

File No. 250231

Committee Item No. 12

Board Item No. 14

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date April 9 2025

Board of Supervisors Meeting Date April 15, 2025

#### Cmte Board

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

#### OTHER (Use back side if additional space is needed)

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Grant Agreement 6/1/2019</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Amendment No. 1 3/8/2022</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Amendment No. 2 7/1/2023</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Amendment No. 3 11/1/2023</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>HSH Presentation 4/9/2025</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u> </u>
<input type="checkbox"/>	<input type="checkbox"/>	<u> </u>
<input type="checkbox"/>	<input type="checkbox"/>	<u> </u>
<input type="checkbox"/>	<input type="checkbox"/>	<u> </u>

Completed by: Brent Jalipa Date April 3, 2025

Completed by: Brent Jalipa Date April 10, 2025

1 [Grant Agreement Amendment - Episcopal Community Services - Property Management and  
2 Supportive Services - Henry Hotel - Not to Exceed \$20,400,596]

3 **Resolution approving the fourth amendment to the grant agreement between Episcopal**  
4 **Community Services and the Department of Homelessness and Supportive Housing**  
5 **(“HSH”), for property management and supportive services at the Henry Hotel, a**  
6 **permanent supportive housing site; extending the grant term by 24 months from June,**  
7 **30, 2025, for a total term of July 1, 2019, through June 30, 2027; increasing the**  
8 **agreement amount by \$5,808,651 for a total amount not to exceed \$20,400,596; and**  
9 **authorizing HSH to enter into any amendments or other modifications to the**  
10 **amendment that do not materially increase the obligations or liabilities, or materially**  
11 **decrease the benefits to the City and are necessary or advisable to effectuate the**  
12 **purposes of the agreement.**

13  
14 WHEREAS, The mission of the Department of Homelessness and Supportive Housing  
15 (“HSH” or “Department”) is to prevent homelessness when possible and make homelessness  
16 rare, brief, and one-time in the City and County of San Francisco (“the City”) through the  
17 provision of coordinated, compassionate, and high-quality services; and

18 WHEREAS, Permanent supportive housing (“PSH”) is the most effective evidence-  
19 based solution to chronic homelessness; and

20 WHEREAS, As of the 2024 Point-in-Time Count, there were approximately 8,323  
21 people experiencing homelessness in San Francisco on any given night, 52% of whom were  
22 unsheltered; and

23 WHEREAS, HSH funds more than 9,000 units of site-based PSH for formerly  
24 unhoused people across the city, including 121 units at the Henry Hotel; and

1 WHEREAS, The nonprofit provider Episcopal Community Services ("ECS") has  
2 extensive experience operating PSH and is the longtime service provider at the Henry Hotel;  
3 and

4 WHEREAS, When HSH was created in 2016, the Department inherited a grant  
5 agreement from the Human Services Agency with ECS for services at the Henry Hotel; and

6 WHEREAS, In June 2019, HSH and ECS entered into an Agreement to continue to  
7 provide property management and supportive services for adult tenants in 121 units at the  
8 Henry Hotel ("Original Agreement"); and

9 WHEREAS, The Original Agreement has a term of July 1, 2019, through June 30,  
10 2022, and a not to exceed amount of \$8,877,679; and

11 WHEREAS, The Original Agreement is on file with the Clerk of the Board of  
12 Supervisors ("Clerk") in File No. 250231, which is hereby declared to be part of this Resolution  
13 as if set forth fully herein; and

14 WHEREAS, In March 2022, HSH and ECS entered into a First Amendment to continue  
15 these services ("First Amendment"); and

16 WHEREAS, The First Amendment extended the Agreement term by 12 months  
17 through June 30, 2023, and increased the not to exceed amount by \$860,833 for a total  
18 amount not to exceed \$9,738,512; and

19 WHEREAS, The First Amendment is on file with the Clerk in File No. 250231, which is  
20 hereby declared to be part of this Resolution as if set forth fully herein; and

21 WHEREAS, In July 2023, HSH and ECS entered into a no-cost Second Amendment to  
22 the Agreement to continue providing these services ("Second Amendment"); and

23 WHEREAS, The Second Amendment extended the Agreement term by four months  
24 through October 31, 2023; and  
25

1           WHEREAS, The Second Amendment is on file with the Clerk in File No. 250231, which  
2 is hereby declared to be part of this Resolution as if set forth fully herein; and

3           WHEREAS, In October 2023, HSH and ECS entered into a Third Amendment to  
4 continue these services ("Third Amendment"); and

5           WHEREAS, The Third Amendment extended the Agreement term by 20 months  
6 through June 30, 2025, and increased the not to exceed amount by \$4,853,433 for a total  
7 amount not to exceed \$14,591,945; and

8           WHEREAS, On October 17, 2023, the Board of Supervisors adopted Resolution No.  
9 485-23, approving HSH to execute the Third Amendment, a copy of which is on file with the  
10 Clerk of the Board of Supervisors in File No. 230991; and

11           WHEREAS, The Third Amendment is on file with the Clerk in File No. 250231, which is  
12 hereby declared to be part of this Resolution as if set forth fully herein; and

13           WHEREAS, HSH intends to enter into a Fourth Amendment to continue these services  
14 by extending the term by 24 months through June 30, 2027, and by increasing the maximum  
15 expenditure by \$5,808,651 for a total not to exceed amount of \$20,400,596 ("Amendment");  
16 and

17           WHEREAS, The Amendment requires Board of Supervisors approval under  
18 Section 9.118 of the Charter; now, therefore, be it

19           RESOLVED, The proposed Amendment contained in File No. 250231, is substantially  
20 in final form, with all materials terms and conditions included, and only remains to be executed  
21 by the parties upon approval of this Resolution; and, be it

22           FURTHER RESOLVED, That the Board of Supervisors authorizes HSH to make any  
23 modifications to the Amendment, prior to its final execution by all parties, that HSH  
24 determines, in consultation with the City Attorney, are consistent with this Resolution, in the  
25 best interest of the City, do not materially increase the obligations or liabilities of the City, are

1 necessary or advisable to effectuate the purposes of the Amendment, and are in compliance  
2 with all applicable laws, including City's Charter; and, be it

3 FURTHER RESOLVED, That within 30 days of the Amendment being fully executed by  
4 all parties, HSH shall submit to the Clerk a completely executed copy for inclusion in File  
5 No. 250231; this requirement and obligation resides with the Department, and is for purposes  
6 of having a complete file only, and in no manner affects the validity of approved Amendment.  
7  
8  
9  
10  
11  
12  
13  
14  
15

16 Recommended:

17  
18 \_\_\_\_\_/s/

19 Shireen McSpadden

20 Executive Director

21 Department of Homelessness and Supportive Housing  
22  
23  
24  
25

<b>Item 12</b> <b>File 25-0231</b>	<b>Department:</b> Homelessness and Supportive Housing
<b>EXECUTIVE SUMMARY</b>	
<p style="text-align: center;"><b>Legislative Objectives</b></p> <ul style="list-style-type: none"> <li>The proposed resolution approves the fourth amendment to the grant agreement between the Department of Homelessness and Supportive Housing (HSH) and Episcopal Community Services (ECS), extending the contract by an additional three years, for a total term of nine years, and increasing the not-to-exceed amount by \$9,038,341, bringing the total not-to-exceed amount to \$23,630,286. However, HSH intends to request an amendment to the proposed resolution to reduce the term by one year (with a term end date of June 30, 2027) to align with plans to reprocure these services and to reduce the not to exceed amount to \$20,400,596.</li> </ul> <p style="text-align: center;"><b>Key Points</b></p> <ul style="list-style-type: none"> <li>Under an existing agreement, ECS operates the Henry Hotel, located at 106 Sixth Street, which provides site-based permanent supportive housing for formerly homeless adults (18 and older, without custody of minor children). The site has 121 rooms.</li> <li>In October 2023, the Board of Supervisors approved the Third Amendment to the agreement to extend the term through June 30, 2025, and increase the not-to-exceed amount to \$14,591,945.</li> <li>According to HSH staff, rent collection is an ongoing challenge across permanent supportive housing sites. The FY 2023-24 monitoring report for the Henry Hotel cited a 47 percent rent collection rate compared to a goal of 90 percent.</li> </ul> <p style="text-align: center;"><b>Fiscal Impact</b></p> <ul style="list-style-type: none"> <li>The proposed amended not to exceed amount of \$20,400,596 is consistent with a two-year extension and includes a 15 percent contingency. The grant is funded by the General Fund and Proposition C revenues.</li> </ul> <p style="text-align: center;"><b>Policy Consideration</b></p> <ul style="list-style-type: none"> <li>Legacy permanent supportive housing buildings (such as the Henry Hotel) are funded at a lower level per unit compared to newer permanent supportive housing sites. Going forward, HSH should determine if the funding inequity among projects is programmatically and fiscally sustainable. To address this difference, the City would need to either increase services at legacy buildings, which might reduce the number of units in the City's PSH portfolio without additional funding for HSH, or reduce funding for newer existing sites, consistent with the amounts in this grant agreement.</li> </ul> <p style="text-align: center;"><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>Approve the proposed resolution, as amended.</li> </ul>	

**MANDATE STATEMENT**

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

**BACKGROUND****Homelessness in San Francisco**

During the 2024 Point-in-Time count, San Francisco identified 4,354 residents who were unsheltered, reflecting a 1 percent decrease from 2022 and a 16 percent decrease from 2019. The Department of Homelessness and Supportive Housing (HSH) supports a portfolio of 11,616 units of permanent supportive housing, 9,159 of which are site-based.

**Permanent Supportive Housing at Henry Hotel**

The Henry Hotel, located at 106 Sixth Street, provides site-based permanent supportive housing for formerly homeless, income-eligible adults (18 and older, without custody of minor children). The site has 121 rooms.

**Previous Approvals**

Episcopal Community Services (ECS) was chosen to operate the site in 2014 through a competitive process by the Human Services Agency. When HSH was formed in 2016, it continued the ECS agreement under Administrative Code Chapter 21B, which permits execution or amendment of agreements/contracts addressing homelessness without a competitive procurement process.

HSH entered into a new 3-year grant agreement with ECS on July 1, 2019, which was set to expire on June 30, 2022, with a total not to exceed amount of \$8,877,679 to provide support services, property management, and master lease stewardship at the Henry Hotel for 121 participants.

In March 2022, the First Amendment extended the agreement for an additional 12 months through June 30, 2023, and increased the not to exceed amount by \$860,833 for a total of \$9,738,512.

In July 2023, the Second Amendment provided a no-cost extension for four months, moving the end date to October 31, 2023.

In October 2023, the Third Amendment extended the term by 20 months to June 30, 2025, and increased the not-to-exceed amount by \$4,853,433 for a revised total of \$14,591,945. This amendment was approved by the Board of Supervisors since the total contract amount surpassed \$10,000,000 (File 23-0991).

### Multi-Year Procurement Plan

HSH is implementing a multi-year procurement plan, aligned with updated performance measures, to re-procure services across various sites, including the Henry Hotel. The proposed extension aligns with the anticipated release of competitive solicitations for permanent supportive housing, projected for FY 2025–26. According to HSH, extending this provides sufficient time to conduct a solicitation for the PSH portfolio, negotiate agreements and budgets, and secure any necessary approvals (e.g., Homelessness Oversight Commission, Mayor and Board of Supervisors).

All HSH agreements include a “Termination for Convenience” clause, enabling the Department to terminate agreements without cause if or end the agreement earlier than the end of the term for instance, if ECS is not selected during re-procurement. In that event, HSH would develop transition plans to ensure continuity of support for existing tenants.

### DETAILS OF PROPOSED LEGISLATION

The proposed resolution approves the fourth amendment to the grant agreement with Episcopal Community Services (ECS), extending the contract by an additional 36 months, from July 1, 2025, through June 30, 2028, and increasing the not-to-exceed amount by \$9,038,341, bringing the total not-to-exceed amount to \$23,630,286. However, HSH intends to request an amendment to the proposed resolution to reduce the term by one year (with a term end date of June 30, 2027) to align with the timelines of the Multi-Year Procurement Plan and to reduce the not to exceed amount to \$20,400,596.

### Scope of Services

This agreement with ECS encompasses three core responsibilities<sup>1</sup>:

1. Property Management involves daily oversight of building operations, such as tenant intake, unit orientation, rent collection, and essential maintenance tasks like cleaning, pest control, and timely repairs. Provides staffing for 24-hour front-desk coverage, periodic wellness checks and building security, and manages leases with PSH tenants. Lease enforcement procedures include issuing written notices or warnings when needed, helping tenants with rent-payment arrangements, and working with supportive services staff to address any issues that could escalate toward eviction.
2. Supportive Services are offered on a voluntary basis to all tenants, at a 1:25 ratio, focusing on case management that creates individualized service plans and links tenants to community resources for healthcare, mental health services, and financial benefits. Crisis support is provided for tenants experiencing housing instability, with staff working closely with property management to mediate conflicts and safeguard against evictions. Finally, staff organize social events, weekly community meetings, and tenant gatherings, and they facilitate exit planning for

---

<sup>1</sup> ECS holds a subcontract with Caritas for Property Management services at the Henry Hotel.



those preparing to leave the building to ensure ongoing support and a seamless transition to other housing options.

3. Stewardship of the Master Lease centers on the broader contractual relationship with the property owner, including negotiating lease terms, handling any amendments or renewals, and coordinating large-scale repairs or capital improvements. The master lease for the Henry Hotel is held by Episcopal Community Services, not the City, though this grant agreement funds those rental expenses. This function also requires informing the Department of Homelessness and Supportive Housing of major developments, such as building inspections or potential lease defaults, and ensuring that complete lease records are kept accurately and up to date.

### **Performance**

HSH completed FY 2023-24 program monitoring for the Henry Hotel in October 2024, including a site visit in August 2024. In general, ECS met the grant's objectives for service delivery, though the report identified a couple areas for improvements, noted below. A breakdown of performance scores is detailed below in Exhibit 1.

The agreement has goals for tenants to complete satisfaction surveys. The tenant satisfaction surveys came in below target for both property management and support services. According to ECS, one major reason for the apparent dissatisfaction is that "neutral" responses were not recorded in the "satisfied" responses which substantially lowered the overall satisfaction percentages. Of those surveyed, 45 percent responded to questions about support services, and 47 percent to those about property management, with reported satisfaction rates of 56 percent and 60 percent, respectively. ECS outlined in their December 2, 2024, response to HSH's Program Monitoring that the organization plans to increase survey participation and satisfaction by utilizing the monthly community meetings to gather feedback.

Rent collection continues to be an ongoing challenge across permanent supportive housing, as non-payment of rent increased during and following the COVID-19 pandemic, when there were both state and local eviction moratoriums in effect. In 2023, HSH released Non-Payment of Rent Guidance to housing providers which emphasized engagement with tenants to assist them in complying with rent payment provisions in their leases in order to maintain their housing, including: rent reminders, payment plans, money management referrals, rent relief applications (including for the City's Emergency Rental Assistance Program), and benefits advocacy. The program monitoring report for the Henry Hotel cited a 47.38 percent collection rate on tenant portions of monthly rent. HSH confirms that any revenue shortfall can be offset by reallocation of City funding, subject to HSH's grant budget modification procedure.

**Exhibit 1: FY 2023-24 Performance Monitoring Assessment Results for ECS at the Henry Hotel**

Type	Metric	Time Frame	Goal (%)	Actual (%)
Service	Initial Assessment for Healthcare Services	60 Days	100	100
Service	Initial Assessment for Benefits	60 Days	100	100
Service	Planning for Exiting Participant	As Needed	100	100
Service	Outreach Frequency	Monthly	100	99.75
Service	Stability Support for Struggling Participant	As Needed	100	100
Service	Unit Turnover Time	21 Days	100	100
Service	Move-in Time After Referral	30 Days	100	100
Service	Rent Collection from Tenant	Monthly	90	47.38
Service	Initial Tenant Contact	3 Times in 60 Days	100	100
Service	Service Plan Review	Bi-Annually	100	100
Outcome	Participant Housing Stability	Annually	90	100
Outcome	Individualized Plans Review	Bi-Annually	80	100
Outcome	Tenant Survey (Support Services)	Annually	80	56
Outcome	Lease Violation Resolution without Eviction	As Needed	85	99
Outcome	Tenant Survey (Property Management Services)	Annually	65	60
Missing	Occupancy Rate	Monthly	>93	95

Source: HSH

**Fiscal and Compliance Monitoring**

ECS underwent citywide nonprofit fiscal monitoring most recently in FY 2023-24 and there were no unresolved findings.

**FISCAL IMPACT**

The proposed Fourth Amendment increases the total contract amount by \$9,038,341, from \$14,591,945 to \$23,630,286. However, as noted above HSH intends to amend the proposed resolution to reduce the not to exceed amount to \$20,400,596, consistent with a two-year (rather than a three-year) extension. This amount includes both direct operating costs and supportive services costs. The detailed breakdown of the program's revenue sources and expenditures is provided below in Exhibit 2 and reflects the updated budget for a two-year extension.

HSH funding totals \$19,558,068 and the grant also includes a 15 percent contingency (which would be \$842,528 based on the updated budget) to provide cost of doing business and other budget modifications during the grant term, for a total not to exceed amount of \$20,400,596.

**Exhibit 2: Proposed Revenues and Expenditures, FY 2019–2028**

	FY 2020-24	FY 2024-25	<i>Extension Term</i>		Total
			FY 2025-26	FY 2026-27	
<b>Expenditures</b>	Actuals	Budget	Budget	Budget	
Salaries & Benefits	2,586,911	698,196	690,606	690,606	4,666,319
Operating Expense	5,360,829	480,840	481,104	481,104	6,803,877
Indirect Cost	1,034,475	184,733	192,058	192,058	1,603,324
Other Expenses	5,866,364	2,450,701	2,450,701	2,450,701	13,218,467
Capital Expenditure	250,292	450,973			701,265
<b>Total Expenditures</b>	<b>15,098,873</b>	<b>4,265,443</b>	<b>3,814,470</b>	<b>3,814,470</b>	<b>26,993,256</b>
<b>Revenues</b>					
<b>HSH Revenues</b>					
<b>Subtotal</b>	<b>10,681,817</b>	<b>3,259,399</b>	<b>2,808,426</b>	<b>2,808,426</b>	<b>19,558,068</b>
General Fund	11,973,956	3,138,157	2,687,184	2,687,184	20,486,481
Prop C	152,273	121,242	121,242	121,242	515,999
Adjustments to Actuals	(1,444,412)				(1,444,412)
<b>Other Revenues</b>					
<b>Subtotal</b>	<b>4,417,056</b>	<b>1,006,044</b>	<b>1,006,044</b>	<b>1,006,044</b>	<b>7,435,188</b>
Rental Income	2,361,812	295,740	295,740	295,740	3,249,032
CoC Rental Assistance	2,055,244	710,304	710,304	710,304	4,186,156
<b>Total HSH + Other Revenues</b>	<b>15,098,873</b>	<b>4,265,443</b>	<b>3,814,470</b>	<b>3,814,470</b>	<b>26,993,256</b>

Source: HSH

Note: Totals might not add due to rounding.

The grant was underspent by \$1,444,412 between FY 2019-20 and FY 2023-24, including \$712,067 in FY 2023-24. According to HSH, underspending occurred because of temporary case-manager vacancies. ECS also reported that property management underspent due to higher-than-expected tenant income, which offsets City expenditures. HSH expects spending to rise in future years, both to fill vacant positions and to address any additional repair or programming needs.

**Funding Sources**

For the proposed extended term, the grant's primary source of funding is the City's General Fund (approximately 70%), which covers both service and property-management activities. Additional revenue comes from Homelessness Gross Receipts Tax (Proposition C) (approximately 3%), tenant rent contributions (approximately 8%), and federal Continuum of Care subsidies (approximately 19%), which help offset the overall operating costs.

**POLICY CONSIDERATION****Cost Per Unit**

The City's cost to operate the Henry Hotel is \$31,525 per unit, including support services and property management. This is approximately half the unit cost of recent permanent supportive housing projects (42 Otis and 1174 Folsom). This is striking because the other projects with higher costs are City-owned and do not have rental expenses, as this proposed grant agreement does.

According to HSH, some of the differences in PSH unit cost is driven by the population served and building size (42 Otis and 1174 Folsom both have less than 50 units and serve transitional age youth), as well as certain Homekey requirements, such as insurance, that result in greater costs for the new Homekey projects. However, beyond these factors, HSH reports that legacy master lease sites (such as the Henry Hotel) are funded at a lower level per unit compared to newer permanent supportive housing sites.

Going forward, HSH should determine if the funding inequity between legacy projects and new projects is programmatically and fiscally sustainable. To address this difference, the City would need to either increase services and funding at legacy buildings, which might reduce the number of units in the City's PSH portfolio without additional funding for HSH, or lower permanent supportive housing costs for existing and any proposed new beds, consistent with the amounts in this grant agreement.

**RECOMMENDATION**

Approve the proposed resolution, as amended.

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

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

THIS AMENDMENT of the **June 1, 2019** 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. 25-011 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 **June 1, 2019** between Grantee and City, and **First Amendment**, dated **March 8, 2022**, and **Second Amendment** dated **July 1, 2023**, and **Third Amendment** dated **November 1, 2023**.
- (b) "Eligible Expenses" shall have the meaning set forth in Appendix A-1, Services to be Provided, Appendix A-2, Services to be Provided, and Appendix B, Budget.

- (c) “Grant Plan” shall have the meaning set forth in in Appendix A-1, Services to be Provided, Appendix A-2, Services to be Provided, and Appendix B, Budget.
- (d) “San Francisco Labor and Employment Code”: As of January 4, 2024, San Francisco Administrative Code Chapters 21C (Miscellaneous Prevailing Wage Requirements), 12B (Nondiscrimination in Contracts), 12C (Nondiscrimination in Property Contracts), 12K (Salary History), 12P (Minimum Compensation), 12Q (Health Care Accountability), 12T (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 12U (Sweatfree Contracting) are redesignated as Articles 102 (Miscellaneous Prevailing Wage Requirements), 131 (Nondiscrimination in Contracts), 132 (Nondiscrimination in Property Contracts), 141 (Salary History), 111 (Minimum Compensation), 121 (Health Care Accountability), 142 (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 151 (Sweatfree Contracting) of the San Francisco Labor and Employment Code, respectively. Wherever this Agreement refers to San Francisco Administrative Code Chapters 21C, 12B, 12C, 12K, 12P, 12Q, 12T, and 12U, it shall be construed to mean San Francisco Labor and Employment Code Articles 102, 131, 132, 141, 111, 121, 142, and 151, respectively.

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

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

- (a) The term of this Agreement shall commence on **July 1, 2019** and expire **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 **July 1, 2019** and expire on **June 30, 2027**, 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 **Fourteen Million Five Hundred Ninety One Thousand Nine Hundred Forty Five Dollars (\$14,591,945).**
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Seven Hundred Ninety One Thousand Sixty Nine Dollars (\$791,069)** 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 **Twenty Million Four Hundred Thousand Five Hundred Ninety Six Dollars (\$20,400,596).**
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Eight Hundred Forty Two Thousand Five Hundred Twenty Eight Dollars (\$842,528)** 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 13.3 Subcontracting** of the Agreement is hereby deleted and replaced in its entirety to read as follows:



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

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

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

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

If to the Department or City:	Department of Homelessness and Supportive Housing Contracts Unit 440 Turk Street San Francisco, CA 94102 <a href="mailto:hshcontracts@sfgov.org">hshcontracts@sfgov.org</a>
-------------------------------	---

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.

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

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

**2.10 Section 16.19 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.

**2.11 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.

**2.12 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.

**2.13 Section 16.24 Additional City Compliance Requirements** of the Agreement is hereby deleted.

- 2.14 Section 17.6 Entire Agreement** of the Agreement is hereby deleted and replaced with the following:

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

Appendix A-1, Services to be Provided  
Appendix A-2, Services to be Provided  
Appendix B, Budget (dated July 1, 2025)  
Appendix C, Method of Payment (dated July 1, 2025)  
Appendix D, Interests in Other City Grants (dated July 1, 2025)

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

**17.12 Reserved.**

- 2.16 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.

- 2.17 Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A-1, Services to be Provided** and **Appendix A-2, Services to be Provided**, for the period of July 1, 2025 to June 30, 2027.

- 2.18 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 July 1, 2019 to June 30, 2027.

- 2.19 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2025).

- 2.20 Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated 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  
Henry Hotel 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 Henry Hotel, 106 Sixth Street San Francisco, CA 94103, using the staffing outlined in the Appendix B, Budget:



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 for tenants as they move in that outlines community resources, community norms, and expectations.
- 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 the 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:
  - 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. 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.
4. 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.
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 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.

**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.

---

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

## **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 of program exits;
  - 3. The number and percentage of tenants who completed a written survey to provide feedback on the type and quality of program services;
  - 4. The tenant satisfaction survey results; and
  - 5. 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  
Henry Hotel 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) via the Coordinated Entry System, 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 as 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 Support Services at Henry Hotel, 106 Sixth Street San Francisco, CA 94103

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 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.
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;

---

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

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.

## **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;
  - 4. The number and percentage of program participants participating in support services with an active Service Plan; and
  - 5. 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.

- D. Grantee shall submit Project Descriptor data elements as described in 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	7/1/2025		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2019	6/30/2025	6
6	Amended Term	7/1/2019	6/30/2027	8
7	Program	Henry Hotel		
8	FSP Contract ID#	1000014089		
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	7/1/2025																										
4	Contract Term	Begin Date	End Date	Duration (Years)																								
5	Current Term	7/1/2019	6/30/2025	6																								
6	Amended Term	7/1/2019	6/30/2027	8																								
7	Program	Henry Hotel																										
8	F\$P Contract ID#	1000014089																										
9																												
10	Number Served																											
11	General Fund Service Component				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8																
12					7/1/2019 - 6/30/2020	7/1/2020 - 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																
13	Property Management				121	121	121	121	121	121	121	121																
14	Support Services				121	121	121	121	121	121	121	121																
15																												
16																												
17	Continuum of Care (CoC) Service Component				7/1/2019 - 6/30/2020	7/1/2020 - 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																
18	Rental Assistance *				54	54	54	54	54	54	54	54																
19																												
20	* CoC Rental Assistance is provided through a separate agreement and is reflected as an offsetting revenue on this budget																											
21	<a href="https://dhsh.box.com/s/75obp1kymzsg3kq4uamgu32je0hqf5ry">https://dhsh.box.com/s/75obp1kymzsg3kq4uamgu32je0hqf5ry</a>																											

	A	B	C	D	G	J	M	P	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	7/1/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	7/1/2019	6/30/2025	6					
6	Amended Term	7/1/2019	6/30/2027	8					
7	Provider Name	Episcopal Community Services							
8	Program	Henry Hotel							
9	FSP Contract ID#	1000014089							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Names	General Fund - Support Services, General Fund - Property Management, COVID-19 Time-Limited Funding, General Fund - Capital							
13		Current	New	15%					
14	Term Budget	\$ 13,941,216	\$ 19,558,068						
15	Contingency	\$ 650,729	\$ 842,528						
16	Not-To-Exceed	\$ 14,591,945	\$ 20,400,596						
17									
18					Year 1	Year 2	Year 3	Year 4	Year 5
19					7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024
20					Actuals	Actuals	Actuals	Actuals	Actuals
21	Expenditures								
22	Salaries & Benefits				\$ 468,827	\$ 468,827	\$ 472,168	\$ 476,808	\$ 700,281
23	Operating Expense				\$ 1,252,864	\$ 1,249,864	\$ 1,331,682	\$ 763,778	\$ 762,641
24	Subtotal				\$ 1,721,691	\$ 1,718,691	\$ 1,803,850	\$ 1,240,586	\$ 1,462,922
26	Indirect Cost				\$ 206,243	\$ 206,244	\$ 216,461	\$ 186,088	\$ 219,439
27	Other Expenses (Not Subject to Indirect %)				\$ 766,935	\$ 1,025,329	\$ 723,036	\$ 1,970,897	\$ 1,380,167
28	Capital Expenditure				\$ -	\$ 48,821	\$ 103,221	\$ -	\$ 98,250
30	Total Expenditures				\$ 2,694,869	\$ 2,999,086	\$ 2,846,568	\$ 3,397,571	\$ 3,160,778
31									
32	HSH Revenues*								
33	General Fund - Ongoing				\$ 2,067,509	\$ 2,269,103	\$ 2,266,360	\$ 2,470,425	\$ 2,650,267
35	Prop C				\$ -	\$ -	\$ -	\$ -	\$ 118,285
37	Prop C - One-time COVID-19 Bonus Pay				\$ -	\$ 30,988	\$ -	\$ -	\$ -
38	Adjustment to Actuals				\$ (147,936)	\$ (122,122)	\$ (16,701)	\$ (445,586)	\$ (712,067)
39	General Fund - One-Time Carryforward				\$ -	\$ -	\$ (355,688)	\$ 355,688	\$ -
40	COVID-19 Time-Limited Funding				\$ 3,000	\$ -	\$ -	\$ -	\$ -
41	General Fund - One-Time				\$ -	\$ 48,821	\$ 103,221	\$ -	\$ 98,250
43	Total HSH Revenues				\$ 1,922,573	\$ 2,226,790	\$ 1,997,192	\$ 2,380,527	\$ 2,154,735
44	Other Revenues								
45	Rental Income				\$ 772,296	\$ 772,296	\$ 295,740	\$ 225,740	\$ 295,740
46	CoC Rental Assistance Revenue				\$ -	\$ -	\$ 553,636	\$ 791,304	\$ 710,304
49	Total Other Revenues				\$ 772,296	\$ 772,296	\$ 849,376	\$ 1,017,044	\$ 1,006,044
50									
51	Total HSH + Other Revenues				\$ 2,694,869	\$ 2,999,086	\$ 2,846,568	\$ 3,397,571	\$ 3,160,779
52	Total Adjusted Salary FTE (All Budgets)				5.70	5.70	5.78	5.11	6.83
54									
55	Prepared by	Tiffany Luong							
56	Phone	(415) 487-3300 Ext. 1219							
57	Email	tluong@ecs-sf.org							
58									
59	* 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.								
60									
61									

	A	B	C	D	V	Y	AB	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2025								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2019	6/30/2025	6						
6	Amended Term	7/1/2019	6/30/2027	8						
7	Provider Name	Episcopal Community Services								
8	Program	Henry Hotel								
9	FSP Contract ID#	1000014089								
10	Contract Action	Amendment								
11	Effective Date	7/1/2025								
	Budget Names	General Fund - Support Services, General Fund - Property Management, COVID-19 Time-Limited Funding, General Fund - Capital								
12										
13		Current	New	15%						
14	Term Budget	\$ 13,941,216	\$ 19,558,068							
15	Contingency	\$ 650,729	\$ 842,528							
16	Not-To-Exceed	\$ 14,591,945	\$ 20,400,596							
17										
18										
19										
20										
21					EXTENSION YEAR EXTENSION YEAR					
					Year 6	Year 7	Year 8	All Years		
					7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2019 - 6/30/2025	7/1/2025 - 6/30/2027	7/1/2019 - 6/30/2027
20					New	New	New	Current	Amendment	New
21	Expenditures									
22	Salaries & Benefits				\$ 698,196	\$ 690,606	\$ 690,606	\$ 3,285,107	\$ 1,381,212	\$ 4,666,320
23	Operating Expense				\$ 480,840	\$ 481,104	\$ 481,104	\$ 5,841,669	\$ 962,209	\$ 6,803,877
24	Subtotal				\$ 1,179,036	\$ 1,171,711	\$ 1,171,711	\$ 9,126,776	\$ 2,343,421	\$ 11,470,197
26	Indirect Cost				\$ 184,733	\$ 192,058	\$ 192,058	\$ 1,219,208	\$ 384,116	\$ 1,603,324
27	Other Expenses (Not Subject to Indirect %)				\$ 2,450,701	\$ 2,450,701	\$ 2,450,701	\$ 8,317,065	\$ 4,901,402	\$ 13,218,467
28	Capital Expenditure				\$ 450,973	\$ -	\$ -	\$ 701,265	\$ -	\$ 701,265
30	Total Expenditures				\$ 4,265,443	\$ 3,814,470	\$ 3,814,470	\$ 19,364,315	\$ 7,628,939	\$ 26,993,254
31										
32	HSH Revenues*									
33	General Fund - Ongoing				\$ 2,687,184	\$ 2,687,184	\$ 2,687,184	\$ 14,410,848	\$ 5,374,368	\$ 19,785,216
35	Prop C				\$ 121,242	\$ 121,242	\$ 121,242	\$ 239,527	\$ 242,484	\$ 482,011
37	Prop C - One-time COVID-19 Bonus Pay				\$ -	\$ -	\$ -	\$ 30,988	\$ -	\$ 30,988
38	Adjustment to Actuals				\$ -	\$ -	\$ -	\$ (1,444,412)	\$ -	\$ (1,444,412)
39	General Fund - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	COVID-19 Time-Limited Funding				\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000
41	General Fund - One-Time				\$ 450,973	\$ -	\$ -	\$ 701,265	\$ -	\$ 701,265
43	Total HSH Revenues				\$ 3,259,399	\$ 2,808,426	\$ 2,808,426	\$ 13,941,216	\$ 5,616,852	\$ 19,558,068
44	Other Revenues									
45	Rental Income				\$ 295,740	\$ 295,740	\$ 295,740	\$ 2,657,552	\$ 591,480	\$ 3,249,032
46	CoC Rental Assistance Revenue				\$ 710,304	\$ 710,304	\$ 710,304	\$ 2,765,548	\$ 1,420,608	\$ 4,186,156
49	Total Other Revenues				\$ 1,006,044	\$ 1,006,044	\$ 1,006,044	\$ 5,423,100	\$ 2,012,088	\$ 7,435,188
50										
51	Total HSH + Other Revenues				\$ 4,265,443	\$ 3,814,470	\$ 3,814,470	\$ 19,364,316	\$ 7,628,940	\$ 26,993,256
52	Total Adjusted Salary FTE (All Budgets)				6.80	6.76	6.76			
54										
55	Prepared by	Tiffany Luong								
56	Phone	(415) 487-3300 Ext. 1219								
57	Email	tluong@ecs-sf.org								
58										
59	* 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.									
60										
61										

	A	B	C	D	G	J	M	P	S	V
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>									
2	<b>APPENDIX B, BUDGET</b>									
3	<b>Document Date</b>	7/1/2025								
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>						
5	<b>Current Term</b>	7/1/2019	6/30/2025	6						
6	<b>Amended Term</b>	7/1/2019	6/30/2027	8						
7	<b>Provider Name</b>	Episcopal Community Services								
8	<b>Program</b>	Henry Hotel								
9	<b>FSP Contract ID#</b>	1000014089								
10	<b>Contract Action</b>	Amendment								
11	<b>Effective Date</b>	7/1/2025								
12	<b>Budget Name</b>	General Fund - Support Services								
13		<b>Current</b>	<b>New</b>	15%						
14	<b>Term Budget</b>	\$ 3,608,348	\$ 5,386,380							
15	<b>Contingency</b>	\$ 650,729	\$ 842,528							
16	<b>Not-To-Exceed</b>	\$ 14,591,945	\$ 20,400,596							
17					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
18					7/1/2019 - 6/30/2020	7/1/2020 - 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					<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>New</b>
20										
21	<b>Expenditures</b>									
22	Salaries & Benefits	\$ 468,827				\$ 468,827	\$ 472,168	476,808	\$ 700,281	\$ 698,196
23	Operating Expense	\$ 80,990				\$ 80,990	\$ 111,133	97,983	\$ 84,311	\$ 99,161
24	Subtotal	\$ 549,817				\$ 549,818	\$ 583,301	\$ 574,791	\$ 784,592	\$ 797,357
25	Indirect Percentage	12.00%				12.00%	12.00%	15.00%	15.00%	15.99%
26	Indirect Cost (Line 24 X Line 25)	\$ 65,978				\$ 65,979	\$ 69,996	86,219	\$ 117,689	\$ 127,481
27	Other Expenses (Not Subject to Indirect %)	\$ (99,207)				\$ (43,397)	\$ (238,172)	\$ (89,898)	\$ (293,996)	\$ -
30	Total Expenditures	\$ 516,588				\$ 572,400	\$ 415,125	\$ 571,112	\$ 608,285	\$ 924,838
31										
32	<b>HSH Revenues (select)</b>									
33	General Fund - Ongoing	\$ 615,795				\$ 634,269	\$ 653,297	\$ 661,010	\$ 902,281	\$ 924,838
37	Prop C - One-time COVID-19 Bonus Pay	\$ -				\$ 30,988	\$ -	\$ -	\$ -	\$ -
38	General Fund - One-Time Carryforward	\$ -				\$ -	\$ (238,172)	\$ 238,172	\$ -	\$ -
41	Adjustment to Actuals	\$ (99,207)				\$ (92,857)	\$ -	\$ (328,070)	\$ (293,996)	\$ -
43	Total HSH Revenues	\$ 516,588				\$ 572,400	\$ 415,125	\$ 571,112	\$ 608,285	\$ 924,838
54										
55										
56	<b>Prepared by</b>	Tiffany Luong								
57	<b>Phone</b>	(415) 487-3300 Ext. 1219								
58	<b>Email</b>	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>								

	A	B	C	D	Y	AB	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	7/1/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	7/1/2019	6/30/2025	6					
6	Amended Term	7/1/2019	6/30/2027	8					
7	Provider Name	Episcopal Community Services							
8	Program	Henry Hotel							
9	FSP Contract ID#	1000014089							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	General Fund - Support Services							
13		Current	New	15%					
14	Term Budget	\$ 3,608,348	\$ 5,386,380						
15	Contingency	\$ 650,729	\$ 842,528						
16	Not-To-Exceed	\$ 14,591,945	\$ 20,400,596						
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 7	Year 8	All Years		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2019 - 6/30/2025	7/1/2025 - 6/30/2027	7/1/2019 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits	\$ 659,721	\$ 659,721	\$ 3,285,107	\$ 1,319,442	\$ 4,604,550			
23	Operating Expense	\$ 99,161	\$ 99,161	\$ 554,568	\$ 198,322	\$ 752,890			
24	Subtotal	\$ 758,882	\$ 758,882	\$ 3,839,676	\$ 1,517,764	\$ 5,357,441			
25	Indirect Percentage	17.15%	17.15%						
26	Indirect Cost (Line 24 X Line 25)	\$ 130,134	\$ 130,134	\$ 533,342	\$ 260,268	\$ 793,610			
27	Other Expenses (Not Subject to Indirect %)	\$ -	\$ -	\$ (764,670)	\$ -	\$ (764,670)			
30	Total Expenditures	\$ 889,016	\$ 889,016	\$ 3,608,348	\$ 1,778,032	\$ 5,386,380			
31									
32	HSH Revenues (select)								
33	General Fund - Ongoing	\$ 889,016	\$ 889,016	\$ 4,391,490	\$ 1,778,032	\$ 6,169,522			
37	Prop C - One-time COVID-19 Bonus Pay	\$ -	\$ -	\$ 30,988	\$ -	\$ 30,988			
38	General Fund - One-Time Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -			
41	Adjustment to Actuals	\$ -	\$ -	\$ (814,130)	\$ -	\$ (814,130)			
43	Total HSH Revenues	\$ 889,016	\$ 889,016	\$ 3,608,348	\$ 1,778,032	\$ 5,386,380			
54									
55									
56	Prepared by	Tiffany Luong							
57	Phone	(415) 487-3300 Ext. 1219							
58	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	7/1/2025									
5	Provider Name	Episcopal Community Services									
6	Program	Henry Hotel									
7	FSP Contract ID#	1000014089									
8	Budget Name	General Fund - Support Services									
9											
10			Year 1			Year 2			Year 3		
Agency Totals			For HSH Funded Program	7/1/2019 - 6/30/2020	Agency Totals	For HSH Funded Program	7/1/2020 - 6/30/2021	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022	
				New			New			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	Support Services Manager - H86		\$ 73,554	1.00	\$ 73,554	\$ 73,554	1.00	\$ 73,554	\$ 73,554	1.00	\$ 73,554
15	Case Manager III Master - H87		\$ 45,840	1.00	\$ 45,840	\$ 45,840	1.00	\$ 45,840	\$ 45,840	1.00	\$ 45,840
16	Case Manager III Bilingual - H126		\$ 54,370	1.00	\$ 54,370	\$ 54,370	1.00	\$ 54,370	\$ 54,370	1.00	\$ 54,370
17	Case Manager III Bilingual - H85		\$ 54,601	1.00	\$ 54,601	\$ 54,601	1.00	\$ 54,601	\$ 54,601	1.00	\$ 54,601
18	Case Manager III - H84		\$ 45,148	1.00	\$ 45,148	\$ 45,148	1.00	\$ 45,148	\$ 45,148	1.00	\$ 45,148
19	Case Manager			0.00	\$ -		0.00	\$ -		0.00	\$ -
20	Database Specialist & Compliance Monitor - H51		\$ 54,768	0.08	\$ 4,351	\$ 54,768	0.08	\$ 4,351	\$ 54,768	0.08	\$ 4,351
21	Database Specialist & Compliance Monitor - H107		\$ 51,771	0.08	\$ 4,110	\$ 51,771	0.08	\$ 4,110	\$ 51,771	0.08	\$ 4,110
22	Compliance Specialist - H106		\$ 60,344	0.07	\$ 3,935	\$ 60,344	0.07	\$ 3,935	\$ 60,344	0.07	\$ 3,935
23	Senior Program & Assistant			0.00	\$ -		0.00	\$ -		0.00	\$ -
24	Clinical Services Manager - H6		\$ 78,582	0.02	\$ 1,572	\$ 78,582	0.02	\$ 1,572	\$ 78,582	0.02	\$ 1,572
25	Housing Services Sr. Director - H5		\$ 119,494	0.08	\$ 9,198	\$ 119,494	0.08	\$ 9,198	\$ 119,494	0.08	\$ 9,198
26	Associate Housing Services Director - 117		\$ 89,544	0.08	\$ 7,171	\$ 89,544	0.08	\$ 7,171	\$ 89,544	0.08	\$ -
27	Housing Services Director			0.00	\$ -		0.00	\$ -		0.00	\$ -
28	Director of Behavioral Health - CS500			0.00	\$ -		0.00	\$ -	\$ 117,565	0.02	\$ 2,351
29	Housing Services - Assoc Director 2 - H88		\$ 89,544	0.07	\$ 6,696	\$ 89,544	0.07	\$ 6,696	\$ 100,915	0.14	\$ 13,867
30	Sr. Assoc Director of Asset Mgmt. - A97		\$ 136,804	0.02	\$ 2,728	\$ 136,804	0.02	\$ 2,728	\$ 136,804	0.02	\$ 2,728
31	Manager of Master-Leased Operations - A56		\$ 79,974	0.17	\$ 13,334	\$ 79,974	0.17	\$ 13,334	\$ 79,974	0.17	\$ 13,334
32	Director of Impact & Analytics - A83		\$ 79,061	0.02	\$ 1,585	\$ 79,061	0.02	\$ 1,585	\$ 79,061	0.02	\$ 1,585
33	Director of Healthy Aging - SN34		\$ 114,071	0.02	\$ 1,966	\$ 114,071	0.02	\$ 1,966	\$ 114,071	0.02	\$ 1,966
58	TOTAL SALARIES:				\$ 330,160			\$ 330,160			332,512
59	TOTAL FTE:		5.70			5.70			5.78		
60	FRINGE BENEFIT RATE:				42.00%			42.00%			42.00%
61	EMPLOYEE FRINGE BENEFITS:				\$ 138,667			\$ 138,667			\$ 139,656
62	TOTAL SALARIES & BENEFITS:				\$ 468,827			\$ 468,827			\$ 472,168



	A	B	X	AA	AD	AE	AH	AK	AL	AO	AR	AS	AV	AY
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	APPENDIX B, BUDGET													
3	SALARY & BENEFIT DETAIL													
4	Document Date	7/1/2025												
5	Provider Name	Episcopal Community Services												
6	Program	Henry Hotel												
7	FSP Contract ID#	1000014089												
8	Budget Name	General Fund - Support Services												
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														
32														
33														
58	TOTAL SALARIES:				\$ 384,522			\$ 537,937			\$ 536,335			\$ 506,780
59	TOTAL FTE:		5.11			6.83			6.80			6.58		
60	FRINGE BENEFIT RATE:				24.00%			30.18%			30.18%			30.18%
61	EMPLOYEE FRINGE BENEFITS:				\$ 92,286			\$ 162,344			\$ 161,861			\$ 152,941
62	TOTAL SALARIES & BENEFITS:				\$ 476,808			\$ 700,281			\$ 698,196			\$ 659,721

	A	B	AZ	BC	BF	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	SALARY & BENEFIT DETAIL							
4	Document Date	7/1/2025						
5	Provider Name	Episcopal Community Services						
6	Program	Henry Hotel						
7	FSP Contract ID#	1000014089						
8	Budget Name	General Fund - Support Services						
9								
10			EXTENSION YEAR					
Year 8			All Years					
Agency Totals			For HSH Funded Program	7/1/2026 - 6/30/2027	7/1/2019 - 6/30/2025	7/1/2025 - 6/30/2027	7/1/2019 - 6/30/2027	
		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 - H86		\$ 97,262	1.00	\$ 97,262	\$ 502,330	\$ 194,524	\$ 696,854
15	Case Manager III Master - H87		\$ 61,972	1.00	\$ 61,972	\$ 324,104	\$ 123,944	\$ 448,048
16	Case Manager III Bilingual - H126		\$ 66,398	1.00	\$ 66,398	\$ 361,678	\$ 132,796	\$ 494,474
17	Case Manager III Bilingual - H85		\$ 69,451	1.00	\$ 69,451	\$ 318,477	\$ 138,902	\$ 457,379
18	Case Manager III - H84		\$ 80,829	1.00	\$ 80,829	\$ 359,742	\$ 161,658	\$ 521,400
19	Case Manager		\$ 66,398	1.00	\$ 66,398	\$ 136,530	\$ 132,796	\$ 269,326
20	Database Specialist & Compliance Monitor - H51		\$ 77,332	0.08	\$ 6,144	\$ 30,973	\$ 12,288	\$ 43,261
21	Database Specialist & Compliance Monitor - H107		\$ 74,300	0.08	\$ 5,899	\$ 29,474	\$ 11,798	\$ 41,272
22	Compliance Specialist - H106		\$ 79,103	0.06	\$ 4,430	\$ 29,015	\$ 8,860	\$ 37,875
23	Senior Program & Assistant		\$ 97,344	0.05	\$ 4,867	\$ 11,336	\$ 9,734	\$ 21,070
24	Clinical Services Manager - H6		\$ 85,692	0.02	\$ 1,715	\$ 9,863	\$ 3,430	\$ 13,293
25	Housing Services Sr. Director - H5		\$ 176,926	0.08	\$ 13,619	\$ 67,317	\$ 27,238	\$ 94,555
26	Associate Housing Services Director - 117		\$ 121,764	0.14	\$ 16,732	\$ 47,805	\$ 33,464	\$ 81,269
27	Housing Services Director		\$ 140,602	0.06	\$ 7,872	\$ 23,618	\$ 15,744	\$ 39,362
28	Director of Behavioral Health - CS500		\$ 159,612	0.02	\$ 3,192	\$ 11,789	\$ 6,384	\$ 18,173
29	Housing Services - Assoc Director 2 - H88		\$ -	0.00	\$ -	\$ 42,596	\$ -	\$ 42,596
30	Sr. Assoc Director of Asset Mgmt. - A97		\$ -	0.00	\$ -	\$ 18,033	\$ -	\$ 18,033
31	Manager of Master-Leased Operations - A56		\$ -	0.00	\$ -	\$ 99,353	\$ -	\$ 99,353
32	Director of Impact & Analytics - A83		\$ -	0.00	\$ -	\$ 13,812	\$ -	\$ 13,812
33	Director of Healthy Aging - SN34		\$ -	0.00	\$ -	\$ 13,781	\$ -	\$ 13,781
58	TOTAL SALARIES:				\$ 506,780	\$ 2,451,625	\$ 1,013,560	\$ 3,465,185
59	TOTAL FTE:		6.58					
60	FRINGE BENEFIT RATE:				30.18%			
61	EMPLOYEE FRINGE BENEFITS:				\$ 152,941	\$ 833,481	\$ 305,882	\$ 1,139,363
62	TOTAL SALARIES & BENEFITS:				\$ 659,721	\$ 3,285,107	\$ 1,319,442	\$ 4,604,550

	A	B	E	H	K	N	Q	T
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	OPERATING DETAIL							
4	Document Date	7/1/2025						
5	Provider Name	Episcopal Community Services						
6	Program	Henry Hotel						
7	F\$P Contract ID#	1000014089						
8	Budget Name	General Fund - Support Services						
9								
10			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
7/1/2019 - 6/30/2020			7/1/2020 - 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	
Actuals			Actuals	Actuals	Actuals	Actuals	New	
Budgeted Expense			Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	
11								
12								
13	Operating Expenses							
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 9,921	\$ 9,921	\$ 33,064	\$ 39,537	\$ 42,398	\$ 37,245
16	Office Supplies, Postage		\$ 41,211	\$ 41,211	\$ 41,211	\$ 7,763	\$ 6,020	\$ 6,020
18	Printing and Reproduction		\$ 2,877	\$ 2,877	\$ 4,877	\$ 7,399	\$ 6,606	\$ 6,608
19	Insurance		\$ 8,884	\$ 8,884	\$ 13,884	\$ 15,273	\$ 13,345	\$ 33,345
20	Staff Training		\$ 3,852	\$ 3,852	\$ 3,852	\$ 12,911	\$ 2,250	\$ 2,250
23	Program / Client Materials		\$ 8,807	\$ 8,807	\$ 8,807	\$ 6,335	\$ 5,709	\$ 5,710
24	Food and Food Supplies		\$ 4,438	\$ 4,438	\$ 4,438	\$ 7,705	\$ 7,745	\$ 7,745
43	Consultants							
44	Professional Fees		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,060	\$ 238	\$ 238
68								
69	TOTAL OPERATING EXPENSES		\$ 80,990	\$ 80,990	\$ 111,133	\$ 97,983	\$ 84,311	\$ 99,161
70								
71	Other Expenses (Not Subject to Indirect Cost %)							
72	CODB ( to be allocated)			\$ 18,474				\$ -
73	One-Time Prop C Bonus Pay			\$ 30,988				\$ -
74	Adjustment to Actuals		\$ (99,207)	\$ (92,859)		\$ (328,070)	\$ (293,996)	\$ -
75	One-Time Carryforward from FY22 to FY23 (Caritas Invoices)				\$ (238,172)	\$ 238,172		\$ -
84								
85	TOTAL OTHER EXPENSES		\$ (99,207)	\$ (43,397)	\$ (238,172)	\$ (89,898)	\$ (293,996)	\$ -

	A	B	W	Z	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	7/1/2025					
5	Provider Name	Episcopal Community Services					
6	Program	Henry Hotel					
7	F\$P Contract ID#	1000014089					
8	Budget Name	General Fund - Support Services					
9	EXTENSION YEAR EXTENSION YEAR						
10			Year 7	Year 8	All Years		
7/1/2025 - 6/30/2026			7/1/2026 - 6/30/2027	7/1/2019 - 6/30/2025	7/1/2025 - 6/30/2027	7/1/2019 - 6/30/2027	
New			New	Current	Amendment	New	
Budgeted Expense			Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
11	Operating Expenses						
12							
13							
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 37,245	\$ 37,245	\$ 172,086	\$ 74,490	\$ 246,576
16	Office Supplies, Postage		\$ 6,020	\$ 6,020	\$ 143,436	\$ 12,040	\$ 155,476
18	Printing and Reproduction		\$ 6,608	\$ 6,608	\$ 31,244	\$ 13,216	\$ 44,460
19	Insurance		\$ 33,345	\$ 33,345	\$ 93,615	\$ 66,690	\$ 160,305
20	Staff Training		\$ 2,250	\$ 2,250	\$ 28,967	\$ 4,500	\$ 33,467
23	Program / Client Materials		\$ 5,710	\$ 5,710	\$ 44,175	\$ 11,420	\$ 55,595
24	Food and Food Supplies		\$ 7,745	\$ 7,745	\$ 36,509	\$ 15,490	\$ 51,999
43	Consultants						
44	Professional Fees		\$ 238	\$ 238	\$ 4,536	\$ 476	\$ 5,012
68							
69	TOTAL OPERATING EXPENSES		\$ 99,161	\$ 99,161	\$ 554,568	\$ 198,322	\$ 752,890
70							
71	Other Expenses (Not Subject to Indirect Cost %)						
72	CODB ( to be allocated)		\$ -	\$ -	\$ 18,474	\$ -	\$ 18,474
73	One-Time Prop C Bonus Pay		\$ -	\$ -	\$ 30,988	\$ -	\$ 30,988
74	Adjustment to Actuals		\$ -	\$ -	\$ (814,132)	\$ -	\$ (814,132)
75	One-Time Carryforward from FY22 to FY23 (Caritas Invoices)		\$ -	\$ -	\$ -	\$ -	\$ -
84							
85	TOTAL OTHER EXPENSES		\$ -	\$ -	\$ (764,670)	\$ -	\$ (764,670)

	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>General Fund - Support Services</b>	<b>Fiscal Year</b>			
		<b>Adjusted Budgeted</b>	<b>Budgeted</b>		
5	<b>Salaries &amp; Benefits</b>	<b>FTE</b>	<b>Salary</b>	<b>Justification</b>	<b>Calculation</b>
	Support Services Manager - H86	1.00	\$ 97,262	Provides team leadership, management and supervision to ensure clinical competence, program quality, resident safety, housing retention, and individual development; supervises staff, coordinates and leads partner efforts.	\$97,262 x 1 FTE
6					
7	Case Manager III Master - H87	1.00	\$ 61,972	Provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$61,972 x 1 FTE
8	Case Manager III Bilingual - H126	1.00	\$ 66,398	Provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$66,398 x 1 FTE
9	Case Manager III Bilingual - H85	1.00	\$ 69,451	Provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$69,451 x 1 FTE
10	Case Manager III - H84	1.00	\$ 80,829	Provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$80,829 x 1 FTE
11	Case Manager	1.00	\$ 66,398	Provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$66,398 x 1 FTE
12	Database Specialist & Compliance Monitor - H51	0.08	\$ 6,144	Performs database management and reporting functionalities for Housing Services department. Ensures data integrity and quality assurance across internal and funder data systems and submits timely reports to funders.	\$77,337 x 0.08 FTE
13	Database Specialist & Compliance Monitor - H107	0.08	\$ 5,899	Primary responsibility for leadership, direction, and support of all programmatic, administrative, fiscal, and regulatory functions for ECS Clinical services and Medi-Cal billing. To add behavioral health support that was not originally budgeted.	\$74,304 x 0.08 FTE
14	Compliance Specialist - H106	0.06	\$ 4,430	Performs database management and reporting functionalities for Housing Services department. Ensures data integrity and quality assurance across internal and funder data systems and submits timely reports to funders.	79,107 x 0.06 FTE
15	Senior Program & Assistant	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	\$97,344 x 0.05 FTE
16	Clinical Services Manager - H6	0.02	\$ 1,715	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.	\$85,704 x 0.02 FTE
17	Housing Services Sr. Director - H5	0.08	\$ 13,619	Primary responsibility for leadership, direction, and support for all programmatic, administrative, fiscal, and regulatory functions for ECS housing services.	\$176,921 x 0.08 FTE
18	Associate Housing Services Director - 117	0.14	\$ 16,732	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.	\$121,767 x 0.14 FTE

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
4	General Fund - Support Services	Fiscal Year FY25-26			
5	<b>Salaries &amp; Benefits</b>	<u>Adjusted Budgeted</u> FTE	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
20	Housing Services Director	0.06	\$ 7,872	The Director of Housing Services (DHS) supports the Senior Director of Housing Services (SDHS) by overseeing the implementation of new programs and development of policy and systems to achieve the goals and vision of the department. Directly supervises the Associate Directors of Housing Services (ADs), and collaborates with ECS's Asset Management team, Housing Development, Finance, Funds Development, and other program and administrative staff to ensure effective service delivery, sufficient funding and sound financial management.	\$140,597 x 0.06 FTE
21	Director of Behavioral Health - CS500	0.02	\$ 3,192	Responsible for the overall provision of Behavioral Health services at ECS.	\$159,600 x 0.02 FTE
49					
50	TOTAL	6.58	\$ 506,780		
51	Employee Fringe Benefits	30.18%	\$ 152,941	Includes FICA, SSUI, Workers Compensation and Medical calculated at <b>30.18%</b> of total salaries.	
52	Salaries & Benefits Total		\$ 659,721		
53					
54	<b>Operating Expenses</b>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>	
56	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 37,245	Telecommunication, including Sonic and TPX	\$3,104 x 12 months	
57	Office Supplies, Postage	\$ 6,020	Covers office and meeting supplies, including postage expenses	\$502 x 12 months	
59	Printing and Reproduction	\$ 6,608	Includes monthly copier leasing and maintenance charges;	\$551 x 12 months	
60	Insurance	\$ 33,345	Includes ECS insurance expenses	\$2,779 x 12 months	
61	Staff Training	\$ 2,250	Includes staff training expenses	\$188 x 12 months	
64	Program / Client Materials	\$ 5,710	Covers expenses for program and client supplies for resident activities	\$476 x 12 months	
65	Food and Food Supplies	\$ 7,745	Covers supplemental food and food service supplies expenses for residents	\$645 x 12 months	
85	Professional Fees	\$ 238	Covers professional fees	\$20 x 12 months	
110	TOTAL OPERATING EXPENSES	\$ 99,161			
111	Indirect Cost	17.15%	\$ 130,134		

	A	B	C	D	G	J	M	P	S	V
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2025								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2019	6/30/2025	6						
6	Amended Term	7/1/2019	6/30/2027	8						
7	Provider Name	Episcopal Community Services								
8	Program	Henry Hotel								
9	FSP Contract ID#	1000014089								
10	Contract Action	Amendment								
11	Effective Date	7/1/2025								
12	Budget Name	General Fund - Property Management								
13		Current	New	15%						
14	Term Budget	\$ 9,688,973	\$ 13,527,793							
15	Contingency	\$ 650,729	\$ 842,528							
16	Not-To-Exceed	\$ 14,591,945	\$ 20,400,596							
17					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
18					7/1/2019 - 6/30/2020	7/1/2020 - 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	Actuals	New
20										
21	Expenditures									
22	Salaries & Benefits				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Operating Expense				\$ 1,168,874	\$ 1,168,874	\$ 1,220,549	\$ 665,795	\$ 678,330	\$ 381,679
24	Subtotal				\$ 1,168,874	\$ 1,168,874	\$ 1,220,549	\$ 665,795	\$ 678,330	\$ 381,679
25	Indirect Percentage				12.00%	12.00%	12.00%	15.00%	15.00%	15.00%
26	Indirect Cost (Line 24 X Line 25)				\$ 140,265	\$ 140,265	\$ 146,465	\$ 99,869	\$ 101,750	\$ 57,252
27	Other Expenses (Not Subject to Indirect %)				\$ 869,142	\$ 1,068,726	\$ 977,909	\$ 2,060,795	\$ 1,714,832	\$ 2,450,701
30	Total Expenditures				\$ 2,178,281	\$ 2,377,865	\$ 2,344,923	\$ 2,826,459	\$ 2,494,912	\$ 2,889,632
31										
32	HSH Revenues									
33	General Fund - Ongoing				\$ 1,451,714	\$ 1,634,834	\$ 1,613,063	\$ 1,809,415	\$ 1,747,986	\$ 1,762,346
35	Prop C				\$ -	\$ -	\$ -	\$ -	\$ 118,285	\$ 121,242
38	General Fund - One-Time Carryforward				\$ -	\$ -	\$ (117,516)	\$ 117,516	\$ -	\$ -
41	Adjustment to Actuals				\$ (45,729)	\$ (29,265)	\$ -	\$ (117,516)	\$ (377,403)	\$ -
43	Total HSH Revenues				\$ 1,405,985	\$ 1,605,569	\$ 1,495,547	\$ 1,809,415	\$ 1,488,868	\$ 1,883,588
44	Other Revenues									
46	Rental Income				\$ 772,296	\$ 772,296	\$ 295,740	\$ 225,740	\$ 295,740	\$ 295,740
47	CoC Rental Assistance Revenue				\$ -	\$ -	\$ 553,636	\$ 791,304	\$ 710,304	\$ 710,304
50	Total Other Revenues				\$ 772,296	\$ 772,296	\$ 849,376	\$ 1,017,044	\$ 1,006,044	\$ 1,006,044
51										
52	Total HSH + Other Revenues				\$ 2,178,281	\$ 2,377,865	\$ 2,344,923	\$ 2,826,459	\$ 2,494,912	\$ 2,889,632
54										
55										
56	Prepared by	Tiffany Luong								
57	Phone	(415) 487-3300 Ext. 1219								
58	Email	tluong@ecs-sf.org								

	A	B	C	D	Y	AB	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	7/1/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	7/1/2019	6/30/2025	6					
6	Amended Term	7/1/2019	6/30/2027	8					
7	Provider Name	Episcopal Community Services							
8	Program	Henry Hotel							
9	FSP Contract ID#	1000014089							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	General Fund - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 9,688,973	\$ 13,527,793						
15	Contingency	\$ 650,729	\$ 842,528						
16	Not-To-Exceed	\$ 14,591,945	\$ 20,400,596						
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 7	Year 8	All Years		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2019 - 6/30/2025	7/1/2025 - 6/30/2027	7/1/2019 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits				\$ 30,885	\$ 30,885	\$ -	\$ 61,770	\$ 61,770
23	Operating Expense				\$ 381,943	\$ 381,943	\$ 5,284,101	\$ 763,887	\$ 6,047,988
24	Subtotal				\$ 412,828	\$ 412,828	\$ 5,284,101	\$ 825,657	\$ 6,109,758
25	Indirect Percentage				15.00%	15.00%			
26	Indirect Cost (Line 24 X Line 25)				\$ 61,924	\$ 61,924	\$ 685,866	\$ 123,848	\$ 809,714
27	Other Expenses (Not Subject to Indirect %)				\$ 2,450,701	\$ 2,450,701	\$ 9,142,105	\$ 4,901,402	\$ 14,043,507
30	Total Expenditures				\$ 2,925,453	\$ 2,925,453	\$ 15,112,072	\$ 5,850,907	\$ 20,962,979
31									
32	HSH Revenues								
33	General Fund - Ongoing				\$ 1,798,168	\$ 1,798,168	\$ 10,019,358	\$ 3,596,336	\$ 13,615,694
35	Prop C				\$ 121,242	\$ 121,242	\$ 239,527	\$ 242,484	\$ 482,011
38	General Fund - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
41	Adjustment to Actuals				\$ -	\$ -	\$ (569,912)	\$ -	\$ (569,912)
43	Total HSH Revenues				\$ 1,919,410	\$ 1,919,410	\$ 9,688,973	\$ 3,838,820	\$ 13,527,793
44	Other Revenues								
46	Rental Income				\$ 295,740	\$ 295,740	\$ 2,657,552	\$ 591,480	\$ 3,249,032
47	CoC Rental Assistance Revenue				\$ 710,304	\$ 710,304	\$ 2,765,548	\$ 1,420,608	\$ 4,186,156
50	Total Other Revenues				\$ 1,006,044	\$ 1,006,044	\$ 5,423,100	\$ 2,012,088	\$ 7,435,188
51									
52	Total HSH + Other Revenues				\$ 2,925,454	\$ 2,925,454	\$ 15,112,073	\$ 5,850,908	\$ 20,962,981
54									
55									
56	Prepared by	Tiffany Luong							
57	Phone	(415) 487-3300 Ext. 1219							
58	Email	tluong@ecs-sf.org							



	A	B	AS	AV	AY	AZ	BC	BF	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	SALARY & BENEFIT DETAIL								
4	Document Date	7/1/2025							
5	Provider Name	Episcopal Community Services							
6	Program	Henry Hotel							
7	F\$P Contract ID#	1000014089							
8	Budget Name	General Fund - Property Management							
9			EXTENSION YEAR			EXTENSION YEAR			
10	POSITION TITLE		Year 7			Year 8			
Agency Totals			For HSH Funded Program	7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program	7/1/2026 - 6/30/2027	
			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									
14	Sr. Assoc Director of Asset Mgmt. - A97		\$ 169,357	0.02	\$ 3,377	\$ 169,357	0.02	\$ 3,377	
15	Manager of Master-Leased Operations - A56		\$ 122,041	0.17	\$ 20,348	\$ 122,041	0.17	\$ 20,348	
57	TOTAL SALARIES:				\$ 23,725			\$ 23,725	
58	TOTAL FTE:		0.19			0.19			
59	FRINGE BENEFIT RATE:				30.18%			30.18%	
60	EMPLOYEE FRINGE BENEFITS:				\$ 7,160			\$ 7,160	
61	TOTAL SALARIES & BENEFITS:				\$ 30,885			\$ 30,885	

	A	B	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	SALARY & BENEFIT DETAIL				
4	Document Date	7/1/2025			
5	Provider Name	Episcopal Community Services			
6	Program	Henry Hotel			
7	F\$P Contract ID#	1000014089			
8	Budget Name	General Fund - Property Management			
9	POSITION TITLE		All Years		
7/1/2019 - 6/30/20257/1/2025 - 6/30/20277/1/2019 - 6/30/2027					
CurrentAmendmentNew					
Budgeted SalaryChangeBudgeted Salary					
14	Sr. Assoc Director of Asset Mgmt. - A97		\$ -	\$ 6,754	\$ 6,754
15	Manager of Master-Leased Operations - A56		\$ -	\$ 40,696	\$ 40,696
57	TOTAL SALARIES:		\$ -	\$ 47,450	\$ 47,450
58	TOTAL FTE:				
59	FRINGE BENEFIT RATE:				
60	EMPLOYEE FRINGE BENEFITS:		\$ -	\$ 14,320	\$ 14,320
61	TOTAL SALARIES & BENEFITS:		\$ -	\$ 61,770	\$ 61,770

	A	B	E	H	K	N	Q	T
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	OPERATING DETAIL							
4	Document Date	7/1/2025						
5	Provider Name	Episcopal Community Services						
6	Program	Henry Hotel						
7	FSP Contract ID#	1000014089						
8	Budget Name	General Fund - Property Management						
9								
10			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
11			7/1/2019 - 6/30/2020	7/1/2020 - 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	Actuals	New
13	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
15	Utilities (Electricity, Water, Gas, Phone, Garbage, & Waste Mgmt.)		\$ 151,396	\$ 151,396	\$ 151,396	\$ 278,480	\$ 238,480	
16	Office Supplies, Postage		\$ 14,520	\$ 14,520	\$ 27,520	\$ 45,171	\$ 58,171	
17	Building Maintenance Supplies and Repair		\$ 89,610	\$ 89,610	\$ 94,610	\$ 96,287	\$ 116,287	\$ 116,287
20	Staff Training		\$ 1,963	\$ 1,963				
23	Renting Expenses		\$ 4,944	\$ 4,944	\$ 4,944	\$ 3,922	\$ 3,922	\$ 3,922
24	Elevator Maintenance		\$ 10,624	\$ 10,624	\$ 10,624	\$ 2,261	\$ 2,261	\$ 2,261
25	Plumbing & Electric Repairs		\$ 19,570	\$ 19,570	\$ 19,570	\$ 2,744	\$ 2,744	\$ 2,744
26	Equipment Repair		\$ 157,097	\$ 157,097	\$ 157,097	\$ 108,522	\$ 148,057	\$ 148,057
43	Consultants							
44	Legal Fees/Permits		\$ 61,800	\$ 61,800	\$ 76,800	\$ 103,408	\$ 83,408	\$ 83,408
45	Professional Fees		\$ 4,362	\$ 4,362				
55	Subcontractors (First \$25k Only)							
56	Caritas - Contract Staffing		\$ 402,442	\$ 402,442	\$ 422,442	\$ 25,000	\$ 25,000	\$ 25,000
57	Caritas - Contract Benefits		\$ 148,100	\$ 148,100	\$ 153,100			
58	Caritas - Management Fees		\$ 102,446	\$ 102,446	\$ 102,446			
69	TOTAL OPERATING EXPENSES		\$ 1,168,874	\$ 1,168,874	\$ 1,220,549	\$ 665,795	\$ 678,330	\$ 381,679
70								
71	Other Expenses (Not Subject to Indirect Cost %)							
72	Rental of Property		\$ 983,624	\$ 983,624	\$ 1,078,711	\$ 1,111,072	\$ 1,173,567	\$ 1,173,567
73	CODB			\$ 45,614				
74	Private Fund				\$ 16,714			
75	Caritas - Contract Staffing					\$ 649,844	\$ 632,789	\$ 632,789
76	Caritas - Contract Benefits					\$ 179,286	\$ 162,286	\$ 162,286
77	Caritas - Management Fees					\$ 120,593	\$ 123,593	\$ 123,593
78	Caritas - Office Expenses							\$ 58,171
79	Caritas - Utilities (Including PG&E, pest control, trash and telecom expenses)							\$ 300,295
80	One-Time Carryforward (FY22 Caritas Invoices)				\$ (117,516)	\$ 117,516		
81	Carryforward to FY20-21 (Security Camera Cost)		\$ (68,753)	\$ 68,753				
82	Adjustment to Actuals		\$ (45,729)	\$ (29,265)		\$ (117,516)	\$ (377,403)	
84								
85	TOTAL OTHER EXPENSES		\$ 869,142	\$ 1,068,726	\$ 977,909	\$ 2,060,795	\$ 1,714,832	\$ 2,450,701

	A	B	W	Z	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	7/1/2025					
5	Provider Name	Episcopal Community Services					
6	Program	Henry Hotel					
7	FSP Contract ID#	1000014089					
8	Budget Name	General Fund - Property Management					
9			EXTENSION YEAR	EXTENSION YEAR			
10			Year 7	Year 8	All Years		
11			7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2019 - 6/30/2025	7/1/2025 - 6/30/2027	7/1/2019 - 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,& Waste Mgmt.)		\$ -	\$ -	\$ 971,148	\$ -	\$ 971,148
16	Office Supplies, Postage		\$ -	\$ -	\$ 159,902	\$ -	\$ 159,902
17	Building Maintenance Supplies and Repair		\$ 116,287	\$ 116,287	\$ 602,691	\$ 232,574	\$ 835,265
20	Staff Training		\$ -	\$ -	\$ 3,926	\$ -	\$ 3,926
23	Renting Expenses		\$ 4,186	\$ 4,186	\$ 26,598	\$ 8,373	\$ 34,971
24	Elevator Maintenance		\$ 2,261	\$ 2,261	\$ 38,655	\$ 4,522	\$ 43,177
25	Plumbing & Electric Repairs		\$ 2,744	\$ 2,744	\$ 66,942	\$ 5,488	\$ 72,430
26	Equipment Repair		\$ 148,057	\$ 148,057	\$ 875,927	\$ 296,114	\$ 1,172,041
43	Consultants						
44	Legal Fees/Permits		\$ 83,408	\$ 83,408	\$ 470,624	\$ 166,816	\$ 637,440
45	Professional Fees		\$ -	\$ -	\$ 8,724	\$ -	\$ 8,724
55	Subcontractors (First \$25k Only)						
56	Caritas - Contract Staffing		\$ 25,000	\$ 25,000	\$ 1,302,326	\$ 50,000	\$ 1,352,326
57	Caritas - Contract Benefits		\$ -	\$ -	\$ 449,300	\$ -	\$ 449,300
58	Caritas - Management Fees		\$ -	\$ -	\$ 307,338	\$ -	\$ 307,338
69	TOTAL OPERATING EXPENSES		\$ 381,943	\$ 381,943	\$ 5,284,101	\$ 763,887	\$ 6,047,988
70							
71	Other Expenses (Not Subject to Indirect Cost %)						
72	Rental of Property		\$ 1,173,567	\$ 1,173,567	\$ 6,504,165	\$ 2,347,134	\$ 8,851,299
73	CODB		\$ -	\$ -	\$ 45,614	\$ -	\$ 45,614
74	Private Fund		\$ -	\$ -	\$ 16,714	\$ -	\$ 16,714
75	Caritas - Contract Staffing		\$ 632,789	\$ 632,789	\$ 1,915,422	\$ 1,265,578	\$ 3,181,000
76	Caritas - Contract Benefits		\$ 162,286	\$ 162,286	\$ 503,858	\$ 324,572	\$ 828,430
77	Caritas - Management Fees		\$ 123,593	\$ 123,593	\$ 367,779	\$ 247,186	\$ 614,965
78	Caritas - Office Expenses		\$ 58,171	\$ 58,171	\$ 58,171	\$ 116,342	\$ 174,513
79	Caritas - Utilities (Including PG&E, pest control, trash and telecom expenses)		\$ 300,295	\$ 300,295	\$ 300,295	\$ 600,590	\$ 900,885
80	One-Time Carryforward (FY22 Caritas Invoices)		\$ -	\$ -	\$ -	\$ -	\$ -
81	Carryforward to FY20-21 (Security Camera Cost)		\$ -	\$ -	\$ -	\$ -	\$ -
82	Adjustment to Actuals		\$ -	\$ -	\$ (569,912)	\$ -	\$ (569,912)
84							
85	TOTAL OTHER EXPENSES		\$ 2,450,701	\$ 2,450,701	\$ 9,142,106	\$ 4,901,402	\$ 14,043,508

	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>General Fund - Property Management</b>	<b>FY25-26</b>			
		<u>Adjusted</u>			
5	<b>Salaries &amp; Benefits</b>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
		<u>FTE</u>	<u>Salary</u>		
	Sr. Assoc Director of Asset Mgmt. - A97	0.02	\$ 3,377	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.	\$169,370 x 0.02 FTE
6					
	Manager of Master-Leased Operations - A56	0.17	\$ 20,348	Provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$122,039 x 0.17 FTE
7					
48	TOTAL	0.19	\$ 23,725		
49	<u>Employee Fringe Benefits</u>	30.18%	\$ 7,160	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 30.18% of Total Salaries.</u>	
50	Salaries & Benefits Total		\$ 30,885		
51					
52	<b>Operating Expenses</b>		<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
			<u>Expense</u>		
54	Utilities (Electricity, Water, Gas, Phone, Garbage,& Waste Mgmt.)		\$ -	Utilities (electricity, water, gas, telephone, and scavenger service)	\$21,150 x 12 months
	Building Maintenance Supplies and Repair		\$ 116,287	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc. Expenses increase due increase in repairs including rooftop access door repair.	\$9,691 x 12 months
56					
62	Renting Expenses		\$ 4,186	Background check for all tenants	\$327 x 12 months
63	Elevator Maintenance		\$ 2,261	Estimated cost from property management provided information for elevator repairs.	\$188 x 12 months
64	Plumbing & Electric Repairs		\$ 2,744	Estimated cost from property management provided information for plumbing, electrical.	\$229 x 12 months
65	Equipment Repair		\$ 148,057	Estimated cost from property management provided information for furnishing, etc.	\$12,338 x 12 months
82	<u>Consultants</u>				
83	Legal Fees/Permits		\$ 83,408	Property management legal expenses increase due to increased legal costs.	\$6,951 x 12 months
94	<u>Subcontractors (First \$25k Only)</u>				
95	Caritas - Contract Staffing		\$ 25,000	First \$25k of Caritas' contract staffing expenses that is eligible for indirect cost %.	\$54,816 x 12 months
108	TOTAL OPERATING EXPENSES		\$ 381,943		
109	<b>Indirect Cost</b>	15.0%	\$ 61,924		
110					
111					
112	<b>Other Expenses (Not Subject to Indirect Cost %)</b>		<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
113	Rental of Property		\$ 1,173,567	Covers rental related expenses	\$97,797 x 12 months
116	Caritas - Contract Staffing		\$ 632,789	Covers Caritas' contract staffing expenses	\$54,816 x 12 months
117	Caritas - Contract Benefits		\$ 162,286	Covers Caritas' contract benefit expenses	\$13,524 x 12 months
118	Caritas - Management Fees		\$ 123,593	Covers Caritas' management fees	\$10,299 x 12 months
	Caritas - Office Expenses		\$ 58,171	PM office supplies are including on site supplies, postage/copiers, payroll expenses; staffing training, computer tech and supplies, as well as Cable TV and tenant background check/renting fee.	\$4,848 x 12 months
119					
	Caritas - Utilities (Including PG&E, pest control, trash and telecom expenses)		\$ 300,295	Utilities including telecom, gas, pest control and water.	\$25,025 x 12 months
120					
125					
126	TOTAL OTHER EXPENSES		\$ 2,750,996		

	A	B	C	D	J	M	P	S	V	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	Document Date	7/1/2025										
4	Contract Term	Begin Date	End Date	Duration (Years)								
5	Current Term	7/1/2019	6/30/2025	6								
6	Amended Term	7/1/2019	6/30/2027	8								
7	Provider Name	Episcopal Community Services										
8	Program	Henry Hotel										
9	FSP Contract ID#	1000014089										
10	Contract Action	Amendment										
11	Effective Date	7/1/2025										
12	Budget Name	General Fund - Capital										
13		Current	New	15%								
14	Term Budget	\$ 643,895	\$ 643,895									
15	Contingency	\$ 650,729	\$ 842,528									
16	Not-To-Exceed	\$ 14,591,945	\$ 20,400,596									
17												
18					Year 2	Year 3	Year 4	Year 5	Year 6	All Years		
19					7/1/2020 - 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	7/1/2019 - 6/30/2025	7/1/2025 - 6/30/2027	7/1/2019 - 6/30/2027
20					Actuals	Actuals	Actuals	Actuals	New	Current	Amendment	New
21	Expenditures											
27	Other Expenses (Not Subject to Indirect %)				\$ -	\$ (16,702)	\$ -	\$ (40,669)	\$ -	\$ (57,370)	\$ -	\$ (57,370)
28	Capital Expenditure				\$ 48,821	\$ 103,221	\$ -	\$ 98,250	\$ 450,973	\$ 701,265	\$ -	\$ 701,265
30	Total Expenditures				\$ 48,821	\$ 86,519	\$ -	\$ 57,581	\$ 450,973	\$ 643,895	\$ -	\$ 643,895
31												
32	HSH Revenues											
40	General Fund - One-Time				\$ 48,821	\$ 103,221	\$ -	\$ 98,250	\$ 450,973	\$ 701,265	\$ -	\$ 701,265
41	Adjustment to Actuals				\$ -	\$ (16,701)	\$ -	\$ (40,669)	\$ -	\$ (57,370)	\$ -	\$ (57,370)
43	Total HSH Revenues				\$ 48,821	\$ 86,520	\$ -	\$ 57,581	\$ 450,973	\$ 643,895	\$ -	\$ 643,895
54												
55												
56	Prepared by	Tiffany Luong										
57	Phone	(415) 487-3300 Ext. 1219										
58	Email	tluong@ecs-sf.org										

	A	B	H	K	Q	T	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	OPERATING DETAIL								
4	Document Date	7/1/2025							
5	Provider Name	Episcopal Community Services							
6	Program	Henry Hotel							
7	FSP Contract ID#	1000014089							
8	Budget Name	General Fund - Capital							
9									
10			Year 2	Year 3	Year 5	Year 6	All Years		
11			7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2019 - 6/30/2025	7/1/2025 - 6/30/2027	7/1/2019 - 6/30/2027
12			Actuals	Actuals	Actuals	New	Current	Amendment	New
13	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
72	Adjustment to Actuals			\$ (16,702)	\$ (40,669)	\$ -	\$ (57,370)	\$ -	\$ (57,370)
85	TOTAL OTHER EXPENSES		\$ -	\$ (16,702)	\$ (40,669)	\$ -	\$ (57,370)	\$ -	\$ (57,370)
86									
87	Capital Expenses:								
88	FY21 - Mold Remediation from October 2020		\$ 48,821				\$ 48,821	\$ -	\$ 48,821
89	FY21 - Elevator Repair			\$ 27,144			\$ 27,144	\$ -	\$ 27,144
90	FY22 - Extraordinary Expenses			\$ 23,410			\$ 23,410	\$ -	\$ 23,410
91	FY22 - PNA			\$ 6,000			\$ 6,000	\$ -	\$ 6,000
92	FY22 - Security Camera			\$ 46,029			\$ 46,029	\$ -	\$ 46,029
93	FY22 - Canon Power Shot SX620 (6320)			\$ 638			\$ 638	\$ -	\$ 638
94	FY 24 - Pest Management				\$ 7,500		\$ 7,500	\$ -	\$ 7,500
95	FY 24 - Lavatories, Faucets				\$ 66,550		\$ 66,550	\$ -	\$ 66,550
96	FY 24 - Unit Furnishing				\$ 24,200		\$ 24,200	\$ -	\$ 24,200
97	FY 25 - One-time - Capital Improvements				\$	\$ 450,973	\$ 450,973	\$ -	\$ 450,973
102									
103	TOTAL CAPITAL EXPENSES		\$ 48,821	\$ 103,221	\$ 98,250	\$ 450,973	\$ 701,265	\$ -	\$ 701,265

	A	B	C	D	G	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>APPENDIX B, BUDGET</b>							
3	<b>Document Date</b>	7/1/2025						
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>				
5	<b>Current Term</b>	7/1/2019	6/30/2025	6				
6	<b>Amended Term</b>	7/1/2019	6/30/2027	8				
7	<b>Provider Name</b>	Episcopal Community Services						
8	<b>Program</b>	Henry Hotel						
9	<b>FSP Contract ID#</b>	1000014089						
10	<b>Contract Action</b>	Amendment						
11	<b>Effective Date</b>	7/1/2025						
12	<b>Budget Name</b>	<b>COVID-19 Time-Limited Funding</b>						
13		<b>Current</b>	<b>New</b>					
14	<b>Term Budget</b>	\$ -	\$ -	15%				
15	<b>Contingency</b>	\$ 650,729	\$ 842,528					
16	<b>Not-To-Exceed</b>	\$ 14,591,945	\$ 20,400,596					
17								
18					<b>Year 1</b>	<b>All Years</b>		
19					7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2025	7/1/2019 - 6/30/2027	7/1/2019 - 6/30/2027
20					<b>Actuals</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>
21	<b>Expenditures</b>							
23	Operating Expense				\$ 3,000	\$ 3,000	\$ -	\$ 3,000
27	Other Expenses (Not Subject to Indirect %)				\$ (3,000)	\$ (3,000)	\$ -	\$ (3,000)
30	<b>Total Expenditures</b>				\$ -	\$ -	\$ -	\$ -
31								
32	<b>HSH Revenues</b>							
39	COVID-19 Time-Limited Funding				\$ 3,000	\$ 3,000	\$ -	\$ 3,000
41	Adjustment to Actuals				\$ (3,000)	\$ (3,000)	\$ -	\$ (3,000)
43	<b>Total HSH Revenues</b>				\$ -	\$ -	\$ -	\$ -
55								
56	<b>Prepared by</b>	Tiffany Luong						
57	<b>Phone</b>	(415) 487-3300 Ext. 1219						
58	<b>Email</b>	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>						



	A	B	E	AG	AH	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>OPERATING DETAIL</b>					
3	<b>Document Date</b>	7/1/2025				
4	<b>Provider Name</b>	Episcopal Community Services				
5	<b>Program</b>	Henry Hotel				
6	<b>F\$P Contract ID#</b>	1000014089				
7	<b>Budget Name</b>	<b>COVID-19 Time-Limited Funding</b>				
8						
9			<b>Year 1</b>	<b>All Years</b>		
10			7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2025	7/1/2019 - 6/30/2027	7/1/2019 - 6/30/2027
11			Actuals	Current	<b>Amendment</b>	New
12	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
16	Building Maintenance Supplies and Repair		\$ 3,000	\$ 3,000	\$ -	\$ 3,000
68	TOTAL OPERATING EXPENSES		\$ 3,000	\$ 3,000	\$ -	\$ 3,000
69						
70	<u>Other Expenses (Not Subject to Indirect Cost %)</u>					
71	Adjustment to Actuals		\$ (3,000)	\$ (3,000)	\$ -	\$ (3,000)
83						
84	TOTAL OTHER EXPENSES		\$ (3,000)	\$ (3,000)	\$ -	\$ (3,000)

## 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 required documentation 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, 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>

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.

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 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	\$330,000
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 - November 30, 2024	\$7,085,148
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 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 First	January 1, 2021 - June 30, 2025	\$47,159,399
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	\$1,486,910
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



DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# Episcopal Community Services: Henry Hotel Grant Agreement 4th Amendment

Budget and Finance Committee | April 9, 2025



# Proposed Amendment/Agreement Details

- **Resolution:** Approve the **4th amendment** to the grant agreement between HSH and **Episcopal Community Services** for **Henry Hotel**.
- **Term:**
  - Current Term: July 1, 2019 – June 30, 2025
  - Amended Term: **July 1, 2025 – June 30, 2027**
- **Amount:** Increases not-to-exceed amount by **\$5,808,651** for a total not-to-exceed amount of **\$20,400,596**.
- **Commission approval:** March 6, 2025

# Grant Agreement Overview

- **Episcopal Community Services (ECS)** has provided **121 units** of supportive housing at **Henry Hotel** since 2019.
- ECS served **127 individuals** in Fiscal Year 2023-24
- **ECS provides:**
  - Property management
  - Master lease stewardship
  - Support Services:
    - Outreach and intake and assessment
    - Case management, housing stability support, and exit planning
    - Support groups, social events, and community engagement activities

# Program Context

- Henry Hotel is permanent housing for **formerly homeless adults without children**.
- Occupancy is at 97% as of March 2025.
- This extension ensures continuity of services through when these services are reprocured through the HSH **Multi-Year Procurement Plan**.

## People served in FY 23-24

34% Black

20% Latine

37% age 55+



DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# Questions?

Thank you!

# CITY AND COUNTY OF SAN FRANCISCO

## GRANT AGREEMENT

between  
CITY AND COUNTY OF SAN FRANCISCO  
and  
EPISCOPAL COMMUNITY SERVICES

**THIS GRANT AGREEMENT** (this “Agreement”) is made this 1<sup>st</sup> day of **June, 2019**, in the City and County of San Francisco, State of California, by and between **Episcopal Community Services**, located at 165 Eighth Street, 3<sup>rd</sup> Floor, San Francisco, CA 94103 (“Grantee”) and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation (“City”) acting by and through the Agency (as hereinafter defined),

### WITNESSETH:

**WHEREAS**, Grantee has submitted to the Agency the Application Documents (as hereinafter defined) , for the purpose of funding the matters set forth in the Grant Plan (as hereinafter defined) and summarized briefly as follows: to provide property management and support services to residents residing at the Henry Hotel; and

**WHEREAS**, Ordinance No. 61-19 authorizes the Agency 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 desires to provide such a grant on the terms and conditions set forth herein:

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

### ARTICLE 1 DEFINITIONS

**1.1. Specific Terms.** Unless the context otherwise requires, the following capitalized terms (whether singular or plural) shall have the meanings set forth below:

- (a) “**ADA**” shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.
- (b) “**Agency**” shall mean the Department of Homelessness and Supportive Housing



- (c) “**Application Documents**” shall mean collectively: (i) the grant application submitted by Grantee, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents, correspondence and other written materials submitted in respect of such grant application; and (iii) all amendments, modifications or supplements to any of the foregoing approved in writing by City.
- (d) “**Budget**” shall mean either the budget attached hereto as part of Appendix B, if any, or the budget included in the Application Documents, to the extent expressly approved by the Agency.
- (e) “**Charter**” shall mean the Charter of City.
- (f) “**Controller**” shall mean the Controller of City.
- (g) “**Eligible Expenses**” shall have the meaning set forth in Appendix A.
- (h) “**Event of Default**” shall have the meaning set forth in Section 11.1.
- (i) “**Fiscal Quarter**” shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.
- (j) “**Fiscal Year**” shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during all or any portion of which this Agreement is in effect.
- (k) “**Funding Request**” shall have the meaning set forth in Section 5.3(a).
- (l) “**Grant Funds**” shall mean any and all funds allocated or disbursed to Grantee under this Agreement.
- (m) “**Grant Plan**” shall have the meaning set forth in Appendices A and B, or shall mean the plans, performances, events, exhibitions, acquisitions or other activities or matter described in the Application documents; provided, however, that in the event of any inconsistency in such description, the most recent of the conflicting documents shall govern.
- (n) “**HRC**” shall mean the Human Rights Commission of City, or, in light of legal changes in the governing structure, shall mean “**CMD**” or the Contract Monitoring Division of the City.
- (o) “**Indemnified Parties**” shall mean: (i) City, including the Agency and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.

- (p) “**Losses**” shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or unfounded, of whatsoever kind and nature.
- (q) “**Publication**” shall mean any report, article, educational material, handbook, brochure, pamphlet, press release, public service announcement, web page, audio or visual material or other communication for public dissemination, which relates to all or any portion of the Grant Plan or is paid for in whole or in part using Grant Funds.
- (r) “**Contractor**” shall mean “Grantee” as certain City Contracting requirements also apply to Grants of the City of San Francisco.

**1.2 Additional Terms.** The terms “as directed,” “as required” or “as permitted” and similar terms shall refer to the direction, requirement, or permission of the Agency. The terms “sufficient,” “necessary” or “proper” and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Agency. The terms “approval,” “acceptable” or “satisfactory” or similar terms shall mean approved by, or acceptable to, or satisfactory to the Agency. The terms “include,” “included” or “including” and similar terms shall be deemed to be followed by the words “without limitation”. The use of the term “subcontractor” “successor” or “assign” herein refers only to a subcontractor (“subgrantee”), successor or assign expressly permitted under Article 13.

**1.3 References to this Agreement.** References to this Agreement include: (a) any and all appendices, exhibits, schedules, attachments hereto; (b) any and all statutes, ordinances, regulations or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or supplements hereto made in accordance with Section 17.2. References to articles, sections, subsections or appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as “hereunder,” herein or “hereto” refer to this Agreement as a whole.

## **ARTICLE 2**

### **APPROPRIATION AND CERTIFICATION OF GRANT FUNDS; LIMITATIONS ON CITY'S OBLIGATIONS**

**2.1 Risk of Non-Appropriation of Grant Funds.** This Agreement is subject to the budget and fiscal provisions of the Charter. City shall have no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. Grantee acknowledges that City budget decisions are subject to the discretion of its Mayor and Board of Supervisors. Grantee assumes all risk of possible non-appropriation or non-certification of funds, and such assumption is part of the consideration for this Agreement.

**2.2 Certification of Controller; Guaranteed Maximum Costs.** No funds shall be available under this Agreement until prior written authorization certified by the Controller. In

addition, as set forth in Section 21.19 of the San Francisco Administrative Code: City's obligations hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies that are provided by Grantee which are beyond the scope of the services, materials, equipment and supplies agreed upon herein and which were not approved by a written amendment to this Agreement having been lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement which would exceed the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

**2.3 Automatic Termination for Nonappropriation of Funds.** This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of any Fiscal Year if funds are not appropriated for the next succeeding Fiscal Year. If funds are appropriated for a portion of any Fiscal Year, this Agreement shall terminate, without penalty, liability or expense of any kind to City, at the end of such portion of the Fiscal Year.

**2.4 SUPERSEDURE OF CONFLICTING PROVISIONS.** IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.

### **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 Agency has notified Grantee thereof in writing.

- 3.2 Duration of Term.** The term of this Agreement shall commence on the later of (a) **July 1, 2019** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on **June 30, 2022**.

## **ARTICLE 4 IMPLEMENTATION OF GRANT PLAN**

- 4.1 Implementation of Grant Plan; Cooperation with Monitoring.** Grantee shall, in good faith and with diligence, implement the Grant Plan on the terms and conditions set forth in this Agreement and the Application Documents. Grantee shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without the prior written consent of City. Grantee shall promptly comply with all standards, specifications and formats of City, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and shall cooperate in good faith with City in any evaluation, planning or monitoring activities conducted or authorized by City.
- 4.2 Grantee's Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.
- 4.3 Grantee's Board of Directors.** Grantee shall at all times be governed by a legally constituted and fiscally responsible board of directors. Such board of directors shall meet regularly and maintain appropriate membership, as established in Grantee's bylaws and other governing documents and shall adhere to applicable provisions of federal, state and local laws governing nonprofit corporations. Grantee's board of directors shall exercise such oversight responsibility with regard to this Agreement as is necessary to ensure full and prompt performance by Grantee of its obligations under this Agreement.
- 4.4 Publications and Work Product.**
- (a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property funded in whole or part with the Grant Funds, whether those elements are written, oral or in any other medium. Grantee has the burden of demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.
  - (b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for approval, if City so requests, any other program material or form that Grantee uses or proposes to use in furtherance of the Grant Plan, and Grantee shall promptly provide to City one copy of all such materials or forms within two (2) days following City's request. The City's approval of any material hereunder shall not be deemed an endorsement of, or agreement with, the contents of such material, and the City shall have no liability or responsibility for any

such contents. The City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by the City of such material. Grantee shall not charge for the use or distribution of any Publication funded all or in part with the Grant Funds, without first obtaining City's written consent, which City may give or withhold in its sole discretion.

- (c) Grantee shall distribute any Publication solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion. In addition, Grantee shall furnish any services funded in whole or part with the Grant Funds under this Agreement solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion.
- (d) City may disapprove any element of work or property funded in whole or part by the Grant Funds that City determines, in its sole discretion, has any of the following characteristics: is divisive or discriminatory; undermines the purpose of the Grant Plan; discourages otherwise qualified potential employees or volunteers or any clients from participating in activities covered under the Grant Plan; undermines the effective delivery of services to clients of Grantee; hinders the achievement of any other purpose of City in making the Grant under this Agreement; or violates any other provision of this Agreement or applicable law. If City disapproves any element of the Grant Plan as implemented, or requires any change to it, Grantee shall immediately eliminate the disapproved portions and make the required changes. If City disapproves any materials, activities or services provided by third parties, Grantee shall immediately cease using the materials and terminate the activities or services and shall, at City's request, require that Grantee obtain the return of materials from recipients or deliver such materials to City or destroy them.
- (e) City has the right to monitor from time to time the administration by Grantee or any of its subcontractors of any programs or other work, including, without limitation, educational programs or trainings, funded in whole or part by the Grant Funds, to ensure that Grantee is performing such element of the Grant Plan, or causing such element of the Grant Plan to be performed, consistent with the terms and conditions of this Agreement.
- (f) Grantee shall acknowledge City's funding under this Agreement in all Publications. Such acknowledgment shall conspicuously state that the activities are sponsored in whole or in part through a grant from the Agency. Except as set forth in this Section, Grantee shall not use the name of the Agency or City (as a reference to the municipal corporation as opposed to location) in any Publication without prior written approval of City.

## **ARTICLE 5**

### **USE AND DISBURSEMENT OF GRANT FUNDS**

#### **5.1 Maximum Amount of Grant funds.**

The amount of the Grant Funds disbursed hereunder shall not exceed **Six Million Three Hundred Seventy Seven Thousand Six Hundred Seventy Nine Dollars (\$6,377,679)** for the period **from July 1, 2019 to June 30, 2022, plus any contingent amount authorized by City and certified as available by the Controller.**

**Contingent amount:** Up to **Two Million Five Hundred Thousand Dollars (\$2,500,000)** for the period from **July 1, 2021 to June 30, 2022, may be available, in the City's sole discretion as a contingency but only subject to written authorization by the City and if monies are certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Eight Million Eight Hundred Seventy Seven Thousand Six Hundred Seventy Nine Dollars (\$8,877,679)** for the period from **July 1, 2019 to June 30, 2022.**

Grantee understands that the maximum amount of Grant Funds disbursement identified above in Section 5.1 of this Agreement, includes the amount shown as the contingent amount and may not to be used in Program Budget(s) attached to this Agreement as Appendix B, and is not available to Grantee without a written revision to the Program Budgets of Appendix B approved by Agency. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies and procedures.

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Appendix B and defined as eligible expenses in 2 CFR Part 200 Subpart E, Cost Principles, if the source of funding for this program is Federal, and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget, if any, and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

**5.3 Disbursement Procedures.** Grant Funds shall be disbursed to Grantee as follows:

- (a) Grantee shall submit to the Agency, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C. Any Funding Request that is submitted and is not approved by the Agency shall be returned by the Agency to Grantee with a brief statement of the reason for the Agency's rejection of such Funding Request. If any such rejection relates only to a portion of Eligible Expenses itemized in such Funding Request, the Agency shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Agency.
- (b) The Agency shall make all disbursements of Grant Funds pursuant to this Section by check payable to Grantee, sent via U.S. mail or by Automated Clearing House (ACH) payments authorized by the City Controller's Office in accordance with Article 15, unless the Agency otherwise agrees in writing, in its sole discretion. The Agency

shall make disbursements of Grant Funds no more than once during each month for the term of the grant.

#### **5.4 State or Federal Funds:**

- (a) **Disallowance.** With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, 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 the amount disallowed from any payment due or to become due to Grantee under this Agreement or 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) **Single Audit Requirements.** Grantees that expend \$750,000 or more in a fiscal year that began after December 26, 2014 from any and all Federal awards shall have a single audit conducted in each of those fiscal years accordance with 2 CFR Part 200 Subpart F . Grantees that expend less than \$750,000 a year in Federal awards are exempt from the single audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal Agency, pass-through entity and General Accounting Office, and are still subject to other audit requirements as specified in 2 CFR Subpart F §200.501

### **ARTICLE 6 REPORTING REQUIREMENTS; AUDITS; PENALTIES FOR FALSE CLAIMS**

- 6.1 Regular Reports.** Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Agency, in form and substance satisfactory to the Agency. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.
- 6.2 Organizational Documents.** If requested by City, on or before the date of this Agreement, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.
- 6.3 Notification of Defaults or Changes in Circumstances.** Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at any time during the term of this Agreement.
- 6.4 Financial Statements.** Within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of

income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee, and in compliance with 2 CFR Part 200 Subpart F, as applicable.

- 6.5 Books and Records.** Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.
- 6.6 Inspection and Audit.** Grantee shall make available to City, its employees and authorized representatives, and its Federal and State funders, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.
- 6.7 Submitting False Claims; Monetary Penalties.** Any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to 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.
- 6.8 Ownership of Results.** Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer



diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.

- 6.9 Works for Hire.** If, in connection with this Agreement or the implementation of the Grant Plan, Grantee or any subgrantee creates artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship or Publications, such creations shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such creations shall be the property of City. If it is ever determined that any such creations are not works for hire under applicable law, Grantee hereby assigns all copyrights thereto to City, and agrees to provide any material, execute such documents and take such other actions as may be necessary or desirable to effect such assignment. With the prior written approval of City, Grantee may retain and use copies of such creations for reference and as documentation of its experience and capabilities. Grantee shall obtain all releases, assignments or other agreements from subgrantees or other persons or entities implementing the Grant Plan to ensure that City obtains the rights set forth in this Article 6.

## **ARTICLE 7 TAXES**

- 7.1 Grantee to Pay All Taxes.** Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.
- 7.2 Use of City Real Property.** If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:
- (a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.
  - (b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or

extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.

- (c) Grantee shall provide such other information as may be requested by City to enable City to comply with any reporting requirements under applicable law with respect to possessory interests.

### **7.3 Reserved (Earned Income Credit (EIC) Forms).**

## **ARTICLE 8 REPRESENTATIONS AND WARRANTIES**

Grantee represents and warrants each of the following as of the date of this Agreement and at all times throughout the term of this Agreement:

- 8.1 Organization; Authorization.** Grantee is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed. Grantee has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.
- 8.2 Location.** Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.
- 8.3 No Misstatements.** No document furnished or to be furnished by Grantee to City or City in connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.
- 8.4 Conflict of Interest.**
  - (a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.

(b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For purposes of this subsection, "immediate family" shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and step-parents).

**8.5 No Other Agreements with City.** Except as expressly itemized in Appendix D, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other Agreement with City including any commission, department or other subdivision thereof).

**8.6 Subcontracts.** Except as may be permitted under Section 13.3, Grantee has not entered into any Agreement, arrangement or understanding with any other person or entity pursuant to which such person or entity will implement or assist in implementing all or any portion of the Grant Plan.

**8.7 Eligibility to Receive Federal Funds.** By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Grantee acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement.

## **ARTICLE 9 INDEMNIFICATION AND GENERAL LIABILITY**

**9.1 Indemnification.** Grantee shall indemnify, protect, defend and hold harmless each of the Indemnified Parties from and against any and all Losses arising from, in connection with or caused by: (a) a material breach of this Agreement by Grantee; (b) a material breach of any representation or warranty of Grantee contained in this Agreement; (c) any personal injury caused, directly or indirectly, by any act or omission of Grantee or its employees, subgrantees or agents; (d) any property damage caused, directly or indirectly by any act or omission of Grantee or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by Grantee, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is furnished, rented or loaned to Grantee by an Indemnified Party; (f) any tax, fee, assessment or other charge for which Grantee is responsible under Article 7; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished to such Indemnified Party in connection with this Agreement. Grantee's obligations under the immediately preceding sentence shall apply to any Loss that is caused in whole or in part by the active or passive negligence of any Indemnified Party, but shall exclude any Loss caused solely by the willful misconduct of the Indemnified Party. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City.

- 9.2 Duty to Defend; Notice of Loss.** Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any liability to such Indemnified Party pursuant to Section 9.1, unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if Grantee contends that such Indemnified Party shares in liability with respect thereto.
- 9.3 Incidental and Consequential Damages.** Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.
- 9.4 LIMITATION ON LIABILITY OF CITY.** CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON GRANT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

## **ARTICLE 10 INSURANCE**

- 10.1 Types and Amounts of Coverage.** Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:
- (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 Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and
- (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.

**10.2 Additional Requirements for General and Automobile Coverage.** Commercial General Liability and Commercial Automobile Liability insurance policies shall:

- (a) Name as additional insured City and County of San Francisco, its officers, agents and employees.
- (b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

**10.3 Additional Requirements for All Policies.** All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.

**10.4 Required Post-Expiration Coverage.** Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

**10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs.** Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

**10.6 Evidence of Insurance.** Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance, and additional insured policy endorsements, in form and with insurers satisfactory to City, evidencing all coverages set forth above, and shall furnish complete copies of policies promptly upon City's request. Before commencing any operations under this Agreement, Grantee shall furnish to City

certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

**10.7 Effect of Approval.** Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.

**10.8 Insurance for Subcontractors and Evidence of this Insurance.** If a subcontractor will be used to complete any portion of this Agreement, the grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and the grantee listed as additional insureds.

**10.9** Regarding Workers' Compensation, Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors on the City premises.

**10.10** Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

## **ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES**

**11.1 Events of Default.** The occurrence of any one or more of the following events shall constitute an "Event of Default" under this Agreement:

- (a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.
- (b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.
- (c) **Failure to Comply with Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 16.
- (d) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other Agreement or covenant of this Agreement to be performed or observed by

Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.

- (e) **Cross Default.** Grantee defaults under any other Agreement between Grantee and City (after expiration of any grace period expressly stated in such Agreement).
- (f) **Voluntary Insolvency.** Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.
- (g) **Involuntary Insolvency.** Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.
- (h) **Failure to Protect Private Information.** Grantee discloses information it is required to protect under Section 12.1.

## 11.2 Termination for Convenience

- (a) City shall have the option, in its sole discretion, to terminate this Agreement, at any time during the term hereof, for convenience and without cause. City shall exercise this option by giving Grantee 30 day written notice of termination. The notice shall specify the date on which termination shall become effective.
- (b) Upon receipt of the notice, Grantee shall commence and perform, with diligence, all actions necessary on the part of Grantee to effect the termination of this Agreement on the date specified by City and to minimize the liability of Grantee and City to third parties as a result of termination. All such actions shall be subject to the prior approval of City. Such actions shall include, without limitation:
  - (1) Halting the performance of all services and other work under this Agreement on the date(s) and in the manner specified by City.
  - (2) Not placing any further orders or subgrants for materials, services, equipment or other items.

- (3) Terminating all existing orders and subgrants.
  - (4) At City's direction, assigning to City any or all of Grantee's right, title, and interest under the orders and subgrants terminated. Upon such assignment, City shall have the right, in its sole discretion, to settle or pay any or all claims arising out of the termination of such orders and subgrants.
  - (5) Subject to City's approval, settling all outstanding liabilities and all claims arising out of the termination of orders and subgrants.
  - (6) Completing performance of any services or work that City designates to be completed prior to the date of termination specified by City.
  - (7) Taking such action as may be necessary, or as the City may direct, for the protection and preservation of any property related to this Agreement which is in the possession of Grantee and in which City has or may acquire an interest.
- (c) Within 30 days after the specified termination date, Grantee shall submit to City an invoice, which shall set forth each of the following as a separate line item:
- (1) The reasonable cost to Grantee, without profit, for all services and other work City directed Grantee to perform prior to the specified termination date, for which services or work City has not already tendered payment. Reasonable costs may include a reasonable allowance for actual overhead, not to exceed a total of 10 percent of Grantee's direct costs for services or other work. Any overhead allowance shall be separately itemized. Grantee may also recover the reasonable cost of preparing the invoice.
  - (2) A reasonable allowance for profit on the cost of the services and other work described in the immediately preceding subsection (1), provided that Grantee can establish, to the satisfaction of City, that Grantee would have made a profit had all services and other work under this Agreement been completed, and provided further, that the profit allowed shall in no event exceed 5 percent of such cost.
  - (3) The reasonable cost to Grantee of handling material or equipment returned to the vendor, delivered to the City or otherwise disposed of as directed by the City.
  - (4) A deduction for the cost of materials to be retained by Grantee, amounts realized from the sale of materials and not otherwise recovered by or credited to City, and any other appropriate credits to City against the cost of the services or other work.
- (d) In no event shall City be liable for costs incurred by Grantee or any of its subgrantees after the termination date specified by City, except for those costs specifically enumerated and described in the immediately preceding subsection (c). Such non-recoverable costs include, but are not limited to, anticipated profits on this



Agreement, post-termination employee salaries, post-termination administrative expenses, post-termination overhead or unabsorbed overhead, attorneys' fees or other costs relating to the prosecution of a claim or lawsuit, prejudgment interest, or any other expense which is not reasonable or authorized under such subsection (c).

- (e) In arriving at the amount due to Grantee under this Section, City may deduct: (1) all payments previously made by City for work or other services covered by Grantee's final invoice; (2) any claim which City may have against Grantee in connection with this Agreement; (3) any invoiced costs or expenses excluded pursuant to the immediately preceding subsection (d); and (4) in instances in which, in the opinion of the City, the cost of any service or other work performed under this Agreement is excessively high due to costs incurred to remedy or replace defective or rejected services or other work, the difference between the invoiced amount and City's estimate of the reasonable cost of performing the invoiced services or other work in compliance with the requirements of this Agreement.
- (f) City's payment obligation under this Section shall survive termination of this Agreement.

**11.3 Remedies Upon Event of Default.** Upon and during the continuance of an Event of Default, City may do any of the following, individually or in combination with any other remedy:

- (a) **Termination.** City may terminate this Agreement by giving a written termination notice to Grantee and, on the date specified in such notice, this Agreement shall terminate and all rights of Grantee hereunder shall be extinguished. In the event of such termination, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.
- (b) **Withholding of Grant Funds.** City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default shall be disbursed without interest.
- (c) **Offset.** City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other Agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.
- (d) **Return of Grant Funds.** City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

- 11.4 Remedies Nonexclusive.** Each of the remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The remedies contained herein are in addition to all other remedies available to City at law or in equity by statute or otherwise and the exercise of any such remedy shall not preclude or in any way be deemed to waive any other remedy.

## **ARTICLE 12**

### **DISCLOSURE OF INFORMATION AND DOCUMENTS**

#### **12.1 Protection of Private Information.**

- (a) **Personal Information.** Contractor has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, “Nondisclosure of Private Information,” and 12M.3, “Enforcement” of Administrative Code Chapter 12M, “Protection of Private Information,” which are incorporated herein as if fully set forth. Contractor agrees that any failure of Contractor to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Agreement. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement, bring a false claim action against the Contractor pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Contractor.
- (b) **Protected Social Service and Personal Health Information.** Contractor, all subgrantees, and all agents and employees of Contractor and any subgrantee shall comply with any and all privacy laws regarding social service recipient information and/or the transmission, storage and protection of all private health information disclosed to Contractor by City in the performance of this Agreement. Contractor agrees that any failure of Contractor to comply with the requirements of federal and/or state and/or local privacy laws shall be a material breach of the Agreement. In the event that City pays a regulatory fine, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of protected social service or protected health information given to Contractor or its subgrantees or agents by City, Contractor shall indemnify City for the amount of such fine or penalties or damages, including costs of notification. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement.
- (c) **Proprietary and Confidential Information of City.** Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall

exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.

- 12.2 Sunshine Ordinance.** Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that grants, including this Agreement, grantee's bids, responses to Requests for Proposals (RFPs) and all other records of communications between City and persons or entities seeking grants, shall be open to inspection immediately after a grant has been awarded. Nothing in such Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a grant or other benefit until and unless that person or organization is awarded the grant or benefit. All information provided by Grantee that is covered by such Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.
- 12.3 Financial Projections.** Pursuant to San Francisco Administrative Code Section 67.32, Grantee has on or before the date hereof provided to City financial projections, including profit and loss figures, for the Project. For the term of the Agreement, Grantee shall within one hundred twenty (120) days after the end of Grantee's fiscal year end provide to City annual financial statements for the Project certified by the Grantee as complete and accurate and audited by an independent accounting firm. The Grantee acknowledges and agrees that the financial projections and audited financial statements shall be public records subject to disclosure upon request.

## **ARTICLE 13**

### **ASSIGNMENTS AND SUBCONTRACTING**

- 13.1 No Assignment by Grantee.** Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.
- 13.2 Agreement Made in Violation of this Article.** Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.
- 13.3 Subcontracting.** If Appendix E 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 E 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 E 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 subgrantees 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 subcontractor 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.

- 13.4 Grantee Retains Responsibility.** Grantee shall in all events remain liable for the performance by any assignee or subgrantee of all of the covenants terms and conditions contained in this Agreement.

## **ARTICLE 14 INDEPENDENT CONTRACTOR STATUS**

- 14.1 Nature of Agreement.** Grantee shall be deemed at all times to be an independent grantee and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.
- 14.2 Direction.** Any terms in this Agreement referring to direction or instruction from the Agency or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.
- 14.3 Consequences of Recharacterization.**
- (a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee for purposes of collection of any employment taxes, the

amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.

- (b) Should a relevant taxing authority determine a liability for past services performed by Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).
- (c) A determination of employment status pursuant to either subsection (a) or (b) of this Section 14.3 shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been the amount of such Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

## **ARTICLE 15**

### **NOTICES AND OTHER COMMUNICATIONS**

**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 shall be (a) deposited in the U.S. mail, first class, certified with return receipt requested and with appropriate postage, (b) hand delivered or (c) sent via facsimile (if a facsimile number is provided below):

If to the Agency or City:      Department of Homelessness and Supportive Housing  
Contracts Division  
P.O. Box 427400  
San Francisco, CA 94142-7400  
Facsimile No. 415.355.5288

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

**15.2 Effective Date.** All communications sent in accordance with Section 15.1 shall become effective on the date of receipt. Such date of receipt shall be determined by: (a) if mailed, the return receipt, completed by the U.S. postal service; (b) if sent via hand

delivery, a receipt executed by a duly authorized agent of the party to whom the notice was sent; or (c) if sent via facsimile, the date of telephonic confirmation of receipt by a duly authorized agent of the party to whom the notice was sent or, if such confirmation is not reasonably practicable, the date indicated in the facsimile machine transmission report of the party giving such notice.

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

## **ARTICLE 16 COMPLIANCE**

- 16.1 Reserved (Local Business Enterprise Utilization; Liquidated Damages).**

- 16.2 Nondiscrimination; Penalties.**

- (a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such Grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.
- (b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- (c) **Non-Discrimination in Benefits.** Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.

(d) **Condition to Grant Agreement.** As a condition to this Agreement, Grantee shall execute the “Chapter 12B Declaration: Nondiscrimination in Grants and Benefits” form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.

(e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

**16.3 MacBride Principles--Northern Ireland.** Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section

**16.4 Tropical Hardwood and Virgin Redwood Ban.** Pursuant to § 804(b) of the San Francisco Environment Code, City urges all grantees not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

**16.5 Drug-Free Workplace Policy.** Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.

**16.6 Resource Conservation; Liquidated Damages.** Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.

**16.7 Compliance with ADA.** Grantee acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a grantee, must be accessible to the disabled public. Grantee shall provide the services specified in this Agreement in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Grantee agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement, and further agrees that any violation of this prohibition on the part of Grantee, its employees, agents or assigns will constitute a material breach of this Agreement.

Chapter 21-100 Nondiscrimination in State and Federally Assisted Programs require that Grantees administer their program(s) in a nondiscriminatory manner and in compliance with civil rights obligations and to accommodate non-English-speaking or limited-English-proficient individuals and individuals with disabilities or impairments. At a minimum, grantees must provide the following:

- Procedures for informing clients of their civil rights under Chapter 21-100;
- Policies and procedures for handling complaints filed with or against a Grantee;
- Policies and procedures that ensure Grantees accommodate individuals with hearing impairments, visual impairments and other disabilities;
- Policies and procedures that ensure that Grantees provide appropriate language services, including a breakdown of bilingual/interpreter staff and a description of how written information is communicated to non-English speaking clients; and
- Policies and procedures for ensuring that Grantee staff are adequately trained in the requirements of Chapter 21 under California Department of Social Services standards.

## **16.8 Requiring Minimum Compensation for Covered Employees**

- (a) Contractor agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Sections 12P.5 and 12P.5.1 of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco). A partial listing of some of Contractor's obligations under the MCO is set forth in this Section. Contractor is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.
- (b) The MCO requires Contractor to pay Contractor's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of the MCO and shall contain contractual obligations substantially the same as those set forth in this Section. It is Contractor's obligation to ensure that any subcontractors of any tier under this Agreement comply with the requirements of the MCO. If any



subcontractor under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Contractor.

(c) Contractor shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttably presumed to be retaliation prohibited by the MCO.

(1) Contractor shall maintain employee and payroll records as required by the MCO. If Contractor fails to do so, it shall be presumed that the Contractor paid no more than the minimum wage required under State law.

The City is authorized to inspect Contractor's job sites and conduct interviews with employees and conduct audits of Contractor

(2) Contractor's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement. The City in its sole discretion shall determine whether such a breach has occurred. The City and the public will suffer actual damage that will be impractical or extremely difficult to determine if the Contractor fails to comply with these requirements. Contractor agrees that the sums set forth in Section 12P.6.1 of the MCO as liquidated damages are not a penalty, but are reasonable estimates of the loss that the City and the public will incur for Contractor's noncompliance. The procedures governing the assessment of liquidated damages shall be those set forth in Section 12P.6.2 of Chapter 12P.

(3) Contractor understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P (including liquidated damages), under the terms of the grant, and under applicable law. If, within 30 days after receiving written notice of a breach of this Agreement for violating the MCO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(c) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.

(4) Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.

(5) If Contractor is exempt from the MCO when this Agreement is executed because the cumulative amount of Agreements with this department for the fiscal year is less than \$25,000, but Contractor later enters into an Agreement or Agreements that cause contractor to exceed that amount in a fiscal year, Contractor shall thereafter be required to comply with the MCO under this Agreement. This

obligation arises on the effective date of the Agreement that causes the cumulative amount of Agreements between the Contractor and this department to exceed \$25,000 in the fiscal year.

**16.9 Limitations on Contributions.** Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who grants with the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) an individual holding a City elective office if the grant must be approved by the individual, a board on which that individual serves, or a board on which an appointee of that individual serves, (2) a candidate for the office held by such individual, or (3) a committee controlled by such individual, at any time from the commencement of negotiations for the grant until the later of either the termination of negotiations for such grant or six months after the date the grant is approved. Contractor acknowledges that the foregoing restriction applies only if the grant or a combination or series of grants approved by the same individual or board in a fiscal year have a total anticipated or actual value of \$50,000 or more. Contractor further acknowledges that the prohibition on contributions applies to each prospective party to the grant; each member of Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Contractor; any subcontractor listed in the bid or grant; and any committee that is sponsored or controlled by Contractor. Additionally, Contractor acknowledges that Contractor must inform each of the persons described in the preceding sentence of the prohibitions contained in Section 1.126. Contractor further agrees to provide to City the names of each person, entity or committee described above.

#### **16.10 First Source Hiring Program.**

- (a) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapter 83 of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with, and be bound by, all of the provisions that apply to this Agreement under such Chapter, including but not limited to the remedies provided therein. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 83.
- (b) **First Source Hiring Agreement.** As an essential term of, and consideration for, any grant or property grant with the City, not exempted by the FSHA, the Contractor shall enter into a first source hiring agreement ("agreement") with the City, on or before the effective date of the grant or property grant. Contractors shall also enter into an agreement with the City for any other work that it performs in the City. Such agreement shall:

- (1) Set appropriate hiring and retention goals for entry level positions. The employer shall agree to achieve these hiring and retention goals, or, if unable to achieve these goals, to establish good faith efforts as to its attempts to do so, as set forth in the agreement. The agreement shall take into consideration the employer's participation in existing job training, referral and/or brokerage programs. Within the discretion of the FSHA, subject to appropriate modifications, participation in such programs maybe certified as meeting the requirements of this Chapter. Failure either to achieve the specified goal, or to establish good faith efforts will constitute noncompliance and will subject the employer to the provisions of Section 83.10 of this Chapter.
- (2) Set first source interviewing, recruitment and hiring requirements, which will provide the San Francisco Workforce Development System with the first opportunity to provide qualified economically disadvantaged individuals for consideration for employment for entry level positions. Employers shall consider all applications of qualified economically disadvantaged individuals referred by the System for employment; provided however, if the employer utilizes nondiscriminatory screening criteria, the employer shall have the sole discretion to interview and/or hire individuals referred or certified by the San Francisco Workforce Development System as being qualified economically disadvantaged individuals. The duration of the first source interviewing requirement shall be determined by the FSHA and shall be set forth in each agreement, but shall not exceed 10 days. During that period, the employer may publicize the entry level positions in accordance with the agreement. A need for urgent or temporary hires must be evaluated, and appropriate provisions for such a situation must be made in the agreement.
- (3) Set appropriate requirements for providing notification of available entry level positions to the San Francisco Workforce Development System so that the System may train and refer an adequate pool of qualified economically disadvantaged individuals to participating employers. Notification should include such information as employment needs by occupational title, skills, and/or experience required, the hours required, wage scale and duration of employment, identification of entry level and training positions, identification of English language proficiency requirements, or absence thereof, and the projected schedule and procedures for hiring for each occupation. Employers should provide both long-term job need projections and notice before initiating the interviewing and hiring process. These notification requirements will take into consideration any need to protect the employer's proprietary information.
- (4) Set appropriate record keeping and monitoring requirements. The First Source Hiring Administration shall develop easy-to-use forms and record keeping requirements for documenting compliance with the agreement. To the greatest extent possible, these requirements shall utilize the employer's existing record keeping systems, be non-duplicative, and facilitate a coordinated flow of information and referrals.

- (5) Establish guidelines for employer good faith efforts to comply with the first source hiring requirements of this Chapter. The FSHA will work with City departments to develop employer good faith effort requirements appropriate to the types of grants and property grants handled by each department. Employers shall appoint a liaison for dealing with the development and implementation of the employer's agreement. In the event that the FSHA finds that the employer under a City grant or property grant has taken actions primarily for the purpose of circumventing the requirements of this Chapter, that employer shall be subject to the sanctions set forth in Section 83.10 of this Chapter.
- (6) Set the term of the requirements.
- (7) Set appropriate enforcement and sanctioning standards consistent with this Chapter.
- (8) Set forth the City's obligations to develop training programs, job applicant referrals, technical assistance, and information systems that assist the employer in complying with this Chapter.
- (9) Require the developer to include notice of the requirements of this Chapter in leases, subleases, and other occupancy grants.
- (c) **Hiring Decisions.** Contractor shall make the final determination of whether an Economically Disadvantaged Individual referred by the System is "qualified" for the position.
- (d) **Exceptions.** Upon application by Employer, the First Source Hiring Administration may grant an exception to any or all of the requirements of Chapter 83 in any situation where it concludes that compliance with this Chapter would cause economic hardship.
- (e) **Liquidated Damages.** Contractor agrees:
  - (1) To be liable to the City for liquidated damages as provided in this section;
  - (2) To be subject to the procedures governing enforcement of breaches of grants based on violations of grant provisions required by this Chapter as set forth in this section;
  - (3) That the Contractor's commitment to comply with this Chapter is a material element of the City's consideration for this grant; that the failure of the Contractor to comply with the grant provisions required by this Chapter will cause harm to the City and the public which is significant and substantial but extremely difficult to quantify; that the harm to the City includes not only the financial cost of funding public assistance programs but also the insidious but impossible to

quantify harm that this community and its families suffer as a result of unemployment; and that the assessment of liquidated damages of up to \$5,000 for every notice of a new hire for an entry level position improperly withheld by the Contractor from the first source hiring process, as determined by the FSHA during its first investigation of a Contractor, does not exceed a fair estimate of the financial and other damages that the City suffers as a result of the Contractor's failure to comply with its first source referral contractual obligations.

- (4) That the continued failure by a Contractor to comply with its first source referral contractual obligations will cause further significant and substantial harm to the City and the public, and that a second assessment of liquidated damages of up to \$10,000 for each entry level position improperly withheld from the FSHA, from the time of the conclusion of the first investigation forward, does not exceed the financial and other damages that the City suffers as a result of the Contractor's continued failure to comply with its first source referral contractual obligations;
- (5) That in addition to the cost of investigating alleged violations under this Section, the computation of liquidated damages for purposes of this section is based on the following data:
  - A. The average length of stay on public assistance in San Francisco's County Adult Assistance Program is approximately 41 months at an average monthly grant of \$348 per month, totaling approximately \$14,379; and
  - B. In 2004, the retention rate of adults placed in employment programs funded under the Workforce Investment Act for at least the first six months of employment was 84.4 percent. Since qualified individuals under the First Source program face far fewer barriers to employment than their counterparts in programs funded by the Workforce Investment Act, it is reasonable to conclude that the average length of employment for an individual whom the First Source Program refers to an employer and who is hired in an entry level position is at least one year; therefore, liquidated damages that total \$5,000 for first violations and \$10,000 for subsequent violations as determined by FSHA constitute a fair, reasonable, and conservative attempt to quantify the harm caused to the City by the failure of a Contractor to comply with its first source referral contractual obligations.
- (6) That the failure of Contractors to comply with this Chapter, except property Contractors, may be subject to the debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the grant or at law; and violation of the requirements of Chapter 83 is subject to an assessment of liquidated damages in the amount of \$5,000 for every new hire for an Entry Level Position improperly withheld from the first source hiring process. The assessment of liquidated damages and the evaluation of any defenses or mitigating factors shall be made by the FSHA.

- (f) **Subcontracts.** Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of Chapter 83 and shall contain contractual obligations substantially the same as those set forth in this Section.

**16.11 Prohibition on Political Activity with City Funds.** In accordance with S. F. Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, “Political Activity”). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference. Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (ii) Grantee shall have the burden to prove that no funding from this Agreement has been used for such Political Activity. Grantee agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this section. In the event Grantee violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other Agreements between Grantee and City, (ii) prohibit Grantee from bidding on or receiving any new City grant for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

**16.12 Preservative-treated Wood Containing Arsenic.** Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term “preservative-treated wood containing arsenic” shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Grantee may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Grantee from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term “saltwater immersion” shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

**16.13 Supervision of Minors.** Grantee, and any subgrantees, shall comply with California Penal Code section 11105.3 and request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in Welfare and Institution Code section 15660(a) of any person who applies for employment or volunteer position with Grantee, or any subgrantee, in which he or she would have

supervisory or disciplinary power over a minor under his or her care. If Grantee, or any subgrantee, is providing services at a City park, playground, recreational center or beach (separately and collectively, "Recreational Site"), Grantee shall not hire, and shall prevent its subgrantees from hiring, any person for employment or volunteer position to provide those services if that person has been convicted of any offense that was listed in former Penal Code section 11105.3 (h)(1) or 11105.3(h)(3). If Grantee, or any of its subgrantees, hires an employee or volunteer to provide services to minors at any location other than a Recreational Site, and that employee or volunteer has been convicted of an offense specified in Penal Code section 11105.3(c), then Grantee shall comply, and cause its subgrantees to comply with that section and provide written notice to the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer not less than ten (10) days prior to the day the employee or volunteer begins his or her duties or tasks. Grantee shall provide, or cause its subgrantees to provide City with a copy of any such notice at the same time that it provides notice to any parent or guardian. Grantee shall expressly require any of its subgrantees with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its grant with the subgrantee. Grantee acknowledges and agrees that failure by Grantee or any of its subgrantees to comply with any provision of this section of the Agreement shall constitute an Event of Default.

**16.14 Public Access to Meetings and Records.** If the Grantee receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, the Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, the Grantee agrees to open its meetings and records to the public in the manner set forth in Sections 12L.4 and 12L.5 of the Administrative Code. The Grantee further agrees to make good-faith efforts to promote community membership on its Board of Directors in the manner set forth in Section 12L.6 of the Administrative Code. The Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. The Grantee further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

**16.15 Consideration of Criminal History in Hiring and Employment Decisions.**

(a) Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T "City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions," of the San Francisco Administrative Code (Chapter 12T), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at [www.sfgov.org/olse/fco](http://www.sfgov.org/olse/fco). A partial listing of some of Contractor's obligations under Chapter 12T is set forth in this Section. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used

in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.

- (b) The requirements of Chapter 12T shall only apply to a Contractor's or Subcontractor's operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, shall apply only when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco, and shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.
- (c) Contractor shall incorporate by reference in all subcontracts the provisions of Chapter 12T, and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- (d) Contractor or Subcontractor shall not inquire about, require disclosure of, or if such information is received base an Adverse Action on an applicant's or potential applicant for employment, or employee's: (1) Arrest not leading to a Conviction, unless the Arrest is undergoing an active pending criminal investigation or trial that has not yet been resolved; (2) participation in or completion of a diversion or a deferral of judgment program; (3) a Conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative; (4) a Conviction or any other adjudication in the juvenile justice system; (5) a Conviction that is more than seven years old, from the date of sentencing; or (6) information pertaining to an offense other than a felony or misdemeanor, such as an infraction.
- (e) Contractor or Subcontractor shall not inquire about or require applicants, potential applicants for employment, or employees to disclose on any employment application the facts or details of any conviction history, unresolved arrest, or any matter identified in subsection 32(d), above. Contractor or Subcontractor shall not require such disclosure or make such inquiry until either after the first live interview with the person, or after a conditional offer of employment.
- (f) Contractor or Subcontractor shall state in all solicitations or advertisements for employees that are reasonably likely to reach persons who are reasonably likely to seek employment to be performed under this Agreement, that the Contractor or Subcontractor will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of Chapter 12T.
- (g) Contractor and Subcontractors shall post the notice prepared by the Office of Labor Standards Enforcement (OLSE), available on OLSE's website, in a conspicuous place at every workplace, job site, or other location under the Contractor or Subcontractor's control at which work is being done or will be done in furtherance of the performance of this Agreement. The notice shall be posted in English, Spanish, Chinese, and any



language spoken by at least 5 percent of the employees at the workplace, job site, or other location at which it is posted.

- (h) Contractor understands and agrees that if it fails to comply with the requirements of Chapter 12T, the City shall have the right to pursue any rights or remedies available under Chapter 12T, including but not limited to, a penalty of \$50 for a second violation and \$100 for a subsequent violation for each employee, applicant or other person as to whom a violation occurred or continued, termination or suspension in whole or in part of this Agreement.

**16.16 Food Service Waste Reduction Requirements.** Effective June 1, 2007, Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

**16.17 Sugar-Sweetened Beverage Prohibition.** Contractor agrees that it will 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.

**16.18 Reserved (Slavery Era Disclosure).**

**16.19 Compliance with Other Laws.** 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.

**16.20 Services Provided by Attorneys.** Any services to be provided by a law firm or attorney must be reviewed and approved in writing in advance by the City Attorney. No invoices for services provided by law firms or attorneys, including, without limitation, as subgrantees of Grantee, will be paid unless the provider received advance written approval from the City Attorney.

## **ARTICLE 17 MISCELLANEOUS**

- 17.1 No Waiver.** No waiver by the Agency or City of any default or breach of this Agreement shall be implied from any failure by the Agency or City to take action on account of such default if such default persists or is repeated. No express waiver by the Agency or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Agency of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Agency or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.
- 17.2 Modification.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.
- 17.3 Administrative Remedy for Agreement Interpretation.** Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to the director or president, as the case may be, of the Agency who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.
- 17.4 Governing Law; Venue.** The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.
- 17.5 Headings.** All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.
- 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  
Appendix B, Budget  
Appendix C, Method of Payment  
Appendix D, Interests in Other City Grants  
Appendix E, Permitted Subcontractors  
Appendix F, Dispute Resolution Procedure
- 17.7 Certified Resolution of Signatory Authority.** Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.

**17.8 Severability.** Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

**17.9 Successors; No Third-Party Beneficiaries.** Subject to the terms of Article 13, the terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their respective successors and assigns and, in the case of Article 9, the Indemnified Parties) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants, conditions or provisions contained herein.

**17.10 Survival of Terms.** The obligations of Grantee and the terms of the following provisions of this Agreement shall survive and continue following expiration or termination of this Agreement:

Section 6.4	Financial Statements.
Section 6.5	Books and Records.
Section 6.6	Inspection and Audit.
Section 6.7	Submitting False Claims; Monetary Penalties.
Section 6.8	Ownership of Results.
Article 7	Taxes.
Article 9	Indemnification and General Liability.
Section 10.4	Required Post-Expiration Coverage.
Article 12	Disclosure of Information and Documents.
Section 13.4	Grantee Retains Responsibility.
Section 14.3	Consequences of Recharacterization.
This Article 17	Miscellaneous.

**17.11 Further Assurances.** From and after the date of this Agreement, Grantee agrees to do such things, perform such acts, and make, execute, acknowledge and deliver such documents as may be reasonably necessary or proper and usual to complete the transactions contemplated by this Agreement and to carry out the purpose of this Agreement in accordance with this Agreement.

**17.12 Dispute Resolution Procedure.** The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or grant between the City and County of San Francisco and nonprofit health and human services grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the

designated contact person in the department. If informal discussion has failed to resolve the problem, grantees and departments should employ the following steps:

**Step 1** The grantee will submit a written statement of the concern or dispute addressed to the Grant/Program Manager who oversees the Agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Grant/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with the grantee or provide a written response to the grantee within 10 working days.

**Step 2** Should the dispute or concern remain unresolved after the completion of Step 1, the grantee may request review by the Division or Department Head who supervises the Grant/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to the grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.

**Step 3** Should Steps 1 and 2 above not result in a determination of mutual agreement, the grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to the grantee. The Department will respond in writing within 10 working days.

In addition to the above process, grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Granting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline granting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [https://sfgov.org/sfc/npcontractingtf/Modules/CNPCTF\\_BOS\\_RPT\\_06-26-03\(1\)\\_3adc.PDF](https://sfgov.org/sfc/npcontractingtf/Modules/CNPCTF_BOS_RPT_06-26-03(1)_3adc.PDF).

**17.13 Cooperative Drafting.** This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

**17.14 Services During a City-Declared Emergency.** In case of an emergency that affects the San Francisco Bay Area, Grantee will make a good faith effort to continue to provide services to the Department's clients on a priority basis. Contactor shall provide fair prices for services that may not be covered under the awarded grant but are necessary as a direct result of the City-declared emergency. Grantee will document the expenses incurred and submit a prompt request for payment to the Department.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first specified herein.

CITY

GRANTEE:

Department of Homelessness and Supportive Housing

**EPISCOPAL COMMUNITY SERVICES**

By: 

Jeff Kositsky  
Director

Department of Homelessness and Supportive Housing

6/27/19  
Date

By: 

Mary Elizabeth Stoke  
Executive Director

165 Eighth Street, 3rd Floor  
San Francisco, CA 94103  
Phone: 415.487.3300

6/7/19  
Date

City Supplier ID: 0000020568

**Approved as to Form:**

Dennis J. Herrera  
City Attorney

By: 

Anne Pearson  
Deputy City Attorney

6/17/19  
Date

**Appendix A, Services to be Provided  
by  
Episcopal Community Services  
Henry Hotel  
July 1, 2019 to June 30, 2022**

**I. Purpose of Grant**

The purpose of this grant is to provide property management and support services to adults in permanent supportive housing. The goals of these services are to help tenants retain their housing or move to other appropriate housing, and to maintain a respectful and healthy living environment.

**II. Served Population**

Contractor shall serve formerly homeless and income-eligible adults and older adults. An adult is defined as an individual or couple 18 years old or older without the custody of minors below 18 years of age. Couples consist of two adult individuals who are married, in a domestic partnership, or who can provide documentation of an established partnership. An older adult is defined as an individual aged 55 or older.

**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 City's Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

Eligibility criteria 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 Permanent Supportive Housing programs 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 Property Management and Support Services to tenants residing in 121 units, which includes 54 units supported through Continuum of Care (CoC) Rental Assistance.

**A. Property Management**

1. **Program Applicant Selection and Intake**: Grantee shall follow the processes agreed upon by Contractor, HSH, property owner, housing subsidy administrators, and/or other entities involved with referrals.
2. **Annual Tenant Re-certification**: When required, Grantee shall re-certify tenant income after each year of residence. This is generally done on the anniversary of a tenant's move-in date.
3. **Residential 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 House

Rules 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.

4. Collection of Rents, Security Deposits, and Other Receipts: Grantee shall collect and process rent and other housing-related payments made by tenants.
  - a. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed to process rental subsidies.
  - b. For tenants paying a portion of their income towards rent, Grantee shall assist with payment arrangements and comply with HSH or other requirements governing how much tenants are required to pay.
  - c. For programs that require tenants to enroll in third party rent payment services, Grantee shall complete and submit referral paperwork to the agency providing the service and notify HSH of any problems with the arrangement.
5. Lease Enforcement, Written Notices and Eviction Prevention:
  - a. Grantee shall provide written notice or warning to tenants to notify them of any issue that may affect ongoing tenancy including, but not limited to, failure to pay rent on time or in full, violations of house rules and actions that are in violation of the rental agreement.
  - b. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with laws in effect in San Francisco.
  - c. Grantee shall work with tenants, in conjunction with support services, to resolve issues that put tenants at risk of eviction.
  - d. Grantee shall copy the support services team on all of these communications.
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 restroom 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, safety issues;
  - e. Building security; and
  - f. Preparation of apartments for tenant move-in and move-out.
8. Front Desk Coverage: Grantee shall provide front desk coverage 24 hours per day, seven days per week.

9. Rent Calculation:

- a. Rents are assessed at 30 percent of individual income.
- b. Unit rent shall have a maximum monthly rent of \$503. County Adult Assistance Program (CAAP) recipients are responsible for a tenant rent portion between \$278 and \$318 per month, depending on the type of benefits received. Future tenant rent increases are limited to one per year and must be approved in advance of notice to tenants by the HSH Program Manager. The tenant's portion of the rent while receiving CAAP benefits is determined by HSH and does not require prior notice upon changes.

B. Support Services

Support Services are voluntary and shall be available to all tenants of the building, regardless of whether they were referred and placed by HSH. Support Services shall include, but are not limited to, the following:

1. Outreach: Grantee shall actively engage with tenants to provide information about and invite them to use available Support Services. Outreach methods shall include in-person interactions, written messages, phone calls, voice mail, and emails, as available and appropriate to reach individual tenants.
2. Intake and Assessment: Grantee shall coordinate the initial intake with applicants for vacant units with Property Management, and if possible, begin establishing a rapport with tenants prior to move-in. Grantee shall attempt to coordinate with an incoming tenant's current Case Manager(s) (e.g., at the shelter, agency or Coordinated Entry Access Point where a tenant is currently receiving services) to ensure a warm hand-off and transition into housing. This may include an exchange of information about challenges the tenant is experiencing and/or and current services being accessed in the community.
3. Case Management: Grantee shall provide ongoing meetings and counseling services for tenants to establish goals, develop Individualized Service Plans, and track progress toward achieving those goals. Grantee shall document Case Management meetings, engagement, and status of tenants at least once per month to ensure they are doing well and are receiving the support they need to maintain housing.
4. Benefits Advocacy and Assistance: Grantee shall assist tenants with obtaining or maintaining benefits. Grantee shall provide referrals for and solve problems preventing a tenant's enrollment in county, state and federal benefits programs. Grantee may help tenants identify, apply for and establish appointments for available services such as cash aid, food programs, medical clinics and/or in-home support.
5. Referrals and Coordination of Services: Grantee shall help tenants identify and access services available within the community that meet specific needs or



support progress toward identified goals. Grantee may provide information about services, call to help establish appointments, assist with applications, provide appointment reminders, follow up/check in with tenants regarding progress, and, as necessary, re-refer. Grantee shall also communicate and coordinate with outside service providers and adult health clinics to support existing linkages that tenants may have.

6. Coordination with Property Management: Grantee shall assist tenants in communicating with, responding to and meeting with Property Management. This may include helping a tenant understand the meaning of messages/letters/warnings from Property Management, helping a tenant write requests, responses or complaints, and participating in meetings between the tenant and Property Management to facilitate communication.

Grantee shall coordinate with Property Management and external agencies to find creative ways to engage with tenants, as necessary. This may be the case if a tenant is experiencing challenges with their housing and is not inclined to proactively engage.

7. Wellness Checks: Grantee shall conduct Wellness Checks in accordance with HSH policy 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.
8. Support Groups, Social Events and Organized Activities:
  - a. Grantee shall provide tenants with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other tenants and staff, or to celebrate significant individual, holiday and community events. These events may be planned with or based on input from tenants and shall be held on site at least once per week. Grantee shall post and provide to tenants a monthly calendar of events.
  - b. 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.
  - c. Grantee shall provide appropriate programming for the population(s) served.
9. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all tenants who display indications of housing instability. 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 assist with the de-escalation and resolution of conflicts as needed.

10. Modified Payment Program: Grantee shall offer a Modified Payment Program (MPP) money management/rep payee services (through a HSH designated and funded MPP provider) to ensure timely payment of rent, timely distribution of the non-rent portion of each tenant's warrant, and the prevention of loss of housing due to non-payment of rent.

If Grantee is tenant's representative payee or tenant is enrolled in money management, Grantee shall collect the rent and issue disbursements according to an agreed upon money management plan. If Grantee is not the representative payee, Grantee shall collect rent payments from tenant on a timely basis.

11. Supervision: Grantee shall ensure that on-site Support Services staff has access to bi-monthly case conferencing and ongoing supervision. This allows staff to provide appropriate case management, counseling and referral services to participants with emerging and ongoing mental health issues.

12. Exit Planning and After-Care Services: If a tenant is moving out of the building, Grantee shall outreach to the tenant to engage in exit planning and support the tenant's successful transition out of the program, and coordinate with Property Management, as necessary. The exit plan shall depend on the tenant's needs and preferences but may include establishing a link to outpatient case management as well as access to services in the community. Grantee shall provide and/or coordinate aftercare services following a tenant's exit from the program for up to 90 days or as indicated by tenant need.

## **V. Location and Time of Services**

Grantee shall provide services at 106 Sixth Street, San Francisco, Monday through Friday, during posted business hours. Grantee may also provide services evenings and weekends, and at other times when necessary to best serve tenants.

Grantee shall work with the Property Management staff to coordinate after-hours emergency backup, which will include the ability to reach Property Management by phone. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

## **VI. Service Requirements**

- A. 1:25 Case Manager Ratio: Grantee shall maintain a 1:25 ratio of Case Managers to HSH-placed units.
- B. Vacancies: Grantee shall report vacancies the HSH Program Manager in a timely fashion according to established procedures and process all tenant referrals in the HSH pre-established timeframe.
- C. Coordination with Other Service Providers: Contractor shall maintain a good working relationship with Support Services staff, In-Home Supportive Services (IHSS), HSH,

and all other agencies involved in program operations to ensure communication and coordination that supports program goals.

1. Contractor shall establish a written Memorandum of Understanding (MOU) with Support Service providers and/or Subcontractors, as required by HSH.
- D. Possession of Licenses/Permits: Grantee warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this agreement.
- E. Admission Policy: Admission policies for the 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 tenants are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or AIDS/HIV status.
- F. Language and Interpretation Services: Contractor shall ensure that interpreter services are available, as needed.
- G. Critical/Significant Incidents: Grantee shall adhere to all applicable HSH Critical/Significant Incident policies, including those regarding relevant and appropriate emergency notifications and submission of written reports to HSH.
- H. Grievance Procedure: Contractor agree to establish and maintain a written Tenant Grievance Procedure, which shall include the following elements, as well as others that may be appropriate to the services:
1. The name or title of the person or persons authorized to make a determination regarding the grievance;
  2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
  3. The amount of time required for each step, including when a tenant can expect a response; and
  4. HSH Program Manager's contact information for the tenant to contact after the tenant has exhausted the Contractor's internal Grievance Procedure.
- Contractor 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, Contractor shall provide a copy of the procedure and any amendments to the HSH Program Manager or his/her designated agent.
- I. Annual Tenant Survey: Contractor shall utilize a written anonymous survey of tenants at least once a year to gather feedback and assess the awareness of tenants regarding the services and systems within the program. Contractor shall publicize the survey and offer all tenants the opportunity to participate. Contractor shall offer assistance to

tenants regarding completion of the survey if the written format presents any problem.

J. 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 at all meetings as required by HSH. This shall include quarterly HSH meetings, as needed, such as, but not limited to: hearings on issues related to homelessness; and
3. Attendance at trainings, when required by HSH.

K. Record-Keeping and Reporting:

1. Contractor shall maintain confidential tenant files that contain eligibility documentation, signed lease agreement and lease addenda, and documentation of rent collection and other Property Management services, including but not limited to lease violations letters, legal notices, reasonable accommodations paperwork, and incident reports as part of overall program compliance. When required by HSH, Contractor shall maintain eligibility and inspection documentation in the Online Navigation and Entry (ONE) System.
2. Contractor shall maintain files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.

L. Data Standards:

Grantee shall comply with requirements listed in Section IX. Reporting Requirements of this document. 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. When required by HSH, Grantee shall enter data into the ONE System. 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>.
2. Grantee 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.
3. Any information shared between Grantee, HSH, and other providers about tenants shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines, as applicable.

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. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Working with the neighborhood to ensure that neighboring concerns about the building are heard and addressed;
  2. Working closely with HSH and other relevant agencies to ensure that neighborhood concerns are addressed;
  3. Having a representative of Grantee attend all appropriate neighborhood meetings; and
  4. Actively discouraging loitering in the area surrounding the building.
- O. Compliance with Funding Source Requirements: Contractor recognizes that funding for these services may be provided to the City through federal, state or private foundation awards. Contractor agrees to comply with the provisions of the funding sources.
- P. Compliance with Regulations: Grantee shall:
1. Coordinate with the Department of Building Inspection (DBI), the Department of Public Health (DPH), and/or other City agencies to complete all required inspections of the housing site prior the start of the program; and
  2. Comply with requirements for ongoing facility inspections.
    - a. In the event that Grantee is given notice violations by DBI, DPH, or another City agency, which impacts Contractor's ability to occupy a unit, it shall notify HSH immediately.
  3. Provide facility access to City Departments upon request, including HSH, San Francisco Fire Department, DBI, DPH, and the Mayor's Office.
  4. Additionally, for any unites that receive HUD funding, Grantee shall:
    - a. Ensure that residential buildings meet Housing Quality Standards (HQS) and pass all required HQS inspections upon unit turnover and coordinate with the subsidy administrator to schedule HQS inspections; and
    - b. Notify subsidy administrator of tenant lease violations, including housing exits, in a timely manner.
- Q. Other Program Revenue Sources: Contractor agrees that funds received from a source other than the City to defray any portion of the reimbursable costs allowable under the awarded contract shall be reported to the City and deducted by Contractor from billings to the City to ensure that no portion of the City's reimbursement to Contractor is duplicated.

## **II. Service Objectives**

Contractor shall achieve the Service Objectives listed below. Contractor understands that the Service Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this contract through HSH's amendment or revision process. Contractor will have the opportunity to provide input about proposed changes to Service Objectives before they are finalized.

A. Property Management:

1. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 21 working days, on average.
2. Grantee shall report vacancies and process all referrals in the timeframe required by HSH. Grantee shall fill all vacant rooms within 14 days of referral from HSH.
3. Grantee shall maintain an occupancy rate of at least 90 percent.
4. Grantee shall ensure that fifty percent of tenants complete an annual anonymous Tenant Satisfaction Survey.
5. Grantee shall collect tenant rent portions in a timely manner.

B. Support Services:

1. Grantee shall actively outreach to 95 percent of tenants once every 30 days.
2. Grantee shall develop Individualized Service Plans for 100 percent of tenants within 90 days of service enrollment.
3. Grantee shall update 80 percent of Individualized Service Plans at least once every six months.
4. Grantee shall offer Support Services to 100 percent of all tenants that showed housing instability (non-payment of rent, lease violations) at least once per incident.
5. Grantee shall outreach to 100 percent of tenants with planned exits from the program 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.
6. Grantee shall administer a written anonymous survey of tenants to obtain feedback on the type and quality of program services. Grantee shall offer all tenants the opportunity to take this survey.

**III. Outcome Objectives**

Contractor shall achieve the Outcome Objectives listed below. Contractor understands that the Outcome Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this contract through HSH's amendment or

revision process. Contractor will have the opportunity to provide input about proposed changes to Outcome Objectives before they are finalized.

**A. Property Management:**

1. Ninety percent of surviving tenants will maintain their housing for a minimum of 12 months.
2. Seventy-five percent of tenants who exit housing will move to other permanent housing, or be provided with more appropriate placements.
3. Eighty-five percent of tenant lease violations will be resolved without loss of housing to tenants.
4. Eighty percent of tenants completing an annual Tenant Satisfaction Survey will be satisfied or very satisfied with Property Management services.

**B. Support Services:**

1. Ninety percent of tenants will retain their housing for more than one year.
2. Seventy-five percent of tenants who have an Individualized Service Plan will accomplish one or more goals.
3. One hundred percent of tenants housed for at least six months will have maximized their income and benefits for which they are eligible, or are in the application process.
4. Seventy-five percent of tenants who exit housing will secure housing appropriate to their needs (e.g., independent/unsubsidized housing, move-in with family or friends, transition to level of care appropriate for their needs, etc.).
5. Eighty-five percent of tenant lease violations will be resolved without loss of housing to tenants.
6. Eighty percent of tenants completing an annual tenant satisfaction survey will be satisfied or very satisfied with program services.

**IV. Reporting Requirements**

Contractor shall input data into systems required by HSH, such as the ONE system and CARBON. As program services for these units are supported by various funding sources, including the Mental Health Services Act (MHSA), HUD, and the City's General Fund. Contractor understands that reporting requirements may differ for services funded by different revenue sources.

- A. When required by HSH, Contractor shall enter data into the ONE system.

- B. Contractor shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Contractor shall enter the monthly metrics in the CARBON database by the 15<sup>th</sup> of the following month, including:
  - 1. Occupancy rate; and
  - 2. Number of new placements made for the month, broken down by funding source.
- C. Contractor shall provide a quarterly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Contractor shall enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the quarter, including:
  - 1. Average number of days to turn over units;
  - 2. Number of tenant lease violations that were resolved without loss of housing to tenants; and
  - 3. Number of tenants who exit housing or move to other permanent housing, or are provided with more appropriate placements.
- D. Contractor shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Contractor. Contractor shall enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year, including:
  - 1. Number and percentage of tenants who completed an annual Tenant Satisfaction Survey;
  - 2. Number and percentage of Tenant Satisfaction Survey respondents who indicated they were satisfied or very satisfied with program services; and
  - 3. Number and percentage of surviving tenants who maintain their housing for a minimum of 12 months.
- E. Contractor shall provide Ad Hoc reports as required by HSH and respond to requests by the HSH in a timely manner. These reports may include the following information:
  - 1. Monthly rent roll reports;
  - 2. Monthly cumulative report on the average number of days to complete work orders;
  - 3. Monthly cumulative report on the number and percentage of tenants housed for one year or more; and
  - 4. Monthly cumulative report on the number and percentage of exits to permanent housing.
- F. Contractor shall participate, as required by HSH, in City, State and/or Federal government evaluative studies designed to show the effectiveness of Contractor's services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within 30 working days of receipt of any evaluation report and such response will become part of the official report.



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

**V. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, tenant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on 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 3 service and outcome objectives.
- A. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	E	H	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Append						Page 1 of 4
2	Document Date: <b>5/21/2019</b>						
3	Contract Term		Begin Date	End Date	Contract Length		
4	Current Term		7/1/2019	6/30/2022	# of Years		
5	Amended Term		7/1/2019	6/30/2022	3		
6	<b>BUDGET SUMMARY</b>						
7	Name						
8	Grantee: Episcopal Community Services						
9	Program: Henry Hotel						
10	FSP Contract #1000014089						
11	(Check One) New <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/>						
12	If Amendment, the Effective Date No. of Amendment.						
13							
14		Year 1	Year 2	Year 3	All Years		
15	Program Annual Term	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2022
16		Current	Current	Current	Current Total	Modification	Revised Total
17	<b>Support Services Expenditures</b>						
18	Salaries & Benefits	\$ 468,827	\$ 468,827	\$ 468,827	\$ 1,406,482	\$ -	\$ 1,406,482
19	Operating Expense	\$ 80,990	\$ 80,990	\$ 80,990	\$ 242,970	\$ -	\$ 242,970
20	Subtotal	\$ 549,817	\$ 549,817	\$ 549,817	\$ 1,649,452	\$ -	\$ 1,649,452
21	Indirect Percentage (%)	12.00%	12.00%	12.00%			
22	Indirect Cost (Line 21 X Line 22)	\$ 65,978	\$ 65,978	\$ 65,978	\$ 197,934	\$ -	\$ 197,934
23	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	<b>Total Support Services Expenditures</b>	\$ 615,795	\$ 615,795	\$ 615,795	\$ 1,847,386	\$ -	\$ 1,847,386
26							
27	<b>Property Management Expenditures</b>						
28	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Operating Expense	\$ 1,159,615	\$ 1,159,615	\$ 1,159,615	\$ 3,478,845	\$ -	\$ 3,478,845
30	Subtotal	\$ 1,159,615	\$ 1,159,615	\$ 1,159,615	\$ 3,478,845	\$ -	\$ 3,478,845
31	Indirect Percentage (%)	12.00%	12.00%	12.00%			
32	Indirect Cost (Line 21 X Line 22)	\$ 139,154	\$ 139,154	\$ 139,154	\$ 417,461	\$ -	\$ 417,461
33	Other Expenses (Not subject to indirect %)	\$ 983,624	\$ 983,624	\$ 983,624	\$ 2,950,872	\$ -	\$ 2,950,872
34	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35	<b>Total Property Management Expenditures</b>	\$ 2,282,393	\$ 2,282,393	\$ 2,282,393	\$ 6,847,178	\$ -	\$ 6,847,178
36							
37	<b>Total Expenditures</b>						
38	Salaries & Benefits	\$ 468,827	\$ 468,827	\$ 468,827	\$ 1,406,482	\$ -	\$ 1,406,482
39	Operating Expense	\$ 1,240,605	\$ 1,240,605	\$ 1,240,605	\$ 3,721,815	\$ -	\$ 3,721,815
40	Subtotal	\$ 1,709,432	\$ 1,709,432	\$ 1,709,432	\$ 5,128,297	\$ -	\$ 5,128,297
41	Indirect Percentage (%)						
42	Indirect Cost (Line 21 X Line 22)	\$ 205,132	\$ 205,132	\$ 205,132	\$ 615,396	\$ -	\$ 615,396
43	Other Expenses (Not subject to indirect %)	\$ 983,624	\$ 983,624	\$ 983,624	\$ 2,950,872	\$ -	\$ 2,950,872
44	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45	<b>Total Combined Expenditures</b>	\$ 2,898,188	\$ 2,898,188	\$ 2,898,188	\$ 8,694,564	\$ -	\$ 8,694,564
46	<b>HSH Revenues</b>						
47	General Fund - Ongoing	\$2,074,042	\$ 2,125,893	\$ 2,125,893	\$6,325,828	\$ -	\$ 6,325,828
48	General Fund - CODB	\$ 51,851	\$ -	\$ -	\$ 51,851	\$ -	\$ 51,851
49					\$ -	\$ -	\$ -
50					\$ -	\$ -	\$ -
51					\$ -	\$ -	\$ -
52							
53							
54	<b>Total HSH Revenues</b>	\$ 2,125,893	\$ 2,125,893	\$ 2,125,893	\$ 6,377,679	\$ -	\$ 6,377,679
55	<b>Other Revenues</b>						
56	Rental Income (CAAP)	\$ 104,606	\$ 104,606	\$ 104,606	\$ 313,818		\$ 313,818
57	Rental Income (Non-CAAP)	\$ 191,134	\$ 191,134	\$ 191,134	\$ 573,402		\$ 573,402
58	Rental Income (Shelter Plus Care)	\$ 476,556	\$ 476,556	\$ 476,556	\$ 1,429,668		\$ 1,429,668
59							
60							
61	<b>Total Other Revenues</b>	\$ 772,296	\$ 772,296	\$ 772,296	\$ 2,316,888	\$ -	\$ 2,316,888
62	<b>Total All Revenues</b>	\$ 2,898,189	\$ 2,898,189	\$ 2,898,189	\$ 8,694,567		\$ 8,694,567
63	Full Time Equivalent (FTE)						5.74
65	Prepared by: Lisa Liu Title: Accounting Supervisor Phone No. [list the phone number] E Date: 4/12/19						
66							
67	HSH #1 Template last modified: 3/6/2019						

	A	B	C	D	E	F	I	L	AJ	AK	AL	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)											Page 2 of 4
2												
3	Document Date: 5/21/2019											
4												
5	SALARY & BENEFIT DETAIL											
6	Grantee: Episcopal Community Services											
7	Program: Henry Hotel											
8	FSP Contract #1000014089					Year 1	Year 2	Year 3	All Years			
9						7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2022	
10		Agency Totals	For HSH Program			Current	Current	Current	Current Total	Modification	Revised Total	
11	POSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by HSH	Adjusted Budgeted FTE	Current Budgeted Salary	Current Budgeted Salary	Current Budgeted Salary	Current Budgeted Salary	Change	New Budgeted Salary	
12	Olivencia, Loretta-Support Services Manager	\$73,554.00	1.00	100.00%	1.00	\$73,554	\$73,554	\$73,554	\$ 220,662	\$ -	\$ 220,662	
13	Sexton, Candy-Case Manager III	\$45,840.00	1.00	100.00%	1.00	\$45,840	\$45,840	\$45,840	\$ 137,520	\$ -	\$ 137,520	
14	Spears, Claire-Case Manager III	\$54,370.00	1.00	100.00%	1.00	\$54,370	\$54,370	\$54,370	\$ 163,110	\$ -	\$ 163,110	
15	Cornejo, Aleister-Case Manager III Bilingual	\$54,601.00	1.00	100.00%	1.00	\$54,601	\$54,601	\$54,601	\$ 163,803	\$ -	\$ 163,803	
16	OPEN-CM III	\$45,148.00	1.00	100.00%	1.00	\$45,148	\$45,148	\$45,148	\$ 135,444	\$ -	\$ 135,444	
17	Ecker, Scott-Housing Services Director	\$119,494.00	1.00	7.69%	0.08	\$9,198	\$9,198	\$9,198	\$ 27,595	\$ -	\$ 27,595	
18	Sambolin, Irving-Database Specialist & Compliance Monitor	\$54,768.00	1.00	8.00%	0.08	\$4,351	\$4,351	\$4,351	\$ 13,053	\$ -	\$ 13,053	
19	Tuvera, Desiree-Admin Ass/Quality Assurance Specialist	\$60,344.00	1.00	8.00%	0.08	\$3,935	\$3,935	\$3,935	\$ 11,806	\$ -	\$ 11,806	
20	Kawasaki, Kumiko-Clinical Services Manager	\$78,582.00	1.00	3.85%	0.04	\$1,572	\$1,572	\$1,572	\$ 4,717	\$ -	\$ 4,717	
21	Tarzon, Elizabeth Mary-Director of Hlth Aging	\$114,071.00	1.00	1.73%	0.02	\$1,966	\$1,966	\$1,966	\$ 5,899	\$ -	\$ 5,899	
22	Holmes, Maggie- Manager of Master-Leased Operations	\$79,974.00	1.00	16.67%	0.17	\$13,334	\$13,334	\$13,334	\$ 40,003	\$ -	\$ 40,003	
23	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	\$136,804.00	1.00	2.00%	0.02	\$2,728	\$2,728	\$2,728	\$ 8,183	\$ -	\$ 8,183	
24	Hamilton, Travis-Direct support for Housing Srvc D	\$89,544.00	1.00	8.00%	0.08	\$7,171	\$7,171	\$7,171	\$ 21,512	\$ -	\$ 21,512	
25	OPEN- housing Srvc -Asso director 2	\$89,544.00	1.00	8.00%	0.08	\$6,696	\$6,696	\$6,696	\$ 20,087	\$ -	\$ 20,087	
26	Huis, Justin-Manager Outcomes & Evaluation	\$79,061.00	1.00	2%	0.02	\$1,585	\$1,585	\$1,585	\$ 4,754	\$ -	\$ 4,754	
27	Suttie, Nickolas-Database Specialist & Compliance Monitor	\$51,771.00	1.00	8%	0.08	\$4,110	\$4,110	\$4,110	\$ 12,330	\$ -	\$ 12,330	
28												
29	TOTALS		16.00	5.74	5.74	\$ 330,160	\$ 330,160	\$ 330,160	\$ 990,480	\$ -	\$ 990,480	
30												
31	FRINGE BENEFIT RATE	42.00%				42.00%	42.00%	42.00%				
32	EMPLOYEE FRINGE BENEFITS					\$ 138,667	\$ 138,667	\$ 138,667	\$ 416,002	\$ -	\$ 416,002	
33												
34												
35	TOTAL SALARIES & BENEFITS					\$ 468,827	\$ 468,827	\$ 468,827	\$ 1,406,482	\$ -	\$ 1,406,482	
36	HSH #2											

Template last modified:

3/6/2019

	A	B	E	H	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (A)						Page 3 of 4
2							
3	Document Date: 5/21/2019						
4							
5	<b>OPERATING DETAIL</b>						
6	Grantee: Episcopal Community Services						
7	Program: Henry Hotel						
8	FSP Contract #1000014089	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>All Years</b>		
9		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2022
10		Current	Current	Current	Current Total	Modification	Revised Total
11	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
12	Rental of Property		\$ -	\$ -	\$ -	\$ -	\$ -
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 9,921	\$ 9,921	\$ 9,921	\$ 29,763	\$ -	\$ 29,763
14	Office Supplies, Postage	\$ 41,211	\$ 41,211	\$ 41,211	\$ 123,633	\$ -	\$ 123,633
15	Building Maintenance Supplies and Repair		\$ -	\$ -	\$ -	\$ -	\$ -
16	Printing and Reproduction	\$ 2,877	\$ 2,877	\$ 2,877	\$ 8,631	\$ -	\$ 8,631
17	Insurance	\$ 8,884	\$ 8,884	\$ 8,884	\$ 26,652	\$ -	\$ 26,652
18	Staff Training	\$ 3,852	\$ 3,852	\$ 3,852	\$ 11,556	\$ -	\$ 11,556
19	Staff Travel-(Local & Out of Town)		\$ -	\$ -	\$ -	\$ -	\$ -
20	Rental of Equipment		\$ -	\$ -	\$ -	\$ -	\$ -
21	Program/Client Materials	\$ 8,807	\$ 8,807	\$ 8,807	\$ 26,421	\$ -	\$ 26,421
22	Food and Food Supplies	\$ 4,438	\$ 4,438	\$ 4,438	\$ 13,314	\$ -	\$ 13,314
23			\$ -	\$ -	\$ -	\$ -	\$ -
24			\$ -	\$ -	\$ -	\$ -	\$ -
25			\$ -	\$ -	\$ -	\$ -	\$ -
26	<u>Consultants</u>		\$ -	\$ -	\$ -	\$ -	\$ -
27	Professional Fees	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000	\$ -	\$ 3,000
28			\$ -	\$ -	\$ -	\$ -	\$ -
29			\$ -	\$ -	\$ -	\$ -	\$ -
30	<u>Subcontractors</u>		\$ -	\$ -	\$ -	\$ -	\$ -
31			\$ -	\$ -	\$ -	\$ -	\$ -
32			\$ -	\$ -	\$ -	\$ -	\$ -
33			\$ -	\$ -	\$ -	\$ -	\$ -
34			\$ -	\$ -	\$ -	\$ -	\$ -
35			\$ -	\$ -	\$ -	\$ -	\$ -
36							
37	<b>TOTAL OPERATING EXPENSES</b>	\$ 80,990	\$ 80,990	\$ 80,990	\$ 242,970	\$ -	\$ 242,970
38							
39	<u>Other Expenses (not subject to indirect cost %)</u>						
40			\$ -	\$ -	\$ -	\$ -	\$ -
41			\$ -	\$ -	\$ -	\$ -	\$ -
42			\$ -	\$ -	\$ -	\$ -	\$ -
43			\$ -	\$ -	\$ -	\$ -	\$ -
44			\$ -	\$ -	\$ -	\$ -	\$ -
45			\$ -	\$ -	\$ -	\$ -	\$ -
46			\$ -	\$ -	\$ -	\$ -	\$ -
47							
48	<b>TOTAL OTHER EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49							
50	<b>HSH #3</b>				Template last modified: 3/6/2019		

	A	B	E	H	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (A)						Page 3 of 4
2							
3	Document Date: 5/21/2019						
4							
5	<b>OPERATING DETAIL</b>						
6	Grantee: Episcopal Community Services						
7	Program: Henry Hotel						
8	FSP Contract #1000014089						
9							
10							
11	Operating Expenses						
12	Rental of Property						
13	Utilities(Elec, Water, Gas, Phone, Scavenger)						
14	Office Supplies, Postage						
15	Building Maintenance Supplies and Repair						
16	Printing and Reproduction						
17	Insurance						
18	Staff Training						
19	Staff Travel-(Local & Out of Town)						
20	Rental of Equipment						
21	Renting Expenses						
22	Elevator Maintenance						
23	Plumbing & Electric Repairs						
24	Equipment Repair						
25							
26	Consultants						
27	Legal Fees/Permits						
28	Professional Fees						
29							
30	Subcontractors						
31	Caritas - Contract Staffing						
32	Caritas - Contract Benefits						
33	Caritas - Management Fees						
34							
35							
36							
37	TOTAL OPERATING EXPENSES						
38							
39	Other Expenses (not subject to indirect cost %)						
40	Rental of Property						
41							
42							
43							
44							
45							
46							
47							
48	TOTAL OTHER EXPENSES						
49							
50	HSH #3						

## **Appendix C, Method of Payment**

- I.** In accordance with Article 5 Use and Disbursement of Grant Funds of the Agreement, payments shall be made for actual costs incurred and reported for each month. Under no circumstances shall payment exceed the amount set forth in Section 5.1 Maximum Amount of Grant Funds of the Agreement.
- II.** Grantee shall submit all bills, invoices and related documentation in the format specified by the Department of Homelessness and Supportive Housing (HSH) within 15 days after the month of service to HSH's web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>  
  
Grantee may submit bills, invoices and related documentation in the format specified by HSH via paper or email only upon special permission by their assigned Contract Manager.
- III.** Grantee must sign up to receive payments electronically via Automated Clearing House (ACH). Remittance information will be provided through Paymode-X. Additional information and sign up is available at: [http://www.paymode.com/city\\_countyofsanfrancisco](http://www.paymode.com/city_countyofsanfrancisco)
- IV.** The Executive Director or CFO must submit a letter of authorization designating specific users who will have access to CARBON to electronically submit and sign for invoices, budget revision requests, program reports, and view other information that is in CARBON.
  - A.** Submittal of the invoice by designated authorized personnel with proper login credentials constitutes an electronic signature and certification of the invoice.
  - B.** Authorized personnel with CARBON login credentials shall not share or internally reassign logins.
  - C.** Grantee shall notify the HSH Contract Manager immediately regarding any need for the restriction or termination of a previously authorized CARBON login.
- V.** Invoices shall include actual expenditures incurred during the month, unless otherwise specified.
  - A.** The invoice supplied shall include the total dollar amount claimed for the month.
  - B.** There shall be no variance from the line item budget submitted which adversely affects program performance as contained in the Grantee's proposal and specified in the grant, unless otherwise approved in writing per HSH's Invoicing and Contract Modification policy.
  - C.** The invoice shall show by line item:
    - 1. Budgeted amount (per approved grant budget or modification);
    - 2. Expenses for invoice period;
    - 3. Expenses year-to-date;

4. Percentage of budget expended;
5. Remaining balance;
6. Adjustments, including advance payment recovery; and
7. Program income when specified in the grant Agreement.

**D.** Personnel expenditures will show same line item categories by position detail. Detail will show name of employee, position name, %FTE and budgeted salary.

**E.** Supporting Documentation, except as discussed below need not be submitted with the invoice. However, Grantee must keep and make available as requested such supporting documentation for all expenditures for which reimbursement is requested for all costs so claimed. All charges incurred shall be due and payable only after services have been rendered, except as stated otherwise. Supporting documentation must be uploaded into CARBON and submitted along with the invoice.

- Documentation should be submitted with the invoice for all payroll expenses paid to budgeted personnel for the period covered by the invoice. Payroll information can be from a payroll service or a payroll ledger from the Grantee's accounting system.
- For any and all non-recurring expenditures (e.g. equipment purchases/capital upgrades and building repair and upgrades) and/or items that exceed \$5,000, Grantee shall supply back-up documentation in the form of a paid invoice(s).
- Indirect costs shall not be applied to non-reoccurring expenses.
- All subcontracted services must be documented by submission of the subcontractor's paid invoice, regardless of dollar amount.
- If this grant Agreement contains any Pass-Through funding requiring specific expense documentation from the source agency, Federal, State, Private or other then the following documentation shall also be included with each invoice submission:

Funding Agency: Federal \_\_\_\_\_ CFDA or other Identification #: \_\_n/a\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**VI.** Within 45 days after the end of the grant period, Grantee shall submit a final report reflecting actual expenditures, which will be supported by the Grantee's accounting records. If a refund is due HSH, it will be submitted with the final report.

**VII.** Advances or prepayments are allowable in order to meet the Grantee cash flow needs in certain unique circumstances. The Agency, at its sole discretion, shall make available to the

Grantee upon written request an advance amount not to exceed two (2) months or 1/6<sup>th</sup> of the total annualized grant award, or as mutually agreed upon. The advanced sum shall be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment by the tenth month of the fiscal year. 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. Requests for advance payment will be granted on a case-by-case basis and are not intended to be a regular "automatic" procedure. Approval will be a consensus of Program and Contract Staff.

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

- A. All contractual compliance requirements must be current, i.e., reports submitted and approved, corrective actions resolved, business tax and insurance certificates in place, prompt and fully documented billings;
- B. The Grantee shall submit a written request with a narrative justification that fully describes the unique circumstances to the Program Manager and Contract Manager for review and approval; and
- C. Final invoice from the preceding fiscal year must be received prior to advance distribution.

**VIII.** Timely Submission of Reports – If reports/documents are required, Grantee shall submit these reports prior to submitting invoices. Failure to submit required reports/documents in CARBON by specified deadlines may result in withholding of grant payments.



## Appendix D – Interests In Other City Grants

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

CITY DEPARTMENT OR COMMISSION	Date of Grant	Amount of Grant
DHSH - Shelters - Next Door	7/1/14 - 6/30/19	18,078,716
DHSH - Shelters - Sanctuary	7/1/14 - 6/30/19	14,897,930
DHSH – Shelters – Winter InterFaith	11/1/14 – 6/30/21	1,315,702
DHSH – Shelters – Emergency Solution Grant	7/1/18 - 6/30/20	162,232
DHSH – Shelters – Coordinated Entry – Access Points	7/1/18 – 6/30/20	7,243,341
DHSH – Shelters – Coordinated Entry – Housing Stabilization	7/1/18 – 6/30/20	5,297,456
DHSH - Housing - Canon Barcus	7/1/14 - 6/30/20	2,798,246
DHSH - Housing – Bishop Swing	7/1/14 – 6/30/20	3,979,857
DHSH – Housing – Canon Kip Community House	7/1/14 – 6/30/20	1,528,390
DHSH – Housing – The Rose Hotel	7/1/14 – 6/30/20	353,650
DHSH - Housing - 1180 4th Street Housing	7/1/14 - 6/30/20	2,353,457
DHSH – Housing – 455 Fell Street Housing	5/15/19 – 6/30/22	837,199
DHSH - Housing - CNC - Alder	7/1/14 - 6/30/20	9,531,266
DHSH - Housing - CNC - Crosby	7/1/14 - 6/30/20	10,231,722
DHSH - Housing - CNC - Elm	7/1/14 - 6/30/20	6,681,450
DHSH - Housing - CNC - Hillsdale	7/1/14 - 6/30/20	6,479,521
DHSH - Housing - CNC - Mentone	7/1/14 - 6/30/20	6,396,342
DHSH - Housing - CNC - Henry Hotel	9/1/15 – 6/30/24	17,555,139
DHSH – Housing – CNC – Auburn	7/1/17 - 6/30/19	2,269,992
DHSH - Housing - Rental Subsidies	3/1/16 – 6/30/20	1,001,144
DHSH – Housing – Rapid Rehousing	3/1/16 – 6/30/20	1,712,538
DAAS – Senior Services – Case Management	7/1/18 - 6/30/21	869,868
DAAS – Senior Services – Community Services	7/1/18 – 6/30/20	499,890
DAAS - Congregate Meals/Seniors	7/1/17 - 6/30/20	651,555
DAAS - Congregate Meals/Adults with Disabilities	7/1/17 - 6/30/20	81,773
MOHCD – CHEFS – OEWD – CDBG	7/1/18 – 6/30/19	100,000
MOHCD – Adult Education Center - CDBG	7/1/18 – 6/30/20	140,000
MOHCD – Administration/Non Profit Resiliency Fund - General	6/1/18 – 6/30/20	45,000
DHSH - Housing - Canon Kip/SHP	1/2/15-1/1/21	516,654
DHSH - Housing - The Rose/SHP	1/2/15-1/1/21	883,074
DHSH – Housing - Minna Lee	4/1/18 – 6/30/23	1,804,616
DHSH – Shelters – Navigation Center Mission Street	3/16/18 – 9/30/18	7,992,725
DHSH – Shelters – Navigation Center 5 <sup>th</sup> & Bryant	5/1/18 – 6/30/20	5,009,566
DHSH – Shelters – Navigation Center 5 <sup>th</sup> & Bryant Storage	12/1/18-11/30/20	1,009,404
DHSH – Shelters – Navigation Center Central Waterfront	5/1/17 - 4/30/20	7,467,948
DHSH – Shelters – Navigation Center 5 Keys Consulting	6/1/18 – 6/30/19	179,635
HSA – Employment Services	2/1/18 – 6/30/21	1,367,400
DPH – Behavioral Health Services – SF START	7/1/18 – 12/31/22	5,085,900

**Appendix E, Permitted Subcontractors**

<b>Name</b>
Caritas Management Corporation

## **Appendix F, Dispute Resolution Procedure For Health and Human Services Nonprofit Contractors**

### **Introduction**

The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at

[https://sfgov.org/sfc/npcontractingtf/Modules/CNPCTF\\_BOS\\_RPT\\_06-26-03\(1\)\\_3adc.PDF](https://sfgov.org/sfc/npcontractingtf/Modules/CNPCTF_BOS_RPT_06-26-03(1)_3adc.PDF).

The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.

The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit contractors. Any questions for concerns about this Dispute Resolution Procedure should be addressed to [purchasing@sfgov.org](mailto:purchasing@sfgov.org).

### **Dispute Resolution Procedure**

The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services contractors.

Contractors and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department.

If informal discussion has failed to resolve the problem, contractors and departments should employ the following steps:

- **Step 1**      The contractor will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the Agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will

either convene a meeting with the contractor or provide a written response to the contractor within 10 working days.

- Step 2      Should the dispute or concern remain unresolved after the completion of Step 1, the contractor may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to the contractor. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
- Step 3      Should Steps 1 and 2 above not result in a determination of mutual agreement, the contractor may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to the contractor. The Department will respond in writing within 10 working days.

In addition to the above process, contractors have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [https://sfgov.org/sfc/npcontractingtf/Modules/CNPCTF\\_BOS\\_RPT\\_06-26-03\(1\)\\_3adc.PDF](https://sfgov.org/sfc/npcontractingtf/Modules/CNPCTF_BOS_RPT_06-26-03(1)_3adc.PDF).

The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites contractors to submit concerns about a department's implementation of the policies and procedures. Contractors can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. The contractor must submit the request in writing to [purchasing@sfgov.org](mailto:purchasing@sfgov.org). This request shall describe both the nature of the concern and why the process to date is not satisfactory to the contractor. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

**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 **June 1, 2019** Grant Agreement (the "Agreement") is dated as of **March 8, 2022** 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, Ordinance No. 61-19 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 **July 1, 2019** between Grantee and City;
- (b) "Subgrantee" shall mean any person or entity expressly permitted under Article 13 that provides services to Grantee in fulfillment of Grantee's obligations arising from this Agreement.

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

**2.1 Section 2.2 Certification of Controller; Guaranteed Maximum Costs** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**2.2 Certification of the Controller.** Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization.

**2.2 Section 2.5 Maximum Costs** is hereby added to the Agreement:

**2.5 Maximum Costs.** Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies provided by Grantee that are beyond the scope of the services, materials, equipment and supplies agreed upon herein and not approved by a written amendment to this Agreement lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement that exceeds the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

**2.3 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 Agency has notified Grantee thereof in writing.

3.2 Duration of Term. The term of this Agreement shall commence on the later of (a) July 1, 2019 and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on June 30, 2022. 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 **July 1, 2019** 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.

**2.4 ARTICLE 4 IMPLEMENTATION OF GRANT PLAN** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**ARTICLE 4 IMPLEMENTATION OF GRANT PLAN**

**4.1 Implementation of Grant Plan; Cooperation with Monitoring.**

Grantee shall diligently and in good faith implement the Grant Plan on the terms and conditions set forth in this Agreement and, to the extent that they do not differ from this Agreement, the Application Documents. Grantee shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without the prior written consent of City. Grantee shall promptly comply with all standards, specifications and formats of City, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and shall cooperate in good faith with City in any evaluation, planning or monitoring activities conducted or authorized by City.

**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).

**4.3 Ownership of Results.** Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.

**4.4 Works for Hire.** If, in connection with this Agreement or the implementation of the Grant Plan, Grantee or any subgrantee creates artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship or Publications, such creations shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such creations shall be the property of City. If it is ever determined that any



such creations are not works for hire under applicable law, Grantee hereby assigns all copyrights thereto to City, and agrees to provide any material, execute such documents and take such other actions as may be necessary or desirable to effect such assignment. With the prior written approval of City, Grantee may retain and use copies of such creations for reference and as documentation of its experience and capabilities. Grantee shall obtain all releases, assignments or other agreements from subgrantees or other persons or entities implementing the Grant Plan to ensure that City obtains the rights set forth in this Grant.

#### **4.5 Publications and Work Product.**

- (a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property funded in whole or part with the Grant Funds, whether those elements are written, oral or in any other medium. Grantee has the burden of demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.
- (b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for approval, if City so requests, any other program material or form that Grantee uses or proposes to use in furtherance of the Grant Plan, and Grantee shall promptly provide to City one copy of all such materials or forms within two (2) days following City's request. The City's approval of any material hereunder shall not be deemed an endorsement of, or agreement with, the contents of such material, and the City shall have no liability or responsibility for any such contents. The City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by the City of such material. Grantee shall not charge for the use or distribution of any Publication funded all or in part with the Grant Funds, without first obtaining City's written consent, which City may give or withhold in its sole discretion.
- (c) Grantee shall distribute any Publication solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion. In addition, Grantee shall furnish any services funded in whole or part with the Grant Funds under this Agreement solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion.

- (d) City may disapprove any element of work or property funded in whole or part by the Grant Funds that City determines, in its sole discretion, has any of the following characteristics: is divisive or discriminatory; undermines the purpose of the Grant Plan; discourages otherwise qualified potential employees or volunteers or any clients from participating in activities covered under the Grant Plan; undermines the effective delivery of services to clients of Grantee; hinders the achievement of any other purpose of City in making the Grant under this Agreement; or violates any other provision of this Agreement or applicable law. If City disapproves any element of the Grant Plan as implemented, or requires any change to it, Grantee shall immediately eliminate the disapproved portions and make the required changes. If City disapproves any materials, activities or services provided by third parties, Grantee shall immediately cease using the materials and terminate the activities or services and shall, at City's request, require that Grantee obtain the return of materials from recipients or deliver such materials to City or destroy them.
- (e) City has the right to monitor from time to time the administration by Grantee or any of its subcontractors of any programs or other work, including, without limitation, educational programs or trainings, funded in whole or part by the Grant Funds, to ensure that Grantee is performing such element of the Grant Plan, or causing such element of the Grant Plan to be performed, consistent with the terms and conditions of this Agreement.
- (f) Grantee shall acknowledge City's funding under this Agreement in all Publications. Such acknowledgment shall conspicuously state that the activities are sponsored in whole or in part through a grant from the Department. Except as set forth in this subsection, Grantee shall not use the name of the Department or City (as a reference to the municipal corporation as opposed to location) in any Publication without prior written approval of City.

**2.5 ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS** of the Agreement currently reads as follows:

**5.1 Maximum Amount of Grant funds.**

The amount of the Grant Funds disbursed hereunder shall not exceed Six Million Three Hundred Seventy Seven Thousand Six Hundred Seventy Nine Dollars (\$6,377,679) for the period from July 1, 2019 to June 30, 2022, plus any contingent amount authorized by City and certified as available by the Controller.

Contingent amount: Up to Two Million Five Hundred Thousand Dollars (\$2,500,000) for the period from July 1, 2021 to June 30, 2022, may be available, in the City's sole discretion as a contingency but only subject to

written authorization by the City and if monies are certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed Eight Million Eight Hundred Seventy Seven Thousand Six Hundred Seventy Nine Dollars (\$8,877,679) for the period from July 1, 2019 to June 30, 2022.

Grantee understands that the maximum amount of Grant Funds disbursement identified above in Section 5.1 of this Agreement, includes the amount shown as the contingent amount and may not to be used in Program Budget(s) attached to this Agreement as Appendix B, and is not available to Grantee without a written revision to the Program Budgets of Appendix B approved by Agency. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies and procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Appendix B and defined as eligible expenses in 2 CFR Part 200 Subpart E, Cost Principles, if the source of funding for this program is Federal, and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget, if any, and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

5.3 Disbursement Procedures. Grant Funds shall be disbursed to Grantee as follows:

(a) Grantee shall submit to the Agency, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C. Any Funding Request that is submitted and is not approved by the Agency shall be returned by the Agency to Grantee with a brief statement of the reason for the Agency's rejection of such Funding Request. If any such rejection relates only to a portion of Eligible Expenses itemized in such Funding Request, the Agency shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Agency.

(b) The Agency shall make all disbursements of Grant Funds pursuant to this Section by check payable to Grantee, sent via U.S. mail or by Automated Clearing House (ACH) payments authorized by the City Controller's Office in accordance with Article 15, unless the Agency otherwise agrees in writing, in its sole discretion. The Agency shall make disbursements of Grant Funds no more than once during each month for the term of the grant.

5.4 State or Federal Funds:

(a) Disallowance. With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, 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 the amount disallowed from any payment due or to become due to Grantee under this Agreement or 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) Single Audit Requirements. Grantees that expend \$750,000 or more in a fiscal year that began after December 26, 2014 from any and all Federal awards shall have a single audit conducted in each of those fiscal years accordance with 2 CFR Part 200 Subpart F . Grantees that expend less than \$750,000 a year in Federal awards are exempt from the single audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal Agency, pass-through entity and General Accounting Office, and are still subject to other audit requirements as specified in 2 CFR Subpart F §200.501.

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

## **ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS**

### **5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Seven Hundred Thirty Eight Thousand Five Hundred Twelve Dollars (\$9,738,512)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine Hundred Fifty Three Thousand Two Hundred Six Dollars (\$953,206)** 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.

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget 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.

**5.3 Disbursement Procedures.** Grant Funds shall be disbursed to Grantee as follows:

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.
- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach). The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

**5.4 Reserved. (State or Federal Funds).**

**2.6 Section 6.4 Financial Statements** of the Agreement is hereby deleted and replaced in its entirety with:

**6.4 Financial Statements.** Pursuant to San Francisco Administrative Code Section 67.32 and Controller requirements, if requested, within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash

flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee.

**2.7 Section 6.7 Submitting False Claims; Monetary Penalties** of the Agreement 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 as set forth in Appendix A, Services to be Provided. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages 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.

**2.8 Section 6.8 Ownership of Results** of the Agreement currently reads as follows:

**6.8 Ownership of Results.** Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.

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

**6.8 Grantee's Board of Directors.** Grantee shall at all times be governed by a legally constituted and fiscally responsible board of directors. Such board of directors shall meet regularly and maintain appropriate membership, as established in Grantee's bylaws and other governing documents and shall adhere to applicable provisions of federal, state and local laws governing nonprofit corporations. Grantee's board of directors shall exercise such oversight responsibility with regard to this Agreement as is necessary to

ensure full and prompt performance by Grantee of its obligations under this Agreement.

**2.9 Section 6.9 Works for Hire** of the Agreement is hereby deleted in its entirety.

**2.10 Section 7.3 Reserved (Earned Income Credit (EIC) Forms).** of the Agreement is hereby deleted and replaced in its entirety with:

**7.3 Withholding.** Grantee agrees that it is obligated to pay all amounts due to the City under the San Francisco Business and Tax Regulations Code during the term of this Agreement. Pursuant to Section 6.10-2 of the San Francisco Business and Tax Regulations Code, Grantee further acknowledges and agrees that City may withhold any payments due to Grantee under this Agreement if Grantee is delinquent in the payment of any amount required to be paid to the City under the San Francisco Business and Tax Regulations Code. Any payments withheld under this paragraph shall be made to Grantee, without interest, upon Grantee coming back into compliance with its obligations.

**2.11 ARTICLE 10 INSURANCE** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

#### **ARTICLE 10 INSURANCE**

**10.1 Types and Amounts of Coverage.** Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:

(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 Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations, and

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; and

(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.

**10.2 Additional Requirements for General and Automobile Coverage.**

Commercial General Liability and Commercial Automobile Liability insurance policies shall:

- (a) Name as Additional Insured City and County of San Francisco and its officers, agents and employees.
- (b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

**10.3 Additional Requirements for All Policies.** All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.

**10.4 Required Post-Expiration Coverage.** Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

**10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs.** Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

**10.6 Evidence of Insurance.** Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and Additional Insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

**10.7 Effect of Approval.** Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.



**10.8 Insurance for Subcontractors and Evidence of this Insurance.** If a subcontractor will be used to complete any portion of this agreement, Grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and Grantee listed as Additional Insureds.

**2.12 Section 11.1 Events of Default (c) Failure to Comply with Applicable Laws** of the Agreement is hereby deleted and replaced by the following:

**(c) Failure to Comply with Representations and Warranties or Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 16.

**2.13 Section 11.2 Remedies Upon Event of Default** of the Agreement is hereby deleted and replaced with the following:

**11.2 Remedies upon Event of Default.** Upon and during the continuance of an Event of Default, City may do any of the following, individually or in combination with any other remedy:

- (a) Termination.** City may terminate this Agreement by giving a written termination notice to Grantee of the Event of Default and that, on the date specified in the notice, this Agreement shall terminate and all rights of Grantee hereunder shall be extinguished. In the sole discretion of the City, Grantee may be allowed ten (10) days to cure the default. In the event of termination for default, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.
- (b) Withholding of Grant Funds.** City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default, if granted by the City in its sole discretion, shall be disbursed without interest.
- (c) Offset.** City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.
- (d) Return of Grant Funds.** City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by

Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

**2.14 Section 11.3 Termination for Convenience** of the Agreement is hereby deleted and replaced by the following:

**11.3 Termination for Convenience.** City shall have the option, in its sole discretion, to terminate this Agreement at any time for convenience and without cause. City shall exercise this option by giving Grantee written notice that specifies the effective date of termination. Upon receipt of the notice of termination, Grantee shall undertake with diligence all necessary actions to effect the termination of this Agreement on the date specified by City and minimize the liability of Grantee and City to third parties. Such actions shall include, without limitation:

- (a) Halting the performance of all work under this Agreement on the date(s) and in the manner specified by City;
- (b) Terminating all existing orders and subcontracts, and not placing any further orders or subcontracts for materials, services, equipment or other items; and
- (c) Completing performance of any work that City designates to be completed prior to the date of termination specified by City.

In no event shall City be liable for costs incurred by Grantee or any of its subcontractors after the termination date specified by City, except for those costs incurred at the request of City pursuant to this section.

**2.15 ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS** of the Agreement is hereby deleted and replaced with the following:

**ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS**

**12.1 Proprietary or Confidential Information of City.** Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.

**12.2 Sunshine Ordinance.** Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee covered by Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.

**12.3 Financial Projections.** Pursuant to San Francisco Administrative Code Section 67.32, Grantee agrees upon request to provide City with financial projections (including profit and loss figures) for the activities and/or projects contemplated by this Grant ("Project") and annual audited financial statements thereafter. Grantee agrees that all such projections and financial statements shall be public records that must be disclosed.

**2.16 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 <a href="mailto:hshcontracts@sfgov.org">hshcontracts@sfgov.org</a>
-------------------------------	---

If to Grantee:	Episcopal Community Services 165 Eighth Street, 3rd Floor San Francisco, CA 94103 Attn: Mary Elizabeth Stokes Email: <a href="mailto:bstokes@ecs-sf.org">bstokes@ecs-sf.org</a>
----------------	---

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.

**2.17 ARTICLE 16 COMPLIANCE** of the Agreement is hereby deleted and replaced by the following:

## **ARTICLE 16 COMPLIANCE**

**16.1 Reserved.**

**16.2 Nondiscrimination; Penalties.**

- (a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.
- (b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- (c) **Non-Discrimination in Benefits.** Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such

registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.

- (d) **Condition to Contract.** As a condition to this Agreement, Grantee shall execute the “Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits” form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.
- (e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

### **16.3 Reserved.**

**16.4 Tropical Hardwood and Virgin Redwood Ban.** Pursuant to § 804(b) of the San Francisco Environment Code, City urges all grantees not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

**16.5 Drug-Free Workplace Policy.** Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.

**16.6 Resource Conservation; Liquidated Damages.** Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.

**16.7 Compliance with ADA.** Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.

**16.8 Requiring Minimum Compensation for Employees.** Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Chapter 12P.

**16.9 Limitations on Contributions.** By executing this Agreement, Grantee acknowledges its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the contract; each member of Grantee's board of directors; Grantee's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10 percent in Grantee; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Grantee. Grantee certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the grant, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

**16.10 First Source Hiring Program.** Contractor must comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San

Francisco Administrative Code, that apply to this Agreement, and Contractor is subject to the enforcement and penalty provisions in Chapter 83.

**16.11 Prohibition on Political Activity with City Funds.** In accordance with San Francisco Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, “Political Activity”). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference. Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (ii) Grantee shall have the burden to prove that no funding from this Agreement has been used for such Political Activity. Grantee agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this section. In the event Grantee violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other agreements between Grantee and City, (ii) prohibit Grantee from bidding on or receiving any new City contract for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

**16.12 Preservative-treated Wood Containing Arsenic.** Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term “preservative-treated wood containing arsenic” shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Grantee may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Grantee from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term “saltwater immersion” shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

**16.13 Reserved. (Working with Minors).**

**16.14 Protection of Private Information.** Grantee has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, “Nondisclosure of Private Information,” and 12M.3, “Enforcement” of Administrative Code Chapter 12M, “Protection of Private Information,” which are incorporated herein as if fully set forth. Grantee agrees that any failure of Grantee to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Agreement. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement, bring a false claim action against Grantee pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar Grantee.

**16.15 Public Access to Meetings and Records.** If Grantee receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, Grantee agrees to open its meetings and records to the public in the manner set forth in Sections 12L.4 and 12L.5 of the Administrative Code. Grantee further agrees to make good-faith efforts to promote community membership on its Board of Directors in the manner set forth in Section 12L.6 of the Administrative Code. Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. Grantee further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

**16.16 Consideration of Criminal History in Hiring and Employment Decisions.**

- (a) Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T, “City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions,” of the San Francisco Administrative Code (“Chapter 12T”), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at <http://sfgov.org/olse/fco>. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.
- (b) The requirements of Chapter 12T shall only apply to a Contractor’s or Subcontractor’s operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to



applicants and employees who would be or are performing work in furtherance of this Agreement, and shall apply when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco. Chapter 12T shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

**16.17 Food Service Waste Reduction Requirements.** Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

**16.18 Reserved. (Slavery Era Disclosure).**

**16.19 Reserved. (Distribution of Beverages and Water).**

**16.20 Duty to Collect and Record Client Sexual Orientation and Gender Identity Data.** Contractor shall comply with San Francisco Administrative Code Chapter 104 by seeking to collect and record information about clients' sexual orientation and gender identity, and reporting such data to the Department of Homelessness and Supportive Housing at each client intake/assessment in the Online Navigation and Entry (ONE) System, or as instructed by the Department. In seeking to collect information about clients' sexual orientation and gender identity, Contractor shall: (1) communicate to clients that the provision of sexual orientation and gender identity information is voluntary, and no direct services shall be denied to clients who decline to provide that information; (2) solicit gender identity and sexual orientation data using questions and approaches consistent with the Department of Public Health's Policies and Procedures entitled "Sexual Orientation Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, and "Sex and Gender Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2,

2014, or any successor Policies and Procedures; and (3) advise clients that they will protect personally identifiable information regarding clients' sexual orientation and gender identity from unauthorized disclosure, to the extent permitted by law. The duty to collect information about gender identity and sexual orientation shall not apply to the extent such collection is incompatible with any professionally reasonable clinical judgment that is based on articulable facts of clinical significance. Further, Contractor shall protect personally identifiable information from unauthorized disclosure, to the extent permitted by law and as required by the Health Insurance Portability and Accountability Act (HIPAA), the California Medical Information Act, Article 1 of the California Constitution, the California Health and Safety Code and regulations promulgated thereunder, the California Welfare and Institutions Code and regulations promulgated thereunder, and any other applicable provision of federal or state law.

**16.21 Compliance with Other Laws.** 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.

**16.22 Reserved. (Additional Provisions for Shelter and Resource Center Grants-Standard of Care).**

**16.23 Reserved. (Additional Requirements for Federally-Funded Awards).**

**2.18 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 March 8, 2022)

Appendix B, Budget (dated March 8, 2022)

Appendix C, Method of Payment (dated March 8, 2022)

Appendix D, Interests in Other City Grants (dated March 8, 2022)

**2.19 Section 17.10 Survival of Terms** of the Agreement is hereby deleted and replaced with the following:

**17.10 Survival of Terms.** The obligations of Grantee and the terms of the following provisions of this Agreement shall survive and continue following expiration or termination of this Agreement:

Section 4.3	Ownership of Results.
Section 6.4	Financial Statements.
Section 6.5	Books and Records.
Section 6.6	Inspection and Audit.
Section 6.7	Submitting False Claims.
Article 7	Taxes.
Article 8	Representations and Warranties.
Article 9	Indemnification and General Liability.
Section 10.4	Required Post-Expiration Coverage.
Article 12	Disclosure of Information and Documents.
Section 13.4	Grantee Retains Responsibility.
Section 14.3	Consequences of Recharacterization.
This Article 17	Miscellaneous.

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

**17.12 Dispute Resolution Procedure.**

- (a) The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at [https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF\\_BOS\\_RPT\\_06-26-03%281%29\\_3adc.PDF](https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF). The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.
- (b) The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have

professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit Grantees. Any questions or concerns about this Dispute Resolution Procedure should be addressed to [purchasing@sfgov.org](mailto:purchasing@sfgov.org).

(c) The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services Grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, Grantees and departments should employ the following steps:

- (1) Grantee will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with Grantee or provide a written response to Grantee within 10 working days.
- (2) Should the dispute or concern remain unresolved after the completion of Step 1, Grantee may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to Grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
- (3) Should Steps 1 and 2 above not result in a determination of mutual agreement, Grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to Grantee. The Department will respond in writing within 10 working days.

(d) In addition to the above process, Grantees have an additional forum available only for disputes that concern implementation of the thirteen

policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF\\_BOS\\_RPT\\_06-26-03%281%29\\_3adc.PDF](https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF).

- (e) The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites Grantees to submit concerns about a department's implementation of the policies and procedures. Grantees can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. Grantee must submit the request in writing to [purchasing@sfgov.org](mailto:purchasing@sfgov.org). This request shall describe both the nature of the concern and why the process to date is not satisfactory to Grantee. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

**2.21 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 Appendix A, Services to be Provided. Any services provided beyond those listed in Appendix A, Services to be Provided must be approved by the Department.

**2.22 Section 17.15 MacBride Principles-Northern Ireland** is hereby added to this Agreement.

**17.15 MacBride Principles-Northern Ireland.** Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this Agreement

on behalf of Grantee acknowledges and agrees that he or she has read and understood this section.

- 2.23 **Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided**, (dated March 8, 2022), for the period of July 1, 2019 to June 30, 2023.
- 2.24 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated March 8, 2022), for the period of July 1, 2019 to June 30, 2023.
- 2.25 **Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated March 8, 2023).
- 2.26 **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.

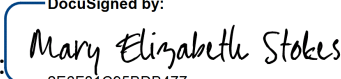
**CITY**

**GRANTEE**

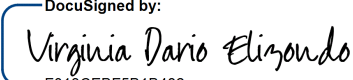
**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**EPISCOPAL COMMUNITY SERVICES**

By:   
CAD7B781896B449...  
Shireen McSpadden  
Executive Director

By:   
2E6F81C95BBB477...  
Mary Elizabeth Stokes  
Executive Director  
City Supplier Number: 0000020568

Approved as to Form:  
David Chiu  
City Attorney

By:   
F013CEBF5B1B482...  
Virginia Dario Elizondo  
Deputy City Attorney

**Appendix A, Services to be Provided  
by  
Episcopal Community Services  
Henry Hotel**

**I. Purpose of Grant**

The purpose of the grant is to provide Support Services, Property Management and Master Lease Stewardship to the served population. The goal of these services is 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) via the Coordinated Entry System, 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) 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 serve tenants listed in Appendix B, Budget, at housing sites listed in **Section V. Location and Time of Services**. Services shall include, but are not limited to, the following:

**A. Support Services**

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:

1. 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.
2. 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 tenant-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.

3. 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.
  - a. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
  - b. 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 tenants regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
  - c. 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.
4. 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.
5. 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 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.

6. 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.
7. Support Groups, Social Events and Organized Activities:
  - a. 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. These events may be planned with or based on input from tenants and shall be held on site at least once per week. Grantee shall post and provide to tenants a monthly calendar of events.
  - b. 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.
  - c. 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.
8. 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.

**B. Property Management**

Grantee shall provide Property Management services including, but not limited to, the following:

**1. Tenant Selection and Intake:**

Grantee shall adhere to Housing First principles and follow the processes agreed upon by Grantee, HSH, housing subsidy administrators, funding regulations, 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 House Rules 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 deposits) made by tenants.
  - a. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
  - b. For tenants paying a portion of their income towards rent, 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 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.
  - b. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with all applicable laws.
  - c. 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.

**C. 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 106 Sixth Street San Francisco, CA 94103.

Grantee shall provide Support Services during business hours. Grantee may also provide services evenings and weekends, and at other times when necessary to best meet the needs of tenants.

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. Case Management Ratio: Grantee shall maintain a 1:25 ratio of case management staff to units.
- 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. 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), the Department of Public Health (DPH), or another City agency.
- D. 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.
- E. 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.
- F. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow HSH overdose prevention policy. Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- G. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed.
- H. 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 a tenant's housing stability.

I. 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 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.

J. 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.

K. 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. Grantee shall 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.

L. Coordination with Other Service Providers: Grantee shall establish written agreements with other service providers that are part of the site team to formalize collaboration and roles and responsibilities.

- M. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and published HSH policies/procedures.
- N. 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).
- O. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
  2. That Grantee management staff is available to respond to neighbors within three business days, if reasonable; and
  3. Having a representative of the Grantee attend all appropriate neighborhood meetings.
- P. Record Keeping and Files: Grantee shall update applicant referral status information in the ONE System in accordance with HSH policy and instruction.
1. Grantee shall maintain program enrollment, eligibility and inspection documentation, annual status updates, and program exit information in the 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 confidential files on the served population, including developed plans, notes, and progress reports as described in the Service Description and Service Requirements. This shall also include signed lease agreement and addenda, notices or lease violations issued to the tenant, copies of payment plans or other agreements to support housing stability.
  4. Grantee shall track receipt and completion of maintenance work orders.
- Q. 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 data quality reports and correcting any errors.

2. 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.
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.
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.

## **VII. Service Objectives**

On an annual basis, Grantee shall achieve the following Service Objectives:

### **A. Support Services**

1. Grantee shall engage with at least 95 percent of tenants once every 30 days. Engagement may include direct outreach to tenants and attendance at community events.
2. 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.
3. Grantee shall offer assessment to 100 percent of tenants within 90 days of move-in and annually thereafter for primary medical care, mental health, and substance use treatment needs, and to maximize their income and assist in applying for benefits for which they are eligible.
4. Grantee shall review existing Service Plans with tenants at least once every six months and update as appropriate.
5. Grantee shall administer an annual written anonymous equity focused survey of tenants to obtain feedback on the type and quality of program services. Grantee shall offer all tenants the opportunity to take this survey.

### **B. Property Management**

1. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 21 working days, on average.
2. Grantee shall report vacancies the HSH in a timely fashion according to established procedures and process all tenant referrals in the pre-established timeframe.
3. Grantee shall maintain an occupancy rate of at least 97 percent.



**VIII. Outcome Objectives**

On an annual basis, Grantee shall meet 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 50 percent of tenants shall complete an annual Tenant Satisfaction Survey and of those, 80 percent of tenants will be satisfied or very satisfied with program services.

**X. Reporting Requirements**

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

- A. When required by HSH, Grantee shall enter tenant data in the ONE System.
- B. 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 occupancy rate; and
  - 2. The number of new placements.
- C. 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 issued for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services; and
  - 4. The average number of days to turn over units.
- D. 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 of program exits;

3. The number of tenants 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; and
  4. 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 tenants reported regarding the quality and satisfaction with services.
- E. 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.
- F. Grantee shall submit Facility Inventory data to HSH during the last week of January. Data will include unit/bed inventory, point in time population count of residents, and general characteristic data of residents. Data is used for reporting mandated by the Federal Government under the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) program.
- G. Grantee shall provide information for an annual report on tenant enrollment in public benefits per the Administrative Code - Permanent Supportive Housing - Rent Contribution Standard (<https://sfgov.legistar.com/View.ashx?M=F&ID=9074560&GUID=FDA1BCF9-1096-42C8-AD19-9143A348AC07>), as instructed by HSH.
- H. Grantee shall participate, as required 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.
- I. 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.

## **IX. 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.

- i. Monitoring of program participation in the ONE system may include, but not be 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.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2021		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2019	6/30/2022	3
6	Amended Term	7/1/2019	6/30/2023	4
7				
8	Approved Subcontractors			
10	None.			
11				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET															
3	Document Date	7/1/2021														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	7/1/2019	6/30/2022	3												
6	Amended Term	7/1/2019	6/30/2023	4												
7					Year 1		Year 2		Year 3		Year 4					
8	General Fund Service Component				7/1/2019 - 6/30/2020		7/1/2020 - 6/30/2021		7/1/2021 - 6/30/2022		7/1/2022 - 6/30/2023					
10	Property Management				121		121		121		121					
11	Support Services				121		121		121		121					
12																
13	Continuum of Care (CoC) Service Component				7/1/2019 - 6/30/2020		7/1/2020 - 6/30/2021		7/1/2021 - 6/30/2022		7/1/2022 - 6/30/2023					
14	Rental Assistance				54		54		54		54					
15																

1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--





	A	H	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	BT	BU	BV			
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																						
2	SALARY & BENEFIT DETAIL																						
3	Document Date																						
4	Provider Name																						
5	Program																						
6	FSP Contract ID#																						
7	Budget Name																						
8	GF Support Services										EXTENSION YEAR												
9	Year 1		Year 2		Year 3						Year 4						All Years						
10	POSITION TITLE		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2023		
11			New	New					Current	Amendment	New					Current	Amendment	New	Current	Modification	New/Actuals		
12			Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary		
13	Speaks, Jamorah -Support Services Manager-H86		\$ 73,554	\$ 73,554	\$ 73,554	1.00	100%	1.00	\$ 73,554	\$ -	\$ 73,554	\$ 89,673	1.00	100%	1.00		\$ 89,673	\$ 89,673	\$ 220,662	\$ 89,673	\$ 310,335		
14	Open -Case Manager III Master H87		\$ 45,840	\$ 45,840	\$ 45,840	1.00	100%	1.00	\$ 45,840	\$ -	\$ 45,840	\$ 54,624	1.00	100%	1.00		\$ 54,624	\$ 54,624	\$ 137,520	\$ 54,624	\$ 192,144		
15	Open -Case Manager III Bilingual H126		\$ 54,370	\$ 54,370	\$ 54,370	1.00	100%	1.00	\$ 54,370	\$ -	\$ 54,370	\$ 49,931	1.00	100%	1.00		\$ 49,931	\$ 49,931	\$ 163,110	\$ 49,931	\$ 213,041		
16	Gotai, Maria Theresa-Case Manager III Bilingual -H85		\$ 54,601	\$ 54,601	\$ 54,601	1.00	100%	1.00	\$ 54,601	\$ -	\$ 54,601	\$ 63,233	1.00	100%	1.00		\$ 63,233	\$ 63,233	\$ 163,803	\$ 63,233	\$ 227,036		
17	Open -Case Manager III-H84		\$ 45,148	\$ 45,148	\$ 45,148	1.00	100%	1.00	\$ 45,148	\$ -	\$ 45,148	\$ 56,815	1.00	100%	1.00		\$ 56,815	\$ 56,815	\$ 135,444	\$ 56,815	\$ 192,259		
18	Ecker, Scott-Housing Services Director-H5		\$ 9,198	\$ 9,198	\$ 119,494	1.00	8%	0.08	\$ 9,198	\$ -	\$ 9,198	\$ 166,911	1.00	8%	0.08		\$ 12,848	\$ 12,848	\$ 27,595	\$ 12,848	\$ 40,444		
19	Sambolin, Irving-Database Specialist & Compliance Monitor-H51		\$ 4,351	\$ 4,351	\$ 54,768	1.00	8%	0.08	\$ 4,351	\$ -	\$ 4,351	\$ 72,949	1.00	8%	0.08		\$ 5,795	\$ 5,795	\$ 13,053	\$ 5,795	\$ 18,849		
20	Tuvera, Desiree-Admin Ass/Quality Assurance Specialist-H106		\$ 3,935	\$ 3,935	\$ 60,344	1.00	7%	0.07	\$ 3,935	\$ -	\$ 3,935	\$ 76,712	1.00	7%	0.07		\$ 5,003	\$ 5,003	\$ 11,806	\$ 5,003	\$ 16,809		
21	OPEN-Clinical Services Manager-H6		\$ 1,572	\$ 1,572	\$ 78,582	1.00	2%	0.02	\$ 1,572	\$ -	\$ 1,572	\$ 90,823	1.00	2%	0.02		\$ 1,817	\$ 1,817	\$ 4,717	\$ 1,817	\$ 6,535		
22	Tarzon, Elizabeth Mary-Director of Hlth Aging-SN34		\$ 1,966	\$ 1,966	\$ 114,071	1.00	2%	0.02	\$ 1,966	\$ -	\$ 1,966	\$ 143,587	1.00	2%	0.02		\$ 2,475	\$ 2,475	\$ 5,899	\$ 2,475	\$ 8,375		
23	Singleton, Kamika - Manager of Master-Leased Operations-A56		\$ 13,334	\$ 13,334	\$ 79,974	1.00	17%	0.17	\$ 13,334	\$ -	\$ 13,334	\$ 115,135	1.00	17%	0.17		\$ 19,197	\$ 19,197	\$ 40,003	\$ 19,197	\$ 59,200		
24	David Kim/Sr Assoc Dir of Asset Mgmt-A97		\$ 2,728	\$ 2,728	\$ 136,804	1.00	2%	0.02	\$ 2,728	\$ -	\$ 2,728	\$ 159,772	1.00	2%	0.02		\$ 3,186	\$ 3,186	\$ 8,183	\$ 3,186	\$ 11,369		
25	Hamilton, Travis-Direct support for Housing Srvc D		\$ 7,171	\$ 7,171	\$ 89,544	1.00	8%	0.08	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ 14,341	\$ -	\$ 14,341		
26	Brown, Shelly- housing Srvc -Asso director 2-H88		\$ 6,696	\$ 6,696	\$ 100,915	1.00	14%	0.14	\$ 13,867	\$ -	\$ 13,867	\$ 114,871	1.00	14%	0.14		\$ 15,784	\$ 15,784	\$ 27,258	\$ 15,784	\$ 43,043		
27	Hersher, Michael Bernard-Director of Impacc & Analytics- A83		\$ 1,585	\$ 1,585	\$ 79,061	1.00	2%	0.02	\$ 1,585	\$ -	\$ 1,585	\$ 141,832	1.00	2%	0.02		\$ 2,843	\$ 2,843	\$ 4,754	\$ 2,843	\$ 7,597		
28	Kennard, Trevor-DB Specialist & Compliance Monitor-H107		\$ 4,110	\$ 4,110	\$ 51,771	1.00	8%	0.08	\$ 4,110	\$ -	\$ 4,110	\$ 69,298	1.00	8%	0.08		\$ 5,502	\$ 5,502	\$ 12,330	\$ 5,502	\$ 17,832		
29	OPEN-Director of Behavioral Health-CS500		\$ -	\$ -	\$ 117,565	1.00	2%	0.02	\$ 2,351	\$ -	\$ 2,351	\$ 156,532	1.00	2%	0.02		\$ 3,131	\$ 3,131	\$ 2,351	\$ 3,131	\$ 5,482		
30			\$ -	\$ -					\$ -	\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -		
31			\$ -	\$ -					\$ -	\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -		
32			\$ 330,160	\$ 330,160	TOTAL SALARIES				332,512	\$ -	332,512	TOTAL SALARIES				\$ -	\$ 391,858	\$ 391,858	\$ 992,831	\$ 391,858	\$ 1,384,689		
33					TOTAL FTE			5.78					TOTAL FTE			5.70							
34			42.00%	42.00%	FRINGE BENEFIT RATE			42.00%			42.00%	FRINGE BENEFIT RATE				42.00%							
35			\$ 138,667	\$ 138,667	EMPLOYEE FRINGE BENEFITS				\$ 139,655	\$ -	\$ 139,655	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 164,580	\$ 164,580	\$ 416,989	\$ 164,580	\$ 581,569		
36			\$ 468,827	\$ 468,827	TOTAL SALARIES & BENEFITS				\$ 472,166	\$ -	\$ 472,166	TOTAL SALARIES & BENEFITS				\$ -	\$ 556,438	\$ 556,438	\$ 1,409,821	\$ 556,438	\$ 1,966,258		
37																							
38																							
39																							



	A	D	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	OPERATING DETAIL											
3	Document Date	3/8/2022										
4	Provider Name	Episcopal Community Services										
5	Program	Henry Hotel										
6	F\$P Contract ID#	1000014089										
7	Budget Name	GF Support Services										
8	EXTENSION YEAR											
9		Year 1	Year 2	Year 3			Year 4			All Years		
10		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2023
11		New	New	Current	Amendment	New	Current	Amendment	New	Current	Modification	New/Actuals
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property				\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 9,921	\$ 9,921	\$ 33,063	\$ -	\$ 33,063		\$ 36,369	\$ 36,369	\$ 52,905	\$ 36,369	\$ 89,274
15	Office Supplies, Postage	\$ 41,211	\$ 41,211	\$ 41,211	\$ -	\$ 41,211		\$ 43,684	\$ 43,684	\$ 123,633	\$ 43,684	\$ 167,317
16	Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction	\$ 2,877	\$ 2,877	\$ 4,877	\$ -	\$ 4,877		\$ 5,170	\$ 5,170	\$ 10,631	\$ 5,170	\$ 15,801
18	Insurance	\$ 8,884	\$ 8,884	\$ 13,884	\$ -	\$ 13,884		\$ 15,272	\$ 15,272	\$ 31,652	\$ 15,272	\$ 46,924
19	Staff Training	\$ 3,852	\$ 3,852	\$ 3,852	\$ -	\$ 3,852		\$ 4,083	\$ 4,083	\$ 11,556	\$ 4,083	\$ 15,639
20	Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
22	Program/Client Materials	\$ 8,807	\$ 8,807	\$ 8,807	\$ -	\$ 8,807		\$ 9,335	\$ 9,335	\$ 26,421	\$ 9,335	\$ 35,756
23	Food and Food Supplies	\$ 4,438	\$ 4,438	\$ 4,438	\$ -	\$ 4,438		\$ 4,704	\$ 4,704	\$ 13,314	\$ 4,704	\$ 18,018
24					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
41					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants				\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
43	Professional Fees	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000		\$ 1,060	\$ 1,060	\$ 3,000	\$ 1,060	\$ 4,060
44					\$ -			\$ -		\$ -	\$ -	\$ -
53					\$ -			\$ -		\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)				\$ -			\$ -		\$ -	\$ -	\$ -
55					\$ -			\$ -		\$ -	\$ -	\$ -
67												
68	TOTAL OPERATING EXPENSES	\$ 80,990	\$ 80,990	\$ 111,132	\$ -	\$ 111,132	\$ -	\$ 119,678	\$ 119,678	\$ 273,112	\$ 119,678	\$ 392,790
69												
70	Other Expenses (not subject to indirect cost %)											
71	One-Time CODB		\$ 18,474		\$ -	\$ -		\$ -	\$ -	\$ 18,474	\$ -	\$ 18,474
72	One Time Prop C Bonus Pay		\$ 30,988		\$ -	\$ -		\$ -	\$ -	\$ 30,988	\$ -	\$ 30,988
73	FY 21-22 CODB Placeholder - Do Not Invoice			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
74	Adjustment to Actuals	\$ (99,206)	\$ (92,858)		\$ -			\$ -		\$ -	\$ (192,064)	\$ (192,064)
83												
84	TOTAL OTHER EXPENSES	\$ (99,206)	\$ (43,396)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,462	\$ (192,064)	\$ (142,602)
85												
86	Capital Expenses											
87					\$ -			\$ -		\$ -	\$ -	\$ -
94												
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96												
97	HSH #3									Template last modified	9/1/2021	

BUDGET NARRATIVE

Fiscal Year

GF Support Services

FY22-23

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

Fiscal Term Start

7/1/2022

Fiscal Term End

6/30/2023

Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name
Speaks, Jamorah -Support Services Manag	1.00	\$ 89,673	provides team leadership, management and supervision to ensure clinical competence, program quality, resident safety, housing retention, and individual development, supervises staff, coordinates and leads partner efforts.	\$7473 X 12 months	Loretta Olivencia
Open -Case Manager III Master H87	1.00	\$ 54,624	provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$4552 X 12 months	Lamecka Sturteese
Open -Case Manager III Bilingual H126	1.00	\$ 49,931	provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$4161 X 12 months	Jamorah Speaks
Gotal, Maria Theresa-Case Manager III Bill	1.00	\$ 63,233	provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$5269 X 12 months	Maria Theresa Gotal
Open -Case Manager III-H84	1.00	\$ 56,815	provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$4735 X 12 months	Andrew Yushin Shu
Ecker, Scott-Housing Services Director-H5	0.08	\$ 12,848	primary responsibility for leadership, direction, and support for all programmatic, administrative, fiscal, and regulatory functions for ECS housing services.	\$1071 X 12 months	Scott Ecker
Sambolin, Irving-Database Specialist & Con	0.08	\$ 5,795	performs database management and reporting functionalities for Housing Services department. Ensures data integrity and quality assurance across internal and funder data systems and submits timely reports to funders.	\$483 X 12 months	Irving Sambolin
Tuvera, Desiree-Admin Ass/Quality Assuran	0.07	\$ 5,003	performs database management and reporting functionalities for Housing Services department. Ensures data integrity and quality assurance across internal and funder data systems and submits timely reports to funders.	\$417 X 12 months	Desiree Tuvera
OPEN-Clinical Services Manager-H6	0.02	\$ 1,817	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.	\$151 X 12 months	OPEN
Tarzon, Elizabeth Mary-Director of Hlth Agin	0.02	\$ 2,475	overall program direction and operations of CKSC as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence	\$206 X 12 months	Elizabeth Tarzon
Singleton, Kamika - Manager of Master-Lea	0.17	\$ 19,197	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts	\$1600 X 12 months	Maggie Holmes
David Kim/Sr Assoc Dir of Asset Mgmt-A97	0.02	\$ 3,186	developes 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.	\$265 X 12 months	David Kim
Hamilton, Travis-Direct support for Housing		\$ -			
Brown, Shelly- housing Srvc -Aesso director :	0.14	\$ 15,784	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide	\$1315 X 12 months	Shelly Brown
Hersher, Michael Bernard-Director of Impac	0.02	\$ 2,843	evaluates HSH contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures; performs data entry.	\$237 X 12 months	Trevor Kennard
Kennard, Trevor-DB Specialist & Complianc	0.08	\$ 5,502	Primary responsibility for leadership, direction, and support of all programmatic, administrative, fiscal, and regulatory functions for ECS Clinical services and Medi-Cal billing. To add behaviorah health support that was not originally budgeted.	\$458 X 12 months	OPEN
OPEN-Director of Behavioral Health-CS500	0.02	\$ 3,131	Responsible for the overall provision of Behavioral Health services at ECS.	\$261 X 12 months	Vega, Fabiana
TOTAL	5.70	\$ 391,858			
Employee Fringe Benefits		\$ 164,580	Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.		
Salaries & Benefits Total		\$ 556,438			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 36,369		
Office Supplies, Postage	\$ 43,684		
Building Maintenance Supplies and Repair	\$ -		
Printing and Reproduction	\$ 5,170		
Insurance	\$ 15,272		
Staff Training	\$ 4,083		
Staff Travel-Local & Out of Town)	\$ -		
Rental of Equipment	\$ -		
Program/Client Materials	\$ 9,335		
Food and Food Supplies	\$ 4,704		
	\$ -		
	\$ -		
Consultants	\$ -		
Professional Fees	\$ 1,060		
	\$ -		
	\$ -		
Subcontractors (First \$25k Only)	\$ -		
	\$ -		
TOTAL OPERATING EXPENSES	\$ 119,678		
Indirect Cost	15.0%	\$ 101,417	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
One-Time CODB	\$ -		
One Time Prop C Bonus Pay	\$ -		
FY 21-22 CODB Placeholder - Do Not Invoice	\$ -		
Adjustment to Actuals	\$ -		
TOTAL OTHER EXPENSES	\$ -		

Capital Expenses	Amount	Justification	Calculation
	\$ -		
TOTAL CAPITAL EXPENSES	\$ -		

Admin Cost (HUD Agreements Only)	Amount	Description	Calculation
TOTAL ADMIN EXPENSES	\$ -		
Allowable Admin Cost	\$ -		
Difference	\$ -		

* Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:			
Category	Description	Examples	Notes
1) General Management, Oversight, and Coordination	(I) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:		In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;		
	B) Develop systems for assuring compliance with program requirements;		
	C) Develop agreements with subrecipients and contractors to carry out program activities;		
	D) Monitor program activities for progress and compliance with program requirements;		
	E) Prepare reports and other documents directly related to the program for submission to HUD;		
	F) Coordinate the resolution of audit and monitoring findings;		
	G) Evaluate program results against stated objectives; or		
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.		
	(II) Travel costs incurred for monitoring of subrecipients;		
	(III) Administrative Services performed under third-party contracts or agreements		
	(IV) Other costs for goods and services required for administration of the program		
2) Training on Continuum of Care Requirements	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.		
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 578.31.		

For more information on Eligible Administrative Costs, see Section 578.59 (page 87) of the CoC Program Interim Rule, 24 CFR:

[https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	3/8/2022																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	7/1/2019	6/30/2022	3															
6	Amended Term	7/1/2019	6/30/2023	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Henry Hotel																	
9	FSP Contract ID#	1000014089																	
10	Action (select)	Amendment																	
11	Effective Date	7/1/2022																	
12	Budget Name	GF - Property Management																	
13		Current	New	11%															
14	Term Budget	\$ 4,748,432	\$ 6,162,268																
15	Contingency	\$ 1,233,936	\$ 953,206																
16	Not-To-Exceed	\$ 8,022,938	\$ 9,738,512		EXTENSION YEAR														
					Year 1			Year 2			Year 3			Year 4			All Years		
17					7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2023
18					Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New/Actuals
19	Expenditures																		
20	Salaries & Benefits				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Operating Expense				\$ 1,168,874	\$ -	\$ 1,168,874	\$ 1,168,874	\$ -	\$ 1,168,874	\$ 1,220,549	\$ -	\$ 1,220,549	\$ -	\$ 600,115	\$ 600,115	\$ 3,558,297	\$ 600,115	\$ 4,158,412
22	Subtotal				\$ 1,168,874	\$ -	\$ 1,168,874	\$ 1,168,874	\$ -	\$ 1,168,874	\$ 1,220,549	\$ -	\$ 1,220,549	\$ -	\$ 600,115	\$ 600,115	\$ 3,558,297	\$ 600,115	\$ 4,158,412
23	Indirect Percentage				12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	15.00%		15.00%			
24	Indirect Cost (Line 21 X Line 22)				\$ 140,265	\$ -	\$ 140,265	\$ 140,265	\$ -	\$ 140,265	\$ 146,466	\$ -	\$ 146,466	\$ -	\$ 90,017	\$ 90,017	\$ 426,996	\$ 90,017	\$ 517,013
25	Other Expenses (Not subject to indirect %)				\$ 983,624	\$ (45,729)	\$ 937,895	\$ 1,029,238	\$ (29,263)	\$ 999,975	\$ 1,078,711	\$ -	\$ 1,078,711	\$ -	\$ 1,804,740	\$ 1,804,740	\$ 3,091,573	\$ 1,729,748	\$ 4,821,321
26	Capital Expenditure				\$ (68,753)	\$ -	\$ (68,753)	\$ 117,575	\$ -	\$ 117,575	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,821	\$ -	\$ 48,821
27	Admin Cost (HUD Agreements Only)					\$ -			\$ -			\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
28	Total Expenditures				\$ 2,224,010	\$ (45,729)	\$ 2,178,281	\$ 2,455,951	\$ (29,263)	\$ 2,426,688	\$ 2,445,726	\$ -	\$ 2,445,726	\$ -	\$ 2,494,871	\$ 2,494,871	\$ 7,125,687	\$ 2,419,879	\$ 9,545,566
29																			
30	HSH Revenues (select)																		
31	General Fund - Ongoing				\$ 1,451,714		\$ 1,451,714	\$ 1,589,220		\$ 1,589,220	\$ 1,566,081	\$ -	\$ 1,566,081		\$ 1,488,827	\$ 1,488,827	\$ 4,607,015	\$ 1,488,827	\$ 6,095,842
32	General Fund - CODB						\$ -	\$ -		\$ -	\$ 46,982	\$ -	\$ 46,982			\$ -	\$ 46,982	\$ -	\$ 46,982
33	COVID-19 Time-Limited Funding						\$ -	\$ -		\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
34	General Fund - One-Time						\$ -	\$ 48,821		\$ 48,821			\$ -			\$ -	\$ 48,821	\$ -	\$ 48,821
35	General Fund - One-time CODB						\$ -	\$ 45,614		\$ 45,614			\$ -			\$ -	\$ 45,614	\$ -	\$ 45,614
36	Prop C - One-time COVID-19 Bonus Pay						\$ -	\$ -		\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
37	Adjustment to Actuals					\$ (45,729)	\$ (45,729)		\$ (29,263)	\$ (29,263)			\$ -			\$ -	\$ -	\$ (74,992)	\$ (74,992)
38							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
39							\$ -	\$ -		\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues				\$ 1,451,714	\$ (45,729)	\$ 1,405,985	\$ 1,683,655	\$ (29,263)	\$ 1,654,392	\$ 1,613,063	\$ -	\$ 1,613,063	\$ -	\$ 1,488,827	\$ 1,488,827	\$ 4,748,432	\$ 1,413,835	\$ 6,162,268
	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
41																			
42							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
43	Rental Income				\$ 772,296	\$ -	\$ 772,296	\$ 772,296	\$ -	\$ 772,296	\$ 295,740	\$ -	\$ 295,740		\$ 295,740	\$ 295,740	\$ 1,840,332	\$ 295,740	\$ 2,136,072
44	CoC Rental Assistance Revenue						\$ -			\$ -	\$ 536,922	\$ -	\$ 536,922		\$ 710,304	\$ 710,304	\$ 536,922	\$ 710,304	\$ 1,247,226
45							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
46							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues				\$ 772,296	\$ -	\$ 772,296	\$ 772,296	\$ -	\$ 772,296	\$ 832,662	\$ -	\$ 832,662	\$ -	\$ 1,006,044	\$ 1,006,044	\$ 2,377,254	\$ 1,006,044	\$ 3,383,298
48																			
49	Total HSH + Other Revenues				\$ 2,224,010	\$ (45,729)	\$ 2,178,281	\$ 2,455,951	\$ (29,263)	\$ 2,426,688	\$ 2,445,725	\$ -	\$ 2,445,725	\$ -	\$ 2,494,871	\$ 2,494,871	\$ 7,125,686	\$ 2,419,879	\$ 9,545,566
50	Rev-Exp (Budget Match Check)				\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
52																			
53	Prepared by	Tiffany Luong																	
54	Phone	415-487-3300 Ext. 1219																	
55	Email	tluong@ECS-sf.org																	



	A	D	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	OPERATING DETAIL											
3	Document Date	3/8/2022										
4	Provider Name	Episcopal Community Services										
5	Program	Henry Hotel										
6	F\$P Contract ID#	1000014089										
7	Budget Name	GF - Property Management										
8	EXTENSION YEAR											
9		Year 1	Year 2	Year 3			Year 4			All Years		
10		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2023
11		New	New	Current	Amendment	New	Current	Amendment	New	Current	Modification	New/Actuals
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 151,396	\$ 151,396	\$ 151,396	\$ -	\$ 151,396		\$ 160,480	\$ 160,480	\$ 454,188	\$ 160,480	\$ 614,668
15	Office Supplies, Postage	\$ 14,520	\$ 14,520	\$ 27,520	\$ -	\$ 27,520		\$ 29,171	\$ 29,171	\$ 56,560	\$ 29,171	\$ 85,731
16	Building Maintenance Supplies and Repair	\$ 89,610	\$ 89,610	\$ 94,610	\$ -	\$ 94,610		\$ 100,287	\$ 100,287	\$ 273,830	\$ 100,287	\$ 374,117
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ 1,963	\$ 1,963	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 3,926	\$ -	\$ 3,926
20	Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
22	Renting Expenses	\$ 4,944	\$ 4,944	\$ 4,944	\$ -	\$ 4,944		\$ 5,241	\$ 5,241	\$ 14,832	\$ 5,241	\$ 20,073
23	Elevator Maintenance	\$ 10,624	\$ 10,624	\$ 10,624	\$ -	\$ 10,624		\$ 11,261	\$ 11,261	\$ 31,872	\$ 11,261	\$ 43,133
24	Plumbing & Electric Repairs	\$ 19,570	\$ 19,570	\$ 19,570	\$ -	\$ 19,570		\$ 20,744	\$ 20,744	\$ 58,710	\$ 20,744	\$ 79,454
25	Equipment Repair	\$ 157,097	\$ 157,097	\$ 157,097	\$ -	\$ 157,097		\$ 166,523	\$ 166,523	\$ 471,291	\$ 166,523	\$ 637,814
26					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
41					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants				\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
43	Legal Fees/Permits	\$ 61,800	\$ 61,800	\$ 76,800	\$ -	\$ 76,800		\$ 81,408	\$ 81,408	\$ 200,400	\$ 81,408	\$ 281,808
44	Professional Fees	\$ 4,362	\$ 4,362	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 8,724	\$ -	\$ 8,724
45					\$ -			\$ -		\$ -	\$ -	\$ -
53					\$ -			\$ -		\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)				\$ -			\$ -		\$ -	\$ -	\$ -
55	Caritas - Contract Staffing	\$ 402,442	\$ 402,442	\$ 422,442	\$ -	\$ 422,442		\$ 25,000	\$ 25,000	\$ 1,227,326	\$ 25,000	\$ 1,252,326
56	Caritas - Contract Benefits	\$ 148,100	\$ 148,100	\$ 153,100	\$ -	\$ 153,100		\$ -	\$ -	\$ 449,300	\$ -	\$ 449,300
57	Caritas - Management Fees	\$ 102,446	\$ 102,446	\$ 102,446	\$ -	\$ 102,446		\$ -	\$ -	\$ 307,338	\$ -	\$ 307,338
58					\$ -			\$ -		\$ -	\$ -	\$ -
67												
68	TOTAL OPERATING EXPENSES	\$ 1,168,874	\$ 1,168,874	\$ 1,220,549	\$ -	\$ 1,220,549	\$ -	\$ 600,115	\$ 600,115	\$ 3,558,297	\$ 600,115	\$ 4,158,412
69												
70	Other Expenses (not subject to indirect cost %)											
71	Rental of Property	\$ 983,624	\$ 983,624	\$ 1,078,711	\$ -	\$ 1,078,711		\$ 1,111,072	\$ 1,111,072	\$ 3,045,959	\$ 1,111,072	\$ 4,157,031
72	One-Time CODB		\$ 45,614		\$ -	\$ -		\$ -	\$ -	\$ 45,614	\$ -	\$ 45,614
73					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
74	Caritas - Contract Staffing				\$ -	\$ -		\$ 422,789	\$ 422,789	\$ -	\$ 422,789	\$ 422,789
75	Caritas - Contract Benefits				\$ -	\$ -		\$ 162,286	\$ 162,286	\$ -	\$ 162,286	\$ 162,286
76	Caritas - Management Fees				\$ -	\$ -		\$ 108,593	\$ 108,593	\$ -	\$ 108,593	\$ 108,593
77					\$ -			\$ -		\$ -	\$ -	\$ -
78	Adjustment to Actuals	\$ (45,729)	\$ (29,263)		\$ -			\$ -		\$ -	\$ (74,992)	\$ (74,992)
84	TOTAL OTHER EXPENSES	\$ 937,895	\$ 999,975	\$ 1,078,711	\$ -	\$ 1,078,711	\$ -	\$ 1,804,740	\$ 1,804,740	\$ 3,091,573	\$ 1,729,748	\$ 4,821,321
85												
86	Capital Expenses											
87	Mold Remediation from October 2020		\$ 48,821		\$ -	\$ -		\$ -	\$ -	\$ 48,821	\$ -	\$ 48,821
88	Carry over to FY20-21 to cover security camera cost	\$ (68,753)	\$ 68,753		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
89	FY 21-22 CODB Placeholder - Do Not Invoice			\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
90					\$ -			\$ -		\$ -	\$ -	\$ -
94												
95	TOTAL CAPITAL EXPENSES	\$ (68,753)	\$ 117,575	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,821	\$ -	\$ 48,821
96												
97	HSH #3									Template last modified	9/1/2021	

BUDGET NARRATIVE

Fiscal Year

GF - Property Management

FY22-23

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

Fiscal Term Start

Fiscal Term End

7/1/2022

6/30/2023

Salaries & Benefits	Adjusted	Budgeted	Justification	Calculation	Employee Name
	Budgeted FTE	Salary			
		\$ -			
		\$ -			
TOTAL		\$ -			
Employee Fringe Benefits		Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.			
		\$ -			
Salaries & Benefits Total		\$ -			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 160,480	Utilities (electricity, water, gas, telephone and scavenger service);	\$12,616 per month x 12 months
Office Supplies, Postage	\$ 29,171	PM office supplies are including on site supplies, postage/copiers, payroll expenses; staffing training, computer tech and supplies, as well as Cable TV and tenant background check/renting fee. Budget increase needed due to system license fee and other cost increases	\$2,293 per month x 12 months
Building Maintenance Supplies and Repair	\$ 100,287	estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc. Expenses increase due increase in repairs including rooftop access door repair	\$7,884 per month x 12 months
Printing and Reproduction	\$ -		
Insurance	\$ -		
Staff Training	\$ -	budget moved to office supplies budget line	
Staff Travel-(Local & Out of Town)	\$ -	budget moved to office supplies budget line	
Rental of Equipment	\$ -		
Renting Expenses	\$ 5,241	back ground check for all tenants	\$412 per month x 12 months
Elevator Maintenance	\$ 11,261	estimated cost from property management provided information fpr elevator repairs	\$885 per month x 12 months
Plumbing & Electric Repairs	\$ 20,744	estimated cost from property management provided information for plumbing, electrical	\$1,631 per month x 12 months
Equipment Repair	\$ 166,523	estimated cost from property management provided information for furnishing, ect.	\$13,091 per month x 12 months
	\$ -		
Consultants	\$ -		
Legal Fees/Permits	\$ 81,408	property management legal expenses increase due to increased legal costs	\$6,400 per month x 12 months
Professional Fees	\$ -		
	\$ -		
	\$ -		
Subcontractors (First \$25k Only)	\$ -		
Caritas - Contract Staffing	\$ 25,000	Coverage 24/7 for residents; includes holidays/overtime coverage, due to increased hours of employee sick time (COVID-19) and more replacement needed.	\$35,204 per month x 12 months
Caritas - Contract Benefits	\$ -	36% based from personnel from above	\$12,758 per month x 12 months
Caritas - Management Fees	\$ -	Property management (121 Units) @ \$63.00 PUPM, plus bookkeeping fees \$ 9.50 PL \$8,537 per month x 12 months	
	\$ -		
TOTAL OPERATING EXPENSES	\$ 600,115		
Indirect Cost	15.0% \$ 90,017		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Rental of Property	\$ 1,111,072		
One-Time CODB	\$ -		
	\$ -		
Caritas - Contract Staffing	\$ 422,789		
Caritas - Contract Benefits	\$ 162,286		
Caritas - Management Fees	\$ 108,593		
	\$ -		
TOTAL OTHER EXPENSES	\$ 1,804,740		

Capital Expenses	Amount	Justification	Calculation
Mold Remediation from October 2020	\$ -		
Carry over to FY20-21 to cover security camera cost	\$ -		
FY 21-22 CODB Placeholder - Do Not Invoice	\$ -		
	\$ -		
TOTAL CAPITAL EXPENSES	\$ -		

Admin Cost (HUD Agreements Only)	Amount	Justification	Calculation
TOTAL ADMIN EXPENSES	\$ -		
Allowable Admin Cost	\$ -		
Difference	\$ -		

* Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:			
Category	Description	Examples	Notes
1) General Management, Oversight, and Coordination	(i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:		In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;	Budget/Finance Manager	
	B) Develop systems for assuring compliance with program requirements;	IT Manager	
	C) Develop agreements with subrecipients and contractors to carry out program activities;	Contracts/Grants Manager	
	D) Monitor program activities for progress and compliance with program requirements;	Program Manager	
	E) Prepare reports and other documents directly related to the program for submission to HUD;	Program Manager	
	F) Coordinate the resolution of audit and monitoring findings;	Program Manager, Accountant	
	G) Evaluate program results against stated objectives; or	Data & Performance Analyst	
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.	CEO, Executive Director, Program Director, Chief Financial Officer	
	(ii) Travel costs incurred for monitoring of subrecipients;	Car rental, fuel, airfare, lodging	
	(iii) Administrative Services performed under third-party contracts or agreements	IT Services, Administrative Temp Agency, Outside Auditor	
	(iv) Other costs for goods and services required for administration of the program	Office Supplies & Postage, Printing & Reproduction, Utilities	
2) Training on Continuum of Care Requirements	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.	Staff Training, Staff Travel, Conference Expenses	
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 578.31.		

For more information on Eligible Administrative Costs, see Section 578.59 (page 87) of the CoC Program Interim Rule, 24 CFR: [https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)

	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	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																				
2	APPENDIX B, BUDGET																																				
3	Document Date		3/8/2022																																		
4	Contract Term		Begin Date		End Date		Duration																							(Years)							
5	Current Term		7/1/2019		6/30/2022		3																														
6	Amended Term		7/1/2019		6/30/2023		4																														
7	Provider Name		Episcopal Community Services																																		
8	Program		Henry Hotel																																		
9	F&P Contract ID#		1000014089																																		
10	Action (select)		Amendment																																		
11	Effective Date		7/1/2022																																		
12	Budget Name		COVID-19 Time-Limited Funding																																		
13			Current		New																																
14	Term Budget		\$ 3,000		\$ -																									11%							
15	Contingency		\$ 1,233,936		\$ 953,206																																
16	Not-To-Exceed		\$ 8,022,938		\$ 9,738,512																																
					7/1/2019 - 6/30/2020				7/1/2019 - 6/30/2020				7/1/2019 - 6/30/2020				7/1/2019 - 6/30/2022				7/1/2019 - 6/30/2023				7/1/2019 - 6/30/2023												
					Current/Actuals				Amendment				New				Current/Actuals				Amendment				New												
19	Expenditures																																				
20	Salaries & Benefits				\$ -				\$ -				\$ -				\$ -				\$ -				\$ -												
21	Operating Expense				\$ 3,000				\$ -				\$ 3,000				\$ 3,000				\$ -				\$ 3,000												
22	Subtotal				\$ 3,000				\$ -				\$ 3,000				\$ 3,000				\$ -				\$ 3,000												
23	Indirect Percentage				0.00%								0.00%																								
24	Indirect Cost (Line 21 X Line 22)				\$ -				\$ -				\$ -				\$ -				\$ -				\$ -												
25	Other Expenses (Not subject to indirect %)				\$ -				\$ (3,000)				\$ (3,000)				\$ -				\$ (3,000)				\$ (3,000)												
26	Capital Expenditure				\$ -				\$ -				\$ -				\$ -				\$ -				\$ -												
27	Admin Cost (HUD Agreements Only)				\$ -				\$ -				\$ -				\$ -				\$ -				\$ -												
28	Total Expenditures				\$ 3,000				\$ (3,000)				\$ -				\$ 3,000				\$ (3,000)				\$ -												
29																																					
30	HSH Revenues (select)																																				
31	General Fund - Ongoing																																				
32	General Fund - CODB																																				
33	COVID-19 Time-Limited Funding				\$ 3,000								\$ 3,000				\$ 3,000				\$ -				\$ 3,000												
34	General Fund - One-Time																																				
35	General Fund - One-time CODB																																				
36	Prop C - One-time COVID-19 Bonus Pay																																				
37	Adjustment to Actuals								\$ (3,000)				\$ (3,000)				\$ -				\$ (3,000)				\$ (3,000)												
38																																					
39																																					
40	Total HSH Revenues				\$ 3,000				\$ (3,000)				\$ -				\$ 3,000				\$ (3,000)				\$ -												
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																																				
42																																					
43	Rental Income																																				
44	CoC Rental Assistance Revenue																																				
45																																					
46																																					
47	Total Other Revenues				\$ -				\$ -				\$ -				\$ -				\$ -				\$ -												
48																																					
49	Total HSH + Other Revenues				\$ 3,000				\$ (3,000)				\$ -				\$ 3,000				\$ (3,000)				\$ -												
50	Rev-Exp (Budget Match Check)				\$ -								\$ -				\$ -								\$ -												
52																																					
53	Prepared by		Tiffany Luong																																		
54	Phone		415-487-3300 Ext. 1219																																		
55	Email		tluong@ECS-sf.org																																		

	A	D	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING		
2	OPERATING DETAIL		
3	Document Date	3/8/2022	
4	Provider Name	Episcopal Community Services	
5	Program	Henry Hotel	
6	F\$P Contract ID#	1000014089	
7	Budget Name	COVID-19 Time-Limited Fundin	
8			
9		Year 1	All Years
10		7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2023
11		New	New
12		Budgeted Expense	Budgeted Expense
13	Operating Expenses		
13	Rental of Property		\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ -
15	Office Supplies, Postage		\$ -
16	Building Maintenance Supplies and Repair	\$ 3,000	\$ 3,000
17	Printing and Reproduction		\$ -
18	Insurance		\$ -
19	Staff Training		\$ -
20	Staff Travel-(Local & Out of Town)		\$ -
21	Rental of Equipment		\$ -
22			\$ -
41			\$ -
42	Consultants		\$ -
43			\$ -
54	Subcontractors (First \$25k Only)		\$ -
55			\$ -
68	TOTAL OPERATING EXPENSES	\$ 3,000	\$ 3,000
69			
70	Other Expenses (not subject to indirect cost %)		
71	Adjustment to Actuals	\$ (3,000)	\$ (3,000)
83			
84	TOTAL OTHER EXPENSES	\$ (3,000)	\$ (3,000)
85			
86	Capital Expenses		
87			\$ -
94			
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -
96			
97	HSH #3		9/1/2021



[https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)





	A	D	G	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	3/8/2022					
4	Provider Name	Episcopal Community Services					
5	Program	Henry Hotel					
6	FSP Contract ID#	1000014089					
7	Budget Name						
8							
9		Year 1	Year 2	Year 3	All Years		
10		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2023
11		New	New	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property			\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$ -	\$ -	\$ -	\$ -
15	Office Supplies, Postage			\$ -	\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair			\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction			\$ -	\$ -	\$ -	\$ -
18	Insurance			\$ -	\$ -	\$ -	\$ -
19	Staff Training			\$ -	\$ -	\$ -	\$ -
20	Staff Travel-(Local & Out of Town)			\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment			\$ -	\$ -	\$ -	\$ -
22					\$ -	\$ -	\$ -
41					\$ -	\$ -	\$ -
42	Consultants				\$ -	\$ -	\$ -
43					\$ -	\$ -	\$ -
53					\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)				\$ -	\$ -	\$ -
55					\$ -	\$ -	\$ -
67							
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69							
70	Other Expenses (not subject to indirect cost %)						
71					\$ -	\$ -	\$ -
82					\$ -	\$ -	\$ -
83							
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
85							
86	Capital Expenses						
87	Elevator Repair			\$ 27,144	\$ 27,144	\$ -	\$ 27,144
88	Extraordinary Expenses			\$ 23,410	\$ 23,410	\$ -	\$ 23,410
89	PNA			\$ 6,000	\$ 6,000	\$ -	\$ 6,000
90	Security Camera			\$ 46,029	\$ 46,029	\$ -	\$ 46,029
91	Cannon Power Shot SX620 (6320)			\$ 638	\$ 638	\$ -	\$ 638
92					\$ -	\$ -	\$ -
93					\$ -	\$ -	\$ -
94							
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ 103,221	\$ 103,221	\$ -	\$ 103,221
96							
97	HSH #3				Template last modified 9/1/2021		

## 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.

<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

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 in the Permitted Subcontractors Appendix.
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.

General Fund	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation, as requested by HSH, 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	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Grantee shall provide documentation, as requested by HSH. Each time an invoice is submitted, Grantee shall upload</p>

General Fund	
Type	Instructions and Examples of Documentation
	documentation for all Subcontractor and Consultant costs, 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.
Operating - Direct Assistance	Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.  Documentation shall include a General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation, as requested by HSH, 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, as requested by HSH, for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

**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 1/10<sup>th</sup> 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 be 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**

<b>CITY DEPARTMENT OR COMMISSION</b>	<b>Date of Grant</b>	<b>Amount of Grant</b>
DHSH - Interim Housing -Sanctuary	7/1/21 - 6/30/22	\$4,073,945
DHSH - Interim Housing - Winter Interfaith	7/1/21 - 6/30/24	\$1,333,326
DHSH - Interim Housing - Navigation Center/Bryant Storage	12/1/20 - 2/29/24	\$2,219,168
DHSH - Interim Housing - Shelter In Place Hotel/Project RoomKey-Americania Site 2	9/1/20 - 3/31/22	\$8,486,947
DHSH - Interim Housing - Good Winter Shelters	12/17/21 - 6/30/22	\$2,156,095
DHSH - Interim Housing - Cova Winter Shelters	12/18/21 - 6/30/22	\$2,525,244
DHSH - Coordinated Entry/Adult Access Points -WPC /GF /CoC	7/1/21-6/30/23	\$4,090,296
DHSH - Coordinated Entry/Housing Stabilization & Navigation - GF /WPC /WPC Stabilization	7/1/21-6/30/23	\$5,155,190
DHSH - Coordinated Entry/ Housing Navigation Expansion	7/1/21-6/30/22	\$750,000
DHSH - Rapid Rehousing for Adults (Emergency Solutions Grant-ESG)	7/1/20 - 6/30/24	\$161,829
DHSH - Rapid Rehousing for Adults (General Fund- Rapid Rehousing and Mainstream Voucher	7/1/20 - 6/30/24	\$250,605
DHSH - Rapid Rehousing for Adults (California Emergency Solutions and Housing)	7/1/20 - 6/30/24	\$978,147
DHSH - Rapid Rehousing for Adults (Educational Revenue Augmentation Fund ERAF)	7/1/20 - 6/30/24	\$497,755
DHSH - Flexible Housing Subsidy Prop C	4/1/21-6/30/23	\$6,559,749
DHSH - Rapid Rehousing Prop C	4/1/21-6/30/23	\$8,749,200
DHSH - Housing - Granada Hotel *	11/1/20-6/30/25	\$6,241,480
DHSH - Housing - Diva Hotel *	8/1/21-6/30/24	\$2,552,888
DHSH - Housing - Canon Barcus Community House	7/1/20 - 6/30/23	\$1,499,118
DHSH - Housing - Bishop Swing General Fund	7/1/20 - 6/30/23	\$2,143,395
DHSH - Housing - Canon Kip General Fund	7/1/20 - 6/30/23	\$964,332
DHSH - Housing - The Rose General Fund	7/1/20 - 6/30/23	\$188,778
DHSH - Housing - 1180 4th Street Mission Bay	7/1/14 - 6/30/24	\$4,112,250
DHSH - Housing - 455 Fell Street	5/15/19 - 6/30/22	\$844,868
DHSH - Housing-Tahanan	08/01/21-6/30/24	\$2,562,003
DHSH - Housing - Alder -CNC/ GF	1/1/21 - 2/29/24	\$5,853,153
DHSH - Housing - Crosby CNC/ GF	1/1/21 - 2/29/24	\$5,507,768
DHSH - Housing - Elm GF CNC/ GF	1/1/21 - 2/29/24	\$4,215,324
DHSH - Housing - Hillsdale CNC/ GF	1/1/21 - 2/29/24	\$3,850,311
DHSH - Housing - Mentone CNC/ GF	1/1/21 - 2/29/24	\$4,081,690
DHSH - Housing - Post Hotel -CoC HUD	9/1/20 - 11/30/23	\$9,298,863
DHSH - Housing - Henry Hotel CNC / GF	7/1/19 - 6/30/22	\$8,694,567
DHSH - Housing - Auburn -CNC/ GF	7/1/21-6/30/24	\$3,791,719
DHSH - Housing - Minna Lee CNC /GF	4/1/18 - 6/30/23	\$1,846,060



HSA - Healthy Aging/DAS - Case Management	7/1/18 - 6/30/23	\$1,492,096
HSA - Healthy Aging/DAS - Community Services	1/1/21 - 6/30/23	\$648,308
HSA - Workforce Development/DHS - Employment Services	2/1/18 - 6/30/22	\$1,484,126
HSA - Congregate Meals for Older Adults /Seniors	7/1/21-6/30/25	\$1,649,956
HSA - Congregate Meals/ Adults with Disabilities	7/1/21-6/30/25	\$263,020
DPH - Interim Housing - Behavioral Health	7/1/18 - 12/31/22	\$5,153,712
HUD - Housing - Canon Kip/SHP	1/1/21-12/31/23	\$339,420
HUD - Housing - The Rose/SHP	1/1/21-12/31/23	\$357,830
HUD - Housing- Henry Hotel/ CoC Rental Assistance	8/1/21-7/31/24	\$3,041,459
MOHCD - Workforce Development - ECS Jobs Center -CDBG	7/1/21-6/30/22	\$64,000
MOHCD - Workforce Development- ECS Jobs Center - GF	7/1/21-6/30/22	\$16,000
MOHCD - Workforce Development - Pilot Occupational Skills Training -	7/1/21-6/30/23	\$1,200,000
CalCRG - GOVERNOR'S OFFICE OF BUSINESS & ECONOMIC DEVELOPMENT	6/1/21-5/31/24	\$450,000

**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 **June 1, 2019** 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 **June 1, 2019** between Grantee and City; and **First Amendment**, dated **March 8, 2022**.
- (b) "Grant" means this document, including all attached appendices, and all applicable City Ordinances and Mandatory City Requirements specifically incorporated into this Agreement by reference as provided herein.

**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 **July 1, 2019** 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 **July 1, 2019** and expire **October 31, 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.

**2.2 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 Seven Hundred Thirty Eight Thousand Five Hundred Twelve Dollars (\$9,738,512)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine Hundred Fifty Three Thousand Two Hundred Six Dollars (\$953,206)** 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 Seven Hundred Thirty Eight Thousand Five Hundred Twelve Dollars (\$9,738,512).**

- 2.3 **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.

2.4 **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).**

2.5 **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.

2.6 **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)

- 2.7 **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 October 31, 2023.
- 2.8 **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 July 1, 2019 to October 31, 2023.
- 2.9 **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).
- 2.10 **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).

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.

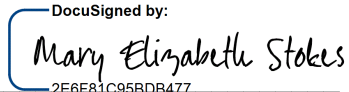
**CITY**

**GRANTEE**

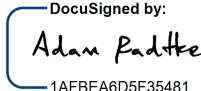
**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**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, Services to be Provided  
by  
Episcopal Community Services  
Henry Hotel**

**I. Purpose of Grant**

The purpose of the grant is to provide Support Services, Property Management, and Master Lease Stewardship to the served population. The goal of these services is 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) via the Coordinated Entry System, 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 services to the total number of tenants as described in Appendix B, Budget. Grantee shall provide the following services during the term of this grant:

**A. Support Services**

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:

1. 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.
2. 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 tenant-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.

3. 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.
  - a. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
  - b. 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 tenants regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
  - c. 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.
4. 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.
5. 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 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.

6. 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.
7. Support Groups, Social Events and Organized Activities:
  - a. 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. These events may be planned with or based on input from tenants and shall be held on site at least once per week. Grantee shall post and provide to tenants a monthly calendar of events.
  - b. 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.
  - c. 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.
8. 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.

#### B. 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 ONE System.

C. 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 Henry Hotel, 106 Sixth Street San Francisco, CA 94103, using the staffing outlined in the Appendix B, Budget.

Grantee shall provide Support Services during business hours. Grantee may also provide services evenings and weekends, and at other times when necessary to best meet the needs of tenants.

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. Case Management Ratio: Grantee shall maintain a 1:25 ratio of case management staff to units.
- 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. 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), the Department of Public Health (DPH), or another City agency.
- D. 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.
- E. 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.
- F. 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>.

- G. 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 a tenant's housing stability.
- H. 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.
- I. 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 participant 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 household to contact after the household 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.
- J. 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.

K. City Communications, and Policies:

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 of quarterly HSH meetings, as needed, such as, but not limited to: hearings on issues related to homelessness<sup>1</sup>; and
3. Attendance of trainings as requested. Grantee shall 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.

L. Coordination with Other Service Providers: Grantee shall establish written agreements with other service providers that are part of the site team to formalize collaboration and roles and responsibilities.

M. Critical Incidents: Grantee shall report critical incidents in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form](#) within 72 hours of the incident. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH Program Manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

N. 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).

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

1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
2. That Grantee management staff is available to respond to neighbors within three business days, if reasonable;
3. Having a representative of the Grantee attend all appropriate neighborhood meetings;
4. Minimizing the impact on the neighborhood of served population waiting to enter the service location; and
5. Active discouragement of loitering in the area surrounding the building.

---

<sup>1</sup> 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.

P. 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 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.

Q. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>2</sup>, including but not limited to:
  - a. Entering all client data within three working days (unless specifically requested to do so sooner);
  - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
  - c. Running monthly data quality reports and correcting errors.
2. 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,
3. Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

## VII. Service Objectives

Grantee shall achieve the Service Objectives listed below.

---

<sup>2</sup> HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>



#### A. Support Services

1. Grantee shall actively outreach to 100 percent of households at least once every month.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
8. 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.

#### B. Property Management

1. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 21 days, on average.
2. Grantee shall ensure that new tenant move-ins occur within 30 days of referral.
3. Grantee shall collect at least 90 percent of tenant portions of monthly rent from occupied units.

### **VIII. Outcome Objectives**

Grantee shall achieve the Outcome Objectives listed below:

- A. 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.

- B. 80 percent of individualized service plans will be reviewed at least once every six months and updated as appropriate at this time.
- C. 85 percent of tenant lease violations will be resolved without loss of housing to tenants.
- D. 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.

## **X. 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; and
  - 2. The total number of new move-ins 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, which 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 and percentage of program participants participating in Support Services Grantee outreached to create Service Plans, as needed;
  - 3. 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;

4. 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.
- 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 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.
  - 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.

## **IX. 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 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.

	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	7/1/2019	6/30/2023	4
6	Amended Term	7/1/2019	10/31/2023	5
7	Program	Henry Hotel		
8	F\$P Contract ID#	1000014089		
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
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	7/1/2019	6/30/2023	4															
6	Amended Term	7/1/2019	10/31/2023	5															
7	Program	Henry Hotel																	
8	FSP Contract ID#	1000014089																	
9																			
10	Number Served																		
11	General Fund Service Component				Year 1	Year 2	Year 3	Year 4	Year 5										
12					7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 10/31/2023										
13	Property Management				121	121	121	121	121										
14	Support Services				121	121	121	121	121										
15																			
16																			
17	Continuum of Care (CoC) Service Component*				7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 10/31/2023										
18	Rental Assistance				54	54	54	54	54										

	A	B	C	D	E	H	K	N	S	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	7/1/2019	6/30/2023	4								
6	Amended Term	7/1/2019	10/31/2023	5								
7	Provider Name	Episcopal Community Services										
8	Program	Henry Hotel										
9	FSP Contract ID#	1000014089										
10	Action (select)	Amendment										
11	Effective Date	7/1/2023										
12	Budget Names	General Fund - Support Services, General Fund - Property Management, COVID-19 Time Limited Funding, GF - Capital										
13		Current	New									
14	Term Budget	\$ 8,972,669	\$ 9,738,512	11%								
15	Contingency	\$ 765,843	\$ -									
16	Not-To-Exceed	\$ 9,738,512	\$ 9,738,512									
17												
18		Year 1	Year 2	Year 3	Year 4	Year 5 (4 months)	All Years					
19		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 10/31/2023	7/1/2019 - 6/30/2023	7/1/2019 - 10/31/2023	7/1/2019 - 10/31/2023			
20		Actuals	Actuals	Actuals	Current	New	Current	Amendment	New			
21	Expenditures											
22	Salaries & Benefits	\$ 468,827	\$ 468,827	\$ 472,168	\$ 627,153	\$ 200,913	\$ 2,036,975	\$ 200,913	\$ 2,237,888			
23	Operating Expense	\$ 1,252,864	\$ 1,249,864	\$ 1,331,680	\$ 684,711	\$ 229,513	\$ 4,519,119	\$ 229,513	\$ 4,748,632			
24	Subtotal	\$ 1,721,691	\$ 1,718,691	\$ 1,803,848	\$ 1,311,864	\$ 430,426	\$ 6,556,094	\$ 430,426	\$ 6,986,520			
25	Indirect Cost	\$ 206,243	\$ 206,243	\$ 216,463	\$ 196,780	\$ 64,564	\$ 825,729	\$ 64,564	\$ 890,292			
27	Other Expenses (Not subject to indirect %)	\$ 835,689	\$ 956,579	\$ 723,035	\$ 2,365,428	\$ 585,318	\$ 4,880,731	\$ 585,318	\$ 5,466,049			
28	Capital Expenditure	\$ (68,753)	\$ 117,575	\$ 103,221	\$ 24,084	\$ -	\$ 176,126	\$ -	\$ 176,126			
30	Total Expenditures	\$ 2,694,870	\$ 2,999,087	\$ 2,846,567	\$ 3,898,156	\$ 1,080,308	\$ 12,438,681	\$ 1,080,307	\$ 13,518,988			
31												
32	SHS Revenues*											
33	General Fund - Ongoing	\$ 2,067,509	\$ 2,317,924	\$ 2,369,581	\$ 2,470,425	\$ 765,843	\$ 9,225,439	\$ 765,843	\$ 9,991,282			
37	Prop C - One-time COVID-19 Bonus Pay	\$ -	\$ 30,988	\$ -	\$ -	\$ -	\$ 30,988	\$ -	\$ 30,988			
38	Adjustment to Actuals	\$ (147,935)	\$ (122,121)	\$ (16,702)	\$ -	\$ -	\$ (286,758)	\$ -	\$ (286,758)			
39	General Fund - One-Time Carryforward	\$ -	\$ -	\$ (355,688)	\$ 355,688	\$ -	\$ -	\$ -	\$ -			
40	COVID-19 Time-Limited Funding	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000			
43	Total SHS Revenues	\$ 1,922,574	\$ 2,226,791	\$ 1,997,191	\$ 2,826,113	\$ 765,843	\$ 8,972,669	\$ 765,843	\$ 9,738,512			
44												
45	Other Revenues											
46	Rental Income	\$ 772,296	\$ 772,296	\$ 295,740	\$ 295,740	\$ 94,268	\$ 2,136,072	\$ 94,268	\$ 2,230,340			
47	CoC Rental Assistance Revenue	\$ -	\$ -	\$ 553,636	\$ 776,304	\$ 220,197	\$ 1,329,940	\$ 220,197	\$ 1,550,137			
51	Total Other Revenues	\$ 772,296	\$ 772,296	\$ 849,376	\$ 1,072,044	\$ 314,465	\$ 3,466,012	\$ 314,465	\$ 3,780,477			
52												
53	Total SHS + Other Revenues	\$ 2,694,870	\$ 2,999,087	\$ 2,846,567	\$ 3,898,157	\$ 1,080,308	\$ 12,438,681	\$ 1,080,308	\$ 13,518,989			
56	Total Adjusted Salary FTE (All Budgets)	5.70	5.70	5.78	6.72	2.08						
57												
58	Prepared by	Tiffany Luong										
59	Phone	415.487.3300 ext. 1219										
60	Email	tluong@ecs-sf.org										
61												
62	* NOTE: SHS 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.											
63												
64												

	A	B	C	D	E	H	K	N	S	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	7/1/2019	6/30/2023	4								
6	Amended Term	7/1/2019	10/31/2023	5								
7	Provider Name	Episcopal Community Services										
8	Program	Henry Hotel										
9	FSP Contract ID#	1000014089										
10	Action (select)	Amendment										
11	Effective Date	7/1/2023										
12	Budget Name	General Fund - Support Services										
13		Current	New									
14	Term Budget	\$ 2,603,650	\$ 2,870,677	11%								
15	Contingency	\$ 765,843	\$ -									
16	Not-To-Exceed	\$ 9,738,512	\$ 9,738,512									
17												
18					EXTENSION YEAR							
19					Year 1	Year 2	Year 3	Year 4	Year 5 (4 months)	All Years		
20					7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 10/31/2023	7/1/2019 - 6/30/2023	7/1/2019 - 10/31/2023	7/1/2019 - 10/31/2023
21					Actuals	Actuals	Actuals	Current	New	Current	Amendment	New
22	Expenditures											
23	Salaries & Benefits				\$ 468,827	\$ 468,827	\$ 472,168	\$ 627,153	\$ 200,913	\$ 2,036,975	\$ 200,913	\$ 2,237,888
24	Operating Expense				\$ 80,990	\$ 80,990	\$ 111,132	\$ 100,916	\$ 31,284	\$ 374,028	\$ 31,284	\$ 405,312
25	Subtotal				\$ 549,817	\$ 549,817	\$ 583,300	\$ 728,069	\$ 232,197	\$ 2,411,003	\$ 232,197	\$ 2,643,200
26	Indirect Percentage				12.00%	12.00%	12.00%	15.00%	15.00%			
27	Indirect Cost (Line 24 X Line 25)				\$ 65,978	\$ 65,978	\$ 69,997	\$ 109,211	\$ 34,830	\$ 311,164	\$ 34,830	\$ 345,994
28	Other Expenses (Not subject to indirect %)				\$ (99,206)	\$ (43,396)	\$ (238,172)	\$ 238,172	\$ -	\$ (142,602)	\$ -	\$ (142,602)
29	Total Expenditures				\$ 516,589	\$ 572,399	\$ 415,125	\$ 1,099,536	\$ 267,027	\$ 2,603,649	\$ 267,027	\$ 2,870,676
30												
31	HSH Revenues (select)											
32	General Fund - Ongoing				\$ 615,795	\$ 634,269	\$ 653,297	\$ 861,365	\$ 267,027	\$ 2,764,726	\$ 267,027	\$ 3,031,753
33	Prop C - One-time COVID-19 Bonus Pay					\$ 30,988			\$ -	\$ 30,988	\$ -	\$ 30,988
34	Adjustment to Actuals				\$ (99,206)	\$ (92,858)			\$ -	\$ (192,064)	\$ -	\$ (192,064)
35	General Fund - One-Time Carryforward						\$ (238,172)	\$ 238,172	\$ -	\$ -	\$ -	\$ -
36												
37	Total HSH Revenues				\$ 516,589	\$ 572,399	\$ 415,125	\$ 1,099,537	\$ 267,027	\$ 2,603,650	\$ 267,027	\$ 2,870,677
38												
39	Total HSH + Other Revenues				\$ 516,589	\$ 572,399	\$ 415,125	\$ 1,099,537	\$ 267,027	\$ 2,603,650	\$ 267,027	\$ 2,870,677
40												
41	Prepared by				Tiffany Luong							
42	Phone				415.487.3300 Ext. 1219							
43	Email				tluong@ecs-sf.org							



	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	Henry Hotel									
6	F\$P Contract ID#	1000014089									
7	Budget Name	General Fund - Support Services									
8											
9			Year 1			Year 2			Year 3		
Agency Totals For HSH Funded Program			7/1/2019 - 6/30/2020	Agency Totals For HSH Funded Program		7/1/2020 - 6/30/2021	Agency Totals For HSH Funded Program		7/1/2021 - 6/30/2022		
			Current			Current			Current		
10					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)
11											
12	POSITION TITLE										
13	Support Services Manager-H86		\$ 73,554	1.00	\$ 73,554	\$ 73,554	1.00	\$ 73,554	\$ 73,554	1.00	\$ 73,554
14	Case Manager III Master H87		\$ 45,840	1.00	\$ 45,840	\$ 45,840	1.00	\$ 45,840	\$ 45,840	1.00	\$ 45,840
15	Case Manager III Bilingual H126		\$ 54,370	1.00	\$ 54,370	\$ 54,370	1.00	\$ 54,370	\$ 54,370	1.00	\$ 54,370
16	Case Manager III Bilingual H85		\$ 54,601	1.00	\$ 54,601	\$ 54,601	1.00	\$ 54,601	\$ 54,601	1.00	\$ 54,601
17	Case Manager III-H84		\$ 45,148	1.00	\$ 45,148	\$ 45,148	1.00	\$ 45,148	\$ 45,148	1.00	\$ 45,148
18	Housing Services Sr. Director-H5		\$ 119,494	0.08	\$ 9,198	\$ 119,494	0.08	\$ 9,198	\$ 119,494	0.08	\$ 9,198
19	Database Specialist & Compliance Monitor-H51		\$ 54,768	0.08	\$ 4,351	\$ 54,768	0.08	\$ 4,351	\$ 54,768	0.08	\$ 4,351
20	Admin Ass/Quality Assurance Specialist-H106		\$ 60,344	0.07	\$ 3,935	\$ 60,344	0.07	\$ 3,935	\$ 60,344	0.07	\$ 3,935
21	Clinical Services Manager-H6		\$ 78,582	0.02	\$ 1,572	\$ 78,582	0.02	\$ 1,572	\$ 78,582	0.02	\$ 1,572
22	Director of Hlth Aging-SN34		\$ 114,071	0.02	\$ 1,966	\$ 114,071	0.02	\$ 1,966	\$ 114,071	0.02	\$ 1,966
23	Manager of Master-Leased Operations-A56		\$ 79,974	0.17	\$ 13,334	\$ 79,974	0.17	\$ 13,334	\$ 79,974	0.17	\$ 13,334
24	Sr Assoc Dir of Asset Mgmt-A97		\$ 136,804	0.02	\$ 2,728	\$ 136,804	0.02	\$ 2,728	\$ 136,804	0.02	\$ 2,728
25	housing Srvc -Asso director 2-H88		\$ 89,544	0.07	\$ 6,696	\$ 89,544	0.07	\$ 6,696	\$ 100,915	0.14	\$ 13,867
26	Director of Impact & Analytics- A83		\$ 79,061	0.02	\$ 1,585	\$ 79,061	0.02	\$ 1,585	\$ 79,061	0.02	\$ 1,585
27	DB Specialist & Compliance Monitore-H107		\$ 51,771	0.08	\$ 4,110	\$ 51,771	0.08	\$ 4,110	\$ 51,771	0.08	\$ 4,110
28	Director of Behavioral Health-CS500			0.00			0.00		\$ 117,565	0.02	\$ 2,351
29	Case Manager			0.00			0.00			0.00	
30	Housing Services Director			0.00			0.00			0.00	
31	Direct support for Housing Srvc D		\$ 89,544	0.08	\$ 7,171	\$ 89,544	0.08	\$ 7,171	\$ 89,544	0.08	\$ -
57			TOTAL SALARIES		\$ 330,160	TOTAL SALARIES		\$ 330,160	TOTAL SALARIES		332,512
58			TOTAL FTE	5.70		TOTAL FTE	5.70		TOTAL FTE	5.78	
59			FRINGE BENEFIT RATE		42.00%	FRINGE BENEFIT RATE		42.00%	FRINGE BENEFIT RATE		42.00%
60			EMPLOYEE FRINGE BENEFITS		\$ 138,667	EMPLOYEE FRINGE BENEFITS		\$ 138,667	EMPLOYEE FRINGE BENEFITS		\$ 139,656
61			TOTAL SALARIES & BENEFITS		\$ 468,827	TOTAL SALARIES & BENEFITS		\$ 468,827	TOTAL SALARIES & BENEFITS		\$ 472,168

	A	B		X	AA	AB	AE	AH	AK	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	Henry Hotel																
6	F\$P Contract ID#	1000014089																
7	Budget Name	General Fund - Support Services																
8																		
9																		
10																		
11																		
12	POSITION TITLE		Year 4			Year 5			All Years									
13	Support Services Manager-H86		\$	87,144	1.00	\$	87,144	\$	92,954	0.31	\$	28,816	\$	307,806	\$	28,816	\$	336,622
14	Case Manager III Master H87		\$	62,640	1.00	\$	62,640	\$	60,000	0.31	\$	18,600	\$	200,160	\$	18,600	\$	218,760
15	Case Manager III Bilingual H126		\$	65,772	1.00	\$	65,772	\$	64,286	0.31	\$	19,929	\$	228,882	\$	19,929	\$	248,811
16	Case Manager III Bilingual H85		\$	65,772	1.00	\$	65,772	\$	67,500	0.31	\$	20,925	\$	229,575	\$	20,925	\$	250,500
17	Case Manager III-H84		\$	62,640	1.00	\$	62,640	\$	64,286	0.31	\$	19,929	\$	198,084	\$	19,929	\$	218,013
18	Housing Services Sr. Director-H5		\$	162,180	0.08	\$	12,484	\$	169,090	0.02	\$	4,035	\$	40,079	\$	4,035	\$	44,115
19	Database Specialist & Compliance Monitor-H51		\$	70,885	0.08	\$	5,631	\$	74,871	0.02	\$	1,844	\$	18,685	\$	1,844	\$	20,529
20	Admin Ass/Quality Assurance Specialist-H106		\$	74,541	0.11	\$	8,349	\$	77,732	0.03	\$	2,699	\$	20,155	\$	2,699	\$	22,854
21	Clinical Services Manager-H6		\$	85,734	0.02	\$	1,716	\$	86,853	0.01	\$	539	\$	6,433	\$	539	\$	6,972
22	Director of Hlth Aging-SN34		\$	143,706	0.02	\$	2,477	\$	149,823	0.01	\$	801	\$	8,377	\$	801	\$	9,177
23	Manager of Master-Leased Operations-A56		\$	111,876	0.17	\$	18,654	\$	116,636	0.05	\$	6,029	\$	58,657	\$	6,029	\$	64,685
24	Sr Assoc Dir of Asset Mgmt-A97		\$	155,255	0.02	\$	3,096	\$	161,856	0.01	\$	1,000	\$	11,279	\$	1,000	\$	12,279
25	housing Srvc -Asso director 2-H88		\$	111,618	0.14	\$	15,337	\$	116,371	0.04	\$	4,957	\$	42,596	\$	4,957	\$	47,553
26	Director of Impact & Analytics- A83		\$	139,813	0.02	\$	2,802	\$	149,133	0.01	\$	927	\$	7,556	\$	927	\$	8,483
27	DB Specialist & Compliance Monitore-H107		\$	67,337	0.08	\$	5,346	\$	71,936	0.02	\$	1,770	\$	17,676	\$	1,770	\$	19,446
28	Director of Behavioral Health-CS500		\$	152,695	0.02	\$	3,054	\$	154,688	0.01	\$	959	\$	5,405	\$	959	\$	6,364
29	Case Manager		\$	58,464	0.92	\$	53,734	\$	64,286	0.28	\$	18,317	\$	53,734	\$	18,317	\$	72,051
30	Housing Services Director		\$	140,602	0.06	\$	7,874	\$	142,437	0.02	\$	2,473	\$	7,874	\$	2,473	\$	10,346
31	Direct support for Housing Srvc D		\$	-	0.00	\$	-	\$	-	0.00	\$	-	\$	14,341	\$	-	\$	14,341
57			TOTAL SALARIES			\$	484,522	TOTAL SALARIES			\$	154,549	\$	1,477,353	\$	154,549	\$	1,631,902
58			TOTAL FTE			6.72		TOTAL FTE			2.08							
59			FRINGE BENEFIT RATE			29.44%		FRINGE BENEFIT RATE			30.00%							
60			EMPLOYEE FRINGE BENEFITS			\$	142,631	EMPLOYEE FRINGE BENEFITS			\$	46,364	\$	559,621	\$	46,364	\$	605,985
61			TOTAL SALARIES & BENEFITS			\$	627,153	TOTAL SALARIES & BENEFITS			\$	200,913	\$	2,036,975	\$	200,913	\$	2,237,888

## EXTENSION YEAR

	A	B	C	F	I	L	Q	AG	AH	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>									
2	<b>OPERATING DETAIL</b>									
3	<b>Document Date</b>	7/1/2023								
4	<b>Provider Name</b>	Episcopal Community Services								
5	<b>Program</b>	Henry Hotel								
6	<b>FSP Contract ID#</b>	1000014089								
7	<b>Budget Name</b>	<b>General Fund - Support Services</b>								
8										
9			<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5 (4 months)</b>	<b>All Years</b>		
10			7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 10/31/2023	7/1/2019 - 6/30/2023	7/1/2019 - 10/31/2023	7/1/2019 - 10/31/2023
11			Actuals	Actuals	Actuals	Current	New	Current	Amendment	New
12	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property						\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, garbage and wage management)		\$ 9,921	\$ 9,921	\$ 33,063	\$ 42,471	\$ 13,166	\$ 95,376	\$ 13,166	\$ 108,542
15	Office Supplies, Postage		\$ 41,211	\$ 41,211	\$ 41,211	\$ 7,763	\$ 2,906	\$ 131,396	\$ 2,906	\$ 134,302
16	Building Maintenance Supplies and Repair		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction		\$ 2,877	\$ 2,877	\$ 4,877	\$ 7,399	\$ 2,294	\$ 18,030	\$ 2,294	\$ 20,324
18	Insurance		\$ 8,884	\$ 8,884	\$ 13,884	\$ 15,272	\$ 5,235	\$ 46,924	\$ 5,235	\$ 52,159
19	Staff Training		\$ 3,852	\$ 3,852	\$ 3,852	\$ 3,083	\$ 1,702	\$ 14,639	\$ 1,702	\$ 16,341
22	Program/Client Materials		\$ 8,807	\$ 8,807	\$ 8,807	\$ 6,335	\$ 2,464	\$ 32,756	\$ 2,464	\$ 35,220
23	Food and Food Supplies		\$ 4,438	\$ 4,438	\$ 4,438	\$ 7,704	\$ 2,888	\$ 21,018	\$ 2,888	\$ 23,906
24	Recruitment Fee					\$ 9,828	\$ -	\$ 9,828	\$ -	\$ 9,828
42	<u>Consultants</u>									
43	Professional Fees		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,060	\$ 629	\$ 4,060	\$ 629	\$ 4,689
67	<b>TOTAL OPERATING EXPENSES</b>		\$ 80,990	\$ 80,990	\$ 111,132	\$ 100,916	\$ 31,284	\$ 374,028	\$ 31,284	\$ 405,312
69	<u>Other Expenses (not subject to indirect cost %)</u>									
70	One-Time CODB			\$ 18,474			\$ -	\$ 18,474	\$ -	\$ 18,474
71	One Time Prop C Bonus Pay			\$ 30,988			\$ -	\$ 30,988	\$ -	\$ 30,988
72	Adjustment to Actuals		\$ (99,206)	\$ (92,858)			\$ -	\$ (192,064)	\$ -	\$ (192,064)
73	One-Time Carry-forward from FY22 to FY23 (Caritas Invoices)				\$ (238,172)	\$ 238,172	\$ -	\$ -	\$ -	\$ -
83	<b>TOTAL OTHER EXPENSES</b>		\$ (99,206)	\$ (43,396)	\$ (238,172)	\$ 238,172	\$ -	\$ (142,602)	\$ -	\$ (142,602)
84										
85	<u>Capital Expenses</u>									
86	Emergency Repairs					\$ 24,084		\$ 24,084	\$ -	\$ 24,084
93										
94	<b>TOTAL CAPITAL EXPENSES</b>		\$ -	\$ -	\$ -	\$ 24,084	\$ -	\$ 24,084	\$ -	\$ 24,084

**BUDGET NARRATIVE****Fiscal Year****General Fund - Support Services****FY23-24**

<u>Salaries &amp; Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Support Services Manager-H86	0.31	\$ 28,816	provides team leadership, management and supervision to ensure clinical competence, program quality, resident safety, housing retention, and individual development; supervises staff, coordinates and leads partner efforts.	\$92,954 X 0.31 FTE
Case Manager III Master H87	0.31	\$ 18,600	provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$60,000 X 0.31 FTE
Case Manager III Bilingual H126	0.31	\$ 19,929	provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$64,286 X 0.31 FTE
Case Manager III Bilingual H85	0.31	\$ 20,925	provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$67,500 X 0.31 FTE
Case Manager III-H84	0.31	\$ 19,929	provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$64,286 X 0.31 FTE
Housing Services Sr. Director-H5	0.02	\$ 4,035	primary responsibility for leadership, direction, and support for all programmatic, administrative, fiscal, and regulatory functions for ECS housing services.	\$169,090 X 0.02 FTE
Database Specialist & Compliance Monitor-H51	0.02	\$ 1,844	performs database management and reporting functionalities for Housing Services department. Ensures data integrity and quality assurance across internal and funder data systems and submits timely reports to funders.	\$74,871 X 0.02 FTE
Admin Ass/Quality Assurance Specialist-H106	0.03	\$ 2,699	performs database management and reporting functionalities for Housing Services department. Ensures data integrity and quality assurance across internal and funder data systems and submits timely reports to funders.	\$77,732 X 0.03 FTE
Clinical Services Manager-H6	0.01	\$ 539	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.	\$86,853 X 0.01 FTE
Director of Hlth Aging-SN34	0.01	\$ 801	overall program direction and operations of CKSC as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence	\$149,823 X 0.01 FTE
Manager of Master-Leased Operations-A56	0.05	\$ 6,029	overall program direction and operations of CKSC as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence	\$116,636 X 0.05 FTE
Sr Assoc Dir of Asset Mgmt-A97	0.01	\$ 1,000	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$161,856 X 0.01 FTE
housing Srvc -Asso director 2-H88	0.04	\$ 4,957	primary responsibility for leadership, direction, and support for all programmatic, administrative, fiscal, and regulatory functions for ECS housing services.	\$116,371 X 0.04 FTE

**BUDGET NARRATIVE****Fiscal Year****General Fund - Support Services****FY23-24**

<u>Salaries &amp; Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Director of Impact & Analytics- A83	0.01	\$ 927	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.	\$149,133 X 0.01 FTE
DB Specialist & Compliance Monitore-H107	0.02	\$ 1,770	evaluates HSH contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures; performs data entry.	\$71,936 X 0.02 FTE
Director of Behavioral Health-CS500	0.01	\$ 959	Responsible for the overall provision of Behavioral Health services at ECS.	\$154,688 X 0.01 FTE
Case Manager	0.28	\$ 18,317	provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$64,286 X 0.28 FTE
Housing Services Director	0.02	\$ 2,473	The Director of Housing Services (DHS) supports the Senior Director of Housing Services (SDHS) by overseeing the implementation of new programs and development of policy and systems to achieve the goals and vision of the department. Directly supervises the Associate Directors of Housing Services (ADs), and collaborates with ECS's Asset Management team, Housing Development, Finance, Funds Development, and other program and administrative staff to ensure effective service delivery, sufficient funding and sound financial management.	\$142,437 X 0.02 FTE
			Includes FICA, SSUI, Workers Compensation and Medical calculated at <b>30%</b> of total salaries.	
Employee Fringe Benefits	30.00%	\$ 46,364		
Salaries & Benefits Total		\$ 200,913		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Utilities(Elec, Water, Gas, Phone, garbage and wage management)	\$ 13,166	covers office and meeting supplies, including postage expenses	\$1,097 per month x 12 mo.
Office Supplies, Postage	\$ 2,906	covers office and meeting supplies, including postage expenses	\$242 per month x 12 mo.
Printing and Reproduction	\$ 2,294	includes monthly copier leasing and maintenance charges;	\$191 per month x 12 mo.
Insurance	\$ 5,235	includes ECS insurance expenses	\$436 per month x 12 mo.
Staff Training	\$ 1,702	includes staff training expenses	\$142 per month x 12 mo.
Program/Client Materials	\$ 2,464	covers expenses for program and client supplies for resident activities	\$205 per month x 12 mo.
Food and Food Supplies	\$ 2,888	covers supplemental food and food service supplies expenses for residents	\$241 per month x 12 mo.
Professional Fees	\$ 629	covers professional fees	\$52 per month x 12 mo.
<b>Indirect Cost</b>	15.0% \$ 34,830		

	A	B	C	D	E	H	K	N	S	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	7/1/2019	6/30/2023	4									
6	Amended Term	7/1/2019	10/31/2023	5									
7	Provider Name	Episcopal Community Services											
8	Program	Henry Hotel											
9	FSP Contract ID#	1000014089											
10	Action (select)	Amendment											
11	Effective Date	7/1/2023											
12	Budget Name	General Fund - Property Management											
13		Current	New										
14	Term Budget	\$ 6,282,500	\$ 6,781,316	11%									
15	Contingency	\$ 765,843	\$ -										
16	Not-To-Exceed	\$ 9,738,512	\$ 9,738,512										
17	EXTENSION YEAR												
18		Year 1	Year 2	Year 3	Year 4	Year 5 (4 months)	All Years						
19		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 10/31/2023	7/1/2019 - 6/30/2023	7/1/2019 - 10/31/2023	7/1/2019 - 10/31/2023				
20		Actuals	Actuals	Actuals	Current	New	Current	Amendment	New				
21	Expenditures												
22	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
23	Operating Expense	\$ 1,168,874	\$ 1,168,874	\$ 1,220,548	\$ 583,795	\$ 198,229	\$ 4,142,091	\$ 198,229	\$ 4,340,320	\$ 198,229	\$ 4,340,320	\$ 4,340,320	
24	Subtotal	\$ 1,168,874	\$ 1,168,874	\$ 1,220,548	\$ 583,795	\$ 198,229	\$ 4,142,091	\$ 198,229	\$ 4,340,320	\$ 198,229	\$ 4,340,320	\$ 4,340,320	
25	Indirect Percentage	12.00%	12.00%	12.00%	15.00%	15.00%							
26	Indirect Cost (Line 24 X Line 25)	\$ 140,265	\$ 140,265	\$ 146,466	\$ 87,569	\$ 29,734	\$ 514,565	\$ 29,734	\$ 544,299	\$ 29,734	\$ 544,299	\$ 544,299	
27	Other Expenses (Not subject to indirect %)	\$ 937,895	\$ 999,975	\$ 977,909	\$ 2,127,256	\$ 585,318	\$ 5,043,035	\$ 585,318	\$ 5,628,353	\$ 585,318	\$ 5,628,353	\$ 5,628,353	
28	Capital Expenditure	\$ (68,753)	\$ 117,575	\$ -	\$ -	\$ -	\$ 48,821	\$ -	\$ 48,821	\$ -	\$ 48,821	\$ 48,821	
30	Total Expenditures	\$ 2,178,281	\$ 2,426,688	\$ 2,344,923	\$ 2,798,620	\$ 813,281	\$ 9,748,512	\$ 813,281	\$ 10,561,793	\$ 813,281	\$ 10,561,793	\$ 10,561,793	
31													
32	HSH Revenues												
33	General Fund - Ongoing	\$ 1,451,714	\$ 1,683,655	\$ 1,613,063	\$ 1,609,060	\$ 498,816	\$ 6,357,492	\$ 498,816	\$ 6,856,308	\$ 498,816	\$ 6,856,308	\$ 6,856,308	
38	Adjustment to Actuals	\$ (45,729)	\$ (29,263)			\$ -	\$ (74,992)	\$ -	\$ (74,992)	\$ -	\$ (74,992)	\$ (74,992)	
39	General Fund - One-Time Carryforward			\$ (117,516)	\$ 117,516	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	Total HSH Revenues	\$ 1,405,985	\$ 1,654,392	\$ 1,495,547	\$ 1,726,576	\$ 498,816	\$ 6,282,500	\$ 498,816	\$ 6,781,316	\$ 498,816	\$ 6,781,316	\$ 6,781,316	
44													
45	Other Revenues												
46	Rental Income	\$ 772,296	\$ 772,296	\$ 295,740	\$ 295,740	\$ 94,268	\$ 2,136,072	\$ 94,268	\$ 2,230,340	\$ 94,268	\$ 2,230,340	\$ 2,230,340	
47	CoC Rental Assistance Revenue			\$ 553,636	\$ 776,304	\$ 220,197	\$ 1,329,940	\$ 220,197	\$ 1,550,137	\$ 220,197	\$ 1,550,137	\$ 1,550,137	
51	Total Other Revenues	\$ 772,296	\$ 772,296	\$ 849,376	\$ 1,072,044	\$ 314,465	\$ 3,466,012	\$ 314,465	\$ 3,780,477	\$ 314,465	\$ 3,780,477	\$ 3,780,477	
53	Total HSH + Other Revenues	\$ 2,178,281	\$ 2,426,688	\$ 2,344,923	\$ 2,798,620	\$ 813,281	\$ 9,748,512	\$ 813,281	\$ 10,561,793	\$ 813,281	\$ 10,561,793	\$ 10,561,793	
56													
57	Prepared by	Tiffany Luong											
58	Phone	415.487.3300 Ext. 1219											
59	Email	tluong@ecs-sf.org											

	A	B	C	D	E	H	K	N	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	OPERATING DETAIL											
3	Document Date		7/1/2023									
4	Provider Name		Episcopal Community Services									
5	Program		Henry Hotel									
6	FSP Contract ID#		1000014089									
7	Budget Name		General Fund - Property Management									
8	EXTENSION YEAR											
9					Year 1	Year 2	Year 3	Year 4	Year 5 (4 months)	All Years		
7/1/2019 - 6/30/2020					7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 10/31/2023	7/1/2019 - 6/30/2023	7/1/2019 - 10/31/2023	7/1/2019 - 10/31/2023	
Actuals					Actuals	Actuals	Current	New	Current	Amendment	New	
Budgeted Expense					Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
10												
11												
12	Operating Expenses											
14	Utilities (Elec, Water, Gas, Phone, Scavenger)				\$ 151,396	\$ 151,396	\$ 151,395	\$ 258,480	\$ 80,130	\$ 712,667	\$ 80,130	\$ 792,797
15	Office Supplies, Postage				\$ 14,520	\$ 14,520	\$ 27,520	\$ 45,171	\$ 14,003	\$ 101,731	\$ 14,003	\$ 115,734
16	Building Maintenance Supplies and Repair				\$ 89,610	\$ 89,610	\$ 94,610	\$ 96,287	\$ 29,849	\$ 370,117	\$ 29,849	\$ 399,966
19	Staff Training				\$ 1,963	\$ 1,963	\$ -	\$ -	\$ -	\$ 3,926	\$ -	\$ 3,926
22	Renting Expenses				\$ 4,944	\$ 4,944	\$ 4,944	\$ 3,922	\$ 1,216	\$ 18,754	\$ 1,216	\$ 19,970
23	Elevator Maintenance				\$ 10,624	\$ 10,624	\$ 10,624	\$ 2,261	\$ 701	\$ 34,133	\$ 701	\$ 34,834
24	Plumbing & Electric Repairs				\$ 19,570	\$ 19,570	\$ 19,570	\$ 2,744	\$ 851	\$ 61,454	\$ 851	\$ 62,305
25	Equipment Repair				\$ 157,097	\$ 157,097	\$ 157,097	\$ 46,522	\$ 14,422	\$ 517,813	\$ 14,422	\$ 532,235
42	Consultants											
43	Legal Fees/Permits				\$ 61,800	\$ 61,800	\$ 76,800	\$ 103,408	\$ 32,057	\$ 303,808	\$ 32,057	\$ 335,865
44	Professional Fees				\$ 4,362	\$ 4,362	\$ -	\$ -	\$ -	\$ 8,724	\$ -	\$ 8,724
54	Subcontractors (First \$25k Only)											
55	Caritas - Contract Staffing				\$ 402,442	\$ 402,442	\$ 422,442	\$ 25,000	\$ 25,000	\$ 1,252,326	\$ 25,000	\$ 1,277,326
56	Caritas - Contract Benefits				\$ 148,100	\$ 148,100	\$ 153,100	\$ -	\$ -	\$ 449,300	\$ -	\$ 449,300
57	Caritas - Management Fees				\$ 102,446	\$ 102,446	\$ 102,446	\$ -	\$ -	\$ 307,338	\$ -	\$ 307,338
68	TOTAL OPERATING EXPENSES				\$ 1,168,874	\$ 1,168,874	\$ 1,220,548	\$ 583,795	\$ 198,229	\$ 4,142,091	\$ 198,229	\$ 4,340,320
69												
70	Other Expenses (not subject to indirect cost %)											
71	Rental of Property				\$ 983,624	\$ 983,624	\$ 1,078,711	\$ 1,111,072	\$ 337,031	\$ 4,157,031	\$ 337,031	\$ 4,494,062
72	Caritas - Contract Staffing							\$ 598,789	\$ 157,321	\$ 598,789	\$ 157,321	\$ 756,110
73	Caritas - Contract Benefits							\$ 179,286	\$ 54,385	\$ 179,286	\$ 54,385	\$ 233,671
74	Caritas - Management Fees							\$ 120,593	\$ 36,581	\$ 120,593	\$ 36,581	\$ 157,174
75	Adjustment to Actuals				\$ (45,729)	\$ (29,263)				\$ (74,992)	\$ -	\$ (74,992)
76	One-Time CODB					\$ 45,614				\$ 45,614	\$ -	\$ 45,614
77	Private Fund						\$ 16,714			\$ 16,714	\$ -	\$ 16,714
78	One-Time Carry-forward from FY22 to FY23 (Caritas Invoices)						\$ (117,516)	\$ 117,516		\$ -	\$ -	\$ -
83												
84	TOTAL OTHER EXPENSES				\$ 937,895	\$ 999,975	\$ 977,909	\$ 2,127,256	\$ 585,318	\$ 5,043,035	\$ 585,318	\$ 5,628,353
85												
86	Capital Expenses											
87	Mold Remediation from October 2020					\$ 48,821			\$ -	\$ 48,821	\$ -	\$ 48,821
88	Carry-forward to FY20-21 to cover security camera cost				\$ (68,753)	\$ 68,753			\$ -	\$ -	\$ -	\$ -
94												
95	TOTAL CAPITAL EXPENSES				\$ (68,753)	\$ 117,575	\$ -	\$ -	\$ -	\$ 48,821	\$ -	\$ 48,821

**BUDGET NARRATIVE****Fiscal Year****General Fund - Property Management****FY23-24**

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Utilities (Elec, Water, Gas, Phone, Scavenger)	\$ 80,130	Utilities (electricity, water, gas, telephone and scavenger service)	\$6,678 x 12 months
Office Supplies, Postage	\$ 14,003	PM office supplies are including on site supplies, postage/copiers, payroll expenses; staffing training, computer tech and supplies, as well as Cable TV and tenant background check/renting fee. Budget increase needed due to system license fee and other cost increases	\$1,167 x 12 months
Building Maintenance Supplies and Repair	\$ 29,849	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc. Expenses increase due increase in repairs including rooftop access door repair	\$2,487 x 12 months
Renting Expenses	\$ 1,216	back ground check for all tenants	\$101 x 12 months
Elevator Maintenance	\$ 701	Estimated cost from property management provided information for elevator repairs	\$58 x 12 months
Plumbing & Electric Repairs	\$ 851	Estimated cost from property management provided information for plumbing, electrical	\$71 x 12 months
Equipment Repair	\$ 14,422	Estimated cost from property management provided information for furnishing, etc..	\$1,202 x 12 months
<u>Consultants</u>			
Legal Fees/Permits	\$ 32,057	Property management legal expenses increase due to increased legal costs	\$2,671 x 12 months
<u>Subcontractors (First \$25k Only)</u>			
Caritas - Contract Staffing	\$ 25,000	Coverage 24/7 for residents; includes holidays/overtime coverage, due to increased hours of employee sick time (COVID-19) and more replacement	\$2,083 x 12 months
TOTAL OPERATING EXPENSES	\$ 198,229		
Indirect Cost	15.0% \$ 29,734		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 337,031	covers rental related expenses	\$28,086 x 12 months
Caritas - Contract Staffing	\$ 157,321	covers Caritas' contract staffing expenses	\$13,110 x 12 months
Caritas - Contract Benefits	\$ 54,385	covers Caritas' contract benefit expenses	\$4,532 x 12 months
Caritas - Management Fees	\$ 36,581	covers Caritas' management fees	\$3,048 x 12 months
TOTAL OTHER EXPENSES	\$ 585,318		



	A	B	C	D	E	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>APPENDIX B, BUDGET</b>							
3	<b>Document Date</b>	7/1/2023						
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>				
5	<b>Current Term</b>	7/1/2019	6/30/2023	4				
6	<b>Amended Term</b>	7/1/2019	10/31/2023	5				
7	<b>Provider Name</b>	Episcopal Community Services						
8	<b>Program</b>	Henry Hotel						
9	<b>FSP Contract ID#</b>	1000014089						
10	<b>Action (select)</b>	Amendment						
11	<b>Effective Date</b>	7/1/2023						
12	<b>Budget Name</b>	<b>COVID-19 Time-Limited Funding</b>						
13		<b>Current</b>	<b>New</b>					
14	<b>Term Budget</b>	\$ -	\$ -	11%				
15	<b>Contingency</b>	\$ 765,843	\$ -					
16	<b>Not-To-Exceed</b>	\$ 9,738,512	\$ 9,738,512					
17								
18								
19								
20								
21	<b>Expenditures</b>							
23	Operating Expense				\$ 3,000	\$ 3,000	\$ -	\$ 3,000
27	Other Expenses (Not subject to indirect %)				\$ (3,000)	\$ (3,000)	\$ -	\$ (3,000)
30	<b>Total Expenditures</b>				\$ -	\$ -	\$ -	\$ -
31								
32	<b>HSH Revenues (select)</b>							
37	Prop C - One-time COVID-19 Bonus Pay				\$ -	\$ -	\$ -	\$ -
38	Adjustment to Actuals				\$ (3,000)	\$ (3,000)	\$ -	\$ (3,000)
40	COVID-19 Time-Limited Funding				\$ 3,000	\$ 3,000	\$ -	\$ 3,000
42					\$ -	\$ -	\$ -	\$ -
43	<b>Total HSH Revenues</b>				\$ -	\$ -	\$ -	\$ -
50	<b>Total Other Revenues</b>				\$ -	\$ -	\$ -	\$ -
51								
52	<b>Total HSH + Other Revenues</b>				\$ -	\$ -	\$ -	\$ -
55								
56	<b>Prepared by</b>	Tiffany Luong						
57	<b>Phone</b>	415.487.3300 Ext. 1219						
58	<b>Email</b>	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>						

	A	B	C	D	E	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	7/1/2023						
4	Provider Name	Episcopal Community Services						
5	Program	Henry Hotel						
6	FSP Contract ID#	1000014089						
7	Budget Name	COVID-19 Time-Limited Funding						
8					Year 1	All Years		
9					7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2023	7/1/2019 - 10/31/2023	7/1/2019 - 10/31/2023
10					Actuals	Current	Amendment	New
11					Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
12					Operating Expenses			
16	Building Maintenance Supplies and Repair				\$ 3,000	\$ 3,000	\$ -	\$ 3,000
67								
68	TOTAL OPERATING EXPENSES				\$ 3,000	\$ 3,000	\$ -	\$ 3,000
69								
70	Other Expenses (not subject to indirect cost %)							
71	Adjustment to Actuals				\$ (3,000)	\$ (3,000)	\$ -	\$ (3,000)
83								
84	TOTAL OTHER EXPENSES				\$ (3,000)	\$ (3,000)	\$ -	\$ (3,000)

	A	B	C	D	K	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>APPENDIX B, BUDGET</b>							
3	<b>Document Date</b>	7/1/2023						
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>				
5	<b>Current Term</b>	7/1/2019	6/30/2023	4				
6	<b>Amended Term</b>	7/1/2019	10/31/2023	5				
7	<b>Provider Name</b>	Episcopal Community Services						
8	<b>Program</b>	Henry Hotel						
9	<b>FSP Contract ID#</b>	1000014089						
10	<b>Action (select)</b>	Amendment						
11	<b>Effective Date</b>	7/1/2023						
12	<b>Budget Name</b>	GF - Capital						
13		<b>Current</b>	<b>New</b>					
14	<b>Term Budget</b>	\$ 86,519	\$ 86,519	0%				
15	<b>Contingency</b>	\$ 765,843	\$ -					
16	<b>Not-To-Exceed</b>	\$ 9,738,512	\$ 9,738,512					
17								
18								
19								
20								
21	<b>Expenditures</b>							
27	Other Expenses (Not subject to indirect %)				\$ (16,702)	\$ (16,702)	\$ -	\$ (16,702)
28	Capital Expenditure				\$ 103,221	\$ 103,221	\$ -	\$ 103,221
30	<b>Total Expenditures</b>				\$ 86,519	\$ 86,519	\$ -	\$ 86,519
31								
32	<b>SHS Revenues (select)</b>							
33	General Fund - Ongoing				\$ 103,221	\$ 103,221	\$ -	\$ 103,221
38	Adjustment to Actuals				\$ (16,702)	\$ (16,702)	\$ -	\$ (16,702)
42					\$ -	\$ -	\$ -	\$ -
43	<b>Total SHS Revenues</b>				\$ 86,519	\$ 86,519	\$ -	\$ 86,519
51								
52	<b>Total SHS + Other Revenues</b>				\$ 86,519	\$ 86,519	\$ -	\$ 86,519
55								
56	<b>Prepared by</b>	Tiffany Luong						
57	<b>Phone</b>	415.487.3300 Ext. 1219						
58	<b>Email</b>	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>						

pe ID: 2014D948-1753-48DE-BA15-00949127B3AB

	A	B	C	D	K	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	7/1/2023						
4	Provider Name	Episcopal Community Services						
5	Program	Henry Hotel						
6	FSP Contract ID#	1000014089						
7	Budget Name	GF - Capital						
8								
9					Year 3	All Years		
10					7/1/2021 - 6/30/2022	7/1/2019 - 6/30/2023	7/1/2019 - 10/31/2023	7/1/2019 - 10/31/2023
11					Actuals	Current	Amendment	New
12	Operating Expenses				Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
68	TOTAL OPERATING EXPENSES				\$ -	\$ -	\$ -	\$ -
69								
70	Other Expenses (not subject to indirect cost %)							
71	Adjustment to Actuals				(\$16,702)	\$ (16,702)	\$ -	\$ (16,702)
84	TOTAL OTHER EXPENSES				\$ (16,702)	\$ (16,702)	\$ -	\$ (16,702)
85								
86	Capital Expenses:							
87	Elevator Repair				\$ 27,144	\$ 27,144	\$ -	\$ 27,144
88	Extraordinary Expenses				\$ 23,410	\$ 23,410	\$ -	\$ 23,410
89	PNA				\$ 6,000	\$ 6,000	\$ -	\$ 6,000
90	Security Camera				\$ 46,029	\$ 46,029	\$ -	\$ 46,029
91	Canon Power Shot SX620 (6320)				\$ 638	\$ 638	\$ -	\$ 638
94								
95	TOTAL CAPITAL EXPENSES				\$ 103,221	\$ 103,221	\$ -	\$ 103,221

## 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.

<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

**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.

General Fund	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, 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,

General Fund	
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 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 1/10<sup>th</sup> 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	Flexible Housing Subsidy Pool	February 15, 2021 - June 30, 2023	\$9,900,000
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 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

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

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

THIS AMENDMENT of the **June 1, 2019** Grant Agreement (the "Agreement") is dated as of **November 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;

WHEREAS, the City's Board of Supervisors approved this Third Amendment to the Agreement under San Francisco Charter Section 9.118 by Resolution 485-23 on October 17, 2023 to extend the grant term by eight months and increase the grant amount by **\$4,853,433**; 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 **June 1, 2019** between Grantee and City, and **First Amendment**, dated **March 8, 2022**, and **Second Amendment** dated **July 1, 2023**.
- 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 **July 1, 2019** and expire **October 31, 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.**

- (b) The term of this Agreement shall commence on **July 1, 2019** and expire **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.

**2.2 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 Seven Hundred Thirty Eight Thousand Five Hundred Twelve Dollars (\$9,738,512)**.

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 **Fourteen Million Five Hundred Ninety One Thousand Nine Hundred Forty Five Dollars (\$14,591,945)**.

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Seven Hundred Ninety One Thousand Sixty Nine Dollars (\$791,069)** 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.

2.3 **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 November 1, 2023)  
 Appendix B, Budget (dated November 1, 2023)  
 Appendix C, Method of Payment  
 Appendix D, Interests in Other City Grants (dated November 1, 2023)

2.4 **Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated November 1, 2023), for the period of July 1, 2023 to June 30, 2025.

2.5 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated November 1, 2023), for the period of July 1, 2019 to June 30, 2025.

2.6 **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 November 1, 2023).

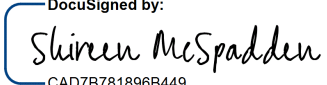
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of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

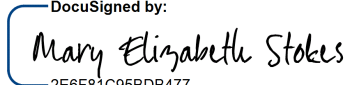
**CITY**

**GRANTEE**

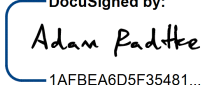
**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**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, Services to be Provided  
by  
Episcopal Community Services  
Henry Hotel**

**I. Purpose of Grant**

The purpose of the grant is to provide Support Services, Property Management, and Master Lease Stewardship to the served population. The goal of these services is 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) via the Coordinated Entry System, 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 services to the total number of tenants as described in Appendix B, Budget. Grantee shall provide the following services during the term of this grant:

**A. Support Services**

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:

1. 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.
2. 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 tenant-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.

3. 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.
  - a. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
  - b. 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 tenants regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
  - c. 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.
4. 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.
5. 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 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.

6. 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.
7. Support Groups, Social Events and Organized Activities:
  - a. 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. These events may be planned with or based on input from tenants and shall be held on site at least once per week. Grantee shall post and provide to tenants a monthly calendar of events.
  - b. 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.
  - c. 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.
8. 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.

#### B. 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 ONE System.

C. 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 Henry Hotel, 106 Sixth Street San Francisco, CA 94103, using the staffing outlined in the Appendix B, Budget.

Grantee shall provide Support Services during business hours. Grantee may also provide services evenings and weekends, and at other times when necessary to best meet the needs of tenants.

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. Case Management Ratio: Grantee shall maintain a 1:25 ratio of case management staff to units.
- 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. 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), the Department of Public Health (DPH), or another City agency.
- D. 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.
- E. 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.
- F. 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>.

- G. 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 a tenant's housing stability.
- H. 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.
- I. 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 participant 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 household to contact after the household 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.
- J. 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.

K. City Communications, and Policies:

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 of quarterly HSH meetings, as needed, such as, but not limited to: hearings on issues related to homelessness<sup>1</sup>; and
3. Attendance of trainings as requested. Grantee shall 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.

L. Coordination with Other Service Providers: Grantee shall establish written agreements with other service providers that are part of the site team to formalize collaboration and roles and responsibilities.

M. Critical Incidents: Grantee shall report critical incidents in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form](#) within 72 hours of the incident. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH Program Manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

N. 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).

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

1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
2. That Grantee management staff is available to respond to neighbors within three business days, if reasonable;
3. Having a representative of the Grantee attend all appropriate neighborhood meetings;
4. Minimizing the impact on the neighborhood of served population waiting to enter the service location; and
5. Active discouragement of loitering in the area surrounding the building.

---

<sup>1</sup> 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.

P. 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 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.

Q. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>2</sup>, including but not limited to:
  - a. Entering all client data within three working days (unless specifically requested to do so sooner);
  - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
  - c. Running monthly data quality reports and correcting errors.
2. 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,
3. Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

## VII. Service Objectives

Grantee shall achieve the Service Objectives listed below.

---

<sup>2</sup> HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>



**A. Support Services**

1. Grantee shall actively outreach to 100 percent of households at least once every month.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
8. 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.

**B. Property Management**

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

**VIII. Outcome Objectives**

Grantee shall achieve the Outcome Objectives listed below:

- A. 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.
- B. 80 percent of individualized service plans will be reviewed at least once every six months and updated as appropriate at this time.
- C. 85 percent of tenant lease violations will be resolved without loss of housing to tenants.
- D. 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.

## **X. 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; and
  - 2. The total number of new move-ins 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, which 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 and percentage of program participants participating in Support Services Grantee outreached to create Service Plans, as needed;

3. 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;
  4. 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.
- 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 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.
- 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.

## **IX. 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 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.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	11/1/2023		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2019	10/31/2023	5
6	Amended Term	7/1/2019	6/30/2025	6
7	Program	Henry Hotel		
8	F\$P Contract ID#	1000014089		
9				
10	Approved Subcontractors			
11	Caritas Management Corporation			
12				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																					
2	APPENDIX B, BUDGET																					
3	Document Date	11/1/2023																				
4	Contract Term	Begin Date	End Date	Duration (Years)																		
5	Current Term	7/1/2019	10/31/2023	5																		
6	Amended Term	7/1/2019	6/30/2025	6																		
7	Program	Henry Hotel																				
8	FSP Contract ID#	1000014089																				
9																						
10	Number Served																					
11	General Fund Service Component				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6												
12					7/1/2019 - 6/30/2020	7/1/2020 - 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												
13	Property Management				121	121	121	121	121	121												
14	Support Services				121	121	121	121	121	121												
15																						
16																						
17	Continuum of Care (CoC) Service Component				7/1/2019 - 6/30/2020	7/1/2020 - 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												
18	Rental Assistance *				54	54	54	54	54	54												
19																						
20	* CoC Rental Assistance is provided through a separate agreement and is reflected as an offsetting revenue on this budget																					
21																						

	A	B	C	D	E	H	K	N
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>APPENDIX B, BUDGET</b>							
3	<b>Document Date</b>	11/1/2023						
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>				
5	<b>Current Term</b>	7/1/2019	10/31/2023	5				
6	<b>Amended Term</b>	7/1/2019	6/30/2025	6				
7	<b>Provider Name</b>	Episcopal Community Services						
8	<b>Program</b>	Henry Hotel						
9	<b>FSP Contract ID#</b>	1000014089						
10	<b>Action (select)</b>	Amendment						
11	<b>Effective Date</b>	7/1/2023						
12	<b>Budget Names</b>	General Fund - Support Services, General Fund - Property Management, COVID-19 Time-Limited Funding, General Fund - Capital						
13		<b>Current</b>	<b>New</b>					
14	<b>Term Budget</b>	\$ 9,292,926	\$ 13,800,876	15%				
15	<b>Contingency</b>	\$ 445,586	\$ 791,069					
16	<b>Not-To-Exceed</b>	\$ 9,738,512	\$ 14,591,945					
17					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
18					7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023
19					<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>
20								
21	<b>Expenditures</b>							
22	Salaries & Benefits	\$ 468,827				\$ 468,827	\$ 472,168	\$ 476,808
23	Operating Expense	\$ 1,252,864				\$ 1,249,864	\$ 1,331,682	\$ 763,778
24	Subtotal	\$ 1,721,691				\$ 1,718,691	\$ 1,803,850	\$ 1,240,586
26	Indirect Cost	\$ 206,243				\$ 206,244	\$ 216,461	\$ 186,088
27	Other Expenses (Not subject to indirect %)	\$ 835,688				\$ 956,576	\$ 723,036	\$ 1,970,897
28	Capital Expenditure	\$ (68,753)				\$ 117,575	\$ 103,221	\$ -
30	<b>Total Expenditures</b>	<b>2,694,869</b>				<b>2,999,086</b>	<b>2,846,568</b>	<b>3,397,571</b>
31								
32	<b>HSH Revenues*</b>							
33	General Fund - Ongoing	\$ 2,067,509				\$ 2,317,924	\$ 2,369,581	\$ 2,470,425
34	General Fund - CODB	\$ -				\$ -	\$ -	\$ -
37	Prop C - One-time COVID-19 Bonus Pay	\$ -				\$ 30,988	\$ -	\$ -
38	Adjustment to Actuals	\$ (147,936)				\$ (122,122)	\$ (16,701)	\$ (445,586)
39	General Fund - One-Time Carryforward	\$ -				\$ -	\$ (355,688)	\$ 355,688
40	COVID-19 Time-Limited Funding	\$ 3,000				\$ -	\$ -	\$ -
41	General Fund - One-Time	\$ -				\$ -	\$ -	\$ -
43	<b>Total HSH Revenues</b>	<b>\$ 1,922,573</b>				<b>\$ 2,226,790</b>	<b>\$ 1,997,192</b>	<b>\$ 2,380,527</b>
44	<b>Other Revenues</b>							
45	Rental Income	\$ 772,296				\$ 772,296	\$ 295,740	\$ 225,740
46	CoC Rental Assistance Revenue	\$ -				\$ -	\$ 553,636	\$ 791,304
49	<b>Total Other Revenues</b>	<b>\$ 772,296</b>				<b>\$ 772,296</b>	<b>\$ 849,376</b>	<b>\$ 1,017,044</b>
50								
51	<b>Total HSH + Other Revenues</b>	<b>2,694,869</b>				<b>2,999,086</b>	<b>2,846,568</b>	<b>3,397,571</b>
54	Total Adjusted Salary FTE (All Budgets)	5.70				5.70	5.78	5.11
55								
56	<b>Prepared by</b>	Tiffany Luong						
57	<b>Phone</b>	415.487.3300 ext. 1219						
58	<b>Email</b>	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>						
59								
60	<p>* 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.</p>							
61								
62								

	A	B	C	D	S	V	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>APPENDIX B, BUDGET</b>						
3	<b>Document Date</b>	11/1/2023					
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>			
5	<b>Current Term</b>	7/1/2019	10/31/2023	5			
6	<b>Amended Term</b>	7/1/2019	6/30/2025	6			
7	<b>Provider Name</b>	Episcopal Community Services					
8	<b>Program</b>	Henry Hotel					
9	<b>FSP Contract ID#</b>	1000014089					
10	<b>Action (select)</b>	Amendment					
11	<b>Effective Date</b>	7/1/2023					
12	<b>Budget Names</b>	General Fund - Support Services, General Fund - Property Management, COVID-19 Time-Limited Funding, General Fund - Capital					
13		<b>Current</b>	<b>New</b>				
14	<b>Term Budget</b>	\$ 9,292,926	\$ 13,800,876	15%			
15	<b>Contingency</b>	\$ 445,586	\$ 791,069				
16	<b>Not-To-Exceed</b>	\$ 9,738,512	\$ 14,591,945				
17					<b>EXTENSION YEAR</b>	<b>EXTENSION YEAR</b>	
18					<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>
19					7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2019 - 6/30/2025
20					<b>New</b>	<b>New</b>	<b>New</b>
21	<b>Expenditures</b>						
22	Salaries & Benefits			\$ 665,957	\$ 665,957	\$ 3,218,544	
23	Operating Expense			\$ 646,852	\$ 646,852	\$ 5,891,892	
24	Subtotal			\$ 1,312,809	\$ 1,312,809	\$ 9,110,436	
26	Indirect Cost			\$ 196,922	\$ 196,921	\$ 1,208,879	
27	Other Expenses (Not subject to indirect %)			\$ 2,084,085	\$ 2,084,085	\$ 8,654,367	
28	Capital Expenditure			\$ 98,250	\$ -	\$ 250,292	
30	<b>Total Expenditures</b>			<b>3,692,066</b>	<b>3,593,816</b>	<b>19,223,976</b>	
31							
32	<b>HSH Revenues*</b>						
33	General Fund - Ongoing			\$ 2,470,427	\$ 2,470,427	\$ 14,166,293	
34	General Fund - CODB			\$ 117,345	\$ 117,345	\$ 234,690	
37	Prop C - One-time COVID-19 Bonus Pay			\$ -	\$ -	\$ 30,988	
38	Adjustment to Actuals			\$ -	\$ -	\$ (732,345)	
39	General Fund - One-Time Carryforward			\$ -	\$ -	\$ -	
40	COVID-19 Time-Limited Funding			\$ -	\$ -	\$ 3,000	
41	General Fund - One-Time			\$ 98,250	\$ -	\$ 98,250	
43	<b>Total HSH Revenues</b>			<b>\$ 2,686,022</b>	<b>\$ 2,587,772</b>	<b>\$ 13,800,876</b>	
44	<b>Other Revenues</b>						
45	Rental Income			\$ 295,740	\$ 295,740	\$ 2,657,552	
46	CoC Rental Assistance Revenue			\$ 710,304	\$ 710,304	\$ 2,765,548	
49	<b>Total Other Revenues</b>			<b>\$ 1,006,044</b>	<b>\$ 1,006,044</b>	<b>\$ 5,423,100</b>	
50							
51	<b>Total HSH + Other Revenues</b>			<b>3,692,066</b>	<b>3,593,816</b>	<b>19,223,976</b>	
54	Total Adjusted Salary FTE (All Budgets)			6.81	6.81		
55							
56	<b>Prepared by</b>	Tiffany Luong					
57	<b>Phone</b>	415.487.3300 ext. 1219					
58	<b>Email</b>	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>					
59							
60	<p>* 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.</p>						
61							
62							



	A	B	C	D	E	H	K	N	S	V	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	Document Date	11/1/2023									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	7/1/2019	10/31/2023	5							
6	Amended Term	7/1/2019	6/30/2025	6							
7	Provider Name	Episcopal Community Services									
8	Program	Henry Hotel									
9	FSP Contract ID#	1000014089									
10	Action (select)	Amendment									
11	Effective Date	7/1/2023									
12	Budget Name	General Fund - Support Services									
13		Current	New	15%							
14	Term Budget	\$ 2,342,253	\$ 3,879,787								
15	Contingency	\$ 445,586	\$ 791,069								
16	Not-To-Exceed	\$ 9,738,512	\$ 14,591,945								
17					EXTENSION YEAR EXTENSION YEAR						
18					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years
19					7/1/2019 - 6/30/2020	7/1/2020 - 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	7/1/2019 - 6/30/2025
20					Actuals	Actuals	Actuals	Actuals	New	New	New
21	Expenditures										
22	Salaries & Benefits				\$ 468,827	\$ 468,827	\$ 472,168	\$ 476,808	\$ 665,957	\$ 665,957	\$ 3,218,544
23	Operating Expense				\$ 80,990	\$ 80,990	\$ 111,133	\$ 97,983	\$ 83,057	\$ 83,057	\$ 537,210
24	Subtotal				\$ 549,817	\$ 549,818	\$ 583,301	\$ 574,791	\$ 749,014	\$ 749,014	\$ 3,755,755
25	Indirect Percentage				12.00%	12.00%	12.00%	15.00%	15.00%	15.00%	
26	Indirect Cost (Line 24 X Line 25)				\$ 65,978	\$ 65,979	\$ 69,996	\$ 86,219	\$ 112,352	\$ 112,352	\$ 512,876
27	Other Expenses (Not subject to indirect %)				\$ (99,207)	\$ (43,397)	\$ (238,172)	\$ (89,898)	\$ 40,915	\$ 40,915	\$ (388,844)
30	Total Expenditures				\$ 516,588	\$ 572,400	\$ 415,125	\$ 571,112	\$ 902,281	\$ 902,281	\$ 3,879,787
31											
32	HSH Revenues (select)										
33	General Fund - Ongoing				\$ 615,795	\$ 634,269	\$ 653,297	\$ 661,010	\$ 861,366	\$ 861,366	\$ 4,287,103
34	General Fund - CODB								\$ 40,915	\$ 40,915	\$ 81,830
37	Prop C - One-time COVID-19 Bonus Pay					\$ 30,988			\$ -	\$ -	\$ 30,988
38	Adjustment to Actuals				\$ (99,207)	\$ (92,857)		\$ (328,070)	\$ -	\$ -	\$ (520,134)
39	General Fund - One-Time Carryforward						\$ (238,172)	\$ 238,172	\$ -	\$ -	\$ -
43	Total HSH Revenues				\$ 516,588	\$ 572,400	\$ 415,125	\$ 571,112	\$ 902,281	\$ 902,281	\$ 3,879,787
52	Total HSH + Other Revenues				\$ 516,588	\$ 572,400	\$ 415,125	\$ 571,112	\$ 902,281	\$ 902,281	\$ 3,879,787
55											
56	Prepared by	Tiffany Luong									
57	Phone	415.487.3300 Ext. 1219									
58	Email	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>									

	A	B	C	F	G	J	M	N
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	SALARY & BENEFIT DETAIL							
3	Document Date	11/1/2023						
4	Provider Name	Episcopal Community Services						
5	Program	Henry Hotel						
6	FSP Contract ID#	1000014089						
7	Budget Name	General Fund - Support Services						
8								
9			Year 1			Year 2		
10			Agency Totals	For HSH Funded Program	7/1/2019 - 6/30/2020	Agency Totals	For HSH Funded Program	7/1/2020 - 6/30/2021
11					Current			Current
			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	POSITION TITLE							
13	Support Services Manager - H86		\$ 73,554	1.00	\$ 73,554	\$ 73,554	1.00	\$ 73,554
14	Case Manager III Master - H87		\$ 45,840	1.00	\$ 45,840	\$ 45,840	1.00	\$ 45,840
15	Case Manager III Bilingual - H126		\$ 54,370	1.00	\$ 54,370	\$ 54,370	1.00	\$ 54,370
16	Case Manager III Bilingual - H85		\$ 54,601	1.00	\$ 54,601	\$ 54,601	1.00	\$ 54,601
17	Case Manager III - H84		\$ 45,148	1.00	\$ 45,148	\$ 45,148	1.00	\$ 45,148
18	Housing Services Sr. Director - H5		\$ 119,494	0.08	\$ 9,198	\$ 119,494	0.08	\$ 9,198
19	Database Specialist & Compliance Monitor - H51		\$ 54,768	0.08	\$ 4,351	\$ 54,768	0.08	\$ 4,351
20	Admin Assistant/Quality Assurance Specialist - H106		\$ 60,344	0.07	\$ 3,935	\$ 60,344	0.07	\$ 3,935
21	Clinical Services Manager - H6		\$ 78,582	0.02	\$ 1,572	\$ 78,582	0.02	\$ 1,572
22	Director of Hlth Aging - SN34		\$ 114,071	0.02	\$ 1,966	\$ 114,071	0.02	\$ 1,966
23	Manager of Master-Leased Operations - A56		\$ 79,974	0.17	\$ 13,334	\$ 79,974	0.17	\$ 13,334
24	Sr. Assoc Director of Asset Mgmt - A97		\$ 136,804	0.02	\$ 2,728	\$ 136,804	0.02	\$ 2,728
25	Direct support for Housing Services D		\$ 89,544	0.08	\$ 7,171	\$ 89,544	0.08	\$ 7,171
26	Housing Services -Assoc Director 2 - H88		\$ 89,544	0.07	\$ 6,696	\$ 89,544	0.07	\$ 6,696
27	Director of Impact & Analytics - A83		\$ 79,061	0.02	\$ 1,585	\$ 79,061	0.02	\$ 1,585
28	DB Specialist & Compliance Monitor - H107		\$ 51,771	0.08	\$ 4,110	\$ 51,771	0.08	\$ 4,110
29	Director of Behavioral Health - CS500			0.00			0.00	
30	Case Manager			0.00			0.00	
31	Housing Services Director			0.00			0.00	
57			TOTAL SALARIES		\$ 330,160	TOTAL SALARIES		\$ 330,160
58			TOTAL FTE	5.70	TOTAL FTE		5.70	
59			FRINGE BENEFIT RATE		42.00%	FRINGE BENEFIT RATE		42.00%
60			EMPLOYEE FRINGE BENEFITS		\$ 138,667	EMPLOYEE FRINGE BENEFITS		\$ 138,667
61			TOTAL SALARIES & BENEFITS		\$ 468,827	TOTAL SALARIES & BENEFITS		\$ 468,827

	A	B	Q	T	U	X	AA	AB
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	SALARY & BENEFIT DETAIL							
3	Document Date	11/1/2023						
4	Provider Name	Episcopal Community Services						
5	Program	Henry Hotel						
6	FSP Contract ID#	1000014089						
7	Budget Name	General Fund - Support Services						
8								
9			Year 3			Year 4		
10			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
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
13	Support Services Manager - H86		\$ 73,554	1.00	\$ 73,554	\$ 87,144	1.00	\$ 87,144
14	Case Manager III Master - H87		\$ 45,840	1.00	\$ 45,840	\$ 62,640	1.00	\$ 62,640
15	Case Manager III Bilingual - H126		\$ 54,370	1.00	\$ 54,370	\$ 65,772	1.00	\$ 65,772
16	Case Manager III Bilingual - H85		\$ 54,601	1.00	\$ 54,601	\$ 65,772	0.24	\$ 15,772
17	Case Manager III - H84		\$ 45,148	1.00	\$ 45,148	\$ 62,640	1.00	\$ 62,640
18	Housing Services Sr. Director - H5		\$ 119,494	0.08	\$ 9,198	\$ 162,180	0.08	\$ 12,484
19	Database Specialist & Compliance Monitor - H51		\$ 54,768	0.08	\$ 4,351	\$ 70,885	0.08	\$ 5,631
20	Admin Assistant/Quality Assurance Specialist - H106		\$ 60,344	0.07	\$ 3,935	\$ 74,541	0.11	\$ 8,349
21	Clinical Services Manager - H6		\$ 78,582	0.02	\$ 1,572	\$ 85,734	0.02	\$ 1,716
22	Director of Hlth Aging - SN34		\$ 114,071	0.02	\$ 1,966	\$ 143,706	0.02	\$ 2,477
23	Manager of Master-Leased Operations - A56		\$ 79,974	0.17	\$ 13,334	\$ 111,876	0.17	\$ 18,654
24	Sr. Assoc Director of Asset Mgmt - A97		\$ 136,804	0.02	\$ 2,728	\$ 155,255	0.02	\$ 3,096
25	Direct support for Housing Services D		\$ 89,544	0.08	\$ -	\$ -	0.00	\$ -
26	Housing Services -Assoc Director 2 - H88		\$ 100,915	0.14	\$ 13,867	\$ 111,618	0.14	\$ 15,337
27	Director of Impact & Analytics - A83		\$ 79,061	0.02	\$ 1,585	\$ 139,813	0.02	\$ 2,802
28	DB Specialist & Compliance Monitor - H107		\$ 51,771	0.08	\$ 4,110	\$ 67,337	0.08	\$ 5,346
29	Director of Behavioral Health - CS500		\$ 117,565	0.02	\$ 2,351	\$ 152,695	0.02	\$ 3,054
30	Case Manager			0.00		\$ 58,464	0.06	\$ 3,734
31	Housing Services Director			0.00		\$ 140,602	0.06	\$ 7,874
57			TOTAL SALARIES		332,512	TOTAL SALARIES		\$ 384,522
58			TOTAL FTE	5.78		TOTAL FTE	5.11	
59			FRINGE BENEFIT RATE		42.00%	FRINGE BENEFIT RATE		24.00%
60			EMPLOYEE FRINGE BENEFITS		\$ 139,656	EMPLOYEE FRINGE BENEFITS		\$ 92,286
61			TOTAL SALARIES & BENEFITS		\$ 472,168	TOTAL SALARIES & BENEFITS		\$ 476,808

	A	B	AE	AH	AK	AL	AO	AR	BU	BV	BW	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date	11/1/2023										
4	Provider Name	Episcopal Community Services										
5	Program	Henry Hotel										
6	F\$P Contract ID#	1000014089										
7	Budget Name	General Fund - Support Services										
8												
9												
10												
11												
12												
13	POSITION TITLE		EXTENSION YEAR			EXTENSION YEAR			All Years			
14			Year 5		7/1/2023 - 6/30/2024	Year 6		7/1/2024 - 6/30/2025	7/1/2019 - 10/31/2023	7/1/2019 - 6/30/2025	7/1/2019 - 6/30/2025	
15			Agency Totals	For HSH Funded Program	New	Agency Totals	For HSH Funded Program	New	Current	Amendment	New	
16			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	
17	Support Services Manager - H86		\$ 94,147	1.00	\$ 94,147	\$ 94,147	1.00	\$ 94,147	\$ 336,622	\$ 159,478	\$ 496,100	
18	Case Manager III Master - H87		\$ 59,987	1.00	\$ 59,987	\$ 59,987	1.00	\$ 59,987	\$ 218,760	\$ 101,374	\$ 320,134	
19	Case Manager III Bilingual - H126		\$ 64,272	1.00	\$ 64,272	\$ 64,272	1.00	\$ 64,272	\$ 248,811	\$ 108,615	\$ 357,426	
20	Case Manager III Bilingual - H85		\$ 65,520	1.00	\$ 65,520	\$ 65,520	1.00	\$ 65,520	\$ 200,500	\$ 110,115	\$ 310,615	
21	Case Manager III - H84		\$ 64,272	1.00	\$ 64,272	\$ 64,272	1.00	\$ 64,272	\$ 218,013	\$ 108,615	\$ 326,628	
22	Housing Services Sr. Director - H5		\$ 171,263	0.08	\$ 13,183	\$ 171,263	0.08	\$ 13,183	\$ 44,114	\$ 22,331	\$ 66,445	
23	Database Specialist & Compliance Monitor - H51		\$ 74,853	0.08	\$ 5,947	\$ 74,853	0.08	\$ 5,947	\$ 20,529	\$ 10,050	\$ 30,579	
24	Admin Assistant/Quality Assurance Specialist - H106		\$ 155,320	0.11	\$ 17,396	\$ 155,320	0.11	\$ 17,396	\$ 22,854	\$ 32,093	\$ 54,947	
25	Clinical Services Manager - H6		\$ 85,734	0.02	\$ 1,716	\$ 85,734	0.02	\$ 1,716	\$ 6,972	\$ 2,893	\$ 9,865	
26	Director of Hlth Aging - SN34		\$ 151,762	0.02	\$ 2,616	\$ 151,762	0.02	\$ 2,616	\$ 9,178	\$ 4,431	\$ 13,609	
27	Manager of Master-Leased Operations - A56		\$ 118,015	0.17	\$ 19,677	\$ 118,015	0.17	\$ 19,677	\$ 64,686	\$ 33,325	\$ 98,011	
28	Sr. Assoc Director of Asset Mgmt - A97		\$ 163,607	0.02	\$ 3,262	\$ 163,607	0.02	\$ 3,262	\$ 12,279	\$ 5,524	\$ 17,803	
29	Direct support for Housing Services D		\$ 117,888	0.14	\$ 16,199	\$ 117,888	0.14	\$ 16,199	\$ 14,341	\$ 32,398	\$ 46,739	
30	Housing Services -Assoc Director 2 - H88		\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 47,553	\$ (4,957)	\$ 42,596	
31	Director of Impact & Analytics - A83		\$ 151,658	0.02	\$ 3,040	\$ 151,658	0.02	\$ 3,040	\$ 8,483	\$ 5,153	\$ 13,636	
32	DB Specialist & Compliance Monitor - H107		\$ 71,962	0.08	\$ 5,713	\$ 71,962	0.08	\$ 5,713	\$ 19,446	\$ 9,656	\$ 29,102	
33	Director of Behavioral Health - CS500		\$ 157,276	0.02	\$ 3,146	\$ 157,276	0.02	\$ 3,146	\$ 6,364	\$ 5,333	\$ 11,697	
34	Case Manager		\$ 58,464	1.00	\$ 58,464	\$ 58,464	1.00	\$ 58,464	\$ 22,051	\$ 98,611	\$ 120,662	
35	Housing Services Director		\$ 140,602	0.06	\$ 7,874	\$ 140,602	0.06	\$ 7,874	\$ 10,347	\$ 13,275	\$ 23,622	
36			TOTAL SALARIES			\$ 506,431	TOTAL SALARIES		\$ 506,431	\$ 1,531,902	\$ 858,313	\$ 2,390,215
37			TOTAL FTE		6.81	TOTAL FTE		6.81				
38			FRINGE BENEFIT RATE		31.50%	FRINGE BENEFIT RATE		31.50%				
39			EMPLOYEE FRINGE BENEFITS		\$ 159,526	EMPLOYEE FRINGE BENEFITS		\$ 159,526	\$ 555,641	\$ 272,687	\$ 828,328	
40			TOTAL SALARIES & BENEFITS		\$ 665,957	TOTAL SALARIES & BENEFITS		\$ 665,957	\$ 2,087,544	\$ 1,131,000	\$ 3,218,544	



**BUDGET NARRATIVE****Fiscal Year****General Fund - Support Services****FY23-24**

<b>Salaries &amp; Benefits</b>	<b>Adjusted Budgeted FTE</b>	<b>Budgeted Salary</b>	<b>Justification</b>	<b>Calculation</b>
Support Services Manager - H86	1.00	\$ 94,147	Provides team leadership, management and supervision to ensure clinical competence, program quality, resident safety, housing retention, and individual development; supervises staff, coordinates and leads partner efforts.	\$94,147 x 1 FTE
Case Manager III Master - H87	1.00	\$ 59,987	Provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$59,987 x 1 FTE
Case Manager III Bilingual - H126	1.00	\$ 64,272	Provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$64,272 x 1 FTE
Case Manager III Bilingual - H85	1.00	\$ 65,520	Provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$65,520 x 1 FTE
Case Manager III - H84	1.00	\$ 64,272	Provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$64,272 x 1 FTE
Case Manager	1.00	\$ 58,464	Provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$58,464 x 1 FTE
Housing Services Sr. Director - H5	0.08	\$ 13,183	Primary responsibility for leadership, direction, and support for all programmatic, administrative, fiscal, and regulatory functions for ECS housing services.	\$171,263 x 0.08 FTE
Database Specialist & Compliance Monitor - H51	0.08	\$ 5,947	Performs database management and reporting functionalities for Housing Services department. Ensures data integrity and quality assurance across internal and funder data systems and submits timely reports to funders.	\$74,857 x 0.08 FTE
Admin Assistant/Quality Assurance Specialist - H106	0.11	\$ 17,396	Performs database management and reporting functionalities for Housing Services department. Ensures data integrity and quality assurance across internal and funder data systems and submits timely reports to funders.	\$155,321 x 0.11 FTE
Clinical Services Manager - H6	0.02	\$ 1,716	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.	\$85,754 x 0.02 FTE
Director of Hlth Aging - SN34	0.02	\$ 2,616	Overall program direction and operations of CKSC as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence	\$151,750 x 0.02 FTE
Manager of Master-Leased Operations - A56	0.17	\$ 19,677	Provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$118,015 x 0.17 FTE
Sr. Assoc Director of Asset Mgmt - A97	0.02	\$ 3,262	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.	\$163,602 x 0.02 FTE
Direct support for Housing Services D	0.14	\$ 16,199	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.	\$117,888 x 0.14 FTE
Director of Impact & Analytics - A83	0.02	\$ 3,040	Evaluates HSH contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures; performs data entry.	\$151,668 x 0.02 FTE

**BUDGET NARRATIVE****Fiscal Year****General Fund - Support Services****FY23-24**

<u>Salaries &amp; Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
DB Specialist & Compliance Monitor - H107	0.08	\$ 5,713	Primary responsibility for leadership, direction, and support of all programmatic, administrative, fiscal, and regulatory functions for ECS Clinical services and Medi-Cal billing. To add behavioral health support that was not originally budgeted.	\$71,962 x 0.08 FTE
Director of Behavioral Health - CS500	0.02	\$ 3,146	Responsible for the overall provision of Behavioral Health services at ECS.	\$157,300 x 0.02 FTE
Housing Services Director	0.06	\$ 7,874	The Director of Housing Services (DHS) supports the Senior Director of Housing Services (SDHS) by overseeing the implementation of new programs and development of policy and systems to achieve the goals and vision of the department. Directly supervises the Associate Directors of Housing Services (ADs), and collaborates with ECS's Asset Management team, Housing Development, Finance, Funds Development, and other program and administrative staff to ensure effective service delivery, sufficient funding and sound financial management.	\$140,607 x 0.06 FTE
<b>TOTAL</b>	<b>6.81</b>	<b>\$ 506,431</b>		
<u>Employee Fringe Benefits</u>	31.50%	<u>\$ 159,526</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 31.5% of total salaries.</u>	
<b>Salaries &amp; Benefits Total</b>		<b>\$ 665,957</b>		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 41,278	Covers office and meeting supplies, including postage expenses	\$3,440 x 12 months
Office Supplies, Postage	\$ 6,020	Covers office and meeting supplies, including postage expenses	\$502 x 12 months
Printing and Reproduction	\$ 6,606	Includes monthly copier leasing and maintenance charges;	\$551 x 12 months
Insurance	\$ 13,212	Includes ECS insurance expenses	\$1,101 x 12 months
Staff Training	\$ 2,250	Includes staff training expenses	\$188 x 12 months
Program/Client Materials	\$ 5,707	Covers expenses for program and client supplies for resident activities	\$476 x 12 months
Food and Food Supplies	\$ 7,745	Covers supplemental food and food service supplies expenses for residents	\$645 x 12 months
Professional Fees	\$ 239	Covers professional fees	\$20 x 12 months
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 83,057</b>		
<b>Indirect Cost</b>	15.0%	<b>\$ 112,352</b>	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
CODB ( to be allocated)	\$ 40,915	4.75% Cost of doing business for FY 24	4.75%
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 40,915</b>		

	A	B	C	D	E	H	K	N	S	V	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	Document Date	11/1/2023									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	7/1/2019	10/31/2023	5							
6	Amended Term	7/1/2019	6/30/2025	6							
7	Provider Name	Episcopal Community Services									
8	Program	Henry Hotel									
9	FSP Contract ID#	1000014089									
10	Action (select)	Amendment									
11	Effective Date	7/1/2023									
12	Budget Name	General Fund - Property Management									
13		Current	New	15%							
14	Term Budget	\$ 6,864,153	\$ 9,834,569								
15	Contingency	\$ 445,586	\$ 791,069								
16	Not-To-Exceed	\$ 9,738,512	\$ 14,591,945								
17					EXTENSION YEAR EXTENSION YEAR						
18					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years
19					7/1/2019 - 6/30/2020	7/1/2020 - 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	7/1/2019 - 6/30/2025
20					Actuals	Actuals	Actuals	Actuals	New	New	New
21	Expenditures										
23	Operating Expense				\$ 1,168,874	\$ 1,168,874	\$ 1,220,549	\$ 665,795	\$ 563,795	\$ 563,795	\$ 5,351,682
24	Subtotal				\$ 1,168,874	\$ 1,168,874	\$ 1,220,549	\$ 665,795	\$ 563,795	\$ 563,795	\$ 5,351,682
25	Indirect Percentage				12.00%	12.00%	12.00%	15.00%	15.00%	15.00%	
26	Indirect Cost (Line 24 X Line 25)				\$ 140,265	\$ 140,265	\$ 146,465	\$ 99,869	\$ 84,570	\$ 84,569	\$ 696,003
27	Other Expenses (Not subject to indirect %)				\$ 937,895	\$ 999,973	\$ 977,909	\$ 2,060,795	\$ 2,043,170	\$ 2,043,170	\$ 9,062,913
28	Capital Expenditure				\$ (68,753)	\$ 117,575	\$ -	\$ -	\$ 98,250	\$ -	\$ 147,071
30	Total Expenditures				\$ 2,178,281	\$ 2,426,686	\$ 2,344,923	\$ 2,826,459	\$ 2,789,785	\$ 2,691,534	\$ 15,257,669
31											
32	HSH Revenues										
33	General Fund - Ongoing				\$ 1,451,714	\$ 1,683,655	\$ 1,613,063	\$ 1,809,415	\$ 1,609,061	\$ 1,609,061	\$ 9,775,969
34	General Fund - CODB								\$ 76,430	\$ 76,430	\$ 152,860
38	Adjustment to Actuals				\$ (45,729)	\$ (29,265)		\$ (117,516)	\$ -	\$ -	\$ (192,510)
39	General Fund - One-Time Carryforward						\$ (117,516)	\$ 117,516	\$ -	\$ -	\$ -
41	General Fund - One-Time								\$ 98,250	\$ -	\$ 98,250
43	Total HSH Revenues				\$ 1,405,985	\$ 1,654,390	\$ 1,495,547	\$ 1,809,415	\$ 1,783,741	\$ 1,685,491	\$ 9,834,569
44	Other Revenues										
46	Rental Income				\$ 772,296	\$ 772,296	\$ 295,740	\$ 225,740	\$ 295,740	\$ 295,740	\$ 2,657,552
47	CoC Rental Assistance Revenue						\$ 553,636	\$ 791,304	\$ 710,304	\$ 710,304	\$ 2,765,548
50	Total Other Revenues				\$ 772,296	\$ 772,296	\$ 849,376	\$ 1,017,044	\$ 1,006,044	\$ 1,006,044	\$ 5,423,100
51											
52	Total HSH + Other Revenues				\$ 2,178,281	\$ 2,426,686	\$ 2,344,923	\$ 2,826,459	\$ 2,789,785	\$ 2,691,535	\$ 15,257,669
55											
56	Prepared by	Tiffany Luong									
57	Phone	415.487.3300 Ext. 1219									
58	Email	tluong@ecs-sf.org									



	A	B	C	F	I	L	Q	T	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	OPERATING DETAIL								
3	Document Date	11/1/2023							
4	Provider Name	Episcopal Community Services							
5	Program	Henry Hotel							
6	FSP Contract ID#	1000014089							
7	Budget Name	General Fund - Property Management							
8							EXTENSION YEAR	EXTENSION YEAR	
9			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years
10			7/1/2019 - 6/30/2020	7/1/2020 - 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	7/1/2019 - 6/30/2025
11			Actuals	Actuals	Actuals	Actuals	New	New	New
12	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Utilities (Electricity, Water, Gas, Phone, Garbage, & Waste Mgmt.)		\$ 151,396	\$ 151,396	\$ 151,396	\$ 278,480	\$ 208,480	\$ 208,480	\$ 1,149,628
15	Office Supplies, Postage		\$ 14,520	\$ 14,520	\$ 27,520	\$ 45,171	\$ 45,171	\$ 45,171	\$ 192,073
16	Building Maintenance Supplies and Repair		\$ 89,610	\$ 89,610	\$ 94,610	\$ 96,287	\$ 116,287	\$ 116,287	\$ 602,691
19	Staff Training		\$ 1,963	\$ 1,963	\$ -	\$ -	\$ -	\$ -	\$ 3,926
22	Renting Expenses		\$ 4,944	\$ 4,944	\$ 4,944	\$ 3,922	\$ 3,922	\$ 3,922	\$ 26,598
23	Elevator Maintenance		\$ 10,624	\$ 10,624	\$ 10,624	\$ 2,261	\$ 2,261	\$ 2,261	\$ 38,655
24	Plumbing & Electric Repairs		\$ 19,570	\$ 19,570	\$ 19,570	\$ 2,744	\$ 2,744	\$ 2,744	\$ 66,942
25	Equipment Repair		\$ 157,097	\$ 157,097	\$ 157,097	\$ 108,522	\$ 76,522	\$ 76,522	\$ 732,857
42	Consultants								
43	Legal Fees/Permits		\$ 61,800	\$ 61,800	\$ 76,800	\$ 103,408	\$ 83,408	\$ 83,408	\$ 470,624
44	Professional Fees		\$ 4,362	\$ 4,362	\$ -	\$ -	\$ -	\$ -	\$ 8,724
54	Subcontractors (First \$25k Only)								
55	Caritas - Contract Staffing		\$ 402,442	\$ 402,442	\$ 422,442	\$ 25,000	\$ 25,000	\$ 25,000	\$ 1,302,326
56	Caritas - Contract Benefits		\$ 148,100	\$ 148,100	\$ 153,100	\$ -	\$ -	\$ -	\$ 449,300
57	Caritas - Management Fees		\$ 102,446	\$ 102,446	\$ 102,446	\$ -	\$ -	\$ -	\$ 307,338
68	TOTAL OPERATING EXPENSES		\$ 1,168,874	\$ 1,168,874	\$ 1,220,549	\$ 665,795	\$ 563,795	\$ 563,795	\$ 5,351,682
69									
70	Other Expenses (not subject to indirect cost %)								
71	Rental of Property		\$ 983,624	\$ 983,624	\$ 1,078,711	\$ 1,111,072	\$ 1,111,072	\$ 1,111,072	\$ 6,379,175
72	One-Time CODB			\$ 45,614		\$ -	\$ 76,430	\$ 76,430	\$ 198,475
73	Private Fund				\$ 16,714	\$ -	\$ -	\$ -	\$ 16,714
74	Caritas - Contract Staffing					\$ 649,844	\$ 572,789	\$ 572,789	\$ 1,795,422
75	Caritas - Contract Benefits					\$ 179,286	\$ 162,286	\$ 162,286	\$ 503,858
76	Caritas - Management Fees					\$ 120,593	\$ 120,593	\$ 120,593	\$ 361,778
77	One-Time Carryforward (FY 22 Caritas Invoices)				\$ (117,516)	\$ 117,516		\$ -	\$ -
78	Adjustment to Actuals		\$ (45,729)	\$ (29,265)		\$ (117,516)		\$ -	\$ (192,510)
83									
84	TOTAL OTHER EXPENSES		\$ 937,895	\$ 999,973	\$ 977,909	\$ 2,060,795	\$ 2,043,170	\$ 2,043,170	\$ 9,062,913
85									
86	Capital Expenses								
87	Mold Remediation from October 2020			\$ 48,821			\$ -	\$ -	\$ 48,821
88	Carryforward to FY20-21 (Security Camera Cost)		\$ (68,753)	\$ 68,753			\$ -	\$ -	\$ -
89	Pest Management						\$ 7,500	\$ -	\$ 7,500
90	Lavatories, Faucets						\$ 66,550	\$ -	\$ 66,550
91	Unit Furnishing						\$ 24,200	\$ -	\$ 24,200
94									
95	TOTAL CAPITAL EXPENSES		\$ (68,753)	\$ 117,575	\$ -	\$ -	\$ 98,250	\$ -	\$ 147,071

**BUDGET NARRATIVE****Fiscal Year****General Fund - Property Management****FY23-24**

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Utilities (Electricity, Water, Gas, Phone, Garbage, & Waste Mgmt.)	\$ 208,480	Utilities (electricity, water, gas, telephone, and scavenger service)	\$17,373 x 12 months
Office Supplies, Postage	\$ 45,171	PM office supplies are including on site supplies, postage/copiers, payroll expenses; staffing training, computer tech and supplies, as well as Cable TV and tenant background check/renting fee. Budget increase needed due to system license fee and other cost increases.	\$3,764 x 12 months
Building Maintenance Supplies and Repair	\$ 116,287	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc. Expenses increase due increase in repairs including rooftop access door repair.	\$9,691 x 12 months
Renting Expenses	\$ 3,922	Background check for all tenants	\$327 x 12 months
Elevator Maintenance	\$ 2,261	Estimated cost from property management provided information for elevator repairs.	\$188 x 12 months
Plumbing & Electric Repairs	\$ 2,744	Estimated cost from property management provided information for plumbing, electrical.	\$229 x 12 months
Equipment Repair	\$ 76,522	Estimated cost from property management provided information for furnishing, etc.	\$6,377 x 12 months
<u>Consultants</u>			
Legal Fees/Permits	\$ 83,408	Property management legal expenses increase due to increased legal costs.	\$6,951 x 12 months
<u>Subcontractors (First \$25k Only)</u>			
Caritas - Contract Staffing	\$ 25,000	Coverage 24/7 for residents; includes holidays/overtime coverage, due to increased hours of employee sick time (COVID-19) and more replacement needed.	\$2,083 x 12 months
Caritas - Contract Benefits	\$ -	36% based from personnel from above.	
Caritas - Management Fees	\$ -	Property management (121 Units) @ \$63.00 PUPM, plus bookkeeping fees \$9.50 PUPM.	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 563,795</b>		
<b>Indirect Cost</b>	<b>15.0% \$ 84,570</b>		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 1,111,072	Covers rental related expenses	\$92,589 x 12 months
One-Time CODB	\$ 76,430	4.75% Cost of doing business for FY 24	4.75%
Caritas - Contract Staffing	\$ 572,789	Covers Caritas' contract staffing expenses	\$47,732 x 12 months
Caritas - Contract Benefits	\$ 162,286	Covers Caritas' contract benefit expenses	\$13,524 x 12 months
Caritas - Management Fees	\$ 120,593	Covers Caritas' management fees	\$10,049 x 12 months
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 2,043,170</b>		

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Pest Management	\$ 7,500	Engage in pest control management company to develop a plan for ongoing service for huge outbreaks ( mice, roaches, bed bugs etc.)	\$7,500
Lavatories, Faucets	\$ 66,550	Unit upgrades on 121 units, replacement of old lavatories, faucets, p-traps, and angle stops	\$66,550
Unit Furnishing	\$ 24,200	Replacement costs for in-unit furnishing for 2 years. ~ \$12k each year for in-unit beds, & dressers.	\$24,200
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 98,250</b>		

	A	B	C	D	E	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>APPENDIX B, BUDGET</b>					
3	<b>Document Date</b>	11/1/2023				
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>		
5	<b>Current Term</b>	7/1/2019	10/31/2023	5		
6	<b>Amended Term</b>	7/1/2019	6/30/2025	6		
7	<b>Provider Name</b>	Episcopal Community Services				
8	<b>Program</b>	Henry Hotel				
9	<b>FSP Contract ID#</b>	1000014089				
10	<b>Action (select)</b>	Amendment				
11	<b>Effective Date</b>	7/1/2023				
12	<b>Budget Name</b>	<b>COVID-19 Time-Limited Funding</b>				
13		<b>Current</b>	<b>New</b>			
14	<b>Term Budget</b>	\$ -	\$ -	15%		
15	<b>Contingency</b>	\$ 445,586	\$ 791,069			
16	<b>Not-To-Exceed</b>	\$ 9,738,512	\$ 14,591,945			
17					<b>Year 1</b>	<b>All Years</b>
18					7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2025
19					<b>Actuals</b>	<b>New</b>
20						
21	<b>Expenditures</b>					
23	Operating Expense				\$ 3,000	\$ 3,000
27	Other Expenses (Not subject to indirect %)				\$ (3,000)	\$ (3,000)
30	<b>Total Expenditures</b>				\$ -	\$ -
31						
32	<b>HSH Revenues</b>					
38	Adjustment to Actuals				\$ (3,000)	\$ (3,000)
40	COVID-19 Time-Limited Funding				\$ 3,000	\$ 3,000
43	<b>Total HSH Revenues</b>				\$ -	\$ -
55						
56	<b>Prepared by</b>	Tiffany Luong				
57	<b>Phone</b>	415.487.3300 Ext. 1219				
58	<b>Email</b>	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>				

	A	B	C	D	E	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>OPERATING DETAIL</b>					
3	<b>Document Date</b>	11/1/2023				
4	<b>Provider Name</b>	Episcopal Community Services				
5	<b>Program</b>	Henry Hotel				
6	<b>FSP Contract ID#</b>	1000014089				
7	<b>Budget Name</b>	<b>COVID-19 Time-Limited Funding</b>				
8						
9					<b>Year 1</b>	<b>All Years</b>
10					7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2025
11					Actuals	New
12	<u>Operating Expenses</u>				Budgeted Expense	Budgeted Expense
16	Building Maintenance Supplies and Repair				\$ 3,000	\$ 3,000
68	TOTAL OPERATING EXPENSES				\$ 3,000	\$ 3,000
69						
70	<u>Other Expenses (not subject to indirect cost %)</u>					
71	Adjustment to Actuals				\$ (3,000)	\$ (3,000)
83						
84	TOTAL OTHER EXPENSES				\$ (3,000)	\$ (3,000)

	A	B	C	D	K	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>APPENDIX B, BUDGET</b>					
3	<b>Document Date</b>	11/1/2023				
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>		
5	<b>Current Term</b>	7/1/2019	10/31/2023	5		
6	<b>Amended Term</b>	7/1/2019	6/30/2025	6		
7	<b>Provider Name</b>	Episcopal Community Services				
8	<b>Program</b>	Henry Hotel				
9	<b>FSP Contract ID#</b>	1000014089				
10	<b>Action (select)</b>	Amendment				
11	<b>Effective Date</b>	7/1/2023				
12	<b>Budget Name</b>	General Fund - Capital				
13		<b>Current</b>	<b>New</b>	15%		
14	<b>Term Budget</b>	\$ 86,520	\$ 86,520			
15	<b>Contingency</b>	\$ 445,586	\$ 791,069			
16	<b>Not-To-Exceed</b>	\$ 9,738,512	\$ 14,591,945			
17					<b>Year 3</b>	<b>All Years</b>
18					7/1/2021 - 6/30/2022	7/1/2019 - 6/30/2025
19					<b>Actuals</b>	<b>New</b>
20						
21	<b>Expenditures</b>					
27	Other Expenses (Not subject to indirect %)				\$ (16,702)	\$ (16,702)
28	Capital Expenditure				\$ 103,221	\$ 103,221
30	<b>Total Expenditures</b>				<b>\$ 86,519</b>	<b>\$ 86,519</b>
31						
32	<u>HSH Revenues</u>					
33	General Fund - Ongoing				\$ 103,221	\$ 103,221
38	Adjustment to Actuals				\$ (16,701)	\$ (16,701)
43	<b>Total HSH Revenues</b>				<b>\$ 86,520</b>	<b>\$ 86,520</b>
55						
56	<b>Prepared by</b>	Tiffany Luong				
57	<b>Phone</b>	415.487.3300 Ext. 1219				
58	<b>Email</b>	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>				

	A	B	I	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>OPERATING DETAIL</b>			
3	<b>Document Date</b>	11/1/2023		
4	<b>Provider Name</b>	Episcopal Community Services		
5	<b>Program</b>	Henry Hotel		
6	<b>FSP Contract ID#</b>	1000014089		
7	<b>Budget Name</b>	<b>General Fund - Capital</b>		
8				
9			<b>Year 3</b>	<b>All Years</b>
10			7/1/2021 - 6/30/2022	7/1/2019 - 6/30/2025
11			Actuals	New
12	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense
71	Adjustment to Actuals		\$ (16,702)	\$ (16,702)
84	TOTAL OTHER EXPENSES		\$ (16,702)	\$ (16,702)
85				
86	<u>Capital Expenses:</u>			
87	Elevator Repair		\$ 27,144	\$ 27,144
88	Extraordinary Expenses		\$ 23,410	\$ 23,410
89	PNA		\$ 6,000	\$ 6,000
90	Security Camera		\$ 46,029	\$ 46,029
91	Canon Power Shot SX620 (6320)		\$ 638	\$ 638
94				
95	TOTAL CAPITAL EXPENSES		\$ 103,221	\$ 103,221

## 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.

<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

**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.

General Fund	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, 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,

General Fund	
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 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 1/10<sup>th</sup> 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	May 1, 2020 - June 30, 2024	\$2,335,382
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, 2026	\$2,929,622
Department of Homelessness and Supportive Housing	Adult Access Points	July 1, 2021 - June 30, 2024	\$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, 2024	\$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, 2024	\$5,792,831
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 Non-Congregate Shelter	December 18, 2021 - October 31, 2023	\$9,340,476
Department of Homelessness and Supportive Housing	Flexible Housing Subsidy Pool	February 15, 2021 - June 30, 2024	\$9,900,000
Department of Homelessness and Supportive Housing	Granada Hotel	November 1, 2020 - June 30, 2025	\$7,489,776
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	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, 2024	\$9,956,824

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 Hotel	May 1, 2018 - June 30, 2026	\$3,418,795
Department of Homelessness and Supportive Housing	Post Hotel	September 1, 2020 - June 30, 2024	\$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
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	\$289,322
Human Services Agency	Congregate Meals for Older Adults (with NCQA)	July 1, 2021 - June 30, 2025	\$1,814,952
Human Services Agency	HES FY24-27	July 1, 2023 - June 30, 2027	\$2,134,557
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
Office of Economic and Workforce Development	ECN Hospitality Initiative OST	July 1, 2021 - June 30, 2025	\$300,000



## San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 . Fax: 415.252.3112

[ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) . [www.sfethics.org](http://www.sfethics.org)

Received On:

File #: 250231

Bid/RFP #:

### Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

#### 1. FILING INFORMATION

##### TYPE OF FILING

Original

##### DATE OF ORIGINAL FILING (for amendment only)

##### AMENDMENT DESCRIPTION – Explain reason for amendment

#### 2. CITY ELECTIVE OFFICE OR BOARD

##### OFFICE OR BOARD

Board of Supervisors

##### NAME OF CITY ELECTIVE OFFICER

Members

#### 3. FILER'S CONTACT

##### NAME OF FILER'S CONTACT

Angela Calvillo

##### TELEPHONE NUMBER

415-554-5184

##### FULL DEPARTMENT NAME

Office of the Clerk of the Board

##### EMAIL

Board.of.Supervisors@sfgov.org

#### 4. CONTRACTING DEPARTMENT CONTACT

##### NAME OF DEPARTMENTAL CONTACT

Dylan Schneider

##### DEPARTMENT CONTACT TELEPHONE NUMBER

628-652-7742

##### FULL DEPARTMENT NAME

HOM Homelessness and Supportive Housing

##### DEPARTMENT CONTACT EMAIL

dylan.schneider@sfgov.org

5. CONTRACTOR	
<b>NAME OF CONTRACTOR</b> Episcopal Community Services	<b>TELEPHONE NUMBER</b> 415-487-3300
<b>STREET ADDRESS (including City, State and Zip Code)</b> 165 8th Street, San Francisco, CA 94103	<b>EMAIL</b>

6. CONTRACT		
<b>DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)</b> 4/15/2025	<b>ORIGINAL BID/RFP NUMBER</b>	<b>FILE NUMBER (If applicable)</b> 250231
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b> NTE \$20,400,596		
<b>NATURE OF THE CONTRACT (Please describe)</b> <p>The fourth amendment to the grant agreement between Episcopal Community Services and the Department of Homelessness and Supportive Housing ("HSH"), for property management and supportive services at the Henry Hotel, a permanent supportive housing site; extending the grant term by 24 months from June, 30, 2025, for a total term of July 1, 2019, through June 30, 2027; increasing the agreement amount by \$5,808,651 for a total amount not to exceed \$20,400,596; and authorizing HSH to enter into any amendments or other modifications to the amendment that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City and are necessary or advisable to effectuate the purposes of the agreement.</p>		

7. COMMENTS
Description and Nature of Contract reflect amendments made in Committee 4/9/2025.

8. CONTRACT APPROVAL	
This contract was approved by:	
<input type="checkbox"/>	THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM
<input checked="" type="checkbox"/>	A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES Board of Supervisors
<input type="checkbox"/>	THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS

# 9. AFFILIATES AND SUBCONTRACTORS

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Rios	Austin K.	Board of Directors
2	Singer	Susanna	Board of Directors
3	Ketcham	Susan	Board of Directors
4	McTiernan	Megan	Board of Directors
5	Bond	Doug	Board of Directors
6	Christen	Sharon	Board of Directors
7	Geeslin	Keith	Board of Directors
8	Ho	Heidi	Board of Directors
9	Martinez	Alejandro	Board of Directors
10	Martin	Christian	Board of Directors
11	Silveira	Dara	Board of Directors
12	Solomon	Barbara	Board of Directors
13	Springwater	Richard	Board of Directors
14	Tennent	Meredith	Board of Directors
15	Stokes	Mary Elizabeth	CEO
16	Larra	Eric	CFO
17	Cordova	Mauricio	COO
18			
19			



**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			
49			
50			

☐ Check this box if you need to include additional names. Please submit a separate form with complete information. Select "Supplemental" for filing type.

**10. VERIFICATION**

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

**SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK**

**DATE SIGNED**

BOS Clerk of the Board

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Adam Thongsavat, Liaison to the Board of Supervisors  
RE: [Grant Agreement Amendment - Episcopal Community Services - Henry Hotel - Not to Exceed  
\$23,630,286]  
DATE: March 11, 2025

---

Resolution approving the fourth amendment to the grant agreement between Episcopal Community Services and the Department of Homelessness and Supportive Housing ("HSH"), for property management and supportive services at the Henry Hotel, a permanent supportive housing site; extending the grant term by 36 months from June, 30, 2025, for a total term of July 1, 2019, through June 30, 2028; increasing the agreement amount by \$9,038,341 for a total amount not to exceed \$23,630,286; and authorizing HSH to enter into any amendments or other modifications to the amendment that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City and are necessary or advisable to effectuate the purposes of the agreement.

Should you have any questions, please contact Adam Thongsavat at [adam.thongsavat@sfgov.org](mailto:adam.thongsavat@sfgov.org)