

**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

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.

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

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

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

**5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **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.

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

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

- 2.5 Section 5.4 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 hereby 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

hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or email, and shall be addressed as follows:

If to the Department or City: Department of Homelessness and Supportive Housing  
Contracts Unit  
440 Turk Street  
San Francisco, CA 94102  
[hshcontracts@sfgov.org](mailto:hshcontracts@sfgov.org)

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

Any notice of default must be sent by certified mail or other trackable written communication.

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

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

**2.10 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

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).

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

**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

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, 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 [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;

- 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](mailto: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.

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:

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<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 CDQI Process standard.
3. CDQI 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 (<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.

- 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 [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), 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. **Program Monitoring:** 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. **Fiscal and Compliance Monitoring:** Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts and 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. Supervision:**

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 [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 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 ([hshgrievances@sfgov.org](mailto: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.
- 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. 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.

**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>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 15<sup>th</sup> 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

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](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.

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.

	A	B	C	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	Current Term	1/1/2021	6/30/2025	5
6	Amended Term	1/1/2021	6/30/2027	7
7	Program	ECS - Master Lease		
8	F\$P Contract ID#	1000019778		
9				
10	Approved Subcontractors			
11	Caritas Management Corporation			



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB																										
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	Current Term	1/1/2021	6/30/2025	5																																																		
6	Amended Term	1/1/2021	6/30/2027	7																																																		
7	Program	ECS - Master Lease																																																				
8	FSP Contract ID#	1000019778																																																				
9																																																						
10	NUMBER SERVED (NUMBER OF UNITS)				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8																																										
11	Service Site		Service Location		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	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028																																										
12	Alder Hotel		175 6th Street		111	119	113	113	113	113	113	113																																										
13	Crosby Hotel		516 O'Farrell Street		136	141	127	127	127	127	127	127																																										
14	Elm Hotel		364 Eddy Street		76	89	79	79	79	79	79	79																																										
15	Hillsdale Hotel		51 6th Street		68	85	75	75	75	75	75	75																																										
16	Mentone Hotel		387 Ellis Street		78	77	70	70	70	70	70	70																																										
17	Total				469	511	464	464	464	464	464	464																																										

	A	B	C	D	G	J	M	P	S
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	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 Services, Hillsdale - Property Management, Hillsdale - Support Services, Mentone - Property Management, Mentone - Support Services, One-Time Capital Improvements							
13		Current	New	15%					
14	Term Budget	\$ 45,157,357	\$ 68,426,064						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17									
18					Year 1	Year 2	Year 3	Year 4	Year 5
19					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
20					Actuals	Actuals	Actuals	Actuals	New
21	Expenditures								
22	Salaries & Benefits				\$ 770,106	\$ 1,635,185	\$ 1,782,611	\$ 1,893,944	\$ 2,560,110
23	Operating Expenses				\$ 1,138,757	\$ 2,428,314	\$ 3,123,042	\$ 3,101,364	\$ 2,458,565
24	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 (Not Subject to Indirect %)				\$ 2,953,246	\$ 5,273,382	\$ 5,992,814	\$ 5,348,221	\$ 6,987,342
28	Capital Expenditure				\$ -	\$ 61,520	\$ -	\$ 586,821	\$ 1,255,450
30	Total Expenditures				\$ 5,091,172	\$ 9,886,021	\$ 11,487,146	\$ 11,529,786	\$ 13,903,386
31									
32	HSH Revenues*								
33	HSH Fund				\$ 3,461,880	\$ 7,646,474	\$ 7,875,869	\$ 8,882,705	\$ 9,026,702
35	HSH Fund - One-Time Carryforward				\$ -	\$ 19,082	\$ -	\$ -	\$ -
36	General Fund - Ongoing				\$ 472,712	\$ 302,538	\$ 1,430,304	\$ 738,377	\$ 1,323,005
38	General Fund - One-Time				\$ -	\$ -	\$ -	\$ 691,130	\$ 1,281,070
39	Prop C				\$ 85,965	\$ 933,030	\$ 670,408	\$ 936,414	\$ 1,001,562
41	Prop C - One-Time Carryforward				\$ -	\$ (179,518)	\$ 179,518	\$ -	\$ -
43	Adjustment to Actuals				\$ (4)	\$ (55,778)	\$ -	\$ (999,919)	\$ -
46	Total HSH Revenues				\$ 4,020,553	\$ 8,665,828	\$ 10,156,099	\$ 10,248,707	\$ 12,632,339
47	Other Revenues								
48	Rental Income				\$ 1,068,023	\$ 1,215,000	\$ 1,325,854	\$ 1,275,886	\$ 1,265,854
49	Private Match				\$ 2,596	\$ 5,193	\$ 5,193	\$ 5,193	\$ 5,193
53	Total Other Revenues				\$ 1,070,619	\$ 1,220,193	\$ 1,331,047	\$ 1,281,079	\$ 1,271,047
54									
55	Total HSH + Other 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									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							
62									
63	* 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 guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.								
64									
65									

	A	B	C	D	V	Y	AI	AJ	AK
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	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 Services, Hillsdale - Property Management, Hillsdale - Support Services, Mentone - Property Management, Mentone - Support Services, One-Time Capital Improvements							
13		Current	New	15%					
14	Term Budget	\$ 45,157,357	\$ 68,426,064						
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		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits				\$ 2,525,502	\$ 2,525,502	\$ 8,641,956	\$ 5,046,404	\$ 13,692,960
23	Operating Expenses				\$ 2,458,561	\$ 2,458,561	\$ 12,250,042	\$ 4,917,122	\$ 17,167,164
24	Subtotal				\$ 4,984,063	\$ 4,984,063	\$ 20,891,998	\$ 9,963,526	\$ 30,860,124
26	Indirect Cost				\$ 676,531	\$ 676,531	\$ 2,546,717	\$ 1,353,062	\$ 3,899,779
27	Other Expenses (Not Subject to Indirect %)				\$ 6,961,722	\$ 6,961,722	\$ 25,988,837	\$ 14,489,613	\$ 40,478,449
28	Capital Expenditure				\$ -	\$ -	\$ 1,903,791	\$ -	\$ 1,903,791
30	Total Expenditures				\$ 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-Time Carryforward				\$ -	\$ -	\$ 19,082	\$ -	\$ 19,082
36	General Fund - Ongoing				\$ 1,323,005	\$ 1,323,005	\$ 3,700,767	\$ 3,212,179	\$ 6,912,946
38	General Fund - One-Time				\$ -	\$ -	\$ 1,972,200	\$ -	\$ 1,972,200
39	Prop C				\$ 1,001,562	\$ 1,001,562	\$ 3,627,379	\$ 2,003,124	\$ 5,630,503
41	Prop C - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
43	Adjustment to Actuals				\$ -	\$ -	\$ (1,055,701)	\$ -	\$ (1,055,701)
46	Total HSH Revenues				\$ 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 Revenues				\$ 1,271,047	\$ 1,271,047	\$ 6,173,985	\$ 2,542,094	\$ 8,716,079
54									
55	Total HSH + Other Revenues				\$ 12,622,316	\$ 12,622,316	\$ 51,331,342	\$ 25,810,801	\$ 77,142,143
56	Total Adjusted Salary FTE (All Budgets)				19.78	19.78			
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							
62									
63	* 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 guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.								

	A	B	C	D	P	S	AI	AJ	AK
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
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 Capital Improvements							
13		Current	New	15%					
14	Term Budget	\$ 1,469,271	\$ 1,469,271						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17									
18					Year 4	Year 5	All Years		
					7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
19									
20					Actuals	New	Current	Amendment	New
21	Expenditures								
28	Capital Expenditure				\$ 213,821	\$ 1,255,450	\$ 1,469,271	\$ -	\$ 1,469,271
30	Total Expenditures				\$ 213,821	\$ 1,255,450	\$ 1,469,271	\$ -	\$ 1,469,271
31									
32	HSH Revenues								
38	General Fund - One-Time				\$ 277,410	\$ 1,255,450	\$ 1,532,860	\$ -	\$ 1,532,860
43	Adjustment to Actuals				\$ (63,589)	\$ -	\$ (63,589)	\$ -	\$ (63,589)
46	Total HSH Revenues				\$ 213,821	\$ 1,255,450	\$ 1,469,271	\$ -	\$ 1,469,271
57									
58	Prepared by	Tiffany Luong							
59	Phone	415.487.3300 ext. 1219							
60	Email	tluong@ecs-sf.org							

	A	B	N	Q	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS 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	One-Time Capital Improvements					
9							
10			Year 4	Year 5	All Years		
11			7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
12			Actuals	New	Current	Amendment	New
13			Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
71	Capital Expenses						
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 EXPENSES		\$ 213,821	\$ 1,255,450	\$ 1,469,271	\$ -	\$ 1,469,271

	A	B	C	D	G	J	M	P	S
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Alder - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 8,076,342	\$ 12,026,288						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17									
18					Year 1	Year 2	Year 3	Year 4	Year 5
19					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
20					Actuals	Actuals	Actuals	Actuals	New
21	Expenditures								
22	Salaries & Benefits				\$ -	\$ -	\$ 30,169	\$ 28,647	\$ 28,647
23	Operating Expenses				\$ 200,611	\$ 467,996	\$ 501,332	\$ 535,426	\$ 420,609
24	Subtotal				\$ 200,611	\$ 467,996	\$ 531,501	\$ 564,073	\$ 449,256
25	Indirect Percentage				12.00%	12.00%	12.00%	12.00%	12.00%
26	Indirect Cost (Line 24 X Line 25)				\$ 24,073	\$ 56,160	\$ 63,780	\$ 67,688	\$ 53,911
27	Other Expenses (Not Subject to Indirect %)				\$ 741,821	\$ 1,483,022	\$ 1,513,493	\$ 1,464,707	\$ 1,776,906
28	Capital Expenditure				\$ -	\$ -	\$ -	\$ 102,288	\$ -
30	Total Expenditures				\$ 966,505	\$ 2,007,178	\$ 2,108,774	\$ 2,198,756	\$ 2,280,073
31									
32	HSH Revenues (select)								
33	HSH Fund				\$ 625,595	\$ 1,465,231	\$ 1,462,837	\$ 1,553,391	\$ 1,566,134
34	HSH Fund - CODB				\$ -	\$ -	\$ -	\$ -	\$ -
35	HSH Fund - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
36	General Fund - Ongoing				\$ 91,366	\$ 47,281	\$ 152,146	\$ 191,931	\$ 196,729
37	General Fund - CODB				\$ -	\$ -	\$ -	\$ -	\$ -
38	General Fund - One-Time				\$ -	\$ -	\$ -	\$ 102,288	\$ -
39	Prop C				\$ -	\$ 193,987	\$ 200,910	\$ 206,937	\$ 212,110
40	Prop C - COLA				\$ -	\$ -	\$ -	\$ -	\$ -
41	Prop C - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ (27,219)	\$ -	\$ -
43	Adjustment to Actuals				\$ -	\$ (4,421)	\$ -	\$ (160,891)	\$ -
44					\$ -	\$ -	\$ -	\$ -	\$ -
45					\$ -	\$ -	\$ -	\$ -	\$ -
46	Total HSH Revenues				\$ 716,961	\$ 1,702,078	\$ 1,788,674	\$ 1,893,656	\$ 1,974,973
47	Other Revenues (select)								
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									
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							
60	Email	tluong@ecs-sf.org							

	A	B	C	D	V	Y	AI	AJ	AK
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Alder - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 8,076,342	\$ 12,026,288						
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		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	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 24 X Line 25)				\$ 53,911	\$ 53,911	\$ 265,612	\$ 107,822	\$ 373,434
27	Other Expenses (Not Subject to Indirect %)				\$ 1,776,906	\$ 1,776,906	\$ 6,979,949	\$ 3,553,812	\$ 10,533,761
28	Capital Expenditure				\$ -	\$ -	\$ 102,288	\$ -	\$ 102,288
30	Total Expenditures				\$ 2,280,073	\$ 2,280,073	\$ 9,561,286	\$ 4,555,546	\$ 14,121,432
31									
32	HSH Revenues (select)								
33	HSH Fund				\$ 1,566,134	\$ 1,566,134	\$ 6,673,188	\$ 3,132,268	\$ 9,805,456
34	HSH Fund - CODB				\$ -	\$ -	\$ -	\$ -	\$ -
35	HSH Fund - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
36	General Fund - Ongoing				\$ 196,729	\$ 196,729	\$ 679,453	\$ 393,458	\$ 1,072,911
37	General Fund - CODB				\$ -	\$ -	\$ -	\$ -	\$ -
38	General Fund - One-Time				\$ -	\$ -	\$ 102,288	\$ -	\$ 102,288
39	Prop C				\$ 212,110	\$ 212,110	\$ 813,944	\$ 424,220	\$ 1,238,164
40	Prop C - COLA				\$ -	\$ -	\$ -	\$ -	\$ -
41	Prop C - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ (27,219)	\$ -	\$ (27,219)
43	Adjustment to Actuals				\$ -		\$ (165,312)	\$ -	\$ (165,312)
44					\$ -	\$ -	\$ -	\$ -	\$ -
45					\$ -	\$ -	\$ -	\$ -	\$ -
46	Total HSH Revenues				\$ 1,974,973	\$ 1,974,973	\$ 8,076,342	\$ 3,949,946	\$ 12,026,288
47	Other Revenues (select)								
48	Rental Income				\$ 305,100	\$ 305,100	\$ 1,484,944	\$ 610,200	\$ 2,095,144
53	Total Other Revenues				\$ 305,100	\$ 305,100	\$ 1,484,944	\$ 610,200	\$ 2,095,144
54									
55	Total HSH + Other Revenues				\$ 2,280,073	\$ 2,280,073	\$ 9,561,286	\$ 4,560,146	\$ 14,121,432
57									
58	Prepared by	Tiffany Luong							
59	Phone	415.487.3300 ext. 1219							
60	Email	tluong@ecs-sf.org							

	A	B	Q	T	W	X	AA	AD	AE	AH	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	FSP Contract ID#	1000019778									
8	Budget Name	Alder - Property Management									
9											
10			Year 3			Year 4			Year 5		
11			Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 New	Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024 New	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025 New
12			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
13	POSITION TITLE										
14	Sr. Director/Housing Dev & Asset Mgmt.		\$ 164,299	0.01	\$ 2,300	\$ 164,299	0.01	\$ 2,300	\$ 164,299	0.01	\$ 2,300
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				\$ 22,036			\$ 22,036			\$ 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



	A	B	AL	AO	AR	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	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			EXTENSION YEAR			EXTENSION YEAR					
			Year 6			Year 7			All Years		
11			Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026 New	Agency Totals	For HSH Funded Program	7/1/2026 - 6/30/2027 New	1/1/2021 - 6/30/2025 Current	7/1/2024 - 6/30/2027 Amendment	1/1/2021 - 6/30/2027 New
12			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
13	POSITION TITLE										
14	Sr. Director/Housing Dev & Asset Mgmt.		\$ 164,299	0.01	\$ 2,300	\$ 164,299	0.01	\$ 2,300	\$ 6,900	\$ 4,600	\$ 11,501
15	Asset Manager - Master Leased Operations		\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 59,208	\$ 39,472	\$ 98,681
35	TOTAL SALARIES				\$ 22,036			\$ 22,036	\$ 66,108	\$ 44,073	\$ 110,181
36	TOTAL FTE		0.18			0.18					
37	FRINGE BENEFIT RATE				30.00%			30.00%			
38	EMPLOYEE FRINGE BENEFITS				\$ 6,611			\$ 6,611	\$ 21,355	\$ 13,222	\$ 34,577
39	TOTAL SALARIES & BENEFITS				\$ 28,647			\$ 28,647	\$ 87,463	\$ 52,694	\$ 144,757

	A	B	E	H	K	N	Q
1	DEPARTMENT OF HOMELESSNESS 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	FSP Contract ID#	1000019778					
8	Budget Name	Alder - Property Management					
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, Gas, Phone, Garbage and Waste Mgmt.)		\$ 76,544	\$ 158,089	\$ 228,943	\$ 216,050	\$ 229,047
16	Office Supplies, Postage		\$ 7,980	\$ 18,573	\$ 15,904	\$ 20,044	\$ 20,044
17	Building Maintenance Supplies and Repair		\$ 48,615	\$ 145,230	\$ 107,905	\$ 145,548	\$ 135,828
18	Printing and Reproduction				\$ 500	\$ 539	\$ 539
23	Management/Booking Fees		\$ 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 Processing Fee/Admin Misc.				\$ 1,800	\$ 1,760	\$ 1,760
27	Payroll Processing Fee				\$ 4,800	\$ 5,495	\$ 5,495
28	Staff Training/Meeting Supplies				\$ 500	\$ 83	\$ 83
29	Renting Fee				\$ 1,400	\$ 703	\$ 703
44	Subcontractors:						
45	Office Salaries-Desk Clerks/Contract (first \$25k)		\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
50	TOTAL OPERATING EXPENSES		\$ 200,611	\$ 467,996	\$ 501,332	\$ 535,426	\$ 420,609
51							
52	Other Expenses (Not Subject to Indirect Cost %)						
53	Rental of Property		\$ 466,673	\$ 939,386	\$ 953,406	\$ 1,043,689	\$ 1,043,689
54	Office Salaries-Desk Clerks/Contract		\$ 89,099	\$ 217,445	\$ 211,633	\$ 217,794	\$ 247,794
55	Manager Salaries-Hotel Director/Manager		\$ 36,171	\$ 82,343	\$ 72,880	\$ 74,513	\$ 74,513
56	Janitor Contract-Regular/Extra Services		\$ 40,000	\$ 84,800	\$ 109,840	\$ 112,726	\$ 112,726
57	Repairs Payroll		\$ 27,040	\$ 64,080	\$ 54,784	\$ 62,679	\$ 62,679
58	Benefits		\$ 41,472	\$ 99,389	\$ 110,950	\$ 114,197	\$ 114,197
59	Management/Booking Fees						\$ 104,537
60	Legal Fees						\$ 16,771
61	CODB (to be allocated)		\$ 41,366				
62	Adjustment to Actuals			\$ (4,421)		\$ (160,891)	
68							
69	TOTAL OTHER EXPENSES		\$ 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 EXPENSES		\$ -	\$ -	\$ -	\$ 102,288	\$ -

	A	B	T	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS 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	FSP Contract ID#	1000019778					
8	Budget Name	Alder - Property Management					
9							
10							
11							
12							
13	Operating Expenses						
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 229,047	\$ 229,047	\$ 908,673	\$ 458,094	\$ 1,366,767	
16	Office Supplies, Postage	\$ 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 Reproduction	\$ 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 Support Processing Fee/Admin Misc.	\$ 1,760	\$ 1,760	\$ 5,320	\$ 3,520	\$ 8,840	
27	Payroll Processing Fee	\$ 5,495	\$ 5,495	\$ 15,790	\$ 10,990	\$ 26,780	
28	Staff Training/Meeting Supplies	\$ 83	\$ 83	\$ 666	\$ 166	\$ 832	
29	Renting Fee	\$ 703	\$ 703	\$ 2,806	\$ 1,406	\$ 4,212	
44	Subcontractors:						
45	Office Salaries-Desk Clerks/Contract (first \$25k)	\$ 25,000	\$ 25,000	\$ 112,500	\$ 50,000	\$ 162,500	
50	TOTAL OPERATING EXPENSES	\$ 420,609	\$ 420,609	\$ 2,125,974	\$ 841,218	\$ 2,967,192	
51							
52	Other Expenses (Not Subject to Indirect Cost %)						
53	Rental of Property	\$ 1,043,689	\$ 1,043,689	\$ 4,446,843	\$ 2,087,378	\$ 6,534,221	
54	Office Salaries-Desk Clerks/Contract	\$ 247,794	\$ 247,794	\$ 983,765	\$ 495,588	\$ 1,479,353	
55	Manager Salaries-Hotel Director/Manager	\$ 74,513	\$ 74,513	\$ 340,420	\$ 149,026	\$ 489,446	
56	Janitor Contract-Regular/Extra Services	\$ 112,726	\$ 112,726	\$ 460,092	\$ 225,452	\$ 685,544	
57	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	
60	Legal Fees	\$ 16,771	\$ 16,771	\$ 16,771	\$ 33,542	\$ 50,313	
61	CODB (to be allocated)			\$ 41,366	\$ -	\$ 41,366	
62	Adjustment to Actuals			\$ (165,312)	\$ -	\$ (165,312)	
68							
69	TOTAL OTHER EXPENSES	\$ 1,776,906	\$ 1,776,906	\$ 6,979,949	\$ 3,553,812	\$ 10,533,761	
70							
71	Capital Expenses						
72	One-Time Extraordinary Repairs			\$ 102,288	\$ -	\$ 102,288	
84							
85	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ 102,288	\$ -	\$ 102,288	

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE		Fiscal Year		
4	Alder - Property Management	FY25-26			
5	Salaries & Benefits	<u>Adjusted</u> <u>Budgeted FTE</u>	<u>Budgeted</u> <u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
6	Sr. Director/Housing Dev & Asset Mgmt.	0.01	\$ 2,300	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.	\$164,299 x 0.01 FTE
7	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 program efforts.	\$118,393 x 0.17 FTE
27	TOTAL	0.17	\$ 19,736		
28	Employee Fringe Benefits	30%	\$ 6,611	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 26,347		
30					
31					
32	Operating Expenses	<u>Budgeted</u> <u>Expense</u>		<u>Justification</u>	<u>Calculation</u>
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 229,047		Utilities (electricity, water, gas, telephone and scavenger service)	\$19,087 x 12 months
35	Office Supplies, Postage	\$ 20,044		PM office supplies are including on site supplies	\$1,670 x 12 months
36	Building Maintenance Supplies and Repair	\$ 135,828		Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc.	\$11,319 x 12 months
37	Printing and Reproduction	\$ 539		Covers copier usage	\$45 x 12 months
44	Cable TV	\$ 2,110		Direct TV monthly fee	\$176 x 12 months
45	Wire /Website Support Processing Fee/Admin Misc.	\$ 1,760		Covers bank wire and website support fee	\$147 x 12 months
46	Payroll Processing Fee	\$ 5,495		Covers monthly payroll fee	\$458 x 12 months
47	Staff Training/Meeting Supplies	\$ 83		Covers staff training and meeting snack and supplies	\$7 x 12 months
48	Renting Fee	\$ 703		Covers tenant background check	\$59 x 12 months
63	Subcontractors:				
64	Office Salaries-Desk Clerks/Contract (first \$25k)	\$ 25,000		Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage (first \$25K)	\$22,733 x 12 months
69	TOTAL OPERATING EXPENSES		\$ 420,609		
70	Indirect Cost	12%	\$ 53,635		

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE		Fiscal Year		
4	Alder - Property Management	FY25-26			
71					
72	<u>Other Expenses (Not Subject to Indirect Cost %)</u>	<u>Amount</u>	<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	
	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	
75					
76	Janitor Contract-Regular/Extra Services	\$ 112,726	Responsible for building cleaning up, place trash bins	\$9,394 x 12 months	
77	Repairs Payroll	\$ 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.	
80	Legal Fees	\$ 16,771	Covers legal related expenses	\$1,398 x 12 months	
88					
89	TOTAL OTHER EXPENSES	\$ 1,776,906			

	A	B	C	D	G	J	M	P	S
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Crosby - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 7,694,645	\$ 11,237,151						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17									
18					Year 1	Year 2	Year 3	Year 4	Year 5
19					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
20					Actuals	Actuals	Actuals	Actuals	New
21	Expenditures								
22	Salaries & Benefits				\$ -	\$ -	\$ 31,512	\$ 29,075	\$ 29,075
23	Operating Expenses				\$ 272,785	\$ 543,402	\$ 725,462	\$ 765,098	\$ 546,589
24	Subtotal				\$ 272,785	\$ 543,402	\$ 756,974	\$ 794,173	\$ 575,664
25	Indirect Percentage				12.00%	12.00%	12.00%	12.00%	12.00%
26	Indirect Cost (Line 24 X Line 25)				\$ 32,734	\$ 65,208	\$ 90,837	\$ 95,301	\$ 69,080
27	Other Expenses (Not Subject to Indirect %)				\$ 647,750	\$ 1,252,840	\$ 1,402,036	\$ 1,322,005	\$ 1,521,809
28	Capital Expenditure				\$ -	\$ -	\$ -	\$ 39,030	\$ -
30	Total Expenditures				\$ 953,269	\$ 1,861,450	\$ 2,249,847	\$ 2,250,509	\$ 2,166,553
31									
32	HSH Revenues								
33	HSH Fund				\$ 569,273	\$ 1,249,650	\$ 1,209,891	\$ 1,265,028	\$ 1,277,570
36	General Fund - Ongoing				\$ 84,213	\$ 38,782	\$ 416,141	\$ 187,406	\$ 192,091
38	General Fund - One-Time				\$ -	\$ -	\$ -	\$ 39,030	\$ -
39	Prop C				\$ -	\$ 278,266	\$ 7,400	\$ 294,236	\$ 301,592
41	Prop C - One-Time Carryforward				\$ -	\$ (26,548)	\$ 26,548	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ 194,567	\$ 218,000	\$ -
43	Adjustment to Actuals				\$ -	\$ -	\$ -	\$ (128,491)	\$ -
46	Total HSH Revenues				\$ 653,486	\$ 1,540,150	\$ 1,854,547	\$ 1,875,209	\$ 1,771,253
47	Other Revenues								
48	Rental Income				\$ 299,783	\$ 321,300	\$ 395,300	\$ 375,300	\$ 395,300
53	Total Other Revenues				\$ 299,783	\$ 321,300	\$ 395,300	\$ 375,300	\$ 395,300
55	Total HSH + Other Revenues				\$ 953,269	\$ 1,861,450	\$ 2,249,847	\$ 2,250,509	\$ 2,166,553
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

	A	B	C	D	V	Y	AI	AJ	AK
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Crosby - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 7,694,645	\$ 11,237,151						
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		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits				\$ 29,075	\$ 29,075	\$ 89,662	\$ 58,150	\$ 147,812
23	Operating Expenses				\$ 546,589	\$ 546,589	\$ 2,853,336	\$ 1,093,178	\$ 3,946,514
24	Subtotal				\$ 575,664	\$ 575,664	\$ 2,942,998	\$ 1,151,328	\$ 4,094,326
25	Indirect Percentage				12.00%	12.00%			
26	Indirect Cost (Line 24 X Line 25)				\$ 69,080	\$ 69,080	\$ 353,160	\$ 138,160	\$ 491,320
27	Other Expenses (Not Subject to Indirect %)				\$ 1,521,809	\$ 1,521,809	\$ 6,146,440	\$ 3,043,618	\$ 9,190,058
28	Capital Expenditure				\$ -	\$ -	\$ 39,030	\$ -	\$ 39,030
30	Total Expenditures				\$ 2,166,553	\$ 2,166,553	\$ 9,481,628	\$ 4,333,106	\$ 13,814,734
31									
32	HSH Revenues								
33	HSH Fund				\$ 1,277,570	\$ 1,277,570	\$ 5,571,412	\$ 2,555,140	\$ 8,126,552
36	General Fund - Ongoing				\$ 192,091	\$ 192,091	\$ 918,633	\$ 384,182	\$ 1,302,815
38	General Fund - One-Time				\$ -	\$ -	\$ 39,030	\$ -	\$ 39,030
39	Prop C				\$ 301,592	\$ 301,592	\$ 881,494	\$ 603,184	\$ 1,484,678
41	Prop C - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
42	One-Time Transfer				\$ -		\$ 412,567	\$ -	\$ 412,567
43	Adjustment to Actuals				\$ -		\$ (128,491)	\$ -	\$ (128,491)
46	Total HSH Revenues				\$ 1,771,253	\$ 1,771,253	\$ 7,694,645	\$ 3,542,506	\$ 11,237,151
47	Other Revenues								
48	Rental Income				\$ 395,300	\$ 395,300	\$ 1,786,983	\$ 790,600	\$ 2,577,583
53	Total Other Revenues				\$ 395,300	\$ 395,300	\$ 1,786,983	\$ 790,600	\$ 2,577,583
55	Total HSH + Other Revenues				\$ 2,166,553	\$ 2,166,553	\$ 9,481,628	\$ 4,333,106	\$ 13,814,734
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

	A	B	Q	T	W	X	AA	AD	AE	AH	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	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			Year 3			Year 4			Year 5		
Agency Totals			For HSH Funded	7/1/2022 - 6/30/2023	Agency Totals	For HSH Funded	7/1/2023 - 6/30/2024	Agency Totals	For HSH Funded	7/1/2024 - 6/30/2025	
			Program	New		Program	New		Program	New	
11			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
12											
13	POSITION TITLE										
14	Sr. Director/Housing Dev & Asset 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%		
38	EMPLOYEE FRINGE BENEFITS		\$ 9,147			\$ 6,710			\$ 6,710		
39	TOTAL SALARIES & BENEFITS		\$ 31,512			\$ 29,075			\$ 29,075		



	A	B	AL	AO	AR	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	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			EXTENSION YEAR			EXTENSION YEAR					
Year 6			Year 7			All Years					
Agency Totals			For HSH	7/1/2025 -	Agency Totals	For HSH	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -	
			Funded	6/30/2026		Funded	6/30/2027	6/30/2025	6/30/2027	6/30/2027	
11			Program	New	Program	New	Current	Amendment	New		
12											
13	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
14	Sr. Director/Housing Dev & Asset Mgmt.		\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 7,887	\$ 5,258	\$ 13,145
15	Asset Manager-Master Leased 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	EMPLOYEE FRINGE BENEFITS				\$ 6,710			\$ 6,710	\$ 22,567	\$ 13,420	\$ 35,987
39	TOTAL SALARIES & BENEFITS				\$ 29,075			\$ 29,075	\$ 89,662	\$ 58,150	\$ 147,812

	A	B	E	H	K	N	Q
1	DEPARTMENT OF HOMELESSNESS 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	FSP Contract ID#	1000019778					
8	Budget Name	Crosby - Property Management					
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, Gas, Phone, Garbage and Waste Mgmt.)		\$ 106,841	\$ 203,683	\$ 277,874	\$ 283,873	\$ 250,321
16	Office Supplies, Postage		\$ 7,890	\$ 15,780	\$ 14,280	\$ 19,780	\$ 14,280
17	Building Maintenance Supplies and Repair		\$ 76,502	\$ 143,659	\$ 267,295	\$ 282,182	\$ 247,488
18	Printing and Reproduction				\$ 1,000	\$ 1,000	\$ 1,000
20	Staff Training/Meeting Supplies				\$ 500	\$ 1,000	\$ 1,000
23	Wire /Website Support Processing Fee/Admin Misc.				\$ 800	\$ 3,200	\$ 1,000
24	Payroll Processing Fee				\$ 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	Subcontractors						
45	Office Salaries-Desk 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 Clerks		\$ 81,222	\$ 217,445	\$ 229,892	\$ 224,702	\$ 196,702
55	Manager Salaries-Hotel 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-Regular/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 Carryforward			\$ (26,548)	\$ 26,548		
64	Adjustment to Actuals					\$ (128,491)	
68							
69	TOTAL OTHER EXPENSES		\$ 647,750	\$ 1,252,840	\$ 1,402,036	\$ 1,322,005	\$ 1,521,809
70							
71	Capital Expenses						
72	One-Time Extraordinary Repairs					\$ 39,030	
84							
85	TOTAL CAPITAL EXPENSES		\$ -	\$ -	\$ -	\$ 39,030	\$ -

	A	B	T	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS 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	FSP Contract ID#	1000019778					
8	Budget Name	Crosby - Property Management					
9							
10			EXTENSION YEAR	EXTENSION YEAR			
11			Year 6	Year 7	All Years		
12			7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
13			New	New	Current	Amendment	New
14			Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
15	Operating Expenses						
16	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 250,321	\$ 250,321	\$ 1,122,592	\$ 500,642	\$ 1,623,234	
17	Office Supplies, Postage	\$ 14,280	\$ 14,280	\$ 72,010	\$ 28,560	\$ 100,570	
18	Building Maintenance Supplies and Repair	\$ 247,488	\$ 247,488	\$ 1,017,126	\$ 494,976	\$ 1,512,102	
19	Printing and Reproduction	\$ 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	
21	Wire /Website Support Processing Fee/Admin Misc.	\$ 1,000	\$ 1,000	\$ 5,000	\$ 2,000	\$ 7,000	
22	Payroll Processing Fee	\$ 4,800	\$ 4,800	\$ 15,400	\$ 9,600	\$ 25,000	
23	Renting Fee	\$ 500	\$ 500	\$ 2,550	\$ 1,000	\$ 3,550	
24	Cable TV	\$ 1,200	\$ 1,200	\$ 4,300	\$ 2,400	\$ 6,700	
25	Management/Booking Fees			\$ 374,164	\$ -	\$ 374,164	
26	Legal Fees			\$ 104,677	\$ -	\$ 104,677	
27	Security			\$ 17,517	\$ -	\$ 17,517	
28	Subcontractors						
29	Office Salaries-Desk Clerks	\$ 25,000	\$ 25,000	\$ 112,500	\$ 50,000	\$ 162,500	
30	TOTAL OPERATING EXPENSES	\$ 546,589	\$ 546,589	\$ 2,853,336	\$ 1,093,178	\$ 3,946,514	
31							
32	Other Expenses (Not Subject to Indirect Cost %)						
33	Rental of Property	\$ 763,335	\$ 763,335	\$ 3,305,466	\$ 1,526,671	\$ 4,832,136	
34	Office Salaries-Desk Clerks	\$ 196,702	\$ 196,702	\$ 949,963	\$ 393,404	\$ 1,343,367	
35	Manager Salaries-Hotel Director/Manager	\$ 84,310	\$ 84,310	\$ 406,689	\$ 168,620	\$ 575,309	
36	Janitor Payroll	\$ 47,840	\$ 47,840	\$ 205,035	\$ 95,680	\$ 300,715	
37	Janitor Contract-Regular/Extra Services	\$ 96,750	\$ 96,750	\$ 402,963	\$ 193,500	\$ 596,463	
38	Repairs Payroll	\$ 60,320	\$ 60,320	\$ 260,840	\$ 120,640	\$ 381,480	
39	Benefits	\$ 119,039	\$ 119,039	\$ 556,250	\$ 238,078	\$ 794,328	
40	Management/Booking Fees	\$ 117,489	\$ 117,489	\$ 117,489	\$ 234,978	\$ 352,467	
41	Legal Fees	\$ 36,024	\$ 36,024	\$ 36,024	\$ 72,048	\$ 108,072	
42	CODB			\$ 34,213	\$ -	\$ 34,213	
43	One-Time Carryforward			\$ -	\$ -	\$ -	
44	Adjustment to Actuals			\$ (128,491)	\$ -	\$ (128,491)	
45							
46	TOTAL OTHER EXPENSES	\$ 1,521,809	\$ 1,521,809	\$ 6,146,440	\$ 3,043,618	\$ 9,190,058	
47							
48	Capital Expenses						
49	One-Time Extraordinary Repairs			\$ 39,030	\$ -	\$ 39,030	
50							
51	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ 39,030	\$ -	\$ 39,030	

	A	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>	<b>Fiscal Year</b>			
4	<b>Crosby - Property Management</b>	<b>FY25-26</b>			
5	<b>Salaries &amp; Benefits</b>	<b>Adjusted Budgeted FTE</b>	<b>Budgeted Salary</b>	<b>Justification</b>	<b>Calculation</b>
	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$ 2,629	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.	\$164,299 x 0.02 FTE
6					
7	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 program efforts.	\$118,393 x 0.17 FTE
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 salaries.	
29	<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 29,075</b>		
30					
31					
32	<b>Operating Expenses</b>		<b>Budgeted Expense</b>	<b>Justification</b>	<b>Calculation</b>
33	Rental of Property		\$ -		
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 250,321	Utilities (electricity, water, gas, telephone and scavenger service)	\$20,860 x 12 months
35	Office Supplies, Postage		\$ 14,280	PM office supplies are including on site supplies	\$1,190 x 12 months
36	Building Maintenance Supplies and Repair		\$ 247,488	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc.	\$20,624 x 12 months
37	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
42	Wire /Website Support Processing Fee/Admin Misc.		\$ 1,000	Covers bank wire and website support fee	\$83 x 12 months
43	Payroll Processing Fee		\$ 4,800	Covers monthly payroll fee	\$400 x 12 months
44	Renting Fee		\$ 500	Covers Tenant background check	\$42 x 12 months
45	Cable TV		\$ 1,200	Direct TV monthly fee	\$100 x 12 months
63	<u>Subcontractors</u>				
64	Office Salaries-Desk Clerks		\$ 25,000	First \$25k of Caritas Management Corporation's subcontracted services that's eligible for Indirect Cost Rate	\$18,475 x 12 months
69	<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 546,589</b>		
70	<b>Indirect Cost</b>	<b>12.0%</b>	<b>\$ 69,080</b>		
71					
72	<b>Other Expenses (Not Subject to Indirect Cost %)</b>		<b>Amount</b>	<b>Justification</b>	<b>Calculation</b>
73	Rental of Property		\$ 763,335	The lease is written for 126 units including office	\$63,611 x 12 months
74	Office Salaries-Desk Clerks		\$ 196,702	Coverage 24/7 for residents of the Crosby; includes holidays/overtime coverage	\$18,475 x 12 months
75	Manager Salaries-Hotel Director/Manager		\$ 84,310	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$7,026 x 12 months
76	Janitor Payroll		\$ 47,840	Responsible for building cleaning up, includes holidays/overtime coverage	\$3,987 x 12 months
77	Janitor Contract-Regular/Extra Services		\$ 96,750	Responsible for building cleaning up, place trash bins	\$8,063 x 12 months
78	Repairs Payroll		\$ 60,320	Responsible for repair and maintenance of the building	\$5,027 x 12 months
79	Benefits		\$ 119,039	% based from personnel from above	\$9,920 x 12 months
80	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 x 12 months
81	Legal Fees		\$ 36,024	Covers legal fees	\$3,002 x 12 months
89	<b>TOTAL OTHER EXPENSES</b>		<b>\$ 1,521,809</b>		

	A	B	C	D	G	J	M	P	S
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Elm - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 6,092,214	\$ 9,551,866						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17									
18					Year 1	Year 2	Year 3	Year 4	Year 5
19					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
20					Actuals	Actuals	Actuals	Actuals	New
21	Expenditures								
22	Salaries & Benefits				\$ -	\$ -	\$ 30,193	\$ 29,075	\$ 29,075
23	Operating Expenses				\$ 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 24 X Line 25)				\$ 25,474	\$ 56,952	\$ 71,531	\$ 70,520	\$ 55,965
27	Other Expenses (Not Subject to Indirect %)				\$ 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									
32	HSH Revenues								
33	HSH Fund				\$ 472,527	\$ 1,088,286	\$ 992,184	\$ 1,057,000	\$ 1,071,690
35	HSH Fund - One-Time Carryforward				\$ -	\$ 19,082	\$ -	\$ -	\$ -
36	General Fund - Ongoing				\$ 78,057	\$ 53,261	\$ 114,503	\$ 127,253	\$ 383,416
38	General Fund - One-Time				\$ -	\$ -	\$ -	\$ 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 Actuals				\$ -	\$ (13,332)	\$ -	\$ (155,136)	\$ -
46	Total HSH Revenues				\$ 550,584	\$ 1,242,032	\$ 1,499,791	\$ 1,449,454	\$ 1,603,335
47	Other Revenues								
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 Revenues				\$ 174,360	\$ 213,093	\$ 241,093	\$ 241,093	\$ 241,093
54									
55	Total HSH + Other Revenues				\$ 724,944	\$ 1,455,125	\$ 1,740,884	\$ 1,690,547	\$ 1,844,428
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

	A	B	C	D	V	Y	AI	AJ	AK
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	F\$P Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Elm - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 6,092,214	\$ 9,551,866						
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		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	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%			
26	Indirect Cost (Line 24 X Line 25)				\$ 55,965	\$ 55,965	\$ 280,442	\$ 111,930	\$ 392,372
27	Other Expenses (Not Subject to Indirect %)				\$ 1,322,087	\$ 1,322,087	\$ 4,483,163	\$ 2,897,156	\$ 7,380,319
28	Capital Expenditure				\$ -	\$ -	\$ 102,325	\$ -	\$ 102,325
30	Total Expenditures				\$ 1,844,428	\$ 1,844,428	\$ 7,202,946	\$ 3,941,838	\$ 11,144,784
31									
32	HSH Revenues								
33	HSH Fund				\$ 1,071,690	\$ 1,071,690	\$ 4,681,687	\$ 2,143,380	\$ 6,825,067
35	HSH Fund - One-Time Carryforward				\$ -	\$ -	\$ 19,082	\$ -	\$ 19,082
36	General Fund - Ongoing				\$ 383,416	\$ 383,416	\$ 503,508	\$ 1,019,814	\$ 1,523,322
38	General Fund - One-Time				\$ -	\$ -	\$ 68,623	\$ -	\$ 68,623
39	Prop C				\$ 148,229	\$ 148,229	\$ 568,873	\$ 296,458	\$ 865,331
41	Prop C - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ 418,909	\$ -	\$ 418,909
43	Adjustment to Actuals				\$ -	\$ -	\$ (168,468)	\$ -	\$ (168,468)
46	Total HSH Revenues				\$ 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 Revenues				\$ 241,093	\$ 241,093	\$ 1,110,732	\$ 482,186	\$ 1,592,918
54									
55	Total HSH + Other Revenues				\$ 1,844,428	\$ 1,844,428	\$ 7,202,946	\$ 3,941,838	\$ 11,144,784
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

	A	B	Q	T	W	X	AA	AD	AE	AH	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	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		
11			Agency Totals	For HSH Funded Progarm	7/1/2022 - 6/30/2023 New	Agency Totals	For HSH Funded Progarm	7/1/2023 - 6/30/2024 New	Agency Totals	For HSH Funded Progarm	7/1/2024 - 6/30/2025 New
12											
13	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
14	Sr. Director/Housing Dev & Asset 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		35.00%			30.00%			30.00%		
38	EMPLOYEE FRINGE BENEFITS		\$ 7,828			\$ 6,710			\$ 6,710		
39	TOTAL SALARIES & BENEFITS		\$ 30,193			\$ 29,075			\$ 29,075		





	A	B	E	H	K	N	Q
1	DEPARTMENT OF HOMELESSNESS 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	FSP Contract ID#	1000019778					
8	Budget Name	Elm - Property Management					
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, Gas, Phone, Garbage and Waste Mgmt.)		\$ 86,363	\$ 169,189	\$ 227,169	\$ 219,169	\$ 276,342
16	Office Expenses/ Postage		\$ 6,710	\$ 15,059	\$ 10,643	\$ 12,443	\$ 7,443
17	Building Maintenance Supplies and Repair		\$ 50,073	\$ 143,502	\$ 184,930	\$ 198,248	\$ 118,016
18	Printing and Reproduction				\$ 1,000	\$ 1,000	\$ 1,000
20	Staff Training/Meeting Supplies				\$ 400	\$ 500	\$ 500
23	Wire /Website Support Processing Fee/Admin Misc.				\$ 1,500	\$ 1,500	\$ 1,500
24	Payroll Processing Fee				\$ 5,800	\$ 5,300	\$ 5,300
25	Cable TV				\$ 1,800	\$ 1,200	\$ 1,200
26	Rental Fee				\$ 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						
45	Office Salaries-Desk Clerks/Contract (first \$25k)		\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
50	TOTAL OPERATING EXPENSES		\$ 212,285	\$ 474,602	\$ 565,898	\$ 558,587	\$ 437,301
51							
52	Other Expenses (Not Subject to Indirect Cost %)						
53	Rental of Property		\$ 213,346	\$ 436,434	\$ 444,422	\$ 469,418	\$ 722,400
54	Office Salaries-Desk Clerks/Contract		\$ 91,223	\$ 242,845	\$ 260,472	\$ 290,785	\$ 207,285
55	Manager Salaries-Hotel Director/Manager		\$ 29,120	\$ 68,240	\$ 74,820	\$ 85,520	\$ 65,520
56	Janitor Contract-Regular/Extra Services		\$ 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	Legal Fees						\$ 20,144
61	Adjustment to Actuals			\$ (13,332)		\$ (155,136)	
62	One-Time Carryforward			\$ (40,893)	\$ 40,893		
63	CODB		\$ 28,057				
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 Carryforward of Unspent Funds from FSP 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	\$ -

	A	B	T	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS 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	FSP Contract ID#	1000019778					
8	Budget Name	Elm - Property Management					
9							
10			EXTENSION YEAR	EXTENSION YEAR			
11			Year 6	Year 7	All Years		
12			7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
13			New	New	Current	Amendment	New
14			Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
15	Operating Expenses						
16	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 276,342	\$ 276,342	\$ 978,231	\$ 552,684	\$ 1,530,915	
17	Office Expenses/ Postage	\$ 7,443	\$ 7,443	\$ 52,298	\$ 14,886	\$ 67,184	
18	Building Maintenance Supplies and Repair	\$ 118,016	\$ 118,016	\$ 694,769	\$ 236,032	\$ 930,801	
19	Printing and Reproduction	\$ 1,000	\$ 1,000	\$ 3,000	\$ 2,000	\$ 5,000	
20	Staff Training/Meeting Supplies	\$ 500	\$ 500	\$ 1,400	\$ 1,000	\$ 2,400	
21	Wire /Website Support Processing Fee/Admin Misc.	\$ 1,500	\$ 1,500	\$ 4,500	\$ 3,000	\$ 7,500	
22	Payroll Processing Fee	\$ 5,300	\$ 5,300	\$ 16,400	\$ 10,600	\$ 27,000	
23	Cable TV	\$ 1,200	\$ 1,200	\$ 4,200	\$ 2,400	\$ 6,600	
24	Rental Fee	\$ 1,000	\$ 1,000	\$ 4,500	\$ 2,000	\$ 6,500	
25	Management/Booking Fees			\$ 241,880	\$ -	\$ 241,880	
26	Legal Fees			\$ 134,994	\$ -	\$ 134,994	
27	Subcontractors						
28	Office Salaries-Desk Clerks/Contract (first \$25k)	\$ 25,000	\$ 25,000	\$ 112,500	\$ 50,000	\$ 162,500	
29	TOTAL OPERATING EXPENSES	\$ 437,301	\$ 437,301	\$ 2,248,673	\$ 874,602	\$ 3,123,275	
30							
31	Other Expenses (Not Subject to Indirect Cost %)						
32	Rental of Property	\$ 722,400	\$ 722,400	\$ 2,033,038	\$ 1,697,782	\$ 3,730,820	
33	Office Salaries-Desk Clerks/Contract	\$ 207,285	\$ 207,285	\$ 1,092,610	\$ 414,570	\$ 1,507,180	
34	Manager Salaries-Hotel Director/Manager	\$ 65,520	\$ 65,520	\$ 323,220	\$ 131,040	\$ 454,260	
35	Janitor Contract-Regular/Extra Services	\$ 100,840	\$ 100,840	\$ 411,673	\$ 201,680	\$ 613,353	
36	Repairs Payroll	\$ 54,080	\$ 54,080	\$ 240,500	\$ 108,160	\$ 348,660	
37	Benefits	\$ 78,735	\$ 78,735	\$ 429,308	\$ 157,470	\$ 586,778	
38	Management/Booking Fees	\$ 73,083	\$ 73,083	\$ 73,083	\$ 146,166	\$ 219,249	
39	Legal Fees	\$ 20,144	\$ 20,144	\$ 20,144	\$ 40,288	\$ 60,432	
40	Adjustment to Actuals			\$ (168,468)	\$ -	\$ (168,468)	
41	One-Time Carryforward			\$ -	\$ -	\$ -	
42	CODB			\$ 28,057	\$ -	\$ 28,057	
43	TOTAL OTHER EXPENSES	\$ 1,322,087	\$ 1,322,087	\$ 4,483,163	\$ 2,897,156	\$ 7,380,319	
44							
45	Capital Expenses						
46	Elevator Repairs (One-time Carryforward of Unspent Funds from FSP 1000017622)			\$ 19,082	\$ -	\$ 19,082	
47	Elevator & Leak repairs			\$ 14,620	\$ -	\$ 14,620	
48	One-Time Extraordinary Repairs			\$ 68,623	\$ -	\$ 68,623	
49							
50	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ 68,623	\$ -	\$ 68,623	

	A	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>				
4	<b>Elm - Property Management</b>	<b>Fiscal Year FY25-26</b>			
5	<b>Salaries &amp; Benefits</b>	<b>Adjusted Budgeted FTE</b>	<b>Budgeted Salary</b>	<b>Justification</b>	<b>Calculation</b>
6	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$ 2,629	Provides overall leadership, administration and supervision to ECS's 18 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.	\$164,299 x 0.02 FTE
7	Asset Manager-Master Leased Operations	0.17	\$ 19,736	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	\$118,393 x 0.17 FTE
27	TOTAL	0.18	\$ 22,365		
28	Employee Fringe Benefits	30.0%	\$ 6,710	Includes FICA, SSUI, Workers Compensation and Medical calculated at <b>30%</b> of total salaries.	
29	<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 29,075</b>		
30					
31					
32	<b>Operating Expenses</b>	<b>Budgeted Expense</b>	<b>Justification</b>	<b>Calculation</b>	
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 276,342	Utilities (electricity, water, gas, telephone and scavenger service)	\$23,028 x 12 months	
35	Office Expenses/ Postage	\$ 7,443	PM office supplies are including on site supplies	\$620 x 12 months	
36	Building Maintenance Supplies and Repair	\$ 118,016	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc.	\$9,835 x 12 months	
37	Printing and Reproduction	\$ 1,000	Covers copier usage	\$83 x 12 months	
39	Staff Training/Meeting Supplies	\$ 500	Covers staff training and meeting snack and supplies	\$42 x 12 months	
42	Wire /Website Support Processing Fee/Admin Misc.	\$ 1,500	Covers bank wire and website support fee	\$125 x 12 months	
43	Payroll Processing Fee	\$ 5,300	Covers monthly payroll fee	\$442 x 12 months	
44	Cable TV	\$ 1,200	Direct TV monthly fee	\$100 x 12 months	
45	Rental Fee	\$ 1,000	Covers Tenant background check	\$83 x 12 months	
63	<b>Subcontractors</b>				
64	Office Salaries-Desk Clerks/Contract (first \$25k)	\$ 25,000	First \$25k of Caritas Management Corporation's subcontracted services that's eligible for Indirect Cost Rate	\$19,357 x 12 months	
69	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 437,301</b>			
70	<b>Indirect Cost</b>	<b>12.0%</b>	<b>\$ 55,965</b>		
71					
72	<b>Other Expenses (Not Subject to Indirect Cost %)</b>	<b>Amount</b>	<b>Justification</b>	<b>Calculation</b>	
73	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	
75	Manager Salaries-Hotel Director/Manager	\$ 65,520	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$5,460 x 12 months	
76	Janitor Contract-Regular/Extra Services	\$ 100,840	Covers janitor contract	\$8,403 x 12 months	
77	Repairs Payroll	\$ 54,080	Responsible for building cleaning up, place trash bins	\$4,507 x 12 months	
78	Benefits	\$ 78,735	Responsible for repair and maintenance of the building	\$6,561 x 12 months	
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 months	
80	Legal Fees	\$ 20,144	Property Management legal expenses and credit report	\$1,679 x 12 months	
89	<b>TOTAL OTHER EXPENSES</b>	<b>\$ 1,322,087</b>			
90					

	A	B	C	D	G	J	M	P	S
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Hillsdale - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 5,612,053	\$ 8,162,261						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					Year 1	Year 2	Year 3	Year 4	Year 5
18					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
19					Actuals	Actuals	Actuals	Actuals	New
20									
21	Expenditures								
22	Salaries & Benefits				\$ -	\$ -	\$ 29,075	\$ 29,075	\$ 29,075
23	Operating Expenses				\$ 172,964	\$ 356,790	\$ 494,072	\$ 473,817	\$ 405,237
24	Subtotal				\$ 172,964	\$ 356,790	\$ 523,147	\$ 502,892	\$ 434,312
25	Indirect Percentage				12.00%	12.00%	12.00%	12.00%	12.00%
26	Indirect Cost (Line 24 X Line 25)				\$ 20,756	\$ 42,815	\$ 62,778	\$ 60,347	\$ 52,117
27	Other Expenses (Not Subject to Indirect %)				\$ 484,879	\$ 839,839	\$ 1,037,389	\$ 980,134	\$ 992,478
28	Capital Expenditure				\$ -	\$ 13,448	\$ -	\$ -	\$ -
30	Total Expenditures				\$ 678,599	\$ 1,252,892	\$ 1,623,314	\$ 1,543,373	\$ 1,478,907
31									
32	HSH Revenues								
33	HSH Fund				\$ 421,996	\$ 888,820	\$ 901,065	\$ 957,882	\$ 971,200
36	General Fund - Ongoing				\$ 75,480	\$ 46,486	\$ 113,335	\$ 127,343	\$ 130,527
39	Prop C				\$ -	\$ 159,745	\$ 164,221	\$ 169,148	\$ 173,377
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	\$ 1,275,104
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									
55	Total HSH + Other Revenues				\$ 678,599	\$ 1,252,892	\$ 1,623,314	\$ 1,543,373	\$ 1,478,907
57									
58	Prepared by	Tiffany Luong							
59	Phone	415.487.3300 ext. 1219							
60	Email	tluong@ecs-sf.org							

	A	B	C	D	V	Y	AI	AJ	AK
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Hillsdale - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 5,612,053	\$ 8,162,261						
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		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits				\$ 29,075	\$ 29,075	\$ 87,225	\$ 58,150	\$ 145,375
23	Operating Expenses				\$ 405,237	\$ 405,237	\$ 1,902,880	\$ 810,474	\$ 2,713,354
24	Subtotal				\$ 434,312	\$ 434,312	\$ 1,990,105	\$ 868,624	\$ 2,858,729
25	Indirect Percentage				12.00%	12.00%			
26	Indirect Cost (Line 24 X Line 25)				\$ 52,117	\$ 52,117	\$ 238,813	\$ 104,234	\$ 343,047
27	Other Expenses (Not Subject to Indirect %)				\$ 992,478	\$ 992,478	\$ 4,334,719	\$ 1,984,956	\$ 6,319,675
28	Capital Expenditure				\$ -	\$ -	\$ 13,448	\$ -	\$ 13,448
30	Total Expenditures				\$ 1,478,907	\$ 1,478,907	\$ 6,577,085	\$ 2,957,814	\$ 9,534,899
31									
32	HSH Revenues								
33	HSH Fund				\$ 971,200	\$ 971,200	\$ 4,140,963	\$ 1,942,400	\$ 6,083,363
36	General Fund - Ongoing				\$ 130,527	\$ 130,527	\$ 493,171	\$ 261,054	\$ 754,225
39	Prop C				\$ 173,377	\$ 173,377	\$ 666,491	\$ 346,754	\$ 1,013,245
41	Prop C - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ 396,231	\$ -	\$ 396,231
43	Adjustment to Actuals				\$ -	\$ -	\$ (84,803)	\$ -	\$ (84,803)
46	Total HSH Revenues				\$ 1,275,104	\$ 1,275,104	\$ 5,612,053	\$ 2,550,208	\$ 8,162,261
47	Other Revenues								
48	Rental Income				\$ 203,803	\$ 203,803	\$ 965,032	\$ 407,606	\$ 1,372,638
53	Total Other Revenues				\$ 203,803	\$ 203,803	\$ 965,032	\$ 407,606	\$ 1,372,638
54									
55	Total HSH + Other Revenues				\$ 1,478,907	\$ 1,478,907	\$ 6,577,085	\$ 2,957,814	\$ 9,534,899
57									
58	Prepared by	Tiffany Luong							
59	Phone	415.487.3300 ext. 1219							
60	Email	tluong@ecs-sf.org							

	A	B	Q	T	W	X	AA	AD	AE	AH	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	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		
11			Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023	Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025
12					New			New			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 & Asset 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		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		

	A	B	AL	AO	AR	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	FSP Contract ID#	1000019778									
8	Budget Name	Hillsdale - Property Management									
9											
10			EXTENSION YEAR			EXTENSION YEAR					
11			Year 6			Year 7			All Years		
12			Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026 New	Agency Totals	For HSH Funded Program	7/1/2026 - 6/30/2027 New	1/1/2021 - 6/30/2025 Current	7/1/2024 - 6/30/2027 Amendment	1/1/2021 - 6/30/2027 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 Mgmt.		\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 7,887	\$ 5,258	\$ 13,145
15	Asset Manager-Master Leased 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	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

	A	B	E	H	K	N	Q
1	DEPARTMENT OF HOMELESSNESS 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 - Property Management					
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, Gas, Phone, Garbage and Waste Mgmt.)		\$ 53,230	\$ 106,460	\$ 161,574	\$ 161,460	\$ 194,930
16	Office Expenses/ Postage		\$ 6,610	\$ 16,064	\$ 9,064	\$ 15,564	\$ 15,564
17	Building Maintenance Supplies and Repair		\$ 54,099	\$ 124,930	\$ 187,031	\$ 179,043	\$ 159,043
18	Printing and Reproduction				\$ 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	Wire /Website Support Processing Fee/Admin Misc.				\$ 1,500	\$ 1,500	\$ 1,500
26	Renting Fee				\$ 1,300	\$ 1,200	\$ 1,200
27	Management/Booking Fees		\$ 31,725	\$ 63,450	\$ 63,450	\$ 67,450	
28	Legal Fees		\$ 14,800	\$ 20,886	\$ 37,753	\$ 14,600	
44	Subcontractors						
45	Office Salaries-Desk Clerks /Contract (First \$25k)		\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
49							
50	TOTAL OPERATING EXPENSES		\$ 172,964	\$ 356,790	\$ 494,072	473,817	\$ 405,237
51							
52	Other Expenses (Not Subject to Indirect Cost %)						
53	Rental of Property		\$ 194,910	\$ 389,820	\$ 402,533	\$ 425,173	\$ 425,173
54	Office Salaries-Desk Clerks /contract		\$ 117,190	\$ 169,238	\$ 239,612	\$ 269,972	\$ 138,903
55	Manager Salaries-Hotel Director/manager		\$ 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-Regular/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 Fees						\$ 69,383
61	Legal Fees						\$ 9,667
62	Adjustment to Actuals					\$ (84,803)	
63	CODB		\$ 25,480				
64	One-Time Carryforward			\$ (44,659)	\$ 44,659		
68							
69	TOTAL OTHER EXPENSES		\$ 484,879	\$ 839,839	\$ 1,037,389	\$ 980,134	\$ 992,478
70							
71	Capital Expenses						
72	Elevator Repair		\$ -	\$ 13,448			
84							
85	TOTAL CAPITAL EXPENSES		\$ -	\$ 13,448	\$ -	\$ -	\$ -



	A	B	T	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS 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	FSP Contract ID#	1000019778					
8	Budget Name	Hillsdale - Property Management					
9			EXTENSION YEAR	EXTENSION YEAR			
10			Year 6	Year 7	All Years		
11			7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
12			New	New	Current	Amendment	New
13	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 194,930	\$ 194,930	\$ 677,654	\$ 389,860	\$ 1,067,514
16	Office Expenses/ Postage		\$ 15,564	\$ 15,564	\$ 62,866	\$ 31,128	\$ 93,994
17	Building Maintenance Supplies and Repair		\$ 159,043	\$ 159,043	\$ 704,146	\$ 318,087	\$ 1,022,233
18	Printing and Reproduction		\$ 1,000	\$ 1,000	\$ 2,500	\$ 2,000	\$ 4,500
20	Staff Training/Meeting Supplies		\$ 500	\$ 500	\$ 1,500	\$ 1,000	\$ 2,500
23	Cable TV		\$ 1,200	\$ 1,200	\$ 4,000	\$ 2,400	\$ 6,400
24	Payroll Processing Fee		\$ 5,300	\$ 5,300	\$ 15,400	\$ 10,600	\$ 26,000
25	Wire /Website Support Processing Fee/Admin Misc.		\$ 1,500	\$ 1,500	\$ 4,500	\$ 3,000	\$ 7,500
26	Renting Fee		\$ 1,200	\$ 1,200	\$ 3,700	\$ 2,400	\$ 6,100
27	Management/Booking Fees				\$ 226,075	\$ -	\$ 226,075
28	Legal Fees				\$ 88,039	\$ -	\$ 88,039
44	Subcontractors						
45	Office Salaries-Desk Clerks /Contract (First \$25k)		\$ 25,000	\$ 25,000	\$ 112,500	\$ 50,000	\$ 162,500
49							
50	TOTAL OPERATING EXPENSES		\$ 405,237	\$ 405,237	\$ 1,902,880	\$ 810,474	\$ 2,713,354
51							
52	Other Expenses (Not Subject to Indirect Cost %)						
53	Rental of Property		\$ 425,173	\$ 425,173	\$ 1,837,609	\$ 850,346	\$ 2,687,955
54	Office Salaries-Desk Clerks /contract		\$ 138,903	\$ 138,903	\$ 934,915	\$ 277,806	\$ 1,212,721
55	Manager Salaries-Hotel Director/manager		\$ 65,520	\$ 65,520	\$ 293,920	\$ 131,040	\$ 424,960
56	Janitor payroll		\$ 59,840	\$ 59,840	\$ 240,827	\$ 119,680	\$ 360,507
57	Janitor Contract-Regular/Extra Services		\$ 23,500	\$ 23,500	\$ 173,714	\$ 47,000	\$ 220,714
58	Repairs Payroll		\$ 54,080	\$ 54,080	\$ 237,460	\$ 108,160	\$ 345,620
59	Benefits		\$ 146,412	\$ 146,412	\$ 596,548	\$ 292,824	\$ 889,372
60	Management/Booking Fees		\$ 69,383	\$ 69,383	\$ 69,383	\$ 138,766	\$ 208,149
61	Legal Fees		\$ 9,667	\$ 9,667	\$ 9,667	\$ 19,334	\$ 29,001
62	Adjustment to Actuals				\$ (84,803)	\$ -	\$ (84,803)
63	CODB				\$ 25,480	\$ -	\$ 25,480
64	One-Time Carryforward				\$ -	\$ -	\$ -
68							
69	TOTAL OTHER EXPENSES		\$ 992,478	\$ 992,478	\$ 4,334,719	\$ 1,984,956	\$ 6,319,675
70							
71	Capital Expenses						
72	Elevator Repair			\$ 13,448	\$ -	\$ -	\$ 13,448
84							
85	TOTAL CAPITAL EXPENSES		\$ -	\$ -	\$ 13,448	\$ -	\$ 13,448

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE		Fiscal Year		
4	Hillsdale - Property Management	FY24-25			
5	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$ 2,629	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.	\$164,299 x 0.02 FTE
6					
	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 program efforts.	\$118,393 x 0.17 FTE
7					
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 salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 29,075		
30					
31					
32	Operating Expenses		Budgeted Expense	Justification	Calculation
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$	194,930	Utilities (electricity, water, gas, telephone and scavenger service)	\$16,244 x 12 months
35	Office Expenses/ Postage	\$	15,564	PM office supplies are including on site supplies	\$1,297 x 12 months
	Building Maintenance Supplies and Repair	\$	159,043	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc.	\$13,254 x 12 months
36					
37	Printing and Reproduction	\$	1,000	Covers copier usage	\$83 x 12 months
39	Staff Training/Meeting Supplies	\$	500	Covers staff training and meeting snack and supplies	\$42 x 12 months
42	Cable TV	\$	1,200	Direct TV monthly fee	\$100 x 12 months
43	Payroll Processing Fee	\$	5,300	Covers monthly payroll fee	\$442 x 12 months
44	Wire /Website Support Processing Fee/Admin Misc.	\$	1,500	Covers bank wire and website support fee	\$125 x 12 months
45	Renting Fee	\$	1,200	Covers Tenant background check	\$100 x 12 months
63	Subcontractors				
	Office Salaries-Desk Clerks /Contract (First \$25k)	\$	25,000	First \$25k of Caritas Management Corporation's subcontracted services that's eligible for Indirect Cost Rate	\$13,659 x 12 months
64					
69	TOTAL OPERATING EXPENSES		\$ 405,237		
70	Indirect Cost	12.0%	\$ 52,117		
71					
72					
73	Other Expenses (Not Subject to Indirect Cost %)		Amount	Justification	Calculation
74	Rental of Property	\$	425,173	The lease is written for 84 units	\$35,431 x 12 months
75	Office Salaries-Desk Clerks /contract	\$	138,903	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage	\$13,659 x 12 months
	Manager Salaries-Hotel Director/manager	\$	65,520	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$5,460 x 12 months
76					
77	Janitor payroll	\$	59,840	Responsible for building cleaning up, includes holidays/overtime coverage	\$4,987 x 12 months
78	Janitor Contract-Regular/Extra Services	\$	23,500	Responsible for building cleaning up, place trash bins	\$1,958 x 12 months
79	Repairs Payroll	\$	54,080	Responsible for repair and maintenance of the building	\$4,507 x 12 months
80	Benefits	\$	146,412	% based from personnel from above	\$12,201 x 12 months
81	Management/Booking Fees	\$	69,383	Property management (75 Units) @ \$ 65.00 PUPM, and bookkeeping fees \$10 PUPM	75 units x (\$65+\$10) x 1.0279 x 12 months
82	Legal Fees	\$	9,667	Covers legal fees	\$806 x 12 months
90	TOTAL OTHER EXPENSES		\$ 992,478		
91					

	A	B	C	D	G	J	M	P	S
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
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 - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 5,874,550	\$ 9,526,673						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17									
18					Year 1	Year 2	Year 3	Year 4	Year 5
19					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
20					Actuals	Actuals	Actuals	Actuals	New
21	Expenditures								
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 24 X Line 25)				\$ 24,006	\$ 46,365	\$ 75,585	\$ 63,730	\$ 47,869
27	Other Expenses (Not Subject to Indirect %)				\$ 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	HSH Revenues								
33	HSH Fund				\$ 420,301	\$ 967,590	\$ 990,438	\$ 1,066,833	\$ 1,082,972
36	General Fund - Ongoing				\$ 78,007	\$ 49,171	\$ 106,310	\$ 104,444	\$ 420,242
38	General Fund - One-Time				\$ -	\$ -	\$ -	\$ 203,779	\$ 25,620
39	Prop C				\$ -	\$ 153,417	\$ 157,475	\$ 121,479	\$ 166,254
41	Prop C - One-Time Carryforward				\$ -	\$ (67,418)	\$ 67,418	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ 149,700	\$ 130,200	\$ -
43	Adjustment to Actuals				\$ -	\$ -	\$ -	\$ (206,495)	\$ -
46	Total HSH Revenues				\$ 498,308	\$ 1,102,760	\$ 1,471,341	\$ 1,420,240	\$ 1,695,088
47	Other Revenues								
48	Rental Income				\$ 165,809	\$ 178,200	\$ 200,751	\$ 155,783	\$ 125,751
53	Total Other Revenues				\$ 165,809	\$ 178,200	\$ 200,751	\$ 155,783	\$ 125,751
54									
55	Total HSH + Other Revenues				\$ 664,117	\$ 1,280,960	\$ 1,672,092	\$ 1,576,023	\$ 1,820,839
57									
58	Prepared by	Tiffany Luong							
59	Phone	415.487.3300 ext. 1219							
60	Email	tluong@ecs-sf.org							

	A	B	C	D	V	Y	AI	AJ	AK
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
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 - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 5,874,550	\$ 9,526,673						
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		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits				\$ 29,075	\$ 29,075	\$ 88,047	\$ 58,150	\$ 146,197
23	Operating Expenses				\$ 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				12.00%	12.00%			
26	Indirect Cost (Line 24 X Line 25)				\$ 47,869	\$ 47,869	\$ 257,555	\$ 95,738	\$ 353,293
27	Other Expenses (Not Subject to Indirect %)				\$ 1,348,442	\$ 1,348,442	\$ 4,119,567	\$ 3,010,071	\$ 7,129,638
28	Capital Expenditure				\$ -	\$ -	\$ 177,429	\$ -	\$ 177,429
30	Total Expenditures				\$ 1,795,219	\$ 1,795,219	\$ 6,700,844	\$ 3,903,625	\$ 10,604,469
31									
32	HSH Revenues								
33	HSH Fund				\$ 1,082,972	\$ 1,082,972	\$ 4,528,134	\$ 2,165,944	\$ 6,694,078
36	General Fund - Ongoing				\$ 420,242	\$ 420,242	\$ 444,987	\$ 1,153,671	\$ 1,598,658
38	General Fund - One-Time				\$ -	\$ -	\$ 229,399	\$ -	\$ 229,399
39	Prop C				\$ 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 Actuals				\$ -	\$ -	\$ (206,495)	\$ -	\$ (206,495)
46	Total HSH Revenues				\$ 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	\$ 251,502	\$ 1,077,796
53	Total Other Revenues				\$ 125,751	\$ 125,751	\$ 826,294	\$ 251,502	\$ 1,077,796
54									
55	Total HSH + Other Revenues				\$ 1,795,219	\$ 1,795,219	\$ 6,700,844	\$ 3,903,625	\$ 10,604,469
57									
58	Prepared by	Tiffany Luong							
59	Phone	415.487.3300 ext. 1219							
60	Email	tluong@ecs-sf.org							

	A	B	Q	T	W	X	AA	AD	AE	AH	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	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		
11			Agency Totals	For HSH	7/1/2022 -	Agency Totals	For HSH	7/1/2023 -	Agency Totals	For HSH	7/1/2024 -
12				Funded	6/30/2023		Funded	6/30/2024		Funded	6/30/2025
			Program	New	Program	New	Program	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 & Asset Mgmt.		\$ 162,791	0.02	\$ 2,605	\$ 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		\$ 22,341			\$ 22,365			\$ 22,365		
36	TOTAL FTE		0.18			0.18			0.18		
37	FRINGE BENEFIT RATE		33.82%			30.00%			30.00%		
38	EMPLOYEE FRINGE BENEFITS		\$ 7,556			\$ 6,710			\$ 6,710		
39	TOTAL SALARIES & BENEFITS		\$ 29,897			\$ 29,075			\$ 29,075		

	A	B	AL	AO	AR	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	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			EXTENSION YEAR			EXTENSION YEAR					
11			Year 6			Year 7			All Years		
Agency Totals			For HSH	7/1/2025 -	Agency Totals	For HSH	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -	
			Funded	6/30/2026		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 & Asset Mgmt.		\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 7,863	\$ 5,258	\$ 13,121
15	Asset Manager-Master Leased 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	\$ 67,071	\$ 44,730	\$ 111,801
36	TOTAL FTE		0.18			0.18					
37	FRINGE BENEFIT RATE				30.00%			30.00%			
38	EMPLOYEE FRINGE BENEFITS				\$ 6,710			\$ 6,710	\$ 20,976	\$ 13,420	\$ 34,396
39	TOTAL SALARIES & BENEFITS				\$ 29,075			\$ 29,075	\$ 88,047	\$ 58,150	\$ 146,197

	A	B	E	H	K	N	Q
1	DEPARTMENT OF HOMELESSNESS 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	Mentone - Property Management					
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, Gas, Phone, Garbage and Waste Mgmt.)		\$ 95,230	\$ 189,870	\$ 239,537	\$ 157,585	\$ 207,585
16	Office Expenses/ Postage		\$ 6,720	\$ 14,308	\$ 11,008	\$ 9,608	\$ 4,808
17	Building Maintenance Supplies and Repair		\$ 42,037	\$ 77,440	\$ 238,097	\$ 224,440	\$ 122,440
18	Printing and Reproduction				\$ 500	\$ 500	\$ 500
20	Staff Training/Meeting Supplies				\$ 400	\$ 500	\$ 500
23	Cable TV				\$ 1,800	\$ 1,200	\$ 1,200
24	Wire /Website support processing fee/adm misc.				\$ 1,500	\$ 2,050	\$ 1,500
25	Payroll Processing Fee				\$ 4,800	\$ 5,300	\$ 5,300
26	Renting Fee				\$ 700	\$ 1,000	\$ 1,000
27	Management/Booking Fees		\$ 28,764	\$ 57,528	\$ 57,528	\$ 61,529	
28	Legal Fee		\$ 14,800	\$ 22,229	\$ 19,106	\$ 13,300	
44	Subcontractors						
45	Office Salaries-Desk Clerks/contract (first \$25k)		\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
50	TOTAL OPERATING EXPENSES		\$ 200,051	\$ 386,374	\$ 599,976	\$ 502,012	\$ 369,833
51							
52	Other Expenses (Not Subject to Indirect Cost %)						
53	Rental of Property		\$ 192,529	\$ 391,010	\$ 398,830	\$ 421,263	\$ 724,200
54	Office Salaries-Desk Clerks/contract		\$ 81,223	\$ 222,445	\$ 257,900	\$ 273,093	\$ 232,093
55	Manager Salaries-Hotel Director/manager		\$ 29,120	\$ 68,240	\$ 38,252	\$ 72,152	\$ 61,152
56	Janitor Contract-Regular/Extra Services		\$ 43,714	\$ 80,000	\$ 83,940	\$ 101,840	\$ 87,840
57	Repairs Payroll		\$ 23,920	\$ 47,840	\$ 42,000	\$ 82,000	\$ 82,000
58	Benefits		\$ 41,547	\$ 91,734	\$ 78,294	\$ 74,294	\$ 86,328
59	Management/Booking Fees						\$ 64,758
60	Legal Fee						\$ 10,071
61	Unit Turnover ( 3 units x \$8,540)						\$ 25,620
62	One-Time Carryforward			\$ (67,418)	\$ 67,418		
63	CODB		\$ 28,007				
64	Adjustment to Actuals					\$ (206,495)	
69	TOTAL OTHER EXPENSES		\$ 440,060	\$ 833,851	\$ 966,634	\$ 818,147	\$ 1,374,062
70							
71	Capital Expenses						
72	Leak Repairs			\$ 14,370			
73	One-Time Extraordinary Repairs					\$ 163,059	
84							
85	TOTAL CAPITAL EXPENSES		\$ -	\$ 14,370	\$ -	\$ 163,059	\$ -

	A	B	T	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS 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	FSP Contract ID#	1000019778					
8	Budget Name	Mentone - Property Management					
9							
10							
11							
12							
13	Operating Expenses						
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)						
16	Office Expenses/ Postage						
17	Building Maintenance Supplies and Repair						
18	Printing and Reproduction						
20	Staff Training/Meeting Supplies						
23	Cable TV						
24	Wire /Website support processing fee/adm misc.						
25	Payroll Processing Fee						
26	Renting Fee						
27	Management/Booking Fees						
28	Legal Fee						
44	Subcontractors						
45	Office Salaries-Desk Clerks/contract (first \$25k)						
50	TOTAL OPERATING EXPENSES						
51							
52	Other Expenses (Not Subject to Indirect Cost %)						
53	Rental of Property						
54	Office Salaries-Desk Clerks/contract						
55	Manager Salaries-Hotel Director/manager						
56	Janitor Contract-Regular/Extra Services						
57	Repairs Payroll						
58	Benefits						
59	Management/Booking Fees						
60	Legal Fee						
61	Unit Turnover ( 3 units x \$8,540)						
62	One-Time Carryforward						
63	CODB						
64	Adjustment to Actuals						
69	TOTAL OTHER EXPENSES						
70							
71	Capital Expenses						
72	Leak Repairs						
73	One-Time Extraordinary Repairs						
84							
85	TOTAL CAPITAL EXPENSES						



	A	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>				
4	<b>Mentone - Property Management</b>	<b>Fiscal Year</b>			
		<b>FY25-26</b>			
5	<b>Salaries &amp; Benefits</b>	<b>Adjusted</b>	<b>Budgeted</b>	<b>Justification</b>	<b>Calculation</b>
		<b>Budgeted FTE</b>	<b>Salary</b>		
6	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$ 2,629	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.	\$164,299 x 0.02 FTE
7	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 program efforts.	\$118,393 x 0.17 FTE
27	TOTAL	0.18	\$ 22,365		
28	Employee Fringe Benefits	30.0%	\$ 6,710	Includes FICA, SSUI, Workers Compensation and Medical calculated at <b>30%</b> of total salaries.	
29	<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 29,075</b>		
30					
31					
32	<b>Operating Expenses</b>	<b>Budgeted</b>	<b>Expense</b>	<b>Justification</b>	<b>Calculation</b>
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 207,585	Utilities (electricity, water, gas, telephone and scavenger service)		\$17,299 x 12 months
35	Office Expenses/ Postage	\$ 4,808	PM office supplies are including on site supplies		\$401 x 12 months
36	Building Maintenance Supplies and Repair	\$ 122,440	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc.		\$10,203 x 12 months
37	Printing and Reproduction	\$ 500	Covers copier usage		\$42 x 12 months
39	Staff Training/Meeting Supplies	\$ 500	Covers staff training and meeting snack and supplies		\$42 x 12 months
42	Cable TV	\$ 1,200	Direct TV monthly fee		\$100 x 12 months
43	Wire /Website support processing fee/adm misc.	\$ 1,500	Covers bank wire and website support fee		\$125 x 12 months
44	Payroll Processing Fee	\$ 5,300	Covers monthly payroll fee		\$442 x 12 months
45	Renting Fee	\$ 1,000	Covers Tenant background check		\$83 x 12 months
63	<b>Subcontractors</b>				
64	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 25,000	First \$25k of Caritas Management Corporation's subcontracted services that's eligible for Indirect Cost Rate		\$21,424 x 12 months
69	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 369,833</b>			
70	<b>Indirect Cost</b>	12.0%	<b>\$ 47,869</b>		
71					
72					
73	<b>Other Expenses (Not Subject to Indirect Cost %)</b>	<b>Amount</b>	<b>Justification</b>	<b>Calculation</b>	
74	Rental of Property	\$ 724,200	The lease is written for 71 units		\$60,350 x 12 months
75	Office Salaries-Desk Clerks/contract	\$ 232,093	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage		\$21,424 x 12 months
76	Manager Salaries-Hotel Director/manager	\$ 61,152	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility		\$5,096 x 12 months
77	Janitor Contract-Regular/Extra Services	\$ 87,840	Regular Services, place trash bins		\$7,320 x 12 months
78	Repairs Payroll	\$ 82,000	Responsible for repair and maintenance of the building		\$6,833 x 12 months
79	Benefits	\$ 86,328	% based on personnel payroll above		\$7,194 x 12 months
80	Management/Booking Fees	\$ 64,758	Property management (70 Units) @ \$ 65.00 PUPM, and bookkeeping fees \$10 PUPM		70 units x (\$65+\$10) x 1.0279 x 12 months
81	Legal Fee	\$ 10,071	Property Management legal expenses and credit report		\$839 x 12 months
90	<b>TOTAL OTHER EXPENSES</b>	<b>\$ 1,348,442</b>			

	A	B	C	D	G	J	M	P	S
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Alder - Support Services							
13		Current	New	15%					
14	Term Budget	\$ 2,185,551	\$ 3,534,953						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					Year 1	Year 2	Year 3	Year 4	Year 5
18					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
19					Actuals	Actuals	Actuals	Actuals	New
20									
21	Expenditures								
22	Salaries & Benefits				\$ 157,907	\$ 372,981	\$ 344,709	\$ 383,873	\$ 542,172
23	Operating Expenses				\$ 18,559	\$ 41,402	\$ 56,714	\$ 53,437	\$ 53,132
24	Subtotal				\$ 176,466	\$ 414,383	\$ 401,423	\$ 437,310	\$ 595,304
25	Indirect Percentage				12.00%	12.00%	12.00%	12.00%	13.337%
26	Indirect Cost (Line 24 X Line 25)				\$ 21,176	\$ 49,732	\$ 48,171	\$ 52,477	\$ 79,397
27	Other Expenses (Not Subject to Indirect %)				\$ 36,523	\$ (26,039)	\$ -	\$ (100,772)	\$ -
30	Total Expenditures				\$ 234,165	\$ 438,076	\$ 449,594	\$ 389,015	\$ 674,701
31									
32	HSH Revenues								
33	HSH Fund				\$ 197,642	\$ 449,606	\$ 498,113	\$ 658,245	\$ 674,701
36	General Fund - Ongoing				\$ 14,086	\$ 14,508	\$ 130,283	\$ -	\$ -
39	Prop C				\$ 22,440	\$ -	\$ -	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ (178,802)	\$ (168,458)	\$ -
43	Adjustment to Actuals				\$ (3)	\$ (26,038)	\$ -	\$ (100,772)	\$ -
46	Total HSH Revenues				\$ 234,165	\$ 438,076	\$ 449,594	\$ 389,015	\$ 674,701
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

	A	B	C	D	V	Y	AI	AJ	AK
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Alder - Support Services							
13		Current	New	15%					
14	Term Budget	\$ 2,185,551	\$ 3,534,953						
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		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	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				14.461%	14.461%			
26	Indirect Cost (Line 24 X Line 25)				\$ 85,242	\$ 85,242	\$ 250,953	\$ 170,484	\$ 421,437
27	Other Expenses (Not Subject to Indirect %)				\$ -	\$ -	\$ (90,288)	\$ -	\$ (90,288)
30	Total Expenditures				\$ 674,701	\$ 674,701	\$ 2,185,551	\$ 1,349,402	\$ 3,534,953
31									
32	HSH Revenues								
33	HSH Fund				\$ 674,701	\$ 674,701	\$ 2,478,307	\$ 1,349,402	\$ 3,827,709
36	General Fund - Ongoing				\$ -	\$ -	\$ 158,877	\$ -	\$ 158,877
39	Prop C				\$ -	\$ -	\$ 22,440	\$ -	\$ 22,440
42	One-Time Transfer				\$ -	\$ -	\$ (347,260)	\$ -	\$ (347,260)
43	Adjustment to Actuals				\$ -	\$ -	\$ (126,813)	\$ -	\$ (126,813)
46	Total HSH Revenues				\$ 674,701	\$ 674,701	\$ 2,185,551	\$ 1,349,402	\$ 3,534,953
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

	A	B	C	F	I	J	M	P	Q	T	W
1	DEPARTMENT OF HOMELESSNESS 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	FSP Contract ID#	1000019778									
8	Budget Name	Alder - Support Services									
9											
10			Year 1			Year 2			Year 3		
11			Agency Totals	For HSH Funded Program	1/1/2021 - 6/30/2021	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023
12					New			New			New
			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
13	POSITION TITLE										
14	Support Services Manager - H10		\$ 78,361	0.91	\$ 25,654	\$ 80,617	0.91	\$ 73,361	\$ 94,740	0.87	\$ 82,740
15	Case Manager III - H40		\$ 52,311	0.91	\$ 23,802	\$ 54,164	0.91	\$ 49,289	\$ 60,175	0.22	\$ 13,175
16	Case Manager III - H91		\$ 51,123	0.90	\$ 12,972	\$ 51,629	0.91	\$ 36,982	\$ 52,369	0.69	\$ 36,369
17	Case Manager III Bilingual - H112		\$ 59,081	0.90	\$ 31,531	\$ 61,156	0.91	\$ 55,652	\$ 71,691	0.93	\$ 66,691
18	Data Impact Analyst - H51		\$ 63,016	0.06	\$ 2,025	\$ 63,016	0.06	\$ 4,049	\$ 75,014	0.05	\$ 3,751
19	Data Impact Analyst - H107		\$ 50,425	0.06	\$ 1,620	\$ 62,264	0.06	\$ 4,001	\$ 71,259	0.05	\$ 3,563
20	Clinical Services Manager - H6		\$ 78,900	0.03	\$ 1,268	\$ 78,900	0.03	\$ 2,535	\$ 93,394	0.03	\$ 2,335
21	Case Manager I - H201			0.00	\$ -		0.00	\$ -	\$ 58,464	0.20	\$ 11,985
22	Housing Services Sr. Director - H5		\$ 135,792	0.06	\$ 4,403	\$ 145,975	0.07	\$ 10,423	\$ 171,627	0.05	\$ 8,581
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
24	Compliance Specialist - H106		\$ 64,999	0.06	\$ 2,088	\$ 64,999	0.06	\$ 4,177	\$ 78,883	0.11	\$ 8,362
25	Housing Services Director			0.00	\$ -		0.00	\$ -	\$ 140,602	0.03	\$ 3,937
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	\$ 2,249
28	Director of Healthy Aging - SN34		\$ 120,235	0.01	\$ 812	\$ 120,235	0.01	\$ 1,623	\$ 152,077	0.01	\$ 1,901
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			\$ 265,330
36	TOTAL FTE			4.24			4.32			3.43	
37	FRINGE BENEFIT RATE				30.69%			33.10%			29.92%
38	EMPLOYEE FRINGE BENEFITS				\$ 37,082			\$ 92,751			\$ 79,379
39	TOTAL SALARIES & BENEFITS				\$ 157,907			\$ 372,981			\$ 344,709

	A	B	X	AA	AD	AE	AH	AK	AL	AO	AR
1	DEPARTMENT OF HOMELESSNESS 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 - Support Services									
9											
10											
11											
12											
13	POSITION TITLE		Year 4			Year 5			EXTENSION YEAR Year 6		
			Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024 New	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025 New	Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026 New
			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	Support Services Manager - H10		\$ 97,706	0.49	\$ 47,706	\$ 97,706	1.00	\$ 97,706	\$ 97,706	1.00	\$ 97,706
15	Case Manager III - H40		\$ 64,206	1.00	\$ 64,206	\$ 64,206	1.00	\$ 64,206	\$ 64,206	1.00	\$ 64,206
16	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	0.05	\$ 3,715	\$ 74,300	0.05	\$ 3,715
20	Clinical Services Manager - H6		\$ 85,682	0.03	\$ 2,753	\$ 85,682	0.03	\$ 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. Director - H5		\$ 176,926	0.05	\$ 8,846	\$ 176,926	0.05	\$ 8,846	\$ 176,926	0.05	\$ 8,846
23	Direct Support for Housing Services Director - HA2		\$ 121,764	0.17	\$ 20,298	\$ 121,764	0.17	\$ 20,298	\$ 121,764	0.17	\$ 20,298
24	Compliance Specialist - H106		\$ 81,422	0.11	\$ 8,631	\$ 81,422	0.06	\$ 4,560	\$ 81,422	0.06	\$ 4,560
25	Housing Services Director		\$ 140,602	0.03	\$ 3,937	\$ 140,602	0.03	\$ 3,937	\$ 140,602	0.03	\$ 3,937
26	Sr. Program & QA Specialist			0.00	\$ -	\$ 97,344	0.05	\$ 4,867	\$ 97,344	0.05	\$ 4,867
27	Director of Impact & Analytics - A83		\$ 156,045	0.02	\$ 2,372	\$ 156,045	0.02	\$ 2,372	\$ -	0.00	\$ -
28	Director of Healthy Aging - SN34		\$ 156,703	0.01	\$ 1,959	\$ 156,703	0.01	\$ 1,959	\$ -	0.00	\$ -
29	Asset Manager-Master Leased Operations			0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -
30	Sr. Director/Housing Dev & Asset Mgmt.			0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -
35	TOTAL SALARIES		\$ 290,813			\$ 401,609			\$ 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		

	A	B	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS 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 - Support Services						
9								
10			EXTENSION YEAR					
			Year 7			All Years		
11			Agency Totals	For HSH Funded Progarm	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
12					New	Current	Amendment	New
			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
13	POSITION TITLE							
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
16	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. Director - 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 - H106		\$ 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 Specialist		\$ 97,344	0.05	\$ 4,867	\$ 4,867	\$ 9,734	\$ 14,601
27	Director of Impact & Analytics - A83		\$ -	0.00	\$ -	\$ 10,838	\$ -	\$ 10,838
28	Director of Healthy Aging - SN34		\$ -	0.00	\$ -	\$ 8,254	\$ -	\$ 8,254
29	Asset Manager-Master Leased Operations		\$ -	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851
30	Sr. Director/Housing Dev & Asset Mgmt.		\$ -	0.00	\$ -	\$ 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

	A	B	E	H	K	N	Q
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>APPENDIX B, BUDGET</b>						
3	<b>OPERATING DETAIL</b>						
4	<b>Document Date</b>	4/7/2025					
5	<b>Provider Name</b>	Episcopal Community Services					
6	<b>Program</b>	ECS - Master Lease					
7	<b>F\$P Contract ID#</b>	1000019778					
8	<b>Budget Name</b>	Alder - Support Services					
9							
10			<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
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	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 2,760	\$ 8,844	\$ 10,262	\$ 7,762	\$ 7,762
16	Office Supplies/Furniture/Equipment		\$ 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
26	Program Supplies		\$ 3,526	\$ 7,052	\$ 4,052	\$ 3,983	\$ 3,868
27	One-Time IT Equipment and Phones for New Hire					\$ 5,078	\$ -
49							
50	TOTAL OPERATING EXPENSES		\$ 18,559	\$ 41,402	\$ 56,714	\$ 53,437	\$ 53,132
51							
52	<u>Other Expenses (Not Subject to Indirect Cost %)</u>						
53	CODB (to be allocated)		\$ 14,086				\$ -
54	One-Time Prop C Bonus Pay		\$22,440				\$ -
55	Adjustment to Actuals		\$ (3)	\$ (26,039)		\$ (100,772)	\$ -
68							
69	TOTAL OTHER EXPENSES		\$ 36,523	\$ (26,039)	\$ -	\$ (100,772)	\$ -

	A	B	T	W	AG	AH	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>APPENDIX B, BUDGET</b>						
3	<b>OPERATING DETAIL</b>						
4	<b>Document Date</b>	4/7/2025					
5	<b>Provider Name</b>	Episcopal Community Services					
6	<b>Program</b>	ECS - Master Lease					
7	<b>FSP Contract ID#</b>	1000019778					
8	<b>Budget Name</b>	<b>Alder - Support Services</b>					
9							
10							
11							
12							
13	<u>Operating Expenses</u>						
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 7,762	\$ 7,762	\$ 37,390	\$ 15,524	\$ 52,914	
16	Office Supplies/Furniture/Equipment	\$ 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	\$ 7,736	\$ 30,217	
27	One-Time IT Equipment and Phones for New Hire	\$ -	\$ -	\$ 5,078	\$ -	\$ 5,078	
49							
50	TOTAL OPERATING EXPENSES	\$ 53,134	\$ 53,134	\$ 223,244	\$ 106,268	\$ 329,512	
51							
52	<u>Other Expenses (Not Subject to Indirect Cost %)</u>						
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	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>				
4	<b>Alder - Support Services</b>	<b>Fiscal Year</b>			
		<b>FY25-26</b>			
5	<b><u>Salaries &amp; Benefits</u></b>	<b><u>Adjusted Budgeted FTE</u></b>	<b><u>Budgeted Salary</u></b>	<b><u>Justification</u></b>	<b><u>Calculation</u></b>
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

	A	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>				
4	<b>Alder - Support Services</b>	<b>Fiscal Year</b>			
		<b>FY25-26</b>			
5	<b><u>Salaries &amp; Benefits</u></b>	<b><u>Adjusted Budgeted FTE</u></b>	<b><u>Budgeted Salary</u></b>	<b><u>Justification</u></b>	<b><u>Calculation</u></b>
17	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
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 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	5.23	\$ 397,278		
28	Employee Fringe Benefits	35.0%	\$ 139,047	Includes FICA, SSUI, Workers Compensation and Medical calculated at <b>35%</b> of total salaries.	
29	<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 536,325</b>		
30					
31					
32	<b><u>Operating Expenses</u></b>		<b><u>Budgeted Expense</u></b>	<b><u>Justification</u></b>	<b><u>Calculation</u></b>
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 7,762	Telecommunication, including Sonic and TPX	\$647 x 12 months
35	Office Supplies/Furniture/Equipment		\$ 5,234	Support Service office supplies for program staff including materials used with participants	\$436 x 12 months
37	Printing and Reproduction		\$ 7,172	Leased copier	\$1,283 x 12 months
38	Insurance		\$ 21,903	Liability and umbrella agency insurance prorated	\$1,825 x 12 months
43	Licenses and Fees		\$ 580	Support Services license fees	\$48 x 12 months
44	Food and Food supplies		\$ 2,270	Using the SF Food Bank, the food items will supplement residents' own arrangements	\$189 x 12 months
45	Program Supplies		\$ 3,868	Includes bus passes, program materials, and snacks for resident activities.	\$322 x 12 months
69	<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 53,134</b>		
70	<b>Indirect Cost</b>	<b>14.461%</b>	<b>\$ 85,242</b>		

	A	B	C	D	G	J	M	P	S
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Crosby - Support Services							
13		Current	New	15%					
14	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						
17					Year 1	Year 2	Year 3	Year 4	Year 5
18									
19					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
20					Actuals	Actuals	Actuals	Actuals	New
21	Expenditures								
22	Salaries & Benefits				\$ 218,677	\$ 442,085	\$ 434,307	\$ 431,667	\$ 652,746
23	Operating Expenses				\$ 19,905	\$ 44,837	\$ 52,588	\$ 69,319	\$ 86,922
24	Subtotal				\$ 238,582	\$ 486,922	\$ 486,895	\$ 500,986	\$ 739,668
25	Indirect Percentage				12.00%	12.00%	12.00%	12.00%	13.09%
26	Indirect Cost (Line 24 X Line 25)				\$ 28,630	\$ 58,428	\$ 58,427	\$ 60,118	\$ 96,839
27	Other Expenses (Not Subject to Indirect %)				\$ 46,105	\$ -	\$ -	\$ (34,063)	\$ -
30	Total Expenditures				\$ 313,317	\$ 545,350	\$ 545,322	\$ 527,041	\$ 836,507
31									
32	HSH Revenues								
33	HSH Fund				\$ 267,212	\$ 526,845	\$ 635,351	\$ 816,104	\$ 836,507
36	General Fund - Ongoing				\$ 17,966	\$ 18,505	\$ 143,746	\$ -	\$ -
39	Prop C				\$ 28,139	\$ -	\$ -	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ (233,775)	\$ (255,000)	\$ -
43	Adjustment to Actuals				\$ -	\$ -	\$ -	\$ (34,063)	\$ -
46	Total HSH Revenues				\$ 313,317	\$ 545,350	\$ 545,322	\$ 527,041	\$ 836,507
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

	A	B	C	D	V	Y	AI	AJ	AK
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Crosby - Support Services							
13		Current	New	15%					
14	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						
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7	All Years		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits				\$ 645,422	\$ 645,422	\$ 2,179,481	\$ 1,290,844	\$ 3,470,325
23	Operating Expenses				\$ 86,924	\$ 86,924	\$ 273,571	\$ 173,848	\$ 447,419
24	Subtotal				\$ 732,346	\$ 732,346	\$ 2,453,052	\$ 1,464,692	\$ 3,917,744
25	Indirect Percentage				14.223%	14.223%			
26	Indirect Cost (Line 24 X Line 25)				\$ 104,161	\$ 104,161	\$ 302,442	\$ 208,322	\$ 510,764
27	Other Expenses (Not Subject to Indirect %)				\$ -	\$ -	\$ 12,042	\$ -	\$ 12,042
30	Total Expenditures				\$ 836,507	\$ 836,507	\$ 2,767,537	\$ 1,673,014	\$ 4,440,551
31									
32	HSH Revenues								
33	HSH Fund				\$ 836,507	\$ 836,507	\$ 3,082,019	\$ 1,673,014	\$ 4,755,033
36	General Fund - Ongoing				\$ -	\$ -	\$ 180,217	\$ -	\$ 180,217
39	Prop C				\$ -	\$ -	\$ 28,139	\$ -	\$ 28,139
42	One-Time Transfer				\$ -	\$ -	\$ (488,775)	\$ -	\$ (488,775)
43	Adjustment to Actuals				\$ -	\$ -	\$ (34,063)	\$ -	\$ (34,063)
46	Total HSH Revenues				\$ 836,507	\$ 836,507	\$ 2,767,537	\$ 1,673,014	\$ 4,440,551
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

	A	B	C	F	I	J	M	P	Q	T	W
1	DEPARTMENT OF HOMELESSNESS 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 - Support Services									
9											
10			Year 1			Year 2			Year 3		
11			Agency Totals	For HSH Funded Program	1/1/2021 - 6/30/2021	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023
12					New			New			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	Support Services Manager (SS) - 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	\$ 38,191	\$ 73,599	0.91	\$ 66,975	\$ 84,050	0.98	\$ 82,050
16	Case Manager III (SS) - H42		\$ 54,709	0.19	\$ 10,599	\$ 54,709	0.91	\$ 49,785	\$ 58,969	0.78	\$ 45,969
17	Case Manager III (SS) - H63		\$ 56,131	0.37	\$ 20,540	\$ 56,131	0.91	\$ 51,079	\$ 56,131	0.79	\$ 44,131
18	Case Manager III (SS) - OPEN H43		\$ 69,140	0.53	\$ 36,713	\$ 69,140	0.48	\$ 32,917	\$ 69,140	0.28	\$ 19,140
19	Data Impact Analyst - H51		\$ 63,016	0.03	\$ 2,025	\$ 63,016	0.06	\$ 4,049	\$ 75,014	0.06	\$ 4,820
20	Data Impact Analyst - H107		\$ 50,425	0.03	\$ 1,620	\$ 50,425	0.06	\$ 3,240	\$ 71,259	0.06	\$ 4,579
21	Clinical Services Manager - H6		\$ 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	\$ 4,403	\$ 145,975	0.07	\$ 10,423	\$ 171,627	0.07	\$ 12,254
24	Direct Support for Housing Srvc Director - H117		\$ 94,332	0.06	\$ 6,066	\$ 94,383	0.17	\$ 15,734	\$ 118,120	0.17	\$ 19,691
25	Compliance Specialist - H106		\$ 64,999	0.03	\$ 2,088	\$ 64,999	0.06	\$ 4,177	\$ 78,883	0.11	\$ 8,362
26	Housing Services Director			0.00	\$ -		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	\$ 1,207	\$ 127,433	0.02	\$ 2,638	\$ 147,958	0.02	\$ 3,063
29	Director of Healthy Aging - SN34		\$ 120,235	0.01	\$ 812	\$ 120,235	0.01	\$ 1,623	\$ 152,077	0.01	\$ 2,053
30	Project Manager		\$ 84,296	0.08	\$ 6,335	\$ 105,076	0.17	\$ 17,516	\$ 118,393	0.00	\$ -
31	Sr. Director/Housing Dev & Asset Mgmt.		\$ 144,196	0.01	\$ 1,038	\$ 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		

	A	B	X	AA	AD	AE	AH	AK	AL	AO	AR
1	DEPARTMENT OF HOMELESSNESS 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 - Support Services									
9											
10			Year 4			Year 5			EXTENSION YEAR Year 6		
11			Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025	Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026
12					New			New			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	Support Services Manager (SS) - 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	\$ 64,519	\$ 64,519	1.00	\$ 64,519
17	Case Manager III (SS) - H63		\$ 64,519	1.00	\$ 64,519	\$ 64,519	1.00	\$ 64,519	\$ 64,519	1.00	\$ 64,519
18	Case Manager III (SS) - OPEN 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		\$ 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 Srvc 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	0.03	\$ 3,937	\$ 140,602	0.03	\$ 3,937	\$ 140,602	0.03	\$ 3,937
27	Sr. Program & QA Specialist			0.00	\$ -	\$ 97,344	0.05	\$ 4,867	\$ 97,344	0.05	\$ 4,867
28	Director of Impact & Analytics - A83		\$ 156,045	0.02	\$ 3,230	\$ 156,045	0.02	\$ 3,230	\$ -	0.00	\$ -
29	Director of Healthy Aging - SN34		\$ 156,767	0.01	\$ 2,116	\$ 156,767	0.01	\$ 2,116	\$ -	0.00	\$ -
30	Project Manager		\$ 118,393	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -
31	Sr. Director/Housing Dev & Asset Mgmt.		\$ 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	B	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS 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 - Support Services						
9								
10			EXTENSION YEAR					
			Year 7			All Years		
11			Agency Totals	For HSH Funded Program	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
12					New	Current	Amendment	New
			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
13	POSITION TITLE							
14	Support Services Manager (SS) - H70		\$ 99,768	1.00	\$ 99,768	\$ 341,027	\$ 199,536	\$ 540,563
15	Case Manager III (SS) - H95		\$ 86,650	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		\$ 64,519	1.00	\$ 64,519	\$ 244,788	\$ 129,038	\$ 373,826
18	Case Manager III (SS) - OPEN H43		\$ 64,519	1.00	\$ 64,519	\$ 199,808	\$ 129,038	\$ 328,846
19	Data Impact Analyst - H51		\$ 77,332	0.06	\$ 4,969	\$ 20,832	\$ 9,938	\$ 30,770
20	Data Impact Analyst - H107		\$ 74,300	0.06	\$ 4,775	\$ 18,989	\$ 9,550	\$ 28,539
21	Clinical Services Manager - H6		\$ 85,682	0.03	\$ 2,753	\$ 12,062	\$ 5,506	\$ 17,568
22	Case Manager		\$ 60,218	0.60	\$ 36,131	\$ 57,340	\$ 72,262	\$ 129,602
23	Housing Services Sr. Director - H5		\$ 176,926	0.05	\$ 8,846	\$ 48,559	\$ 17,692	\$ 66,251
24	Direct Support for Housing Srvc Director - H117		\$ 121,764	0.17	\$ 20,298	\$ 82,087	\$ 40,596	\$ 122,683
25	Compliance Specialist - H106		\$ 81,422	0.06	\$ 4,560	\$ 27,818	\$ 9,120	\$ 36,938
26	Housing Services Director		\$ 140,602	0.03	\$ 3,937	\$ 11,811	\$ 7,874	\$ 19,685
27	Sr. Program & QA Specialist		\$ 97,344	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 - SN34		\$ -	0.00	\$ -	\$ 8,720	\$ -	\$ 8,720
30	Project Manager		\$ -	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851
31	Sr. Director/Housing Dev & Asset Mgmt.		\$ -	0.00	\$ -	\$ 3,287	\$ -	\$ 3,287
35	TOTAL SALARIES				\$ 471,111	\$ 1,659,601	\$ 942,222	\$ 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	\$ 2,179,481	\$ 1,290,844	\$ 3,470,325

	A	B	E	H	K	N	Q
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>APPENDIX B, BUDGET</b>						
3	<b>OPERATING DETAIL</b>						
4	<b>Document Date</b>	4/7/2025					
5	<b>Provider Name</b>	Episcopal Community Services					
6	<b>Program</b>	ECS - Master Lease					
7	<b>FSP Contract ID#</b>	1000019778					
8	<b>Budget Name</b>	Crosby - Support Services					
9							
10			<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
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	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 2,760	\$ 8,840	\$ 9,840	\$ 9,392	\$ 13,192
16	Office Supplies/ Furniture/ Equipment		\$ 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 Phones for New Hire					\$ 7,341	\$ -
49							
50	<b>TOTAL OPERATING EXPENSES</b>		\$ 19,905	\$ 44,837	\$ 52,588	\$ 69,319	\$ 86,922
51							
52	<u>Other Expenses (Not Subject to Indirect Cost %)</u>						
53	CODB (to be allocated)		\$ 17,966				\$ -
54	One-Time Prop C Bonus Pay		\$28,139				\$ -
55	Adjustment to Actuals					\$ (34,063)	\$ -
69	<b>TOTAL OTHER EXPENSES</b>		\$ 46,105	\$ -	\$ -	\$ (34,063)	\$ -



	A	B	T	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS 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	FSP Contract ID#	1000019778					
8	Budget Name	Crosby - Support Services					
9			EXTENSION YEAR EXTENSION YEAR				
10			Year 6	Year 7	All Years		
11			7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
12			New	New	Current	Amendment	New
13	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted 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/ Equipment		\$ 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 Phones for New Hire		\$ -	\$ -	\$ 7,341	\$ -	\$ 7,341
49							
50	TOTAL OPERATING EXPENSES		\$ 86,924	\$ 86,924	\$ 273,571	\$ 173,848	\$ 447,419
51							
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	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>	<b>Fiscal Year</b>			
4	<b>Crosby - Support Services</b>	<b>FY25-26</b>			
		<u>Adjusted</u>		<u>Justification</u>	
5	<u>Salaries &amp; Benefits</u>	<u>Budgeted</u>	<u>Budgeted</u>		<u>Calculation</u>
		<u>FTE</u>	<u>Salary</u>		
	Support Services Manager (SS) - H70	1.00	99,768	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
6					
	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
7					
	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
8					
	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
9					
	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
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
11					
	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
12					
	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
14					

	A	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>				
		<b>Fiscal Year</b>			
4	<b>Crosby - Support Services</b>	<b>FY25-26</b>			
		<u>Adjusted</u>		<u>Justification</u>	
		<u>Budgeted</u>	<u>Budgeted</u>		
5	<u>Salaries &amp; Benefits</u>	<u>FTE</u>	<u>Salary</u>		<u>Calculation</u>
	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 manages	\$176,933 x 0.05 FTE
15					
16	Direct Support for Housing Srvc Director - H117	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
17	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 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
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 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
19					
27	TOTAL	6.11	\$ 471,111		
28	<u>Employee Fringe Benefits</u>	<u>37.0%</u>	<u>\$ 174,311</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 37% of total salaries.</u>	
29	<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 645,422</b>		
30					
31					
				<u>Justification</u>	
32	<u>Operating Expenses</u>		<u>Budgeted</u>		<u>Calculation</u>
			<u>Expense</u>		
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$	13,192	Telecommunication, including Sonic and TPX	\$1,099 x 12 months
	Office Supplies/ Furniture/ Equipment	\$	7,616	Support Service office supplies for program staff including materials used with participants and computers.	\$635 x 12 months
35					
37	Printing and Reproduction	\$	7,452	Leased copier	\$621 x 12 months
38	Insurance	\$	31,627	Liability and umbrella agency insurance prorated	\$2,636 x 12 months
39	Staff Training	\$	5,051	Training expenses, including meeting supplies and conference	\$421 x 12 months
42	Licenses and Fees	\$	578	Support Services license fees	\$48 x 12 months
43	Food and Food Supplies	\$	12,156	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
69	<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 86,924</b>		
70	<b>Indirect Cost</b>	14.223%	\$ 104,162		

	A	B	C	D	G	J	K	L	M	P	S	
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	Current Term	1/1/2021	6/30/2025	5								
6	Amended Term	1/1/2021	6/30/2027	7								
7	Provider Name	Episcopal Community Services										
8	Program	ECS - Master Lease										
9	F\$P Contract ID#	1000019778										
10	Contract Action	Amendment										
11	Effective Date	7/1/2025										
12	Budget Name	Elm - Support Services										
13		Current	New	15%								
14	Term Budget	\$ 1,850,171	\$ 2,948,529									
15	Contingency	\$ 2,002,042	\$ 3,871,620									
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684									
17					Year 1	Year 2	Year 3			Year 4	Year 5	
18					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	
19					Actuals	Actuals	Actuals	Amendment	Actuals	Actuals	New	
20												
21	Expenditures											
22	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%	
26	Indirect Cost (Line 24 X Line 25)				\$ 17,649	\$ 40,187	\$ 37,529	\$ -	\$ 37,529	\$ 42,208	\$ 65,947	
27	Other Expenses (Not Subject to Indirect %)				\$ 25,770	\$ -	\$ -	\$ -	\$ -	\$ (8,775)	\$ -	
30	Total Expenditures				\$ 190,498	\$ 375,060	\$ 350,267	\$ -	\$ 350,267	\$ 385,167	\$ 549,179	
31												
32	HSH Revenues											
33	HSH Fund				\$ 164,729	\$ 362,825	\$ 420,060		\$ 420,060	\$ 535,784	\$ 549,179	
36	General Fund - Ongoing				\$ 11,878	\$ 12,235	\$ 91,428		\$ 91,428	\$ -	\$ -	
39	Prop C				\$ 13,891	\$ -			\$ -	\$ -	\$ -	
42	One-Time Transfer				\$ -	\$ -	\$ (161,221)		\$ (161,221)	\$ (141,842)	\$ -	
43	Adjustment to Actuals				\$ -	\$ -			\$ -	\$ (8,775)	\$ -	
46	Total HSH Revenues				\$ 190,498	\$ 375,060	\$ 350,267	\$ -	\$ 350,267	\$ 385,167	\$ 549,179	
57												
58												
59	Prepared by	Tiffany Luong										
60	Phone	415.487.3300 ext. 1219										
61	Email	tluong@ecs-sf.org										

	A	B	C	D	V	Y	AI	AJ	AK
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Elm - Support Services							
13		Current	New	15%					
14	Term Budget	\$ 1,850,171	\$ 2,948,529						
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		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 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
24	Subtotal				\$ 476,011	\$ 476,011	\$ 1,629,656	\$ 952,022	\$ 2,581,678
25	Indirect Percentage				15.371%	15.371%			
26	Indirect Cost (Line 24 X Line 25)				\$ 73,168	\$ 73,168	\$ 203,520	\$ 146,336	\$ 349,856
27	Other Expenses (Not Subject to Indirect %)				\$ -	\$ -	\$ 16,995	\$ -	\$ 16,995
30	Total Expenditures				\$ 549,179	\$ 549,179	\$ 1,850,171	\$ 1,098,358	\$ 2,948,529
31									
32	HSH Revenues								
33	HSH Fund				\$ 549,179	\$ 549,179	\$ 2,032,577	\$ 1,098,358	\$ 3,130,935
36	General Fund - Ongoing				\$ -	\$ -	\$ 115,541	\$ -	\$ 115,541
39	Prop C				\$ -	\$ -	\$ 13,891	\$ -	\$ 13,891
42	One-Time Transfer				\$ -	\$ -	\$ (303,063)	\$ -	\$ (303,063)
43	Adjustment to Actuals				\$ -	\$ -	\$ (8,775)	\$ -	\$ (8,775)
46	Total HSH Revenues				\$ 549,179	\$ 549,179	\$ 1,850,171	\$ 1,098,358	\$ 2,948,529
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>							

	A	B	C	F	I	J	M	P	Q	T	W
1	DEPARTMENT OF HOMELESSNESS 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	FSP Contract ID#	1000019778									
8	Budget Name	Elm - Support Services									
9											
10											
11											
12											
13	POSITION TITLE										
14	Support Services Manager - H28	\$ 83,482	0.14	\$ 12,092	\$ 83,482	0.46	\$ 37,984	\$ 96,818	0.21	\$ 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	\$ 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	\$ 135,792	0.03	\$ 4,403	\$ 145,975	0.07	\$ 10,423	\$ 171,627	0.07	\$ 12,254	
22	Associate. Direct Support for Housing 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	\$ 116,640	0.01	\$ 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	0.08	\$ 6,335	\$ 105,076	0.17	\$ 17,516		0.00	\$ -	
29	Director/Housing Dev & Asset Mgmt.	\$ 144,196	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	

	A	B	X	AA	AD	AE	AH	AK	AL	AO	AR
1	DEPARTMENT OF HOMELESSNESS 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 - Support Services									
9											
10	EXTENSION YEAR										
			Year 4			Year 5			Year 6		
11			Agency Totals	For HSH	7/1/2023 -	Agency Totals	For HSH	7/1/2024 -	Agency Totals	For HSH	7/1/2025 -
12				Funded	6/30/2024		Funded	6/30/2025		Funded	6/30/2026
				Program	New		Program	New		Program	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	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	\$ 4,969	\$ 77,322	0.06	\$ 4,969
19	Data Impact Analyst - H107		\$ 74,300	0.06	\$ 4,775	\$ 74,300	0.06	\$ 4,775	\$ 74,300	0.06	\$ 4,775
20	Clinical Services Manager - H6		\$ 85,692	0.03	\$ 2,753	\$ 85,692	0.03	\$ 2,753	\$ 85,692	0.03	\$ 2,753
21	Housing Services Sr. Director - H5		\$ 176,926	0.07	\$ 12,633	\$ 176,926	0.05	\$ 8,846	\$ 176,926	0.05	\$ 8,846
22	Associate. Direct Support for Housing Services 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	\$ 4,867	\$ 97,344	0.05	\$ 4,867
26	Director of Impact & Analytics - A88		\$ 156,045	0.02	\$ 3,230	\$ 156,045	0.02	\$ 3,230	\$ -	0.00	\$ -
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	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	B	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS 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	FSP Contract ID#	1000019778						
8	Budget Name	Elm - Support Services						
9					EXTENSION YEAR			
10					Year 7	All Years		
11					Agency Totals	For HSH Funded Program	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025
12						New	Current	7/1/2024 - 6/30/2027
							Amendment	1/1/2021 - 6/30/2027
					Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
							Budgeted Salary	Change
								Budgeted Salary
13	POSITION TITLE							
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
21	Housing Services Sr. Director - H5		\$ 176,926	0.05	\$ 8,846	\$ 48,559	\$ 17,692	\$ 66,251
22	Associate. Direct Support for Housing 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	\$ -	\$ 13,368	\$ -	\$ 13,368
27	Director of Healthy Aging - SN34		\$ -	0.00	\$ -	\$ 8,720	\$ -	\$ 8,720
28	Project Manager		\$ -	0.00	\$ -	\$ 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	B	E	H	K	N	Q
1	DEPARTMENT OF HOMELESSNESS 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							
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
			Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Operating Expenses						
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 2,760	\$ 8,840	\$ 9,840	\$ 9,878	\$ 8,000
16	Office Supplies/ Furniture/ Equipment		\$ 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 Phones for New Hire					\$ 3,141	
49							
50	TOTAL OPERATING EXPENSES		\$ 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)	\$ -

	A	B	T	W	AG	AH	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>APPENDIX B, BUDGET</b>						
3	<b>OPERATING DETAIL</b>						
4	<b>Document Date</b>	4/7/2025					
5	<b>Provider Name</b>	Episcopal Community Services					
6	<b>Program</b>	ECS - Master Lease					
7	<b>FSP Contract ID#</b>	1000019778					
8	<b>Budget Name</b>	Elm - Support Services					
9			<b>EXTENSION YEAR EXTENSION YEAR</b>				
10			<b>Year 6</b>	<b>Year 7</b>	<b>All Years</b>		
11			7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
12			New	New	Current	<b>Amendment</b>	New
13	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 8,000	\$ 8,000	\$ 39,318	\$ 16,000	\$ 55,318	
16	Office Supplies/ Furniture/ Equipment	\$ 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 Phones for New Hire			\$ 3,141	\$ -	\$ 3,141	
49							
50	TOTAL OPERATING EXPENSES	\$ 42,392	\$ 42,392	\$ 178,230	\$ 84,784	\$ 263,014	
51							
52	<u>Other Expenses (Not Subject to Indirect Cost %)</u>						
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	<u>TOTAL OTHER EXPENSES</u>	\$ -	\$ -	\$ 16,995	\$ -	\$ 16,995	

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
4	Elm - Support Services	Fiscal Year FY25-26			
5	<b>Salaries &amp; Benefits</b>	<b>Adjusted Budgeted FTE</b>	<b>Budgeted Salary</b>	<b>Justification</b>	<b>Calculation</b>
6	Support Services Manager - H28	0.50	51,400	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
11	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
12	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 manages.	\$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
15	Compliance Specialist - H106	0.06	4,560	Provides staff training on department protocols and procedures.	\$79,015 x 0.06 FTE
16	Housing Services Director	0.06	7,874	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.	\$140,602 x 0.06 FTE
17	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 <b>35%</b> of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 433,619		

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE		Fiscal Year		
4	Elm - Support Services	FY25-26			
30					
31					
32	<u>Operating Expenses</u>	<u>Budgeted</u>	<u>Expense</u>	<u>Justification</u>	<u>Calculation</u>
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$	8,000	Telecommunication, including Sonic and TPX	\$667 x 12 months
35	Office Supplies/ Furniture/ Equipment	\$	5,000	Support Service office supplies for program staff including materials used with participants and computers	\$417 x 12 months
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
43	Food and Food Supplies	\$	4,000	Using the SF Food Bank, the food items will supplement residents' own arrangements.	\$333 x 12 months
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	

	A	B	C	D	G	J	K	L	M	P	S	
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	Current Term	1/1/2021	6/30/2025	5								
6	Amended Term	1/1/2021	6/30/2027	7								
7	Provider Name	Episcopal Community Services										
8	Program	ECS - Master Lease										
9	F\$P Contract ID#	1000019778										
10	Contract Action	Amendment										
11	Effective Date	7/1/2025										
12	Budget Name	Hillsdale - Support Services										
13		Current	New	15%								
14	Term Budget	\$ 1,777,889	\$ 2,796,701									
15	Contingency	\$ 2,002,042	\$ 3,871,620									
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684									
17					Year 1	Year 2	Year 3			Year 4	Year 5	
18					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	
19					Actuals	Actuals	Actuals	Amendment	Actuals	Actuals	New	
20												
21	Expenditures											
22	Salaries & Benefits				\$ 126,633	\$ 262,465	\$ 287,793	\$ -	\$ 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 24 X Line 25)				\$ 16,365	\$ 36,201	\$ 39,583	\$ -	\$ 39,583	\$ 44,677	\$ 61,474	
27	Other Expenses (Not Subject to Indirect %)				\$ 31,300	\$ -	\$ -	\$ -	\$ -	\$ (39,870)	\$ -	
30	Total Expenditures				\$ 184,037	\$ 337,893	\$ 369,442	\$ -	\$ 369,442	\$ 377,111	\$ 509,406	
31												
32	HSH Revenues											
33	HSH Fund				\$ 152,737	\$ 326,566	\$ 388,893		\$ 388,893	\$ 496,981	\$ 509,406	
36	General Fund - Ongoing				\$ 10,997	\$ 11,327	\$ 85,552		\$ 85,552	\$ -	\$ -	
39	Prop C				\$ 20,303	\$ -			\$ -	\$ -	\$ -	
42	One-Time Transfer				\$ -	\$ -	\$ (105,003)		\$ (105,003)	\$ (80,000)	\$ -	
43	Adjustment to Actuals				\$ -	\$ -			\$ -	\$ (39,870)	\$ -	
46	Total HSH Revenues				\$ 184,037	\$ 337,893	\$ 369,442	\$ -	\$ 369,442	\$ 377,111	\$ 509,406	
57												
58												
59	Prepared by	Tiffany Luong										
60	Phone	415.487.3300 ext. 1219										
61	Email	tluong@ecs-sf.org										



	A	B	C	F	I	J	M	P	Q	T	W
1	DEPARTMENT OF HOMELESSNESS 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 - Support Services									
9											
10			Year 1			Year 2			Year 3		
11			Agency Totals	For HSH Funded Program	1/1/2021 - 6/30/2021	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023
12					New			New			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	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		

	A	B	X	AA	AD	AE	AH	AK	AL	AO	AR
1	DEPARTMENT OF HOMELESSNESS 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	FSP Contract ID#	1000019778									
8	Budget Name	Hillsdale - Support Services									
9											
10											
11											
12											
13	POSITION TITLE										
14	Support Services Manager - H34										
15	Case Manager III (Masters) - H37										
16	Case Manager III - H35										
17	Data Impact Analyst - H51										
18	Data Impact Analyst - H107										
19	Clinical Services Manager - H6										
20	Housing Services Sr. Director - H5										
21	Direct Support for Housing Services Director - H88										
22	Compliance Specialist - H106										
23	Housing Services Director										
24	Case Manager II - H200										
25	Sr. Program & QA Specialist										
26	Director of Impact & Analytics - A88										
27	Director of Healthy Aging - SN34										
28	Project Manager										
29	Sr. Director/Housing Dev & Asset Mgmt.										
35	TOTAL SALARIES										
36	TOTAL FTE										
37	FRINGE BENEFIT RATE										
38	EMPLOYEE FRINGE BENEFITS										
39	TOTAL SALARIES & BENEFITS										



	A	B	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS 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	FSP Contract ID#	1000019778						
8	Budget Name	Hillsdale - Support Services						
9								
10			EXTENSION YEAR					
11			Year 7			All Years		
12			Agency Totals	For HSH Funded Program	7/1/2026 - 6/30/2027  New	1/1/2021 - 6/30/2025  Current	7/1/2024 - 6/30/2027  Amendment	1/1/2021 - 6/30/2027  New
13	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
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	\$ 4,639	\$ 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	\$ 7,874	\$ 23,622	\$ 15,748	\$ 39,370
24	Case Manager II - H200		\$ 60,218	0.79	\$ 47,296	\$ 54,592	\$ 94,592	\$ 149,184
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	\$ -	\$ 13,368	\$ -	\$ 13,368
27	Director of Healthy Aging - SN34		\$ -	0.00	\$ -	\$ 8,720	\$ -	\$ 8,720
28	Project Manager		\$ -	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851
29	Sr. Director/Housing Dev & Asset Mgmt.		\$ -	0.00	\$ -	\$ 3,287	\$ -	\$ 3,287
35	TOTAL SALARIES				\$ 298,568	\$ 1,087,182	\$ 597,136	\$ 1,684,318
36	TOTAL FTE		3.78					
37	FRINGE BENEFIT RATE				31.00%			
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

	A	B	E	H	K	N	Q
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>APPENDIX B, BUDGET</b>						
3	<b>OPERATING DETAIL</b>						
4	<b>Document Date</b>	4/7/2025					
5	<b>Provider Name</b>	Episcopal Community Services					
6	<b>Program</b>	ECS - Master Lease					
7	<b>FSP Contract ID#</b>	1000019778					
8	<b>Budget Name</b>	Hillsdale - Support Services					
9							
10			<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
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	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 2,760	\$ 8,800	\$ 10,300	\$ 8,692	\$ 8,500
16	Office Supplies/ Furniture/ Equipment		\$ 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 Phones for New Hire					\$ 63	
49							
50	TOTAL OPERATING EXPENSES		\$ 9,739	\$ 39,227	\$ 42,066	\$ 45,036	\$ 49,805
51							
52	<u>Other Expenses (Not Subject to Indirect Cost %)</u>						
53	CODB (to be allocated)		\$ 10,997				
54	One -Time Prop C Bonus Pay		\$ 20,303				
55	Adjustment to Actuals					\$ (39,870)	
68							
69	TOTAL OTHER EXPENSES		\$ 31,300	\$ -	\$ -	\$ (39,870)	\$ -

	A	B	T	W	AG	AH	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>APPENDIX B, BUDGET</b>						
3	<b>OPERATING DETAIL</b>						
4	<b>Document Date</b>	4/7/2025					
5	<b>Provider Name</b>	Episcopal Community Services					
6	<b>Program</b>	ECS - Master Lease					
7	<b>FSP Contract ID#</b>	1000019778					
8	<b>Budget Name</b>	Hillsdale - Support Services					
9							
10							
11							
12							
13	<u>Operating Expenses</u>						
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 8,500	\$ 8,500	\$ 39,052	\$ 17,000	\$ 56,052	
16	Office Supplies/ Furniture/ Equipment	\$ 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 Phones for New Hire			\$ 63	\$ -	\$ 63	
49							
50	TOTAL OPERATING EXPENSES	\$ 49,802	\$ 49,802	\$ 185,873	\$ 99,604	\$ 285,477	
51							
52	<u>Other Expenses (Not Subject to Indirect Cost %)</u>						
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	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>				
		<b>Fiscal Year</b>			
4	<b>Hillsdale - Support Services</b>	<b>FY25-26</b>			
		<u>Adjusted</u>	<u>Budgeted</u>	<u>Budgeted</u>	
5	<u>Salaries &amp; Benefits</u>	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
	Support Services Manager - H34	0.50	\$ 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
6	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
7	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
8	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
9	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
10	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
12	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 manages.	\$121,764 x 0.17 FTE
13	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
14	Housing Services Director	0.06	\$ 7,874	Provides staff training on department protocols and procedures.	\$140,602 x 0.06 FTE
15	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	\$ 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
17					
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	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE		Fiscal Year		
4	Hillsdale - Support Services	FY25-26			
30					
31					
32	<u>Operating Expenses</u>		<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 8,500	Telecommunication, including Sonic and TPX	\$708 x 12 months
	Office Supplies/ Furniture/ Equipment		\$ 8,758	Support Service office supplies for program staff including materials used with participants and computers	\$730 x 12 months
35					
37	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
69	TOTAL OPERATING EXPENSES		\$ 49,802		
70	Indirect Cost		15.531%	\$ 68,480	

	A	B	C	D	G	J	M	P	S
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
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 - Support Services							
13		Current	New	15%					
14	Term Budget	\$ 1,757,134	\$ 2,731,820						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17									
18					Year 1	Year 2	Year 3	Year 4	Year 5
19					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
20					Actuals	Actuals	Actuals	Actuals	New
21	Expenditures								
22	Salaries & Benefits				\$ 133,610	\$ 256,967	\$ 292,283	\$ 302,238	\$ 381,282
23	Operating Expenses				\$ 18,058	\$ 39,498	\$ 44,869	\$ 50,849	\$ 46,741
24	Subtotal				\$ 151,668	\$ 296,465	\$ 337,152	\$ 353,087	\$ 428,023
25	Indirect Percentage				12.00%	12.00%	12.00%	12.00%	13.859%
26	Indirect Cost (Line 24 X Line 25)				\$ 18,200	\$ 35,572	\$ 40,458	\$ 42,370	\$ 59,320
27	Other Expenses (Not Subject to Indirect %)				\$ 11,853	\$ -	\$ -	\$ (17,034)	\$ -
30	Total Expenditures				\$ 181,721	\$ 332,037	\$ 377,610	\$ 378,423	\$ 487,343
31									
32	HSH Revenues								
33	HSH Fund				\$ 169,868	\$ 321,055	\$ 377,037	\$ 475,457	\$ 487,343
36	General Fund - Ongoing				\$ 10,662	\$ 10,982	\$ 76,860	\$ -	\$ -
39	Prop C				\$ 1,192	\$ 11,987	\$ -	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ (76,287)	\$ (80,000)	\$ -
43	Adjustment to Actuals				\$ (1)	\$ (11,987)	\$ -	\$ (17,034)	\$ -
46	Total HSH Revenues				\$ 181,721	\$ 332,037	\$ 377,610	\$ 378,423	\$ 487,343
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>							

	A	B	C	D	V	Y	AI	AJ	AK
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	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Mentone - Support Services							
13		Current	New	15%					
14	Term Budget	\$ 1,757,134	\$ 2,731,820						
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		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	<b>Expenditures</b>								
22	Salaries & Benefits	\$	374,065	\$	374,065	\$	1,366,380	\$ 748,130	\$ 2,114,510
23	Operating Expenses	\$	46,740	\$	46,740	\$	200,015	\$ 93,480	\$ 293,495
24	Subtotal	\$	420,805	\$	420,805	\$	1,566,395	\$ 841,610	\$ 2,408,005
25	Indirect Percentage		15.812%		15.812%				
26	Indirect Cost (Line 24 X Line 25)	\$	66,538	\$	66,538	\$	195,920	\$ 133,076	\$ 328,996
27	Other Expenses (Not Subject to Indirect %)	\$	-	\$	-	\$	(5,181)	\$ -	\$ (5,181)
30	<b>Total Expenditures</b>	\$	<b>487,343</b>	\$	<b>487,343</b>	\$	<b>1,757,134</b>	\$ <b>974,686</b>	\$ <b>2,731,820</b>
31									
32	<b>HSH Revenues</b>								
33	HSH Fund	\$	487,343	\$	487,343	\$	1,830,760	\$ 974,686	\$ 2,805,446
36	General Fund - Ongoing	\$	-	\$	-	\$	98,504	\$ -	\$ 98,504
39	Prop C	\$	-	\$	-	\$	13,179	\$ -	\$ 13,179
42	One-Time Transfer	\$	-	\$	-	\$	(156,287)	\$ -	\$ (156,287)
43	Adjustment to Actuals	\$	-	\$	-	\$	(29,022)	\$ -	\$ (29,022)
46	<b>Total HSH Revenues</b>	\$	<b>487,343</b>	\$	<b>487,343</b>	\$	<b>1,757,134</b>	\$ <b>974,686</b>	\$ <b>2,731,820</b>
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>							

	A	B	C	F	I	J	M	P	Q	T	W
1	DEPARTMENT OF HOMELESSNESS 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	Mentone - Support Services									
9											
10			Year 1			Year 2			Year 3		
Agency Totals			For HSH Funded Program	1/1/2021 - 6/30/2021	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023	
				New			New			New	
11											
12											
13	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
14	Support Services Manager		\$ 83,482	0.46	\$ 18,993	\$ 83,482	0.46	\$ 37,985	\$ 95,929	0.30	\$ 28,649
15	Case Manager III		\$ 66,317	0.91	\$ 30,175	\$ 66,317	0.91	\$ 60,349	\$ 80,964	1.00	\$ 80,964
16	Case Manager III		\$ 54,242	0.90	\$ 24,409	\$ 54,242	0.90	\$ 38,819	\$ 62,640	1.13	\$ 70,998
17	Data Impact Analyst - H51		\$ 63,016	0.06	\$ 2,025	\$ 63,016	0.06	\$ 4,049	\$ 74,326	0.05	\$ 3,576
18	Data Impact Analyst - H107		\$ 50,425	0.06	\$ 1,621	\$ 50,425	0.06	\$ 3,240	\$ 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 Mgmt.		\$ 144,196	0.01	\$ 1,050	\$ 140,538	0.02	\$ 2,249		0.00	\$ -
28	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%		
38	EMPLOYEE FRINGE BENEFITS		\$ 33,151			\$ 55,630			\$ 61,889		
39	TOTAL SALARIES & BENEFITS		\$ 133,610			\$ 256,967			\$ 292,283		



	A	B	X	AA	AD	AE	AH	AK
1	DEPARTMENT OF HOMELESSNESS 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	FSP Contract ID#	1000019778						
8	Budget Name	Mentone - Support Services						
9								
10			Year 4			Year 5		
11			Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025
12					New			New
			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
13	POSITION TITLE							
14	Support Services Manager		\$ 102,801	0.46	\$ 47,401	\$ 102,801	0.50	\$ 51,401
15	Case Manager III		\$ 78,541	0.69	\$ 54,043	\$ 78,541	0.93	\$ 73,043
16	Case Manager III		\$ 66,398	0.94	\$ 62,625	\$ 66,398	1.40	\$ 92,625
17	Data Impact Analyst - H51		\$ 77,332	0.06	\$ 4,969	\$ 77,332	0.06	\$ 4,969
18	Data Impact Analyst - H107		\$ 74,300	0.06	\$ 4,775	\$ 74,300	0.06	\$ 4,775
19	Clinical Services Manager - H6		\$ 85,692	0.03	\$ 2,753	\$ 85,692	0.03	\$ 2,753
20	Housing Services Sr. Director - H5		\$ 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 Director		\$ 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 Mgmt.			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	B	AL	AO	AR	AS	AV	AY	BU	BV	BW		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	SALARY & BENEFIT DETAIL												
4	Document Date	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													
10			EXTENSION YEAR			EXTENSION YEAR							
11			Year 6			Year 7			All Years				
12			Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026	Agency Totals	For HSH Funded Program	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027		
13	POSITION TITLE				New			New	Current	Amendment	New		
14			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		
15	Support Services Manager		\$ 102,801	0.50	\$ 51,401	\$ 102,801	0.50	\$ 51,401	\$ 184,429	\$ 102,802	\$ 287,231		
16	Case Manager III		\$ 78,541	0.93	\$ 73,043	\$ 78,541	0.93	\$ 73,043	\$ 298,574	\$ 146,086	\$ 444,660		
17	Case Manager III		\$ 66,398	1.40	\$ 92,625	\$ 66,398	1.40	\$ 92,625	\$ 289,476	\$ 185,250	\$ 474,726		
18	Data Impact Analyst - H51		\$ 77,332	0.06	\$ 4,969	\$ 77,332	0.06	\$ 4,969	\$ 19,589	\$ 9,938	\$ 29,527		
19	Data Impact Analyst - H107		\$ 74,300	0.06	\$ 4,775	\$ 74,300	0.06	\$ 4,775	\$ 18,948	\$ 9,550	\$ 28,498		
20	Clinical Services Manager - H6		\$ 85,692	0.03	\$ 2,753	\$ 85,692	0.03	\$ 2,753	\$ 11,062	\$ 5,506	\$ 16,568		
21	Housing Services Sr. Director - H5		\$ 176,926	0.05	\$ 8,846	\$ 176,926	0.05	\$ 8,846	\$ 44,641	\$ 17,692	\$ 62,333		
22	Compliance Specialist - H106		\$ 81,422	0.06	\$ 5,232	\$ 81,422	0.06	\$ 5,232	\$ 24,546	\$ 10,464	\$ 35,010		
23	Housing Services Director		\$ 140,602	0.06	\$ 7,874	\$ 140,602	0.06	\$ 7,874	\$ 12,948	\$ 15,748	\$ 28,696		
24	Support for Housing Services Director		\$ 121,764	0.17	\$ 20,700	\$ 121,764	0.17	\$ 20,700	\$ 81,900	\$ 41,400	\$ 123,300		
25	Sr. Program & QA Specialist		\$ 97,344	0.05	\$ 4,867	\$ 97,344	0.05	\$ 4,867	\$ 4,867	\$ 9,734	\$ 14,601		
26	Director of Impact & Analytics - A88		\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 13,340	\$ -	\$ 13,340		
27	Director of Healthy Aging - SN34		\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 8,701	\$ -	\$ 8,701		
28	Sr. Director/Housing Dev & Asset Mgmt.		\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 3,299	\$ -	\$ 3,299		
29	Project Manager		\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851		
30	TOTAL SALARIES					\$ 277,085				\$ 277,085	\$ 1,040,171	\$ 554,170	\$ 1,594,341
31	TOTAL FTE		3.38						3.38				
32	FRINGE BENEFIT RATE					35.00%			35.00%				
33	EMPLOYEE FRINGE BENEFITS								\$ 96,980	\$ 326,208	\$ 193,960	\$ 520,168	
34	TOTAL SALARIES & BENEFITS								\$ 374,065	\$ 1,366,380	\$ 748,130	\$ 2,114,510	

	A	B	E	H	K	N	Q
1	DEPARTMENT OF HOMELESSNESS 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	Mentone - 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, Gas, Phone, Garbage and Waste Mgmt.)		\$ 2,760	\$ 8,860	\$ 10,500	\$10,446	\$ 11,747
16	Office Supplies/ Furniture/ Equipment		\$ 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 Indirect Cost %)						
53	CODB (to be allocated)		\$ 10,662				\$ -
54	One-Time Prop C Bonus Pay		\$1,192	\$ 11,987			\$ -
55	Adjustment to Actuals		\$ (1)	\$ (11,987)		\$ (17,034)	\$ -
68							
69	TOTAL OTHER EXPENSES		\$ 11,853	\$ -	\$ -	\$ (17,034)	\$ -

	A	B	T	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS 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	Mentone - Support Services					
9			EXTENSION YEAREXTENSION YEAR				
10			Year 6	Year 7	All Years		
11			7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
12			New	New	Current	Amendment	New
			Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Operating Expenses						
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 11,747	\$ 11,747	\$ 44,313	\$ 23,494	\$ 67,807
16	Office Supplies/ Furniture/ Equipment		\$ 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							
52	Other Expenses (Not Subject to Indirect Cost %)						
53	CODB (to be allocated)		\$ -	\$ -	\$ 10,662	\$ -	\$ 10,662
54	One-Time Prop C Bonus Pay		\$ -	\$ -	\$ 13,179	\$ -	\$ 13,179
55	Adjustment to Actuals		\$ -	\$ -	\$ (29,022)	\$ -	\$ (29,022)
68							
69	TOTAL OTHER EXPENSES		\$ -	\$ -	\$ (5,181)	\$ -	\$ (5,181)

	A	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>	<b>Fiscal Year</b>			
4	<b>Mentone - Support Services</b>	<b>FY25-26</b>			
5	<b><u>Salaries &amp; Benefits</u></b>	<b><u>Adjusted Budgeted FTE</u></b>	<b><u>Budgeted Salary</u></b>	<b><u>Justification</u></b>	<b><u>Calculation</u></b>
	Support Services Manager	0.50	\$ 51,401	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.	\$102,802 x 0.50 FTE
6	Case Manager III	0.93	\$ 73,043	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
7	Case Manager III	1.40	\$ 92,625	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
8	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
9	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
10	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	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages.	\$176,926 x 0.05 FTE
12	Compliance Specialist - H106	0.06	\$ 5,232	Provides staff training on department protocols and procedures.	\$81,419 x 0.06 FTE
13	Housing Services Director	0.06	\$ 7,874	To assist Sr. Director of Hsg Svcs 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	\$ 20,700	To assist Sr. Director of Hsg Svcs 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
15	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
16					
27	<b>TOTAL</b>	<b>3.38</b>	<b>\$ 277,085</b>		
28	<b><u>Employee Fringe Benefits</u></b>	<b><u>35.0%</u></b>	<b><u>\$ 96,980</u></b>	<b><u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 35% of total salaries.</u></b>	
29	<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 374,065</b>		

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE		Fiscal Year		
4	Mentone - Support Services	FY25-26			
30					
31					
32	<u>Operating Expenses</u>		<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 11,747	Telecommunication, including Sonic and TPX	\$979 x 12 months
35	Office Supplies/ Furniture/ Equipment		\$ 5,792	Support Service office supplies for program staff including materials used with participants and computers	\$483 x 12 months
37	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
42	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.

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

E. Invoicing System:

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

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

G. Spend Down:

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



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

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

#### H. Documentation and Record Keeping:

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

eligible activities. HSH reserves the right to reject and/or deny invoices, in part or as a whole, that do not follow these instructions.

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

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

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

Department of Homelessness and Supportive Housing	Hillsdale Hotel EMP	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	July 1, 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