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

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

THIS AMENDMENT of the October 20, 2020 Grant Agreement (the "Agreement") is dated as of July 1, 2025, and is made in the City and County of San Francisco, State of California, by and between 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-XXX on March 6, 2025; and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No. XXXX on April XX, 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 **October 20, 2020** between Grantee and City, and **First Amendment**, dated **November 1, 2023**.
  - (b) "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

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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 **January 1, 2021** and expire on **June 30, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

- **3.2 Duration of Term.** The term of this Agreement shall commence on **January 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.
- **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 Forty Seven Million One Hundred Fifty Nine Thousand Three Hundred Ninety Nine Dollars (\$47,159,399).

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, Three Million One Hundred Seventy One Thousand Seven Hundred Seventy Two Dollars (\$3,171,772) 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 Seventy Two Million Two Hundred Ninety Seven Thousand Six Hundred Eighty Four Dollars (\$72,297,684).
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, Three Million Eight Hundred Seventy One Thousand Six Hundred Twenty Dollars (\$3,871,620) 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.
- **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 Reserved. (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.
- **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 10.1 Types of and Amounts of Coverage of the agreement is herby deleted and replaced in with
  - (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
  - (b) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate for Bodily Injury and Property Damage, including

- Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage.
- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable
- **2.8 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.
- **2.9 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

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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

Department of Homelessness and Supportive Housing

City:

Contracts Unit 440 Turk Street

San Francisco, CA 94102 <u>hshcontracts@sfgov.org</u>

If to Grantee: Episcopal Community Services

165 Eighth Street, 3rd Floor San Francisco, CA 94103 Attn: Mary Elizabeth Stokes Email: <u>bstokes@ecs-sf.org</u>

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.
- **2.10** 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.
- **2.11** Section 16.19 Distribution of Beverages and Water of the Agreement is hereby deleted and replaced in its entirety to read as follows:

#### 16.19 Distribution of Beverages and Water

(a) **Sugar-Sweetened Beverage Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined

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- by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.
- (b) **Packaged Water Prohibition**. Grantee agrees that it shall not sell, provide, or otherwise distribute Packaged Water, as defined by San Francisco Environment Code Chapter 24 as part of its performance of this Agreement.
- **2.12 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.
- 2.13 Section 16.23 Reserved. (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.
- 2.14 Section 16.24 Additional City Compliance Requirements of the Agreement is hereby deleted.
- 2.15 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 (dated July 1, 2025)

Appendix A-2, Services to be Provided (dated July 1, 2025)

Appendix B, Budget (dated July 1, 2025)

Appendix C, Method of Payment (dated July 1, 2025)

Appendix D, Interests in Other City Grants (dated July 1, 2025)

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

17.12 Reserved.

- 2.17 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.
- 2.18 Appendix A-1, Services to be Provided, of the Agreement is hereby replaced in its entirety by Appendix A-1, Services to be Provided for the period of July 1, 2025 to June 30, 2028.

- **2.19** Appendix A-2, Services to be Provided, of the Agreement is hereby replaced in its entirety by Appendix A-2, Services to be Provided for the period of July 1, 2025 to June 30, 2028.
- **2.20 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2025), for the period of January 1, 2021, to June 30, 2028.
- **2.21** Appendix C, Method of Payment, of the Agreement is hereby replaced in its entirety by the modified Appendix C, Method of Payment (dated July 1, 2025).
- 2.22 Appendix D, Interests in Other City Grants, of the Agreement is hereby replaced in its entirety by the modified Appendix D, Interests in Other City Grants (dated July 1, 2025).

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

CITY	GRANTEE								
DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING	EPISCOPAL COMMUNITY SERVICES								
By: Shireen McSpadden Executive Director	By: Mary Elizabeth Stokes Executive Director City Supplier Number: 0000020568								
Approved as to Form: David Chiu City Attorney									
By: Adam Radtke Deputy City Attorney									

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# Appendix A-1, Services to be Provided by

# **Episcopal Community Services**

# ECS - Master Lease Property Management and Master Lease Stewardship

# I. Purpose of Grant

The purpose of the grant is to provide Property Management and Master Lease Stewardship to the served population. The goals of these services are to support tenants in retaining their housing; or moving to other appropriate housing.

#### **II.** Served Population

Grantee shall serve formerly homeless and income-eligible adults aged 18 years or older without the custody of minors below 18 years of age.

#### III. Referral and Prioritization

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

Tenants must be County Adult Assistance Program (CAAP) recipients at the time of placement into an HSH Fund (formerly known as Care Not Cash) unit.

# IV. Description of Services

Grantee shall provide Property Management to the total number of units listed in Appendix B, Budget ("Number Served" tab).

# A. Property Management

1. Program Applicant Selection and Intake: Grantee shall align with Housing First principles and follow the processes agreed upon by Grantee, HSH, property owner, housing subsidy administrators, fair housing laws, and/or other entities involved with referrals.

Under Housing First, tenant screening and selection practices must promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services. Applicants must not be rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness."

Grantee shall adhere to all published HSH policies, including, but not limited to those covering tenant intake, HSH housing documentation, reasonable accommodation, and transfers when accepting referrals and placing tenants into housing.

2. Tenant Lease Set-Up: Grantee shall draft, provide, and sign a rental agreement with each tenant at the time of move-in. The lease agreement shall include Community Rules, the Lease Addendum for City & County of San Francisco PSH, HSH Resident Emergency Safety Check Policy Notice, and other pertinent

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- Lease Addenda. Grantee shall review its Grievance policies and procedures and HSH policies and procedures with tenants at the time of lease signing.
- 3. Annual Tenant Re-certification: As required by rental subsidy type, Grantee shall re-certify tenant income annually. This is generally done on the anniversary of a tenant's move-in date.
- 4. Collection of Rents, Security Deposits, and Other Receipts: Grantee shall collect, and process rent and other housing-related payments (e.g., security deposit) made by tenants.
  - a. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
  - b. Grantee shall assist with payment arrangements and comply with HSH and other applicable requirements governing the tenant portion of rent. All PSH tenants will pay no more than 30 percent of their monthly adjusted household income towards rent.
- 5. Lease Enforcement, Written Notices and Eviction Prevention:
  - a. Grantee shall take a housing retention approach to lease enforcement, including, but not limited to, proactive engagement in collaboration with Support Services, conversations and meetings with tenants, and mediation strategies. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.
  - b. Grantee shall provide written notice to tenants regarding issues that may impact housing stability including, but not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants.
  - c. Grantee shall offer tenants who become delinquent in rent the opportunity to enter into a rent payment plan or referral to third party rent payment services.
  - d. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with all applicable laws.
  - e. Grantee shall copy Support Services staff on all communications to tenants.
- 6. Building Service Payments: Grantee shall set up and manage utility accounts and services related to the property, including but not limited to communications, alarms/security, fire alarm monitoring, garbage, water, and pest control. This may include elevator maintenance, as required.
- 7. Building Maintenance: Grantee shall maintain the facility in sanitary and operable condition, post protocol and forms for tenant requests for maintenance or repairs and respond to requests in a timely manner. Building maintenance shall include the following services:
  - a. Janitorial services in common areas, offices, and shared-use restrooms, and shower facilities;
  - b. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
  - c. Pest control services, as needed;
  - d. Maintenance and repair of facility systems, plumbing, electrical;

- e. Building security; and
- f. Preparation of apartments for tenant move-in and move-out.
- 8. Coordination with Support Services: If a tenant is facing housing instability, Grantee shall coordinate with Support Services staff to find creative ways to engage with tenants to prevent housing loss. Grantee shall work with Support Services staff in communicating with and meeting with tenant regarding behaviors and issues that put the tenant at risk for housing instability.

Grantee shall participate in regular coordination meetings with Support Services to review tenants at risk for eviction and strategize on how to support tenants in maintaining their housing.

- 9. Wellness Checks and Emergency Safety Checks: Grantee shall conduct Wellness Checks and/or Emergency Safety Checks in accordance with HSH policy, internal agency policies and tenant laws to assess a tenant's safety when there is a reason to believe the tenant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
- 10. Front Desk Coverage: Grantee shall provide front desk coverage 24 hours per day, seven days per week.
- 11. Exit Planning: Grantee shall alert Support Services staff when tenants give notice to leave housing and shall keep a record of each tenant's forwarding address, whenever possible. Grantee shall provide exit information to Support Services to complete the client program exit in the Online Navigation and Entry (ONE) System.

#### B. Stewardship of the Master Lease:

- 1. Grantee shall provide HSH with a copy of the master 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 master lease agreement.

#### V. Location and Time of Services

Grantee shall provide services at the following locations:

Site Name	Site Location
1. Alder Hotel	175 6 <sup>th</sup> Street
2. Crosby Hotel	516 O'Farrell Street
3. Elm Hotel	364 Eddy Street
4. Hillsdale Hotel	51 6 <sup>th</sup> Street
5. Mentone Hotel	387 Ellis Street

Grantee shall provide Property Management services 24 hours a day, seven days a week, either on-site or on-call. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

#### VI. **Service Requirements**

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
  - 1. Grantee shall notify HSH immediately in the event it is given notice of violations by the Department of Building Inspection (DBI), Department of Public Health (DPH), or another City agency.
- B. 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 the served population is 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.
- C. 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, lowbarrier access to housing and services.
- D. 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 tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. 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.
- F. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's housing stability.

#### G. Grievance Procedure:

- 1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
  - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
  - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;

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- c. The amount of time required for each step, including when a tenant can expect a response; and
- d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the tenant to contact after the tenant has exhausted Grantee's internal Grievance Procedure.
- 2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

# H. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:

- 1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
- 2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.

# I. City Communications, Trainings and Meetings:

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

- 1. Regular communication to HSH about the implementation of the program;
- 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
- 3. Attendance at trainings (e.g., overdose prevention training), when required by HSH. Ensure all site-based or tenant-facing staff and subcontractors are onboarded and trained to perform the services in accordance with Housing First, Harm Reduction, and Trauma-Informed Principles.

#### J. Coordination with Other Service Providers:

Grantee shall establish written agreements with Support Services and other service providers that are part of the site team to formalize collaboration and roles and responsibilities.

# K. Critical Incidents:

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.

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#### L. 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).

# M. Good Neighbor Policies:

Grantee shall maintain a good relationship with the neighborhood, including:

- 1. Collaborating with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
- 2. Have a public phone line (and/or email) available for the community to report concerns;
- 3. Grantee management staff are available to respond to neighbors within two business days;
- 4. Have a representative of the Grantee attend neighborhood meetings focused on public safety, issues related to the housing program, street conditions or other topics that may be related to the impact of the project;
- 5. Participating in community/neighborhood events in partnership with the local community benefit district, if applicable (not all neighborhoods have CBDs)
- 6. Providing staff training in de-escalation and crisis response, including having written policies and protocols for contacting law enforcement, San Francisco Homeless Outreach Team (SFHOT), Healthy Streets Operation Center (HSOC), Department of Public Works (DPW), and/or crisis response teams as needed; and
- 7. Grantee shall create and offer a "good neighbor" onboarding orientation that outlines community resources, community norms, and expectations to tenants as they move in.

#### N. Record Keeping and Files:

Grantee shall update applicant referral status information in the Online Navigation and Entry (ONE) System in accordance with HSH policy and instruction.

- 1. Grantee shall maintain confidential tenant files on the served population, including signed lease agreement and addenda, notices or lease violations issued to the tenant, copies of payment plans or other agreements to support housing stability.
- 2. Grantee shall track receipt and completion of maintenance work orders.
- 3. Grantee shall maintain all eligibility and inspection documentation in ONE System and maintain hard copy files with eligibility, including homelessness verification documents.

#### O. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to:

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

- a. Entering all household data within three working days (unless specifically requested to do so sooner);
- b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
- c. Running monthly data quality reports and correcting any errors.
- 2. Records entered into the ONE system shall meet or exceed the ONE System
- 3. CDOI Process standard.
- 4. Grantee shall maintain updated unit vacancy information on a weekly basis in the data system designated by HSH (Offline Vacancy Tracker and/or ONE System) as required. Changes to vacancy reporting shall be communicated to Grantees in writing from HSH.
- 5. 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 the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
- 6. 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.
- 7. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

#### P. Confidentiality:

- 1. Grantee shall safeguard the confidentiality of all client records or data in compliance with applicable federal, state, or local privacy laws at all times, including but not limited to (a) ensuring the security and confidentiality of all client data; (b) protecting against any anticipated threats or hazards to the security and integrity all client data; (c) protecting against unauthorized disclosure, access, or use of all client data; (d) ensuring the proper disposal of client data; and (e) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.
- 2. Grantee shall notify HSH upon receipt of any legal requests related to client data shared under this contract, or which in any way might reasonably require access to client data, to the extent required by applicable law. Grantee shall not respond to legal requests related to HSH without first notifying HSH.
- 3. Grantee shall maintain computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner.
- 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 records or 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. 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 the U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice; 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.
- 6. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- 7. Grantee shall maintain a case management database which meets HITECH (45 CFR Part 160 and Part 164, Subparts A and C) standards. Grantee shall ensure that only appropriate clinical staff have permission to view clinical case records, and such records shall be maintained in a manner that meets HIPAA regulations.
- 8. Grantee staff shall complete the City's compliance and privacy training upon hire. Grantee shall have a privacy compliance policy and best practices training for staff that Grantee must review and update on an annual basis or in response to a data breach. Grantee shall provide a copy of the current policy, training materials, and attendance sheets when requested by HSH Privacy Officer.

#### VII. Service Objectives

Grantee shall achieve the following Service Objectives:

- A. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 21 days, on average.
- B. Grantee shall ensure that new tenant move-ins occur within 30 days of referral.
- C. Grantee shall collect at least 90 percent of tenant portions of monthly rent from occupied units.
- D. Grantee shall maintain an occupancy rate of at least 93 percent.

#### **VIII. Outcome Objectives**

Grantee shall achieve the following Outcome Objectives:

- A. Ninety percent of tenants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. Eighty Five percent of tenant lease violations will be resolved without loss of housing to tenants.

C. At least 65 percent of tenants shall complete an annual Tenant Satisfaction Survey and of those, 80 percent of tenants will be satisfied or very satisfied with Property Management services.

# **IX.** Reporting Requirements

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

- A. Grantee shall report vacancies to HSH in a timely fashion according to established procedures and process all tenant referrals in the pre-established timeframe. When required by HSH, Grantee shall enter tenant data in the ONE System.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each quarter:
  - 1. Average number of days to turn over units; and
  - 2. The number of tenants receiving lease violations, and the number and percentage of tenant lease violations that were resolved without loss of housing to tenants.
- C. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each year:
  - 1. The number and percentage of tenants who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
  - 2. The number and percentage of tenants who completed a written survey to provide feedback on the type and quality of program services;
  - 3. The tenant satisfaction survey results; and
  - 4. The number of households showing housing instability that remained housed.
- D. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf). Grantee shall provide information on evictions and eviction notices issued to households residing in City-funded housing to Support Services to enter into the ONE System. Grantee shall verify the accuracy of eviction reporting data in the ONE System quarterly, and shall review the annual eviction report prior to submission to HSH. Grantee shall adhere to all deadlines for submission as required by HSH.
- E. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<a href="https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf">https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf</a>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency

Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

- F. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) Permanent Supportive Housing Enrollment in Social Services
  <a href="https://codelibrary.amlegal.com/codes/san\_francisco/latest/sf\_admin/0-0-0-11877">https://codelibrary.amlegal.com/codes/san\_francisco/latest/sf\_admin/0-0-0-11877</a>, as instructed by HSH.
- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and any Grantee response will become part of the official report.
- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

# X. Monitoring Activities

- A. <u>Program Monitoring</u>: Grantee is subject to program monitoring and/or audits, including, but not limited to review of the following: tenant files, administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
  - Monitoring of program participation in the ONE System may include, but is not limited to, data quality reports from the ONE System, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.
- B. <u>Fiscal and Compliance Monitoring</u>: 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 Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

# Appendix A-2, Services to be Provided by Episcopal Community Services ECS – Master Lease Support Services

# I. Purpose of Grant

The purpose of the grant is to provide Support Services to the served population. The goals of these services are to support the served population in retaining their housing; or moving to other appropriate housing.

# II. Served Population

Grantee shall serve Formerly homeless and income-eligible adults aged 18 years or older without the custody of minors below 18 years of age.

#### III. Referral and Prioritization

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

Eligibility criteria for permanent supportive housing (PSH) varies upon the subsidy funding source and may include meeting a definition of homelessness at the time of referral and placement, enrollment in specific benefits programs, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for PSH are prioritized based on various criteria, such as levels of vulnerability, length and history of homelessness, and severity of housing barriers.

# IV. Description of Services

Grantee shall provide Support Services to the total number of tenants listed in Appendix B, Budget ("Number Served" tab). Support Services are voluntary and shall be available to all tenants in the service location(s). Support Services shall include, but are not limited to, the following:

#### A. Outreach:

Grantee shall engage with tenants to provide information about available Support Services and invite them to participate.

Grantee shall contact each tenant at least three times during the first 60 days following placement. Grantee shall document all outreach and attempts.

# B. Intake and Assessment:

Grantee shall coordinate with Property Management during the initial intake for units and participate in orientation meetings with Property Management. If possible, Grantee shall establish rapport with tenants prior to move-in to support tenants during the application and move-in process. Grantee shall coordinate with tenant's current support service provider(s) to ensure a successful transition into housing.

Grantee intake of tenants shall include, but is not limited to, a review of the tenant's history in the Online Navigation and Entry (ONE) System, gathering updated

information from the tenant, and establishing strengths, skills, needs, plans and goals that are participant-centered and supportive of housing retention. The intake shall take place at the same time of the interview with Property Management, on a separate date or time coordinated with Support Services during the application period, or within no more than 30 days of move-in.

#### C. Case Management:

Grantee shall provide case management services to tenants with the primary goal of maintaining housing stability, including ongoing meetings and counseling to establish goals, develop services plans that are tenant-driven without predetermined goals, provide referrals and linkages to off-site support services, and track progress toward achieving those goals. Grantee shall document case management meetings, engagement, and progress.

- 1. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
- 2. Grantee shall refer tenants to and coordinate services within the community that support progress toward identified goals. This may include providing information about services, calling to make appointments, assisting with applications, providing appointment reminders, following up/checking in with households regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
- 3. Grantee shall provide benefits advocacy to assist tenants with obtaining and maintaining benefits, including, but not limited to, cash aid, food programs, medical clinics and/or in-home support.

#### D. Housing Stability Support:

Grantee shall outreach to and offer on-site services and/or referrals to all tenants who display indications of housing instability, within a reasonable timeframe. Such indications include, but are not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants. Grantee shall work with tenants, in conjunction with Property Management, to resolve issues that put tenants at risk for eviction. Grantee shall assist with the de-escalation and resolution of conflicts, as needed. Grantee shall document Housing Stability outreach and assistance provided.

# E. Coordination with Property Management:

Grantee shall assist tenants in communicating with, responding to, and meeting with Property Management. This may include helping a tenant to understand the communications from Property Management, helping to write requests, responses, or complaints to Property Management, and attending meetings between the tenant and Property Management to facilitate communication.

If a tenant is facing housing instability, Grantee shall coordinate with Property Management to find creative ways to engage with tenants to prevent housing loss.

Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.

Grantee shall ensure there is a process in place for receiving timely communication from Property Management and copies of correspondence (e.g., notices, warning letters, lease violations, etc.) issued. Grantee shall have a structured written process for engaging tenants who receive such notices.

#### F. Wellness and Emergency Safety Checks:

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

# G. Support Groups, Social Events and Organized Activities:

- 1. Grantee shall plan groups, events, and activities with input from tenants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events. Grantee shall post and provide to tenants a monthly calendar of events.
- 2. Grantee shall conduct monthly community meetings for tenants, in coordination with Property Management, during which tenants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
- 3. Grantee shall periodically assess the needs of tenants with Property Management and other teams at the building to develop programming that will help tenants maintain stability and enjoy their housing.

#### H. Exit Planning:

If a tenant is moving out of the building, Grantee shall engage tenant in exit planning to support the tenant's successful transition out of the program. The exit plan shall depend on the tenant's needs and preferences and may include establishing a link to services in the community.

#### V. Location and Time of Services

Grantee shall provide services at the following locations:

Site Name	Site Location
1. Alder Hotel	175 6 <sup>th</sup> Street
2. Crosby Hotel	516 O'Farrell Street
3. Elm Hotel	364 Eddy Street
4. Hillsdale Hotel	51 6 <sup>th</sup> Street
5. Mentone Hotel	387 Ellis Street

Grantee shall provide services times when necessary to best serve tenants using the staffing outlined in Appendix B, Budget.

Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

# VI. Service Requirements

# A. Case Management Ratio:

Grantee shall maintain a maximum 25:1 ratio of units to case management staff.

#### B. <u>Supervision</u>:

Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants.

#### C. 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 tenant-centered, low-barrier access to housing and services.

#### D. Harm Reduction:

Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the <u>HSH Overdose Prevention Policy</u>. Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.

#### E. <u>Language and Interpretation Services</u>:

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: <a href="https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers">https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers</a>.

#### F. <u>Case Conferences</u>:

Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's progress.

#### G. 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 the served population is 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.

# H. Grievance Procedure:

- 1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
  - a. The name or title of the person or persons authorized to make a determination regarding the grievance;

- b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
- c. The amount of time required for each step, including when a tenant can expect a response; and
- d. In accordance with published HSH policies/procedures, the HSH Grievances email address (<u>hshgrievances@sfgov.org</u>), and mailing address for the tenant to contact after the tenant has exhausted Grantee's internal Grievance Procedure.
- 2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

# I. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:

- 1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
- 2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.

#### J. City Communications, Trainings and Meetings:

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

- 1. Regular communication to HSH about the implementation of the program;
- 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
- 3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.

#### K. Coordination with Other Service Providers:

Grantee shall establish written agreements with Property Management and other service providers that are part of the site care team to formalize collaboration and roles and responsibilities.

#### L. <u>Critical Incidents</u>:

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

Appendix A-2 to G-150 Page 5 of 11 July 1, 2025 disruptions must be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

# M. 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).

# N. Record Keeping and Files:

Grantee shall maintain confidential tenant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.

- 1. Grantee shall maintain client program enrollment, annual status updates and program exit information in the Online Navigation Entry (ONE) System and maintain hard copy files with eligibility, including homelessness verification documents.
- 2. Grantee shall maintain a program roster of all current tenants in the ONE System.
- 3. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
- 4. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.

# O. Data Standards:

- 1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to:
  - a. Entering all household data within three working days (unless specifically requested to do so sooner);
  - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
  - c. Running monthly data quality reports and correcting any errors.
- 2. Records entered into the ONE System shall meet or exceed the ONE System Continuous Data Quality Improvement (CDQI) Process standard<sup>1</sup>
- 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 the CARBON database Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

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

- 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.

# P. Good Neighbor Policy:

Grantee shall maintain a good relationship with the neighborhood, including:

- 1. In partnership with Property Management, collaborating with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
- 2. Have a representative of the Grantee attend neighborhood meetings focused on public safety, issues related to the housing program, street conditions or other topics that may be related to the impact of the project;
- 3. Providing staff training in de-escalation and crisis response, including having written policies and protocols for contacting law enforcement, San Francisco Homeless Outreach Team (SFHOT), Healthy Streets Operation Center (HSOC), Department of Public Works (DPW), and/or crisis response teams as needed; and
- 4. Grantee shall create and offer a "good neighbor" onboarding orientation for tenants as they move in, that outlines community resources, community norms, and expectations.

# Q. Confidentiality:

- 1. Grantee shall safeguard the confidentiality of all client records or data in compliance with applicable federal, state, or local privacy laws at all times, including but not limited to (a) ensuring the security and confidentiality of all client data; (b) protecting against any anticipated threats or hazards to the security and integrity all client data; (c) protecting against unauthorized disclosure, access, or use of all client data; (d) ensuring the proper disposal of client data; and (e) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.
- 2. Grantee shall notify HSH upon receipt of any legal requests related to client data shared under this contract, or which in any way might reasonably require access to client data, to the extent required by applicable law. Grantee shall not respond to legal requests related to HSH without first notifying HSH.
- 3. Grantee shall maintain computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner.
- 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 records or 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. 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 the U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice; 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.
- 6. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- 7. Grantee shall maintain a case management database which meets HITECH (45 CFR Part 160 and Part 164, Subparts A and C) standards. Grantee shall ensure that only appropriate clinical staff have permission to view clinical case records, and such records shall be maintained in a manner that meets HIPAA regulations.
- 8. Grantee staff shall complete the City's compliance and privacy training upon hire. Grantee shall have a privacy compliance policy and best practices training for staff that Grantee must review and update on an annual basis or in response to a data breach. Grantee shall provide a copy of the current policy, training materials, and attendance sheets when requested by HSH Privacy Officer.

# VII. Service Objectives

Grantee shall achieve the Service Objectives listed below.

- A. Grantee shall actively outreach to 100 percent of households at least once every month.
- B. Grantee shall offer assessment to 100 percent of households for primary medical care, mental health and substance use treatment needs within 60 days of move-in.
- C. Grantee shall offer assessment to 100 percent of households for benefits within 60 days of move-in, and shall assist tenants to apply for benefits for which they are eligible.
- D. Grantee shall offer Support Services to 100 percent of all households who showed housing instability (e.g., non-payment of rent, lease violations) at least once per incident.
- E. Grantee shall outreach to 100 percent of households with planned exits from the program to engage in comprehensive discharge planning, which includes referrals for

- case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- F. Grantee shall outreach to 100 percent of program participants participating in Support Services to create/engage in Service Plans, as needed, on an ongoing basis.
- G. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
- H. Grantee shall administer an annual written anonymous survey of households to obtain feedback on the type and quality of program services. Grantee shall offer all households the opportunity to take this survey.

#### VIII. **Outcome Objectives**

Grantee shall achieve the Outcome Objectives listed below.

- A. Ninety percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. Eighty percent of individualized service plans will be reviewed at least once every six months and updated as appropriate at this time.
- C. Eighty percent of households completing an annual tenant satisfaction survey will be satisfied or very satisfied with program services (based on a four-point scale: 1 = very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

#### IX. **Reporting Requirements**

- A. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded into the CARBON database by the 15th of the month following the month of service.
  - 1. The total number of unduplicated households who resided at the site during the month and the number of unduplicated households actively outreached to at least once during the month.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each quarter:
  - 1. The number and percentage of households Grantee outreached to complete an assessment for primary medical care, mental health, and substance use treatment needs within 60 days of move-in;
  - 2. The number and percentage of households Grantee outreached to complete a benefits assessment within 60 days of move-in;
  - 3. The number of lease/program rule violations Property Management issued and shared with Support Services for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services; and
  - 4. The number and percentage of households with planned exits from the program who were outreached to engage in comprehensive discharge planning, that

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- includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- C. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each year:
  - 1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
  - 2. The number of program participants who had a Service Plan during the program year; the number and percentage of Services Plans that were reviewed at least once every 6 months and updated as appropriate;
  - 3. The number and percentage of households who completed a written survey to provide feedback on the type and quality of program services. Please include survey results on what clients reported regarding the quality and satisfaction with services, and program or policy changes implemented in response to tenant feedback.
- D. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- E. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services https://codelibrary.amlegal.com/codes/san francisco/latest/sf admin/0-0-0-11877, as instructed by HSH.
- F. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and any Grantee response will become part of the official report.
- G. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

Appendix A-2 to G-150 Page 10 of 11 July 1, 2025 For assistance with reporting requirements or submission of reports, contact the assigned Contract and Program Managers.

# X. Monitoring Activities

#### A. Program Monitoring:

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

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

#### B. Fiscal Compliance and Contract 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 Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	А	В	С	D									
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	4/7/2025											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	<b>Current Term</b>	1/1/2021	6/30/2025	5									
6	<b>Amended Term</b> 1/1/2021 6/30/2027 7												
7	Program	ECS - Master L	ease										
8	F\$P Contract ID#	1000019778											
9													
10	Approved Subcontractors												
11	Caritas Managemer	nt Corporation											

	А	В	С	D	E	F G	H		J	K	L M	N	0 F	) (	Q R	S	Т	U	VV	V X	Υ	Z	AA AE	3
1	DEPARTMENT OF H	OMELESSNESS A	AND SUPPORTIV	E HOUSING																				
2	APPENDIX B, BUDGI	ET	_																					
3	Document Date	4/7/2025																						
	Contract Term	Begin Date	End Date	Duration																				
4				(Years)																				
5	Current Term	1/1/2021	6/30/2025	5																				
6	Amended Term	1/1/2021	6/30/2027	7																				
7	Program	ECS - Master L	ease																					
8	F\$P Contract ID#																							
9																								
10	NUMBER SERVED (N	IUMBER OF UN	ITS)		Yea	ar 1		Year 2		Ye	ar 3	,	Year 4		Year !	5	Υe	ar 6		Year	7		Year 8	
11	Service S	Site	Service	Location		2021 - /2021		7/1/202: 5/30/20:			2022 - /2023		1/2023 - 30/2024		7/1/202 6/30/20			2025 /2026		7/1/20 6/30/2			1/2027 - 30/2028	
12	Alder Hotel		175 6th Street		1	11		119		1	.13		113		113		1	.13		113	3		113	
13	Crosby Hotel		516 O'Farrell St	reet	13	36		141		1	.27		127		127		1	.27		127	7		127	
14	Elm Hotel		364 Eddy Stree	t	7	76		89			79		79		79			79		79			79	
15	Hillsdale Hotel		51 6th Street		6	8		85			75		75		75			75		75			75	
16	Mentone Hotel		387 Ellis Street		7	78		77			70		70		70			70		70			70	
17				Total	4	69		511		4	64		464		464		4	64		464	ı		464	

$\overline{}$	Α	В	С	D	_	G		J		M	P	Г	S
1	DEPARTMENT OF H					J		Ü		IVI	'		<u> </u>
2	APPENDIX B, BUDG	ET											
3	Document Date	4/7/2025			-								
				Duration									
-	Contract Term	Begin Date	End Date	(Years)	-								
	Current Term Amended Term	1/1/2021	6/30/2025 6/30/2027	5 7	-								
-	Provider Name	1/1/2021 Eniscon	al Community S		1								
-	Program		CS - Master Leas										
	F\$P Contract ID#		1000019778										
	Contract Action		Amendment										
11	Effective Date		7/1/2025										
12	Budget Names	Alder - Property Management, Alder - Support Services, Crosby - Property Management, Crosby - Support Services, Elm - Property Management, Elm - Support											
13		Current	New										
-	Term Budget	\$ 45,157,357	\$ 68,426,064	.=.:									
15	Contingency	\$ 2,002,042	\$ 3,871,620	15%									
-	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684										
17					_								
18						Year 1		Year 2		Year 3	Year 4		Year 5
·Ŭ						1/1/2021 -		7/1/2021 -		7/1/2022 -	7/1/2023 -		7/1/2024 -
40						6/30/2021		6/30/2022		6/30/2023	6/30/2024		6/30/2025
19 20						Actuals		Actuals		Actuals	Actuals		New
	Expenditures					Actuals	_	Actuals		Actuals	Actuals		ivew
22	Salaries & Benefits				\$	770,106	\$	1,635,185	\$	1,782,611	\$ 1,893,944	\$	2,560,110
-	Operating Expenses	5			\$	1,138,757	\$	2,428,314	\$	3,123,042	3,101,364	_	2,458,565
-	Subtotal				\$	1,908,863	\$	4,063,499	\$	4,905,653	4,995,308	_	5,018,675
26	Indirect Cost				\$	229,063	\$	487,620	\$	588,679	\$ 599,436		641,919
27	Other Expenses (No	t Subject to Indi	rect %)		\$	2,953,246	\$	5,273,382	\$	5,992,814	\$ 5,348,221	\$	6,987,342
-	Capital Expenditure	!			\$	-	\$	61,520	\$	-	\$ 586,821	_	1,255,450
	Total Expenditures				\$	5,091,172	\$	9,886,021	\$	11,487,146	\$ 11,529,786	\$	13,903,386
31													
	HSH Revenues*												
_	HSH Fund				\$	3,461,880		7,646,474	_	7,875,869	\$ 8,882,705	_	9,026,702
-	HSH Fund - One-Tin	•			\$	-	\$	19,082	\$	- 420 204	\$ -	\$	- 1 222 225
	General Fund - Ong General Fund - One				\$	472,712	\$	302,538	\$	1,430,304	\$ 738,377 691,130	\$	1,323,005 1,281,070
	Prop C	-111116			\$	85,965	\$	933,030	\$	670,408	\$ 936,414		1,281,070
_	Prop C - One-Time (	Carryforward			\$	-	\$	(179,518)	_	179,518	\$ -	\$	-,001,002
-	Adjustment to Actu				\$	(4)	_	(55,778)		-	\$ (999,919)	_	-
46	Total HSH Revenue	s			\$	4,020,553	\$	8,665,828	\$	10,156,099	\$ 10,248,707	\$	12,632,339
47	Other Revenues											_	
-	Rental Income				\$	1,068,023	\$	1,215,000	\$	1,325,854	\$ 1,275,886	\$	1,265,854
-	Private Match				\$	2,596	\$	5,193	\$	5,193	\$ 5,193		5,193
53	Total Other Revenu	ies			\$	1,070,619	\$	1,220,193	\$	1,331,047	\$ 1,281,079	\$	1,271,047
54													
55	Total HSH + Other I	Revenues			\$	5,091,172	\$	9,886,021	\$	11,487,146	\$ 11,529,786	\$	13,903,386
56	Total Adjusted Salary FTE (All Budgets)					11.07		15.20		13.83	14.24		19.91
58					1								
55	Prepared by		Tiffany Luong		1								
	Phone		.487.3300 ext. 12	219	1								
<u> </u>	Email	<u> </u>	luong@ecs-sf.org		]								
62	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of												
	Supervisors discreti												
-	guaranteed. For fur		ı, please see Arti	cle 2 of the G-									
	I IIII I-rant Agreeme	nt document.			1								

	А	В	С	D	T	V		Υ		Al		AJ		AK
1	DEPARTMENT OF H					·		· · · · · ·		7.0		710		741
2	APPENDIX B, BUDG	ET	•											
3	Document Date	4/7/2025			1									
,	Combine at Tours	Basin Data	Fred Data	Duration (Years)										
5	Contract Term Current Term	1/1/2021	End Date 6/30/2025	(Years) 5										
6	Amended Term	1/1/2021	6/30/2027	7										
7	Provider Name		al Community S											
_	Program		CS - Master Leas											
9	F\$P Contract ID#		1000019778											
_	Contract Action		Amendment											
11	Effective Date		7/1/2025											
12	Budget Names	Alder - Property Management, Alder - Support Services, Crosby - Property Management, Crosby - Support Services, Elm - Property Management, Elm - Support												
13		Current	New											
14	Term Budget	\$ 45,157,357	\$ 68,426,064	15%										
15	Contingency	\$ 2,002,042	\$ 3,871,620	13%										
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684											
17					E	TENSION YEAR	Е	XTENSION YEAR						
18						Year 6		Year 7				All Years		
						7/1/2025 -		7/1/2026 -		1/1/2021 -		7/1/2024 -		1/1/2021 -
19						6/30/2026		6/30/2027		6/30/2025		6/30/2027		6/30/2027
20	1					New		New		Current	4	Amendment		New
21	Expenditures													
22	Salaries & Benefits				\$	2,525,502	\$	2,525,502	\$	8,641,956	\$	5,046,404	\$	13,692,960
	Operating Expenses	5			\$	2,458,561	\$	2,458,561		12,250,042	\$	4,917,122	\$	17,167,164
24					\$	4,984,063			\$	20,891,998	\$	9,963,526	\$	30,860,124
26 27	Indirect Cost Other Expenses (No	at Subject to Indi	rect %)		\$	676,531 6,961,722	\$	676,531 6,961,722	\$	2,546,717 25,988,837	\$	1,353,062 14,489,613	\$	3,899,779 40,478,449
28	Capital Expenditure	•	1601 701		\$	0,901,722	\$	0,301,722	\$	1,903,791	\$	14,465,015	\$	1,903,791
30	· · ·				\$	12,622,316	\$	12,622,316	\$	51,331,342	\$	25,806,201	\$	77,142,142
31														
32	HSH Revenues*													
33	HSH Fund				\$	9,026,702	\$	9,026,702	\$	36,893,630	\$	18,053,404	\$	54,947,034
35	HSH Fund - One-Tin	ne Carryforward			\$	-	\$	-	\$	19,082	\$	-	\$	19,082
36	General Fund - Ong				\$	1,323,005	\$	1,323,005	\$	3,700,767	\$	3,212,179	\$	6,912,946
	General Fund - One	-Time			\$	1 004 500	\$	1 004 566	\$	1,972,200		2 002 121	\$	1,972,200
	Prop C Prop C - One-Time (	Carryforward			\$	1,001,562	\$ \$	1,001,562	\$	3,627,379	\$ \$	2,003,124	\$	5,630,503
41					\$		\$		\$	(1,055,701)		-	\$	(1,055,701)
46	Total HSH Revenue				\$	11,351,269	\$	11,351,269	\$	45,157,357	\$	23,268,707	\$	68,426,064
47	Other Revenues					•				,		•		•
48	Rental Income				\$	1,265,854	\$	1,265,854	\$	6,150,617	\$	2,531,708	\$	8,682,325
49	Private Match				\$	5,193	\$	5,193	\$	23,368	\$	10,386	\$	33,754
53	Total Other Revenu	ies			\$	1,271,047	\$		\$	6,173,985	\$	2,542,094	\$	8,716,079
54														
55	Total HSH + Other I	Revenues			\$	12,622,316	\$	12,622,316	\$	51,331,342	\$	25,810,801	\$	77,142,143
56	Total Adjusted Sala	ry FTE (All Budge	ts)	-		19.78		19.78						
58	Duaman - 4 b	1	T:66-		1		-		-		_		_	
59	Prepared by		Tiffany Luong	240	1									
	Phone		.487.3300 ext. 12	719	1									
61	Email	<u> </u>	iuong@ecs-st.org		1									
62	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not													
64	guaranteed. For fur													
	100 Grant Agreeme				L									
			_				_	_	_				_	

	Α	В	С	D	Р	-		S		Al	AJ	1		AK
1	DEPARTMENT OF H	OMELESSNESS AN	ND SUPPORTIVE H	IOUSING		•								
2	APPENDIX B, BUDG	ET												
3	Document Date	4/7/2025												
				Duration										
4	Contract Term	Begin Date	End Date	(Years)										
5	Current Term	1/1/2021	6/30/2025	5										
6	Amended Term	1/1/2021	6/30/2027	7										
7	Provider Name	Episcopa	Community Serv	ices										
8	Program	ECS	- Master Lease											
9	F\$P Contract ID#		1000019778											
10	Contract Action		Amendment											
11	Effective Date		7/1/2025											
12	Budget Name	One-Time Capita	I Improvements											
13		Current	New											
14	Term Budget	\$ 1,469,271	\$ 1,469,271	15%										
15	Contingency	\$ 2,002,042	\$ 3,871,620	13/0										
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684											
17														
18				Ì	Year 4			Year 5			All Years			
					7/1/2023	3 -	7/	/1/2024 -	1	1/1/2021 -	7/1/2024 -		1	/1/2021 -
40					6/30/202		•	/30/2025		5/30/2025	6/30/2027			/30/2027
19 20					Actuals		٠,	New		Current	Amendmen	t		New
	Expenditures									<u> </u>		•		
28	Capital Expenditure				\$ 213,	321	\$	1,255,450	\$	1,469,271	\$	-	\$	1,469,271
	Total Expenditures				\$ 213,	321		1,255,450		1,469,271	\$	-	\$	1,469,271
31														
32	HSH Revenues													
38	General Fund - One	-Time			\$ 277,	110	\$	1,255,450	\$	1,532,860	\$	-	\$	1,532,860
43	Adjustment to Actu	als			\$ (63,	589)	\$	-	\$	(63,589)		-	\$	(63,589)
	Total HSH Revenue				\$ 213,			1,255,450	\$	1,469,271	\$	-	\$	1,469,271
57														
58	Prepared by		iffany Luong											
	Phone	415.4	87.3300 ext. 1219											
60	Email	tlu	ong@ecs-sf.org											

	A	В	l N	Q	AG	AH	Al
1		DMELESSNESS AND SUPPORTIVE HOUSING	IN	Q	AG	AH	Al
2	APPENDIX B, BUDGE						
3	OPERATING DETAIL	ı					
4	Document Date	4/7/2025	$\neg$				
5	Provider Name	Episcopal Community Services					
6	Program	ECS - Master Lease					
7	FSP Contract ID#	1000019778					
8	Budget Name	One-Time Capital Improvements					
9			_				
			Year 4	Year 5		All Years	
10							
11			7/1/2023 - 6/30/2024	7/1/2024 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
11				6/30/2025	6/30/2025	6/30/2027	6/30/2027
12			Actuals	New	Current	Amendment	New
13			Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
			Expense	Expense	Expense	Change	Expense
71	Capital Expenses				1	1	1
72	Alder Site		\$ 63,400	\$ 176,550	\$ 239,950	\$ -	\$ 239,950
73	Crosby Site		\$ 87,000	\$ 490,000	\$ 577,000	\$ -	\$ 577,000
74	Elm Site		\$ 29,540	\$ 235,543	\$ 265,083	\$ -	\$ 265,083
75	Hillsdale Site		\$ 56,750	\$ 192,220	\$ 248,970	\$ -	\$ 248,970
76	Mentone Site		\$ 40,720	\$ 161,137	\$ 201,857	\$ -	\$ 201,857
77	Adjustment to Actuals		\$ (63,589)	\$ -	\$ (63,589)	\$ -	\$ (63,589)
95							
96	TOTAL CAPITAL EXP	ENSES	\$ 213,821	\$ 1,255,450	\$ 1,469,271	\$ -	\$ 1,469,271

Properties   Program   Property   Properties   Program   Property	_	۸	В	0	Б	0			_			Р		
A   Document Date	$\vdash$	A DEPARTMENT OF H	B B	C C	D	G	<u> </u>	J		M		Р		S
Document Date	-			ND SUPPORTIVE F	IOUSING									
Contract Term   Bugin Date   End Date   Clear   Clear	-	,		ĺ										
Contract Term	3	Document Date	4/7/2025		Duration									
Contract Term	1	Contract Term	Regin Date	End Date										
Provider Name	-													
Propose														
Program   ECS   Master Lease	-				•									
February   1000019778   1000019778   1000019778   11000019778   111	-				vices									
10   Contract Action   Amendment   Iffective Date   71/1/2015   15/14   15/1			EC											
11   Effective Date   171/2025   Sudget Name   Alder - Property Management   13   Current   New   14   Term Budget   5   8,076,328   5   12,026,288   15%	-	_												
12   Budget Name   Alfer - Property Management   14   15   15   15   15   15   15   15	H													
13	H		411 5											
14   mm budget   \$ 8,076,342   \$ 12,026,288   15%	_	Budget Name												
15	-													
Not-To-Exceed   \$ 47,159,399   \$ 72,297,684					15%									
	15													
	16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684										
1/1/2021	17										_			
19   19   19   19   19   19   19   19	18					Year 1		Year 2		Year 3		Year 4		Year 5
19	۳					1/1/2021 -	Γ.	7/1/2021 -		7/1/2022 -		7/1/2022 -		7/1/2024 -
Actuals														
Expenditures	_					· · ·								
Salaries & Benefits   Salaries & Salaries						Actuals		Actuals		Actuals		Actuals		New
Querating Expenses   \$ 200,611   \$ 467,996   \$ 501,332   \$ 535,426   \$ 420,609	-	•												
Subtotal	22					•	_		_			,	_	
Indirect Percentage	23						_	•	_		_		_	
Second Fund - CODB   Second	24						_	•	\$		\$		\$	
27   Other Expenses (Not Subject to Indirect %)   \$ 741,821 \$ 1,483,022 \$ 1,513,493 \$ 1,464,707 \$ 1,776,906								12.00%		12.00%		12.00%		12.00%
Capital Expenditure   S	26	•				\$ 24,073	\$	56,160	\$	63,780	\$	67,688	\$	53,911
Total Expenditures   \$ 966,505   \$ 2,007,178   \$ 2,108,774   \$ 2,198,756   \$ 2,280,073   \$ 2   HSH Revenues (select)	27	Other Expenses (No	t Subject to Indire	ct %)			\$	1,483,022	\$	1,513,493	\$		\$	1,776,906
32   HSH Revenues (select)	28	Capital Expenditure					\$	-	\$	-	\$	102,288	\$	-
SSH Revenues (select)   SSH Revenues (select)   SSH Fund	30	Total Expenditures				\$ 966,505	\$	2,007,178	\$	2,108,774	\$	2,198,756	\$	2,280,073
Section   Sect	31													
HSH Fund - CODB	32	HSH Revenues (sele	ct)											
HSH Fund - One-Time Carryforward   \$   -	33	HSH Fund				\$ 625,595	\$	1,465,231	\$	1,462,837	\$	1,553,391	\$	1,566,134
Separal Fund - Ongoing   \$ 91,366   \$ 47,281   \$ 152,146   \$ 191,931   \$ 196,729	34	HSH Fund - CODB				\$ -	\$	-	\$	-	\$	-	\$	-
Semeral Fund - CODB   S	35	HSH Fund - One-Tim	e Carryforward			\$ -	\$	-	\$	-	\$	-	\$	-
Semeral Fund - CODB   S	36	General Fund - Ongo	oing			\$ 91,366	\$	47,281	\$	152,146	\$	191,931	\$	196,729
39   Prop C   \$ - \$ 193,987 \$ 200,910 \$ 206,937 \$ 212,110	37	General Fund - COD	В			\$ -	\$	-	\$	-	\$	-	\$	-
40   Prop C - COLA   \$   -	38	General Fund - One-	Time			\$ -	\$	-	\$	-	\$	102,288	\$	-
1	39	Prop C					\$	193,987	\$	200,910	\$	206,937	\$	212,110
42   One-Time Transfer   \$   -   \$   (27,219)   \$   -   \$   -   \$   43     Adjustment to Actuals   \$   -   \$   (4,421)   \$   -   \$   (160,891)   \$   -   \$     44   \$   \$   \$   \$   \$   \$   \$   \$   \$	40	Prop C - COLA				'	\$	-	\$	-	\$	-	\$	-
43   Adjustment to Actuals   \$ - \$ (4,421) \$ - \$ (160,891) \$ - \$ 44   \$ \$ -	41	Prop C - One-Time C	arryforward			\$ -	\$	-	\$	-	\$	-	\$	-
S	42	One-Time Transfer				\$ -	\$	-	\$	(27,219)	\$	-	\$	-
\$   \$   \$   \$   \$   \$   \$   \$   \$   \$	43	Adjustment to Actua	als			\$ -	\$	(4,421)	\$	-	\$	(160,891)	\$	-
46   Total HSH Revenues   \$   716,961   \$   1,702,078   \$   1,788,674   \$   1,893,656   \$   1,974,973	44					\$ -	\$	-	\$		\$	-	\$	-
47       Other Revenues (select)       Select (section of the section of the	45					\$ -	\$	-	\$		\$	-	\$	-
48 Rental Income       \$ 249,544       \$ 305,100       \$ 320,100       \$ 305,100       \$ 305,100         53 Total Other Revenues       \$ 249,544       \$ 305,100       \$ 320,100       \$ 305,100       \$ 305,100         54	46	Total HSH Revenues	5			\$ 716,961	\$	1,702,078	\$	1,788,674	\$	1,893,656	\$	1,974,973
48 Rental Income       \$ 249,544       \$ 305,100       \$ 320,100       \$ 305,100       \$ 305,100         53 Total Other Revenues       \$ 249,544       \$ 305,100       \$ 320,100       \$ 305,100       \$ 305,100         54	47	Other Revenues (sel	ect)											
53     Total Other Revenues     \$ 249,544     \$ 305,100     \$ 320,100     \$ 305,100     \$ 305,100       54     55     Total HSH + Other Revenues     \$ 966,505     \$ 2,007,178     \$ 2,108,774     \$ 2,198,756     \$ 2,280,073       57       58     Prepared by     Tiffany Luong       59     Phone     415,487,3300 ext. 1219	-		,			\$ 249 544	\$	305 100	\$	320 100	\$	305 100	Ś	305 100
54   55   Total HSH + Other Revenues   \$ 966,505   \$ 2,007,178   \$ 2,108,774   \$ 2,198,756   \$ 2,280,073    57   Frepared by   Tiffany Luong   59   Phone   415.487.3300 ext. 1219   415.487.3300 ext. 1219			es				_						_	
55     Total HSH + Other Revenues     \$ 966,505     \$ 2,007,178     \$ 2,108,774     \$ 2,198,756     \$ 2,280,073       57       58     Prepared by     Tiffany Luong       59     Phone     415.487.3300 ext. 1219		. Juli Julier Revellu				2-13,3-14	٧	303,100	٧	320,100	٧	303,100	٧	303,100
57 58 Prepared by Tiffany Luong 59 Phone 415.487.3300 ext. 1219						A								
Frepared by         Tiffany Luong           59 Phone         415.487.3300 ext. 1219	-00	Total HSH + Other R	Revenues			\$ 966,505	\$	2,007,178	\$	2,108,774	\$	2,198,756	\$	2,280,073
59 <b>Phone</b> 415.487.3300 ext. 1219	57													
	58													
60 Email thuong@ecs-sf.org	59	Phone			9									
	60	Email	<u>ttı</u>	uong@ecs-sf.org										

	Α	В	С	D		V		Υ		Al		AJ		AK
1	DEPARTMENT OF H		ND SUPPORTIVE H	IOUSING										
2	APPENDIX B, BUDG	ET												
3	Document Date	4/7/2025			_									
				Duration										
4	Contract Term	Begin Date	End Date	(Years)										
5	Current Term	1/1/2021	6/30/2025	5										
6	Amended Term	1/1/2021	6/30/2027	7										
7	Provider Name		al Community Serv	/ices										
8	Program	EC	S - Master Lease											
9	F\$P Contract ID#		1000019778											
-	Contract Action		Amendment											
11	Effective Date		7/1/2025											
	Budget Name	Alder - Property												
13		Current	New											
	Term Budget	\$ 8,076,342	\$ 12,026,288	15%										
15	Contingency	\$ 2,002,042	\$ 3,871,620											
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684											
17					EXTEN	SION YEAR	E	CTENSION YEAR						
18					Y	ear 6		Year 7				All Years		
۳					7/1	/2025 -		7/1/2026 -	1	/1/2021 -	7	//1/2024 -	1.	1/2021 -
						0/2025		6/30/2027		5/30/2025		5/30/2027		/30/2027
19					-								0/	
20				1	N	New		New		Current	Ar	mendment		New
21	Expenditures													
22	Salaries & Benefits				\$	28,647	\$	28,647	_	87,463	\$	52,694	\$	144,757
23	Operating Expenses				\$	420,609	\$	420,609	\$	2,125,974	\$	841,218	_	2,967,192
24	Subtotal				\$	449,256	\$	449,256	\$	2,213,437	\$	893,912	\$	3,111,949
25	Indirect Percentage					12.00%		12.00%						
26	Indirect Cost (Line 2				\$	53,911	\$	53,911	\$	265,612	\$	107,822	\$	373,434
27	Other Expenses (No	t Subject to Indire	ct %)		_	L,776,906	\$	1,776,906	\$	6,979,949	\$	3,553,812		.0,533,761
28	Capital Expenditure				\$	-	\$	-	\$	102,288	\$	-	\$	102,288
30	Total Expenditures				\$ 2	,280,073	\$	2,280,073	\$	9,561,286	\$	4,555,546	<b>\$ 1</b>	4,121,432
31														
	HSH Revenues (sele	ct)												
	HSH Fund					L,566,134	\$	1,566,134	\$	6,673,188	\$	3,132,268	_	9,805,456
	HSH Fund - CODB				\$	-	\$		\$	-	\$	-	\$	-
	HSH Fund - One-Tim				\$	-	\$		\$		\$		\$	-
	General Fund - Ongo				\$	196,729	\$	196,729	\$	679,453	\$	393,458	_	1,072,911
37	General Fund - COD				\$	-	\$	-	\$	-	\$	-	\$	-
38	General Fund - One-	·Iime			\$		\$		\$	102,288	\$	424.220	\$	102,288
	Prop C				\$	212,110	\$	212,110	\$	813,944	\$	424,220	_	1,238,164
	Prop C - COLA				\$	-	\$	-	\$	-	\$	-	\$	-
41	Prop C - One-Time C	arrytorward			\$	-	\$	-	\$	-	\$	-	\$	- (27.212)
42	One-Time Transfer				\$	-	\$		\$	(27,219)	_	-	\$	(27,219)
43	Adjustment to Actua	als			\$	-	\$		\$	(165,312)	\$	-	\$	(165,312)
44								-	\$	-	\$	-	\$	-
45	<b>.</b>		\$	-	\$	4.07: 27-	\$		\$	2.040.01-	\$	-		
46	Total HSH Revenues	S			\$ 1	,974,973	\$	1,974,973	\$	8,076,342	\$	3,949,946	Ş 1	2,026,288
47	Other Revenues (se	lect)												
48	Rental Income	<u> </u>			\$	305,100	\$	305,100	\$	1,484,944	\$	610,200	\$	2,095,144
53	<b>Total Other Revenu</b>	es			\$	305,100	\$	305,100	\$	1,484,944	\$	610,200	\$	2,095,144
54														
55	Total HSH + Other F	Revenues			\$ 2	2,280,073	\$	2,280,073	\$	9,561,286	\$	4,560,146	<b>\$</b> 1	4,121,432
57						,,	, ,	_,,,	_	·,,	7	.,,	ı -	,,
	Prepared by		Tiffany Luong											
58			487.3300 ext. 121	٥										
59	Phone Email		,											
60	Email	ul	uong@ecs-sf.org											

	Α	В	Q	Т	W	Х	AA	AD	AE	AH	AK
1	DEPARTMENT OF HOMELESSNES	SS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL		_								
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Alder - Property Management									
9											
10				Year 3			Year 4			Year 5	
				For HSH	7/1/2022 -		For HSH	7/1/2023 -	Agongy	For HSH	7/1/2024 -
11				Funded	6/30/2023	Agency Totals	Funded	6/30/2024	Agency	Funded	6/30/2025
12				Program			Program	New	Totals	Program	New
42	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	Annual Full Time Salary (for 1.00 FTE)	_	Budgeted Salary
	Sr. Director/Housing Dev & Asset M	amt	\$ 164,299	0.01	\$ 2,300	\$ 164,299	0.01	\$ 2,300	\$ 164,299	0.01	\$ 2,300
	Asset Manager - Master Leased Ope		\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17		\$ 118,393	0.17	
35		TOTAL SALARIES			\$ 22,036			\$ 22,036		1	\$ 22,036
36		TOTAL FTE		0.18			0.18			0.18	
37		FRINGE BENEFIT RATE			36.91%			30.00%			30.00%
38		EMPLOYEE FRINGE BENEFITS			\$ 8,133			\$ 6,611			\$ 6,611
39		TOTAL SALARIES & BENEFITS			\$ 30,169			\$ 28,647			\$ 28,647

	Α	В	AL	AO	AR	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNE	·	, <u>/\</u>	710	741	710	710	7(1	Во	D.	BW
_	APPENDIX B, BUDGET										
	SALARY & BENEFIT DETAIL										
4	Document Date	4/7/2025	1								
5	Provider Name	<b>Episcopal Community Services</b>	]								
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Alder - Property Management									
9			E	XTENSION YEAR	R		EXTENSION Y	EAR			
10				Year 6			Year 7			All Years	
				For HSH	7/1/2025 - Agency For H		For HSH	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
11				Funded	6/30/2026	Totals	Funded	6/30/2027	6/30/2025	6/30/2027	6/30/2027
12				Program	New	Totals	Program	New	Current	Amendment	New
13	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
14	Sr. Director/Housing Dev & Asset M	amt.	\$ 164,299	0.01	\$ 2,300	\$ 164,299	0.01	\$ 2,300	\$ 6,900	\$ 4,600	\$ 11,501
	Asset Manager - Master Leased Op		\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 59,208	\$ 39,472	\$ 98,681
35	i i	TOTAL SALARIES			\$ 22,036			\$ 22,036	\$ 66,108	\$ 44,073	\$ 110,181
36		TOTAL FTE		0.18			0.18				•
37		FRINGE BENEFIT RATE	1	•	30.00%			30.00%			
		EMPLOYEE FRINGE BENEFITS			\$ 6,611			\$ 6,611	\$ 21,355	\$ 13,222	\$ 34,577
38 39	1	TOTAL SALARIES & BENEFITS			\$ 28,647			\$ 28,647	\$ 87,463	\$ 52,694	\$ 144,757

	A	В	т —	Е	I	Н		K	_	N		Q
1		MELESSNESS AND SUPPORTIVE HOUSING	-			- 11		K		IN		Q
2	APPENDIX B. BUDGET											
3	OPERATING DETAIL											
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
8	Budget Name	Alder - Property Management										
9												
10				Year 1		Year 2		Year 3		Year 4		Year 5
				1/1/2021 -		7/1/2021 -		7/1/2022 -		7/1/2023 -		7/1/2024 -
11				6/30/2021		6/30/2022		6/30/2023		6/30/2024	6	3/30/2025
12				Actuals		Actuals		Actuals		Actuals	_	New
13	Operating Expenses			Budgeted Expense		Budgeted Expense		Budgeted Expense		Budgeted Expense		Budgeted Expense
		er, Gas, Phone, Garbage and Waste Mgmt.)	\$	76,544	\$	158,089	\$	228,943	\$	216,050	\$	229,047
	,					·	\$		\$		\$	
	Office Supplies, Postage		\$	7,980	\$	18,573		15,904		20,044		20,044
17	Building Maintenance Su	''	\$	48,615	\$	145,230	\$	107,905	\$	145,548	\$	135,828
18	Printing and Reproduction						\$	500	\$	539	\$	539
23	Management/Booking F	ees	\$	48,372	\$	96,744	\$	100,920	\$	104,537		
24	Legal Fees		\$	6,600	\$	24,360	\$	11,860	\$	13,557		
25	Cable TV						\$	1,800	\$	2,110	\$	2,110
26	Wire /Website Support F	Processing Fee/Admin Misc.					\$	1,800	\$	1,760	\$	1,760
27	Payroll Processing Fee						\$	4,800	\$	5,495	\$	5,495
28	Staff Training/Meeting S	upplies					\$	500	\$	83	\$	83
29	Renting Fee						\$	1,400	\$	703	\$	703
44	Subcontractors:											
45	Office Salaries-Desk Cle	erks/Contract (first \$25k)	\$	12,500	\$	25,000	\$	25,000	\$	25,000	\$	25,000
50	TOTAL OPERATING EX	(PENSES	\$	200,611	\$	467,996	\$	501,332	\$	535,426	\$	420,609
51												
52	Other Expenses (Not Su	biect to Indirect Cost %)										
53	Rental of Property	<u> </u>	\$	466,673	\$	939,386	\$	953,406	\$	1,043,689	\$	1,043,689
54	Office Salaries-Desk Cle	erks/Contract	\$	89,099	\$	217,445	\$	211,633	\$	217,794	\$	247,794
55	Manager Salaries-Hotel		\$	36,171	\$	82,343	\$	72,880	\$	74,513	\$	74,513
56	Janitor Contract-Regular	· · · · · · · · · · · · · · · · · · ·	\$	40,000	\$	84,800	\$	109,840	\$	112,726	\$	112,726
57	Repairs Payroll	, 2.3.2. 30111000	\$	27,040	\$	64,080	\$	54,784	\$	62,679	\$	62,679
58	Benefits		\$	41,472	\$	99,389	\$	110,950	\$	114,197	\$	114,197
		000	Ф	41,472	φ	33,309	φ	110,950	Ф	114,197		
59	Management/Booking F	ccs									\$	104,537
60			_	44.000							\$	16,771
61	CODB (to be allocated)		\$	41,366		/				(455.55.		
	Adjustment to Actuals				\$	(4,421)			\$	(160,891)		
68												
69	TOTAL OTHER EXPEN	SES	\$	741,821	\$	1,483,022	\$	1,513,493		\$1,464,707	\$	1,776,906
70												
71	Capital Expenses											
72	One-Time Extraordinary	Repairs							\$	102,288	\$	-
84												
85	TOTAL CAPITAL EXPE	NSES	\$		\$		\$		\$	102,288	\$	
			Ψ		Ψ		Y		Ψ	.02,200	Ψ	

	А	В		Т		W		AG		AH		Al
1	DEPARTMENT OF H	OMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDG	ET										
3	<b>OPERATING DETAIL</b>											
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
	Program	ECS - Master Lease										
_	F\$P Contract ID#	1000019778										
	Budget Name	Alder - Property Management										
9			EXT		EX	TENSION YEAR				411.37		
10				Year 6 7/1/2025 -		<b>Year 7</b> 7/1/2026 -		1/1/2021 -		All Years 7/1/2024 -		/1/2021 -
11				6/30/2026		6/30/2027		6/30/2025		6/30/2027		6/30/2027
12				New		New		Current	Α	mendment		New
	1.			Budgeted		Budgeted		Budgeted				Budgeted
	Operating Expenses			Expense		Expense		Expense		Change		Expense
15	Utilities (Electricity, Wa	ater, Gas, Phone, Garbage and Waste Mgmt.)	\$	229,047	\$	229,047	\$	908,673	\$	458,094	\$	1,366,767
16	Office Supplies, Posta	ge	\$	20,044	\$	20,044	\$	82,545	\$	40,088	\$	122,633
17	Building Maintenance	Supplies and Repair	\$	135,828	\$	135,828	\$	583,126	\$	271,656	\$	854,782
18	Printing and Reproduc	etion	\$	539	\$	539	\$	1,578	\$	1,078	\$	2,656
23	Management/Booking	Fees					\$	350,573	\$	-	\$	350,573
24	Legal Fees						\$	56,377	\$	-	\$	56,377
25	Cable TV		\$	2,110	\$	2,110	\$	6,020	\$	4,220	\$	10,240
26	Wire /Website Suppor	t Processing Fee/Admin Misc.	\$	1,760	\$	1,760	\$	5,320	\$	3,520	\$	8,840
27	Payroll Processing Fee	9	\$	5,495	\$	5,495	\$	15,790	\$	10,990	\$	26,780
	Staff Training/Meeting		\$	83	\$	83	\$	666	\$	166	\$	832
	Renting Fee		\$	703	\$	703	\$	2,806	\$	1,406	\$	4,212
	Subcontractors:			700	Ψ	700	Ψ	2,000	Ψ.	1,400	Ψ	1,212
	1	Clerks/Contract (first \$25k)	\$	25,000	\$	25,000	\$	112,500	\$	50,000	\$	162,500
	TOTAL OPERATING		\$	420,609	\$	420,609	\$	2,125,974	_	841,218	\$	2,967,192
	TOTAL OPERATING	EXFEINGES	φ	420,009	φ	420,009	φ	2,123,974	Ψ	041,210	φ	2,907,192
51	Other Everence (Net	Subject to Indivent Cont (/)										
	1	Subject to Indirect Cost %)	\$	1 042 600	•	1.042.600	Φ.	4 446 040	•	2 007 270	œ.	6 504 004
	Rental of Property	21 1 10 1 1		1,043,689	\$	1,043,689		4,446,843	\$	2,087,378	\$	6,534,221
	Office Salaries-Desk C		\$	247,794	\$	247,794	\$	983,765	\$	495,588	\$	1,479,353
	Manager Salaries-Hot	•	\$	74,513	\$	74,513		340,420	\$	149,026	\$	489,446
	Janitor Contract-Regu	lar/Extra Services	\$	112,726	\$	112,726	\$	460,092	\$	225,452	\$	685,544
	Repairs Payroll		\$	62,679	\$	62,679	\$	271,262	\$	125,358	\$	396,620
58	Benefits		\$	114,197	\$	114,197	\$	480,205	\$	228,394	\$	708,599
59	Management/Booking	Fees	\$	104,537	\$	104,537	\$	104,537	\$	209,074	\$	313,611
	Legal Fees		\$	16,771	\$	16,771	\$	16,771	\$	33,542	\$	50,313
61	CODB (to be allocated	1)					\$	41,366	\$	-	\$	41,366
62	Adjustment to Actuals						\$	(165,312)	\$	-	\$	(165,312
68											1	
69	TOTAL OTHER EXPE	NSES	\$	1,776,906	\$	1,776,906	\$	6,979,949	\$	3,553,812	\$	10,533,761
70	<u> </u>											
	Capital Expenses											
	One-Time Extraordina	rv Repairs					\$	102,288	\$	_	\$	102,288
		· · · · · ·	-1				*	, 0	, 7		. *	, _ 50
84												

	А	В	С	D	Е
1	DEPARTMENT OF HOMELESSNESS AND	SUPPORTIVE HO	JSING		
2	APPENDIX B, BUDGET				
	BUDGET NARRATIVE	Fiscal Y	'ear		
				]	
4	Alder - Property Management	FY25-2			
		<u>Adjusted</u>	Budgeted		
	Salaries & Benefits	Budgeted FTE	Salary	<u>Justification</u>	<u>Calculation</u>
	Sr. Director/Housing Dev & Asset Mgmt.	0.01	\$ 2,300	Develops strategic and practical relationships with community partners; provides direction and support in crisis	\$164,299 x 0.01 FTE
6				or other problematic situations; links individual sites to broader Housing program efforts.	
	Asset Manager - Master Leased Operations	0.17	\$ 19,736	Provides direction and support in crisis or other problematic situations; links individual sites to broader Housing	\$118,393 x 0.17 FTE
7	,			program efforts.	
27	TOTAL	0.17	\$ 19,736		
-			,		
	Employee Fringe Benefits	<u>30%</u>		Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
	TOTAL SALARIES & BENEFITS		\$ 26,347		
30					
31					
			Budgeted		
32	Operating Expenses		Expense	Justification	Calculation
	Utilities (Electricity, Water, Gas, Phone, Garbage	and Waste Momt )		Utilities (electricity, water, gas, telephone and scavenger service)	\$19.087 x 12 months
34	Camado (Elocatory, Tracor, Odo, Frioric, Garbage (	and Tracto Mgmt.)	Ψ 225,047	Clinico (clock long, mater, gas, telephone and sourcings) service)	ψ10,001 X 12 Honaid
	Office Supplies, Postage		\$ 20.044	PM office supplies are including on site supplies	\$1.670 x 12 months
	Building Maintenance Supplies and Repair			Estimated cost from property management provided information, including fire protection, plumbing, electrical	\$11,319 x 12 months
36				and elevator repairs and furnishing, etc.	•
	Printing and Reproduction		\$ 539	Covers copier usage	\$45 x 12 months
	Cable TV		\$ 2,110	Direct TV monthly fee	\$176 x 12 months
45	Wire /Website Support Processing Fee/Admin Mis	SC.	\$ 1,760	Covers bank wire and website support fee	\$147 x 12 months
	Payroll Processing Fee		\$ 5,495	Covers monthly payroll fee	\$458 x 12 months
47	Staff Training/Meeting Supplies			Covers staff training and meeting snack and supplies	\$7 x 12 months
48	Renting Fee		\$ 703	Covers tenant background check	\$59 x 12 months
	Subcontractors:				
64	Office Salaries-Desk Clerks/Contract (first \$25k)	)	,	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage (first \$25K)	\$22,733 x 12 months
	TOTAL OPERATING EXPENSES		\$ 420,609		
70	Indirect Cost	12%	\$ 53,635		

	А	В	С	D	E
1	DEPARTMENT OF HOMELESSNESS AND SU	JPPORTIVE HOL	ISING		
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE	Fiscal Y	ear		
4	Alder - Property Management	FY25-2	6		
71	-			'	
72	Other Expenses (Not Subject to Indirect Cos	st %)	Amount	<u>Justification</u>	<u>Calculation</u>
73	Rental of Property	;	1,043,689	The lease is written for 120 units	\$86,974 x 12 months
74	Office Salaries-Desk Clerks/Contract	;	247,794	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage	\$22,733 x 12 months
75	Manager Salaries-Hotel Director/Manager	\$	74,513	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$6,209 x 12 months
76	Janitor Contract-Regular/Extra Services	;	112,726	Responsible for building cleaning up, place trash bins	\$9,394 x 12 months
77	Repairs Payroll	9	62,679	Responsible for repair and maintenance of the building	\$5,223 x 12 months
78	Benefits	;	114,197	% based from personnel from above	\$9,516 x 12 months
79	Management/Booking Fees	;	104,537	Property management (113 Units) @ \$ 65.00 PUPM, and bookkeeping fees \$10 PUPM	((113 units*(\$65+\$10))*1.0279)*12 mo.
	Legal Fees	9	16,771	Covers legal related expenses	\$1,398 x 12 months
88					
89	TOTAL OTHER EXPENSES		1,776,906		

	Α	В	С	D	G	Г	1	М	Т	P		S
1	DEPARTMENT OF H				Ü		J	IVI				3
2	APPENDIX B, BUDG		ND SOLLOWING	031110								
3	Document Date	4/7/2025										
٦	Document Date	4/1/2023		Duration								
4	Contract Term	Begin Date	End Date	(Years)								
5	Current Term	1/1/2021	6/30/2025	5								
6	Amended Term	1/1/2021	6/30/2027	7								
7	Provider Name		oal Community Servi	ices								
8	Program	E	CS - Master Lease									
9	F\$P Contract ID#		1000019778									
10	Contract Action		Amendment									
11	Effective Date		7/1/2025									
12	Budget Name	Crosby - Propert	y Management									
13		Current	New									
14	Term Budget	\$ 7,694,645	\$ 11,237,151	4.50/								
15	Contingency	\$ 2,002,042	\$ 3,871,620	15%								
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684									
17			•									
18	1				Year 1		Year 2	Year 3		Year 4		Year 5
	1			•	1/1/2021 -	-	7/1/2021 -	7/1/2022 -		7/1/2023 -	-	7/1/2024 -
١.,					6/30/2021		6/30/2022	6/30/2023		6/30/2024		6/30/2025
19 20				-	Actuals		Actuals	Actuals		Actuals		New
	Expenditures				Actuals		Actuals	Actuals		Actuals		New
	Salaries & Benefits				\$ -	\$		\$ 31,512	\$	29,075	\$	29,075
	Operating Expenses				\$ 272,785	\$	543,402			765,098		546,589
	Subtotal				\$ 272,785	\$	543,402			794,173	\$	575,664
	Indirect Percentage				12.00%	_	12.00%	12.00%	_	12.00%	7	12.00%
	Indirect Cost (Line 2				\$ 32,734	_	65,208			95,301	\$	69,080
-	Other Expenses (No		ect %)		\$ 647,750	\$	1,252,840	\$ 1,402,036	_	1,322,005	\$	1,521,809
	Capital Expenditure				\$ -	Ś	-	\$ -	Ś	39,030	\$	-
-	Total Expenditures				\$ 953,269	Ś	1,861,450	\$ 2,249,847	Ś	2,250,509	\$	2,166,553
31							<u> </u>					, ,
32	HSH Revenues											
33	HSH Fund				\$ 569,273	\$	1,249,650	\$ 1,209,891	\$	1,265,028	\$	1,277,570
36	General Fund - Ongo	oing			\$ 84,213	\$	38,782	\$ 416,141	\$	187,406	\$	192,091
38	General Fund - One-	-Time			\$ -	\$	-	\$ -	\$	39,030	\$	-
_	Prop C	·			\$ -	\$	278,266	\$ 7,400		294,236	\$	301,592
	Prop C - One-Time C	Carryforward			\$ -	\$	(26,548)			-	\$	-
	One-Time Transfer				\$ -	\$	-	\$ 194,567	_	218,000	\$	-
-	Adjustment to Actua				\$ -	\$	-	\$ -	\$	(128,491)		-
46	Total HSH Revenue	s		\$ 653,486	\$	1,540,150	\$ 1,854,547	\$	1,875,209	\$	1,771,253	
	Other Berran											
	Other Revenues				¢ 200.702	l ċ	221 200	¢ 205.200	Ċ	275 200	خ	205 200
	Rental Income  Total Other Revenu	.os			\$ 299,783 \$ 299,783	\$	321,300 321,300	\$ 395,300 \$ 395,300		375,300 375,300	\$	395,300 395,300
53						<u> </u>			_		<u> </u>	
55 57	Total HSH + Other F	revenues			\$ 953,269	\$	1,861,450	\$ 2,249,847	\$	2,250,509	\$	2,166,553
58	1											
59	Prepared by		Tiffany Luong									
	Phone	<b>Δ</b> 15	.487.3300 ext. 1219									
-	Email		tluong@ecs-sf.org									
01												

_	A	В	С	D	ı —	V	_	Υ		Al		AJ		AK
1			ND SUPPORTIVE HO		ļ.	V		T .		AI		AJ		AN
2	APPENDIX B, BUDG		ND SUPPORTIVE HO	USING										
_	Document Date	4/7/2025	1											
3	Document Date	4/1/2023		Duration	1									
4	Contract Term	Begin Date	End Date	(Years)										
5	Current Term	1/1/2021	6/30/2025	5										
6	Amended Term	1/1/2021	6/30/2027	7										
7	Provider Name		oal Community Servi											
_	Program		CS - Master Lease											
	F\$P Contract ID#		1000019778											
	Contract Action		Amendment											
11	Effective Date		7/1/2025											
12	Budget Name	Crosby - Propert	y Management											
13		Current	New											
14	Term Budget	\$ 7,694,645	\$ 11,237,151	450/										
15	Contingency	\$ 2,002,042	\$ 3,871,620	15%										
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684											
17				•	EXT	TENSION YEAR	EX	CTENSION YEAR						
18						Year 6		Year 7				All Years		
10						7/1/2025 -		7/1/2026 -		1/1/2021 -		7/1/2024 -		1/1/2021 -
						5/30/2026		6/30/2027		6/30/2025		6/30/2027		6/30/2027
19														
20	F					New		New		Current	А	mendment		New
	Expenditures				Ś	29,075	\$	29,075	ċ	90.663	\$	F0.1F0	\$	147.013
	Salaries & Benefits Operating Expenses				\$	546,589		546,589	_	89,662 2,853,336	\$	58,150 1,093,178	\$	147,812 3,946,514
	Subtotal	<u> </u>			\$	575,664	\$	575,664	\$	2,942,998	\$	1,151,328	\$	4,094,326
	Indirect Percentage				٧	12.00%	ڔ	12.00%	٧	2,342,330	Ţ	1,131,320	٧	4,034,320
	Indirect Cost (Line 2				\$	69,080	Ś	69,080	\$	353,160	\$	138,160	\$	491,320
27	Other Expenses (No	•	ect %)		\$	1,521,809	\$	1,521,809	\$	6,146,440	\$	3,043,618	\$	9,190,058
_	Capital Expenditure		200 701		\$	-	\$	-	\$	39,030	_	5,015,016	\$	39,030
30	•				Ś	2,166,553	Ś	2,166,553	Ś	9,481,628	Ś	4,333,106	Ś	13,814,734
31	,					,,		, ,	•	, , , , , , , , , , , , , , , , , , , ,		, ,		-,- , -
32	HSH Revenues													
_	HSH Fund				\$	1,277,570	\$	1,277,570	\$	5,571,412	\$	2,555,140	\$	8,126,552
36	General Fund - Ong	oing			\$	192,091	\$	192,091	\$	918,633	\$	384,182	\$	1,302,815
38	General Fund - One	-Time			\$	=	\$	-	\$	39,030	\$	=	\$	39,030
_	Prop C				\$	301,592	\$	301,592	\$	881,494	\$	603,184	\$	1,484,678
	Prop C - One-Time (	Carryforward			\$	-	\$	-	\$	-	\$	-	\$	-
	One-Time Transfer				\$	-			\$	412,567		-	\$	412,567
	Adjustment to Actu				\$ <b>\$</b>	1,771,253			\$	(128,491)		-	\$	(128,491)
46	Total HSH Revenue	I HSH Revenues					\$	1,771,253	\$	7,694,645	\$	3,542,506	\$	11,237,151
	Out D	har Bayanyas												
	Other Revenues				ć	205 202	<u> </u>	205 202	Ċ	1 700 000	<u> </u>	700.000	ć	2 577 502
	Rental Income	100			\$	395,300	\$	395,300 395,300	\$	1,786,983	\$	790,600 790,600	\$	2,577,583
53	Total Other Revenu					395,300	i i		-	1,786,983	<u> </u>	•		2,577,583
55	Total HSH + Other I	kevenues			\$	2,166,553	\$	2,166,553	\$	9,481,628	\$	4,333,106	\$	13,814,734
57 58														
59	Prepared by		Tiffany Luong		1									
_	Phone	//15	5.487.3300 ext. 1219											
	Email		•											
• O I		1	tluong@ecs-sf.org											

	А	В		Q	Т		W		Х	AA		AD		AE	AH		AK
1	DEPARTMENT OF HOMELES	SNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET																
3	SALARY & BENEFIT DETAIL		_														
4	Document Date	4/7/2025															
5	Provider Name	Episcopal Community Services															
6	Program	ECS - Master Lease															
7	F\$P Contract ID#	1000019778															
8	Budget Name	Crosby - Property Management															
9																	
10			1		Year 3					Year 4					Year 5		
					For HSH	7/	1/2022 -			For HSH	7/:	1/2023 -			For HSH	7/:	1/2024 -
11				ency Totals	Funded	6/	30/2023	Age	ency Totals	Funded	6/3	30/2024	Age	ncy Totals	Funded	6/3	30/2025
12					Program		New			Program		New			Program		New
			Annual Full Time Salary (for 1.00 FTE		Adjusted Budgeted FTE		udgeted Salary	Ti	innual Full ime Salary or 1.00 FTE)	Adjusted Budgeted FTE		udgeted Salary	Tir	nnual Full ne Salary	Adjusted Budgeted FTE		ıdgeted Salary
13	PC	DSITION TITLE	·	,				Ľ.	,				(.0.	,			
14	Sr. Director/Housing Dev & Ass	et Mgmt.	\$	164,299	0.02	\$	2,629	\$	164,299	0.02	\$	2,629	\$	164,299	0.02	\$	2,629
15	Asset Manager-Master Leased	Operations	\$	118,393	0.17	\$	19,736	\$	118,393	0.17	\$	19,736	\$	118,393	0.17	\$	19,736
35		TOTAL SALARIES				\$	22,365				\$	22,365				\$	22,365
36		TOTAL FTE			0.18					0.18					0.18		
37		FRINGE BENEFIT RATE					40.90%		,			30.00%		'			30.00%
		<b>EMPLOYEE FRINGE BENEFITS</b>				\$	9,147				\$	6,710				\$	6,710
38 39		TOTAL SALARIES & BENEFITS				\$	31,512				\$	29,075				\$	29,075

	А	В	AL	AO	AR	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESS	NESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL		-								
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Crosby - Property Management									
9			E	XTENSION YEA	R		EXTENSION YEA	AR			
10				Year 6			Year 7			All Years	
				For HSH	7/1/2025 -		For HSH	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
11			Agency Totals	Funded	6/30/2026	Agency Totals	Funded	6/30/2027	6/30/2025	6/30/2027	6/30/2027
12				Program	New		Program	New	Current	Amendment	New
13	pr	DSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
			\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 7,887	\$ 5,258	\$ 13,145
14	Sr. Director/Housing Dev & Asse	et Mgmt.							-		
15	Asset Manager-Master Leased (	Operations	\$ 118,393	0.17		\$ 118,393	0.17		*	\$ 39,472	
35		TOTAL SALARIES			\$ 22,365			\$ 22,365	\$ 67,095	\$ 44,730	\$ 111,825
36		TOTAL FTE		0.18			0.18				
		FRINGE BENEFIT RATE			30.00%		ļ	30.00%			
37		EMPLOYEE FRINGE BENEFITS							A 22.55	40.400	4 25.005
38					\$ 6,710			\$ 6,710			•
39		TOTAL SALARIES & BENEFITS			\$ 29,075			\$ 29,075	\$ 89,662	\$ 58,150	\$ 147,812

	Α	В	E		Н		K	Г	N		Q
1		OMELESSNESS AND SUPPORTIVE HOUSING	_				TX.	_	.,,		· ·
2	APPENDIX B, BUDG										
3	OPERATING DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Crosby - Property Management									
-			Year 1		Year 2		Year 3		Year 4		Year 5
10											
١,,			1/1/2021 - 6/30/2021		7/1/2021 - 6/30/2022		/1/2022 - /30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 6/30/2025
11				,							
12			Actuals		Actuals		Actuals		Actuals		New
13	Operating Expenses		Budgeted Expense		Budgeted Expense		Budgeted Expense		Budgeted Expense		Budgeted Expense
15		star Cas Bhana Carbaga and Wasta Mamt \	\$ 	\$	203,683	\$	·	\$	283,873	\$	250,321
16	,	ater, Gas, Phone, Garbage and Waste Mgmt.)	\$ 106,841	\$		-	277,874	\$		\$	· ·
17	Office Supplies, Posta	-	\$ 7,890	\$	15,780	\$	14,280	\$	19,780	\$	14,280 247,488
	Building Maintenance		\$ 76,502	Ф	143,659	_	267,295	_	282,182	Ė	
18	Printing and Reproduc					\$	1,000	\$	1,000	\$	1,000
20	Staff Training/Meeting					\$	500	\$	1,000	\$	1,000
23		t Processing Fee/Admin Misc.				\$	800	\$	3,200	\$	1,000
24	Payroll Processing Fe	9				\$	4,800	\$	5,800	\$	4,800
25	Renting Fee					\$	1,000	\$	1,050	\$	500
26	Cable TV					\$	1,900	\$	1,200	\$	1,200
27	Management/Booking	Fees	\$ 52,452	\$	104,904	\$	104,904	\$	111,904		
28	Legal Fees		\$ 16,600	\$	32,859	\$	26,109	\$	29,109		
29	Security			\$	17,517						
44	<u>Subcontractors</u>							_			
45	Office Salaries-Desk C	Clerks	\$ 12,500	\$	25,000	\$	25,000	\$	25,000	\$	25,000
50	TOTAL OPERATING	EXPENSES	\$ 272,785	\$	543,402	\$	725,462	\$	765,098	\$	546,589
51											
52	Other Expenses (Not	Subject to Indirect Cost %)									
53	Rental of Property		\$ 344,050	\$	712,058	\$	722,687	\$	763,335	\$	763,335
54	Office Salaries-Desk C	Clerks	\$ 81,222	\$	217,445	\$	229,892	\$	224,702	\$	196,702
55	Manager Salaries-Hote	el Director/Manager	\$ 39,109	\$	89,000	\$	89,960	\$	104,310	\$	84,310
56	Janitor Payroll		\$ 19,105	\$	38,210	\$	47,840	\$	52,040	\$	47,840
57	Janitor Contract-Regu	ar/Extra Services	\$ 48,713	\$	50,000	\$	95,750	\$	111,750	\$	96,750
58	Repairs Payroll		\$ 24,960	\$	49,920	\$	60,320	\$	65,320	\$	60,320
59	Benefits		\$ 56,378	\$	122,755	\$	129,039	\$	129,039	\$	119,039
60	Management/Booking	Fees								\$	117,489
61	Legal Fees									\$	36,024
62	CODB		\$ 34,213								
63	One-Time Carryforwar	d		\$	(26,548)	\$	26,548				
64	Adjustment to Actuals				.,.,.		.,.	\$	(128,491)		
68	,										
69	TOTAL OTHER EXPE	NSES	\$ 647,750	\$	1,252,840	\$	1,402,036	\$	1,322,005	\$	1,521,809
			0.1,100	, ¥	1,202,010	, ¥	., .02,000	Ψ.	.,022,000	Ψ	.,021,000
70	Canital Fusion										
71	Capital Expenses	- Parada							60.000		
72 84	One-Time Extraordina	ry kepairs						\$	39,030		
85	TOTAL CAPITAL EXP	ENSES	\$ -	\$	-	\$		\$	39,030	\$	-

	Α	В		Т	Т	W		AG	Г	AH		Al
1		MELESSNESS AND SUPPORTIVE HOUSING	-			**		7.0	_	7.11		7.0
2	APPENDIX B, BUDGE											
3	OPERATING DETAIL											
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
8	Budget Name	Crosby - Property Management		TENCION VEAD	_	XTENSION YEAR						
9				Year 6		Year 7				All Years		
10						**						
4.4				7/1/2025 - 6/30/2026		7/1/2026 - 6/30/2027		1/1/2021 - 6/30/2025		7/1/2024 - 6/30/2027		/1/2021 - 5/30/2027
											C	
12				New	-	New		Current	Α	mendment		New
13	Operating Expenses			Budgeted Expense		Budgeted Expense		Budgeted Expense		Change		Budgeted Expense
15	Utilities (Electricity, Wa	er, Gas, Phone, Garbage and Waste Mgmt.)	\$	250,321	\$	250,321	\$	1,122,592	\$	500,642	\$	1,623,234
16	Office Supplies, Postag	e	\$	14,280	\$	14,280	\$	72,010	\$	28,560	\$	100,570
17	Building Maintenance S	Supplies and Repair	\$	247,488	\$	247,488	\$	1,017,126	\$	494,976	\$	1,512,102
18	Printing and Reproduct	ion	\$	1,000	\$	1,000	\$	3,000	\$	2,000	\$	5,000
20	Staff Training/Meeting	Supplies	\$	1,000	\$	1,000	\$	2,500	\$	2,000	\$	4,500
23	Wire /Website Support	Processing Fee/Admin Misc.	\$	1,000	\$	1,000	\$	5,000	\$	2,000	\$	7,000
24	Payroll Processing Fee		\$	4,800	\$	4,800	\$	15,400	\$	9,600	\$	25,000
25	Renting Fee		\$	500	\$	500	\$	2,550	\$	1,000	\$	3,550
26	Cable TV		\$	1,200	\$	1,200	\$	4,300	\$	2,400	\$	6,700
27	Management/Booking F	ees					\$	374,164	\$	-	\$	374,164
28	Legal Fees						\$	104,677	\$	-	\$	104,677
29	Security						\$	17,517	\$	-	\$	17,517
44	Subcontractors											
45	Office Salaries-Desk Cl	erks	\$	25,000	\$	25,000	\$	112,500	\$	50,000	\$	162,500
50	TOTAL OPERATING E	XPENSES	\$	546,589	\$	546,589	\$	2,853,336	\$	1,093,178	\$	3,946,514
51								,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		, ,		
52	Other Expenses (Not S	ubject to Indirect Cost %)										
53	Rental of Property		\$	763,335	\$	763,335	\$	3,305,466	\$	1,526,671	\$	4,832,136
54	Office Salaries-Desk Cl	erks	\$	196,702	\$		\$	949,963	\$	393,404	\$	1,343,367
55	Manager Salaries-Hote		\$	84,310	\$		\$	406,689	\$	168,620	\$	575,309
56	Janitor Payroll		\$	47,840	\$		\$	205,035	\$	95,680	\$	300,715
57	Janitor Contract-Regula	ar/Extra Services	\$	96,750	\$		\$	402,963	\$	193,500	\$	596,463
58	Repairs Payroll		\$	60,320	\$		\$	260,840	\$	120,640	\$	381,480
59	Benefits		\$	119,039	\$	•	\$	556,250	\$	238,078	\$	794,328
60	Management/Booking F	ees	\$	117,489	\$		\$	117,489	\$	234,978	\$	352,467
61	Legal Fees		\$	36,024	\$	,	\$	36,024	\$	72,048	\$	108,072
62	CODB		Ψ.	30,024	۳	00,024	\$	34.213	\$	. 2,0-0	\$	34,213
63	One-Time Carryforward		+		t		\$		\$		\$	J 1,2 10
64	Adjustment to Actuals		+		t		\$	(128,491)	\$		\$	(128,491)
68	Aujustinent to Actuals		-				φ	(120,491)	φ	-	φ	(120,481)
69	TOTAL OTHER EXPER	ISES	\$	1,521,809	\$	1,521,809	\$	6,146,440	s	3,043,618	\$	9,190,058
	TOTAL OTHER EXPER	NOLO	Ф	1,521,609	ĮΦ	1,521,609	ф	0, 140,440	Þ	3,043,018	Ф	a, 180,038
70												
71	Capital Expenses		-		1							
72	One-Time Extraordinary	/ Repairs			<u> </u>		\$	39,030	\$	-	\$	39,030
84			-		Г							
85	TOTAL CAPITAL EXPE	ENSES	\$	-	\$	-	\$	39,030	\$	-	\$	39,030

	٨	D	1		D	Г
	A	В		С	D	E
1	DEPARTMENT OF HOMELESSNESS AN	ND SUPPORTIVE HOUSIN	NG			
2	APPENDIX B, BUDGET					
3	BUDGET NARRATIVE	Fiscal Yea	ır		_	
4	Crosby - Property Management	FY25-26				
			В	udgeted		
5	Salaries & Benefits	Adjusted Budgeted FTE	_	Salary	<u>Justification</u>	Calculation
	Sr. Director/Housing Dev & Asset Mgmt.		2 \$		Develops strategic and practical relationships with community partners; provides direction	\$164,299 x 0.02 FTE
					and support in crisis or other problematic situations; links individual sites to broader	
6					Housing program efforts.	
	Asset Manager-Master Leased Operations	0.17	7 \$	19,736	Provides direction and support in crisis or other problematic situations; links individual sites	\$118,393 x 0.17 FTE
7	-				to broader Housing program efforts.	
27	TOTAL	0.18	8 \$	22,365		
	Employee Fringe Benefits	30.0%	6 <b>\$</b>	6 710	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries	
28 29	TOTAL SALARIES & BENEFITS	30.070	\$ \$	29,075	modes of total Sold transfer Somponisation and inicultar calculated at 90 % of total Salahes	<u></u>
30	TOTAL GALANILG & DENEFITS		Ψ	23,013		
31						
<u> </u>				udgeted		
32	Operating Expenses		_	xpense	Justification	Calculation
	Rental of Property		\$ <b>-</b>	-	<u>Justilication</u>	Calculation
	Utilities (Electricity, Water, Gas, Phone, Garba	age and Waste Mgmt )	\$	250 321	Utilities (electricity, water, gas, telephone and scavenger service)	\$20,860 x 12 months
	Office Supplies, Postage	.g	\$		PM office supplies are including on site supplies	\$1,190 x 12 months
30	Building Maintenance Supplies and Repair		\$	,	Estimated cost from property management provided information, including fire protection,	\$20,624 x 12 months
36	3		Ť	,	plumbing, electrical and elevator repairs and furnishing, etc.	, ,,== =
	Printing and Reproduction		\$	1,000	Covers copier usage	\$83 x 12 months
39	Staff Training/Meeting Supplies		\$	1,000	Covers staff training and meeting snack and supplies	\$83 x 12 months
	Wire /Website Support Processing Fee/Admin	Misc.	\$		Covers bank wire and website support fee	\$83 x 12 months
	Payroll Processing Fee		\$		Covers monthly payroll fee	\$400 x 12 months
	Renting Fee		\$		Covers Tenant background check	\$42 x 12 months
	Cable TV		\$	1,200	Direct TV monthly fee	\$100 x 12 months
63	Subcontractors					
	Office Salaries-Desk Clerks		\$	25,000	First \$25k of Caritas Management Corporation's subcontracted services that's eligible for	
64					Indirect Cost Rate	\$18,475 x 12 months
	TOTAL OPERATING EXPENSES		\$	546,589		
	Indirect Cost	12.0%	<b>%</b> \$	69,080		
71						
70	Other Evnences (Not Subject to Indian	ot Coat 9/)		Amount	luctification	Calculation
72	Other Expenses (Not Subject to Indirect Rental of Property	CI COSI 70)	4	763 335	<u>Justification</u> The lease is written for 126 units including office	Calculation \$63.611 x 12 months
74	Office Salaries-Desk Clerks		Ф \$	,	Coverage 24/7 for residents of the Crosby; includes holidays/overtime coverage	\$18,475 x 12 months
, <del>, ,</del>	Manager Salaries-Hotel Director/Manager		\$		Oversees housing site, prorated half time. Responsible for rent up the property, with	\$7,026 x 12 months
75	5		~	,0 .0	program director for insuring safety of participants and security of facility	, ,=== :: := ::::::::::::::::::::::::::
	Janitor Payroll		\$	47,840	Responsible for building cleaning up, includes holidays/overtime coverage	\$3,987 x 12 months
	Janitor Contract-Regular/Extra Services		\$		Responsible for building cleaning up, place trash bins	\$8,063 x 12 months
	Repairs Payroll		\$	,	Responsible for repair and maintenance of the building	\$5,027 x 12 months
79	Benefits		\$		% based from personnel from above	\$9,920 x 12 months
	Management/Booking Fees		\$	117,489	Property management (127 Units) @ \$ 65.00 PUPM, and bookkeeping fees \$10 PUPM	127 units x (\$65+\$10) x 1.0279
80						x 12 months
	Legal Fees		\$		Covers legal fees	\$3,002 x 12 months
89	TOTAL OTHER EXPENSES		\$	1,521,809		

	Α	В	С	D	G		J		М		Р		S
1	DEPARTMENT OF H				G		J		IVI		г		3
2	APPENDIX B, BUDG		ND SOFFORTIVE I	ioosiiva									
3	Document Date	4/7/2025	1										
		, ,		Duration									
4	Contract Term	Begin Date	End Date	(Years)									
5	Current Term	1/1/2021	6/30/2025	5									
6	Amended Term	1/1/2021	6/30/2027	7									
7	Provider Name		al Community Ser	vices									
8	Program	EC	CS - Master Lease										
9	F\$P Contract ID#		1000019778										
10	Contract Action		Amendment										
11	Effective Date		7/1/2025										
12	Budget Name	Elm - Property N											
13	Tarm Budget	<b>Current</b> \$ 6,092,214	New \$ 9,551,866										
14	Term Budget	\$ 2,002,042	\$ 3,871,620	15%									
	Contingency Not-To-Exceed	\$ 47,159,399	\$ 72,297,684										
16	NOT-10-EXCEED	۲ 47,135,399	7 /2,231,004										
17				r									
18					Year 1		Year 2		Year 3		Year 4		Year 5
					1/1/2021 -		7/1/2021 -		7/1/2022 -	-	7/1/2023 -	7	/1/2024 -
19					6/30/2021		6/30/2022		6/30/2023	(	6/30/2024	6	/30/2025
20					Actuals		Actuals		Actuals		Actuals		New
21	Expenditures												
22	Salaries & Benefits				\$ -	\$	-	\$	30,193	\$	29,075	\$	29,075
23	Operating Expenses	i			\$ 212,285	\$	474,602	\$	565,898	\$	558,587	\$	437,301
24	Subtotal				\$ 212,285	\$	474,602	\$	596,091	\$	587,662	\$	466,376
25	Indirect Percentage				12.00%		12.00%		12.00%		12.00%		12.00%
26	Indirect Cost (Line 2				\$ 25,474	\$	56,952	\$	71,531	\$	70,520	\$	55,965
27	Other Expenses (No		ect %)		\$ 487,185	\$	889,869	\$	1,073,262	\$	963,742	\$	1,322,087
28	Capital Expenditure				\$ -	\$	33,702	\$	-	\$	68,623	\$	-
30	Total Expenditures				\$ 724,944	\$	1,455,125	\$	1,740,884	\$	1,690,547	\$	1,844,428
31	HSH Revenues												
33	HSH Fund				\$ 472,527	\$	1,088,286	\$	992,184	\$	1,057,000	\$	1,071,690
	HSH Fund - One-Tin	ne Carryforward			\$ 472,327	\$	19,082	\$	332,184	\$	1,037,000	\$	1,071,030
36	General Fund - Ong				\$ 78,057	\$	53,261	\$	114,503	\$	127,253	\$	383,416
38	General Fund - One				\$ -	\$	-	\$	-	\$	68,623	\$	-
39	Prop C	-			\$ -	\$	135,628	\$	140,402	\$	144,614	\$	148,229
41	Prop C - One-Time (	Carryforward			\$ -	\$	(40,893)	_	40,893	\$	-	\$	-
42	One-Time Transfer	·			\$ -	\$	-	\$	211,809	\$	207,100	\$	
43	Adjustment to Actu	als			\$ -	\$	(13,332)	\$	-	\$	(155,136)	\$	-
46	Total HSH Revenue	s			\$ 550,584	\$	1,242,032	\$	1,499,791	\$	1,449,454	\$	1,603,335
47	Other Revenues				A	٠.	00=		00=		00	4	225
48	Rental Income				\$ 171,764	\$	207,900	\$	235,900	\$	235,900	\$	235,900
49	Private Match				\$ 2,596	\$	5,193	\$	5,193	\$	5,193	\$	5,193
53	Total Other Revenu	ies			\$ 174,360	\$	213,093	\$	241,093	\$	241,093	\$	241,093
54													
55	Total HSH + Other F	Revenues			\$ 724,944	\$	1,455,125	\$	1,740,884	\$	1,690,547	\$	1,844,428
57 58													
59	Prepared by		Tiffany Luong										
	Phone	415	.487.3300 ext. 121	9									
61	Email		luong@ecs-sf.org	-									
וס	L(Q.II	L <u>"</u>	gus,000 onorg										

	Α	В	С	D	V	1	Υ	Г	Al		AJ		AK
1	DEPARTMENT OF H				•				7.0		7.0		7.00
2	APPENDIX B, BUDG												
3	Document Date	4/7/2025											
				Duration									
4	Contract Term	Begin Date	End Date	(Years)									
5	Current Term	1/1/2021	6/30/2025	5									
6	Amended Term	1/1/2021	6/30/2027	7									
7	Provider Name		al Community Se										
	Program	EC	CS - Master Lease										
9	F\$P Contract ID#		1000019778										
10	Contract Action		Amendment										
11	Effective Date	Flor Borond M	7/1/2025										
12	Budget Name	Elm - Property M Current	New	1									
14	Term Budget	\$ 6,092,214	\$ 9,551,866	1									
_	Contingency	\$ 2,002,042	\$ 3,871,620	15%									
	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684	†									
16		7 77,133,333	7 12,231,004	L	I	_							
17					EXTENSION YEAR	EXT							
18					Year 6		Year 7				All Years		
					7/1/2025 -	7	/1/2026 -	1	1/1/2021 -	7,	/1/2024 -	1	./1/2021 -
19					6/30/2026	6	/30/2027	6	5/30/2025	6,	/30/2027	6	5/30/2027
20					New		New		Current	An	nendment		New
21	Expenditures												
22	Salaries & Benefits				\$ 29,075	\$	29,075	\$	88,343	\$	58,150	\$	146,493
23	Operating Expenses				\$ 437,301	\$	437,301	\$	2,248,673	\$	874,602	\$	3,123,275
24	Subtotal				\$ 466,376	\$	466,376	\$	2,337,016	\$	932,752	\$	3,269,768
25	Indirect Percentage				12.00%		12.00%						
_	Indirect Cost (Line 2				\$ 55,965	\$	55,965	\$	280,442	\$	111,930	\$	392,372
	Other Expenses (No	t Subject to Indire	ect %)		\$ 1,322,087	\$	1,322,087	\$	4,483,163	\$	2,897,156	\$	7,380,319
28	Capital Expenditure				\$ -	\$	-	\$	102,325	\$	-	\$	102,325
	Total Expenditures				\$ 1,844,428	\$	1,844,428	\$	7,202,946	\$	3,941,838	\$	11,144,784
31	LICH Barrage												
	HSH Fund				\$ 1,071,690	خ	1 071 600	خ	1 601 607	خ	2 1 4 2 200	ċ	6 925 067
		o Caratanuard			\$ 1,071,690	\$	1,071,690	\$	4,681,687 19,082	\$ \$	2,143,380	\$	6,825,067
36	HSH Fund - One-Tim General Fund - Ong				\$ 383,416	-	383,416	\$	503,508	\$	1,019,814	\$	19,082 1,523,322
38	General Fund - One				\$ 383,410	\$	303,410	\$	68,623	\$	1,013,014	\$	68,623
_	Prop C				\$ 148,229	\$	148,229	\$	568,873	\$	296,458	\$	865,331
	Prop C - One-Time (	Carryforward			\$ -	\$	-	\$		\$	-	\$	
42	One-Time Transfer	,			\$ -	\$	-	\$	418,909	\$	-	\$	418,909
43	Adjustment to Actu	als			\$ -	\$	-	\$	(168,468)	\$	-	\$	(168,468)
46					\$ 1,603,335	\$	1,603,335	\$	6,092,214	\$	3,459,652	\$	9,551,866
47	Other Revenues												
48	Rental Income				\$ 235,900	\$	235,900		1,087,364	\$	471,800	\$	1,559,164
49	Private Match				\$ 5,193	\$	5,193	\$	23,368	\$	10,386	\$	33,754
53	Total Other Revenu	es			\$ 241,093	\$	241,093	\$	1,110,732	\$	482,186	\$	1,592,918
54													
55	Total HSH + Other F	Revenues			\$ 1,844,428	\$	1,844,428	\$	7,202,946	\$	3,941,838	\$	11,144,784
57								-					
58			T: (( )		Ī								
59	Prepared by		Tiffany Luong										
60	Phone		487.3300 ext. 121	19									
61	Email	<u>tl</u>	uong@ecs-sf.org										

	Α	В	Q	Т	W	Х	AA	AD	AE	AH	AK
1	DEPARTMENT OF HOMELE	SSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL		-								
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Elm - Property Management									
9											
10				Year 3			Year 4			Year 5	
				For HSH	7/1/2022 -		For HSH	7/1/2023 -		For HSH	7/1/2024 -
11			Agency Totals	Funded	6/30/2023	Agency Totals	Funded	6/30/2024	Agency Totals	Funded	6/30/2025
12				Progarm	New		Progarm	New		Progarm	New
13	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
14	Sr. Director/Housing Dev & As	set Mgmt.	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,62
	Asset Manager-Master Leased	<u> </u>	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,73
35	•	TOTAL SALARIES			\$ 22,365			\$ 22,365			\$ 22,36
36		TOTAL FTE		0.18			0.18			0.18	
37		FRINGE BENEFIT RATE			35.00%	,		30.00%			30.00
38		EMPLOYEE FRINGE BENEFITS			\$ 7,828			\$ 6,710			\$ 6,71
39		TOTAL SALARIES & BENEFITS			\$ 30,193			\$ 29,075			\$ 29,07

	A	В		AL	AO	AR	AS	AV	AY	BU	BV		BW
1	DEPARTMENT OF HOMELE	SSNESS AND SUPPORTIVE HOUSING	•				•			•	•		
2	APPENDIX B, BUDGET												
3	SALARY & BENEFIT DETAIL		-										
4	Document Date	4/7/2025											
5	Provider Name	Episcopal Community Services											
6	Program	ECS - Master Lease											
7	F\$P Contract ID#	1000019778											
8	Budget Name	Elm - Property Management											
9	_			E	XTENSION YEA	R	E	XTENSION YEAR		1			
10					Year 6			Year 7			All Years		
					For HSH	7/1/2025 -		For HSH	7/1/2026 -	1/1/2021 -	7/1/2024	-	1/1/2021 -
11	_		Ager	ncy Totals	Funded	6/30/2026	Agency Totals	Funded	6/30/2027	6/30/2025	6/30/202	7	6/30/2027
12	_				Progarm	New		Progarm	New	Current	Amendme	nt	New
			Anı	nual Full	Adjusted		Annual Full Time	Adjusted					
			Tim	ne Salary	Budgeted	Budgeted	Salary (for 1.00	Budgeted	Budgeted	Budgeted Salary	Change		Budgeted Salary
	DOCUTION TITLE			1.00 FTE)	FTE	Salary	FTE)	FTE	Salary	,			,
13	POSITION TITLE			464 200	0.00	<b>A</b> 2.520	454300	0.00	<b>A</b> 2.520	d 7.007	A 5.	.=0	d 42.445
14	Sr. Director/Housing Dev & As	sset Mgmt.	\$	164,299	0.02		\$ 164,299	0.02			ļ · · · · · ·	258	\$ 13,145
15	Asset Manager-Master Leased	d Operations	\$	118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 59,208	\$ 39,4	172	\$ 98,680
35		TOTAL SALARIES				\$ 22,365			\$ 22,365	\$ 67,095	\$ 44,	730	\$ 111,825
36		TOTAL FTE			0.18			0.18					
37	1	FRINGE BENEFIT RATE				30.00%			30.00%				
	1	EMPLOYEE FRINGE BENEFITS				\$ 6,710	†		\$ 6,710	\$ 21,248	\$ 13,4	120	\$ 34,668
38 39	1	TOTAL SALARIES & BENEFITS				\$ 29,075	†		\$ 29,075		_	150	\$ 146,493

	A	В	Т	E	Г	Н	K	Г	N		Q
1		NESS AND SUPPORTIVE HOUSING		_							- Q
2	APPENDIX B, BUDGET										
3	OPERATING DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
9	Budget Name	Elm - Property Management									
۳	1			Year 1		Year 2	Year 3		Year 4		Year 5
10											
1,,				/1/2021 - /30/2021		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 6/30/2025
11	ł										
12	1			Actuals		Actuals	Actuals		Actuals		New
12	Operating Expenses			Budgeted Expense		Budgeted Expense	Budgeted Expense		Budgeted Expense		Budgeted Expense
15		Phone, Garbage and Waste Mgmt.)	\$	86,363	\$	169,189	\$ 227,169	\$	219,169	\$	276,342
16	1	none, oarbage and waste mymt.)	\$	6,710	\$	15,059	\$ 10,643	\$	12,443	\$	7,443
17	· · · · · · · · · · · · · · · · · · ·	nd Renair	\$	50,073	\$	143,502	\$ 184,930	\$	198,248	\$	118,016
		iu Nepali	φ	50,073	φ	143,302	\$ 1,000	\$	1,000	\$	
18 20	Printing and Reproduction Staff Training/Meeting Supplies						\$ 400	\$	500	\$	1,000 500
23	Wire /Website Support Processin	a Fac/Admin Mice					\$ 1,500	\$		\$	1,500
	• • • • • • • • • • • • • • • • • • • •	g Fee/Admin Misc.					\$ · · · · · · · · · · · · · · · · · · ·	\$	1,500	\$	
24	Payroll Processing Fee						\$ 5,800		5,300	_	5,300
25	Cable TV						1,800	\$	1,200	\$	1,200
26			Φ.	22.040	Φ.	67.000	\$ 2,500	\$	1,000	\$	1,000
27	Management/Booking Fees		\$	33,840	\$	67,680	\$ 67,680	\$	72,680		
28	Legal Fees		\$	22,800	\$	54,171	\$ 37,476	\$	20,547		
44	Subcontractors	. (5		10.500		05.000	0.5.000	_	05.000	_	0.5.000
45	Office Salaries-Desk Clerks/Cont		\$	12,500	\$	25,000	\$ 25,000	\$	25,000	\$	25,000
50	TOTAL OPERATING EXPENSES	5	\$	212,285	\$	474,602	\$ 565,898	\$	558,587	\$	437,301
51											
52	Other Expenses (Not Subject to In	ndirect Cost %)	_								
53	Rental of Property		\$	213,346	\$	436,434	444,422	\$	469,418		722,400
54	Office Salaries-Desk Clerks/Contr		\$	91,223	\$	242,845	\$ 260,472	\$	290,785	\$	207,285
55	Manager Salaries-Hotel Director/I		\$	29,120	\$	68,240	74,820	\$	85,520	\$	65,520
56	Janitor Contract-Regular/Extra Se	ervices	\$	50,153	\$	70,000	\$ 97,840	\$	92,840	\$	100,840
57	Repairs Payroll		\$	23,920	\$	47,840	\$ 51,080	\$	63,580	\$	54,080
58	Benefits		\$	51,368	\$	78,735	\$ 103,735	\$	116,735	\$	78,735
59	Management/Booking Fees									\$	73,083
60										\$	20,144
61	Adjustment to Actuals				\$	(13,332)		\$	(155,136)		
62	One-Time Carryforward				\$	(40,893)	\$ 40,893			<u> </u>	
63			\$	28,057						<u> </u>	
69	TOTAL OTHER EXPENSES		\$	487,185	\$	889,869	\$ 1,073,262	\$	963,742	\$	1,322,087
70											
71	Capital Expenses										
72	Elevator Repairs (One-time Carryforw	vard of Unspent Funds from F\$P 1000017622)			\$	19,082					
73	Elevator & Leak repairs				\$	14,620					
74	One-Time Extraordinary Repairs							\$	68,623		
84											
85	TOTAL CAPITAL EXPENSES		\$		\$	33,702	\$ _	\$	68,623	\$	

10	All Years //1/2024 - //30/2027 mendment Change 552,684 14,886 236,032 2,000 1,000	(	AI 1/1/2021 - 6/30/2027 New Budgeted Expense 1,530,915 67,184
3 OPERATING DETAIL	7/1/2024 - //30/2027 nendment Change 552,684 14,886 236,032 2,000	\$ \$	6/30/2027 New Budgeted Expense 1,530,915 67,184
A   Document Date	7/1/2024 - //30/2027 nendment Change 552,684 14,886 236,032 2,000	\$ \$	6/30/2027 New Budgeted Expense 1,530,915 67,184
Frovider Name	7/1/2024 - //30/2027 nendment Change 552,684 14,886 236,032 2,000	\$ \$	6/30/2027 New Budgeted Expense 1,530,915 67,184
Forgram   ECS - Master Lease   FSP Contract ID#   1000019778     1000019778	7/1/2024 - //30/2027 nendment Change 552,684 14,886 236,032 2,000	\$ \$	6/30/2027 New Budgeted Expense 1,530,915 67,184
7   F\$P Contract ID#   1000019778   8   Budget Name   Elm - Property Management   9   10	7/1/2024 - //30/2027 nendment Change 552,684 14,886 236,032 2,000	\$ \$	6/30/2027 New Budgeted Expense 1,530,915 67,184
Budget Name   Elm - Property Management	7/1/2024 - //30/2027 nendment Change 552,684 14,886 236,032 2,000	\$ \$	6/30/2027 New Budgeted Expense 1,530,915 67,184
STENSION YEAR   STENSION YEAR   FORT   The stension of the s	7/1/2024 - //30/2027 nendment Change 552,684 14,886 236,032 2,000	\$ \$	6/30/2027 New Budgeted Expense 1,530,915 67,184
Year 6   Year 7   Al	7/1/2024 - //30/2027 nendment Change 552,684 14,886 236,032 2,000	\$ \$	6/30/2027 New Budgeted Expense 1,530,915 67,184
10	7/1/2024 - //30/2027 nendment Change 552,684 14,886 236,032 2,000	\$ \$	6/30/2027 New Budgeted Expense 1,530,915 67,184
11	Change 552,684 14,886 236,032 2,000	\$ \$	6/30/2027 New Budgeted Expense 1,530,915 67,184
New   New   Current   Ame   Budgeted   Expense   Expen	Change 552,684 14,886 236,032 2,000	\$ \$ \$	New Budgeted Expense 1,530,915 67,184
Budgeted Expense         Budgeted Expense         Budgeted Expense         Budgeted Expense         Budgeted Expense         Budgeted Expense         CC           15 Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)         \$ 276,342         \$ 276,342         \$ 978,231         \$           16 Office Expenses/ Postage         \$ 7,443         \$ 7,443         \$ 52,298         \$           17 Building Maintenance Supplies and Repair         \$ 118,016         \$ 118,016         \$ 694,769         \$           18 Printing and Reproduction         \$ 1,000         \$ 1,000         \$ 3,000         \$           20 Staff Training/Meeting Supplies         \$ 500         \$ 500         \$ 1,400         \$           23 Wire Website Support Processing Fee/Admin Misc.         \$ 1,500         \$ 1,500         \$ 4,500         \$	Change 552,684 14,886 236,032 2,000	\$ \$ \$	Budgeted Expense 1,530,915 67,184
13         Operating Expenses         Expense         Expense         Expense         C           15         Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)         \$ 276,342         \$ 276,342         \$ 978,231         \$           16         Office Expenses/ Postage         \$ 7,443         \$ 7,443         \$ 52,298         \$           17         Building Maintenance Supplies and Repair         \$ 118,016         \$ 118,016         \$ 694,769         \$           18         Printing and Reproduction         \$ 1,000         \$ 1,000         \$ 3,000         \$           20         Staff Training/Meeting Supplies         \$ 500         \$ 500         \$ 1,400         \$           23         Wire /Website Support Processing Fee/Admin Misc.         \$ 1,500         \$ 1,500         \$ 4,500         \$	552,684 14,886 236,032 2,000	\$ \$ \$	1,530,915 67,184
15 Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)       \$ 276,342 \$ 276,342 \$ 978,231 \$         16 Office Expenses/ Postage       \$ 7,443 \$ 7,443 \$ 52,298 \$         17 Building Maintenance Supplies and Repair       \$ 118,016 \$ 118,016 \$ 694,769 \$         18 Printing and Reproduction       \$ 1,000 \$ 1,000 \$ 3,000 \$         20 Staff Training/Meeting Supplies       \$ 500 \$ 500 \$ 1,400 \$         23 Wire Website Support Processing Fee/Admin Misc.       \$ 1,500 \$ 1,500 \$ 4,500 \$	552,684 14,886 236,032 2,000	\$ \$	1,530,915 67,184
16 Office Expenses/ Postage       \$ 7,443 \$ 7,443 \$ 52,298 \$         17 Building Maintenance Supplies and Repair       \$ 118,016 \$ 118,016 \$ 694,769 \$         18 Printing and Reproduction       \$ 1,000 \$ 1,000 \$ 3,000 \$         20 Staff Training/Meeting Supplies       \$ 500 \$ 500 \$ 1,400 \$         23 Wire /Website Support Processing Fee/Admin Misc.       \$ 1,500 \$ 1,500 \$ 4,500 \$	14,886 236,032 2,000	\$	67,184
17 Building Maintenance Supplies and Repair       \$ 118,016 \$ 118,016 \$ 694,769 \$         18 Printing and Reproduction       \$ 1,000 \$ 1,000 \$ 3,000 \$         20 Staff Training/Meeting Supplies       \$ 500 \$ 500 \$ 1,400 \$         23 Wire /Website Support Processing Fee/Admin Misc.       \$ 1,500 \$ 1,500 \$ 4,500 \$	236,032	\$	
18 Printing and Reproduction       \$ 1,000 \$ 1,000 \$ 3,000 \$         20 Staff Training/Meeting Supplies       \$ 500 \$ 500 \$ 1,400 \$         23 Wire /Website Support Processing Fee/Admin Misc.       \$ 1,500 \$ 1,500 \$ 4,500 \$	2,000	<u> </u>	020 004
20       Staff Training/Meeting Supplies       \$ 500 \$ 500 \$ 1,400 \$         23       Wire /Website Support Processing Fee/Admin Misc.       \$ 1,500 \$ 1,500 \$ 4,500 \$		Φ.	930,801
23 Wire /Website Support Processing Fee/Admin Misc. \$ 1,500 \$ 1,500 \$ 4,500 \$	1.000	Ψ	5,000
	.,,,,,	\$	2,400
	3,000	\$	7,500
24 Payroll Processing Fee         \$ 5,300         \$ 5,300         \$ 16,400         \$	10,600	\$	27,000
25 Cable TV \$ 1,200 \$ 1,200 \$ 4,200 \$	2,400	\$	6,600
26 Rental Fee \$ 1,000 \$ 1,000 \$ 4,500 \$	2,000	\$	6,500
27 Management/Booking Fees \$ 241,880 <b>\$</b>	•	\$	241,880
28 Legal Fees \$ 134,994 \$		\$	134,994
44 Subcontractors			
45 Office Salaries-Desk Clerks/Contract (first \$25k) \$ 25,000 \$ 25,000 \$ 112,500 \$	50,000	\$	162,500
50 TOTAL OPERATING EXPENSES \$ 437,301 \$ 437,301 \$ 2,248,673 \$	874,602	\$	3,123,275
51	, , , , , , , , , , , , , , , , , , , ,		
52 Other Expenses (Not Subject to Indirect Cost %)			
	1,697,782	\$	3,730,820
54 Office Salaries-Desk Clerks/Contract \$ 207,285 \$ 207,285 \$ 1,092,610 \$	414,570	\$	1,507,180
55 Manager Salaries-Hotel Director/Manager \$ 65,520 \$ 65,520 \$ 323,220 \$	131,040	\$	454,260
56 Janitor Contract-Regular/Extra Services \$ 100,840 \$ 100,840 \$ 411,673 \$	201,680	\$	613,353
57 Repairs Payroll \$ 54,080 \$ 54,080 \$ 240,500 \$	108,160	\$	348,660
57 Repairs Payroll \$ 54,000 \$ 54,000 \$ 240,500 \$ 58 Benefits \$ 78,735 \$ 78,735 \$ 429,308 \$	157,470	\$	586,778
	146,166	\$	219,249
	40.288	\$	·
	40,∠88	<u> </u>	60,432
61 Adjustment to Actuals \$ (168,468) \$	-	\$	(168,468)
62 One-Time Carryforward \$ - \$	-	\$	
63 CODB \$ 28,057 \$		\$	28,057
69 TOTAL OTHER EXPENSES \$ 1,322,087 \$ 4,483,163 \$	2,897,156	\$	7,380,319
70			
71 Capital Expenses			
72 Elevator Repairs (One-time Carryforward of Unspent Funds from F\$P 1000017622) \$ 19,082 \$	-	\$	19,082
73 Elevator & Leak repairs \$ 14,620 \$	-	\$	14,620
74 One-Time Extraordinary Repairs \$ 68,623 \$		\$	68,623
84			
85 TOTAL CAPITAL EXPENSES \$ - \$ 68,623 \$	_	\$	68,623

Department of Homelessness And Support Housing   Property Management   Fiscal Year		,					
Subject NARRATIVE   Fiscal Vest	$\vdash$	Α	В		С	D	E
Second Property Management   Property Mana	1		JPPORTIVE HOUS	ING			
Elm - Property Management   FY22-26	2	APPENDIX B, BUDGET					
Salaries & Benefits	3	BUDGET NARRATIVE	Fiscal Y	'ear			
St. Director/Housing Dev & Asset Mignt.	4	Elm - Property Management	FY25-2	26			
Statures & Benefits   Substitution   Stature	Ė	-	Adjusted	Bu	ıdgeted		
develops proposals, negotiates and manages contracts; apolitacis contractusia ductores and activities to funders; develops strategic and present contractusia ductores; the problems of strategic and proposed offenction and support in crisis or other problemside situations; time individual sides to broader housing program efforts.  Asset Manager-Meater Leased Operations 0.17 \$ 18,73 \$ 10,73 \$ Contracts, and reports contractusia ductomes and activities to funders; develops strategic and problems of the probl	5	Salaries & Benefits	Budgeted FTE	s	Salary	<u>Justification</u>	<u>Calculation</u>
activities to funders, develops strategie and practical relationships with community partners; provides defection and support in crists or other partness (strations, infinity/dual sites to broader housing program efforts.  Asset Manager-Master Leased Operations  0.17 5 19.735 Centeds, and reports contractated outcomes and activities to funders; develops strategie and practical relationships with community partners; provides generally and generally and generally and generally generally generally and generally gen			0.02	_			\$164,299 x 0.02 FTE
Books						activities to funders; develops strategic and practical relationships with community partners;	
Asset Manager-Master Leased Operations							
Production   Pro	6					broader housing program enorts.	
Total		Asset Manager-Master Leased Operations	0.17	\$	19,736		\$118,393 x 0.17 FTE
Employee Fringe Banefits   30,0%   5	7					practical relationships with community partners;	
	27	TOTAL	0.18	\$	22,365		
30     31   31   32     32     33   34   34   34   34	28	Employee Fringe Benefits	30.0%	\$	6,710	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total sal	laries.
Section   Sect	_	TOTAL SALARIES & BENEFITS		\$	29,075		
Substitute   Sub							
Section   Sect	31						
Section   Sect				R.	Idaatad		
	32	Operating Expenses		_		Justification	Calculation
Office Expenses/ Postage   \$ 7,443   PM office supplies are including on site supplies   \$ 862 \times 12 months			d Waste Mamt.)				
Building Maintenance Supplies and Repair 36 37 Printing and Reproduction \$1,000 Covers copier usage   Printing and Reproduction   \$1,000   Printing and Reproduction   \$1,000   Covers copier usage   \$83 x 12 months   \$42 x 12 months   \$42 x 12 months   \$42 x 12 months   \$43 years   \$42 x 12 months   \$44 x 12 months   \$44 x 12 months   \$44 x 12 months   \$44 x 12 months   \$45 x 12 months	_		· ···· <b>y·····</b> /	•			
397   Printing and Reproduction   \$ 1,000   Covers soarie detrical and elevator repairs and furnishing, etc.   379   Printing and Reproduction   \$ 1,000   Covers staff training and meeting snack and supplies   \$42 x 12 months	55	,					*
Staff Training/Meeting Supplies   \$ 500   Covers staff training and meeting snack and supplies   \$42 x 12 months	36	2		Ŧ	,		,
Wire   Website Support   Processing   Fee   Admin   Misc.   \$ 1,500   Covers   bank   wire   and   website   support   fee   \$125 x 12 months	37	Printing and Reproduction		\$		, e	\$83 x 12 months
Agrical Processing Fee   \$ 5,300   Covers monthly payroll fee   \$442 x 12 months		Staff Training/Meeting Supplies		\$	500	Covers staff training and meeting snack and supplies	\$42 x 12 months
Cable TV \$ 1,200 Direct TV monthly fee \$100 x 12 months \$83 x	42	11		-		***	\$125 x 12 months
Rental Fee   \$ 1,000   Covers Tenant background check   \$83 x 12 months		,		-	,	***	
Gillow Salaries-Desk Clerks/Contract (first \$25k)  Office Salaries-Desk Clerks/Contract  Other Expenses (Not Subject to Indirect Cost %)  Rental of Property  Other Expenses (Not Subject to Indirect Cost %)  Manager Salaries-Desk Clerks/Contract  Sala				•	,	,	
Office Salaries-Desk Clerks/Contract (first \$25k) \$ 25,000				\$	1,000	Covers Tenant background check	\$83 x 12 months
Cost Rate	63			¢.	25 000	First \$25k of Caritae Management Corporation's subcontracted convices that's clinible for Indirect	¢10.257 v 12 months
TOTAL OPERATING EXPENSES  \$ 437,301    Indirect Cost   12.0%   55,965	64	Office Salaries-Desk Clerks/Contract (first \$25k)		Ф	∠5,000		PIS,007 X 12 MONUNS
Indirect Cost   12.0% \$ 55,965		TOTAL OPERATING EXPENSES		\$	437 301		
71 Other Expenses (Not Subject to Indirect Cost %) 72 Other Expenses (Not Subject to Indirect Cost %) 73 Rental of Property 74 Office Salaries-Desk Clerks/Contract 75 Manager Salaries-Hotel Director/Manager 76 Janitor Contract-Regular/Extra Services 77 Repairs Payroll 78 Benefits 79 Management/Booking Fees 70 Services 70 Services 71 Services 71 Services 72 Other Expenses (Not Subject to Indirect Cost %) 74 Office Salaries-Hotel Director/Manager 75 Services Subject to Indirect Cost %) 76 Janitor Contract-Regular/Extra Services 77 Repairs Payroll 78 Benefits 79 Management/Booking Fees 79 Services 70 S	-		12.0%				
Rental of Property \$ 722,400 The lease is written for 86 units \$60,200 x 12 months  74 Office Salaries-Desk Clerks/Contract \$ 207,285 Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage \$19,357 x 12 months  Manager Salaries-Hotel Director/Manager \$5,460 x 12 months  75 Janitor Contract-Regular/Extra Services \$100,840 Covers janitor contract \$8,403 x 12 months  76 Benefits \$78,735 Responsible for repair and maintenance of the building \$6,561 x 12 months  78 Management/Booking Fees \$73,083 Property management (79 Units) @ \$65.00 PUPM, and bookkeeping fees \$10 PUPM  79 Units x (\$65+\$10) x 1.0279 x 12 months  80 Legal Fees \$20,144 Property Management legal expenses and credit report \$1,322,087	_						
Rental of Property \$ 722,400 The lease is written for 86 units \$60,200 x 12 months  74 Office Salaries-Desk Clerks/Contract \$ 207,285 Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage \$19,357 x 12 months  Manager Salaries-Hotel Director/Manager \$5,460 x 12 months  75 Janitor Contract-Regular/Extra Services \$100,840 Covers janitor contract \$8,403 x 12 months  76 Benefits \$78,735 Responsible for repair and maintenance of the building \$6,561 x 12 months  78 Management/Booking Fees \$73,083 Property management (79 Units) @ \$65.00 PUPM, and bookkeeping fees \$10 PUPM  79 Units x (\$65+\$10) x 1.0279 x 12 months  80 Legal Fees \$20,144 Property Management legal expenses and credit report \$1,322,087							
74 Office Salaries-Desk Clerks/Contract \$ 207,285 Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage \$19,357 x 12 months \$5,460 x 12 months \$5,460 x 12 months \$5,460 x 12 months \$1,000 mo			<u>st %)</u>	_			
Manager Salaries-Hotel Director/Manager  Manager Salaries-Hotel Director/Manager  Solaries-Hotel Director/Manager  Solaries Property sith program director for insuring safety of participants and security of facility  Solaries Payroll  Solaries Property Manager Salaries-Hotel Director/Manager  Solaries Property Manager Salaries Property up the property, with program director in the property in the property, with program director in the property in the propert		, ,		Ψ			
director for insuring safety of participants and security of facility    Janitor Contract-Regular/Extra Services   100,840   Covers janitor contract   \$8,403 x 12 months	74						
76Janitor Contract-Regular/Extra Services\$ 100,840Covers janitor contract\$8,403 x 12 months77Repairs Payroll\$ 54,080Responsible for building cleaning up, place trash bins\$4,507 x 12 months78Benefits\$ 78,735Responsible for repair and maintenance of the building\$6,561 x 12 months79Management/Booking Fees\$ 73,083Property management (79 Units) @ \$65.00 PUPM, and bookkeeping fees \$10 PUPM79 units x (\$65+\$10) x 1.0279 x 12 months80Legal Fees\$ 20,144Property Management legal expenses and credit report\$1,679 x 12 months80TOTAL OTHER EXPENSES\$ 1,322,087	75	ivianager Salaries-Hotel Director/Manager		\$	65,520		\$5,40U X 12 months
77Repairs Payroll\$ 4,807Responsible for building cleaning up, place trash bins\$4,507 x 12 months78Benefits\$ 78,735Responsible for repair and maintenance of the building\$6,561 x 12 months79Management/Booking Fees\$ 73,083Property management (79 Units) @ \$65.00 PUPM, and bookkeeping fees \$10 PUPM79 units x (\$65+\$10) x 1.0279 x 12 months80Legal Fees\$ 20,144Property Management legal expenses and credit report\$1,679 x 12 months80TOTAL OTHER EXPENSES\$ 1,322,087		Janitor Contract-Regular/Extra Services		\$	100 840		\$8 403 x 12 months
78Benefits\$ 78,735Responsible for repair and maintenance of the building\$6,561 x 12 months79Management/Booking Fees\$ 73,083Property management (79 Units) @ \$65.00 PUPM, and bookkeeping fees \$10 PUPM79 units x (\$65+\$10) x 1.0279 x 12 months80Legal Fees\$ 20,144Property Management legal expenses and credit report\$1,679 x 12 months89TOTAL OTHER EXPENSES\$ 1,322,087				Ψ.		·	
79         Management/Booking Fees         \$ 73,083         Property management (79 Units) @ \$ 65.00 PUPM, and bookkeeping fees \$10 PUPM         79 units x (\$65+\$10) x 1.0279 x 12 month           80         Legal Fees         \$ 20,144         Property Management legal expenses and credit report         \$1,679 x 12 months           89         TOTAL OTHER EXPENSES         \$ 1,322,087				-			
80 Legal Fees \$ 20,144 Property Management legal expenses and credit report \$1,679 x 12 months 80 TOTAL OTHER EXPENSES \$ 1,322,087	_			-		· · · · · · · · · · · · · · · · · · ·	79 units x (\$65+\$10) x 1.0279 x 12 months
89 TOTAL OTHER EXPENSES \$ 1,322,087		= =		\$			,
90	-						
	90						

Department   Dep		А	В	С	D	1	G		J		M	_	Р		S
Personal R. Bubett	1						G		J		IVI		Г		3
Contract Term   Segin Date   End Date   (Years)	2	_		ND SUPPORTIVE P	ioosiiva										
Contract Term   Begin Date   End Date   (Vers)		<i>'</i>													
Second Control Form   1/1/2021   6/30/2025   5   6/30/2027   7	3	Document Date	4/1/2023		Duration	Ī									
Second Control Form   1/1/2021   6/30/2025   5   6/30/2027   7	4	Contract Term	Begin Date	End Date	(Years)										
A mended Term					· ·	Ì									
Provider Name				· · ·		Ì									
FCS   Master Lease   3   FSP Contract DW   1000019778   10   Contract Action   Amendment   7/1/2025   Tyle Contract Action   Amendment   Tyle Contract Action   Amendment   Tyle Contract   Tyle Con				•		İ									
FFS Contract ID#	_				1003	İ									
10   Contract Action   Amendment   1   Effective Date   7/1/2025   12   Budget Name   HillSdale - Property Management   New   15   Sci.10,503   Sc						ŀ									
In   Effective Date   T/1/2025   T/1/2025   T/1/2028   T/1/2024   T/1/2021   T/1/2021   T/1/2021   T/1/2021   T/1/2021   T/1/2021   T/1/2021   T/1/2021   T/1/2021   T/1/2022						ŀ									
Budget Name			•			ŀ									
13			Hillsdale - Prone			ŀ									
14   Term Budget		Dauget Name				Ì									
15   Contingency   S   2,002,042   S   3,871,620   15%     16   Not-To-Exceed   S   47,159,399   S   72,297,684     17   18		Term Rudget		_											
10					15%										
Year 1															
18		Not-10-Exceed	\$ 47,159,599	\$ 72,297,004		l									
1/1/2021	17														
19	18						Year 1		Year 2		Year 3		Year 4		Year 5
Actuals   Actuals   Actuals   Actuals   New						1,	/1/2021 -		7/1/2021 -	7	//1/2022 -	-	7/1/2023 -		7/1/2024 -
Actuals   Actuals   Actuals   Actuals   New	10					6	/30/2021		6/30/2022	6	5/30/2023	6	6/30/2024	(	5/30/2025
Expenditures									• •						•
Salaries & Benefits	-	Evnenditures					Actuals		Actuals		Actuals		Actuals		NEW
23   Operating Expenses   \$   172,964   \$   356,790   \$   494,072   \$   473,817   \$   405,23   24   Subtotal   \$   172,964   \$   356,790   \$   523,147   \$   502,892   \$   434,33   25   Indirect Percentage   12.00%   1	-	•				¢	_	¢		¢	29.075	¢	29.075	¢	29.075
24   Subtotal   \$   172,964   \$   356,790   \$   523,147   \$   502,892   \$   434,32   5   Indirect Percentage   12.00%							172 964	_	356 790	_				_	
25   Indirect Percentage								_		_		_		_	•
26 Indirect Cost (Line 24 X Line 25) \$ 20,756 \$ 42,815 \$ 62,778 \$ 60,347 \$ 52,125 \$ 0ther Expenses (Not Subject to Indirect %) \$ 484,879 \$ 839,839 \$ 1,037,389 \$ 980,134 \$ 992,432 \$ 28 Capital Expenditure \$ - \$ 13,448 \$ - \$ 5 - \$ 30 Total Expenditures \$ \$ 678,599 \$ 1,252,892 \$ 1,623,314 \$ 1,543,373 \$ 1,478,90 \$ 31 32 HSH Revenues  31 HSH Fund \$ 421,996 \$ 888,820 \$ 901,065 \$ 957,882 \$ 971,20 \$ 36 General Fund - Ongoing \$ 75,480 \$ 46,486 \$ 113,335 \$ 127,343 \$ 130,53 \$ 19 Prop C \$ 5 - \$ 159,745 \$ 164,221 \$ 169,148 \$ 173,33 \$ 140 Prop C - One-Time Carryforward \$ - \$ (44,659) \$ 44,659 \$ - \$ 20 Prop C \$ 0.00 Prop C \$						٦		۲		۲	· · · · · · · · · · · · · · · · · · ·	٦		۲	12.00%
27   Other Expenses (Not Subject to Indirect %)   \$ 484,879 \$ 839,839 \$ 1,037,389 \$ 980,134 \$ 992,43			1 X Line 25)			¢		¢		¢		¢		¢	
28 Capital Expenditure \$ - \$ 13,448 \$ - \$ - \$ - \$ 30 Total Expenditures \$ 678,599 \$ 1,252,892 \$ 1,623,314 \$ 1,543,373 \$ 1,478,90 31 32 HSH Revenues 33 HSH Fund \$ 421,996 \$ 888,820 \$ 901,065 \$ 957,882 \$ 971,20 36 General Fund - Ongoing \$ 75,480 \$ 46,486 \$ 113,335 \$ 127,343 \$ 130,55 39 Prop C \$ - \$ 159,745 \$ 164,221 \$ 169,148 \$ 173,33 41 Prop C - One-Time Carryforward \$ - \$ (44,659) \$ 44,659 \$ - \$ 42 One-Time Transfer \$ - \$ 226,231 \$ 170,000 \$ 43 Adjustment to Actuals \$ - \$ - \$ 226,231 \$ 170,000 \$ 46 Total HSH Revenues \$ 497,476 \$ 1,050,392 \$ 1,449,511 \$ 1,339,570 \$ 1,275,10 47 Other Revenues 48 Rental Income \$ 181,123 \$ 202,500 \$ 173,803 \$ 203,803 \$ 203,803 53 Total Other Revenues \$ 181,123 \$ 202,500 \$ 173,803 \$ 203,803 \$ 203,805 54 Total HSH + Other Revenues 55 Total HSH + Other Revenues 57 S8 Prepared by Tiffany Luong 59 Phone 415,487,3300 ext. 1219	-			oct %)						_			· · · · · · · · · · · · · · · · · · ·	_	
Total Expenditures   \$ 678,599   \$ 1,252,892   \$ 1,623,314   \$ 1,543,373   \$ 1,478,995   \$ 1,478,9			t subject to mane	.00 701			-0-,075	_				_	500,154		-
31   32   HSH Revenues   \$ 421,996   \$ 888,820   \$ 901,065   \$ 957,882   \$ 971,20   \$ 36   General Fund - Ongoing   \$ 75,480   \$ 46,486   \$ 113,335   \$ 127,343   \$ 130,53   \$ 170,000   \$ 5 5 5   \$ 5 75,480   \$ 46,486   \$ 113,335   \$ 127,343   \$ 130,53   \$ 127,343   \$ 130,53   \$ 127,343   \$ 130,53   \$ 127,343   \$ 130,53   \$ 127,343   \$ 130,53   \$ 127,343   \$ 130,53   \$ 127,343   \$ 130,53   \$ 127,343   \$ 130,53   \$ 127,343   \$ 130,53   \$ 127,343   \$ 130,53   \$ 127,343   \$ 130,53   \$ 127,343   \$ 130,53   \$ 127,343   \$ 130,53   \$ 127,343   \$ 130,53   \$ 127,343   \$ 130,53   \$ 127,343   \$ 173,33   \$ 173,							678 599	_		_	1 623 314	_	1 543 373		1 478 907
Section   Sect		Total Expenditures				7	010,333	Υ_	1,232,032	Υ_	1,023,314	Υ	1,545,575	7	1,470,507
\$ 421,996 \$ 888,820 \$ 901,065 \$ 957,882 \$ 971,205 \$ General Fund - Ongoing \$ 75,480 \$ 46,486 \$ 113,335 \$ 127,343 \$ 130,535 \$ 127,343 \$ 173,335 \$ 1		HSH Revenues													
36 General Fund - Ongoing       \$ 75,480 \$ 46,486 \$ 113,335 \$ 127,343 \$ 130,55         39 Prop C       \$ - \$ 159,745 \$ 164,221 \$ 169,148 \$ 173,35         41 Prop C - One-Time Carryforward       \$ - \$ (44,659) \$ 44,659 \$ - \$         42 One-Time Transfer       \$ - \$ - \$ 226,231 \$ 170,000 \$         43 Adjustment to Actuals       \$ - \$ - \$ - \$ 284,803 \$         46 Total HSH Revenues       \$ 497,476 \$ 1,050,392 \$ 1,449,511 \$ 1,339,570 \$ 1,275,10         47 Other Revenues       \$ 181,123 \$ 202,500 \$ 173,803 \$ 203,803 \$ 203,80         53 Total Other Revenues       \$ 181,123 \$ 202,500 \$ 173,803 \$ 203,803 \$ 203,80         54       \$ 170 Other Revenues       \$ 181,123 \$ 202,500 \$ 173,803 \$ 203,803 \$ 203,80         54       \$ 170 Other Revenues       \$ 181,123 \$ 202,500 \$ 173,803 \$ 203,803 \$ 203,80         55       Total HSH + Other Revenues       \$ 678,599 \$ 1,252,892 \$ 1,623,314 \$ 1,543,373 \$ 1,478,90         56       Prepared by       Tiffany Luong         59 Phone       415,487,3300 ext. 1219						\$	421 996	Ś	888 820	Ś	901.065	Ś	957 882	Ś	971,200
\$ - \$ 159,745 \$ 164,221 \$ 169,148 \$ 173,33 41 Prop C - One-Time Carryforward \$ - \$ (44,659) \$ 44,659 \$ - \$ 42 One-Time Transfer \$ - \$ - \$ 226,231 \$ 170,000 \$ 43 Adjustment to Actuals \$ - \$ - \$ - \$ (84,803) \$ 46 Total HSH Revenues \$ 497,476 \$ 1,050,392 \$ 1,449,511 \$ 1,339,570 \$ 1,275,10  47 Other Revenues  48 Rental Income \$ 181,123 \$ 202,500 \$ 173,803 \$ 203,803 \$ 203,805  53 Total Other Revenues \$ 181,123 \$ 202,500 \$ 173,803 \$ 203,803 \$ 203,805  54 Total HSH + Other Revenues \$ 678,599 \$ 1,252,892 \$ 1,623,314 \$ 1,543,373 \$ 1,478,905  57 Prepared by Tiffany Luong 59 Phone 415.487.3300 ext. 1219	$\overline{}$		ning			•		_		_		_		_	130,527
41       Prop C - One-Time Carryforward       \$ - \$ (44,659) \$ 44,659 \$ - \$         42       One-Time Transfer       \$ - \$ - \$ 226,231 \$ 170,000 \$         43       Adjustment to Actuals       \$ - \$ - \$ - \$ (84,803) \$         46       Total HSH Revenues       \$ 497,476 \$ 1,050,392 \$ 1,449,511 \$ 1,339,570 \$ 1,275,10         47       Other Revenues         48       Rental Income       \$ 181,123 \$ 202,500 \$ 173,803 \$ 203,803 \$ 203,803         53       Total Other Revenues       \$ 181,123 \$ 202,500 \$ 173,803 \$ 203,803 \$ 203,803         54       Total HSH + Other Revenues       \$ 678,599 \$ 1,252,892 \$ 1,623,314 \$ 1,543,373 \$ 1,478,90         57       Prepared by       Tiffany Luong         59       Phone       415.487.3300 ext. 1219			6				- 3,400	_		_		_		-	173,377
42 One-Time Transfer       \$ - \$ - \$ 226,231 \$ 170,000 \$         43 Adjustment to Actuals       \$ - \$ - \$ - \$ (84,803) \$         46 Total HSH Revenues       \$ 497,476 \$ 1,050,392 \$ 1,449,511 \$ 1,339,570 \$ 1,275,10         47 Other Revenues       \$ 181,123 \$ 202,500 \$ 173,803 \$ 203	_		Carryforward				_	_		_		_		_	
43   Adjustment to Actuals   \$ - \$ - \$ - \$ (84,803) \$   \$   \$   \$   \$   \$   \$   \$   \$   \$			,				_	_	- 1,039			_	170.000	_	-
46 Total HSH Revenues       \$ 497,476       \$ 1,050,392       \$ 1,449,511       \$ 1,339,570       \$ 1,275,10         47 Other Revenues       \$ 181,123       \$ 202,500       \$ 173,803       \$ 203,803       \$ 203,803         53 Total Other Revenues       \$ 181,123       \$ 202,500       \$ 173,803       \$ 203,803       \$ 203,803         54       \$ 173,803       \$ 203,803 <td< th=""><th></th><th></th><th>als</th><th></th><th></th><th></th><th>_</th><th>_</th><th>_</th><th>_</th><th></th><th>_</th><th></th><th></th><th>_</th></td<>			als				_	_	_	_		_			_
47 Other Revenues       \$ 181,123 \$ 202,500 \$ 173,803 \$ 203,803 \$ 203,805         53 Total Other Revenues       \$ 181,123 \$ 202,500 \$ 173,803 \$ 203,803 \$ 203,805         54       \$ 181,123 \$ 202,500 \$ 173,803 \$ 203,803 \$ 203,805         55 Total HSH + Other Revenues       \$ 678,599 \$ 1,252,892 \$ 1,623,314 \$ 1,543,373 \$ 1,478,905         57       \$ Prepared by       Tiffany Luong         59 Phone       415,487,3300 ext. 1219	_						497.476	ı	1.050.392		1.449.511	_			1,275,104
48 Rental Income       \$ 181,123       \$ 202,500       \$ 173,803       \$ 203,803       \$ 203,803         53 Total Other Revenues       \$ 181,123       \$ 202,500       \$ 173,803       \$ 203,803       \$ 203,803         54       \$ 181,123       \$ 202,500       \$ 173,803       \$ 203,803       \$ 203,803         55       Total HSH + Other Revenues       \$ 678,599       \$ 1,252,892       \$ 1,623,314       \$ 1,543,373       \$ 1,478,90         57       ***			-				,		_,:::,::=		., ,		_,,	-	_,,
53       Total Other Revenues       \$ 181,123       \$ 202,500       \$ 173,803       \$ 203,803       \$ 203,803         54       55         Total HSH + Other Revenues       \$ 678,599       \$ 1,252,892       \$ 1,623,314       \$ 1,543,373       \$ 1,478,90         57       58       Prepared by       Tiffany Luong         59       Phone       415.487.3300 ext. 1219	-					4	104 122	۸.	202.502	۸.	472.000	۸.	202.002	<u>,</u>	202.002
54       55     Total HSH + Other Revenues     \$ 678,599     \$ 1,252,892     \$ 1,623,314     \$ 1,543,373     \$ 1,478,90       57       58     Prepared by     Tiffany Luong       59     Phone     415.487.3300 ext. 1219															
55     Total HSH + Other Revenues     \$ 678,599     \$ 1,252,892     \$ 1,623,314     \$ 1,543,373     \$ 1,478,90       57       58     Prepared by     Tiffany Luong       59     Phone     415.487.3300 ext. 1219		lotal Other Revenu	es			\$	181,123	\$	202,500	\$	1/3,803	\$	203,803	\$	203,803
57           58 Prepared by         Tiffany Luong           59 Phone         415.487.3300 ext. 1219															
58         Prepared by         Tiffany Luong           59         Phone         415.487.3300 ext. 1219	55	Total HSH + Other R	Revenues			\$	678,599	\$	1,252,892	\$	1,623,314	\$	1,543,373	\$	1,478,907
59 <b>Phone</b> 415.487.3300 ext. 1219	_														
	-					1									
60 Email tluong@ecs-sf.org					)	1									
	60	Email	<u>tlu</u>	ong@ecs-sf.org											

	Α	В	С	D	1	V		Υ	Г	Al		AJ		AK
1	DEPARTMENT OF H		_			V				Al	-	Α0		AIX
2	APPENDIX B, BUDG		10 3011 01111121	1003.110										
	Document Date	4/7/2025	]											
Ť	Document Date	4/1/2023		Duration	Ī									
4	Contract Term	Begin Date	End Date	(Years)										
5	Current Term	1/1/2021	6/30/2025	5	1									
6	Amended Term	1/1/2021	6/30/2027	7	Ĭ									
7	Provider Name		Community Serv	rices	Ĭ									
8	Program		6 - Master Lease		Ĭ									
9	F\$P Contract ID#		1000019778		1									
10	Contract Action	,	Amendment		Ĭ									
11	Effective Date		7/1/2025		Ĭ									
12	Budget Name	Hillsdale - Prope	rty Management		Ī									
13		Current	New		Ī									
14	Term Budget	\$ 5,612,053	\$ 8,162,261	450/										
15	Contingency	\$ 2,002,042	\$ 3,871,620	15%										
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684											
17		•	•		FYT	TENSION YEAR	ΕV	KTENSION YEAR						
						Year 6		Year 7				All Years		
18					_					4 /4 /2024				4 /4 /2024
						7/1/2025 -		7/1/2026 -		1/1/2021 -		7/1/2024 -		1/1/2021 -
19					6	5/30/2026		6/30/2027		6/30/2025		6/30/2027		6/30/2027
20						New		New		Current	- 1	Amendment		New
-	Expenditures													
	Salaries & Benefits				\$	29,075		29,075		87,225	\$	58,150		145,375
	Operating Expenses				\$	· ·	\$	405,237	\$	1,902,880	\$	810,474		2,713,354
	Subtotal				\$	434,312	\$	434,312	\$	1,990,105	\$	868,624	\$	2,858,729
	Indirect Percentage				_	12.00%	_	12.00%	_		_		_	
	Indirect Cost (Line 2				\$	52,117		52,117	_	238,813	\$	104,234		343,047
	Other Expenses (No		ect %)		\$	992,478	\$	992,478	\$	4,334,719	\$	1,984,956		6,319,675
28	Capital Expenditure				\$ <b>\$</b>	4 470 007	\$	- 4 470 007	\$	13,448	\$	2.057.044	\$	13,448
	Total Expenditures				Ş	1,478,907	\$	1,478,907	\$	6,577,085	\$	2,957,814	\$	9,534,899
31	UCU Davanuas													
	HSH Revenues HSH Fund				\$	971,200	ć	971,200	\$	4,140,963	\$	1,942,400	\$	6,083,363
	General Fund - Ong	oing			\$	130,527		130,527		493,171	\$	261,054		754,225
	Prop C	UIIIB			\$	173,377	\$	173,377	\$	666,491	\$	346,754	\$	1,013,245
_	Prop C - One-Time C	arryforward			\$		\$		\$	-	\$	3-0,73-	\$	- 1,013,243
	One-Time Transfer	.a.i. y i oi wai u			\$	_	\$		\$	396,231	\$		\$	396,231
	Adjustment to Actua	als			\$	_	\$		\$	(84,803)	_		\$	(84,803)
	Total HSH Revenue				\$	1,275,104	\$	1,275,104	Ś	5,612,053		2,550,208	\$	8,162,261
	Other Revenues					, -,		, -,	<u>, ,                                   </u>	-,,		,,,,,,,,,		
					\$	202 002	۲	202 002	\$	065 022	\$	407 606	¢	1 272 620
		ntal Income			\$	203,803			\$	965,032 965,032	\$	407,606 407,606		1,372,638
53	Total Other Revenu	otal Other Revenues			٧	203,003	۶	203,003	Ş	303,032	۶	407,000	ې	1,372,638
54					_				٠,					
55	Total HSH + Other F	Revenues			\$	1,478,907	Ş	1,478,907	\$	6,577,085	\$	2,957,814	\$	9,534,899
57		I -			ī									
	Prepared by		Fiffany Luong		ļ									
	Phone		87.3300 ext. 1219	)	ļ									
60	Email	tlu	ong@ecs-sf.org											

$\overline{}$	A	В	1	Q	т		W		Х	AA		AD	ı —	AE	AH		AK
1	, ,	SSNESS AND SUPPORTIVE HOUSING		Q	'		VV		Λ	701		/\D		/\_	7.111		741
_	APPENDIX B, BUDGET																
	SALARY & BENEFIT DETAIL																
4	Document Date	4/7/2025															
5	Provider Name	Episcopal Community Services															
6	Program	ECS - Master Lease															
7	F\$P Contract ID#	1000019778															
8	Budget Name	Hillsdale - Property Management															
9																	
10					Year 3					Year 4					Year 5		
					For HSH	7/	/1/2022 -			For HSH	7/	1/2023 -			For HSH	7/1	L/2024 -
11			Ager	ncy Totals	Funded	6/	/30/2023	Age	ency Totals	Funded	6/	30/2024	Ag	ency Totals	Funded	6/3	30/2025
12					Program		New			Program		New			Program		New
			Anı	nual Full	Adjusted	_		Α	nnual Full	Adjusted			Α	nnual Full	Adjusted	_	
			Tim	ne Salary	Budgeted		udgeted	Ti	me Salary	Budgeted		udgeted	Ti	ime Salary	Budgeted		dgeted
13	POSITION TITLE		(for	1.00 FTE)	FTE		Salary	(fo	r 1.00 FTE)	FTE		Salary	(fo	or 1.00 FTE)	FTE	3	Salary
	Sr. Director/Housing Dev & As	sset Mgmt.	\$	164,299	0.02	\$	2,629	\$	164,299	0.02	\$	2,629	\$	164,299	0.02	\$	2,629
15	Asset Manager-Master Leased	d Operations	\$	118,393	0.17	\$	19,736	\$	118,393	0.17	\$	19,736	\$	118,393	0.17	\$	19,736
35	<u>_</u>	TOTAL SALARIES				\$	22,365				\$	22,365				\$	22,365
		TOTAL FTE		ſ	0.18				ſ	0.18				Ī	0.18		
36					0.18				l	0.10				l	0.10		
37		FRINGE BENEFIT RATE					30.00%					30.00%					30.00%
38		EMPLOYEE FRINGE BENEFITS				\$	6,710				\$	6,710				\$	6,710
39		TOTAL SALARIES & BENEFITS				\$	29,075				\$	29,075				\$	29,075

	А	В	AL	AO	AR	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELE	SSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL		-								
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Hillsdale - Property Management									
9				XTENSION YEA	R	E	XTENSION YEA	R			
10				Year 6			Year 7			All Years	
				For HSH	7/1/2025 -		For HSH	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
11			Agency Totals	Funded	6/30/2026	Agency Totals	Funded	6/30/2027	6/30/2025	6/30/2027	6/30/2027
12				Program	New		Program	New	Current	Amendment	New
13	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
14	Sr. Director/Housing Dev & As	set Mgmt.	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 7,887	\$ 5,258	\$ 13,145
15	Asset Manager-Master Leased	l Operations	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 59,208	\$ 39,472	\$ 98,680
35		TOTAL SALARIES		-	\$ 22,365			\$ 22,365	\$ 67,095	\$ 44,730	\$ 111,825
36		TOTAL FTE		0.18			0.18				
37		FRINGE BENEFIT RATE			30.00%			30.00%			
38 39		EMPLOYEE FRINGE BENEFITS			\$ 6,710			\$ 6,710	\$ 20,130	\$ 13,420	\$ 33,550
39		TOTAL SALARIES & BENEFITS			\$ 29,075			\$ 29,075	\$ 87,225	\$ 58,150	\$ 145,375

	Α	В	T	E		Н		K	Π	N		Q
1		OMELESSNESS AND SUPPORTIVE HOUSING						.,		.,		
2	APPENDIX B, BUDGE	т										
3	OPERATING DETAIL		_									
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services	_									
6	Program	ECS - Master Lease	-									
7 8	F\$P Contract ID# Budget Name	1000019778 Hillsdale - Property Management										
9	Duuget Wallie	misuale - Froperty Management										
10				Year 1		Year 2		Year 3		Year 4		Year 5
11				1/1/2021 - 6/30/2021		7/1/2021 - 6/30/2022		7/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 6/30/2025
12				Actuals		Actuals		Actuals		Actuals		New
13	Operating Expenses			Budgeted Expense		Budgeted Expense		Budgeted Expense		Budgeted Expense		Budgeted Expense
15		ter, Gas, Phone, Garbage and Waste Mgmt.)	\$	53,230	\$	106,460	\$	161,574	\$	161,460	\$	194,930
	Office Expenses/ Posta		\$	6,610	\$	16,064	\$	9,064	\$	15,564	\$	15,564
17	Building Maintenance S		\$	54,099	\$	124,930	\$	187,031	\$	179,043	\$	159,043
18	Printing and Reproduct	ion					\$	500	\$	1,000	\$	1,000
20	Staff Training/Meeting	Supplies					\$	500	\$	500	\$	500
23	Cable TV						\$	1,600	\$	1,200	\$	1,200
24	Payroll Processing Fee						\$	4,800	\$	5,300	\$	5,300
25		Processing Fee/Admin Misc.					\$	1,500	\$	1,500	\$	1,500
26	Renting Fee						\$	1,300	\$	1,200	\$	1,200
27	Management/Booking I	Fees	\$	31,725	\$	63,450	\$	63,450	\$	67.450	Ė	,
28	Legal Fees		\$	14,800	\$	20,886	\$	37,753	\$	14,600		
44	Subcontractors		Ť	11,000	Ψ.	20,000	Ψ	0.,.00	Ψ.	1 1,000		
45		lerks /Contract (First \$25k)	\$	12,500	\$	25,000	\$	25,000	\$	25,000	\$	25,000
49			7	,	Ţ.						Ť	==,
50	TOTAL OPERATING E	EXPENSES	\$	172,964	\$	356,790	\$	494,072		473,817	\$	405,237
51				, , , , , ,				- ,-				,
52	Other Expenses (Not S	Subject to Indirect Cost %)										
53	Rental of Property		\$	194,910	\$	389,820	\$	402,533	\$	425,173	\$	425,173
54	Office Salaries-Desk C	lerks /contract	\$	117,190	\$	169,238	\$	239,612	\$	269,972	\$	138,903
55	Manager Salaries-Hote		\$	29,120	\$	58,240	\$	65,520	\$	75,520	\$	65,520
56	Janitor payroll	-	\$	18,367	\$	55,500	\$	47,840	\$	59,280	\$	59,840
57	Janitor Contract-Regul	lar/Extra Services	\$	16,214	\$	35,000	\$	50,500	\$	48,500	\$	23,500
58	Repairs Payroll		\$	23,920	\$	51,300	\$	54,080	\$	54,080	\$	54,080
59	Benefits		\$	59,679	\$	125,400	\$	132,645	\$	132,412	\$	146,412
60	Management/Booking I	Fees									\$	69,383
61	Legal Fees										\$	9,667
62	Adjustment to Actuals								\$	(84,803)		
63	CODB		\$	25,480								
64	One-Time Carryforward	d			\$	(44,659)	\$	44,659				
68	<u> </u>											
69	TOTAL OTHER EXPE	NSES	\$	484,879	\$	839,839	\$	1,037,389	\$	980,134	\$	992,478
70											Ė	. , -
71	Capital Expenses											
72	Elevator Repair		\$	_	\$	13,448						
84			Ψ		, v	.0,110						
	TOTAL CARITAL EVE	FNOFO	_		_	40.440	_		_		_	
85	TOTAL CAPITAL EXP	ENSES	\$	-	\$	13,448	\$	-	\$	-	\$	-

	Α	В	1	Т	Π	W		AG		AH		Al
1	DEPARTMENT OF HO	MELESSNESS AND SUPPORTIVE HOUSING						-				
2	APPENDIX B, BUDGE	т										
3	OPERATING DETAIL											
4	Document Date	4/7/2025	_									
	Provider Name	Episcopal Community Services	_									
	Program	ECS - Master Lease	-									
7 8	F\$P Contract ID# Budget Name	1000019778 Hillsdale - Property Management										
9	Duuget Name	Timisuale - Froperty Wallagement	EXT	TENSION YEAR	E	XTENSION YEAR						
				Year 6		Year 7				All Years		
10				7/1/2025 -		7/1/2026 -		1/1/2021		7/1/2024 -	- 1	/1/2021
11				6/30/2026		6/30/2027		1/1/2021 - 6/30/2025		6/30/2027		/1/2021 - 5/30/2027
12				New		New		Current		nendment		New
12				Budgeted		Budgeted		Budgeted	Λ.	nenament		Budgeted
13	Operating Expenses			Expense		Expense		Expense		Change		Expense
15	Utilities (Electricity, Wat	er, Gas, Phone, Garbage and Waste Mgmt.)	\$	194,930	\$	194,930	\$	677,654	\$	389,860	\$	1,067,514
	Office Expenses/ Posta		\$	15,564	\$	15,564	\$	62,866	\$	31,128	\$	93,994
	Building Maintenance S		\$	159,043	\$	159,043	\$	704,146	\$	318,087	\$	1,022,233
	Printing and Reproducti	·· · · · · · · · · · · · · · · · · · ·	\$	1,000	\$	1,000	\$	2,500	\$	2,000	\$	4,500
	Staff Training/Meeting S		\$	500	\$		\$	1,500	\$	1,000	\$	2,500
	Cable TV		\$	1,200	\$		\$	4,000	\$	2,400	\$	6,400
	Payroll Processing Fee		\$	5,300	\$	5,300	\$	15,400	\$	10,600	\$	26,000
25		Processing Fee/Admin Misc.	\$	1,500	\$	1,500	\$	4,500	\$	3,000	\$	7,500
	Renting Fee	r recessing r centum rimes.	\$	1,200	\$	1,200	\$	3,700	\$	2,400	\$	6,100
	Management/Booking F	2005	- T	1,200	Ψ	1,200	\$	226,075	\$		\$	226,075
28		003					\$	88,039	\$		\$	88,039
44	Subcontractors						Ψ	00,009	Ψ	-	Ψ	00,009
45		erks /Contract (First \$25k)	\$	25,000	\$	25,000	\$	112,500	\$	50,000	\$	162,500
49	Office Galaries-Desk Ci	erks /Contract (i iist \$25k)	Ψ	23,000	Ψ	23,000	Ψ	112,000	Ψ	30,000	Ψ	102,300
50	TOTAL OPERATING E	YDENSES	\$	405,237	\$	405,237	\$	1,902,880	\$	810,474	\$	2,713,354
51	TOTAL OF LIVATING L	AF LINGES	Ψ	400,201	Ψ	403,237	Ψ	1,302,000	Ψ	010,474	Ψ	2,7 13,334
	Other Evpenses (Not S	ubject to Indirect Cost %)										
	Rental of Property	ubject to indirect cost 70)	\$	425,173	\$	425,173	¢	1,837,609	\$	850,346	\$	2,687,955
54	. ,	erks /contract	\$	138,903	\$	138,903	\$	934,915	\$	277,806	\$	1,212,721
	Manager Salaries-Hote		\$	65,520	\$	65,520	\$	293,920	\$	131,040	\$	424,960
	Janitor payroll	i Director/manager	\$	59,840	\$	59,840	\$	240,827	\$	119,680	\$	360,507
57	Janitor Contract-Regul	ar/Extra Services	\$	23,500	\$	23,500	\$	173,714	\$	47,000	\$	220,714
_	Repairs Payroll	UITENIA OCIVIOCO	\$	54,080	\$	54,080	\$	237,460	\$	108,160	\$	345,620
	Benefits		\$	146,412	\$	146,412	\$	596,548	\$	292,824	\$	889,372
	Management/Booking F		\$	69,383	\$	69.383	\$	69,383	\$	138,766	\$	208,149
61		000	\$	9,667	\$	9,667	\$	9,667	\$	19,334	\$	29,001
	Adjustment to Actuals		Ψ	3,007	Ψ	3,007	\$	(84,803)	\$	19,334	\$	(84,803)
	CODB						\$	25,480	\$		\$	25,480
	One-Time Carryforward	1	+				\$	25,460			\$	20,400
68	One-Time CarrylorWard		+				φ	-	φ	-	ψ	-
	TOTAL OT/155 5/55	1050	_	000 470	_	000 470	_	4 00 4 740	•	4.004.055	¢	0.040.075
	TOTAL OTHER EXPEN	NSES	\$	992,478	\$	992,478	\$	4,334,719	\$	1,984,956	\$	6,319,675
70												
_	Capital Expenses											
72	Elevator Repair		_				\$	13,448	\$	-	\$	13,448
84												
85	TOTAL CAPITAL EXPE	ENSES	\$	-	\$	-	\$	13,448	\$	-	\$	13,448

_					
	A	В	С	D	E
1	DEPARTMENT OF HOMELESSNESS AND	D SUPPORTIVE HOUSI	NG		
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE	Fiscal Yea	ar		
4	Hillsdale - Property Management	FY24-25			
		Adjusted Budgeted	Budgete	d	
5	Salaries & Benefits	FTE	Salary		Calculation
	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$ 2,62	29 Develops strategic and practical relationships with community partners; provides direction	\$164,299 x 0.02 FTE
				and support in crisis or other problematic situations; links individual sites to broader Housing	
6				program efforts.	
	Asset Manager-Master Leased Operations	0.17	\$ 19,73	Provides direction and support in crisis or other problematic situations; links individual sites	\$118,393 x 0.17 FTE
7				to broader Housing program efforts.	
27	TOTAL	0.18	\$ 22,36	55	
28	Employee Fringe Benefits	<u>30.0%</u>		<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.</u>	
29	TOTAL SALARIES & BENEFITS		\$ 29,0	75	
30					
31					
			Budgete	d.	
32	Operating Expenses		Expense		Calculation
34	Utilities (Electricity, Water, Gas, Phone, Garbag	ie and Waste Momt )		Utilities (electricity, water, gas, telephone and scavenger service)	\$16,244 x 12 months
35		, s and tracte inginity		34 PM office supplies are including on site supplies	\$1,297 x 12 months
<u> </u>	Building Maintenance Supplies and Repair		\$ 159,04	Estimated cost from property management provided information, including fire protection,	\$13,254 x 12 months
36				plumbing, electrical and elevator repairs and furnishing, etc.	
37				00 Covers copier usage	\$83 x 12 months
39	Staff Training/Meeting Supplies		•	O Covers staff training and meeting snack and supplies	\$42 x 12 months
42			. ,	00 Direct TV monthly fee	\$100 x 12 months
43		Mina		00 Covers monthly payroll fee 00 Covers bank wire and website support fee	\$442 x 12 months
44 45		VIISC.	, , ,	0 Covers Tenant background check	\$125 x 12 months \$100 x 12 months
63	Subcontractors		φ 1,20	O Covers Teriain background crieck	\$100 X 12 Months
-	Office Salaries-Desk Clerks /Contract (First \$25)	k)	\$ 25.00	00 First \$25k of Caritas Management Corporation's subcontracted services that's eligible for	\$13,659 x 12 months
64		,	,	Indirect Cost Rate	¥ . 5, 5 5 5
69	TOTAL OPERATING EXPENSES		\$ 405,2	<del>17</del>	
70	Indirect Cost	12.0%	\$ 52,1°	7	
71					
72					
73	Other Expenses (Not Subject to Indirect	t Cost %)	Amoun	Justification	Calculation
74		<u> </u>		73 The lease is written for 84 units	\$35.431 x 12 months
75	<b>.</b> ,		,	3 Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage	\$13,659 x 12 months
	Manager Salaries-Hotel Director/manager			Oversees housing site, prorated half time. Responsible for rent up the property, with	\$5,460 x 12 months
76	1			program director for insuring safety of participants and security of facility	
77				10 Responsible for building cleaning up, includes holidays/overtime coverage	\$4,987 x 12 months
78	<u> </u>			00 Responsible for building cleaning up, place trash bins	\$1,958 x 12 months
79	Repairs Payroll		. ,	Responsible for repair and maintenance of the building	\$4,507 x 12 months
80			,	22 % based from personnel from above	\$12,201 x 12 months
	Management/Booking Fees			Royal Property management (75 Units) @ \$ 65.00 PUPM, and bookkeeping fees \$10 PUPM	75 units x (\$65+\$10) x 1.0279 x 12 months
90	Legal Fees TOTAL OTHER EXPENSES		\$ 9,66 \$ 992,4	7 Covers legal fees	\$806 x 12 months
91	TOTAL OTTILIN LAT LINGES		φ 992,4	O .	
91					

	А	В	С	D	G		J		M		Р		S
1	DEPARTMENT OF H		ND SUPPORTIVE I	IOUSING	-	•				•			_
2	APPENDIX B, BUDG												
3		4/7/2025											
		, ,		Duration									
4	Contract Term	Begin Date	End Date	(Years)									
5	Current Term	1/1/2021	6/30/2025	5									
6	Amended Term	1/1/2021	6/30/2027	7									
7	Provider Name	Episcopa	Community Serv	ices									
8	Program	ECS	- Master Lease										
9	F\$P Contract ID#		1000019778										
10	Contract Action		Amendment										
11	Effective Date		7/1/2025										
12	Budget Name	Mentone - Prope	erty Management										
13		Current	New										
14	Term Budget	\$ 5,874,550	\$ 9,526,673	15%									
15	Contingency	\$ 2,002,042	\$ 3,871,620	13/0									
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684										
17					•								
18					Year 1		Year 2		Year 3		Year 4		Year 5
					1/1/2021 -	7/	1/2021 -		7/1/2022 -	7	//1/2023 -		7/1/2024 -
19					6/30/2021	6/	30/2022		6/30/2023	6	6/30/2024		6/30/2025
20					Actuals	-	Actuals		Actuals		Actuals		New
21	Expenditures				1101000								
22	Salaries & Benefits				\$ -	\$	-	\$	29,897	\$	29,075	\$	29,075
23	Operating Expenses				\$ 200,051	\$	386,374	\$	599,976	\$	502,012	\$	369,833
24	Subtotal				\$ 200,051	\$	386,374	\$	629,873	\$	531,087	\$	398,908
25	Indirect Percentage				12.00%		12.00%		12.00%		12.00%		12.00%
26	Indirect Cost (Line 2	4 X Line 25)			\$ 24,006	\$	46,365	\$	75,585	\$	63,730	\$	47,869
27	Other Expenses (No		ect %)		\$ 440,060	\$	833,851	\$	966,634	\$	818,147	\$	1,374,062
28	Capital Expenditure				\$ -	\$	14,370	\$	-	\$	163,059	\$	-
30	Total Expenditures				\$ 664,117	\$	1,280,960	\$	1,672,092	\$	1,576,023	\$	1,820,839
31													
32													
33					\$ 420,301	\$	967,590	\$	990,438	\$	1,066,833	\$	1,082,972
36	General Fund - Ong				\$ 78,007 \$ -	\$	49,171	\$	106,310	\$	104,444	\$	420,242
38	General Fund - One Prop C	-IIme			\$ -	\$	153,417	\$	157 475	\$	203,779 121,479	\$	25,620 166,254
39 41		arryforward			\$ -	\$	(67,418)	\$	157,475 67,418	\$	121,479	\$	100,234
_	One-Time Transfer	carrytorwaru			\$ -	\$	(07,410)	\$	149,700	\$	130,200	\$	
43	Adjustment to Actu	als			\$ -	Ś		Ś	145,700	Ś	(206,495)	\$	_
_	Total HSH Revenue				\$ 498,308	Ś	1,102,760	Ś	1,471,341	Ś	1,420,240	Ś	1,695,088
4-	Other Develope										, ,		, ,
47 48	Other Revenues Rental Income				\$ 165,809	\$	178,200	\$	200,751	\$	155,783	\$	125,751
	Total Other Revenu	uae			\$ 165,809	\$	178,200	\$	200,751	\$	155,783	\$	125,751
53	Total Other Revenu	163			7 103,609	۲	178,200	۲	200,731	۲	133,763	ڔ	123,731
54	Total HSH + Other F	Pavanuas			\$ 664,117	\$	1,280,960	\$	1,672,092	\$	1,576,023	\$	1,820,839
55 57	Total 11311 + Other P	revellues			7 004,117	Y	1,200,300	٦	1,072,032	ų	1,370,023	Ą	1,020,033
58	Prepared by	7	Tiffany Luong										
59	Phone		87.3300 ext. 1219	)									
60			ong@ecs-sf.org										
	1												

	Α	В	С	D		V		Υ		Al		AJ		AK
	DEPARTMENT OF H		ND SUPPORTIVE I	HOUSING										
2	APPENDIX B, BUDG		1											
3	Document Date	4/7/2025		Duration	1									
4	Contract Term	Begin Date	End Date	(Years)										
5	Current Term	1/1/2021	6/30/2025	5	1									
	Amended Term	1/1/2021	6/30/2027	7										
	Provider Name		Community Serv	<u> </u>										
	Program		6 - Master Lease	1000										
9	F\$P Contract ID#		1000019778											
10	Contract Action		Amendment											
11	Effective Date		7/1/2025											
12	Budget Name	Mentone - Prope	erty Management											
13	Ŭ	Current	New											
14	Term Budget	\$ 5,874,550	\$ 9,526,673	450/										
15	Contingency	\$ 2,002,042	\$ 3,871,620	15%										
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684											
17					FX.	TENSION YEAR	F)	XTENSION YEAR						
18						Year 6		Year 7				All Years		
10										4 /4 /2024				4 /4 /2024
						7/1/2025 -		7/1/2026 -		1/1/2021 -		7/1/2024 -		1/1/2021 -
19						6/30/2026		6/30/2027		6/30/2025		6/30/2027		6/30/2027
20		ndit				New		New		Current	Α	mendment		New
	•													
22	Salaries & Benefits				\$	29,075	_	29,075	_	88,047	\$	58,150	\$	146,197
23		i			\$	369,833	_	369,833	\$	2,058,246	\$	739,666	\$	2,797,912
24	Subtotal				\$	398,908	\$	398,908	\$	2,146,293	\$	797,816	\$	2,944,109
25	Indirect Percentage Indirect Cost (Line 2				\$	12.00%	ċ	12.00%	\$	257.555	\$	OF 720	\$	353,293
26	Other Expenses (No		act 9/1		\$	47,869 1,348,442		47,869 1,348,442	\$	257,555 4,119,567	\$	95,738 3,010,071	\$	7,129,638
28	Capital Expenditure	•	ect 70)		\$	1,340,442	\$	1,346,442	\$	177,429	\$	3,010,071	\$	177,429
30	Total Expenditures				Ś	1,795,219	\$	1,795,219	Ś	6,700,844	Ś	3,903,625	Ś	10,604,469
31	Total Expension				7	_,,,,,,	7	_,,,,,	· ·	0,700,011	Y	3,303,023	Ť	20,00 ., .00
	HSH Revenues													
					\$	1,082,972	\$	1,082,972	\$	4,528,134	\$	2,165,944	\$	6,694,078
_		oing			\$	420,242	\$	420,242	\$	444,987	\$	1,153,671	\$	1,598,658
38					\$	-	\$	-	\$	229,399	\$	-	\$	229,399
					\$	166,254	\$	166,254	\$	598,625	\$	332,508	\$	931,133
41	Prop C - One-Time (	Carryforward			\$	-	\$	-	\$		\$	-	\$	-
42	One-Time Transfer				\$		\$	-	\$	279,900	\$	-	\$	279,900
43	Adjustment to Actu				\$	-	\$	-	\$	(206,495)	\$	-	\$	(206,495)
46	Total HSH Revenue	s			\$	1,669,468	\$	1,669,468	\$	5,874,550	\$	3,652,123	\$	9,526,673
47	Other Revenues													
48	Rental Income				\$	125,751	\$	125,751	\$	826,294	Ś	251,502	\$	1,077,796
53	Total Other Revenu	ies			\$	125,751		125,751	_	826,294	\$	251,502	\$	1,077,796
		· <del></del>			Ψ.	125,.51	7	120,731	7	323,234	Ψ.	202,002	7	2,0,.30
54	Total HSH + Other I	Povonuos			Ś	1,795,219	\$	1,795,219	\$	6,700,844	Ś	3,903,625	\$	10,604,469
55 57	TOTAL HOLLIEF I	veveriues			ڊ	1,133,219	Ą	1,733,219	ڊ	0,700,844	ş	3,303,025	٦	10,004,409
	Prepared by	7	Fiffany Luong		1									
00			87.3300 ext. 1219	1										
59	Phone		ong@ecs-sf.org	1	1									
60	Email	tlu	ongwecs-st.org		ĺ									

	A	В	Γ	Q	Т		W	Х	AA	AD	1	AE	AH	l	AK
1	DEPARTMENT OF HOMELESSN	NESS AND SUPPORTIVE HOUSING												•	
2	APPENDIX B, BUDGET														
	SALARY & BENEFIT DETAIL		_												
4	Document Date	4/7/2025													
5	Provider Name	Episcopal Community Services													
6	Program	ECS - Master Lease													
7	F\$P Contract ID#	1000019778													
8	Budget Name	Mentone - Property Management													
9															
10					Year 3				Year 4				Year 5		
					For HSH	7/	1/2022 -		For HSH	7/1/2023 -			For HSH	7/1	L/2024 -
11			Agen	ncy Totals	Funded	6/	30/2023	Agency Totals	Funded	6/30/2024	Αį	gency Totals	Funded	6/3	30/2025
12					Program		New		Program	New			Program		New
			Tim	nual Full ne Salary	ŭ	Budg	eted Salary	Annual Full Time Salary	Adjusted Budgeted	Budgeted Salary	Т	Annual Full Fime Salary	Adjusted Budgeted		dgeted Salary
13	POSITION TITLE		(101)	1.00 FTE)	FTE			(for 1.00 FTE)	FTE		(10	or 1.00 FTE)	FTE		
14	Sr. Director/Housing Dev & Asset	Mgmt.	\$	162,791	0.02	\$	2,605	\$ 164,299	0.02	\$ 2,62	9 \$	164,299	0.02	\$	2,629
15	Asset Manager-Master Leased Op	perations	\$	118,393	0.17	\$	19,736	\$ 118,393	0.17	\$ 19,73	6 \$	118,393	0.17	\$	19,736
35		TOTAL SALARIES				\$	22,341			\$ 22,36	5			\$	22,365
36		TOTAL FTE		Ī	0.18				0.18				0.18		
37		FRINGE BENEFIT RATE		,			33.82%			30.00	)%				30.00%
		EMPLOYEE FRINGE BENEFITS				\$	7,556			\$ 6,71	0			\$	6,710
38 39		TOTAL SALARIES & BENEFITS				\$	29,897			\$ 29,07	5			\$	29,075

	Δ	В	AL	AO	AR	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSN	NESS AND SUPPORTIVE HOUSING	/\L	710	7413	710	711	7(1	ВО	BV	BW
2	APPENDIX B, BUDGET										
	SALARY & BENEFIT DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Mentone - Property Management									
9			E	XTENSION YEA	ıR .		EXTENSION YEA	AR			
10				Year 6			Year 7			All Years	
				For HSH	7/1/2025 -		For HSH	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
11			Agency Totals	Funded	6/30/2026	Agency Totals	Funded	6/30/2027	6/30/2025	6/30/2027	6/30/2027
12				Program	New		Program	New	Current	Amendment	New
12	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
			\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 7,863	\$ 5,258	\$ 13,121
14	Sr. Director/Housing Dev & Asset	Mgmt.									
15	Asset Manager-Master Leased Op		\$ 118,393	0.17		\$ 118,393	0.17	· · · · · · · · · · · · · · · · · · ·	\$ 59,208		+
35		TOTAL SALARIES			\$ 22,365			\$ 22,365	\$ 67,071	\$ 44,730	\$ 111,801
36		TOTAL FTE		0.18			0.18				
		FRINGE BENEFIT RATE			30.00%			30.00%			
37		EMPLOYEE FRINGE BENEFITS			\$ 6,710			\$ 6,710	\$ 20,976	\$ 13,420	\$ 34,396
38 39		TOTAL SALARIES & BENEFITS			\$ 29,075			\$ 29,075	\$ 88,047		\$ 146,197

	Α	В	I E	T	Н	K		N		Q
1		LESSNESS AND SUPPORTIVE HOUSING						.,		<u> </u>
2	APPENDIX B, BUDGET									
3	OPERATING DETAIL									
4	Document Date	4/7/2025								
5	Provider Name	Episcopal Community Services								
6	Program	ECS - Master Lease								
7	F\$P Contract ID#	1000019778								
9	Budget Name	Mentone - Property Management								
9			Year 1		Year 2	V2		Vaan 4		Year 5
10						Year 3		Year 4		
11			1/1/2021 - 6/30/2021		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 5/30/2025
11									_	
12			Actuals		Actuals	Actuals		Actuals		New
13	Operating Expenses		Budgeted Expense		Budgeted Expense	Budgeted Expense		Budgeted Expense		Budgeted Expense
		Gas, Phone, Garbage and Waste Mgmt.)	\$ 95,230	\$	189,870	\$ 239,537	\$	157,585	\$	207,585
16	Office Expenses/ Postage	Cao, Friorio, Carbago and Waste Mignit.)	\$ 95,230	\$	14,308	\$ 11,008	\$	9,608	\$	4,808
	Building Maintenance Supp	nlies and Renair	\$ 42,037	\$	77,440	\$ 238,097	\$	224,440	\$	122,440
18	Printing and Reproduction	nies and Nepall	Ψ 42,037	φ	77,440	\$ 230,097	\$	500	\$	500
20	Staff Training/Meeting Supp	nlies				\$ 400	\$	500	\$	500
23	Cable TV	piles				\$ 1,800	\$	1,200	\$	1,200
	Wire /Website support prod	cossing foolodm miss				\$ 1,500	\$	2,050	\$	1,500
	Payroll Processing Fee	cessing ree/aum misc.				\$ 4,800	\$	5,300	\$	5,300
26	Renting Fee					\$ 4,800	\$	1,000	\$	1,000
27	Management/Booking Fees	,	\$ 28,764	\$	57,528	\$ 57,528	\$	61,529	Ψ	1,000
28	Legal Fee	5	\$ 14,800	\$	22,229	\$ 19,106	\$	13,300		
44	Subcontractors		φ 14,600	φ	22,229	φ 19,100	φ	13,300		
45	Office Salaries-Desk Clerks	c/contract (first \$25k)	\$ 12,500	\$	25,000	\$ 25,000	\$	25,000	\$	25,000
50	TOTAL OPERATING EXPE		\$ 200,051	\$	386,374	\$ 599,976	\$	502,012		369,833
51	TOTAL OF ERATING EXPE	LINGES	φ 200,031	Ψ	300,374	φ 599,970	φ	302,012	φ	309,033
52	Other Expenses (Not Subje	eet to Indirect Cost %)								
53	Rental of Property	ect to mailect Cost 701	\$ 192,529	\$	391,010	\$ 398,830	\$	421,263	\$	724,200
54	Office Salaries-Desk Clerks	cleantract	\$ 81,223	\$	222,445	\$ 257,900	\$	273,093	\$	232,093
55	Manager Salaries-Hotel Dir		\$ 29,120		68,240	\$ 38,252	\$	72,152	\$	61,152
56	Janitor Contract-Regular/Ex		\$ 43,714	\$	80,000	\$ 83,940	\$	101,840	\$	87,840
	Repairs Payroll	MI 001 11003	\$ 23,920	\$	47,840	\$ 42,000	\$	82,000	\$	82,000
	Benefits		\$ 23,920	\$	91,734	\$ 78,294	\$	74,294	\$	86,328
59	Management/Booking Fees		Ψ 41,347	Ψ	31,734	Ψ 10,294	Ψ	14,204	\$	64,758
60	Legal Fee	•							\$	10,071
61	Unit Turnover ( 3 units x \$8	540)							\$	25,620
	One-Time Carryforward	,•.•/		\$	(67,418)	\$ 67,418			Ψ	20,020
	CODB		\$ 28,007	Ψ	(37,710)	₩ 07,∓10				
64	Adjustment to Actuals		20,007				\$	(206,495)		
	TOTAL OTHER EXPENSE	e	¢ 440.000	•	022.054	¢ 066.634			æ	1 27/ 060
69 70	TOTAL OTHER EXPENSE	S	\$ 440,060	\$	833,851	\$ 966,634	\$	818,147	Φ	1,374,062
70 71	Capital Expenses									
				•	14 270					
72	Leak Repairs	opoiro		\$	14,370		\$	163,059		
73 84	One-Time Extraordinary Re	zpali s					ф	103,059		
	TOTAL CADITAL EVENIN	FC .	•		44.070	•	_	400.050	•	
85	TOTAL CAPITAL EXPENS	E9	\$ -	\$	14,370	\$ -	\$	163,059	\$	-

	A	В	1	Т	_	W	AG		AH		Al
1		LESSNESS AND SUPPORTIVE HOUSING	-	'		VV	AG		AH		Al
2	APPENDIX B, BUDGET	223311233 71112 331 1 311112 113 331113									
3	OPERATING DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Mentone - Property Management									
9			EX	TENSION YEAR	E)	XTENSION YEAR					
10				Year 6		Year 7			All Years		
				7/1/2025 -		7/1/2026 -	1/1/2021 -		7/1/2024 -	1	/1/2021 -
11				6/30/2026		6/30/2027	6/30/2025		6/30/2027	6	/30/2027
12				New		New	Current	Α	mendment		New
				Budgeted		Budgeted	Budgeted			E	Budgeted
13	Operating Expenses			Expense		Expense	Expense		Change		Expense
15		Gas, Phone, Garbage and Waste Mgmt.)	\$	207,585	\$		\$ 889,807	\$	415,170	\$	1,304,977
16	Office Expenses/ Postage		\$	4,808	\$	4,808	\$ 46,452	\$	9,616	\$	56,068
17	Building Maintenance Supp	lies and Repair	\$	122,440	\$		\$ 704,454	\$	244,880	\$	949,334
18	Printing and Reproduction		\$	500	\$	500	\$ 1,500	\$	1,000	\$	2,500
20	Staff Training/Meeting Supp	blies	\$	500	\$	500	\$ 1,400	\$	1,000	\$	2,400
23	Cable TV		\$	1,200	\$	1,200	\$ 4,200	\$	2,400	\$	6,600
24	Wire /Website support prod	essing fee/adm misc.	\$	1,500	\$	1,500	\$ 5,050	\$	3,000	\$	8,050
25	Payroll Processing Fee		\$	5,300	\$	5,300	\$ 15,400	\$	10,600	\$	26,000
26	Renting Fee		\$	1,000	\$	1,000	\$ 2,700	\$	2,000	\$	4,700
27	Management/Booking Fees	;					\$ 205,349	\$		\$	205,349
28	Legal Fee						\$ 69,435	\$		\$	69,435
44	Subcontractors										
45	Office Salaries-Desk Clerks	s/contract (first \$25k)	\$	25,000	\$	25,000	\$ 112,500	\$	50,000	\$	162,500
50	TOTAL OPERATING EXPE	ENSES	\$	369,833	\$	369,833	\$ 2,058,246	\$	739,666	\$	2,797,912
51				,		,	,,		,		, , , ,
52	Other Expenses (Not Subje	ct to Indirect Cost %)									
53	Rental of Property	<u> </u>	\$	724,200	\$	724,200	\$ 1,814,645	\$	1,761,587	\$	3,576,232
54	Office Salaries-Desk Clerks	s/contract	\$	232,093	\$		\$ 1,066,754	\$	464,186	\$	1,530,940
55	Manager Salaries-Hotel Dir		\$	61,152	\$		268,916	Ė	122,304	\$	391,220
56	Janitor Contract-Regular/Ex		\$	87,840	\$		397,334	\$	175,680	\$	573,014
57	Repairs Payroll		\$	82,000	\$		\$ 277,760	\$	164,000	\$	441,760
58	Benefits		\$	86,328	\$		\$ 372,197	\$	172,656	\$	544.853
59	Management/Booking Fees	:	\$	64,758	\$		\$ 64,758	\$	129,516	\$	194,274
60	Legal Fee		\$	10.071	\$		\$ 10,071	\$	20,142	\$	30,213
61	Unit Turnover ( 3 units x \$8.	540)	Ψ	10,011	Ψ	10,011	\$ 25,620	\$	20,142	\$	25,620
62	One-Time Carryforward	010)					\$ 25,020	\$	-	\$	20,020
	CODB		+				\$ 28,007		-	\$	28,007
64	Adjustment to Actuals						\$ (206,495)		-	\$	(206,495)
	-	•	+_	4.045	-	40.5					
69	TOTAL OTHER EXPENSE	8	\$	1,348,442	\$	1,348,442	\$ 4,119,567	\$	3,010,071	\$	7,129,638
70											
71	Capital Expenses		-		1						
72	Leak Repairs		+		-		\$ 14,370		-	\$	14,370
73	One-Time Extraordinary Re	pairs	+				\$ 163,059	\$	-	\$	163,059
84			+						1		
85	TOTAL CAPITAL EXPENS	ES	\$	-	\$	-	\$ 177,429	\$	-	\$	177,429

	A I	В	С	D	T F
1	DEPARTMENT OF HOMELESSNESS AND SU			<u> </u>	<u>-</u>
2		PPORTIVE HOUS	Silvo		
	APPENDIX B, BUDGET	Fig. at V	<b>/</b>		
3	BUDGET NARRATIVE	Fiscal Y		1	
4	Mentone - Property Management	FY25-2	26		
		Adjusted	Budgeted		
5	Salaries & Benefits	Budgeted FTE	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$ 2,629	Develops strategic and practical relationships with community partners; provides direction	\$164,299 x 0.02 FTE
6				and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	
0	Asset Manager-Master Leased Operations	0.17	¢ 10.736	Provides direction and support in crisis or other problematic situations; links individual sites	\$118,393 x 0.17 FTE
7	Asset Manager-Master Leased Operations	0.17	φ 19,730	to broader Housing program efforts.	\$110,393 X 0.17 1 1 L
27	TOTAL	0.18	\$ 22,365		
28	Employee Fringe Benefits	30.0%	\$ 6.710	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salarie	S.
29	TOTAL SALARIES & BENEFITS		\$ 29,075		_
30			· · ·		
31					
	L		Budgeted	1	<b>_</b>
32	Operating Expenses		Expense	<u>Justification</u>	Calculation
34	Utilities (Electricity, Water, Gas, Phone, Garbage an	a waste Mgmt.)		Utilities (electricity, water, gas, telephone and scavenger service)	\$17,299 x 12 months
35	Office Expenses/ Postage			PM office supplies are including on site supplies	\$401 x 12 months
00	Building Maintenance Supplies and Repair		\$ 122,440	Estimated cost from property management provided information, including fire protection,	\$10,203 x 12 months
36	Printing and Reproduction		\$ 500	plumbing, electrical and elevator repairs and furnishing, etc.  Covers copier usage	\$42 x 12 months
37			•	. •	·
39	Staff Training/Meeting Supplies			Covers staff training and meeting snack and supplies	\$42 x 12 months
42	Cable TV		,	Direct TV monthly fee Covers bank wire and website support fee	\$100 x 12 months
43 44	Wire /Website support processing fee/adm misc. Payroll Processing Fee			Covers bank wire and website support lee  Covers monthly payroll fee	\$125 x 12 months \$442 x 12 months
45	Renting Fee			Covers Tenant background check	\$83 x 12 months
63	Subcontractors		Ψ 1,000	Covered Fortain Buonground Grook	QUO X 12 Monate
00	Office Salaries-Desk Clerks/contract (first \$25k)		\$ 25,000	First \$25k of Caritas Management Corporation's subcontracted services that's eligible for	\$21,424 x 12 months
64	omes calaines been cione, communic (met \$201.)		ψ 20,000	Indirect Cost Rate	<b>4</b> 2., 12. 7. 12. 11. 11. 11. 11. 11. 11. 11. 11. 11
69	TOTAL OPERATING EXPENSES		\$ 369,833	<del>-</del>	
70	Indirect Cost	12.0%	\$ 47,869		
71					· ·
72					
70	Other Francisco (Net Ordite et te beetle et	-4.0/\	A	1a((f) = -4) =	Calculation
73 74	Other Expenses (Not Subject to Indirect Cos Rental of Property	<u>SI %)</u>	Amount	Justification  The lease is written for 71 units	<u>Calculation</u>
74 75	Office Salaries-Desk Clerks/contract			The lease is written for 71 units  Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage	\$60,350 x 12 months \$21,424 x 12 months
13	Manager Salaries-Hotel Director/manager			Oversees housing site, prorated half time. Responsible for rent up the property, with	\$21,424 x 12 months \$5.096 x 12 months
76	manager dualites fotor birector/manager		Ψ 01,102	program director for insuring safety of participants and security of facility	ψ0,000 X 12 months
77	Janitor Contract-Regular/Extra Services		\$ 87,840	Regular Services, place trash bins	\$7,320 x 12 months
78	Repairs Payroll			Responsible for repair and maintenance of the building	\$6,833 x 12 months
79	Benefits			% based on personnel payroll above	\$7,194 x 12 months
	Management/Booking Fees			Property management (70 Units) @ \$ 65.00 PUPM, and bookkeeping fees \$10 PUPM	70 units x (\$65+\$10) x 1.0279 x 12
80	<u> </u>			· · · · · · · · · · · · · · · · · · ·	months
	Legal Fee		\$ 10,071	Property Management legal expenses and credit report	\$839 x 12 months
90	TOTAL OTHER EXPENSES		\$ 1,348,442		

	Α	В	С	D	G	I .	J		М		Р		S
1	DEPARTMENT OF H		_		Ŭ				IVI		•		
2	APPENDIX B, BUDG		IND SOLLOWING	110031110									
-	Document Date	4/7/2025	]										
Ť		., ., =====		Duration	1								
4	Contract Term	Begin Date	End Date	(Years)									
5	<b>Current Term</b>	1/1/2021	6/30/2025	5									
6	Amended Term	1/1/2021	6/30/2027	7									
7	Provider Name	Episcop	al Community Se	rvices									
8	Program	EC	CS - Master Lease	!									
9	F\$P Contract ID#		1000019778										
10	Contract Action		Amendment										
11	Effective Date		7/1/2025										
12	Budget Name	Alder - Support	Services										
13		Current	New										
14	Term Budget	\$ 2,185,551	\$ 3,534,953	15%									
_	Contingency	\$ 2,002,042	\$ 3,871,620	13/6									
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684										
17					-								
18					Year 1	Yea	ar 2		Year 3		Year 4		Year 5
10					4 /4 /2024	7/4/2	1024	7/	4 /2022		1/4 /2022		7/4/2024
					1/1/2021 -	, ,	2021 -		1/2022 -		//1/2023 -		7/1/2024 -
19					6/30/2021		/2022		30/2023	ь	5/30/2024		6/30/2025
20					Actuals	Act	uals		Actuals		Actuals		New
-	Expenditures												
	Salaries & Benefits				\$ 157,907		372,981	\$	344,709	\$	383,873	\$	542,172
	Operating Expenses				\$ 18,559			\$	56,714		53,437	\$	53,132
	Subtotal				\$ 176,466		414,383	\$	401,423	\$	437,310	\$	595,304
	Indirect Percentage				12.00%		12.00%		12.00%		12.00%		13.337%
	Indirect Cost (Line 2				\$ 21,176		49,732	\$	48,171	\$	52,477	\$	79,397
	Other Expenses (No	t Subject to Indir	ect %)		\$ 36,523		(26,039)		<u> </u>	\$	(100,772)		<u> </u>
	Total Expenditures				\$ 234,165	\$ 4	138,076	\$	449,594	\$	389,015	\$	674,701
31													
	HSH Revenues					1		_				_	
	HSH Fund				\$ 197,642		149,606		498,113	_	658,245	\$	674,701
	General Fund - Ongo	oing			\$ 14,086		14,508	\$	130,283	\$	-	\$	-
-	Prop C				\$ 22,440	\$	-	\$	(470.000)	\$	(4.00, 450)	\$	-
	One-Time Transfer	-1-			\$ -	\$	-	\$	(178,802)		(168,458)		
	Adjustment to Actua				\$ (3) <b>\$ 234,165</b>		(26,038)		449,594	\$ <b>\$</b>	(100,772)	\$ <b>\$</b>	674,701
	Total HSH Revenues	•			<b>3</b> 234,165	) A	438,076	Ş	449,594	Ş	389,015	Þ	6/4,/01
46 57 58													
57 58	Prepared by		Tiffany Luong		]								
57 58 59 60	Prepared by Phone Email	415.	Tiffany Luong .487.3300 ext. 12	19									

	A	В	С	D	V	Т	Υ		Al		AJ		AK
1	DEPARTMENT OF H				V	_	'		Al		Au		AIX
2	APPENDIX B, BUDG		10 3011 0111112	110051110									
3	Document Date	4/7/2025											
		, ,		Duration									
4	Contract Term	Begin Date	End Date	(Years)									
5	Current Term	1/1/2021	6/30/2025	5									
6	Amended Term	1/1/2021	6/30/2027	7									
7	Provider Name	Episcopa	al Community Se	rvices									
	Program	EC	S - Master Lease										
9	F\$P Contract ID#		1000019778										
10	Contract Action		Amendment										
11	Effective Date		7/1/2025										
12	Budget Name	Alder - Support S											
13		Current	New										
	Term Budget	\$ 2,185,551	\$ 3,534,953	15%									
15	Contingency	\$ 2,002,042	\$ 3,871,620										
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684										
17					EXTENSION YEAR		EXTENSION YEAR						
18					Year 6		Year 7				All Years		
					7/1/2025 -		7/1/2026 -		1/1/2021 -		7/1/2024 -		1/1/2021 -
19					6/30/2026		6/30/2027		6/30/2025		6/30/2027		6/30/2027
20					New		New		Current		Amendment		New
_	Expenditures									_			
22	Salaries & Benefits				\$ 536,325	; [	\$ 536,325	\$	1,801,642	\$	1,072,650	\$	2,874,292
23	Operating Expenses				\$ 53,134		\$ 53,134		223,244	\$	106,268	_	329,512
24	Subtotal				\$ 589,459	) !	\$ 589,459	\$	2,024,886	\$	1,178,918	\$	3,203,804
25	Indirect Percentage				14.4619	%	14.461%						
26	Indirect Cost (Line 2	4 X Line 25)			\$ 85,242		\$ 85,242	\$	250,953	\$	170,484	\$	421,437
27	Other Expenses (No	t Subject to Indire	ect %)		\$ -		\$ -	\$	(90,288)	\$	-	\$	(90,288)
30	Total Expenditures				\$ 674,701	.   ;	\$ 674,701	\$	2,185,551	\$	1,349,402	\$	3,534,953
31													
_	i												
32	HSH Revenues												
33	HSH Fund				\$ 674,701				2,478,307	_	1,349,402	\$	3,827,709
33 36	HSH Fund General Fund - Ongo	oing			\$ -	. ,	\$ -	\$	158,877	\$	1,349,402	\$	158,877
33 36 39	HSH Fund General Fund - Ongo Prop C	Ding			\$ - \$ -	- 9	\$ - \$ -	\$ \$	158,877 22,440	\$	-	\$ \$	158,877 22,440
33 36 39 42	HSH Fund General Fund - Ongo Prop C One-Time Transfer				\$ - \$ - \$	- 9	\$ - \$ - \$ -	\$ \$	158,877 22,440 (347,260)	\$ \$ \$		\$ \$	158,877 22,440 (347,260)
33 36 39 42 43	HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua	als			\$ - \$ - \$ -	- (1) - (1) - (1)	\$ - \$ - \$ -	\$ \$ \$	158,877 22,440 (347,260) (126,813)	\$ \$ \$	-	\$ \$ \$	158,877 22,440 (347,260) (126,813)
33 36 39 42 43 46	HSH Fund General Fund - Ongo Prop C One-Time Transfer	als			\$ - \$ - \$	- (1) - (1) - (1)	\$ - \$ - \$ -	\$ \$	158,877 22,440 (347,260)	\$ \$ \$	-	\$ \$	158,877 22,440 (347,260)
33 36 39 42 43 46 57	HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua	als			\$ - \$ - \$ -	- (1) - (1) - (1)	\$ - \$ - \$ -	\$ \$ \$	158,877 22,440 (347,260) (126,813)	\$ \$ \$	-	\$ \$ \$	158,877 22,440 (347,260) (126,813)
33 36 39 42 43 46	HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua	als s	Tiffany Luong		\$ - \$ - \$ -	- (1) - (1) - (1)	\$ - \$ - \$ -	\$ \$ \$	158,877 22,440 (347,260) (126,813)	\$ \$ \$	-	\$ \$ \$	158,877 22,440 (347,260) (126,813)
33 36 39 42 43 46 57 58	HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua Total HSH Revenues	als s	Tiffany Luong 487.3300 ext. 12	19	\$ - \$ - \$ -	- (1) - (1) - (1)	\$ - \$ - \$ -	\$ \$ \$	158,877 22,440 (347,260) (126,813)	\$ \$ \$	-	\$ \$ \$	158,877 22,440 (347,260) (126,813)
33 36 39 42 43 46 57 58 59 60	HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua Total HSH Revenues Prepared by	als s		19	\$ - \$ - \$ -	- (1) - (1) - (1)	\$ - \$ - \$ -	\$ \$ \$	158,877 22,440 (347,260) (126,813)	\$ \$ \$	-	\$ \$ \$	158,877 22,440 (347,260) (126,813)

10   Case Manager II Billingual - H112   \$ 59,081   0.90   \$ 31,531   \$ 61,156   0.91   \$ 55,652   \$ 71,691   0.93   \$ 66,65     18   Data Impact Analyst - H51   \$ 63,016   0.06   \$ 2,025   \$ 63,016   0.06   \$ 4,049   \$ 75,014   0.05   \$ 3,75     19   Data Impact Analyst - H107   \$ 50,425   0.06   \$ 1,620   \$ 62,264   0.06   \$ 4,001   \$ 71,259   0.05   \$ 3,56     20   Clinical Services Manager - H6   \$ 78,900   0.03   \$ 1,268   \$ 78,900   0.03   \$ 2,535   \$ 93,394   0.03   \$ 2,33     21   Case Manager I - H201   0.00   \$ -		А	В		С	F		ı		J	M		Р		Q	Т		W
3 ALARY & BENEFIT DETAIL   4 Document Date   47/2025   5 Provider Name   Episcopal Community Services   5 Program   EC5 Naster Lease   7 SPC Contract ID#   1000019778   2 Budget Name   Adder - Support Services   10   1000019778   3 Budget Name   Adder - Support Services   10   10   10   10   10   10   10   1	1	DEPARTMENT OF HOME	LESSNESS AND SUPPORTIVE HOUSING							•								
Decement Date   47/2025   Provider Name   Episopol Community Services   Program   ESS - Master Lease   For First   For First   Program   ESS - Master Lease   For First   Program   ESS - Master Lease   For First   Program   ESS - Master Lease   For First   Agency   For First   Program   For First   Program   Annual Full   Agency   For First   Agency   For First   Funded   G/30/2021   Program   Annual Full   Agency   For First   Agency   For First   Funded   G/30/2021   Program   Annual Full   Agency   For First   G/30/2022   Agency   For First   Funded   G/30/2022   Agency   For First   G/30/2022   Agency   For First   Funded   G/30/2022   Agency   For First   G/30/2022   Ag		•																
S Provider Name				İ														
Program	$\vdash$																	
7 FSP Contract IDB	_																	
Budget Name		•																
10   10   11   12   13   14   14   14   14   14   14   14	<u> </u>	•																
Agency   Totals   For HSH   1/1/2021   Agency   Totals   For HSH   6/30/2021   Agency   Totals   For HSH   6/30/2021   Agency   Totals   For HSH   6/30/2021   Agency   Totals   For HSH   6/30/2022   New   Agency   Totals   For HSH   7/1/2022   Agency   For HSH   7/1/2022   Agency   Totals   For HSH   7/1/2022   Agency   Totals   For HSH   7/1/2022   Agency   For																		
11   12   12   13   14   14   15   15   15   15   15   15	10					Year 1					Year 2					Year 3		
Totals				Δ	gency		1,	/1/2021 -		Agency		7,	/1/2021 -		Agency		7/	1/2022 -
Annual Full Time Salary (for 1.00 FTE)   Salary (for							6,					6,					6/	
No.   Position title	12					Program		New			Program		New			Progarm		New
No.   Position title				Anı	nual Full	Adjusted	_		Ar	nnual Full	Adjusted	_		Ar	nnual Full	Adjusted	_	
Section   Position Title   Solidity   Soli						-	В				-	B	_			,		_
14   Support Services Manager - H10	l			(for	1.00 FTE)	FTE		Salary	(foi	r 1.00 FTE)	FTE		Salary	(for	r 1.00 FTE)	FTE		Salary
15   Case Manager III - H40				ċ	70 261	0.01	ċ	2E 6E4	ć	90 617	0.01	ċ	72 261	ċ	04.740	0.97	ċ	92.740
16   Case Manager		.,	- H10					,										
To Case Manager II Billingual - H112	15	Case Manager III - H40										-	,		,			
18   Data Impact Analyst - H51	16	Case Manager III - H91					_		_			-	,		,			36,369
10   Data Impact Analyst - H107	17	Case Manager III Bilingual	- H112				_		_				,		,			66,691
20 Clinical Services Manager - H6 \$ 78,900 0.03 \$ 1,268 \$ 78,900 0.03 \$ 2,535 \$ 93,394 0.03 \$ 2,33	18	Data Impact Analyst - H51			63,016	0.06	\$	2,025	\$	63,016	0.06	\$	4,049	\$	75,014	0.05	\$	3,751
21 Case Manager I - H201 22 Housing Services Sr. Director - H5 23 Direct Support for Housing Services Director - HA2 24 Compliance Specialist - H106 25 Housing Services Director 26 Forgram & QA Specialist 27 Director of Impact & Analytics - A83 28 Director of Impact & Analytics - A83 29 Director of Healthy Aging - SN34 29 Director of Healthy Aging - SN34 20 Director/Housing Dev & Asset Mgmt.  30 Sr. Director/Housing Dev & Asset Mgmt.  31 FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS  4.24  0.00 \$ - \$ 0.00 \$ 0	19	Data Impact Analyst - H107		\$	50,425	0.06	\$	1,620	\$	62,264	0.06	\$	4,001	\$	71,259	0.05	\$	3,563
22 Housing Services Sr. Director - H5 23 Direct Support for Housing Services Director - HA2 24 Compliance Specialist - H106 25 Housing Services Director 26 Sr. Program & OA Specialist 27 Director of Impact & Analytics - A83 28 Direct or Healthy Aging - SN34 29 Director of Healthy Aging - SN34 20 Asset Manager-Master Leased Operations 30 Sr. Director/Housing Dev & Asset Mgmt. 31 FRINGE BENEFIT RATE 31 FRINGE BENEFIT RATE 31 ST. PROGRAM S 120,235 30 ST. Director/Housing Dev & Asset Mgmt. 31 St. Program & O.06 \$ 4,403 \$ 145,975 \$ 0.07 \$ 10,423 \$ 171,627 \$ 0.05 \$ 8,58 \$ 0.07 \$ 19,65 \$ 0.07 \$ 15,734 \$ 118,120 \$ 0.17 \$ 19,65 \$ 0.07 \$ 10,423 \$ 171,627 \$ 0.05 \$ 8,58 \$ 0.07 \$ 19,65 \$ 0.07 \$ 10,423 \$ 171,627 \$ 0.05 \$ 8,58 \$ 0.07 \$ 19,65 \$ 0.07 \$ 15,734 \$ 118,120 \$ 0.17 \$ 19,65 \$ 0.07 \$ 10,423 \$ 171,627 \$ 0.07 \$ 19,65 \$ 0.07 \$ 140,602 \$ 0.07 \$ 19,65 \$ 0.07 \$ 140,602 \$ 140,602 \$ 0.07 \$ 140,602 \$ 140,602 \$ 140,602 \$ 140,602 \$ 140,602 \$ 140,602 \$ 140,602 \$ 140,602 \$ 140,602 \$ 140,602 \$ 140,602 \$ 140,602 \$ 14	20	Clinical Services Manager -	H6	\$	78,900	0.03	\$	1,268	\$	78,900	0.03	\$	2,535	\$	93,394	0.03	\$	2,335
Producting Services 3: Director - HA2   \$ 94,383   0.13 \$ 6,069 \$ 94,383   0.17 \$ 15,734 \$ 118,120   0.17 \$ 19,65	21	Case Manager I - H201				0.00	\$	-			0.00	\$	-	\$	58,464	0.20	\$	11,985
24   Compliance Specialist - H106   \$ 64,999   0.06 \$ 2,088 \$ 64,999   0.06 \$ 4,177 \$ 78,883   0.11 \$ 8,36     25   Housing Services Director   0.00 \$ -   0.00 \$ -   \$ 140,602   0.03 \$ 3,93     26   Sr. Program & QA Specialist   0.00 \$ -   0.00 \$ -   0.00 \$     27   Director of Impact & Analytics - A83   \$ 116,640   0.02 \$ 1,207 \$ 127,433   0.02 \$ 2,638 \$ 147,958   0.02 \$ 2,24     28   Director of Healthy Aging - SN34   \$ 120,235   0.01 \$ 812 \$ 120,235   0.01 \$ 1,623 \$ 152,077   0.01 \$ 1,90     29   Asset Manager-Master Leased Operations   \$ 84,296   0.15 \$ 6,335 \$ 105,076   0.17 \$ 17,516   0.00 \$     30   Sr. Director/Housing Dev & Asset Mgmt.   \$ 144,196   0.01 \$ 1,038 \$ 140,538   0.02 \$ 2,249   0.00 \$     36   TOTAL SALARIES   \$ 120,825   \$ 280,230   \$ 265,33     37   FRINGE BENEFIT RATE   30.69%   \$ 37,082   \$ 92,751   \$ 79,37     38   EMPLOYEE FRINGE BENEFITS   \$ 37,082   \$ 92,751   \$ 79,37     39   \$ 79,37   \$ 79,37   \$ 79,37   \$ 79,37     30   \$ 79,37	22	Housing Services Sr. Direct	tor - H5	\$	135,792	0.06	\$	4,403	\$	145,975	0.07	\$	10,423	\$	171,627	0.05	\$	8,581
25 Housing Services Director  26 Sr. Program & QA Specialist  27 Director of Impact & Analytics - A83  28 Director of Healthy Aging - SN34  29 Asset Manager-Master Leased Operations  30 Sr. Director/Housing Dev & Asset Mgmt.  30 Sr. Director/Housing Dev & Asset Mgmt.  31 TOTAL SALARIES  32 TOTAL SALARIES  33 TOTAL SALARIES  34 EMPLOYEE FRINGE BENEFITS  42 TOTAL FTE  42 TOTAL FTE  42 TOTAL SALARIES  30 Gey Str. Director/Housing Dev & Asset Mgmt.  30 Str. Director/Housing Dev & Asset Mgmt.  31 Str. Director/Housing Dev & Asset Mgmt.  32 Str. Director/Housing Dev & Asset Mgmt.  33 Str. Director/Housing Dev & Asset Mgmt.  34 Str. Director/Housing Dev & Asset Mgmt.  35 Str. Director/Housing Dev & Asset Mgmt.  36 Str. Director/Housing Dev & Asset Mgmt.  37 Str. Director/Housing Dev & Asset Mgmt.  38 Str. Director/Housing Dev & Asset Mgmt.  42 Str. Director/Housing Dev & Asset Mgmt.  42 Str. Director/Housing Dev & Asset Mgmt.  42 Str. Director/Housing Dev & Asset Mgmt.  43 Str. Director/Housing Dev & Asset Mgmt.  44 Str. Director/Housing Dev & Asset Mgmt.  45 Str. Director/Housing Dev & Asset Mgmt.  46 Str. Director/Housing Dev & Asset Mgmt.  47 Str. Director/Housing Dev & Asset Mgmt.  48 Str. Director/Housing Dev & Asset Mgmt.  49 Str. Director/Housing Dev & Asset Mgmt.  40 Str. Director/Housing Dev & Asset Mgmt.  40 Str. Director/Housing Dev & Asset Mgmt.  40 Str. Director/Housing Dev & Asset Mgmt.  40 Str. Director/Housing Dev & Asset Mgmt.  40 Str. Director/Housing Dev & Asset Mgmt.  40 Str. Director/Housing Dev & Asset Mgmt.  40 Str. Director/Housing Dev & Asset Mgmt.  41 Str. Director/Housing Dev & Asset Mgmt.  42 Str. Director/Housing Dev & Asset Mgmt.  43 Str. Director/Housing Dev & Asset Mgmt.  44 Str. Director/Housing Dev & Asset Mgmt.  45 Str. Director/Housing Dev & Asset Mgmt.  46 Str. Director/Housing Dev & Asset Mgmt.  47 Str. Director/Housing Dev & Asset Mgmt.  48 Str. Director/Housing Dev & Asset Mgmt.  49 Str. Director/Housing Dev & Asset Mgmt.  40 Str. Director/Housing Dev & Asset Mgmt.  40 Str. Dire	23	Direct Support for Housing	Services Director - HA2	\$	94,383	0.13	\$	6,069	\$	94,383	0.17	\$	15,734	\$	118,120	0.17	\$	19,691
26 Sr. Program & QA Specialist  27 Director of Impact & Analytics - A83  28 Director of Healthy Aging - SN34  29 Asset Manager-Master Leased Operations  30 Sr. Director/Housing Dev & Asset Mgmt.  TOTAL SALARIES  31 FRINGE BENEFIT RATE  32 Since the state of the sta	24	Compliance Specialist - H1	06	\$	64,999			2,088	\$	64,999	0.06	\$	4,177	\$	78,883	0.11	\$	8,362
27   Director of Impact & Analytics - A83   \$ 116,640   0.02 \$ 1,207 \$ 127,433   0.02 \$ 2,638 \$ 147,958   0.02 \$ 2,240	25	Housing Services Director				0.00	\$	-			0.00	\$	-	\$	140,602	0.03	\$	3,937
27   Director of Hinpact & Ariaylus - A65	26	Sr. Program & QA Specialis	et			0.00	\$	-			0.00	\$	-			0.00	\$	-
29 Asset Manager-Master Leased Operations \$ 84,296	27	Director of Impact & Analyti	cs - A83	\$	116,640	0.02	\$	1,207	\$	127,433	0.02	\$	2,638	\$	147,958	0.02	\$	2,249
29 Asset Manager-Master Leased Operations         \$ 84,296         0.15 \$ 6,335 \$ 105,076         0.17 \$ 17,516         0.00 \$           30 Sr. Director/Housing Dev & Asset Mgmt.         \$ 144,196         0.01 \$ 1,038 \$ 140,538         0.02 \$ 2,249         0.00 \$           35 TOTAL SALARIES         \$ 120,825         \$ 280,230         \$ 265,33           36 FRINGE BENEFIT RATE         4.24         4.32         33.10%         29.93           38 EMPLOYEE FRINGE BENEFITS         \$ 37,082         \$ 92,751         \$ 79,37	28	Director of Healthy Aging -	SN34	\$	120,235	0.01	\$		\$	120,235	0.01	\$	1,623	\$	152,077	0.01	\$	1,901
35   TOTAL SALARIES   \$ 120,825   \$ 280,230   \$ 265,33					84,296	0.15	\$	6,335	\$	105,076			17,516			0.00	\$	-
36	30	Sr. Director/Housing Dev &	Asset Mgmt.	\$	144,196	0.01	\$	1,038	\$	140,538	0.02	\$	2,249			0.00	\$	-
37   FRINGE BENEFIT RATE   30.69%   33.10%   29.90   38   EMPLOYEE FRINGE BENEFITS   \$ 37,082   \$ 92,751   \$ 79,37	35						\$	120,825				\$	280,230				\$	265,330
38 EMPLOYEE FRINGE BENEFITS \$ 37,082 \$ 92,751 \$ 79,37	36		TOTAL FTE			4.24					4.32					3.43		
38 EMPLOYEE FRINGE BENEFITS \$ 37,082 \$ 92,751 \$ 79,37	37		FRINGE BENEFIT RATE					30.69%					33.10%					29.92%
TOTAL CALADISC O DENISTING			EMPLOYEE FRINGE BENEFITS				\$	37,082				\$	92,751				\$	79,379
39   TOTAL SALARIES & BENEFITS   \$ 157,907   \$ 372,981   \$ 344,70	39		TOTAL SALARIES & BENEFITS				\$	157,907				\$	372,981				\$	344,709

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		LESSNESS AND SUPPORTIVE HOUSING		^	AA		AD		AE	ΑП		AN		AL	AU		AR
2	APPENDIX B. BUDGET																
3	SALARY & BENEFIT DETA	ılL															
4	Document Date	4/7/2025															
5	Provider Name	Episcopal Community Services															
6	Program	ECS - Master Lease															
7	F\$P Contract ID#	1000019778															
8	Budget Name	Alder - Support Services														_	
9	1				Year 4					Year 5					Year 6	AR	
10	}				For HSH	7.	/1/2023 -			For HSH	7/	1/2024 -			For HSH	7/	1/2025 -
11			Δσρ	ncy Totals			•	Δσε	ency Totals			30/2025	Δσρ	ncy Totals		•	30/2026
12	1		Age	ncy rotais	Progarm	0/	New	Ago	incy rotals	Progarm	0/	New	Age	incy rotals	Progarm	0/	New
۳	1																1
				nual Full	Adjusted	В	udgeted		nnual Full	Adjusted	Bı	udgeted		nual Full	Adjusted	В	udgeted
				ne Salary	Budgeted		Salary		me Salary	Budgeted		Salary		ne Salary	Budgeted		Salary
13	POSITION TITLE		(for	1.00 FTE)	FTE		•	(foi	r 1.00 FTE)	FTE			(for	1.00 FTE)	FTE		,
	Support Services Manager	- H10	\$	97,706	0.49	\$	47,706	\$	97,706	1.00	\$	97,706	\$	97,706	1.00	\$	97,706
	Case Manager III - H40	-1110	\$	64,206	1.00	\$	64,206	\$	64,206	1.00	\$	64,206	\$	64,206	1.00	\$	64,206
	Case Manager III - H91		\$	61,972	0.52	\$	31,972	\$	61,972	1.00	\$	61,972	\$	61,972	1.00	\$	61,972
17	Case Manager III Bilingual -	H112	\$	75,606	1.00	\$	75,606	\$	75,606	1.00	\$	75,606	\$	75,606	1.00	\$	75,606
18	Data Impact Analyst - H51		\$	77,332	0.05	\$	3,867	\$	77,332	0.05	\$	3,867	\$	77,332	0.05	\$	3,867
19	Data Impact Analyst - H107		\$	74,300	0.05		3,715		74,300		\$	3,715	\$	74,300	0.05		3,715
20	Clinical Services Manager -	H6	\$	85,682	0.03		2,753		85,682		\$	2,753	\$	85,682	0.03		2,753
21	Case Manager I - H201		\$	59,926	0.25	\$	14,945	\$	59,926	0.75	\$	44,945	\$	59,926	0.75	\$	44,945
22	Housing Services Sr. Direct	or - H5	\$	176,926	0.05		8,846	\$	176,926		\$	8,846	\$	176,926	0.05		8,846
23	Direct Support for Housing	Services Director - HA2	\$	121,764	0.17	\$	20,298	\$	121,764		\$	20,298	\$	121,764	0.17	\$	20,298
24	Compliance Specialist - H10	06	\$	81,422	0.11	\$	8,631	\$	81,422		\$	4,560	\$	81,422	0.06		4,560
25	Housing Services Director		\$	140,602	0.03	\$	3,937	\$	140,602		\$	3,937	\$	140,602	0.03	\$	3,937
26	Sr. Program & QA Specialis	st			0.00		-	\$	97,344	0.05	\$	4,867	\$	97,344	0.05	\$	4,867
27	Director of Impact & Analytic	cs - A83	\$	156,045	0.02	\$	2,372	\$	156,045	0.02	\$	2,372	\$	-	0.00		-
28	Director of Healthy Aging - 9	5N34	\$	156,703	0.01	\$	1,959	\$	156,703	0.01	\$	1,959	\$	-	0.00		-
29	Asset Manager-Master Leas	sed Operations			0.00		-	\$	-			-	\$	-	0.00		-
30	Sr. Director/Housing Dev &				0.00		-	\$	-	0.00	-	-	\$	-	0.00		-
35		TOTAL SALARIES				\$	290,813		İ	_	\$	401,609		ĺ		\$	397,278
36		TOTAL FTE			3.76					5.26					5.23		
37		FRINGE BENEFIT RATE					32.00%				_	35.00%				_	35.00%
38		EMPLOYEE FRINGE BENEFITS				\$	93,060				\$	140,563				\$	139,047
39		TOTAL SALARIES & BENEFITS				\$	383,873				\$	542,172				\$	536,325

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1	DEPARTMENT OF HOME	LESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET												
3	SALARY & BENEFIT DETA		i										
4	Document Date	4/7/2025											
	Provider Name	Episcopal Community Services											
6 7	Program F\$P Contract ID#	ECS - Master Lease 1000019778											
8	Budget Name	Alder - Support Services											
9	Dauget Name	The Support Sci Vices	ļ	E)	CTENSION YEAR	R							
10					Year 7					Α	II Years		
				<b>^</b>	For HSH	7/	/1/2026 -	1	/1/2021 -	7,	/1/2024 -	1	/1/2021 -
11				Agency Totals	Funded	6/	/30/2027	6	5/30/2025	6,	/30/2027	6	/30/2027
12				TOLAIS	Progarm		New		Current	An	nendment		New
13	POSITION TITLE		Tir	nual Full ne Salary 1.00 FTE)	Adjusted Budgeted FTE		udgeted Salary	ı	Budgeted Salary		Change	E	Budgeted Salary
14	Support Services Manager	- H10	\$	97,706	1.00	\$	97,706	\$	327,168	\$	195,412	\$	522,580
15	Case Manager III - H40		\$	64,206	1.00	\$	64,206	\$	214,678	\$	128,412	\$	343,090
	Case Manager III - H91		\$	61,972	1.00	\$	61,972	\$	180,268	\$	123,944	\$	304,212
17	Case Manager III Bilingual -	· H112	\$	75,606	1.00	\$	75,606	\$	305,087	\$	151,212	\$	456,299
18	Data Impact Analyst - H51		\$	77,332	0.05	\$	3,867	\$	17,559	\$	7,734	\$	25,293
19	Data Impact Analyst - H107		\$	74,300	0.05	\$	3,715	\$	16,614	\$	7,430	\$	24,044
20	Clinical Services Manager -	H6	\$	85,682	0.03		2,753	\$	11,643	\$	5,506	\$	17,149
21	Case Manager I - H201		\$	59,926	0.75		44,945	\$	71,875	\$	89,890	\$	161,765
22	Housing Services Sr. Direct	or - H5	\$	176,926	0.05	\$	8,846	\$	41,099	\$	17,692	\$	58,791
23	Direct Support for Housing	Services Director - HA2	\$	121,764	0.17	\$	20,298	\$	82,090	\$	40,596	\$	122,686
24	Compliance Specialist - H10	06	\$	81,422	0.06	\$	4,560	\$	27,818	\$	9,120	\$	36,938
25	Housing Services Director		\$	140,602	0.03	·	3,937	\$	11,811	\$	7,874	\$	19,685
26	Sr. Program & QA Specialis	st	\$	97,344	0.05	·	4,867	\$	4,867	\$	9,734	\$	14,601
27	Director of Impact & Analytic	cs - A83	\$	-	0.00	·	-	\$	10,838	\$	-	\$	10,838
28	Director of Healthy Aging - S	SN34	\$	-	0.00		-	\$	8,254	\$	-	\$	8,254
29	Asset Manager-Master Leas	sed Operations	\$	-	0.00		-	\$	23,851	\$	-	\$	23,851
30	Sr. Director/Housing Dev &		\$	-	0.00	Ė	-	\$	3,287	\$	-	\$	3,287
35		TOTAL SALARIES				\$	397,278	\$	1,358,806	\$	794,556	\$	2,153,362
36		TOTAL FTE			5.23								
37		FRINGE BENEFIT RATE					35.00%						
38		EMPLOYEE FRINGE BENEFITS				\$	139,047	\$	442,835	\$	278,094	\$	720,929
39		TOTAL SALARIES & BENEFITS				\$	536,325	\$	1,801,642	\$	1,072,650	\$	2,874,292

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1	, ,	NESS AND SUPPORTIVE HOUSING						K		IN		<u> </u>
2	APPENDIX B, BUDGET											
3	OPERATING DETAIL											
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
8	Budget Name	Alder - Support Services										
9	4											
10				Year 1		Year 2		Year 3		Year 4		Year 5
	1			1/1/2021 -		7/1/2021 -		7/1/2022 -		7/1/2023 -		7/1/2024 -
11				6/30/2021		6/30/2022		6/30/2023		6/30/2024		6/30/2025
12				Actuals		Actuals		Actuals		Actuals		New
				Budgeted		Budgeted		Budgeted		Budgeted		Budgeted
13	Operating Expenses			Expense		Expense		Expense		Expense		Expense
15	Utilities (Electricity, Water, Gas, F	Phone, Garbage and Waste Mgmt.)	\$	2,760	\$	8,844	\$	10,262	\$	7,762	\$	7,762
16	Office Supplies/Furniture/Equipm	ent	\$	1,450	\$	2,900	\$	3,234	\$	3,156	\$	5,234
18	Printing and Reproduction		\$	1,530	\$	4,020	\$	6,520	\$	7,172	\$	7,172
19	Insurance		\$	4,297	\$	8,593	\$	12,793	\$	15,392	\$	21,903
20	Staff Training		\$	1,172	\$	2,343	\$	2,843	\$	4,343	\$	4,343
22	Recruitment Fee						\$	9,360			\$	-
24	Licenses and Fees		\$	290	\$	580	\$	580	\$	955	\$	580
25	Food and Food supplies		\$	3,535	\$	7,070	\$	7,070	\$	5,597	\$	2,270
	Program Supplies		\$	3,526	\$	7,052	\$	4,052	\$	3,983	\$	3,868
27	One-Time IT Equipment and Pho	nes for New Hire		-,		,	_	,	\$	5,078	\$	-
49										3,310	Ψ	
50	TOTAL OPERATING EXPENSES		\$	18,559	\$	41,402	\$	56,714	\$	53,437	\$	53,132
51			_	. 5,550		, 2	, <u>*</u>	33,7 . 1	, <del>*</del>	30,.01	7	30,.02
52	<b>1</b>	ndirect Cost %)										
53			\$	14,086							\$	_
	One-Time Prop C Bonus Pay		Ψ	\$22,440							\$	_
	Adjustment to Actuals		\$	(3)	Ф	(26,039)			\$	(100,772)	Ť	_
68	1 .		Ψ	(3)	Ψ	(20,039)			Ψ	(100,112)	Ψ	
			\$	36,523	\$	(26,039)	•		\$	(100,772)	¢	
09	TOTAL OTHER EXPENSES		Ф	30,523	Ф	(20,039)	Φ	-	Φ	(100,772)	Φ	-

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1	DEPARTMENT OF HOMELESSN	ESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET											
3	OPERATING DETAIL		_									
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
8	Budget Name	Alder - Support Services										
9			EXTENS	ION YEAR	EX	TENSION YEAR						
10			Ye	ar 6		Year 7			P	All Years		
			7/1/2	2025 -		7/1/2026 -	1	/1/2021 -	7	7/1/2024 -	1.	/1/2021 -
11			6/30	/2026		6/30/2027	6	3/30/2025	6	3/30/2027	6	/30/2027
12			N	ew		New		Current	An	nendment		New
l				geted		Budgeted		Budgeted				Budgeted
	Operating Expenses			ense		Expense		Expense		Change		Expense
	Utilities (Electricity, Water, Gas, P		\$	7,762	\$	7,762	\$	37,390	\$	15,524	\$	52,914
16	Office Supplies/Furniture/Equipme	ent	\$	5,234	\$	5,234	\$	15,974	\$	10,468	\$	26,442
18	Printing and Reproduction		\$	7,172	\$	7,172	\$	26,414	\$	14,344	\$	40,758
19	Insurance		\$	21,903	\$	21,903	\$	62,978	\$	43,806	\$	106,784
20	Staff Training		\$	4,345	\$	4,345	\$	15,044	\$	8,690	\$	23,734
22	Recruitment Fee		\$	-	\$	-	\$	9,360	\$	-	\$	9,360
24	Licenses and Fees		\$	580	\$	580	\$	2,985	\$	1,160	\$	4,145
25	Food and Food supplies		\$	2,270	\$	2,270	\$	25,542	\$	4,540	\$	30,082
26	Program Supplies		\$	3,868	\$	3,868	\$	22,481	49	7,736	\$	30,217
27	One-Time IT Equipment and Phor	nes for New Hire	\$	-	\$	-	\$	5,078	\$	-	\$	5,078
49												
50	TOTAL OPERATING EXPENSES		\$	53,134	\$	53,134	\$	223,244	\$	106,268	\$	329,512
51										•		
52	Other Expenses (Not Subject to In	ndirect Cost %)										
53	CODB (to be allocated)		\$	-	\$	-	\$	14,086	\$	-	\$	14,086
54	One-Time Prop C Bonus Pay		\$	-	\$	-	\$	22,440	\$	-	\$	22,440
55	Adjustment to Actuals		\$	-	\$	-	\$	(126,814)	\$	-	\$	(126,814)
68								,				
69	TOTAL OTHER EXPENSES		\$	-	\$	_	\$	(90,288)	\$	_	\$	(90,288)

	A I	В	С	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPOR	TIVE HOUSING	3		
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE	Fisca	l Year		
4	Alder - Support Services	FY2	5-26		
Ė		Adjusted			
		<u>Budgeted</u>	<u>Budgeted</u>		
5	Salaries & Benefits	<u>FTE</u>	Salary	<u>Justification</u>	Calculation
6	Support Services Manager - H10	1.00	\$ 97,706	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$97,706 x 1 FTE
7	Case Manager III - H40	1.00	\$ 64,206	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,206 x 1 FTE
8	Case Manager III - H91	1.00	\$ 61,972	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$61,972 x 1 FTE
9	Case Manager III Bilingual - H112	1.00	\$ 75,606	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$75,606 x 1 FTE
10	Data Impact Analyst - H51	0.05	\$ 3,867	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$77,340 x 0.05 FTE
11	Data Impact Analyst - H107	0.05	\$ 3,715	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$74,300 x 0.05 FTE
13	Case Manager I - H201	0.75	\$ 44,945	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$59,927 x 0.75 FTE
14	Housing Services Sr. Director - H5	0.05	\$ 8,846	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and managers.	\$176,920 x 0.05 FTE
15	Direct Support for Housing Services Director - HA2	0.17	\$ 20,298	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners.	\$121,764 x 0.17 FTE
16	Compliance Specialist - H106	0.06	\$ 4,560	Provides staff training on department protocols and procedures.	\$81,425 x 0.06 FTE

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H	A LEPARTMENT OF HOMELESSNESS AND SUPPORT	B FIVE HOUSIN		,	D	E
		IIVE HOUSIN	G			
	APPENDIX B, BUDGET					
3	BUDGET NARRATIVE	Fisca	al Year			
4	Alder - Support Services		25-26			
		Adjusted				
		<u>Budgeted</u>		geted		
	Salaries & Benefits	<u>FTE</u>	Sala		Justification 500 00 100 100 100 100 100 100 100 100	Calculation
	Housing Services Director	0.03	\$	3,937	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$140,607 x 0.03 FTE
17					studions, links marvidal sites to broader nodsing program enous.	
	Sr. Program & QA Specialist	0.05	\$	4,867	The primary role of the Senior Program Assistant for is the oversight of day-to-day operations and overall administration of ECS's Housing Services Department, including the management of reporting to funders, overseeing the processing of important documents such as Critical Incident Reports, well-being check logs, etc. This position also supervises the Program Assistant / Quality Assurance Specialist(s) assigned to the Housing Services	\$97,340 x 0.05 FTE
18					Department.	
27	TOTAL	5.23	\$ 3	397,278		
28	Employee Fringe Benefits	<u>35.0%</u>	\$ 1	39,047	Includes FICA, SSUI, Workers Compensation and Medical calculated at 35% of total salaries	<u>S.</u>
29	TOTAL SALARIES & BENEFITS		\$ 5	36,325		
30						
31						
			Budo	hotod		
32	Operating Expenses		Expe		Justification	Calculation
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste	Mamt.)	\$		Telecommunication, including Sonic and TPX	\$647 x 12 months
	Office Supplies/Furniture/Equipment	5 /	\$		Support Service office supplies for program staff including materials used with participants	\$436 x 12 months
	Printing and Reproduction		\$		Leased copier	\$1.283 x 12 months
01	Insurance		*	,	Liability and umbrella agency insurance prorated	\$1.825 x 12 months
	Licenses and Fees		\$	,	Support Services license fees	\$48 x 12 months
	Food and Food supplies		\$		Using the SF Food Bank, the food items will supplement residents' own arrangements	\$189 x 12 months
44						
45	Program Supplies		\$	3,868	Includes bus passes, program materials, and snacks for resident activities.	\$322 x 12 months
69	TOTAL OPERATING EXPENSES		\$	53,134		
70	Indirect Cost	14.461%	\$	85,242		

	A	В	С	D	1	G		J	M	Р	S
1	DEPARTMENT OF H					Ū					
2	APPENDIX B, BUDG										
3	Document Date	4/7/2025									
				Duration	Ī						
4	Contract Term	Begin Date	End Date	(Years)	1						
5	Current Term	1/1/2021	6/30/2025	5	1						
6	Amended Term	1/1/2021	6/30/2027	7	1						
7	Provider Name	Episcop	al Community Ser	vices	1						
8	Program	EC	CS - Master Lease		1						
9	F\$P Contract ID#		1000019778								
10	Contract Action		Amendment								
11	Effective Date		7/1/2025		<u> </u>						
12	Budget Name	Crosby - Support	Services		ļ						
13		Current	New								
	Term Budget	\$ 2,767,537	\$ 4,440,551	15%							
	Contingency	\$ 2,002,042	\$ 3,871,620								
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684		1						
17											
18					١	Year 1		Year 2	Year 3	Year 4	Year 5
					1/1	1/2021 -	7,	/1/2021 -	7/1/2022 -	7/1/2023 -	7/1/2024 -
40						30/2021	•	/30/2022	6/30/2023	6/30/2024	6/30/2025
19					0, 0	JU/ _U	٠,	30, 2022	0,50,2025	0,30,202	0,30,2023
	I										
20					А	Actuals		Actuals	Actuals	Actuals	New
	Expenditures				A	Actuals		Actuals	Actuals	Actuals	New
21	<b>Expenditures</b> Salaries & Benefits				\$	218,677	\$	<b>Actuals</b> 442,085	Actuals \$ 434,307	Actuals \$ 431,667	New \$ 652,746
21 22	•										
21 22 23	Salaries & Benefits				\$	218,677	\$	442,085 44,837 486,922	\$ 434,307 \$ 52,588 \$ 486,895	\$ 431,667 \$ 69,319 \$ 500,986	\$ 652,746 \$ 86,922 \$ 739,668
21 22 23 24	Salaries & Benefits Operating Expenses				\$ \$ \$	218,677 19,905 238,582 12.00%	\$	442,085 44,837 486,922 12.00%	\$ 434,307 \$ 52,588 \$ 486,895 12.00%	\$ 431,667 \$ 69,319 \$ 500,986 12.00%	\$ 652,746 \$ 86,922 \$ 739,668 13.09%
21 22 23 24 25	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2	4 X Line 25)			\$ \$ \$	218,677 19,905 238,582	\$	442,085 44,837 486,922	\$ 434,307 \$ 52,588 \$ 486,895	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118	\$ 652,746 \$ 86,922 \$ 739,668 13.09% \$ 96,839
21 22 23 24 25 26 27	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No	4 X Line 25)	ect %)		\$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105	\$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ -	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063)	\$ 652,746 \$ 86,922 \$ 739,668 13.09% \$ 96,839 \$ -
21 22 23 24 25 26 27 30	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2	4 X Line 25)	ect %)		\$ \$ \$	218,677 19,905 238,582 12.00% 28,630	\$ \$ \$	442,085 44,837 486,922 12.00%	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118	\$ 652,746 \$ 86,922 \$ 739,668 13.09% \$ 96,839
21 22 23 24 25 26 27 30 31	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures	4 X Line 25)	ect %)		\$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105	\$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ -	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063)	\$ 652,746 \$ 86,922 \$ 739,668 13.09% \$ 96,839 \$ -
21 22 23 24 25 26 27 30 31 32	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues	4 X Line 25)	ect %)		\$ \$ \$ \$ <b>\$</b>	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b>	\$ \$ \$ \$ <b>\$</b>	442,085 44,837 486,922 12.00% 58,428 - 545,350	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041	\$ 652,746 \$ 86,922 \$ 739,668 13.09% \$ 96,839 \$ - \$ 836,507
21 22 23 24 25 26 27 30 31 32 33	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund	4 X Line 25) t Subject to Indire	ect %)		\$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b>	\$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - <b>545,350</b>	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ 816,104	\$ 652,746 \$ 86,922 \$ 739,668 13.09% \$ 96,839 \$ - \$ 836,507
21 22 23 24 25 26 27 30 31 32 33	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo	4 X Line 25) t Subject to Indire	ect %)		\$ \$ \$ \$ <b>\$</b>	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966	\$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - 545,350	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ 816,104 \$ -	\$ 652,746 \$ 86,922 \$ 739,668 13.09% \$ 96,839 \$ - \$ 836,507 \$
21 22 23 24 25 26 27 30 31 32 33 36 39	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C	4 X Line 25) t Subject to Indire	ect %)		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966 28,139	\$ \$ \$ \$ \$ <b>\$</b> \$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - <b>545,350</b>	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746 \$ -	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ 816,104 \$ - \$ -	\$ 652,746 \$ 86,922 \$ 739,668 13.09% \$ 96,839 \$ - \$ 836,507 \$ 836,507
21 22 23 24 25 26 27 30 31 32 33 36 39	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer	4 X Line 25) t Subject to Indire	ect %)		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966	\$ \$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - <b>545,350</b>	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746 \$ - \$ (233,775)	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ - \$ - \$ (255,000)	\$ 652,746 \$ 86,922 \$ 739,668 13.09% \$ 96,839 \$ - \$ 836,507 \$ - \$ - \$ - \$ -
21 22 23 24 25 26 27 30 31 32 33 36 39 42	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua	4 X Line 25) t Subject to Indire	ect %)		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966 28,139	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - 545,350 526,845 18,505 - -	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746 \$ - \$ (233,775) \$ -	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ - \$ (255,000) \$ (34,063)	\$ 652,746 \$ 86,922 \$ 739,668 13.09% \$ 96,839 \$ - \$ 836,507 \$ - \$ - \$ - \$ - \$ - \$ -
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua	4 X Line 25) t Subject to Indire	ect %)		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966 28,139	\$ \$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - <b>545,350</b>	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746 \$ - \$ (233,775)	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ - \$ (255,000) \$ (34,063)	\$ 652,746 \$ 86,922 \$ 739,668 13.09% \$ 96,839 \$ - \$ 836,507 \$ - \$ - \$ - \$ - \$ -
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua	4 X Line 25) t Subject to Indire	ect %)		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966 28,139	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - 545,350 526,845 18,505 - -	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746 \$ - \$ (233,775) \$ -	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ - \$ (255,000) \$ (34,063)	\$ 652,746 \$ 86,922 \$ 739,668 13.09% \$ 96,839 \$ - \$ 836,507 \$ - \$ - \$ - \$ - \$ - \$ -
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57 58	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actual Total HSH Revenues	4 X Line 25) t Subject to Indire			\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966 28,139	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - 545,350 526,845 18,505 - -	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746 \$ - \$ (233,775) \$ -	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ - \$ (255,000) \$ (34,063)	\$ 652,746 \$ 86,922 \$ 739,668 13.09% \$ 96,839 \$ - \$ 836,507 \$ - \$ - \$ - \$ - \$ - \$ -
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57 58	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actual Total HSH Revenues  Prepared by	4 X Line 25) t Subject to Indire	Tiffany Luong	Q	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966 28,139	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - 545,350 526,845 18,505 - -	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746 \$ - \$ (233,775) \$ -	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ - \$ (255,000) \$ (34,063)	\$ 652,746 \$ 86,922 \$ 739,668 13.09% \$ 96,839 \$ - \$ 836,507 \$ - \$ - \$ - \$ - \$ - \$ -
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57 58 59 60	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actual Total HSH Revenues	4 X Line 25) t Subject to Indire  ping  als 415.		.9	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966 28,139	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - 545,350 526,845 18,505 - -	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746 \$ - \$ (233,775) \$ -	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ - \$ (255,000) \$ (34,063)	\$ 652,746 \$ 86,922 \$ 739,668 13.09% \$ 96,839 \$ - \$ 836,507 \$ - \$ - \$ - \$ - \$ - \$ -

	Α	В	С	D	V	Y	Al	AJ	AK
1	DEPARTMENT OF H								
2	APPENDIX B, BUDG	ET							
3	Document Date	4/7/2025							
				Duration	]				
4	Contract Term	Begin Date	End Date	(Years)	1				
	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name		al Community Ser	vices					
	Program	EC	CS - Master Lease		 				
9	F\$P Contract ID#		1000019778		 <del> </del>				
_	Contract Action		Amendment		-				
	Effective Date		7/1/2025		1				
_	Budget Name	Crosby - Support							
13	Tamas Bardand	Current	New						
	Term Budget	\$ 2,767,537		15%					
	Contingency	\$ 2,002,042	, ,						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684		1				
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7		All Years	
					7/1/2025 -	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
19					6/30/2026	6/30/2027	6/30/2025	6/30/2027	6/30/2027
					New	New	Current	Amendment	New
20	Fynenditures				New	New	Current	Amendment	New
20 21	Expenditures Salaries & Benefits								
20 21 22	Salaries & Benefits				\$ 645,422	\$ 645,422	\$ 2,179,481	\$ 1,290,844	\$ 3,470,325
20 21 22 23	Salaries & Benefits Operating Expenses				\$ 645,422 \$ 86,924	\$ 645,422 \$ 86,924	\$ 2,179,481 \$ 273,571	\$ 1,290,844 \$ 173,848	\$ 3,470,325 \$ 447,419
20 21 22 23 24	Salaries & Benefits Operating Expenses Subtotal				\$ 645,422 \$ 86,924 \$ 732,346	\$ 645,422 \$ 86,924 \$ 732,346	\$ 2,179,481 \$ 273,571 \$ 2,453,052	\$ 1,290,844 \$ 173,848	\$ 3,470,325 \$ 447,419
20 21 22 23 24 25	Salaries & Benefits Operating Expenses				\$ 645,422 \$ 86,924	\$ 645,422 \$ 86,924	\$ 2,179,481 \$ 273,571 \$ 2,453,052	\$ 1,290,844 \$ 173,848	\$ 3,470,325 \$ 447,419
20 21 22 23 24 25	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage	4 X Line 25)	ect %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223%	\$ 645,422 \$ 86,924 \$ 732,346 14.223%	\$ 2,179,481 \$ 273,571 \$ 2,453,052	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322	\$ 3,470,325 \$ 447,419 \$ 3,917,744
20 21 22 23 24 25 26 27	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2	4 X Line 25)	ect %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764
20 21 22 23 24 25 26 27	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No	4 X Line 25)	ect %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042
20 21 22 23 24 25 26 27 30 31	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No	4 X Line 25)	oct %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042
20 21 22 23 24 25 26 27 30 31 32	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures	4 X Line 25)	ect %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 \$ 2,767,537	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 4,755,033
20 21 22 23 24 25 26 27 30 31 32 33	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo	4 X Line 25) t Subject to Indire	ect %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ 836,507	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 <b>\$ 2,767,537</b> \$ 3,082,019 \$ 180,217	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 <b>\$ 4,440,551</b> \$ 4,755,033 \$ 180,217
20 21 22 23 24 25 26 27 30 31 32 33 36 39	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C	4 X Line 25) t Subject to Indire	ect %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ 836,507 \$ - \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ 836,507	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 \$ 2,767,537 \$ 3,082,019 \$ 180,217 \$ 28,139	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ - \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 4,755,033 \$ 180,217 \$ 28,139
20 21 22 23 24 25 26 27 30 31 32 33 36 39	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo	4 X Line 25) t Subject to Indire	ect %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ 836,507 \$ - \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 \$ 2,767,537 \$ 3,082,019 \$ 180,217 \$ 28,139 \$ (488,775)	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ - \$ - \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 180,217 \$ 28,139 \$ (488,775)
20 21 22 23 24 25 26 27 30 31 32 33 36 39 42	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No: Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua	4 X Line 25) t Subject to Indire	ect %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ - \$ - \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ - \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 <b>\$ 2,767,537</b> \$ 3,082,019 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ - \$ - \$ - \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 4,755,033 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)
20 21 22 23 24 25 26 27 30 31 32 33 36 39 42 43	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer	4 X Line 25) t Subject to Indire	ect %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ 836,507 \$ - \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 <b>\$ 2,767,537</b> \$ 3,082,019 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ - \$ - \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 180,217 \$ 28,139 \$ (488,775)
20 21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No: Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua	4 X Line 25) t Subject to Indire	ect %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ - \$ - \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ - \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 <b>\$ 2,767,537</b> \$ 3,082,019 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ - \$ - \$ - \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 4,755,033 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)
20 21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57 58	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actual Total HSH Revenues	4 X Line 25) t Subject to Indire			\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ - \$ - \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ - \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 <b>\$ 2,767,537</b> \$ 3,082,019 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ - \$ - \$ - \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 4,755,033 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)
20 21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57 58	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua Total HSH Revenues  Prepared by	4 X Line 25) t Subject to Indire	Tiffany Luong	Ω	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ - \$ - \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ - \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 <b>\$ 2,767,537</b> \$ 3,082,019 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ - \$ - \$ - \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 4,755,033 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)
20 21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57 58 59 60	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actual Total HSH Revenues	4 X Line 25) t Subject to Indire		9	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ - \$ - \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ - \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 <b>\$ 2,767,537</b> \$ 3,082,019 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ - \$ - \$ - \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 4,755,033 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)

	А	В		С	F		I		J	M		Р		Q	Т		W
1	DEPARTMENT OF HOMELES	SSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET																
3	SALARY & BENEFIT DETAIL		1														
4	Document Date	4/7/2025															
5	Provider Name	Episcopal Community Services															
7	Program F\$P Contract ID#	ECS - Master Lease 1000019778															
8	Budget Name	Crosby - Support Services															
9	budget Name	crosby - Support Services	1														
10	1				Year 1					Year 2					Year 3		
	1				For HSH	1/	/1/2021 -			For HSH	7/	1/2021 -			For HSH	7/	1/2022 -
11				gency otals	Funded	6/	/30/2021	Age	ency Totals	Funded	6/	30/2022	Age	ncy Totals	Funded	6/	30/2023
12			'	Otais	Program		New			Program		New			Program		New
			Ann	nual Full	Adjusted			۸۰	nnual Full	Adjusted			۸۸	nual Eull	Adjusted		
				e Salary	Adjusted Budgeted	В	udgeted		me Salary	Adjusted Budgeted	Вι	udgeted		nual Full ne Salary	Adjusted Budgeted	В	udgeted
				1.00 FTE)	FTE		Salary		r 1.00 FTE)	FTE		Salary		1.00 FTE)	FTE		Salary
13	POSITION TITLE		(.5.					,	. 1.00 ( 1.2)				(.51	,			
14	Support Services Manager (SS	S) - H70	\$	78,797	0.46	\$	35,853	\$	83,347	0.91	\$	75,846	\$	94,792	0.74	\$	69,792
15	Case Manager III (SS) - H95		\$	71,092	0.54	\$	, -	\$	73,599	0.91	\$	66,975	\$	84,050	0.98	-	82,050
16	Case Manager III (SS) - H42		\$	54,709	0.19			\$	54,709	0.91	_	49,785	\$	58,969	0.78		45,969
17	Case Manager III (SS) - H63		\$	56,131	0.37	\$		\$	56,131	0.91	_	51,079	\$	56,131	0.79		44,131
18	Case Manager III (SS) - OPEN	N H43	\$	69,140	0.53			\$	69,140	0.48		32,917	\$	69,140	0.28		19,140
19	Data Impact Analyst - H51		\$	63,016	0.03			\$	63,016	0.06	_	4,049	\$	75,014	0.06		4,820
20	Data Impact Analyst - H107		\$	50,425	0.03		,	\$	50,425	0.06		3,240	\$	71,259	0.06	-	4,579
21	Clinical Services Manager - H6	3	\$	78,900	0.02	\$	1,268	\$	78,900	0.03	\$	2,535	\$	85,682	0.03	\$	2,753
22	Case Manager				0.00	\$	-			0.00	\$	-	\$	58,464	0.26	\$	15,078
23	Housing Services Sr. Director	- H5	•	135,792	0.03		,	\$	145,975	0.07		10,423	\$	171,627	0.07	\$	12,254
24	Direct Support for Housing Srv	c Director - H117	\$	94,332	0.06			\$	94,383	0.17		15,734	\$	118,120	0.17	\$	19,691
25	Compliance Specialist - H106		\$	64,999	0.03			\$	64,999	0.06		4,177	\$	78,883	0.11	\$	8,362
26	Housing Services Director									0.00		-	\$	140,602	0.03		3,937
27	Sr. Program & QA Specialist				0.00					0.00	_	-			0.00		-
28	Director of Impact & Analytics -	- A83	-	116,640	0.01			\$	127,433	0.02	_	2,638	\$	147,958	0.02	\$	3,063
29	Director of Healthy Aging - SN	34		120,235	0.01	\$		\$	120,235	0.01	\$	1,623	\$	152,077	0.01	\$	2,053
30	Project Manager		\$	84,296	0.08			\$	105,076	0.17		17,516	\$	118,393	0.00		-
31	Sr. Director/Housing Dev & As		\$	144,196	0.01			\$	140,538	0.02		2,249	\$	164,299	0.00		-
35		TOTAL SALARIES				\$	168,758				\$	340,786				\$	337,672
36		TOTAL FTE			2.39					4.80					4.38		
37		FRINGE BENEFIT RATE					29.58%					29.73%					28.62%
38		EMPLOYEE FRINGE BENEFITS					49,919					101,299				\$	96,635
39		TOTAL SALARIES & BENEFITS				\$	218,677				\$	442,085				\$	434,307

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1	DEPARTMENT OF HOMELES	SSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET																
3	SALARY & BENEFIT DETAIL		1														
4		4/7/2025	-														
5	Provider Name	Episcopal Community Services ECS - Master Lease	1														
7	Program F\$P Contract ID#	1000019778	-														
_	Budget Name	Crosby - Support Services															
9	Dauget Hame	erossy support services													EXTENSION YE	AR	
10					Year 4					Year 5					Year 6		
			^	gonev	For HSH	7/1	1/2023 -			For HSH	7,	/1/2024 -		Agoney	For HSH	7/	1/2025 -
11				gency Fotals	Funded	6/3	30/2024	Age	ncy Totals	Funded	6,	/30/2025		Agency Totals	Funded	6/	/30/2026
12					Program		New			Program		New		101015	Program		New
			Δηι	nual Full	Adjusted			Δr	nual Full	Adjusted			Δ.	nnual Full	Adjusted		
				ne Salary	Budgeted		idgeted		ne Salary	Budgeted	В	udgeted		me Salary	Budgeted		udgeted
				1.00 FTE)	FTE	5	Salary		1.00 FTE)	FTE		Salary		r 1.00 FTE)	FTE		Salary
13	POSITION TITLE		· ·	,				Ì	•					Í			
14	Support Services Manager (SS	s) - H70	\$	99,768	0.60	\$	59,768	\$	99,768	1.00		99,768	\$	99,768	1.00		99,768
15	Case Manager III (SS) - H95		\$	86,650	0.65	\$	56,650	\$	86,650	1.00		86,650	\$	86,650	1.00	-	86,650
16	Case Manager III (SS) - H42		\$	64,519	0.60	\$	38,999	\$	64,519	1.00	<u> </u>	64,519	\$	64,519	1.00		64,519
17	Case Manager III (SS) - H63		\$	64,519	1.00	\$	64,519	\$	64,519	1.00	Ľ.	64,519	\$	64,519	1.00		64,519
18	Case Manager III (SS) - OPEN	I H43	\$	64,519	0.72		46,519	\$	64,519	1.00		64,519	\$	64,519	1.00		64,519
19	Data Impact Analyst - H51		\$	77,332	0.06		4,969	\$	77,332	0.06		4,969	\$	77,332	0.06		4,969
20	Data Impact Analyst - H107		\$	74,300	0.06		4,775	\$	74,300	0.06		4,775	\$	74,300	0.06	-	4,775
21	Clinical Services Manager - H6	<u> </u>	\$	85,682	0.03	\$	2,753	\$	85,682	0.03	\$	2,753	\$	85,682	0.03	\$	2,753
22	Case Manager		\$	60,218	0.10	\$	6,131	\$	60,218	0.60	\$	36,131	\$	60,218	0.60	\$	36,131
23	Housing Services Sr. Director	- H5	\$	176,926	0.07	\$	12,633	\$	176,926	0.05		8,846	\$	176,926	0.05		8,846
24	Direct Support for Housing Srve	c Director - H117	\$	121,764	0.17	\$	20,298	\$	121,764	0.17	· ·	20,298	\$	121,764	0.17		20,298
25	Compliance Specialist - H106		\$	81,422	0.11	\$	8,631	\$	81,422	0.06	· ·	4,560	\$	81,422	0.06		4,560
26	Housing Services Director		\$	140,602		\$	3,937	\$	140,602	0.03	L.	3,937	\$	140,602	0.03		3,937
27	Sr. Program & QA Specialist				0.00		-	\$	97,344	0.05	<u> </u>	4,867	\$	97,344	0.05		4,867
28	Director of Impact & Analytics -	A83	\$	156,045	0.02	\$	3,230	\$	156,045	0.02	Ľ.	3,230	\$	-	0.00		-
29	Director of Healthy Aging - SN3	34	\$	156,767	0.01	\$	2,116	\$	156,767	0.01	Ľ.	2,116	\$	-	0.00		-
30	Project Manager		\$	118,393	0.00		-	\$	-	0.00		-	\$	-	0.00		-
31	Sr. Director/Housing Dev & Ass		\$	164,299	0.00		-	\$	-	0.00	· ·	-	\$	-	0.00		-
35		TOTAL SALARIES				\$	335,928		,		\$	476,457				\$	471,111
36		TOTAL FTE			4.25					6.15					6.11		
37		FRINGE BENEFIT RATE					28.50%					37.00%					37.00%
38		EMPLOYEE FRINGE BENEFITS				\$	95,739				\$	176,289				\$	174,311
39		TOTAL SALARIES & BENEFITS				\$	431,667				\$	652,746				\$	645,422

	A	В	AS		AV		AY		BU		BV	$\overline{}$	BW
1	DEPARTMENT OF HOMELES	SSNESS AND SUPPORTIVE HOUSING							-				
2	APPENDIX B, BUDGET												
3	SALARY & BENEFIT DETAIL		7										
4	Document Date	4/7/2025											
5	Provider Name	Episcopal Community Services ECS - Master Lease											
7	Program F\$P Contract ID#	1000019778											
8	Budget Name	Crosby - Support Services											
9			ı	E	XTENSION YEA	R							
10					Year 7						All Years		
			Agend	CV	For HSH	7/	1/2026 -	1/	1/2021 -	7	//1/2024 -	,	1/2021 -
11			Total		Funded	6/	30/2027	_	30/2025		30/2027	6/	/30/2027
12					Program		New	(	Current	Ar	mendment	$\vdash$	New
			Annual		Adjusted	Ві	udgeted	Ві	udgeted			В	udgeted
			Time Sa		Budgeted		Salary		Salary		Change		Salary
13	POSITION TITLE		(for 1.00	FIE)	FTE		•		·				·
	Support Services Manager (SS	S) - H70	\$ 99	,768	1.00	\$	99,768	\$	341,027	\$	199,536	\$	540,563
15	Case Manager III (SS) - H95			,650	1.00	\$	86,650	\$	330,516	\$	173,300	\$	503,816
16	Case Manager III (SS) - H42		\$ 64	,519	1.00	\$	64,519	\$	209,871	\$	129,038	\$	338,909
17	Case Manager III (SS) - H63			,519	1.00	\$	64,519	\$	244,788	\$	129,038	\$	373,826
18	Case Manager III (SS) - OPEN	N H43	\$ 64	,519	1.00	\$	64,519	\$	199,808	\$	129,038	\$	328,846
19	Data Impact Analyst - H51			,332	0.06	\$	4,969	\$	20,832	\$	9,938	\$	30,770
20	Data Impact Analyst - H107			,300	0.06	\$	4,775	\$	18,989	\$	9,550	\$	28,539
21	Clinical Services Manager - H6	3	<u> </u>	,682	0.03	\$	2,753	\$	12,062	\$	5,506	\$	17,568
22	Case Manager		<u> </u>	,218	0.60	\$	36,131	\$	57,340	\$	72,262	\$	129,602
23	Housing Services Sr. Director	- H5		,926	0.05	\$	8,846	\$	48,559	\$	17,692	\$	66,251
24	Direct Support for Housing Srv	c Director - H117	<u> </u>	,764	0.17	\$	20,298	\$	82,087	\$	40,596	\$	122,683
25	Compliance Specialist - H106			,422	0.06	\$	4,560	\$	27,818	\$	9,120	\$	36,938
26	Housing Services Director			,602	0.03	\$	3,937	\$	11,811	\$	7,874	\$	19,685
27	Sr. Program & QA Specialist		<u> </u>	,344	0.05	\$	4,867	\$	4,867	\$	9,734	\$	14,601
28	Director of Impact & Analytics -	- A83	\$	-	0.00	\$	-	\$	13,368	\$	-	\$	13,368
29	Director of Healthy Aging - SN	34	\$	-	0.00	\$	-	\$	8,720	\$	-	\$	8,720
30	Project Manager		\$	-	0.00	\$	-	\$	23,851	\$	-	\$	23,851
31	Sr. Director/Housing Dev & As		\$	-	0.00	\$	-	\$	3,287	\$	-	\$	3,287
35		TOTAL SALARIES				\$	471,111	\$1	1,659,601	\$	942,222	\$ 2	2,601,823
36		TOTAL FTE			6.11								
37		FRINGE BENEFIT RATE		_			37.00%						
38		EMPLOYEE FRINGE BENEFITS				\$	174,311	\$	519,880	\$	348,622	\$	868,502
39		TOTAL SALARIES & BENEFITS				\$	645,422	\$2	2,179,481	\$	1,290,844	\$3	3,470,325

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	APPENDIX B, BUDGET	VESS AND SUFFORTIVE HOUSING							
3	OPERATING DETAIL								
4	Document Date	4/7/2025	1						
5	Provider Name	Episcopal Community Services							
6	Program	ECS - Master Lease							
7	F\$P Contract ID#	1000019778							
8	Budget Name	Crosby - Support Services							
9						1			
10				Year 1	Year 2		Year 3	Year 4	Year 5
11				1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022		7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
12				Actuals	Actuals		Actuals	Actuals	New
13	Operating Expenses			Budgeted Expense	Budgeted Expense		Budgeted Expense	Budgeted Expense	Budgeted Expense
15	Utilities (Electricity, Water, Gas, F	Phone, Garbage and Waste Mgmt.)	\$	2,760	\$ 8,840	\$	9,840	\$ 9,392	\$ 13,192
16	Office Supplies/ Furniture/ Equipr	ment	\$	1,683	\$ 3,365	\$	5,366	\$ 4,276	\$ 7,616
18	Printing and Reproduction		\$	1,791	\$ 5,290	\$	6,425	\$ 8,066	\$ 7,451
19	Insurance		\$	4,599	\$ 9,198	\$	13,327	\$ 16,524	\$ 31,627
20	Staff Training		\$	1,406	\$ 2,812	\$	2,812	\$ 5,051	\$ 5,051
23	Licenses and Fees		\$	350	\$ 700	\$	586	\$ 578	\$ 578
24	Food and Food Supplies		\$	3,605	\$ 7,210	\$	10,310	\$ 10,056	\$ 12,156
25	Program Supplies		\$	3,711	\$ 7,422	\$	3,922	\$ 8,035	\$ 9,251
26	One-Time IT Equipment and Pho	nes for New Hire						\$ 7,341	\$
49									
50	TOTAL OPERATING EXPENSES	3	\$	19,905	\$ 44,837	\$	52,588	\$ 69,319	\$ 86,922
51									
52	Other Expenses (Not Subject to I	ndirect Cost %)							
53	CODB (to be allocated)		\$	17,966					\$ -
54	One-Time Prop C Bonus Pay			\$28,139					\$ -
55	Adjustment to Actuals							\$ (34,063)	\$ -
69	TOTAL OTHER EXPENSES		\$	46,105	\$ -	\$	-	\$ (34,063)	\$ -

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1	· · ·	NESS AND SUPPORTIVE HOUSING				VV		٨٥		AH		ΛI
2	APPENDIX B, BUDGET	NESS AND SOLI ORTIVE HOOSING										
3	OPERATING DETAIL											
4	Document Date	4/7/2025	1									
5	Provider Name	Episcopal Community Services	1									
6	Program	ECS - Master Lease	1									
7	F\$P Contract ID#	1000019778	1									
8	Budget Name	Crosby - Support Services										
9			EXTE	NSION YEAR	EX	TENSION YEAR						
10				Year 6		Year 7			Α	II Years		
			7/	/1/2025 -		7/1/2026 -	1,	/1/2021 -	7/	/1/2024 -	1	/1/2021 -
11			6/	/30/2026		6/30/2027	6	/30/2025	6/	/30/2027	6	3/30/2027
12				New		New		Current	Am	nendment		New
			В	udgeted		Budgeted	В	Sudgeted			E	Budgeted
13	Operating Expenses		E	Expense		Expense	E	Expense	(	Change		Expense
15	Utilities (Electricity, Water, Gas,	Phone, Garbage and Waste Mgmt.)	\$	13,192	\$	13,192	\$	44,024	\$	26,384	\$	70,408
16	Office Supplies/ Furniture/ Equip	pment	\$	7,616	\$	7,616	\$	22,306	\$	15,232	\$	37,538
18	Printing and Reproduction		\$	7,452	\$	7,452	\$	29,023	\$	14,904	\$	43,927
19	Insurance		\$	31,627	\$	31,627	\$	75,275	\$	63,254	\$	138,529
20	Staff Training		\$	5,051	\$	5,051	\$	17,132	\$	10,102	\$	27,234
23	Licenses and Fees		\$	578	\$	578	\$	2,792	\$	1,156	\$	3,948
24	Food and Food Supplies		\$	12,156	\$	12,156	\$	43,337	\$	24,312	\$	67,649
25	Program Supplies		\$	9,252	\$	9,252	\$	32,341	\$	18,504	\$	50,845
26	One-Time IT Equipment and Pho	ones for New Hire	\$	_	\$	_	\$	7,341	\$		\$	7,341
49												
50	TOTAL OPERATING EXPENSE	S	\$	86,924	\$	86,924	\$	273,571	\$	173,848	\$	447,419
51			i i			· · · · · · · · · · · · · · · · · · ·		,	•	,		,
52	Other Expenses (Not Subject to	Indirect Cost %)										
53	CODB (to be allocated)		\$	-	\$	-	\$	17,966	\$	-	\$	17,966
54	One-Time Prop C Bonus Pay		\$	_	\$	-	\$	28,139	\$	-	\$	28,139
55	Adjustment to Actuals		\$	_	\$	_	\$	(34,063)	\$		\$	(34,063)
69	TOTAL OTHER EXPENSES		\$	_	\$	-	\$	12,042			\$	12,042

	A	В	С	D	Е
1	DEPARTMENT OF HOMELESSNESS AND SUPPOR	RTIVE HOUSI	NG		
	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE		Year	1	
4	Crosby - Support Services	FY2	5-26		
		Adjusted Budgeted	Budgeted	<u>Justification</u>	
5	Salaries & Benefits	FTE	Salary		Calculation
6	Support Services Manager (SS) - H70	1.00		Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$99,768 x 1.0 FTE
7	Case Manager III (SS) - H95	1.00	86,650	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$86,650 x 1.0 FTE
8	Case Manager III (SS) - H42	1.00	64,519	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 1.0 FTE
9	Case Manager III (SS) - H63	1.00	64,519	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 1.0 FTE
10	Case Manager III (SS) - OPEN H43	1.00	64,519	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 1.0 FTE
11	Data Impact Analyst - H51	0.06	4,969	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$77,326 x 0.06 FTE
12	Data Impact Analyst - H107	0.06	4,775	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$74,308 x 0.06 FTE
	Clinical Services Manager - H6	0.03	2,753	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	\$85,682 x 0.03 FTE
13	Case Manager	0.60	36,131	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$60,218 x 0.6 FTE

	A	В	С	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPOR	TIVE HOUS	NG	<del>-</del>	<del>-</del>
	APPENDIX B, BUDGET				
	BUDGET NARRATIVE	Fisca	l Year		
	Crosby - Support Services		5-26		
4	Crosby - Support Services	Adjusted	.0-20	L	
		Budgeted	Budgeted	<u>Justification</u>	
5	Salaries & Benefits	FTE	Salary		Calculation
	Housing Services Sr. Director - H5	0.05		Provides overall leadership, administration and supervision to ECS's ten supportive housing	\$176,933 x 0.05 FTE
15	ŭ			sites; develops proposals, negotiates and managers	
	Direct Support for Housing Srvc Director - H117	0.17	20 298	Contracts, and reports contractual outcomes and activities to funders; develops strategic and	\$121,764 x 0.17 FTE
16	Birect Support for Flousing Give Birector - TTTT7	0.17	20,230	practical relationships with community partners;	Ψ121,704 X 0.17 1 1 L
	Compliance Specialist - H106	0.06	4,560	Provides staff training on department protocols and procedures;	\$81,425 x 0.06 FTE
	Housing Services Director	0.03	3,937	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20	\$140,607 x 0.03 FTE
				supportive housing sites; develops proposals; negotiates and manages contracts; reports	
				contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic	
				situations; links individual sites to broader housing program efforts.	
18					
_	Sr. Program & QA Specialist	0.05	4 867	The primary role of the Senior Program Assistant for is the oversight of day-to-day	\$97,340 x 0.05 FTE
	or. I rogram a an openialist	0.00	4,007	operations and overall administration of ECS's Housing Services Department, including the	ψο7,040 X 0.001 TE
				management of reporting to funders, overseeing the processing of important documents	
				such as Critical Incident Reports, well-being check logs, etc. This position also supervises	
				the Program Assistant / Quality Assurance Specialist(s) assigned to the Housing Services Department.	
19				Department.	
27	TOTAL	6.11			
28	Employee Fringe Benefits	37.0%	\$ 174,311	Includes FICA, SSUI, Workers Compensation and Medical calculated at 37% of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 645,422		
30					
31					
				<u>Justification</u>	
00	Out and the at Formand		Budgeted		Calautatian
-	<u>Operating Expenses</u> Utilities (Electricity, Water, Gas, Phone, Garbage and Wast	o Mamt \	Expense	Telecommunication, including Sonic and TPX	Calculation \$1.099 x 12 months
OΤ	, , , , , , ,	e wgm.)		,	, ,
35	Office Supplies/ Furniture/ Equipment		\$ 7,616	Support Service office supplies for program staff including materials used with participants and computers.	\$635 x 12 months
	Printing and Reproduction		\$ 7,452	Leased copier	\$621 x 12 months
	Insurance			Liability and umbrella agency insurance prorated	\$2,636 x 12 months
	Staff Training		\$ 5,051	Training expenses, including meeting supplies and conference	\$421 x 12 months
	Licenses and Fees			Support Services license fees	\$48 x 12 months
43	Food and Food Supplies			Using the SF Food Bank, the food items will supplement residents' own arrangements	\$1,013 x 12 months
44	Program Supplies		\$ 9,252	Includes bus passes, program materials and snacks for resident activities	\$771 x 12 months
	TOTAL OPERATING EXPENSES		\$ 86,924	<del>-</del>	
70	Indirect Cost	14.223%	\$ 104,162		

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2	APPENDIX B, BUDG		ND SUPPORTIVE HOUS	ING							
	Document Date	4/7/2025									
3	Document Date	4/ // 2023		Duration							
4	Contract Term	Begin Date	End Date	(Years)							
5	Current Term	1/1/2021	6/30/2025	5							
6	Amended Term	1/1/2021	6/30/2027	7							
7	Provider Name	Episcor	oal Community Service	S							
8	Program	E	CS - Master Lease								
9	F\$P Contract ID#		1000019778								
10	Contract Action		Amendment								
11	Effective Date		7/1/2025								
	Budget Name	Elm - Support Se									
13		Current	New								
14	Term Budget	\$ 1,850,171		15%							
	Contingency	\$ 2,002,042	, ,								
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684								
17				,							
18					Year 1	Year 2		Year 3		Year 4	Year 5
				·	1/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2024 -
19					6/30/2021	6/30/2022	6/30/2023	6/30/2023	6/30/2023	6/30/2024	6/30/2025
20					Actuals	Actuals	Actuals	Amendment	Actuals	Actuals	New
-	Expenditures				1100000		7.000		7.000.0.0	1 1000.010	
-	Salaries & Benefits				\$ 133,279	\$ 300,687	\$ 272,673	\$ -	\$ 272,673	\$ 303,951	\$ 440,836
23	Operating Expenses				\$ 13,800	\$ 34,186	\$ 40,065	\$ -	\$ 40,065	\$ 47,783	\$ 42,396
24	Subtotal				\$ 147,079	\$ 334,873	\$ 312,738	\$ -	\$ 312,738	\$ 351,734	\$ 483,232
25	Indirect Percentage				12.00%	12.00%	12.00%		12.00%	12.00%	13.647%
	Indirect Cost (Line 2				\$ 17,649	\$ 40,187	\$ 37,529	\$ -	\$ 37,529	\$ 42,208	
27	Other Expenses (No	t Subject to Indire	ect %)		\$ 25,770	\$ -	\$ -	\$ -	\$ -	\$ (8,775)	\$ -
	Total Expenditures				\$ 190,498	\$ 375,060	\$ 350,267	\$ -	\$ 350,267	\$ 385,167	\$ 549,179
31											
	HSH Revenues									1.	
	HSH Fund				\$ 164,729		\$ 420,060		\$ 420,060		
	General Fund - Ongo	oing			\$ 11,878	\$ 12,235	\$ 91,428		\$ 91,428		\$ -
	Prop C				\$ 13,891	\$ -	A (454.001)		\$ -	\$ -	\$ -
42	One-Time Transfer	-1-			\$ -	\$ -	\$ (161,221)		\$ (161,221)		
	Adjustment to Actua  Total HSH Revenues				\$ - \$ 190,498	\$ - \$ 375,060	\$ 350,267	\$ -	\$ - \$ 350,267	\$ (8,775) \$ <b>385,167</b>	
46 57	TOTAL HOLD KEVENUE	•			۶ 190,498	ا 3/5,000 چ	پ 35U,20 <i>/</i>	-	/ 35U,20	φ 385,16/	ρ 549,1/9
58											
59	Prepared by		Tiffany Luong								
60	Phone		.487.3300 ext. 1219								
61	Email		tluong@ecs-sf.org								

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H	Α	В	C	D	V	Υ	Al	AJ	AK
	_		ND SUPPORTIVE HOUS	SING					
2	APPENDIX B, BUDG Document Date	4/7/2025							
3	Document Date	4/1/2025		Duration					
4	Contract Term	Begin Date	End Date	(Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episco	oal Community Service	es					
8	Program	Е	CS - Master Lease						
9	F\$P Contract ID#		1000019778						
10	Contract Action		Amendment						
11	Effective Date		7/1/2025						
12	Budget Name	Elm - Support Se		1					
13		Current	New						
-	Term Budget	\$ 1,850,171	\$ 2,948,529	15%					
	Contingency	\$ 2,002,042							
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7		All Years	
					7/1/2025 -	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
19					6/30/2026	6/30/2027	6/30/2025	6/30/2027	6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								•
22	Salaries & Benefits				\$ 433,619	\$ 433,619	\$ 1,451,426	\$ 867,238	\$ 2,318,664
23	Operating Expenses				\$ 42,392	\$ 42,392	\$ 178,230	\$ 84,784	\$ 263,014
	Subtotal				\$ 476,011	\$ 476,011	\$ 1,629,656	\$ 952,022	\$ 2,581,678
25	Indirect Percentage				15.371%	15.371%			
	Indirect Cost (Line 2				\$ 73,168	\$ 73,168	\$ 203,520	\$ 146,336	\$ 349,856
	Other Expenses (No	t Subject to Indire	ect %)		\$ -	\$ -	\$ 16,995		\$ 16,995
	Total Expenditures				\$ 549,179	\$ 549,179	\$ 1,850,171	\$ 1,098,358	\$ 2,948,529
31									
	HSH Revenues				ć 540.470	6 540.470	Å 2.022.533	4 000 250	A 2420.025
	HSH Fund	- i			\$ 549,179 \$ -	\$ 549,179	\$ 2,032,577 \$ 115,541		\$ 3,130,935 \$ 115,541
	General Fund - Ongo	oing			\$ -	\$ -		•	
	Prop C One-Time Transfer				\$ -	\$ -	\$ 13,891 \$ (303,063)		\$ 13,891 \$ (303,063)
	Adjustment to Actua	als			\$ -	\$ -	\$ (8,775)		\$ (8,775)
	Total HSH Revenues				\$ 549,179	\$ 549,179	\$ 1,850,171	\$ 1,098,358	\$ 2,948,529
57		-			7 575,175	1 545,115	+ 1,000,171	7 1,000,000	+ =,5+0,525
58					<b>.</b>				
59	Prepared by		Tiffany Luong						
60	Phone	415	.487.3300 ext. 1219						
61	Email		tluong@ecs-sf.org						

	A	В		2	F		1		J	М		Р	I	Q	Т		W
1	DEPARTMENT OF HOMELESSNESS	AND SUPPORTIVE HOUSING			· · · · · · · · · · · · · · · · · · ·				-					~			
2	APPENDIX B, BUDGET																
3	SALARY & BENEFIT DETAIL		-														
	Document Date	4/7/2025															
	Provider Name	Episcopal Community Services															
	Program	ECS - Master Lease	1														
	F\$P Contract ID#	1000019778															
	Budget Name	Elm - Support Services															
9					Vanu 1					Year 2					Vaar 2		
10					Year 1 For HSH	1 /1	1/2021 -			For HSH	7/	1/2021 -			Year 3 For HSH	7/	1/2022 -
1,,			Agono	/ Totals	Funded		30/2021 -	۸۵۵۱	ncy Totals	Funded		30/2022	٨٨٨	ency Totals	Funded	•	30/2023
11 12			Agency	Totals	Program		New	Agei	iley iotais	Program	0/	New	\_Bc	Liney Totals	Program	0/	New
12					Порган					<u> </u>		.,,,,					
1			Annu	-	Adjusted	Bu	dgeted		nual Full	Adjusted	Ві	udgeted		nnual Full	Adjusted	Ві	udgeted
1			Time S	,	Budgeted FTE		Salary		ne Salary	Budgeted		Salary		me Salary	Budgeted		Salary
13	POSITION TITLE		(for 1.0	JU FIE)				(TOP	1.00 FTE)	FTE			(10	r 1.00 FTE)	FTE		
14	Support Services Manager - H28			83,482	0.14	•	12,092	\$	83,482	0.46		37,984	\$	96,818		\$	20,786
15	Asst. Support Service Manager - H29			69,436	0.43	\$	30,079	\$	69,436	0.91	\$	63,187	\$	80,499	0.91	\$	73,499
16	Case Manager III, Bilingual - H30			58,529	0.45		26,338	\$	58,529	0.90	\$	52,676	\$	65,772	0.46	\$	30,186
17	Case Manager III - H65			53,776	0.23		12,116	\$	53,776	0.19	\$	10,231	\$	57,285	0.38		21,512
18	Data Impact Analyst - H51		1	63,016	0.03		2,025	\$	63,016	0.06		4,049	\$	75,014	0.06		4,820
19	Data Impact Analyst - H107			50,425	0.03		1,620	\$	50,425	0.06		3,240	\$	71,259	0.06	•	4,579
20	Clinical Services Manager - H6			78,900	0.02		1,268	\$	78,900	0.03	\$	2,535	\$	85,692	0.03	\$	2,753
21	Housing Services Sr. Director - H5		\$ 13	35,792	0.03	\$	4,403	\$	145,975	0.07	\$	10,423	\$	171,627	0.07	\$	12,254
22	Associate. Direct Support for Housing S	Services Director - HA2		94,383	0.06	\$	6,069	\$	94,383	0.17	\$	15,734	\$	118,120	0.17	\$	19,691
23	Compliance Specialist - H106		\$ (	64,999	0.03	\$	2,088	\$	64,999	0.06	\$	4,177	\$	78,883	0.10	\$	7,888
24	Housing Services Director				0.00		-			0.00		-	\$	140,606	0.06		7,874
25	Sr. Program & QA Specialist				0.00	\$	-			0.00	\$	-			0.00	\$	-
26	Director of Impact & Analytics - A88			16,640	0.01	\$	1,207	\$	127,433	0.02	\$	2,638	\$	147,958	0.02	\$	3,063
27	Director of Healthy Aging - SN34			20,235			812	\$	120,235	0.01	\$	1,623	\$	152,077	0.01	\$	2,053
28	Project Manager			84,296	0.08		6,335	\$	105,076	0.17		17,516			0.00		-
29	Director/Housing Dev & Asset Mgmt.		\$ 14	44,196	0.01		1,038	\$	140,538	0.02		2,249			0.00		-
35		TOTAL SALARIES				\$	107,490				\$	228,262				\$	210,958
36		TOTAL FTE			1.56					3.14					2.55		
37		FRINGE BENEFIT RATE					23.99%					31.73%					29.25%
38		EMPLOYEE FRINGE BENEFITS				\$	25,789				\$	72,425				\$	61,715
39		TOTAL SALARIES & BENEFITS				\$	133,279				\$	300,687				\$	272,673

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1	DEPARTMENT OF HOMELESSNESS AT	ND SUPPORTIVE HOUSING	<u> </u>	,	, , ,	<u> </u>	,	-	,	7	7.11.		, <u></u>	7.10		7.11.
2	APPENDIX B, BUDGET															
3	SALARY & BENEFIT DETAIL		_													
4		1/7/2025														
		piscopal Community Services	_													
		ECS - Master Lease														
		1000019778														
	Budget Name E	Elm - Support Services												EVERNOLON VE		
9					Year 4					Year 5				Year 6	AK	
10					For HSH	7	/1/2023 -			For HSH	7/1/2024 -			For HSH	7/1	1/2025 -
11			Δσο	ency Totals	Funded		/30/2023 -	Δσο	ency Totals	Funded	6/30/2025	Δσοι	ncy Totals	Funded	•	30/2026
12			Ago	incy rotals	Program		New	Age	cricy rotals	Program	New	Agei	icy rotais	Program		New
12									1 = 11				1 = "			
				nnual Full	Adjusted	E	Budgeted		nnual Full	Adjusted	D 1 1 16 1		nual Full	Adjusted	<b>D</b> 1	
				me Salary	Budgeted FTE		Salary		me Salary	Budgeted	Budgeted Salary		ne Salary	Budgeted	Buage	eted Salary
13	POSITION TITLE		(101)	r 1.00 FTE)				(TOI	r 1.00 FTE)	FTE		(TOT	1.00 FTE)	FTE		
14	Support Services Manager - H28		\$	102,800	0.46	\$	47,400	\$	102,800	0.50	\$ 51,400	\$	102,800	0.50	\$	51,400
15	Asst. Support Service Manager - H29		\$	87,795	0.92	\$	80,795	\$	87,795	1.00	\$ 87,795	\$	87,795	1.00		87,795
16	Case Manager III, Bilingual - H30		\$	64,519	0.34	\$	22,190	\$	64,519	0.94	\$ 60,648	\$	64,519	0.94	•	60,648
17	Case Manager III - H65		\$	66,398	0.20	\$	13,414	\$	66,398	0.94	\$ 62,414	\$	66,398	0.94		62,414
18	Data Impact Analyst - H51		\$	77,322	0.06	\$	4,969	\$	77,322	0.06	· ,	\$	77,322	0.06		4,969
19	Data Impact Analyst - H107		\$	74,300	0.06	\$	4,775	\$	74,300	0.06		\$	74,300	0.06		4,775
20	Clinical Services Manager - H6		\$	85,692	0.03	\$	2,753	\$	85,692	0.03	. ,	\$	85,692	0.03		2,753
21	Housing Services Sr. Director - H5		\$	176,926	0.07	'	12,633	\$	176,926	0.05	· /	\$	176,926	0.05	· .	8,846
22	Associate. Direct Support for Housing Se	rvices Director - HA2	\$	121,764	0.17	\$	20,298	\$	121,764	0.17	\$ 20,298	\$	121,764	0.17	-	20,298
23	Compliance Specialist - H106		\$	81,422	0.06	\$	5,232	\$	81,422	0.06	\$ 4,560	\$	81,422	0.06		4,560
24	Housing Services Director		\$	140,602	0.06	\$	7,874	\$	140,602	0.06	\$ 7,874	\$	140,602	0.06	\$	7,874
25	Sr. Program & QA Specialist				0.00	\$	-	\$	97,344	0.05	, , , , ,	\$	97,344	0.05		4,867
26	Director of Impact & Analytics - A88		\$	156,045	0.02	\$	3,230	\$	156,045	0.02	\$ 3,230	<u> </u>	-	0.00		-
27	Director of Healthy Aging - SN34		\$	156,767	0.01	\$	2,116	\$	156,767	0.01	\$ 2,116	<u> </u>	-	0.00	\$	-
28	Project Manager				0.00		-	\$	-	0.00	·	\$	-	0.00	•	-
29	Director/Housing Dev & Asset Mgmt.				0.00		-	\$	-	0.00	\$ -	\$	-	0.00		-
35		TOTAL SALARIES				\$	227,679				\$ 326,545				\$	321,199
36		TOTAL FTE			2.48					3.95				3.92		
37		FRINGE BENEFIT RATE					33.50%				35.00%					35.00%
38		EMPLOYEE FRINGE BENEFITS				\$	76,272				\$ 114,291				\$	112,420
39		TOTAL SALARIES & BENEFITS				\$	303,951				\$ 440,836				\$	433,619

	A	В		AS	AV		AY		BU		BV		BW
1	DEPARTMENT OF HOMELESSNESS	AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET												
3	SALARY & BENEFIT DETAIL		1										
4	Document Date	4/7/2025											
_	Provider Name	Episcopal Community Services											
6	Program	ECS - Master Lease											
7	F\$P Contract ID#	1000019778											
8	Budget Name	Elm - Support Services			EXTENSION YE	· A D							
10					Year 7	AN					All Years		
10					For HSH		7/1/2026 -	1	1/1/2021 -		7/1/2024 -	1	/1/2021 -
11			Age	ency Totals	Funded		6/30/2027		5/30/2025		6/30/2027		/30/2027
12			0-	,	Program		New	Ì	Current	_	mendment		New
			Λ	nual Full									
				nnual Full me Salary	Adjusted Budgeted	D	dgeted Salary	D	lgeted Salary		Change	Dive	gotod Calami
				1.00 FTE)	FTE	but	ugeteu Salary	Бис	igeteu Salary		Change	ьии	geted Salary
13	POSITION TITLE			Í									
14	Support Services Manager - H28		\$	102,800	0.50	\$	51,400	\$	169,662	\$	102,800	\$	272,462
15	Asst. Support Service Manager - H29		\$	87,795	1.00		87,795	\$	335,355	\$	175,590	\$	510,945
16	Case Manager III, Bilingual - H30		\$	64,519	0.94	\$	60,648	\$	192,038	\$	121,296	\$	313,334
17	Case Manager III - H65		\$	66,398	0.94	\$	62,414	\$	119,687	\$	124,828	\$	244,515
18	Data Impact Analyst - H51		\$	77,322	0.06		4,969	\$	20,832	\$	9,938	\$	30,770
19	Data Impact Analyst - H107		\$	74,300	0.06	\$	4,775	\$	18,989	\$	9,550	\$	28,539
20	Clinical Services Manager - H6		\$	85,692	0.03	\$	2,753	\$	12,062	\$	5,506	\$	17,568
	Housing Services Sr. Director - H5		\$	176,926	0.05	\$	8,846	\$	48,559	\$	17,692	\$	66,251
22	Associate. Direct Support for Housing S	Services Director - HA2	\$	121,764	0.17		20,298	\$	82,090	\$	40,596	\$	122,686
23	Compliance Specialist - H106		\$	81,422	0.06		4,560	\$	23,945	\$	9,120	\$	33,065
24	Housing Services Director		\$	140,602	0.06		7,874	\$	23,622	\$	15,748	\$	39,370
25	Sr. Program & QA Specialist		\$	97,344	0.05	-	4,867	\$	4,867	\$	9,734	\$	14,601
26	Director of Impact & Analytics - A88		\$	-	0.00	<u>'</u>	-	\$	13,368	\$	-	\$	13,368
27	Director of Healthy Aging - SN34		\$	-	0.00	<u>'</u>	-	\$		\$	-	\$	8,720
28	Project Manager		\$	-	0.00	<u>'</u>	-	\$	23,851	\$	-	\$	23,851
29	Director/Housing Dev & Asset Mgmt.		\$	-	0.00	\$	-	\$	3,287	\$	-	\$	3,287
35		TOTAL SALARIES				\$	321,199	\$	1,100,934	\$	642,398	\$	1,743,332
36		TOTAL FTE			3.92								
37		FRINGE BENEFIT RATE					35.00%						
38		EMPLOYEE FRINGE BENEFITS				\$	112,420	\$	350,492	-	224,840	\$	575,332
39		TOTAL SALARIES & BENEFITS				\$	433,619	\$	1,451,426	\$	867,238	\$	2,318,664

	A	В	E	Н	K	N	Q
1	DEPARTMENT OF HOMELE	SSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL		_				
4	Document Date	4/7/2025					
5	Provider Name	Episcopal Community Services					
6	Program	ECS - Master Lease					
7	F\$P Contract ID#	1000019778					
8	<b>Budget Name</b>	Elm - Support Services					
9							
10			Year 1	Year 2	Year 3	Year 4	Year 5
11			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
12			Actuals	Actuals	Actuals	Actuals	New
13	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
15	Utilities (Electricity, Water, Ga	as, Phone, Garbage and Waste Mgmt.)	\$ 2,760	\$ 8,840	\$ 9,840	\$ 9,878	\$ 8,000
16	Office Supplies/ Furniture/ Eq	uipment	\$ 950	\$ 3,640	\$ 5,918	\$ 6,359	\$ 5,000
18	Printing and Reproduction		\$ 1,247	\$ 4,020	\$ 3,020	\$ 2,500	\$ 2,500
19	Insurance		\$ 3,200	\$ 6,400	\$ 9,000	\$ 11,245	\$ 15,548
20	Staff Training		\$ 738	\$ 1,476	\$ 3,477	\$ 2,000	\$ 3,000
23	Licenses and Fees		\$ 230	\$ 460	\$ 460	\$ 250	\$ 250
24	Food and Food Supplies		\$ 3,125	\$ 6,250	\$ 5,250	\$ 6,700	\$ 4,000
25	Program Supplies		\$ 1,550	\$ 3,100	\$ 3,100	\$ 5,710	\$ 4,098
26	One-Time IT Equipment and I	Phones for New Hire				\$ 3,141	
49							
50		SES	\$ 13,800	\$ 34,186	\$ 40,065	\$ 47,783	\$ 42,396
51							
52	Other Expenses (Not Subject	to Indirect Cost %)					
53	CODB (to be allocated)		\$ 11,879				
54	One-Time Prop C Bonus Pay		\$ 13,891				
55	Adjustment to Actuals					\$ (8,775)	
69	TOTAL OTHER EXPENSES		\$ 25,770	\$ -	\$ -	\$ (8,775)	\$ -

	А	В	I	T		W		AG		АН		Al
1	DEPARTMENT OF HOMELES	SSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET											
3	OPERATING DETAIL		_									
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
8	Budget Name	Elm - Support Services										
9			EXTEN	ISION YEAR	EXT	TENSION YEAR						
10			Y	ear 6		Year 7			P	All Years		
11				1/2025 - 30/2026		7/1/2026 - 6/30/2027	.,	/1/2021 - /30/2025		7/1/2024 - 5/30/2027		/1/2021 - //30/2027
12				New		New		Current		nendment		New
				ıdgeted		Budgeted		udgeted			F	Budgeted
13	Operating Expenses			xpense		Expense		Expense	(	Change		Expense
15	Utilities (Electricity, Water, Ga	s, Phone, Garbage and Waste Mgmt.)	\$	8,000	\$	8,000	\$	39,318	\$	16,000	\$	55,318
16	Office Supplies/ Furniture/ Equ	uipment	\$	5,000	\$	5,000	\$	21,867	\$	10,000	\$	31,867
18	Printing and Reproduction		\$	2,500	\$	2,500	\$	13,287	\$	5,000	\$	18,287
19	Insurance		\$	15,544	\$	15,544	\$	45,393	\$	31,088	\$	76,481
20	Staff Training		\$	3,000	\$	3,000	\$	10,691	\$	6,000	\$	16,691
23	Licenses and Fees		\$	250	\$	250	\$	1,650	\$	500	\$	2,150
24	Food and Food Supplies		\$	4,000	\$	4,000	\$	25,325	\$	8,000	\$	33,325
25	Program Supplies		\$	4,098	\$	4,098	\$	17,558	\$	8,196	\$	25,754
26	One-Time IT Equipment and F	Phones for New Hire					\$	3,141	\$		\$	3,141
49				·								
50	TOTAL OPERATING EXPENS	SES	\$	42,392	\$	42,392	\$	178,230	\$	84,784	\$	263,014
51												
52	Other Expenses (Not Subject	to Indirect Cost %)										
53	CODB (to be allocated)						\$	11,879	\$	-	\$	11,879
54	One-Time Prop C Bonus Pay			-			\$	13,891	\$	-	\$	13,891
55	Adjustment to Actuals						\$	(8,775)	\$	-	\$	(8,775)
69	TOTAL OTHER EXPENSES		\$	-	\$		\$	16,995	\$	-	\$	16,995

	A	В	С	D	Е
1	DEPARTMENT OF HOMELESSNESS AND SUPPORT	IVE HOUSING			
_	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE	Fiscal	Year	1	
4	Elm - Support Services	FY25	5-26		
		<u>Adjusted</u>	Decidents		
5	Salaries & Benefits	Budgeted FTE	Budgeted Salary	<u>Justification</u>	Calculation
6	Support Services Manager - H28	0.50		Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$102,800 x 0.5 FTE
7	Asst. Support Service Manager - H29	1.00	87,795	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$87,795 x 1 FTE
8	Case Manager III, Bilingual - H30	0.94	60,648	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 0.94 FTE
9	Case Manager III - H65	0.94	62,414	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$66,398 x 0.94 FTE
10	Data Impact Analyst - H51	0.06	4,969	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$77,326 x 0.06 FTE
	Data Impact Analyst - H107	0.06	4,775	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$74,308 x 0.06 FTE
11	Clinical Services Manager - H6	0.03	2,753	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	\$85,682 x 0.03 FTE
13	Housing Services Sr. Director - H5	0.05	8,846	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and managers.	\$171,917 x 0.05 FTE
14	Associate. Direct Support for Housing Services Director - H/	0.17	20,298	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners.	\$118,312 x 0.17 FTE
	Compliance Specialist - H106 Housing Services Director	0.06 0.06		Provides staff training on department protocols and procedures.  To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$79,015 x 0.06 FTE \$140,602 x 0.06 FTE
16	Sr. Program & QA Specialist	0.05	4,867	The primary role of the Senior Program Assistant for is the oversight of day-to-day operations and overall administration of ECS's Housing Services Department, including the management of reporting to funders, overseeing the processing of important documents such as Critical Incident Reports, well-being check logs, etc. This position also supervises the Program Assistant / Quality Assurance Specialist(s) assigned to the Housing Services Department.	\$97,340 x 0.05 FTE
27	TOTAL	3.92	\$ 321,199		
28	Employee Fringe Benefits	35.0%	\$ 112,420	Includes FICA, SSUI, Workers Compensation and Medical calculated at 35% of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 433,619		

	A	В	С	D	Е
1	DEPARTMENT OF HOMELESSNESS AND SUPPOR	TIVE HOUSING	G		
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE	Fisc	al Year	_	
4	Elm - Support Services	FY	25-26		
30		•		'	
30 31					
			<u>Budgeted</u>		
32	Operating Expenses		Expense	<u>Justification</u>	<u>Calculation</u>
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste	e Mgmt.)	\$ 8,000	Telecommunication, including Sonic and TPX	\$667 x 12 months
	Office Supplies/ Furniture/ Equipment		\$ 5,000	Support Service office supplies for program staff including materials used with participants	\$417 x 12 months
35				and computers	
37	Printing and Reproduction		\$ 2,500	Leased copier	\$208 x 12 months
38	Insurance		\$ 15,544	Liability and umbrella agency insurance prorated.	\$1,296 x 12 months
39	Staff Training		\$ 3,000	Training expenses, including meeting supplies and conference.	\$250 x 12 months
42	Licenses and Fees		\$ 250	Support Services licenses fee.	\$21 x 12 months
	Food and Food Supplies		\$ 4,000	Using the SF Food Bank, the food items will supplement residents' own arrangements.	\$333 x 12 months
43					
44	Program Supplies		\$ 4,098	Includes bus passes, program materials and snacks for resident activities.	\$342 x 12 months
69	TOTAL OPERATING EXPENSES		\$ 42,392		
70	Indirect Cost	15.371%	\$ 73,168		

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	DEPARTMENT OF H		ND SUPPORTIVE H	OUSING							
2	APPENDIX B, BUDG		т								
3	Document Date	4/7/2025		Duration							
4	Contract Term	Begin Date	End Date	(Years)							
-	Current Term	1/1/2021	6/30/2025	5							
-	Amended Term	1/1/2021	6/30/2027	7							
7	Provider Name	Episcon	oal Community Ser	vices							
8	Program		CS - Master Lease								
	F\$P Contract ID#		1000019778								
10	Contract Action		Amendment								
11	Effective Date		7/1/2025								
12	Budget Name	Hillsdale - Suppo	ort Services								
13		Current	New								
14	Term Budget	\$ 1,777,889	\$ 2,796,701	15%							
15	Contingency	\$ 2,002,042	\$ 3,871,620	15%							
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684								
17				_							
18					Year 1	Year 2		Year 3		Year 4	Year 5
					1/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2024 -
40					6/30/2021	6/30/2022	6/30/2023	6/30/2023	6/30/2023	6/30/2024	6/30/2025
19 20					Actuals	Actuals	Actuals	Amendment	Actuals	Actuals	New
	Expenditures				7101015	riccadis	rteedals	7 tillellallielle	recuals	7101013	11000
	Salaries & Benefits				\$ 126,633	\$ 262,465	\$ 287,793	Ś -	\$ 287,793	\$ 327,268	\$ 398,127
23	Operating Expenses				\$ 9,739	\$ 39,227	\$ 42,066	\$ -	\$ 42,066	\$ 45,036	\$ 49,805
24	Subtotal				\$ 136,372	\$ 301,692	\$ 329,859	\$ -	\$ 329,859	\$ 372,304	\$ 447,932
25	Indirect Percentage				12.00%	12.00%	12.00%		12.00%	12.00%	13.724%
26	Indirect Cost (Line 2	4 X Line 25)			\$ 16,365	\$ 36,201	\$ 39,583	\$ -	\$ 39,583	\$ 44,677	\$ 61,474
27	Other Expenses (No	t Subject to Indire	ect %)		\$ 31,300	\$ -	\$ -	\$ -	\$ -	\$ (39,870)	\$ -
30	<b>Total Expenditures</b>				\$ 184,037	\$ 337,893	\$ 369,442	\$ -	\$ 369,442	\$ 377,111	\$ 509,406
31											
32	HSH Revenues										
	HSH Fund				\$ 152,737	\$ 326,566			\$ 388,893		\$ 509,406
	General Fund - Ong	oing			\$ 10,997	\$ 11,327	\$ 85,552		\$ 85,552	\$ -	\$ -
-	Prop C				\$ 20,303	\$ -			\$ -	\$ -	\$ -
_	One-Time Transfer				\$ -	\$ -	\$ (105,003)		\$ (105,003)		
	Adjustment to Actu				\$ -	\$ -			\$ -	\$ (39,870)	
46 57	Total HSH Revenue	S			\$ 184,037	\$ 337,893	\$ 369,442	\$ -	\$ 369,442	\$ 377,111	\$ 509,406
58											
	Prepared by		Tiffany Luong								
59	Prepared by Phone	415	Tiffany Luong	9							

	Α	В	С	D	V	Y	Al	AJ	AK
1	DEPARTMENT OF H		ND SUPPORTIVE H	HOUSING					
2	APPENDIX B, BUDG		7						
3	Document Date	4/7/2025			7				
١.	<del>-</del>			Duration					
4	Contract Term	Begin Date	End Date	(Years)	1				
5	Current Term	1/1/2021	6/30/2025	5	1				
6	Amended Term	1/1/2021	6/30/2027	. 7	1				
7	Provider Name		oal Community Se		_				
	Program	E E	CS - Master Lease		_				
9	F\$P Contract ID#		1000019778		_				
10	Contract Action		Amendment 7/1/2025		_				
11	Effective Date	LUMBALL COMM							
12 13	Budget Name	Hillsdale - Suppo Current	New	l					
14	Term Budget	\$ 1,777,889	\$ 2,796,701						
15		\$ 2,002,042	\$ 3,871,620	15%					
	Not-To-Exceed	\$ 47,159,399	<del>                                     </del>	-					
16	NOL-10-Exceed	\$ 47,159,599	\$ 72,297,684		_				
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7		All Years	
					7/1/2025 -	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
1									
10					6/30/2026	6/30/2027	6/30/2025	6/30/2027	6/30/2027
19 20	-								
20	Expenditures				6/30/2026 New	6/30/2027 <b>New</b>	6/30/2025 Current	6/30/2027  Amendment	6/30/2027 New
20 21	Expenditures Salaries & Benefits				New	New	Current	Amendment	New
20 21 22	Salaries & Benefits				New \$ 391,124	<b>New</b> \$ 391,124	\$ 1,402,286	<b>Amendment</b> \$ 782,248	<b>New</b> \$ 2,184,534
20 21	Salaries & Benefits Operating Expenses				\$ 391,124 \$ 49,802	\$ 391,124 \$ 49,802	\$ 1,402,286 \$ 185,873	\$ 782,248 \$ 99,604	\$ 2,184,534 \$ 285,477
20 21 22 23	Salaries & Benefits Operating Expenses Subtotal				\$ 391,124 \$ 49,802	\$ 391,124 \$ 49,802	\$ 1,402,286 \$ 185,873	\$ 782,248 \$ 99,604	\$ 2,184,534 \$ 285,477
20 21 22 23 24	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage				\$ 391,124 \$ 49,802 \$ 440,926	\$ 391,124 \$ 49,802 \$ 440,926 15.531%	\$ 1,402,286 \$ 185,873 \$ 1,588,159	\$ 782,248 \$ 99,604	\$ 2,184,534 \$ 285,477 \$ 2,470,011
20 21 22 23 24 25	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2	4 X Line 25)	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531%	\$ 391,124 \$ 49,802 \$ 440,926 15.531%	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260
20 21 22 23 24 25 26	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage	4 X Line 25)	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260
20 21 22 23 24 25 26 27	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No	4 X Line 25)	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ -	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ -	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570)	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570)
20 21 22 23 24 25 26 27 30 31	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No	4 X Line 25)	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ -	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ -	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570)	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570)
20 21 22 23 24 25 26 27 30 31	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures	4 X Line 25)	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ -	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570)
20 21 22 23 24 25 26 27 30 31	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues	4 X Line 25) t Subject to Indire	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) <b>\$ 1,777,889</b> \$ 1,874,583 \$ 107,876	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ 1,018,812	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) \$ 2,796,701 \$ 2,893,395 \$ 107,876
20 21 22 23 24 25 26 27 30 31 32 33	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues HSH Fund	4 X Line 25) t Subject to Indire	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ -	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ 509,406	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889 \$ 1,874,583 \$ 107,876 \$ 20,303	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ 1,018,812	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) \$ 2,796,701 \$ 2,893,395 \$ 107,876 \$ 20,303
20 21 22 23 24 25 26 27 30 31 32 33	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues HSH Fund General Fund - Ongo	4 X Line 25) t Subject to Indire	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ 5,406	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889 \$ 1,874,583 \$ 107,876 \$ 20,303 \$ (185,003)	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ 1,018,812 \$ - \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) \$ 2,796,701 \$ 2,893,395 \$ 107,876 \$ 20,303 \$ (185,003)
20 21 22 23 24 25 26 27 30 31 32 33 36	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues HSH Fund General Fund - Ongo	4 X Line 25) t Subject to Indire	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ 5,509,406 \$ - \$ - \$ -	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ - \$ - \$ -	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889 \$ 1,874,583 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ - \$ - \$ - \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) \$ 2,796,701 \$ 2,893,395 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)
20 21 22 23 24 25 26 27 30 31 32 33 36 39 42 43	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer	4 X Line 25) t Subject to Indire oing	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ 5,406	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ 5,406	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889 \$ 1,874,583 \$ 107,876 \$ 20,303 \$ (185,003)	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ 1,018,812 \$ - \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) \$ 2,796,701 \$ 2,893,395 \$ 107,876 \$ 20,303 \$ (185,003)
20 21 22 23 24 25 26 27 30 31 32 33 36 39 42 43	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actual	4 X Line 25) t Subject to Indire oing	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ 5,509,406 \$ - \$ - \$ -	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ - \$ - \$ -	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889 \$ 1,874,583 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ - \$ - \$ - \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) \$ 2,796,701 \$ 2,893,395 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)
20 21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57 58	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actuate Total HSH Revenues	4 X Line 25) t Subject to Indire oing			\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ 5,509,406 \$ - \$ - \$ -	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ - \$ - \$ -	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889 \$ 1,874,583 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ - \$ - \$ - \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) \$ 2,796,701 \$ 2,893,395 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)
20 21 22 23 24 25 26 27 30 31 32 33 36 42 43 45 57 58	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actus Total HSH Revenues  Prepared by	4 X Line 25) t Subject to Indire	Tiffany Luong		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ 5,509,406 \$ - \$ - \$ -	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ - \$ - \$ -	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889 \$ 1,874,583 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ - \$ - \$ - \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) \$ 2,796,701 \$ 2,893,395 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)
20 21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57 58	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actuate Total HSH Revenues	4 X Line 25) t Subject to Indire		19	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ 5,509,406 \$ - \$ - \$ -	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ - \$ - \$ -	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889 \$ 1,874,583 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ - \$ - \$ - \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) \$ 2,796,701 \$ 2,893,395 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)

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1	DEPARTMENT OF HOMELESSNESS AND S			Ū	•				, ,	141				ų į			
2	APPENDIX B, BUDGET																
3	SALARY & BENEFIT DETAIL		_														
4	Document Date	4/7/2025															
5	Provider Name	Episcopal Community Services															
	Program	ECS - Master Lease															
	F\$P Contract ID#	1000019778															
8	Budget Name	Hillsdale - Support Services															
9																	
10					Year 1					Year 2					Year 3		
				Agency	For HSH		/1/2021 -	1	Agency	For HSH	7/1	/2021 -		Agency	For HSH		1/2022 -
11				Totals	Funded	6,	/30/2021		Totals	Funded	6/3	0/2022		Totals	Funded	6/	30/2023
12					Program		New			Program		New			Program		New
			۸r	nnual Full	Adjusted			Λn	nual Full	Adjusted			۸r	nnual Full	Adjusted		
				me Salary	Budgeted	В	Budgeted		ne Salary	Budgeted	Bu	dgeted		me Salary	Budgeted	Ві	udgeted
				r 1.00 FTE)	FTE		Salary		1.00 FTE)	FTE	S	alary		r 1.00 FTE)	FTE		Salary
13	POSITION TITLE		(101	1.001112)	112			(101	1.001112)	112			(101	1.001112)	112		
14	Support Services Manager - H34		\$	85,344	0.46	\$	19,416	\$	85,344	0.46	\$	38,832	\$	95,756	0.46	\$	43,569
15	Case Manager III (Masters) - H37		\$	64,620	0.91	\$	19,402	\$	64,620	0.91	\$	58,804	\$	81,728	0.90	\$	73,728
16	Case Manager III - H35		\$	63,537	0.90	\$	28,620	\$	63,537	0.90	\$	41,539	\$	62,640	0.81	\$	50,843
17	Data Impact Analyst - H51		\$	63,016	0.06	\$	2,025	\$	63,016	0.06	\$	4,049	\$	75,014	0.06	\$	4,820
18	Data Impact Analyst - H107		\$	50,425	0.06	\$	1,620	\$	50,425	0.06	\$	3,240	\$	71,259	0.06	\$	4,579
19	Clinical Services Manager - H6		\$	78,900	0.03	_	1,268	\$	78,900	0.03	\$	2,535	\$	85,692	0.03	\$	2,753
20	Housing Services Sr. Director - H5		\$	135,792	0.06	\$	4,403	\$	145,975	0.07	\$	10,423	\$	171,627	0.05	\$	8,336
21	Direct Support for Housing Services Director -	H88	\$	94,332	0.13		6,066	\$	94,383	0.17	\$	15,734	\$	118,120	0.17	\$	19,691
22	Compliance Specialist - H106		\$	64,999	0.06		2,088	\$	64,999	0.06	\$	4,177	\$	78,883	0.11	\$	8,362
23	Housing Services Director				0.00	\$	-			0.00	\$	-	\$	140,602	0.06	\$	7,874
24	Case Manager II - H200				0.00	\$	-			0.00	\$	-	\$	58,464	0.00	\$	-
25	Sr. Program & QA Specialist				0.00	\$	-			0.00	\$	-			0.00	\$	-
26	Director of Impact & Analytics - A88		\$	116,640	0.02	\$	1,207	\$	127,433	0.02	\$	2,638	\$	147,958	0.02	\$	3,063
27	Director of Healthy Aging - SN34		\$	120,235	0.01	\$	812	\$	120,235	0.01	\$	1,623	\$	152,077	0.01	\$	2,053
28	Project Manager		\$	84,296	0.15	\$	6,335	\$	105,076	0.17	\$	17,516			0.00	\$	-
29	Sr. Director/Housing Dev & Asset Mgmt.		\$	144,196	0.01	\$	1,038	\$	140,538	0.02	\$	2,249			0.00	\$	-
35		TOTAL SALARIES				\$	94,300				\$	203,359				\$	229,671
36		TOTAL FTE			2.88					2.95					2.74		
37		FRINGE BENEFIT RATE					34.29%					29.07%					25.31%
38		EMPLOYEE FRINGE BENEFITS				\$	32,333				\$	59,106				\$	58,122
39		TOTAL SALARIES & BENEFITS				\$	126,633				\$	262,465				\$	287,793

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1	DEPARTMENT OF HOMELESSNESS AND S			Λ	701		/\D		/ \_	7.11.1		741		/ \L	710		7111
2	APPENDIX B. BUDGET																
3	SALARY & BENEFIT DETAIL																
4	Document Date	4/7/2025															
5	Provider Name	Episcopal Community Services															
	· ·	ECS - Master Lease															
7	F\$P Contract ID#	1000019778															
8	Budget Name	Hillsdale - Support Services															
9													1	E)	CTENSION YEA	AR	
10					Year 4					Year 5					Year 6		
				Agency	For HSH		1/2023 -		Agency	For HSH		/2024 -	١.	Agency	For HSH		1/2025 -
11				Totals	Funded	6/	/30/2024	_	Totals	Funded		0/2025		Totals	Funded	6/	/30/2026
12					Program		New			Program		New			Program		New
			Ar	nnual Full	Adjusted			Ar	nnual Full	Adjusted			Ar	nnual Full	Adjusted		
				me Salary	Budgeted		udgeted		me Salary	Budgeted		dgeted		me Salary	Budgeted		udgeted
				1.00 FTE)	FTE		Salary		r 1.00 FTE)	FTE	S	alary		r 1.00 FTE)	FTE		Salary
13	POSITION TITLE			,				<u>`</u>	,				<u> </u>	ĺ			
14	Support Services Manager - H34		\$	98,708	0.50	\$	49,354	\$	98,708	0.50	\$	49,354	\$	98,708	0.50	\$	49,354
15	Case Manager III (Masters) - H37		\$	84,237	0.92	\$	77,552	\$	84,237	0.98	\$	82,552	\$	84,237	0.98	\$	82,552
16	Case Manager III - H35		\$	61,972	0.88		54,733	_	61,972	0.98	•	60,733	\$	61,972	0.98	_	60,733
17	Data Impact Analyst - H51		\$	75,143	0.06		4,829	\$	75,143	0.06		4,829	\$	75,143	0.06	\$	4,829
	Data Impact Analyst - H107		\$	72,197	0.06		4,639	\$	72,197	0.06	\$	4,639	\$	72,197	0.06		4,639
19	Clinical Services Manager - H6		\$	85,682	0.03		2,753	\$	85,682	0.03	\$	2,753	\$	85,682	0.03		2,753
20	Housing Services Sr. Director - H5		\$	176,926	0.07		12,633	\$	176,926	0.05	\$	8,846	\$	176,926	0.05		8,846
21	Direct Support for Housing Services Director -	H88	\$	121,764		\$	20,298	\$	121,764	0.17	\$	20,298	\$	121,764	0.17	\$	20,298
22	Compliance Specialist - H106		\$	81,422	0.11	\$	8,631	\$	81,422	0.06	\$	4,527	\$	81,422	0.06	\$	4,527
23	Housing Services Director		\$	140,602	0.06	\$	7,874	\$	140,602	0.06	\$	7,874	\$	140,602	0.06	\$	7,874
24	Case Manager II - H200		\$	60,218	0.12	\$	7,296	\$	60,218	0.79	\$	47,296	\$	60,218	0.79	\$	47,296
25	Sr. Program & QA Specialist				0.00	\$	-	\$	97,344	0.05	\$	4,867	\$	97,344	0.05		4,867
26	Director of Impact & Analytics - A88		\$	156,045	0.02	\$	3,230	\$	156,045	0.02	\$		\$	-	0.00	<u> </u>	-
27	Director of Healthy Aging - SN34		\$	156,767	0.01	\$	2,116	\$	156,767	0.01	\$	2,116	\$	-	0.00	\$	-
28	Project Manager				0.00	\$	-	\$	-	0.00	\$	-	\$	-	0.00	\$	-
29	Sr. Director/Housing Dev & Asset Mgmt.				0.00	\$	-	\$	-	0.00	\$	-	\$	-	0.00	\$	-
35		TOTAL SALARIES				\$	255,938		<u>-</u>		\$	303,914				\$	298,568
36		TOTAL FTE			3.02					3.82					3.78		
37		FRINGE BENEFIT RATE					27.87%			_		31.00%					31.00%
38		EMPLOYEE FRINGE BENEFITS				\$	71,330				\$	94,213				\$	92,556
39		TOTAL SALARIES & BENEFITS				\$	327,268				\$	398,127				\$	391,124

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1	DEPARTMENT OF HOMELESSNESS AND S	<u> </u>		7.0	7.17	7.1.		50				5
2	APPENDIX B, BUDGET											
3	SALARY & BENEFIT DETAIL											
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
8	Budget Name	Hillsdale - Support Services										
9				E	XTENSION YE	AR						
10					Year 7					All Years		
					For HSH	7/1/2026 -		1/1/2021 -		7/1/2024 -		./1/2021 -
11			Age	ency Totals		6/30/2027	(	5/30/2025	_	6/30/2027	6	5/30/2027
12					Program	New		Current	Α	mendment	<u> </u>	New
			Δr	nnual Full	Adjusted							
				me Salary	Budgeted	Budgeted		Budgeted		Change	'	Budgeted
				r 1.00 FTE)	FTE	Salary		Salary		change		Salary
13	POSITION TITLE		(	. 1.00 12,								
14	Support Services Manager - H34		\$	98,708	0.50	\$ 49,354	\$	200,524	\$	98,708	\$	299,232
15	Case Manager III (Masters) - H37		\$	84,237	0.98	\$ 82,552	\$	312,039	\$	165,104	\$	477,143
16	Case Manager III - H35		\$	61,972	0.98	\$ 60,733	\$	236,468	\$	121,466	\$	357,934
17	Data Impact Analyst - H51		\$	75,143	0.06	\$ 4,829	\$	20,553	\$	9,658	\$	30,211
18	Data Impact Analyst - H107		\$	72,197	0.06			18,718	\$	9,278	\$	27,996
19	Clinical Services Manager - H6		\$	85,682	0.03	\$ 2,753	\$	12,062	\$	5,506	\$	17,568
20	Housing Services Sr. Director - H5		\$	176,926	0.05	\$ 8,846	\$	44,641	\$	17,692	\$	62,333
21	Direct Support for Housing Services Director -	H88	\$	121,764	0.17	\$ 20,298	\$	82,086	\$	40,596	\$	122,682
22	Compliance Specialist - H106		\$	81,422	0.06	\$ 4,527	\$	27,785	\$	9,054	\$	36,839
23	Housing Services Director		\$	140,602	0.06		\$	23,622	\$	15,748	\$	39,370
24	Case Manager II - H200		\$	60,218		, , , , , ,	\$	54,592	\$	94,592	\$	149,184
25	Sr. Program & QA Specialist		\$	97,344	0.05			4,867	\$	9,734	<u> </u>	14,601
26	Director of Impact & Analytics - A88		\$	-	0.00	\$ -	\$	13,368	\$	-	\$	13,368
27	Director of Healthy Aging - SN34		\$	-	0.00	-	\$	8,720	\$	-	\$	8,720
28	Project Manager		\$	-			\$	23,851	\$	-	\$	23,851
29	Sr. Director/Housing Dev & Asset Mgmt.		\$	-	0.00		\$	3,287	\$	-	\$	3,287
35		TOTAL SALARIES		ı		\$ 298,568	\$	1,087,182	\$	597,136	\$	1,684,318
36		TOTAL FTE			3.78							
37		FRINGE BENEFIT RATE				31.00%	5					
38		EMPLOYEE FRINGE BENEFITS				\$ 92,556	\$	315,104	\$	185,112	\$	500,216
39		TOTAL SALARIES & BENEFITS				\$ 391,124	\$	1,402,286	\$	782,248	\$	2,184,534

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1	DEPARTMENT OF HOMELESSNE					11		11		IN .		ų –
2	APPENDIX B, BUDGET											
3	OPERATING DETAIL											
4	Document Date	4/7/2025	Ī									
5	Provider Name	Episcopal Community Services	]									
6	Program	ECS - Master Lease	]									
7	F\$P Contract ID#	1000019778										
8	Budget Name	Hillsdale - Support Services	_									
9												
10			,	Year 1		Year 2		Year 3		Year 4		Year 5
	1		1/	1/2021 -		7/1/2021 -		7/1/2022 -		7/1/2023 -		7/1/2024 -
11			6/	30/2021	(	6/30/2022	(	6/30/2023		6/30/2024		6/30/2025
12			A	Actuals		Actuals		Actuals		Actuals		New
			В	udgeted		Budgeted		Budgeted		Budgeted		Budgeted
13	Operating Expenses		E	xpense		Expense		Expense		Expense		Expense
15	Utilities (Electricity, Water, Gas, Pho	one, Garbage and Waste Mgmt.)	\$	2,760	\$	8,800	\$	10,300	\$	8,692	\$	8,500
16	Office Supplies/ Furniture/ Equipme	nt	\$	1,320	\$	3,143	\$	4,144	\$	8,695	\$	8,761
18	Printing and Reproduction		\$	1,788	\$	4,020	\$	6,450	\$	5,440	\$	5,440
19	Insurance		\$	2,273	\$	7,668	\$	9,172	\$	10,652	\$	17,810
20	Staff Training		\$	974	\$	1,947	\$	2,447	\$	3,444	\$	1,944
23	Licenses and Fees		\$	170	\$	1,340	\$	340	\$	250	\$	250
24	Food and Food Supplies		\$	100	\$	8,000	\$	5,000	\$	3,800	\$	3,800
25	Program Supplies		\$	355	\$	4,309	\$	4,213	\$	4,000	\$	3,300
26	One-Time IT Equipment and Phone	s for New Hire							\$	63		
49												
50	TOTAL OPERATING EXPENSES		\$	9,739	\$	39,227	\$	42,066	\$	45,036	\$	49,805
51												
52	Other Expenses (Not Subject to Ind	irect Cost %)										
53	CODB (to be allocated)	<del></del>	\$	10,997								
54	One -Time Prop C Bonus Pay		\$	20,303								
55				,					\$	(39,870)		
68										(***)**********************************		
69	TOTAL OTHER EXPENSES		\$	31,300	\$		\$		\$	(39,870)	\$	_
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1	DEPARTMENT OF HOMELESSNE	SS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET											
3	OPERATING DETAIL		_									
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
8	Budget Name	Hillsdale - Support Services										
9	-			SION YEAR	EX	TENSION YEAR						
10			Y	ear 6		Year 7			Α	II Years		
			7/1/	/2025 -		7/1/2026 -	1/	1/2021 -	7,	/1/2024 -	1.	/1/2021 -
11			6/30	0/2026		6/30/2027	6/	/30/2025	6	/30/2027	6	/30/2027
12			1	New		New	(	Current	An	nendment		New
				dgeted		Budgeted		udgeted				Sudgeted
	Operating Expenses			pense		Expense		xpense	(	Change		Expense
15	Utilities (Electricity, Water, Gas, Ph	one, Garbage and Waste Mgmt.)	\$	8,500	\$	8,500	\$	39,052	\$	17,000	\$	56,052
16	Office Supplies/ Furniture/ Equipme	ent	\$	8,758	\$	8,758	\$	26,063	\$	17,516	\$	43,579
18	Printing and Reproduction		\$	5,440	\$	5,440	\$	23,138	\$	10,880	\$	34,018
19	Insurance		\$	17,810	\$	17,810	\$	47,575	\$	35,620	\$	83,195
20	Staff Training		\$	1,944	\$	1,944	\$	10,756	\$	3,888	\$	14,644
23	Licenses and Fees		\$	250	\$	250	\$	2,350	\$	500	\$	2,850
24	Food and Food Supplies		\$	3,800	\$	3,800	\$	20,700	\$	7,600	\$	28,300
25	Program Supplies		\$	3,300	\$	3,300	\$	16,176	\$	6,600	\$	22,776
26	One-Time IT Equipment and Phone	es for New Hire					\$	63	\$	-	\$	63
49												
50	TOTAL OPERATING EXPENSES		\$	49,802	\$	49,802	\$	185,873	\$	99,604	\$	285,477
51							•	•		<u>,                                     </u>	•	· · · · · · · · · · · · · · · · · · ·
52	Other Expenses (Not Subject to Ind	irect Cost %)										
53	CODB (to be allocated)	·					\$	10,997	\$	-	\$	10,997
54	One -Time Prop C Bonus Pay						\$	20,303	\$	-	\$	20,303
55	Adjustment to Actuals						\$	(39,870)	\$	-	\$	(39,870)
68												,
69	TOTAL OTHER EXPENSES		\$	-	\$	-	\$	(8,570)	\$	_	\$	(8,570)

	A	В		С	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPO	ORTIVE HOU	SING		n e e e e e e e e e e e e e e e e e e e	_
	APPENDIX B, BUDGET					
	BUDGET NARRATIVE	Fisca	al Yea	ar		
4	Hillsdale - Support Services	FY2	25-26			
<u> </u>		Adjusted				
		Budgeted		dgeted		
5	Salaries & Benefits	<u>FTE</u>	_	alary_	Justification	Calculation
6	Support Services Manager - H34	0.50	Ф	49,354	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$98,708 x 0.50 FTE
7	Case Manager III (Masters) - H37	0.98	\$	82,552	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$84,237 x 0.98 FTE
8	Case Manager III - H35	0.98	\$	60,733	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$61,972 x 0.98 FTE
9	Data Impact Analyst - H51	0.06	\$	4,829	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$75,143 x 0.06 FTE
10	Data Impact Analyst - H107	0.06	\$	4,639	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$72,197 x 0.06 FTE
	Clinical Services Manager - H6	0.03	\$	2,753	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	\$85,682 x 0.03 FTE
11	Housing Services Sr. Director - H5	0.05	\$	8,846	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$176,920 x 0.05 FTE
13	Direct Support for Housing Services Director - H88	0.17	\$	20,298	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and managers.	\$121,764 x 0.17 FTE
14	Compliance Specialist - H106	0.06	\$	4,527	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners.	\$81,419 x 0.06 FTE
15	Housing Services Director	0.06	\$		Provides staff training on department protocols and procedures.	\$140,602 x 0.06 FTE
	Case Manager II - H200	0.79	\$	47,296	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$60,218 x 0.79 FTE
16	Sr. Program & QA Specialist	0.05		ŕ	The primary role of the Senior Program Assistant for is the oversight of day-to-day operations and overall administration of ECS's Housing Services Department, including the management of reporting to funders, overseeing the processing of important documents such as Critical Incident Reports, well-being check logs, etc. This position also supervises the Program Assistant / Quality Assurance Specialist(s) assigned to the Housing Services Department.	\$97,340 x 0.05 FTE
27	TOTAL	3.78		298,568		
28	Employee Fringe Benefits	31.0%		92,556	Includes FICA, SSUI, Workers Compensation and Medical calculated at 31% of total salaries.	:
29	TOTAL SALARIES & BENEFITS		\$	391,124		

	A	В		С	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPO	RTIVE HOL	JSING			
2	APPENDIX B, BUDGET					
3	BUDGET NARRATIVE	Fisc	al Yea	ır		
4	Hillsdale - Support Services	FY	25-26			
30					•	
31						
			Bu	dgeted		
32	Operating Expenses			oense	<u>Justification</u>	Calculation
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Wa	ste Mgmt.)	\$	8,500	Telecommunication, including Sonic and TPX	\$708 x 12 months
35	Office Supplies/ Furniture/ Equipment		\$	8,758	Support Service office supplies for program staff including materials used with participants and computers	\$730 x 12 months
	Printing and Reproduction		\$	5,440	Leased copier	\$453 x 12 months
38	Insurance		\$	17,810	Liability and umbrella agency insurance prorated	\$1,484 x 12 months
39	Staff Training		\$	1,944	Training expenses, including meeting supplies and conference	\$162 x 12 months
42	Licenses and Fees		\$	250	Support Services licenses fee	\$21 x 12 months
	Food and Food Supplies		\$	3,800	Using the SF Food Bank, the food items will supplement residents' own arrangements	\$317 x 12 months
43						
44	Program Supplies		\$	3,300	Includes bus passes, program materials and snacks for resident activities,	\$275 x 12 months
	TOTAL OPERATING EXPENSES		\$	49,802		
70	Indirect Cost	15.531%	6 \$	68,480		

	Α	В	С	D	1	G		J		M		Р		S
1	DEPARTMENT OF H	_	_			G		3		IVI		Г		
⊢÷.	APPENDIX B, BUDG		ID SOLL OKLIVE	10051110										ļ.
	Document Date	4/7/2025												
		, ,		Duration										
4	Contract Term	Begin Date	End Date	(Years)										
5	Current Term	1/1/2021	6/30/2025	5										
6	Amended Term	1/1/2021	6/30/2027	7										
7	Provider Name	Episcopa	Community Serv	ices										
8	Program	ECS	- Master Lease											
9	F\$P Contract ID#		1000019778											
10	Contract Action		Amendment											
11	Effective Date		7/1/2025											
12	Budget Name	Mentone - Suppo	ort Services	T										
13		Current	New											
14	Term Budget	\$ 1,757,134	\$ 2,731,820	15%										
15	Contingency	\$ 2,002,042	\$ 3,871,620	1370										
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684											
17														
18					,	Year 1		Year 2		Year 3		Year 4		Year 5
					1/	1/2021 -		7/1/2021 -		7/1/2022 -		7/1/2023 -		7/1/2024 -
l					-	30/2021		6/30/2022		6/30/2023		6/30/2024		6/30/2025
19						,		· · ·		· ·				
20	Expenditures				Α	ctuals		Actuals		Actuals		Actuals		New
_	Salaries & Benefits				\$	133,610	\$	256,967	\$	292,283	\$	302,238	\$	381,282
	Operating Expenses				\$	18,058	\$		\$	44,869	\$	50,849	\$	46,741
	Subtotal				\$	151,668	\$		\$	337,152	\$	353,087	\$	428,023
	Indirect Percentage				٦	12.00%	۲	12.00%	ڔ	12.00%	ڔ	12.00%	ڔ	13.859%
	Indirect Fercentage Indirect Cost (Line 2				\$	18,200	\$		\$	40,458	\$	42,370	\$	59,320
27	Other Expenses (No		rct %)		\$	11,853	\$	,	\$		\$	(17,034)		- 33,320
_	Total Expenditures	t subject to man e			\$	181,721	\$		\$	377,610	\$	378,423	\$	487,343
31	ролого				7			002,001	-	011,020	т_	51.5,125	•	,
	HSH Revenues													
	HSH Fund				\$	169,868	\$	321,055	\$	377,037	\$	475,457	\$	487,343
	General Fund - Ongo	oing			\$	10,662	\$		\$	76,860	\$	-	\$	-
	Prop C	_			\$	1,192	\$		\$	-	\$	-	\$	-
	One-Time Transfer				\$	-	\$		\$	(76,287)	\$	(80,000)	\$	-
43	Adjustment to Actua	als			\$	(1)	\$	(11,987)	\$	-	\$	(17,034)	\$	-
	Total HSH Revenues	s			\$	181,721	\$	332,037	\$	377,610	\$	378,423	\$	487,343
57					-									
58	Prepared by	1	iffany Luong		1									
59				1	-									
	Phone		87.3300 ext. 1219 ong@ecs-sf.org	,	-									
61	Email	<u>lluc</u>	ongwecs-st.org											

	Α	В	С	D	V	V	Al	AJ	AK
1	DEPARTMENT OF H		_		V	<u> </u>	ΔΙ	Α3	AIX
-	APPENDIX B, BUDGI			10051110					
-	Document Date	4/7/2025							
		, ,		Duration	]				
4	Contract Term	Begin Date	<b>End Date</b>	(Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal	Community Serv	ices					
8	Program	ECS	- Master Lease						
9	F\$P Contract ID#		1000019778						
10	Contract Action		Amendment						
11	Effective Date		7/1/2025						
	Budget Name	Mentone - Suppo	ort Services						
13		Current	New						
	Term Budget		\$ 2,731,820	15%					
-	Contingency	\$ 2,002,042	\$ 3,871,620	1370					
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					<b>EXTENSION YEAR</b>	<b>EXTENSION YEAR</b>			
18					Year 6	Year 7		All Years	
					7/1/2025 -	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
					6/30/2026	6/30/2027	6/30/2025	6/30/2027	6/30/2027
19					New	New	Current	Amendment	New
20	Expenditures				New	New	Current	Amendment	New
					\$ 374,065	\$ 374,065	\$ 1,366,380	\$ 748,130	\$ 2,114,510
	Operating Expenses				\$ 46,740	\$ 46,740		\$ 93,480	\$ 293,495
_	Subtotal				\$ 420,805	\$ 420,805		\$ 841,610	\$ 2,408,005
	Indirect Percentage				15.812%	15.812%	7 -//	ψ 0.12,020	φ 2).00)000
	Indirect Cost (Line 2	4 X Line 25)			\$ 66,538	\$ 66,538		\$ 133,076	\$ 328,996
27	Other Expenses (Not	Subject to Indire	ct %)		\$ -	\$ -	\$ (5,181)	\$ -	\$ (5,181)
30	Total Expenditures	•	•		\$ 487,343	\$ 487,343		\$ 974,686	\$ 2,731,820
31	•					-			
32	HSH Revenues								
33	HSH Fund				\$ 487,343	\$ 487,343	\$ 1,830,760	\$ 974,686	\$ 2,805,446
36	General Fund - Ongo	oing			\$ -	\$ -	\$ 98,504	\$ -	\$ 98,504
39	Prop C				\$ -	\$ -	\$ 13,179	\$ -	\$ 13,179
42	One-Time Transfer				\$ -	\$ -	\$ (156,287)		\$ (156,287)
43	Adjustment to Actua	als			\$ -	\$ -	\$ (29,022)	\$ -	\$ (29,022)
_	Total HSH Revenues	1			\$ 487,343	\$ 487,343	\$ 1,757,134	\$ 974,686	\$ 2,731,820
57 58									
59	Prepared by	Т	iffany Luong						
60	Phone	415.48	87.3300 ext. 1219						
61	Email	tluc	ong@ecs-sf.org						

	Α	В	С	F	ı	J	M	Р	Q	Т		W
1	DEPARTMENT OF HOMELESSNESS		J			, ,				•		
2	APPENDIX B, BUDGET											
3	SALARY & BENEFIT DETAIL											
4	Document Date	4/7/2025										
5	Provider Name	<b>Episcopal Community Services</b>										
6	Program	ECS - Master Lease										
_	F\$P Contract ID#	1000019778										
	Budget Name	Mentone - Support Services										
9												
10				Year 1			Year 2			Year 3		4
l.,			Agency	For HSH	1/1/2021 -	Agency	For HSH	7/1/2021 -	Agency	For HSH		1/2022 -
11			Totals	Funded	6/30/2021	Totals	Funded	6/30/2022	Totals	Funded	6/3	30/2023
12				Program	New	. 5 (6.0	Program	New		Program		New
			Annual Full	Adjusted		Annual Full	Adjusted		Annual Full	Adjusted		
			Time Salary	Budgeted	Budgeted	Time Salary	Budgeted	Budgeted	Time Salary	Budgeted		idgeted
	DOCUTION TITLE		(for 1.00	FTE	Salary	(for 1.00	FTE	Salary	(for 1.00 FTE)	FTE	5	Salary
	POSITION TITLE		FTE) \$ 83.482	0.40	ć 10.002	FTE)	0.46	\$ 37,985	¢ 05.030	0.30	Ċ	20.640
14	Support Services Manager		, .	0.46	, ,	\$ 83,482			\$ 95,929			28,649
15	Case Manager III		\$ 66,317	0.91		\$ 66,317	0.91	\$ 60,349	\$ 80,964	1.00		80,964
16	Case Manager III		\$ 54,242	0.90	, ,	\$ 54,242	0.90	' '	\$ 62,640		\$	70,998
17	Data Impact Analyst - H51		\$ 63,016	0.06		\$ 63,016	0.06		\$ 74,326	0.05	\$	3,576
18	Data Impact Analyst - H107		\$ 50,425	0.06	\$ 1,621	\$ 50,425	0.06		\$ 70,605	0.06	\$	4,537
19	Clinical Services Manager - H6		\$ 78,900	0.03	\$ 1,268	\$ 78,900	0.03	\$ 2,535	\$ 85,692	0.02	\$	1,753
20	Housing Services Sr. Director - H5		\$ 135,792	0.06	\$ 4,404	\$ 145,975	0.07	\$ 10,423	\$ 170,053	0.05	\$	8,336
21	Compliance Specialist - H106		\$ 64,999	0.06	\$ 2,089	\$ 64,999	0.06	\$ 4,177	\$ 78,160	0.10	\$	7,816
22	Housing Services Director			0.00	\$ -		0.00	\$ -	\$ 140,606	0.00	\$	-
23	Support for Housing Services Director		\$ 94,383	0.13	\$ 6,070	\$ 94,383	0.17	\$ 15,734	\$ 117,037	0.16		18,696
24	Sr. Program & QA Specialist			0.00	\$ -		0.00	\$ -		0.00	\$	-
25	Director of Impact & Analytics - A88		\$ 116,640	0.02	\$ 1,208	\$ 127,433	0.02	\$ 2,638	\$ 146,600	0.02	\$	3,035
26	Director of Healthy Aging - SN34		\$ 120,235	0.01	\$ 812	\$ 120,235	0.01	\$ 1,623	\$ 150,682	0.01	\$	2,034
27	Sr. Director/Housing Dev & Asset Mgn	nt.	\$ 144,196	0.01	\$ 1,050	\$ 140,538	0.02	\$ 2,249		0.00	\$	-
	Project Manager		\$ 84,296	0.15	\$ 6,335	\$ 105,076	0.17	\$ 17,516		0.00	\$	-
35		TOTAL SALARIES			\$ 100,459			\$ 201,337			\$	230,394
36		TOTAL FTE		2.88			2.94			2.91		
37		FRINGE BENEFIT RATE			33.00%			27.63%				26.86%
		EMPLOYEE FRINGE BENEFITS			\$ 33,151			\$ 55,630			\$	61,889
38 39		TOTAL SALARIES & BENEFITS			\$ 133,610			\$ 256,967			\$	292,283

	A	В		Х	AA		AD		AE	AH		AK
1	DEPARTMENT OF HOMELESSNESS	1	•			-						
2	APPENDIX B, BUDGET											
3	SALARY & BENEFIT DETAIL		_									
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
8	Budget Name	Mentone - Support Services										
9					Vacu 4					V F		
10	-				Year 4		14 /2022			Year 5		/4 /2024
11			,	Agency	For HSH		1/2023 -		Agency	For HSH		/1/2024 -
11				Totals	Funded	0/	30/2024		Totals	Funded	0	/30/2025
12					Program		New			Program		New
			An	nual Full	Adjusted	_		Ar	nnual Full	Adjusted	_	
			Tir	ne Salary	Budgeted	В	udgeted	Tir	me Salary	Budgeted	E	Budgeted
40	POSITION TITLE		(for	1.00 FTE)	FTE		Salary	(for	1.00 FTE)	FTE		Salary
	Support Services Manager		\$	102,801	0.46	\$	47,401	\$	102,801	0.50	\$	51,401
	Case Manager III		\$	78,541	0.69	-	54,043	\$	78,541	0.93		73,043
	Case Manager III		\$	66,398	0.94	\$	62,625	\$	66,398	1.40	\$	92,625
	Data Impact Analyst - H51		\$	77,332	0.06	\$	4,969	\$	77,332	0.06	\$	4,969
	Data Impact Analyst - H107		\$	74,300	0.06	\$	4,775	\$	74,300	0.06	\$	4,775
19			\$	85,692	0.03	\$	2,753	\$	85,692	0.03	\$	2,753
20			\$	176,926	0.07	\$	12,633	\$	176,926	0.05	\$	8,846
21	Compliance Specialist - H106		\$	81,422	0.06	\$	5,232	\$	81,422	0.06	\$	5,232
22	Housing Services Director		\$	140,602	0.04	\$	5,074	\$	140,602	0.06	\$	7,874
23	Support for Housing Services Directo	r	\$	121,764	0.17	\$	20,700	\$	121,764	0.17	\$	20,700
24	Sr. Program & QA Specialist				0.00	\$	-	\$	97,344	0.05	\$	4,867
25	Director of Impact & Analytics - A88		\$	156,045	0.02	\$	3,230	\$	156,045	0.02	\$	3,230
26	Director of Healthy Aging - SN34		\$	156,767	0.01		2,116	\$	156,767	0.01	\$	2,116
27	Sr. Director/Housing Dev & Asset Mg	mt.			0.00		-	\$	-	0.00	'	-
28	Project Manager				0.00		-	\$	-	0.00		-
35		TOTAL SALARIES				\$	225,551				\$	282,431
36		TOTAL FTE			2.63					3.41		
37		FRINGE BENEFIT RATE					34.00%					35.00%
38		EMPLOYEE FRINGE BENEFITS				\$	76,687				\$	98,851
39		TOTAL SALARIES & BENEFITS				\$	302,238				\$	381,282

	A	В	ı	AL	AO	AR	1	AS	AV	AY	I	BU		BV		BW
1	DEPARTMENT OF HOMELESSNESS			/\L	710	7413		710	710	7(1		ВО		DV	_	DW
2	APPENDIX B, BUDGET															
3	SALARY & BENEFIT DETAIL															
4	Document Date	4/7/2025														
5	Provider Name	Episcopal Community Services														
6	Program	ECS - Master Lease														
7	F\$P Contract ID#	1000019778														
8	Budget Name	Mentone - Support Services														
9					EXTENSION YE	AR			EXTENSION YE	AR				A II 34	_	
10					Year 6	7/4/2025			Year 7	7/4/2026	4.1	4 /2024		All Years	_	14 12024
			4	Agency	For HSH	7/1/2025 -		Agency	For HSH	7/1/2026 -		1/2021 -		/1/2024 -		/1/2021 -
11				Totals	Funded	6/30/2026	+	Totals	Funded	6/30/2027		30/2025		/30/2027	6/	/30/2027
12					Program	New			Program	New	(	Current	An	nendment		New
			An	nual Full	Adjusted		А	Annual Full	Adjusted							
				ne Salary	Budgeted	Budgeted Salar		ime Salary	_	Budgeted Salary		udgeted		Change	В	udgeted
	DOCITION TITLE		(for	1.00 FTE)	FTE	, and the second	(fc	or 1.00 FTE)	_			Salary		J		Salary
	POSITION TITLE		\$	102,801	0.50	\$ 51,401	\$	102,801	0.50	\$ 51,401	\$	184,429	\$	102,802	\$	287,231
	Support Services Manager		\$	78,541	0.93		<del>_</del>	78,541	0.93			298,574	\$	146,086	\$	444,660
15	Case Manager III												-	•	-	
16	Case Manager III		\$	66,398	1.40		+-	· · · · · · · · · · · · · · · · · · ·	1.40		\$	289,476	\$	185,250	\$	474,726
17	Data Impact Analyst - H51		\$	77,332	0.06				0.06		\$	19,589	\$	9,938	\$	29,527
18	Data Impact Analyst - H107		\$	74,300	0.06	\$ 4,775	\$	74,300	0.06	\$ 4,775	\$	18,948	\$	9,550	\$	28,498
19	Clinical Services Manager - H6		\$	85,692	0.03	\$ 2,753	\$	85,692	0.03	\$ 2,753	\$	11,062	\$	5,506	\$	16,568
20	Housing Services Sr. Director - H5		\$	176,926	0.05	\$ 8,846	\$	176,926	0.05	\$ 8,846	\$	44,641	\$	17,692	\$	62,333
21	Compliance Specialist - H106		\$	81,422	0.06	\$ 5,232	\$	81,422	0.06	\$ 5,232	\$	24,546	\$	10,464	\$	35,010
	Housing Services Director		\$	140,602	0.06	\$ 7,874	\$	140,602	0.06	\$ 7,874	\$	12,948	\$	15,748	\$	28,696
	Support for Housing Services Director	r	\$	121,764	0.17	\$ 20,700	\$	121,764	0.17	\$ 20,700	\$	81,900	\$	41,400	\$	123,300
	Sr. Program & QA Specialist		\$	97,344	0.05	\$ 4,867	\$	97,344	0.05	\$ 4,867	\$	4,867	\$	9,734	\$	14,601
	Director of Impact & Analytics - A88		\$	-	0.00	\$ -	\$	-	0.00	\$ -	\$	13,340	\$	-	\$	13,340
	Director of Healthy Aging - SN34		\$	-	0.00	\$ -	\$	-	0.00	\$ -	\$	8,701	\$	-	\$	8,701
	Sr. Director/Housing Dev & Asset Mgr	mt.	\$	-	0.00	\$ -	\$	-	0.00	\$ -	\$	3,299	\$	-	\$	3,299
	Project Manager		\$	-	0.00	\$ -	\$	-	0.00	\$ -	\$	23,851	\$	-	\$	23,851
35		TOTAL SALARIES				\$ 277,085			1	\$ 277,085	\$1	,040,171	\$	554,170	\$	1,594,341
36		TOTAL FTE		ĺ	3.38		1		3.38							
37		FRINGE BENEFIT RATE				35.00%	6			35.00%						
38		EMPLOYEE FRINGE BENEFITS				\$ 96,980	→			\$ 96,980	\$	326,208	\$	193,960	\$	520,168
39		TOTAL SALARIES & BENEFITS				\$ 374,065	_			\$ 374,065		,366,380	\$	748,130	•	2,114,510
JJ			1			· 37-1,003	1			· 37-1,003	_ ~ ±	, ,	т	5,255	<u> </u>	_,,5_5

	A	В		Е		Н		K		N		Q
1	DEPARTMENT OF HOMELESSNE	SS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET											
3	OPERATING DETAIL											
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
8	Budget Name	<b>Mentone - Support Services</b>										
9	-											
10				Year 1		Year 2		Year 3		Year 4		Year 5
			1/1/2021 -		7/1/2021 -		7/1/2022 -		7/1/2023 -		7/1/2024 -	
11			6/30/2021 6/30/202			6/30/2022		6/30/2023		6/30/2024	6/30/2025	
12		Actuals Actuals		Actuals		Actuals			New			
				Budgeted		Budgeted		Budgeted		Budgeted		
	Operating Expenses			Expense		Expense		Expense		Expense		dgeted Expense
15	Utilities (Electricity, Water, Gas, Ph	none, Garbage and Waste Mgmt.)	\$	2,760	\$	8,860	\$	10,500		\$10,446	\$	11,747
16	Office Supplies/ Furniture/ Equipme	ent	\$	2,906	\$	5,395	\$	4,025	\$	6,793	\$	5,793
18	Printing and Reproduction		\$	1,781	\$	4,020	\$	7,321	\$	6,600	\$	6,600
19	Insurance		\$	2,802	\$	5,604	\$	8,404	\$	9,750	\$	10,996
20	Staff Training/Recruitments		\$	1,077	\$	2,154	\$	3,654	\$	2,600	\$	2,600
23	Licenses and Fees		\$	170	\$	340	\$	340	\$	1,055	\$	1,250
24	Food and Food Supplies		\$	3,862	\$	7,725	\$	6,725	\$	6,000	\$	4,500
25	Program Supplies		\$	2,700	\$	5,400	\$	3,900	\$	7,605	\$	3,255
50	TOTAL OPERATING EXPENSES		\$	18,058	\$	39,498	\$	44,869	\$	50,849	\$	46,741
51												
52	Other Expenses (Not Subject to Inc	direct Cost %)										
53	CODB (to be allocated)		\$	10,662							\$	-
54	One-Time Prop C Bonus Pay			\$1,192	\$	11,987					\$	
55	Adjustment to Actuals	Adjustment to Actuals			\$	(11,987)			\$	(17,034)	\$	-
68												
69	TOTAL OTHER EXPENSES	\$	11,853	\$	-	\$	_	\$	(17,034)	\$		

	I A	В		Т		W		AG		AH		Al
1	DEPARTMENT OF HOMELESSNE	ESS AND SUPPORTIVE HOUSING		-								
2	APPENDIX B, BUDGET											
	OPERATING DETAIL											
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
	Budget Name	<b>Mentone - Support Services</b>										
9			EXT	NSION YEAR	EXT	TENSION YEAR						
10				Year 6		Year 7			A	II Years		
			-	7/1/2025 -		7/1/2026 -		/2021 -		1/2024 -		/1/2021 -
11			- 6	5/30/2026		6/30/2027	6/3	0/2025	6/	30/2027	6	/30/2027
12				New		New	C	urrent	Am	endment		New
			E	Budgeted		Budgeted	Bu	dgeted			В	Sudgeted
13	Operating Expenses			Expense		Expense	Ex	pense	C	hange	E	Expense
15	Utilities (Electricity, Water, Gas, Pr	none, Garbage and Waste Mgmt.)	\$	11,747	\$	11,747	\$	44,313	\$	23,494	\$	67,807
16	Office Supplies/ Furniture/ Equipme	ent	\$	5,792	\$	5,792	\$	24,912	\$	11,584	\$	36,496
18	Printing and Reproduction		\$	6,600	\$	6,600	\$	26,322	\$	13,200	\$	39,522
19	Insurance		\$	10,996	\$	10,996	\$	37,556	\$	21,992	\$	59,548
20	Staff Training/Recruitments		\$	2,600	\$	2,600	\$	12,085	\$	5,200	\$	17,285
23	Licenses and Fees		\$	1,250	\$	1,250	\$	3,155	\$	2,500	\$	5,655
24	Food and Food Supplies		\$	4,500	\$	4,500	\$	28,812	\$	9,000	\$	37,812
25	Program Supplies		\$	3,255	\$	3,255	\$	22,860	\$	6,510	\$	29,370
50	TOTAL OPERATING EXPENSES		\$	46,740	\$	46,740	\$	200,015	\$	93,480	\$	293,495
51				-		•		<u> </u>	*	•	*	
	Other Expenses (Not Subject to Inc	direct Cost %)										
	CODB (to be allocated)		\$	-	\$	-	\$	10,662	\$	-	\$	10,662
	One-Time Prop C Bonus Pay		\$	-	\$	-	\$	13,179	\$	-	\$	13,179
_	Adjustment to Actuals		\$	_	\$	_	\$	(29,022)	-	-	\$	(29,022)
68	1 - 1		Ť				_ T	(, <b>-</b> )	т.		т	(==,== <b>=</b> )
60	TOTAL OTHER EXPENSES		\$	_	\$	_	\$	(5,181)	s	_	\$	(5,181)
55	1.0.ML OTHER EMOLO		Ψ		Ψ		Ψ	(0,101)	Ψ	-	Ψ	(0, 101)

	А	В	С		D	Е
1	DEPARTMENT OF HOMELESSNESS AND SUPP	ORTIVE HOUS	ING			
2	APPENDIX B, BUDGET					
3	BUDGET NARRATIVE	Fisca	<b>Year</b>			
4	Mentone - Support Services	FY2	5-26			
		Adjusted				
۱.		Budgeted	Budget		, and	
6	Salaries & Benefits Support Services Manager	<b>FTE</b> 0.50	<b>Salary</b> \$ 51,	,401	<u>Justification</u> Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	<u>Calculation</u> \$102,802 x 0.50 FTE
7	Case Manager III	0.93	\$ 73,		Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$78,541 x 0.93 FTE
8	Case Manager III	1.40	\$ 92,		Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$66,398 x 1.40 FTE
9	Data Impact Analyst - H51	0.06	\$ 4,		Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$77,326 x 0.06 FTE
10	Data Impact Analyst - H107	0.06	\$ 4,		Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$74,308 x 0.06 FTE
	Clinical Services Manager - H6	0.03	\$ 2,		Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	\$85,682 x 0.03 FTE
12	Housing Services Sr. Director - H5	0.05	\$ 8,		Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and managers.	\$176,926 x 0.05 FTE
13	Compliance Specialist - H106	0.06	\$ 5,	,232	Provides staff training on department protocols and procedures.	\$81,419 x 0.06 FTE
14	Housing Services Director	0.06	\$ 7,	,	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$140,607 x 0.06 FTE
14	Support for Housing Services Director	0.17	\$ 20,	,	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$121,765 x 0.17 FTE
16	Sr. Program & QA Specialist	0.05			The primary role of the Senior Program Assistant for is the oversight of day-to-day operations and overall administration of ECS's Housing Services Department, including the management of reporting to funders, overseeing the processing of important documents such as Critical Incident Reports, well-being check logs, etc. This position also supervises the Program Assistant / Quality Assurance Specialist(s) assigned to the Housing Services Department.	\$97,340 x 0.05 FTE
27	TOTAL	3.38		,085		
_	Employee Fringe Benefits	<u>35.0%</u>		,980	Includes FICA, SSUI, Workers Compensation and Medical calculated at 35% of total	salaries.
29	TOTAL SALARIES & BENEFITS		\$ 374,	,065		

	A	В	С	D	Е
1	DEPARTMENT OF HOMELESSNESS AND SUPP	ORTIVE HOUS	ING		
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE	Fisca	l Year		
4	Mentone - Support Services	FY2	5-26		
30				-	
31					
			Decidencia		
22	Operating Expenses		Budgeted	Justification	Calculation
	Utilities (Electricity, Water, Gas, Phone, Garbage and Wa	aste Mgmt.)	<b>Expense</b> \$ 11,747		\$979 x 12 months
	Office Supplies/ Furniture/ Equipment		\$ 5,792	Support Service office supplies for program staff including materials used with participants and computers	\$483 x 12 months
	Printing and Reproduction		\$ 6,600	Leased copier	\$550 x 12 months
38	Insurance		\$ 10,996	Liability and umbrella agency insurance prorated	\$916 x 12 months
39	Staff Training/Recruitments		\$ 2,600	Training expenses, including meeting supplies and conference	\$217 x 12 months
	Licenses and Fees		\$ 1,250	Support Services licenses fee	\$104 x 12 months
43	Food and Food Supplies		\$ 4,500	Using the SF Food Bank, the food items will supplement residents' own arrangements	\$375 x 12 months
44	Program Supplies		\$ 3,255	Includes bus passes, program materials and snacks for resident activities,	\$271 x 12 months
69	TOTAL OPERATING EXPENSES		\$ 46,740	-	
70	Indirect Cost	15.812%	\$ 66,538		•

#### 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. <u>Invoicing System:</u>

- 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: <a href="https://contracts.sfhsa.org">https://contracts.sfhsa.org</a>.
- 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.
- 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. <u>Line Item Variance</u> 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, Indirect and/or Capital), per the HSH Budget Revision Policy and Procedure: <a href="http://hsh.sfgov.org/overview/provider-updates/">http://hsh.sfgov.org/overview/provider-updates/</a>.

#### 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. <u>Documentation and Record Keeping</u>:

- 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/ F	General Fund/ Prop C)								
Type	Instructions and Examples of Documentation								
Salaries & Benefits	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.  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.								
Operating	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.								
	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.								
Capital and/or One-Time Funding	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.								
	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.								
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.								
	Grantee shall use actual amount of tenant rent collected as Rental Income. Grantee shall include in the supporting								

General Fund/ Prop C)				
Type	Instructions and Examples of Documentation			
	documentation a report on Emergency Rental Assistance			
	Program (ERAP) and other rental assistance received and for			
	what period the payments are. Rental assistance received for			
	prior years will not be used as offsetting revenue if the rental			
	income reported to HSH was based on tenant rent charged			
	and not the actual amount collected.			

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 annualized 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 annualized 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 1/10<sup>th</sup> 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.

# **Appendix D - Interests in Other City Grants**

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

Program Name	Dates of Grant Term	Not-To-Exceed Amount
Reentry Transitional Housing and Support Services – Pretrial Pilot Project	July 1, 2024 - June 30, 2025	\$300,000
1064-66 Mission Street	May 1, 2022 - June 30, 2025	\$6,300,824
1180 4 <sup>th</sup> Street	July 1, 2024 - June 30, 2029	\$4,148,358
455 Fell Street	May 15, 2019 - June 30, 2026	\$2,929,622
600 7th Street	July 1, 2024 - June 30, 2027	\$4,563,224
Adult Access Points	July 1, 2024 - June 30, 2026	\$8,149,529
Adult Rapid Rehousing (Prop C)	February 15, 2021 - January 31, 2025	\$9,999,000
Auburn Hotel	July 1, 2021 - June 30, 2026	\$7,555,534
Bishop Swing	July 1, 2020 - March 31, 2027	\$8,756,998
Canon Barcus RA & SS	July 1, 2020 - September 30,	\$8,334,072
Canon Kip Community House	December 1, 2021 - December 31,	\$9,867,442
Cova Non-Congregate Shelter Services	July 1, 2024 - March 31, 2025	\$5,587,648
Crosby Hotel EMP	January 1, 2025 - June 30, 2026	\$1,104,189
Elm Hotel EMP	January 1, 2025 - June 30, 2026	\$980,839
Flexible Housing Subsidy Pool	February 15, 2021 - June 30, 2027	\$29,523,174
Granada Hotel	November 1, 2020 - June 30, 2025	\$7,489,776
Henry EMP	February 1, 2025 - June 30, 2026	\$959,538
Henry Hotel	July 1, 2019 - June 30, 2025	\$14,591,945
Henry Hotel Rental Assistance	August 1, 2021 - September 30, 2027	\$6,660,651
	Reentry Transitional Housing and Support Services – Pretrial Pilot Project  1064-66 Mission Street  1180 4th Street  455 Fell Street  600 7th Street  Adult Access Points  Adult Rapid Rehousing (Prop C)  Auburn Hotel  Bishop Swing  Canon Barcus RA & SS  Canon Kip Community House  Cova Non-Congregate Shelter Services  Crosby Hotel EMP  Elm Hotel EMP  Flexible Housing Subsidy Pool  Granada Hotel  Henry EMP  Henry Hotel	Term

Department of Homelessness and Supportive Housing	Hillsdale Hotel EMP	January 1, 2025 - June 30, 2026	\$1,017,789
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	Mentone Hotel EMP	January 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	Sanctuary Shelter	July 1, 2021 - June 30, 2026	\$25,755,271
Department of Homelessness and Supportive Housing	Tahanan Apartments	August 1, 2021 - June 30, 2027	\$5,774,635
Department of Public Health	Adult MH OP - SF Start	July 3, 2018 - June 30, 2025	\$9,351,483
Human Services Agency	Congregate Meals for Adults with Disabilities	July 1, 2021 - June 30, 2025	\$471,940
Human Services Agency	Congregate Meals for Older Adults (with NCQA)	July 1, 2021 - June 30, 2025	\$2,420,484
Human Services Agency	Homeless Employment Services FY24-27	July 1, 2023 - June 30, 2027	\$1,764,096
Human Services Agency	Aging and Disability Resource Ctr – Canon Kip	July1, 2024 - June 30, 2026	\$302,608
Human Services Agency - Department of Disability and Aging Services	Senior Services – Community Services	January 1, 2021 - June 30, 2027	\$1,388,891
Human Services Agency - Department of Disability and Aging Services	Case Management	July 1, 2023 - June 30, 2027	\$1,593,557

Human Services Agency - Department of Disability and Aging Services	Aging and Disability Resource Center – Canon Kip	July 1, 2024 - June 30, 2026	\$332,869
Office of Economic and Workforce Development	Pilot Occupational Skills Training	July 1, 2021 - June 30, 2025	\$2,550,000
Office of Economic and Workforce Development	ECN Hospitality Initiative OST	July 1, 2023 - June 30, 2025	\$300,000
Office of Economic and Workforce Development	Next Steps Center - Job Center - OST	July 1, 2023 - June 30, 2025	\$375,000