$ 5,743	\$ 5,743
17	Building Maintenance Supplies & Repair	\$ 87,836	\$ -	\$ 87,836			\$ 87,836	\$ 87,836
18	Printing & Reproduction	\$ 11,071	\$ -	\$ 11,071			\$ 11,071	\$ 11,071
19	Insurance	\$ 84,882	\$ -	\$ 84,882			\$ 84,882	\$ 84,882
20	Staff Training	\$ 4,252	\$ -	\$ 4,252			\$ 4,252	\$ 4,252
21	Staff Travel - (Local & Out-of-Town)	\$ 500	\$ -	\$ 500			\$ 500	\$ 500
22	Staff Recruitment	\$ 500	\$ -	\$ 500			\$ 500	\$ 500
23	Program Supplies	\$ 5,932	\$ -	\$ 5,932			\$ 5,932	\$ 5,932
24	Client Supplies	\$ 15,500	\$ -	\$ 15,500			\$ 15,500	\$ 15,500
25	Telecommunications	\$ 17,608	\$ -	\$ 17,608			\$ 17,608	\$ 17,608
26	Fees & Licenses/Taxes	\$ 261	\$ -	\$ 261			\$ 262	\$ 262
27	Cleaning Supplies	\$ 14,951	\$ (653)	\$ 14,298			\$ 14,298	\$ 14,298
28	CHEFS Kitchens - 2 meals a day x 365 days x 160 beds x \$8/meal	\$ 931,896	\$ -	\$ 931,896			\$ 931,896	\$ 931,896
29	Rent Insurance Premiums		\$ -				\$ -	
30	Property Tax		\$ -				\$ -	
55	Subcontractors (First \$50k Only)							
56	One-time Deferred Maintenance & Painting		\$ -				\$ -	
57	Defense Logistics - Security Services (First \$25k Eligible for Indirect Cost)		\$ -				\$ -	
68								
69	TOTAL OPERATING EXPENSES	\$ 1,780,835	\$ (653)	\$ 1,780,183	\$ -	\$ 1,780,183	\$ 1,780,183	
70								
71	Other Expenses (Not Subject to Indirect Cost %)							
72	CHEFS Kitchens - 2 meals a day x 365 days x 160 beds x \$8/meal		\$ -				\$ -	
73	Automobile Gas Oil/Maintenance		\$ -				\$ -	
74	Defense Logistics - Security Services		\$ -				\$ -	
75	Adjustment to Actuals		\$ -				\$ -	
76	FY25-26 Budget Withheld Pending Amendment	\$ (213,967)	\$ 213,967				\$ -	
84								
85	TOTAL OTHER EXPENSES	\$ (213,967)	\$ 213,967	\$ -	\$ -	\$ -	\$ -	
86								
87	Capital Expenses							
88	IT Equipment		\$ -				\$ -	
89	Capital Repairs		\$ -				\$ -	
90	Boiler		\$ -				\$ -	
91	Office furniture		\$ -				\$ -	
92	Bedding/ Linen		\$ -				\$ -	
93	Computer (one-time replacement)		\$ -				\$ -	
94	One-time purchase & assembly of bedframes.		\$ -				\$ -	
95	ADA Accessible Door		\$ -				\$ -	
96								
97	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

	A	B	U	V	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	OPERATING DETAIL							
4	Document Date	1/1/2026						
5	Provider Name	Episcopal Community Services						
6	Program	Sanctuary Shelter						
7	F\$P Contract ID#	10000023961						
8	Budget Name	General Fund - Emergency Shelter & Support Services						
9								
10								
11								
12								
13	Operating Expenses							
14	Rental of Property		\$ 464,000	\$ 464,000	\$ 2,095,754	\$ 928,000	\$ 3,023,754	
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 135,904	\$ 135,904	\$ 748,117	\$ 271,808	\$ 1,019,925	
16	Office Supplies, Postage		\$ 5,743	\$ 5,743	\$ 23,573	\$ 11,485	\$ 35,058	
17	Building Maintenance Supplies & Repair		\$ 87,836	\$ 87,836	\$ 411,296	\$ 175,672	\$ 586,968	
18	Printing & Reproduction		\$ 11,071	\$ 11,071	\$ 54,013	\$ 22,142	\$ 76,155	
19	Insurance		\$ 84,882	\$ 84,882	\$ 227,328	\$ 169,764	\$ 397,092	
20	Staff Training		\$ 4,252	\$ 4,252	\$ 15,756	\$ 8,504	\$ 24,260	
21	Staff Travel - (Local & Out-of-Town)		\$ 500	\$ 500	\$ 2,000	\$ 1,000	\$ 3,000	
22	Staff Recruitment		\$ 500	\$ 500	\$ 4,200	\$ 1,000	\$ 5,200	
23	Program Supplies		\$ 5,932	\$ 5,932	\$ 24,024	\$ 11,863	\$ 35,887	
24	Client Supplies		\$ 15,500	\$ 15,500	\$ 65,600	\$ 31,000	\$ 96,600	
25	Telecommunications		\$ 17,608	\$ 17,608	\$ 99,700	\$ 35,216	\$ 134,916	
26	Fees & Licenses/Taxes		\$ 262	\$ 262	\$ 6,237	\$ 523	\$ 6,760	
27	Cleaning Supplies		\$ 14,298	\$ 14,298	\$ 39,086	\$ 27,944	\$ 67,029	
28	CHEFS Kitchens - 2 meals a day x 365 days x 160 beds x \$8/meal		\$ 931,896	\$ 931,896	\$ 931,896	\$ 1,863,792	\$ 2,795,688	
29	Rent Insurance Premiums		\$ -	\$ -	\$ 37,000	\$ -	\$ 37,000	
30	Property Tax		\$ -	\$ -	\$ 161,006	\$ -	\$ 161,006	
55	Subcontractors (First \$50k Only)							
56	One-time Deferred Maintenance & Painting		\$ -	\$ -	\$ 18,940	\$ -	\$ 18,940	
57	Defense Logistics - Security Services (First \$25k Eligible for Indirect Cost)		\$ -	\$ -	\$ 227,043	\$ -	\$ 227,043	
68								
69	TOTAL OPERATING EXPENSES		\$ -	\$ 1,780,183	\$ 1,780,183	\$ 5,192,568	\$ 3,559,713	\$ 8,752,281
70								
71	Other Expenses (Not Subject to Indirect Cost %)							
72	CHEFS Kitchens - 2 meals a day x 365 days x 160 beds x \$8/meal		\$ -	\$ -	\$ 2,242,929	\$ -	\$ 2,242,929	
73	Automobile Gas Oil/Maintenance		\$ -	\$ -	\$ 13,874	\$ -	\$ 13,874	
74	Defense Logistics - Security Services		\$ -	\$ -	\$ 245,087	\$ -	\$ 245,087	
75	Adjustment to Actuals		\$ -	\$ -	\$ (1,887,662)	\$ -	\$ (1,887,662)	
76	FY25-26 Budget Withheld Pending Amendment		\$ -	\$ -	\$ (213,967)	\$ 213,967	\$ -	
84								
85	TOTAL OTHER EXPENSES		\$ -	\$ -	\$ -	\$ 400,261	\$ 213,967	\$ 614,228
86								
87	Capital Expenses							
88	IT Equipment		\$ -	\$ -	\$ 36,278	\$ -	\$ 36,278	
89	Capital Repairs		\$ -	\$ -	\$ 53,509	\$ -	\$ 53,509	
90	Boiler		\$ -	\$ -	\$ 40,460	\$ -	\$ 40,460	
91	Office furniture		\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000	
92	Bedding/ Linen		\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	
93	Computer (one-time replacement)		\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000	
94	One-time purchase & assembly of bedframes.		\$ -	\$ -	\$ 33,088	\$ -	\$ 33,088	
95	ADA Accessible Door		\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	
96								
97	TOTAL CAPITAL EXPENSES		\$ -	\$ -	\$ -	\$ 216,335	\$ -	\$ 216,335

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
4	General Fund - Emergency Shelter & Support Services		Fiscal Year		
			FY25-26		
5	Salaries & Benefits	<u>Adjusted</u> <u>Budgeted</u>	<u>Budgeted</u>	Justification	Calculation
		<u>FTE</u>	<u>Salary</u>		
6	Service Coordinators (Monitors)	16.60	\$ 1,001,298	Provides direct client-center services to shelter guests as defined by contract and standards of care, in addition to security services.	\$60,325 x 16.60 FTE
7	Case Manager III	5.64	\$ 404,726	Case Manager manages a caseload of up to 25 guests; perform individual service need assessments; collaborates with the guest to develop Individual Service Plan that identifies treatment needs with the primary focusing being housing; creates an action plan to assist the guest to accomplish their treatment goal(s); provides case management linkage services and support for housing, income, primary care, substance use treatment, behavioral health, legal, employment, clothing, and any other resources; meets with the guest on a weekly basis, documents individual sessions; tracks and ensures guest attends scheduled appointments; navigates the agency case management system; adheres to agency, state, and funder regulations; and all other duties that are assigned by the program site manager.	\$71,760 x 5.64 FTE
8	Bilingual Case Manager III	2.00	\$ 150,696	Bilingual Case Manager manages a caseload of up to 25 guests; perform individual service need assessments; collaborates with the guest to develop Individual Service Plan that identifies treatment needs with the primary focusing being housing; create an action plan to assist the guest to accomplish their treatment goal(s); provides case management linkage services and support for housing, income, primary care, substance use treatment, behavioral health, legal, employment, clothing, and any other resources; meets with the guest on a weekly basis, documents individual sessions; tracks and ensure guest attends scheduled appointments; navigates the agency case management system; adheres to agency, state, and funder regulations; and all other duties that are assigned by the program site manager.	\$75,348 x 2.0 FTE
9	Shift Supervisors	4.20	\$ 302,396	One supervisor per shift, 3 shifts a day, 7 days a week to ensure coverage and supervisor service coordinators ensuring client-center services are delivered.	\$71,999 x 4.2 FTE
10	Service Coordinators (Monitors)	2.59	\$ 156,014	Inspects the facilities to maintain security and program compliance. Checks the interior (client living quarters, bathrooms, and community rooms) and exterior of the building on a regularly-assigned schedule to maintain a clean, safe environment; provides direct client-center services to shelter guests as defined by contract and standards of care in addition to security services.	\$60,325 x 2.59 FTE
11	Senior Support Service Manager	0.86	\$ 86,376	Provides supervision to the case managers.	\$100,437 x 0.86 FTE
12	Facilities-Janitors/Launderers	3.80	\$ 232,641	Ensures clean, safe, and sanitary environment as defined by contract and standards of care; ensures that clean linen is available for guests as needed and as defined by contract and standards of care.	\$61,221 x 3.8 FTE
13	Facilities - Maintenance Supervisor	1.00	\$ 83,152	Ensures all maintenance assignments are completed in an appropriate amount of time, ensuring a safe environment as defined by contract and standards of care.	\$83,152 x 1.0 FTE
14	Admin - Site Manager	1.00	\$ 111,557	Supervises Shift supervisors, ensures client-centered service delivery, staff training and support.	\$111,557 x 1.0 FTE

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
4	General Fund - Emergency Shelter & Support Services		Fiscal Year		
			FY25-26		
5	Salaries & Benefits	<u>Adjusted</u> <u>Budgeted</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
15	Director of Interim Housing	0.85	\$ 130,676	Assists with ensuring data quality of the data collection, analysis, and compliance to contract.	\$153,736 x 0.85 FTE
16	Director of Impact and Analytics	0.09	\$ 14,393	Assists with ensuring data quality of the data collection, analysis, and compliance to contract.	\$159,922 x 0.09 FTE
17	Director of Strategic Initiatives & Quality Assurance	0.07	\$ 12,195	Point person for all program monitoring visits. Works directly with directors and staff to ensure compliance with contract requirements. Monitors programs as needed. Ensures services are being delivered consistently and effectively by using best practices, including Harm Reduction and Trauma Informed Modalities.	\$167,514 x 0.07 FTE
18	Admin-Director of Healthy Aging	\$		- To participate in weekly case conferences around senior related clients and senior related issues. Provide trainings around senior related issues and care to shelter staff.	~0.08 FTE Privately funded by the ECS in FY26
48	TOTAL	38.70	\$ 2,686,120		
49	Employee Fringe Benefits	32.0%	\$ 859,558	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 32% of total salaries.</u>	
50	Salaries & Benefits Total		\$ 3,545,678		
51					
52	Operating Expenses	<u>Budgeted</u>	<u>Expense</u>	<u>Justification</u>	<u>Calculation</u>
53	Rental of Property	\$ 464,000		Includes rental expenses	\$38,667 x 12 months
54	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 135,904		Includes expenses for electricity and gas	\$11,325 x 12 months
55	Office Supplies, Postage	\$ 5,743		Covers office and meeting supplies; postage expenses	\$479 x 12 months
56	Building Maintenance Supplies & Repair	\$ 87,836		Includes cleaning supplies, site repairs, and maintenance expenses	\$7,320 x 12 months
57	Printing & Reproduction	\$ 11,071		Covers expenses for printing and copying/reproduction	\$923 x 12 months
58	Insurance	\$ 84,882		Covers site liability insurance	\$7,074 x 12 months
59	Staff Training	\$ 4,252		Includes training expenses for staff	\$354 x 12 months
60	Staff Travel - (Local & Out-of-Town)	\$ 500		covers local travel expenses for staff	\$42 x 12 months
61	Staff Recruitment	\$ 500		Staff recruitment expenses	\$42 x 12 months
62	Program Supplies	\$ 5,932		Includes program supplies expenses	\$494 x 12 months
63	Client Supplies	\$ 15,500		Includes client supplies expenses	\$1,292 x 12 months
64	Telecommunications	\$ 17,608		Covers cellphone and Wi-Fi connectivity expenses	\$1,467 x 12 months
65	Fees & Licenses/Taxes	\$ 261		Includes fees, licenses and tax expenses	\$22 x 12 months
66	Cleaning Supplies	\$ 14,298		Cleaning supplies	\$1,192 x 12 months
67	CHEFS Kitchens - 2 meals a day x 365 days x 160 beds x \$8/meal	\$ 931,896		Includes 2 meals (breakfast and dinner)	~ 160 clients x \$8 X 2 meals x 365 days
107					
108	TOTAL OPERATING EXPENSES		\$ 1,780,183		
109	Indirect Cost	15.0%	\$ 798,879		

	A	B	C	D	G	J	M	P	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	1/1/2026							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	7/1/2021	6/30/2026	5					
6	Amended Term	7/1/2021	6/30/2028	7					
7	Provider Name	Episcopal Community Services							
8	Program	Sanctuary Shelter							
9	F\$P Contract ID#	1000023961							
10	Contract Action	Amendment							
11	Effective Date	1/1/2026							
12	Budget Name	Emergency Services Grant (ESG) - Shelter							
13		Current	New		15%				
14	Term Budget	\$ 1,372,171	\$ 2,014,057						
15	Contingency	\$ -	\$ 1,974,896						
16	Not-To-Exceed	\$ 25,755,271	\$ 40,896,141						
17					Year 1	Year 2	Year 3	Year 4	Year 5
18						7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
19					Actuals	Actuals	Actuals	Actuals	New
20									
21	Expenditures								
23	Operating Expense		\$ 79,464	\$ 228,769	\$ 275,880	\$ 332,070	\$ 279,081		
24	Subtotal		\$ 79,464	\$ 228,769	\$ 275,880	\$ 332,070	\$ 279,081		
25	Indirect Percentage		12.00%	15.00%	15.00%	15.00%	15.00%		
26	Indirect Cost (Line 24 X Line 25)		\$ 9,536	\$ 34,316	\$ 41,382	\$ 49,811	\$ 41,862		
30	Total Expenditures		\$ 89,000	\$ 263,085	\$ 317,262	\$ 381,881	\$ 320,943		
31	HSH Revenues:								
35	HUD ESG (CFDA 14.231)		\$ 89,000	\$ 217,000	\$ 217,000	\$ 320,943	\$ 320,943		
36	HUD ESG (CFDA 14.231) - One-Time		\$ -	\$ 46,085	\$ 100,262	\$ 60,938	\$ -		
42	Total HSH Revenues		\$ 89,000	\$ 263,085	\$ 317,262	\$ 381,881	\$ 320,943		
53									
54									
55	Approved by	Tiffany Luong							
56	Phone	415.487.3300 ext. 1219							
57	Email	tluong@ecs-sf.org							

	A	B	C	D	T	U	V	W	X	Y	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	APPENDIX B, BUDGET													
3	Document Date	1/1/2026												
4	Contract Term	Begin Date	End Date	Duration (Years)										
5	Current Term	7/1/2021	6/30/2026	5										
6	Amended Term	7/1/2021	6/30/2028	7										
7	Provider Name	Episcopal Community Services												
8	Program	Sanctuary Shelter												
9	F\$P Contract ID#	1000023961												
10	Contract Action	Amendment												
11	Effective Date	1/1/2026												
12	Budget Name	Emergency Services Grant (ESG) - Shelter												
13		Current	New	15%										
14	Term Budget	\$ 1,372,171	\$ 2,014,057											
15	Contingency	\$ -	\$ 1,974,896											
16	Not-To-Exceed	\$ 25,755,271	\$ 40,896,141											
17					EXTENSION YEAR			EXTENSION YEAR						
18					Year 6			Year 7			All Years			
19					7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2024 - 6/30/2028	7/1/2021 - 6/30/2028	
20					Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	
21	Expenditures													
23	Operating Expense	\$ -	\$ 279,081	\$ 279,081	\$ -	\$ 279,081	\$ 279,081	\$ 1,195,264	\$ 558,162	\$ 1,753,426				
24	Subtotal	\$ -	\$ 279,081	\$ 279,081	\$ -	\$ 279,081	\$ 279,081	\$ 1,195,264	\$ 558,162	\$ 1,753,426				
25	Indirect Percentage	0.00%		15.00%		0.00%		15.00%						
26	Indirect Cost (Line 24 X Line 25)	\$ -	\$ 41,862	\$ 41,862	\$ -	\$ 41,862	\$ 41,862	\$ 176,907	\$ 83,724	\$ 260,631				
30	Total Expenditures	\$ -	\$ 320,943	\$ 320,943	\$ -	\$ 320,943	\$ 320,943	\$ 1,372,171	\$ 641,886	\$ 2,014,057				
31	HSH Revenues:													
35						\$ 320,943	\$ 320,943	\$ 320,943	\$ 320,943	\$ 1,164,886	\$ 641,886	\$ 1,806,772		
36						\$ -	\$ -	\$ -	\$ -	\$ 207,285	\$ -	\$ 207,285		
42	Total HSH Revenues	\$ -	\$ 320,943	\$ 320,943	\$ -	\$ 320,943	\$ 320,943	\$ 1,372,171	\$ 641,886	\$ 2,014,057				
53														
54														
55	Approved by	Tiffany Luong												
56	Phone	415.487.3300 ext. 1219												
57	Email	tluong@ecs-sf.org												

	A	B	E	H	K	N	Q
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	1/1/2026					
5	Provider Name	Episcopal Community Services					
6	Program	Sanctuary Shelter					
7	F\$P Contract ID#	1000023961					
8	Budget Name	Emergency Services Grant (ESG) - Shelter					
9							
10							
11							
12							
13	Operating Expenses		Year 1	Year 2	Year 3	Year 4	Year 5
14	Rental of Property	\$ 39,732	\$ 169,732	\$ 216,842	\$ 249,842	\$ 196,843	
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 39,732	\$ 59,037	\$ 59,038	\$ 82,228	\$ 82,238	
68							
69	TOTAL OPERATING EXPENSES	\$ 79,464	\$ 228,769	\$ 275,880	\$ 332,070	\$ 279,081	

	A	B	R	S	T	U	V	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	OPERATING DETAIL										
4	Document Date	1/1/2026									
5	Provider Name	Episcopal Community Services									
6	Program	Sanctuary Shelter									
7	F\$P Contract ID#	1000023961									
8	Budget Name	Emergency Services Grant (ESG) - Shelter									
9											
10											
11											
12											
13	Operating Expenses										
14	Rental of Property										
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)										
68											
69	TOTAL OPERATING EXPENSES	\$ -	\$ 279,081	\$ 279,081	\$ -	\$ 279,081	\$ 279,081	\$ 1,195,264	\$ 558,162	\$ 1,753,426	

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE		Fiscal Year		
4	Emergency Services Grant (ESG) - Shelter		FY25-26		
51					
52		<u>Operating Expenses</u>	<u>Budgeted</u>		
	Rental of Property		<u>Expense</u>	<u>Justification</u>	<u>Calculation</u>
53			\$ 196,843	Includes rental expenses.	\$16,404 x 12 months
54	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 82,238	Includes expenses for electricity and gas.	\$6,853 x 12 months
108	TOTAL OPERATING EXPENSES		\$ 279,081		
109	Indirect Cost	15%	\$ 41,862		

	A	B	C	D	G	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	Document Date	1/1/2026					
4	Contract Term	Begin Date	End Date	Duration (Years)			
5	Current Term	7/1/2021	6/30/2026	5			
6	Amended Term	7/1/2021	6/30/2028	7			
7	Provider Name	Episcopal Community Services					
8	Program	Sanctuary Shelter					
9	F\$P Contract ID#	1000023961					
10	Action (select)	Amendment					
11	Effective Date	1/1/2026					
12	Budget Name	COVID Lunches					
13		Current	New	15%			
14	Term Budget	\$ 64,631	\$ 64,631				
15	Contingency	\$ -	\$ 1,974,896				
16	Not-To-Exceed	\$ 25,755,271	\$ 40,896,141				
17							
18							
19							
20							
21	Expenditures						
27	Other Expenses (Not Subject to Indirect %)		\$ 64,631	\$ 64,631			
28	Capital Expenditure		\$ -	\$ -			
30	Total Expenditures		\$ 64,631	\$ 64,631			
31							
32	HSH Revenues						
33	General Fund - Ongoing		\$ 72,387	\$ 72,387			
39	Adjustment to Actuals		\$ (7,756)	\$ (7,756)			
41			\$ -	\$ -			
42	Total HSH Revenues		\$ 64,631	\$ 64,631			
50							
51	Total HSH + Other Revenues		\$ 64,631	\$ 64,631			
54							
55	Prepared by	Tiffany Luong					
56	Phone	415.487.3300 ext. 1219					
57	Email	tluong@ecs-sf.org					

	A	B	E	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	OPERATING DETAIL			
3	Document Date	1/1/2026		
4	Provider Name	Episcopal Community Services		
5	Program	Sanctuary Shelter		
6	F\$P Contract ID#	1000023961		
7	Budget Name	COVID Lunches		
8				
9				
10				
11				
12				
70	Other Expenses (Not Subject to Indirect Cost %)		Year 1	All Years
71	COVID-19 lunches	\$ 72,387	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2028
72	Adjustment to Actuals	\$ (7,756)	Actuals	New
84	TOTAL OTHER EXPENSES	\$ 64,631	Budgeted Expense	Budgeted Expense

Appendix C, Method of Payment

I. Reimbursement for Actual Costs:

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

II. General Instructions for Invoice Submittal:

Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.

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

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

E. Invoicing System:

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.
2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special written approval from the HSH Contracts Manager.

F. Line Item Variance

There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

G. Spend Down:

1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract

and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.

3. Failure to spend Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

H. Documentation and Record Keeping:

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

General Fund	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, a personnel report in Excel format that itemizes all payroll costs included in the invoice, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any single expense within the Operating budget category that exceed \$10,000.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in Excel format that itemizes all costs included in each operating invoice line, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
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 shall include, but is not limited to, a detailed summary report in Excel format that itemizes all costs included in each capital/one-time invoice line, receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>

Housing and Urban Development (HUD) Emergency Solutions Grant (ESG): CFDA #14.231	
Type	Instructions and Example of Documentation
Homelessness Prevention	<p>Grantee may use this line item in accordance with 24 CFR 576.103, 576.105, and 576.106 – Homelessness Prevention.</p> <p>Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice.</p> <p>Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as:</p> <ul style="list-style-type: none"> • Housing search and placement; • Housing stability case management; and/or • Mediation. <p>Documentation may also include proof of eligible payment of rental or financial assistance paid on behalf of ESG participants.</p>
Rapid Rehousing	<p>Grantee may use this line item in accordance with 24 CFR 576.104, 576.105, and 576.106 – Rapid Rehousing.</p> <p>Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice.</p> <p>Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as:</p> <ul style="list-style-type: none"> • Housing search and placement; • Housing stability case management; and/or • Mediation. <p>Documentation may also include proof of eligible payment of rental or financial assistance paid on behalf of ESG participants.</p>

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

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

III. Advances or Prepayments:

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

A. Advance Requirements:

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

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

3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

1. Grantee shall submit a written request to the assigned HSH Contract Manager, as listed in CARBON, on an agency letterhead with a narrative justification that fully describes the unique circumstances, for review and approval. Advance requests must be submitted by the Grantee's authorized staff only.
2. HSH, at its sole discretion, may make available to Grantee up to one month of the total ongoing fiscal year General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than one month of the ongoing fiscal year budget amount may be considered on a case-by-case basis only.
3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated to ensure cash flow and repayment. HSH will track advance recoupment on a monthly basis using internal tools in order to avoid any overpayment and prevent further loss of City funds.
2. All advance repayments must be recovered within the fiscal year for which they were made but no later than April invoices submitted in May.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall repay the outstanding balance, via wire transfer or by check, in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

IV. Timely Submission of Reports and Compliance:

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

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Adult Probation Department	Reentry Transitional Housing and Support Services – Pretrial Pilot Project	July 1, 2024 - June 30, 2028	\$330,000
Adult Probation Department	ADP-Rental Subsidy Program	July 1, 2024 - June 30, 2028	\$300,000
Department of Homelessness and Supportive Housing	1064-66 Mission Street	May 1, 2022 - June 30, 2028	\$9,941,748
Department of Homelessness and Supportive Housing	1180 4 th Street	July 1, 2024 - June 30, 2029	\$4,148,358
Department of Homelessness and Supportive Housing	455 Fell Street	May 15, 2019 - June 30, 2026	\$2,929,622
Department of Homelessness and Supportive Housing	600 7 th Street	July 1, 2024 - June 30, 2027	\$4,563,224
Department of Homelessness and Supportive Housing	Adult Access Points	July 1, 2024 - June 30, 2026	\$8,149,529
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing (Prop C)	February 15, 2021 - June 30, 2027	\$21,524,980
Department of Homelessness and Supportive Housing	Auburn Hotel	July 1, 2021 - June 30, 2026	\$7,555,534
Department of Homelessness and Supportive Housing	Bishop Swing	July 1, 2020 - March 31, 2027	\$8,756,998
Department of Homelessness and Supportive Housing	Canon Barcus RA & SS	July 1, 2020 - September 30, 2026	\$8,334,072
Department of Homelessness and Supportive Housing	Canon Kip Community House	December 1, 2021 - December 31, 2026	\$9,867,442
Department of Homelessness and Supportive Housing	Crosby Hotel EMP	May 1, 2025 - June 30, 2026	\$1,104,189
Department of Homelessness and Supportive Housing	Elm Hotel EMP	May 1, 2025 - June 30, 2026	\$980,839
Department of Homelessness and Supportive Housing	Flexible Housing Subsidy Pool	February 15, 2021 - June 30, 2027	\$29,523,174
Department of Homelessness and Supportive Housing	Granada Hotel	November 1, 2020 - June 30, 2027	\$7,296,888
Department of Homelessness and Supportive Housing	Henry Hotel	July 1, 2019 - June 30, 2027	\$20,400,596
Department of Homelessness and Supportive Housing	Henry Hotel EMP	May 1, 2025 - June 30, 2026	\$959,538
Department of Homelessness and Supportive Housing	Henry Hotel Rental Assistance	August 1, 2021 - September 30, 2027	\$6,660,651

Department of Homelessness and Supportive Housing	Hillsdale Hotel EMP	May 1, 2025 - June 30, 2026	\$947,695
Department of Homelessness and Supportive Housing	Homeless Storage	December 1, 2020 - June 30, 2029	\$6,462,910
Department of Homelessness and Supportive Housing	Hotel Diva	August 1, 2021 - June 30, 2027	\$5,208,598
Department of Homelessness and Supportive Housing	Housing Navigation	July 1, 2021 - June 30, 2026	\$16,694,903
Department of Homelessness and Supportive Housing	Interfaith Winter Shelter	July 1, 2021 - June 30, 2027	\$3,827,306
Department of Homelessness and Supportive Housing	Mainstream Voucher & Adult Rapid Rehousing	July 1, 2020 - June 30, 2026	\$8,586,482
Department of Homelessness and Supportive Housing	Master Lease	January 1, 2021 - June 30, 2027	\$72,297,684
Department of Homelessness and Supportive Housing	Mentone Hotel EMP	May 1, 2025 - June 30, 2026	\$884,216
Department of Homelessness and Supportive Housing	Minna Lee Hotel	May 1, 2018 - June 30, 2026	\$3,418,795
Department of Homelessness and Supportive Housing	Post Hotel	July 1, 2024 - September 30, 2026	\$8,840,064
Department of Homelessness and Supportive Housing	Rose Hotel & Canon Kip	July 1, 2020 - December 31, 2026	\$5,730,205
Department of Homelessness and Supportive Housing	Tahanan Apartments	August 1, 2021 - June 30, 2027	\$5,774,635
Department of Public Health	Mental Health Outpatient - SF Start	July 3, 2018 - June 30, 2027	\$9,978,206
Department of Public Health	DPH - RFP 8897 - Population #3	August 1, 2025 - June 30, 2030	\$2,576,681
Human Services Agency - BFS	Employment Services for Currently At-Risk and Formerly Homeless Individuals	July 1, 2023 - June 30, 2027	\$1,940,506
Human Services Agency - DAS	Community Services	July 1, 2023 - June 30, 2027	\$1,388,89
Human Services Agency - DAS	Case Management	July 1, 2023 - June 30, 2027	\$1,593,557
Human Services Agency - DAS	Aging and Disability Resource Center – Canon Kip	July 1, 2024 - June 30, 2026	\$332,869
Human Services Agency - DAS	Congregate Nutrition Services for Older Adults	June 24, 2025 - June 30, 2029	\$505,098

Human Services Agency - DAS	To-Go Meal Nutrition Services for Older Adults	June 24, 2025 - June 30, 2029	\$2,117,042
Human Services Agency - DAS	Congregate Nutrition Services for Adults with Disabilities	June 24, 2025 - June 30, 2029	\$63,963
Human Services Agency - DAS	To-Go Meal Nutrition Services for Adults with Disabilities	June 24, 2025 - June 30, 2029	\$739,829

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

I. Definitions

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

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

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

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

See 2 CFR §200.331 for more guidance.

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

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

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

See 2 CFR §200.331 for more guidance.

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

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

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

A. For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient shall include the following:

- i. Federal award information as specified in 2 CFR §200.332(a)(1) to the best of its knowledge;
- ii. Requirements imposed by the Federal awarding agency, the City, or itself in order to meet its own responsibility to the City under this Subaward as specified in 2 CFR §200.332(3);
- iii. An approved federally recognized indirect cost rate negotiated between the Subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the Subrecipient and its Third Party Subrecipients, or a de minimis indirect cost rate as defined in §200.414 Indirect (Facilities and Administration¹) costs, paragraph (f);
- iv. A requirement that the Third Party Subrecipient permit the Subrecipient, the City, higher level funders, and auditors to have access to the Subrecipient's records and financial statements as necessary for the Subrecipient to meet the requirements of this part (2 CFR 200.332(5)); and
- v. Appropriate terms and conditions concerning closeout of the Subaward per 2 CFR 200.332(6).

B. For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient agrees to:

- i. Evaluate each Third Party Subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the Subaward for purposes of determining the appropriate Subrecipient monitoring described in paragraphs (3) of this section;
- ii. Consider imposing specific Subaward conditions upon a Third Party Subrecipient if appropriate as described in 2 CFR §200.208 Specific conditions;
- iii. Monitor the activities of the Third Party Subrecipient as necessary to ensure that the Subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the Subaward; and that Subaward performance goals are achieved. See 2 CFR §200.332(d) and (e) for specific requirements;
- iv. Verify that every Third Party Subrecipient is audited as required by 2 CFR §200 Subpart F—Audit Requirements of this part when it is expected that the Subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 CFR §200.501 Audit requirements;

¹ 2 CFR § 200.332(a)(1)(xiv)

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

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

A. Subrecipient agrees to comply with the procurement standards set forth in 2 CFR § 200.318 through § 200.326. This includes but is not limited to the following:

- i. General procurement standards, including using its documented procurement procedures which reflect all applicable laws, regulations, and standards; maintaining oversight of Contractors; maintaining written standards of conflict covering conflicts of interest and organizational conflicts of interest; avoiding acquisition of duplicative items; awarding Contracts only to responsible Contractors possessing the ability to perform the terms and conditions of the proposed procurement successfully; maintaining records sufficient to detail the history of procurements;
- ii. Providing full and open competition as per 2 CFR § 200.319; and
- iii. Complying with standards of the five methods of procurement described in 2 CFR § 200.320: micro-purchases, small purchases, sealed bids (formal advertising), competitive proposals, and non-competitive (sole source) proposals.

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

A. Subrecipient agrees to comply with the Cost Principle specified in 2 CFR § 200 Subpart E for all costs that are allowable and included in this Agreement with the City. This includes but is not limited to compliance with §200.430 Compensation – personal services, including §200.430(i) regarding Standards for Documentation for Personnel Expense. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the actual work performed. The requirements for these records include but are not limited to that they:

- i. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- ii. Be incorporated into the official records of the Subrecipient;
- iii. Reasonably reflect the total activity for which the employee is compensated by the Subrecipient, not exceeding 100 percent of compensated activities;
- iv. Encompass both federally assisted and all other activities compensated by the Subrecipient on an integrated basis, but may include the use of subsidiary records as defined in the Subrecipient's written policy;
- v. Comply with the established accounting policies and practices of the Subrecipient;
- vi. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity;

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

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

VII. Davis-Bacon Act Compliance. *Applicable to construction agreements in excess of \$2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(D).* Subrecipient agrees to comply with the Davis-Bacon Act (40 U.S.C. 3141-3418) as supplemented by Department of Labor regulations (29 CFR Part 5).

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

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

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

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

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

- C. Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the provisions of Paragraph B, the Subrecipient and any Subcontractor responsible therefore shall be liable to any affected employee for that employee's unpaid wages. In addition, such Contractor and Subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph B in the sum of \$10 for each calendar day on which such employee was required or permitted to be employed on such work in excess of eight hours or in excess of his standard workweek of 40 hours without payment of the overtime wages required by paragraph B.
- D. Withholding for unpaid wages and liquidated damages.** The City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Subrecipient or Subcontractor under any such Contract or any other Federal Contract with the same Prime Contractor, or any other federally-assisted Contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or Subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph C of this section.

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

- A.** Title to intangible property (see 2 CFR §200.1 Intangible property) acquired under a Federal award vests upon acquisition in the Subrecipient unless otherwise detailed elsewhere in this Agreement. The Subrecipient must use that property for the originally-authorized purpose, and must not encumber the property without approval of the Federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in 2 CFR §200.313 (e).
- B.** The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.
- C.** The Subrecipient is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements."

D. The Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award, and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

E. The Subrecipient shall comply with Freedom of Information Act (FOIA) requests passed down from the Federal Government to the City.

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

A. Subrecipient represents and warrants that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension." Subrecipient agrees that neither Subrecipient nor any of its Third Party Subrecipients or Subcontractors shall enter into any Third Party Subawards or Subcontracts for any of the work under this Agreement with a third party who is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689. 2 CFR Part 180.

B. Subrecipient and Third Party Subrecipients and Subcontractors can meet this requirement with lower level entities by requiring they sign a certification to its effect and by checking those entities' status at the System for Award Management (SAM) at www.sam.gov under Search Records on a regular, but at least annual, basis.

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

A. Subrecipient hereby certifies, to the best of their knowledge and belief, that"

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

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

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

XIII. Single Audit Requirements

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

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

A. The preceding provisions include, in part, certain standard terms and conditions required by the Federal awarding agency, whether or not expressly set forth in the preceding Agreement provisions. All provisions required by the Federal awarding agency, as set forth in 2 CFR Part 200, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all of the Federal awarding agency's mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Subrecipient shall not perform any act, fail to perform any act, or refuse to comply with any City requests that would cause the City to be in violation of the Federal awarding agency's terms and conditions.

B. Further, all provisions of each Federal awarding agency's incorporation of the Uniform Guidance are also hereby incorporated as reference:

- i. U.S. Health and Human Services: 45 CFR Part 75 (includes some exceptions and additions);
- ii. U.S. Department of Housing and Urban Development: (no exceptions or additions);
- iii. U.S. Department of Education: (no exceptions); and
- iv. U.S. Department of Agriculture: 2 CFR Part 400.

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

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

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

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

From: [Gil, Hailey \(HOM\)](#)
To: [Board of Supervisors \(BOS\)](#)
Cc: [Schneider, Dylan \(HOM\)](#)
Subject: HSH Legislation - Finally Executed Grant Agreement Amendment
Date: Monday, January 12, 2026 9:26:00 AM
Attachments: [ECS - Sanctuary - Amend 3 - G150 - 7.21-6.28.pdf](#)

Good morning,

Please find the finally executed grant agreement between HSH and Episcopal Community Services for Sanctuary Shelter, for inclusion in [File No. 251104](#).

Best,



Hailey Gil (she/her)
Senior Legislative Analyst
San Francisco Department of Homelessness and Supportive Housing
hailey.gil@sfgov.org | Cell: 415.926.9264

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