

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

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

THIS AMENDMENT of the **April 6, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2023** 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 Ordinance No. 61-19, which authorizes the Department to enter into contracts without adhering to the Administrative Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to the shelter crisis; and

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement;

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. The term "Agreement" shall mean the Agreement dated **April 6, 2021** between Grantee and City.

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

2.1 ARTICLE 3 TERM of the Agreement currently reads as follows:

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **February 15, 2021** and expire on **June 30, 2023**, 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 deleted and replaced in its entirety to read as follows:

ARTICLE 3 TERM

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **February 15, 2021** and expire on **June 30, 2024** unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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 Grantee's Personnel.

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

(b) Grantor Vaccination Policy.

- (1) Grantee acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors and Grantees issued by the City Administrator ("Contractor Vaccination Policy"), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at: <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.
- (2) A Contract or Grant subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Contractor/Grantee or Subcontractor work in-person with City

employees in connection with the work or services performed under the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract or Grant includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract or Grant does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.

(3) In accordance with the Contractor Vaccination Policy, Grantee agrees that:

A. Where applicable, Grantee shall ensure it complies with the requirements of the [Contractor Vaccination Policy](#) pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or obtain from Grantee an exemption based on medical or religious grounds; and

B. If Grantee grants Covered Employees an exemption based on medical or religious grounds, Grantee will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form (“Exemptions Form”), which can be found at <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to “Exemptions” to download the form).

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 **Nine Million Nine Hundred Thousand Dollars (\$9,900,000).**

(b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Three Million Three Hundred Forty Thousand Two Hundred Fifty One Dollars (\$3,340,251)** 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 deleted and 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 **Nine Million Nine Hundred Thousand Dollars (\$9,900,000).**

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

13.3 Subcontracting. If Appendix B, 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 Appendix B, Budget, is blank or specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.

- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix B, 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.

2.5 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS of the Agreement is deleted and replaced by the following:

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

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

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

Any notice of default must be sent by registered mail.

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

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

2.6 Section 16.19 Distribution of Beverages and Water of the Agreement is hereby deleted and replaced in its entirety to read as follows

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

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

2.7 Section 16.24 Additional City Compliance Requirements is hereby added to this Agreement.

16.24 Additional City Compliance Requirements. 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 subgrantees/ subrecipients/ subcontractors 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 subgrantees/ subrecipients/ subcontractors to remain in good standing with applicable requirements shall be a material breach of this Agreement.

2.8 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, Services to be Provided (dated July 1, 2023)
 Appendix B, Budget (dated July 1, 2023)
 Appendix C, Method of Payment (dated July 1, 2023)
 Appendix D, Interests in Other City Grants (dated July 1, 2023)

2.9 Appendix A, Services to be Provided, of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided** (dated July 1, 2023), for the period of July 1, 2023 to June 30, 2024.

2.10 Appendix B, Budget, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2023), for the period of February 15, 2021 to June 30, 2024.

2.11 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, 2023).

2.12 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, 2023).

2.13 Appendix E, Permitted Subcontractors, of the Agreement is hereby deleted.

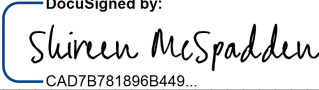
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of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

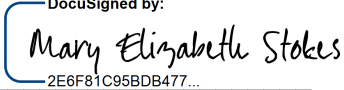
CITY

GRANTEE

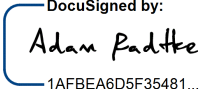
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

**EPISCOPAL COMMUNITY
SERVICES**

By: 
CAD7B781896B449...
Shireen McSpadden
Executive Director

By: 
2E6F81C95BDB477...
Mary Elizabeth Stokes
Executive Director
City Supplier Number: 0000020568

Approved as to Form:
David Chiu
City Attorney

By: 
1AFBEA6D5F35481...
Adam Radtke
Deputy City Attorney

Appendix A: Services to be Provided
by
Episcopal Community Services
Flexible Housing Subsidy Pool

I. Purpose of Grant

The purpose of the grant is to administer the Flexible Housing Subsidy Pool (FHSP) to the served population. The goals of these services are to reduce the length of time that tenants spend experiencing homelessness, and to ensure that tenants retain housing once established.

II. Served Population

Grantee shall provide services to adult tenants:

- A. Aged 60 years or older, without custody of minor children; and
- B. Aged 18 to 59, without custody of minor children.

III. Referral and Prioritization

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

IV. Description of Services

Grantee shall provide services to the total number of tenants as described in the Appendix B, Budget. Grantee shall provide the following FHSP services during the term of this grant:

- A. Housing Location Services: Grantee shall provide Housing Location Services through the following activities to identify and secure housing units:
 - 1. Grantee shall conduct comprehensive housing searches and landlord recruitment to establish a portfolio of housing units that meet the needs of the served population. Units shall be reasonable in size, near transportation and other amenities, consistent with tenant preferences to the greatest degree possible, and accessible to tenants with disabilities.
 - 2. Grantee shall utilize their real estate expertise to secure appropriate housing units for the served population that may include but are not limited to a single unit in multi-unit buildings, blocks of units in multi-unit buildings, shared housing, and other options that help tenants achieve residential stability and overall health and well-being.
 - 3. Grantee shall employ skilled staff with experience in real estate, brokerage, sales or other related fields, who are capable of establishing and maintaining successful relationships with landlords. Grantee staff shall have excellent communication skills, build clear expectations for landlords and tenants, serve as a liaison, and respond quickly and appropriately to any concerns or problems.
 - 4. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, secure real estate, or otherwise expand the housing inventory supported with FHSP resources.

- B. Housing Coordination Services: Grantee shall provide Housing Coordination services to match tenants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination services include, but are not limited to:
1. Communication and coordination with Coordinated Entry Access Points and FHSP case management partners to remove any barriers to the housing referral process;
 2. Lease negotiation and rental subsidy administration on behalf of tenants placed into housing and lease review to ensure compliance with all local and State laws;
 3. Support to prospective tenants to secure units (e.g., completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
 4. Ensuring that case management providers collect all necessary documents to support tenants to successfully move into housing;
 5. Elimination of barriers to housing (e.g., assisting with clearance of outstanding utility debt, credit repair, correction of erroneous unlawful detainers);
 6. Initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
 7. Assessment and completion of minor repairs necessary to improve accessibility or other functional improvements;
 8. Payment for items needed during housing search and move-in (e.g., application fees, security deposit, furniture, and moving costs); and
 9. Income verification and rent calculation upon tenant move-in and annually thereafter, or sooner if a tenant's income changes.
- C. Housing-Focused Case Management Services: Grantee shall provide all necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting tenants with securing needed documentation to move into housing, housing navigation services, and working closely with FHSP administrator(s) to ensure that all needed services are in place prior to housing placement.
1. Grantee shall provide wrap-around case management services within a harm reduction model to ensure tenants' long-term housing retention and improved well-being. These services shall include, and are not limited to:
 - a. Engagement with all tenants referred for housing placement to determine preferred housing options, required services, and needed documentation;
 - b. Housing Navigation services to assist successful transition into permanent housing including unit viewings and unit selection, accompaniment during move-in process, and orientation to neighborhood and surrounding services;
 - c. Arranging for necessary services after housing placement, such as In-Home Support Services (IHSS), or care by a medical or behavior health provider;
 - d. Provision of targeted services and/or referrals to another appropriate agency for tenants whose behavior indicates a substance abuse, mental health or another issue that is jeopardizing the tenant's housing retention and/or health;

- e. Linkages to community resources, case management, and crisis intervention within a Housing First, trauma-informed, and harm reduction modality should the tenants' needs exceed the capacity of the Grantee;
- f. Education on tenancy requirements and support to address barriers to housing retention;
- g. Support with completing any required processes for housing provider's income certification and re-certification processes; and
- h. On-going coordination with FHSP partners who are serving the tenant, through meetings, calls, and other communication, as needed.

D. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to:

- 1. Initial payments associated with tenant move-in, including security deposits, first and last month's rent, including calculation of tenant monthly rental payment amounts;
- 2. Timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
- 3. Timely and accurate payment of flexible funding to eliminate other barriers to housing; and
- 4. The completion of regular income verification and rent calculation for each tenant receiving a subsidy and timely notices to tenants for any changes in rent, and reflecting rent changes in subsidy payments.

E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and tenants. Landlord Liaison Services include, but are not limited to:

- 1. Coaching tenants on being a good neighbor, developing tenancy skills, lease requirements, and other topics that support stable tenancy;
- 2. Monthly home visits for the first three months of a tenant's tenure in housing, and quarterly thereafter. Grantee shall also check in with each landlord at least quarterly to ensure satisfaction;
- 3. Regular communications with landlords to identify and address concerns on a proactive basis;
- 4. Collaboration with FHSP case management provider partners to ensure that tenants are able to pay rent on time, cultivate healthy relationships with neighbors and landlords, maintain connection to benefits and other community resources, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
- 5. Immediate responses to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and tenants to coordinate relocation prior to eviction; and

6. Ensuring that landlords fulfil their legal responsibilities, including conducting repairs, issuing proper notices, supporting tenants' rights to Fair Housing, and adhering to lease terms.

V. Location and Time of Services

Grantee shall provide services at Episcopal Community Services sites, Monday through Friday from 9:00 am to 5:00 pm. Grantee shall provide services at tenants' houses or other field locations, as needed. Grantee shall provide a 24-hour hotline for tenants and landlords to report issues and incidents that occur outside of business hours.

VI. Service Requirements

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH adult units.
- B. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to HSH adult units.
- C. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- D. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenants' progress.
- E. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described 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.
- F. 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 satisfaction. Feedback methods shall include:
 1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request repairs/services; and
 2. A written annual survey, which shall be offered to the served population to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

G. City Communications and Policies:

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

1. Regular communication to HSH about the implementation of the program;
2. Attendance of quarterly HSH meetings, as needed, such as, but not limited to hearings on issues related to homelessness¹; and
3. Attendance of trainings, as requested;

H. Critical Incident: Grantee shall adhere to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called by staff or guests and when Child Protective Services removes a child. An example is a domestic violence incident.

I. 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 site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.

J. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly date quality reports and correcting errors.
2. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

¹ If the Grantee supervisor has questions about whether or not attending the meeting/hearing in question is within the scope of services, the supervisor shall contact the HSH Family Emergency Services Manager or a designee for clarification.

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.

K. Record Keeping and Files:

1. Grantee shall maintain all eligibility, income verification, and inspection documentation in the Online Navigation and Entry (ONE) System and maintain hard copy files with eligibility, including homelessness verification documents.
2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.

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

M. 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.

VII. Service Objectives

Grantee shall achieve the following service objectives during the term of this grant. All service objectives shall be calculated at a household level rather than per tenant. A household may include more than one tenant. All service objectives below will be monitored by sampling tenant files during annual program monitoring visits:

A. Housing Location Services

1. Grantee shall provide 100 percent of tenants with Housing Location Services.

B. Housing Coordination Services

1. Grantee shall provide 100 percent of tenants with Housing Coordination services.
2. Grantee shall provide 100 percent of tenants with at least one home visit per month for the first three months to support their landlord relationship.

C. Subsidy Administration Services

1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each tenant.

D. Housing-Focused Case Management Services

1. Grantee shall offer 100 percent of tenants Housing-Focused Case Management Services.
2. Grantee shall offer 100 percent of tenants referrals to other Case Management should the tenant decline services.

E. Landlord Liaison Services

1. Grantee shall provide 100 percent of tenants with Landlord Liaison Services.
2. Grantee shall respond to 100 percent of requests from tenants/landlords submitted on the 24-hour hotline within two business days.
3. Grantee shall administer an annual Tenant Satisfaction survey to 100 percent of tenants that are active in the program.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives during the term of this grant. All outcome objectives shall be calculated at a household level rather than per tenant. A household may include more than one tenant. All outcome objectives will be monitored using ONE system data:

A. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:

1. At least 90 percent of tenants enrolled in the program will successfully move into housing as verified via their housing move-in date.

B. The following Outcome Objectives shall apply to Housing Location Services and Housing-Focused Case Management Services:

1. The average length of time that tenants spend homeless, from referral to housing move-in, shall be less than or equal to 75 days, as calculated by [Housing Move-in Date]-[Referral Start Date]/Count of tenants with a [Housing Move-In Date].

C. The following Outcome Objectives shall apply to Housing-Focused Case Management Services and Landlord Liaison Services:

1. 90 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.

IX. Reporting Requirements

A. Grantee shall input data into systems required by HSH.

B. For any quarter that maintains less than ninety percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service.

C. 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 the number of evicted tenants and eviction notices issued to tenants residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.

- D. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- E. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- F. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, 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 training and agency lead meetings.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and memorandums 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	7/1/2023		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	2/15/2021	6/30/2023	3
6	Amended Term	2/15/2021	6/30/2024	4
7	Program	Flexible Housing Subsidy Pool		
8	FSP Contract ID#	1000020987		
9				
10	Approved Subcontractors			
11	N/A			

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET**

Document Date	7/1/2023		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	2/15/2021	6/30/2023	3
Amended Term	2/15/2021	6/30/2024	4
Program	Flexible Housing Subsidy Pool		
F\$P Contract ID#	1000020987		

Number Served	EXTENSION YEAR			
	Year 1	Year 2	Year 3	Year 4
Service Component	4/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024
Housing Location	60	60	130	130
Housing Coordination	60	60	130	130
Subsidy Administration	60	60	130	130
Landlord Liaison	60	60	130	130
Housing Focused Case Management	40	40	110	110

	A	B	C	D	E	H	K	P	AI	AJ	AK				
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	7/1/2023													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	2/15/2021	6/30/2023	3											
6	Amended Term	2/15/2021	6/30/2024	4											
7	Provider Name	Episcopal Community Services													
8	Program	Flexible Housing Subsidy Pool													
9	FSP Contract ID#	1000020987													
10	Action (select)	Amendment													
11	Effective Date	7/1/2023													
12	Budget Name	Prop C - Flexible Housing Subsidy Pool													
13		Current	New												
14	Term Budget	\$ 4,563,172	\$ 9,900,000	34%											
15	Contingency	\$ 5,336,828	\$ -												
16	Not-To-Exceed	\$ 9,900,000	\$ 9,900,000												
17	EXTENSION YEAR														
18		Year 1		Year 2		Year 3		Year 4		All Years					
19		2/15/2021 - 6/30/2021		7/1/2021 - 6/30/2022		7/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		2/15/2021 - 6/30/2023		2/15/2021 - 6/30/2024			
20		Actuals		Actuals		Current		New		Current		Amendment		New	
21	Expenditures														
22	Salaries & Benefits	\$	231,197	\$	924,790	\$	1,277,615	\$	1,596,155	\$	2,433,602	\$	1,596,155	\$	4,029,757
23	Operating Expense	\$	106,922	\$	173,000	\$	148,978	\$	168,978	\$	428,900	\$	168,978	\$	597,878
24	Subtotal	\$	338,119	\$	1,097,790	\$	1,426,593	\$	1,765,133	\$	2,862,502	\$	1,765,133	\$	4,627,635
25	Indirect Percentage	15.00%		15.00%		15.00%		15.00%							
26	Indirect Cost (Line 24 X Line 25)	\$	50,718	\$	164,668	\$	213,989	\$	264,770	\$	429,375	\$	264,770	\$	694,145
27	Other Expenses (Not subject to indirect %)	\$	(372,209)	\$	437,712	\$	1,198,293	\$	3,299,425	\$	1,263,795	\$	3,299,425	\$	4,563,220
28	Capital Expenditure	\$	-	\$	-	\$	7,500	\$	7,500	\$	7,500	\$	7,500	\$	15,000
30	Total Expenditures	\$	16,628	\$	1,700,170	\$	2,846,374	\$	5,336,828	\$	4,563,172	\$	5,336,828	\$	9,900,000
31															
32	HSH Revenues* (select)														
33	Prop C	\$	1,159,221	\$	2,700,264	\$	3,146,628	\$	5,336,828	\$	7,006,113	\$	5,336,828	\$	12,342,941
35	Adjustment to Actuals	\$	(1,142,593)	\$	(1,000,094)	\$	(300,254)	\$	-	\$	(2,442,941)	\$	-	\$	(2,442,941)
41															
42	Total HSH Revenues	\$	16,628	\$	1,700,170	\$	2,846,374	\$	5,336,828	\$	4,563,172	\$	5,336,828	\$	9,900,000
48															
51	Total HSH + Other Revenues	\$	16,628	\$	1,700,170	\$	2,846,374	\$	5,336,828	\$	4,563,172	\$	5,336,828	\$	9,900,000
54															
55	Prepared by	Tiffany Luong													
56	Phone	415.487.3300 ext. 1219													
57	Email	lluong@ecs-sf.org													
58															
59															
60	* 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.														
61															
62															

	A	B	C	F	G	J	M	N	Q	T	U	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date	7/1/2023										
4	Provider Name	Episcopal Community Services										
5	Program	Flexible Housing Subsidy Pool										
6	FSP Contract ID#	1000020987										
7	Budget Name	Prop C - Flexible Housing Subsidy Pool										
8												
9		Year 1			Year 2			Year 3				
10		Agency Totals	For HSH Funded Program	2/15/2021 - 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		
11				Current			Current			Current		
12	POSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary		
13	Director of Scattered Site Housing	\$ 142,902	0.50	\$ 17,863	\$ 142,902	0.50	\$ 71,451	\$ 148,393	0.50	\$ 74,196		
14	Scattered Site Permanent Supportive Housing Manager	\$ 100,053	1.00	\$ 25,013	\$ 100,053	1.00	\$ 100,053	\$ 104,358	1.00	\$ 104,358		
15	Housing Coordinator and Retention Specialist	\$ 56,046	2.00	\$ 28,023	\$ 56,046	2.00	\$ 112,092	\$ 57,887	5.00	\$ 289,435		
16	Behavioral Health Clinicial II	\$ 82,933	2.00	\$ 41,467	\$ 82,933	2.00	\$ 165,866	\$ 91,310	2.00	\$ 182,620		
17	Data Analyst and Compliance Specialist	\$ 63,108	0.50	\$ 7,889	\$ 63,108	0.50	\$ 31,554	\$ 67,762	0.50	\$ 33,881		
18	Finance/Accounting	\$ 88,649	1.00	\$ 22,162	\$ 88,649	1.00	\$ 88,649	\$ 88,964	1.00	\$ 88,964		
19	Housing Location & Landlord Liaison Associate Director	\$ 115,893	0.39	\$ 11,300	\$ 115,893	0.39	\$ 45,198	\$ 115,893	0.39	\$ 45,198		
20	Scattered Site Housing Locator	\$ 58,591	0.78	\$ 11,425	\$ 58,591	0.78	\$ 45,701	\$ 60,211	1.56	\$ 93,929		
21	Scattered Site Housing Locator		0.00	\$ -		0.00	\$ -	\$ -	0.00			
43		TOTAL SALARIES			\$ 165,141	TOTAL SALARIES			\$ 660,564	TOTAL SALARIES		\$ 912,582
44		TOTAL FTE	8.17		TOTAL FTE	8.17		TOTAL FTE	11.95			
45		FRINGE BENEFIT RATE		40.00%	FRINGE BENEFIT RATE		40.00%	FRINGE BENEFIT RATE		40.00%		
46		EMPLOYEE FRINGE BENEFITS		\$ 66,056	EMPLOYEE FRINGE BENEFITS		\$ 264,226	EMPLOYEE FRINGE BENEFITS		\$ 365,033		
47		TOTAL SALARIES & BENEFITS		\$ 231,197	TOTAL SALARIES & BENEFITS		\$ 924,790	TOTAL SALARIES & BENEFITS		\$ 1,277,615		

	A	B	X	AA	AD	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	SALARY & BENEFIT DETAIL							
3	Document Date	7/1/2023						
4	Provider Name	Episcopal Community Services						
5	Program	Flexible Housing Subsidy Pool						
6	F\$P Contract ID#	1000020987						
7	Budget Name	Prop C - Flexible Housing Subsidy Pool						
8	EXTENSION YEAR							
9		Year 4			All Years			
10		Agency Totals	For HSH Funded Progarm	7/1/2023 - 6/30/2024 New	2/15/2021 - 6/30/2023 Current	2/15/2021 - 6/30/2024 Amendment	2/15/2021 - 6/30/2024 New	
11		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	POSITION TITLE							
13	Director of Scattered Site Housing	\$ 160,246	0.50	\$ 80,123	\$ 163,510	\$ 80,123	\$ 243,633	
14	Scattered Site Permanent Supportive Housing Manager	\$ 107,105	1.00	\$ 107,105	\$ 229,424	\$ 107,105	\$ 336,529	
15	Housing Coordinator and Retention Specialist	\$ 62,497	7.00	\$ 437,477	\$ 429,550	\$ 437,477	\$ 867,028	
16	Behavioral Health Clinicial II	\$ 98,587	2.00	\$ 197,173	\$ 389,953	\$ 197,173	\$ 587,126	
17	Data Analyst and Compliance Specialist	\$ 74,332	0.50	\$ 37,166	\$ 73,324	\$ 37,166	\$ 110,489	
18	Finance/Accounting	\$ 96,298	1.00	\$ 96,298	\$ 199,776	\$ 96,298	\$ 296,073	
19	Housing Location & Landlord Liaison Associate Director	\$ 126,027	0.39	\$ 49,150	\$ 101,696	\$ 49,150	\$ 150,846	
20	Scattered Site Housing Locator	\$ 62,497	1.17	\$ 73,121	\$ 151,055	\$ 73,121	\$ 224,176	
21	Scattered Site Housing Locator	\$ 62,497	1.00	\$ 62,497	\$ -	\$ 62,497	\$ 62,497	
43		TOTAL SALARIES		\$ 1,140,111	\$ 1,738,287	\$ 1,140,111	\$ 2,878,398	
44		TOTAL FTE		14.56				
45		FRINGE BENEFIT RATE		40.00%				
46		EMPLOYEE FRINGE BENEFITS		\$ 456,044	\$ 695,315	\$ 456,044	\$ 1,151,359	
47		TOTAL SALARIES & BENEFITS		\$ 1,596,155	\$ 2,433,602	\$ 1,596,155	\$ 4,029,757	

	A	B	C	F	K	N	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	OPERATING DETAIL								
3	Document Date	7/1/2023							
4	Provider Name	Episcopal Community Services							
5	Program	Flexible Housing Subsidy Pool							
6	FSP Contract ID#	1000020987							
7	Budget Name	Prop C - Flexible Housing Subsidy Pool							
8	EXTENSION YEAR								
9		Year 1	Year 2	Year 3	Year 4	All Years			
10		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	2/15/2021 - 6/30/2023	2/15/2021 - 6/30/2024	2/15/2021 - 6/30/2024	
11		Actuals	Actuals	Current	New	Current	Amendment	New	
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Rental of Property (office space)	\$ 53,222	\$ 130,000	\$ 93,996	\$ 93,996	\$ 277,218	\$ 93,996	\$ 371,214	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,200	\$ 6,500	\$ 6,500	\$ 6,500	\$ 15,200	\$ 6,500	\$ 21,700	
15	Office Supplies, Postage	\$ 1,500	\$ 3,000	\$ 12,331	\$ 12,331	\$ 16,831	\$ 12,331	\$ 29,162	
17	Printing and Reproduction	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 12,500	\$ 5,000	\$ 17,500	
18	Insurance	\$ 5,000	\$ 10,000	\$ 6,000	\$ 6,000	\$ 21,000	\$ 6,000	\$ 27,000	
19	Staff Training	\$ 1,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 7,500	\$ 3,000	\$ 10,500	
20	Staff Travel-(Local & Out of Town)	\$ 2,000	\$ 4,000	\$ 7,000	\$ 7,000	\$ 13,000	\$ 7,000	\$ 20,000	
21	Recruitment	\$ 2,000	\$ 2,000	\$ 3,000	\$ 3,000	\$ 7,000	\$ 3,000	\$ 10,000	
22	Telecommunication	\$ 2,500	\$ 9,500	\$ 4,000	\$ 4,000	\$ 16,000	\$ 4,000	\$ 20,000	
23	Program and Client Supplies	\$ 12,000		\$ -	\$ 20,000	\$ 12,000	\$ 20,000	\$ 32,000	
24	Maintenance Services and Supplies (Incl Janitorial-related Exp)			\$ 8,151	\$ 8,151	\$ 8,151	\$ 8,151	\$ 16,302	
25	Start-up Cost: Staff furniture (desks, chairs)	\$ 9,000		\$ -	\$ -	\$ 9,000	\$ -	\$ 9,000	
26	Start-up Cost: Computers, telephones and fax/printer	\$ 13,500		\$ -	\$ -	\$ 13,500	\$ -	\$ 13,500	
67									
68	TOTAL OPERATING EXPENSES	\$ 106,922	\$ 173,000	\$ 148,978	\$ 168,978	\$ 428,900	\$ 168,978	\$ 597,878	
69									
70	<u>Other Expenses (not subject to indirect cost %)</u>								
71	Move-in and Rental Subsidies	\$ 770,384	\$ 1,437,806	\$ 1,454,547	\$ 3,299,425	\$ 3,662,737	\$ 3,299,425	\$ 6,962,162	
72	Rental Bonus	\$ -	\$ -	\$ 44,000	\$ -	\$ 44,000	\$ -	\$ 44,000	
73	Adjustment to Actuals	\$ (1,142,593)	\$ (1,000,094)	\$ (300,254)	\$ -	\$ (2,442,942)	\$ -	\$ (2,442,942)	
83									
84	TOTAL OTHER EXPENSES	\$ (372,209)	\$ 437,712	\$ 1,198,293	\$ 3,299,425	\$ 1,263,795	\$ 3,299,425	\$ 4,563,220	
85									
86	<u>Capital Expenses</u>								
87	Wi-Fi and Firewall Systems Upkeep, Furniture.			\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 15,000	
94									
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 15,000	

BUDGET NARRATIVE

Fiscal Year

Prop C - Flexible Housing Subsidy Pool

FY23-24

<u>Salaries & Benefits</u>	<u>Adjusted</u>		<u>Justification</u>	<u>Calculation</u>
	<u>Budgeted</u>	<u>Budgeted</u>		
	<u>FTE</u>	<u>Salary</u>		
Director of Scattered Site Housing	0.50	\$ 80,123	Monitor service delivery and program performance to ensure consistent and efficient processes across programs, and compliance with grants and contracts. Provide leadership and facilitate staff development and training, collaborates with partners and HSH on strategic programmatic adjustments.	\$160,246 x 0.5 FTE
Scattered Site Permanent Supportive Housing Manager	1.00	\$ 107,105	Oversee housing case management & retention services, maintain rent subsidy forms and reporting, collaborates closely with partners on case conferencing and subsidy calculations.	\$107,105 x 1 FTE
Housing Coordinator and Retention Specialist	7.00	\$ 437,477	Provides housing location, landlord communication and light touch retention services to participants stabilized by RRH partners.	\$62,497 x 7 FTE
Behavioral Health Clinical II	2.00	\$ 197,173	Provide clinical case management services, conduct evaluations and assessments, provide ongoing counseling, treatment and intervention.	\$98,587 x 2 FTE
Data Analyst and Compliance Specialist	0.50	\$ 37,166	Maintain data entered into the ONE System, complete required reports or conduct interim reporting, submit the monthly, quarterly and/or annual metrics into databases.	\$74,332 x 0.5 FTE
Finance/Accounting	1.00	\$ 96,298	Administer move-in costs and monthly subsidies, prepare and provide HSH with detailed monthly invoices.	\$96,298 x 1 FTE
Housing Location & Landlord Liaison Associate Director	0.39	\$ 49,150	Capacity building for local and regional housing partnerships, monitor program outcomes, onboarding new scattered site housing partnerships, & oversee MOUs. Responsible for supporting Housing Locator team, maintaining the housing database and major landlord relationships, monitor database & number of new units online.	\$126,027 x 0.39 FTE
Scattered Site Housing Locator	1.17	\$ 73,121	Responsible for assisting the participant with locating a safe, decent, affordable housing unit. Coach tenant and coordinate with housing case management when issues with tenants occur.	\$62,497 x 1.17 FTE
Scattered Site Housing Locator	1.00	\$ 62,497	Responsible for assisting the participant with locating a safe, decent, affordable housing unit. Coach tenant and coordinate with housing case management when issues with tenants occur	\$62,497 x 1 FTE
TOTAL	14.56	\$ 1,140,111		
<u>Employee Fringe Benefits</u>	<u>40%</u>	<u>\$ 456,044</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 40% of total salaries.</u>	
Salaries & Benefits Total		\$ 1,596,155		

BUDGET NARRATIVE

Fiscal Year

Prop C - Flexible Housing Subsidy Pool

FY23-24

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property (office space)	\$ 93,996	Rent expense	\$7,833 x 12 months
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 6,500	Utilities - electricity, water and gas expenses	\$542 x 12 months
Office Supplies, Postage	\$ 12,331	Office and meeting supplies expenses; postage	\$1,028 x 12 months
Printing and Reproduction	\$ 5,000	Printing and copying expenses	\$417 x 12 months
Insurance	\$ 6,000	General and liability insurance coverage	\$500 x 12 months
Staff Training	\$ 3,000	Staff training expenses	\$250 x 12 months
Staff Travel-(Local & Out of Town)	\$ 7,000	Local staff transportation expenses	\$583 x 12 months
Recruitment	\$ 3,000	Staff recruitment expenses	\$250 x 12 months
Telecommunication	\$ 4,000	Landline, cellphone, Wi-Fi/internet expenses	\$333 x 12 months
Program and Client Supplies	\$ 20,000	Program and client supply expenses	\$1,667 x 12 months
Maintenance Services and Supplies (Incl Janitorial-related Exp)	\$ 8,151	Covers maintenance services and supplies expenses	\$679 x 12 months
TOTAL OPERATING EXPENSES	\$ 168,978		
Indirect Cost	15.0% \$ 264,770		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Move-in and Rental Subsidies	\$ 3,299,425	Covers move-in and rental subsidies related expenses	\$274,952 x 12 months
TOTAL OTHER EXPENSES	\$ 3,299,425		

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Wi-Fi and Firewall Systems Upkeep, Furniture.	\$ 7,500	Upkeep of the Wi-Fi and firewall systems and for replacing any furniture	\$625 x 12 Months
TOTAL CAPITAL EXPENSES	\$ 7,500		

Appendix C, Method of Payment

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

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

B. Invoicing System:

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure 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.
- C. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Spend Down
1. Grantee 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 significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.
- E. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer

than five years after final payment under this Agreement, and shall provide to the City upon request.

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

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, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs,

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

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 via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to two months 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 two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
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 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 invoices. Failure to submit required information or comply by specified deadlines may result in HSH withholding of payments.

Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Adult Probation Department	Rental Subsidies and Flexible Spending Funds for Step Up To Freedom	July 1, 2022 – July 31, 2023	\$483,701
Department of Homelessness and Supportive Housing	1064-68 Mission Street Housing	May 1, 2022 – June 30, 2025	\$6,300,824
Department of Homelessness and Supportive Housing	1180 4th Street Housing	July 1, 2014 – June 30, 2024	\$4,934,700
Department of Homelessness and Supportive Housing	455 Fell Street Housing	May 15, 2019 – June 30, 2023	\$1,380,001
Department of Homelessness and Supportive Housing	Adult Access Points	July 1, 2021 – June 30, 2023	\$9,816,708
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing & Mainstream Voucher	July 1, 2020 – June 30, 2024	\$8,586,482
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing (Prop C)	February 15, 2021 - June 30, 2023	\$9,749,200
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, 2024	\$4,384,783
Department of Homelessness and Supportive Housing	Bryant Homeless Storage	December 1, 2020 - February 29, 2024	\$2,663,002
Department of Homelessness and Supportive Housing	Canon Barcus RA & SS	July 1, 2020 – June 30, 2023	\$4,172,720
Department of Homelessness and Supportive Housing	Canon Kip Community House	December 1, 2021 - January 30, 2024	\$7,085,148
Department of Homelessness and Supportive Housing	Cova Winter Shelter	December 18, 2021 - July 31, 2023	\$9,340,476
Department of Homelessness and Supportive Housing	Granada Hotel Housing	November 1, 2020 - June 30, 2025	\$7,489,776
Department of Homelessness and Supportive Housing	Henry Hotel Housing	July 1, 2019 – June 30, 2023	\$9,738,512
Department of Homelessness and Supportive Housing	Henry Hotel Rental Assistance	August 1, 2021 - July 31, 2024	\$3,649,750
Department of Homelessness and Supportive Housing	Hotel Diva Housing	August 1, 2021 - June 30, 2024	\$3,063,465
Department of Homelessness and Supportive Housing	Housing First	January 1, 2021 - February 29, 2024	\$26,329,610
Department of Homelessness and Supportive Housing	Housing Navigation	July 1, 2021 – June 30, 2023	\$6,186,227

Department of Homelessness and Supportive Housing	Interfaith Winter Shelter	July 1, 2021 – June 30, 2024	\$2,333,326
Department of Homelessness and Supportive Housing	Minna Lee Housing	May 1, 2018 – June 30, 2023	\$1,985,078
Department of Homelessness and Supportive Housing	Post Hotel Housing	September 1, 2020 - June 30, 2023	\$9,996,278
Department of Homelessness and Supportive Housing	Rose Hotel & Canon Kip	July 1, 2020 - December 31, 2023	\$2,405,468
Department of Homelessness and Supportive Housing	Sanctuary Shelter	July 1, 2021 – June 30, 2026	\$25,755,271
Department of Homelessness and Supportive Housing	Tahanan Housing	August 1, 2021 - June 30, 2024	\$3,074,403
Health Services Agency	Congregate Meals for Adults with Disabilities	July 1, 2021 – June 30, 2025	\$443,406
Health Services Agency	Congregate Meals for Older Adults (with NCQA)	July 1, 2021 – June 30, 2025	\$2,330,952
Health Services Agency	Employment Services	July 1, 2021 – June 30, 2023	\$554,827
Health Care Agency - Department of Disability and Aging Services	Case Management	July 1, 2021 – June 30, 2023	\$679,550
Health Care Agency - Department of Disability and Aging Services	Senior Services – Community Services	January 1, 2021 - June 30, 2023	\$700,759
Mayor's Office of Housing and Community Development	Next Steps Center (NSC) Job Center \$80K Bruce Ito	July 1, 2021 – June 30, 2023	\$160,000
Mayor's Office of Housing and Community Development	Pilot Occupational Skills Training (SSST2)	July 1, 2022 – June 30, 2023	\$837,209