

File No. 250457

Committee Item No. 10

Board Item No. 16

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date May 21, 2025

Board of Supervisors Meeting Date June 3, 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
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contract/Agreement
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<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 10/20/2020</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Amendment No. 1 11/1/2023</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>HSH Presentation 5/21/2025</u>
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Completed by: Brent Jalipa Date May 15, 2025

Completed by: Brent Jalipa Date May 29, 2025

1 [Grant Agreement Amendment - Episcopal Community Services – Master Lease Hotels - Not
2 to Exceed \$72,297,684]

3 **Resolution approving second amendment to the grant agreement between Episcopal**
4 **Community Services and the Department of Homelessness and Supportive Housing**
5 **(“HSH”) for support services, property management, and master lease stewardship at**
6 **the Alder, Crosby, Elm, Hillsdale, and Mentone Hotels for permanent supportive**
7 **housing for formerly homeless adults; extending the grant term by 24 months from**
8 **June 30, 2025, for a total term of January 1, 2021, through June 30, 2027; increasing the**
9 **agreement amount by \$25,138,285 for a new total amount not to exceed \$72,297,684;**
10 **and authorizing HSH to enter into any amendments or other modifications to the**
11 **amendment that do not materially increase the obligations or liabilities, or materially**
12 **decrease the benefits to the City and are necessary or advisable to effectuate the**
13 **purposes of the agreement.**

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

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

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

1 WHEREAS, Episcopal Community Services (“ECS”) has operated the Elm and
2 Mentone Hotels as PSH since 2004, the Hillsdale Hotel since 2005, and the Alder and Crosby
3 Hotels since 2006; and

4 WHEREAS, In Fiscal Year 2023-24 ECS served 512 tenants across the Elm, Mentone,
5 Hillsdale, Alder, and Crosby PSH sites (“Master Lease Sites”); and

6 WHEREAS, HSH awarded the Agreement to ECS through the Department’s
7 streamlined contracting authority for homeless services under Administrative Code Chapter
8 21.B; and

9 WHEREAS, In October 2020, HSH and ECS entered into an Agreement for support
10 services, property management, and master lease stewardship for Master Lease Sites
11 (“Original Agreement”); and

12 WHEREAS, The Original Agreement has a term of January 1, 2021, through February
13 29, 2024, and a not to exceed amount of \$26,329,610; and

14 WHEREAS, The Original Agreement is on file with the Clerk of the Board of
15 Supervisors (“Clerk”) in File No. 250457, which is hereby declared to be part of this Resolution
16 as if set forth fully herein; and

17 WHEREAS, In November 2023, HSH and ECS entered into a First Amendment to
18 continue these services (“First Amendment”); and

19 WHEREAS, The First Amendment extended the term by 20 months from February 29,
20 2024, for a total term of January 1, 2021, through June 30, 2025, and increased the not to
21 exceed amount by \$20,829,789 for a total amount not to exceed of \$47,159,399; and

22 WHEREAS, On October 17, 2023, the Board of Supervisors adopted Resolution
23 No. 484-23, approving the First Amendment; and

24 WHEREAS, The First Amendment is on file with the Clerk in File No. 250457, which is
25 hereby declared to be part of this Resolution as if set forth fully herein; and

1 WHEREAS, HSH intends to enter into a Second Amendment to continue these
2 services, extending the grant term by 24 months through June 30, 2027, and increasing the
3 maximum expenditure by \$25,138,285 for a total not to exceed amount of \$72,297,684 (the
4 "Amendment"); and

5 WHEREAS, The Amendment requires Board of Supervisors approval under Charter,
6 Section 9.118; now, therefore, be it

7 RESOLVED, The proposed Amendment contained in File No. 250457, is substantially
8 in final form, with all materials terms and conditions included, and only remains to be executed
9 by the parties upon approval of this Resolution; and, be it

10 FURTHER RESOLVED, That the Board of Supervisors authorizes HSH to make any
11 modifications to the Amendment, prior to its final execution by all parties, that HSH
12 determines, in consultation with the City Attorney, are consistent with this Resolution, in the
13 best interest of the City, do not materially increase the obligations or liabilities of the City, are
14 necessary or advisable to effectuate the purposes of the Amendment, and are in compliance
15 with all applicable laws, including City's Charter; and, be it

16 FURTHER RESOLVED, That within 30 days of the Amendment being fully executed by
17 all parties, HSH shall submit to the Clerk a completely executed copy for inclusion in File
18 No. 250457; this requirement and obligation resides with the Department, and is for purposes
19 of having a complete file only, and in no manner affects the validity of approved Amendment.
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Shireen McSpadden
Executive Director
Department of Homelessness and Supportive Housing

Item 10 File 25-0457	Department: Homelessness & Supportive Housing
EXECUTIVE SUMMARY	
<p style="text-align: center;">Legislative Objectives</p>	
<ul style="list-style-type: none"> The proposed resolution approves the second amendment to the grant agreement between the Department of Homelessness and Supportive Housing (HSH) and Episcopal Community Services (ECS), extending the grant term by two additional years, from June 2025 through June 30, 2027, and increasing the not-to-exceed amount by \$25,138,285, from \$47,159,399 to \$72,297,684. 	
<p style="text-align: center;">Key Points</p>	
<ul style="list-style-type: none"> The City provides grant funding for ECS to operate five master lease permanent supportive housing sites: the Alder Hotel, Crosby Hotel, Elm Hotel, Hillsdale Hotel, and Mentone Hotel. ECS enters into lease agreements directly with the owners. Tenants are referred via the City's Adult Coordinated Entry process. ECS provides support services and property management services at all five sites. ECS will provide services to 464 units with a budgeted annual staff of 19.78 FTE across the five hotels. HSH's FY 2023–24 performance monitoring found that of five hotels generally met their occupancy goals, however four missed unit turnover goals, all five missed rent collection and property management satisfaction benchmarks, and two met support service satisfaction goals, as determined in tenant surveys. 	
<p style="text-align: center;">Fiscal Impact</p>	
<ul style="list-style-type: none"> The total cost of program services over the proposed two-year extension is \$25.2 million, which is funded by \$22.7 million in City funds and \$2.5 million in operating revenues consisting of tenant rents and private fundraising by ECS. The City funding consists of the HSH Fund (75 percent), the General Fund (16 percent), and the Our City, Our Home Fund (8 percent). The City's annual cost to operate the hotels, including property management and support services, is \$24,464 per unit. 	
<p style="text-align: center;">Recommendation</p>	
<ul style="list-style-type: none"> Approve the proposed resolution. 	

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

Permanent Supportive Housing

As of April 24, 2025, the City has 13,716 units of permanent supportive housing (PSH). Of these, 9,364 (approximately 68 percent) are in site-based programs. The remaining beds are in scattered-site PSH with 2,457 (approximately 18 percent), rapid re-housing with 1,550 (approximately 11 percent), and housing ladder programs with 345 (approximately 3 percent).

Episcopal Community Services Master Lease Hotels

The City provides grant funding to Episcopal Community Services (ECS) to provide supportive housing services at five master lease sites: the Alder Hotel, Crosby Hotel, Elm Hotel, Hillside Hotel, and Mentone Hotel. ECS enters into lease agreements directly with the owners. Exhibit 1 below details each site.

Exhibit 1: ECS - Housing First Hotels Master Lease Site Units and Persons Served in FY 2023-24

Site Name	Address	Units	Persons Served FY23-24
Alder Hotel	175 6th Street	113	128
Crosby Hotel	516 O'Farrell Street	127	144
Elm Hotel	364 Eddy Street	79	89
Hillside Hotel	51 6th Street	75	87
Mentone Hotel	387 Ellis Street	70	87
Total		464	535

Source: HSH

In FY 2023-24, through the five hotels, ECS provided support services and property management for 535 previously homeless adults across 464 units. These individuals are referred via the City's Adult Coordinated Entry process. ECS provides outreach, intake and assessment, case management, benefits assistance and advocacy, housing stability support, crisis intervention, and conflict resolution.

Agreement History

In December 2020, the Board of Supervisors approved a grant agreement between ECS and the Department of Homelessness and Supportive Housing (HSH) for support services, property management, and master lease oversight of the five hotels. The original agreement had a three-

year and two-month term from January 1, 2021, to February 29, 2024, and a not to exceed amount of \$26,329,610 (File 20-1291).

In October 2023, the Board of Supervisors approved the first amendment, extending the agreement by 20 months to June 30, 2025 (File 23-0992). This amendment also increased the not-to-exceed amount by \$20,829,789 for a total not to exceed amount of \$47,159,399.

HSH's Oversight Commission heard the second amendment to the agreement on April 3, 2025. Because the Commission lacked a quorum of members at that meeting, the item was ultimately approved by the purchasing authority of the HSH Executive Director.

Multi-Year Procurement Plan

As allowed by Chapter 21B of the Administrative Code, HSH did not use a competitive solicitation to procure this service. HSH plans to reprocure the supportive housing portfolio as part of its multi-year procurement plan.

The proposed extension aligns with the release of solicitations for permanent supportive housing, projected for FY 2025–26. According to HSH, extending this grant through June 2027 provides time to conduct a solicitation for PSH providers, negotiate agreements, and secure necessary approvals (e.g., HSH Oversight Commission, Board of Supervisors, Civil Service Commission).

DETAILS OF PROPOSED LEGISLATION

The proposed resolution approves the second amendment to the grant agreement between the Department of Homelessness and Supportive Housing (HSH) and Episcopal Community Services (ECS), extending the grant term by two additional years, from June 2025 through June 30, 2027, and increasing the not-to-exceed amount by \$25,138,285, from \$47,159,399 to \$72,297,684.

Scope of Work

The purpose of the grant is to fund (1) support services, (2) property management, and (3) master lease stewardship for five permanent supportive housing sites serving formerly homeless and low-income adults without custody of minor children. Caritas Management Corporation, a sub-contractor, provides property management services under the agreement. ECS will provide services to 464 units with a budgeted annual staff of 19.78 FTE across the five hotels.

1. Property Management

ECS subcontracts with Caritas Management Corporation as their property management agent for the five buildings in this agreement. Caritas is responsible for lease management, building maintenance, and security. Lease management includes program intake and tenant screening, helping tenants with signing the rental agreement, collecting rent, and enforcing lease terms. Staff also provide 24-hour front desk coverage and conduct wellness and emergency checks.

2. Supportive Services

ECS offers case management at a 1:25 staff-to-tenant ratio. Staff connect tenants to healthcare and benefits, provide crisis support to prevent housing loss, and work with property management to address issues that could lead to eviction. They also organize community meetings and social activities.

3. Stewardship of the Master Lease

ECS manages the contractual relationship with the property owner, including negotiating terms of the master lease, coordinating major repairs, and maintaining lease records. The master lease is held by ECS, not the City, and ECS must obtain approval from HSH for material changes and promptly notify the department of any issues that could affect the lease.

Program Monitoring

The five hotels were most recently reviewed by HSH as part of its FY 2023–24 performance monitoring process. Site visits occurred on the following dates: Alder Hotel on September 11, 2024; Crosby Hotel on August 15, 2024; Hillsdale Hotel on April 7, 2025; and both the Elm and Mentone Hotels on April 10, 2025. A breakdown of the notable results is detailed below in Exhibit 2. HSH recommended that the grantee conduct focus groups to identify strategies to improve client satisfaction and that the grantee identify strategies to improve unit turnover and tenant rent collection. HSH noted that objectives will be reviewed and updated in the forthcoming re-procurement of these services.

Exhibit 2: FY 2023-24 Performance Monitoring Results for ECS Master Lease

Objective (Goal)	Alder Hotel	Crosby Hotel	Elm Hotel	Hillsdale Hotel	Mentone Hotel
Occupancy rate (93%)	94%	93%	96%	92%	96%
Units turned over within 21 Days	0%	100%	39%	0%	57%
Tenant move-ins within 30 days of referral	100%	100%	100%	100%	100%
Tenant Rent Collected (90%)	57%	46%	53%	66%	46%
Tenants maintaining housing for at least 12 months (90%)	99%	94%	94%	98%	96%
Tenant lease violations resolved without loss of housing (85%)	99.7%	100%	100%	100%	100%
Service plans reviewed at least every six months (80%)	100%	100%	100%	100%	100%
Tenants completing annual satisfaction survey (65%)	65%	51%	58%	59%	57%
Property Management Satisfaction (80%)	52%	55%	64%	62%	56%
Support Services Satisfaction (80%)	65%	69%	79%	86%	86%

Source: HSH

Note: Grey shading indicates grantee did not meet objective.

Vacancy Rates (7 Percent or Less)

As of recent monitoring, one of the five hotels did not achieve an occupancy rate of 93 percent (the Hillsdale Hotel was just under the goal, at 92 percent). As of April 2025, the average occupancy rate across all five hotels was 94% which exceeds the 93% occupancy rate goal for housing.

Unit Turnover (Less than 21 Days)

As of recent monitoring, four of the five hotels did not meet the 21-day average for unit turnover time. Crosby was the only site to meet the requirement with a 100 percent on-time turnover rate. Mentone prepared 57 percent of units within the standard, while Elm reached 39 percent.

Both Alder and Hillsdale recorded zero turnovers within 21 days. According to HSH staff, units requiring extensive repairs contributed to long turnover timelines in FY 2023-24.

Rent Collected (90 Percent of Tenant Rent)

As of recent monitoring, none of the five hotels met the 90 percent tenant rent-collection goal. Hillsdale achieved the highest collection rate at 66 percent, followed by Alder at 57 percent and Elm at 53 percent. Crosby and Mentone each collected 46 percent of tenant rent. According to HSH staff, grantee performance is consistent with other permanent supportive housing sites and HSH is working with providers to address. HSH backfills rent revenues with City revenue to ensure service delivery. HSH notes that rent collection has been an ongoing challenge across PSH since the COVID-19 pandemic. HSH is working with providers to develop strategies to increase rent collection rates, such as rent reminders, payment plans, benefits advocacy, etc.

Property Management Satisfaction (80 Percent or Higher)

As of recent monitoring, none of the five hotels met the program benchmark of 80 percent tenant satisfaction with property management services. Elm (64 percent) and Hillsdale (62 percent) received the highest ratings, though both were below the target. Mentone (56 percent), Crosby (55 percent), and Alder (52 percent) reported lower satisfaction ratings.

Support Services Satisfaction (80 Percent or Higher)

As of recent monitoring, two of the five hotels met the 80 percent satisfaction target for support services, however one additional hotel was within one percent of the benchmark. Hillsdale and Mentone both reported the highest tenant satisfaction rates at 86 percent, followed by Elm at 79 percent. Crosby and Alder had satisfaction rates of 69 percent and 65 percent respectively.

Fiscal and Compliance Monitoring

ECS most recently underwent citywide non-profit fiscal and compliance monitoring in FY 2023-24, and there were no findings.

FISCAL IMPACT

The proposed second amendment increases the agreement by \$25,138,285, from \$47,159,399 to \$72,297,684. The total cost of program services over the proposed two-year extension is \$25.2 million, which is funded by \$22.7 million in City funds and \$2.5 million in operating revenues consisting of tenant rents and private fundraising by ECS. The City's annual cost to operate the hotels, including property management and support services, is \$24,464 per unit. Exhibit 3 below provides an overview of the program's revenues and expenditures under the proposed amendment.

Exhibit 3: Proposed Budget for FY 2025-26 and FY 2026-27 (Extension Term)

	FY 2025-26	FY 2026-27	Total
<u>Expenditures</u>			
Salaries & Benefits	\$2,525,502	\$2,525,502	\$5,051,004
Operating Expenses	2,458,561	2,458,561	4,917,122
Indirect Cost (14%)	676,531	676,531	1,353,062
Other Expenses (Not Subject to Indirect)	6,961,722	6,961,722	13,923,444
Total Expenditures	12,622,316	12,622,316	25,244,632
<u>HSH Revenues</u>			
HSH Fund	9,026,702	9,026,702	18,053,404
General Fund	1,323,005	1,323,005	2,646,010
Prop C	1,001,562	1,001,562	2,003,124
Total HSH Revenues	11,351,269	11,351,269	22,702,538
<u>Other Revenues</u>			
Rental Income	1,265,854	1,265,854	2,531,708
Private Match	5,193	5,193	10,386
Total Other Revenue	1,271,047	1,271,047	2,542,094
Total HSH + Other Revenue	\$12,622,316	\$12,622,316	\$25,244,632

Source: HSH

Total Not to Exceed Amount

Exhibit 4 below shows the basis for the agreement's total not-to-exceed amount. City funding in FY 2024-25 increased from \$10.4 million under the first amendment to \$12.6 million under the proposed budget due to increasing in support service staffing by approximately one to two FTE at each of the five sites and \$1.3 million for capital repairs consisting of one-time funding to improve the quality of PSH units.

Exhibit 4: Proposed Not to Exceed Amount

Year	Amount
Jan. 2021 - Jun. 2021 (Actuals)	4,020,553
FY 2021-22 (Actuals)	8,665,828
FY 2022-23 (Actuals)	10,156,099
FY 2023-24 (Actuals)	10,248,707
FY 2024-25 (Budget)	12,632,339
FY 2025-26 (Budget)	11,351,269
FY 2026-27 (Budget)	11,351,269
Subtotal, Proposed Budget	\$68,426,064
Contingency (17% of Two-Year Budget)	\$3,871,620
Not-To-Exceed Amount	\$72,297,684

Source: HSH

Note: Totals might not add due to rounding.

Source of Funds

The City funding consists of the HSH Fund (75 percent), the General Fund (16 percent), and the Our City, Our Home Fund (8 percent).

RECOMMENDATION

Approve the proposed resolution.

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

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

THIS AMENDMENT of the **October 20, 2020** Grant Agreement (the "Agreement") is dated as of **July 1, 2025**, and is made in the City and County of San Francisco, State of California, by and between **EPISCOPAL COMMUNITY SERVICES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

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

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

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

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No. ~~XXXX~~ on April XX, 2025; and

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

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
 - (a) "Agreement" shall mean the Agreement dated **October 20, 2020** between Grantee and City, and **First Amendment**, dated **November 1, 2023**.
 - (b) "San Francisco Labor and Employment Code": As of January 4, 2024, San Francisco Administrative Code Chapters 21C (Miscellaneous Prevailing Wage Requirements), 12B (Nondiscrimination in Contracts), 12C (Nondiscrimination in Property Contracts), 12K (Salary History), 12P (Minimum Compensation), 12Q (Health Care Accountability), 12T (City Contractor/Subcontractor

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

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

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

3.2 Duration of Term.

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

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

3.2 Duration of Term. The term of this Agreement shall commence on **January 1, 2021** and expire on **June 30, 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 **Forty Seven Million One Hundred Fifty Nine Thousand Three Hundred Ninety Nine Dollars (\$47,159,399)**.

- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Three Million One Hundred Seventy One Thousand Seven Hundred Seventy Two Dollars (\$3,171,772)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Seventy Two Million Two Hundred Ninety Seven Thousand Six Hundred Eighty Four Dollars (\$72,297,684)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Three Million Eight Hundred Seventy One Thousand Six Hundred Twenty Dollars (\$3,871,620)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

- 2.5 Section 5.4 Reserved. (State or Federal Funds)** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

5.4 State or Federal Funds.

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

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

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

2.7 Section 10.1 Types of and Amounts of Coverage of the agreement is hereby deleted and replaced in with

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
- (b) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate for Bodily Injury and Property Damage, including

Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage.

- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable

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

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

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

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

15.1 Requirements. Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications

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

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

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

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

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

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

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

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

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

16.19 Distribution of Beverages and Water

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

by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

- (b) **Packaged Water Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Packaged Water, as defined by San Francisco Environment Code Chapter 24 as part of its performance of this Agreement.

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

- (a) Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.
- (b) Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subcontractors/subgrantees/subrecipients to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subcontractors/subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.

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

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

- (a) Grantee shall comply with the requirements described in 2 CFR 25.200, or any successor provisions, to provide a valid Unique Entity Identifier (UEI) and maintain an active SAM.gov registration with current information.
- (b) The Grant Agreement is subject to 2 CFR Part 175, Award Term for Trafficking in Persons. Federal funding under this Grant Agreement may be terminated without penalty if Grantee:
 - (1) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;

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

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

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

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

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

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

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

Appendix B, Budget (dated July 1, 2025)

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

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

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

17.12 Reserved.

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

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

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

- 2.19 Appendix A-2, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A-2, Services to be Provided** for the period of July 1, 2025 to June 30, 2027.
- 2.20 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2025), for the period of January 1, 2021, to June 30, 2027.
- 2.21 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2025).
- 2.22 Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2025).

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

CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

EPISCOPAL COMMUNITY SERVICES

By: _____
Shireen McSpadden
Executive Director

By: _____
Mary Elizabeth Stokes
Executive Director
City Supplier Number: 0000020568

Approved as to Form:
David Chiu
City Attorney

By: _____
Adam Radtke
Deputy City Attorney

**Appendix A-1, Services to be Provided
by
Episcopal Community Services
ECS – Master Lease Property Management and Master Lease Stewardship**

I. Purpose of Grant

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

II. Served Population

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

III. Referral and Prioritization

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

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

IV. Description of Services

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

A. Property Management

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

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

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

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

Lease Addenda. Grantee shall review its Grievance policies and procedures and HSH policies and procedures with tenants at the time of lease signing.

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

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

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

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

B. Stewardship of the Master Lease:

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

V. Location and Time of Services

Grantee shall provide services at the following locations:

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

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

VI. Service Requirements

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
 - 1. Grantee shall notify HSH immediately in the event it is given notice of violations by the Department of Building Inspection (DBI), Department of Public Health (DPH), or another City agency.
- B. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.
- D. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- F. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's housing stability.
- G. Grievance Procedure:
 - 1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;

- c. The amount of time required for each step, including when a tenant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the tenant to contact after the tenant has exhausted Grantee's internal Grievance Procedure.
 2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- H. Feedback, Complaint and Follow-up Policies:
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
 2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.
- I. City Communications, Trainings and Meetings:
Grantee shall keep HSH informed of program operations and comply with HSH policies and training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 3. Attendance at trainings (e.g., overdose prevention training), when required by HSH. Ensure all site-based or tenant-facing staff and subcontractors are onboarded and trained to perform the services in accordance with Housing First, Harm Reduction, and Trauma-Informed Principles.
- J. Coordination with Other Service Providers:
Grantee shall establish written agreements with Support Services and other service providers that are part of the site team to formalize collaboration and roles and responsibilities.
- K. Critical Incidents:
Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions must be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

L. Disaster and Emergency Response Plan:

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

M. Good Neighbor Policies:

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

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

N. Record Keeping and Files:

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

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

O. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to:

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

- a. Entering all household data within three working days (unless specifically requested to do so sooner);
- b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
- c. Running monthly data quality reports and correcting any errors.
2. Records entered into the ONE system shall meet or exceed the ONE System CDQI Process standard.
4. Grantee shall maintain updated unit vacancy information on a weekly basis in the data system designated by HSH (Offline Vacancy Tracker and/or ONE System) as required. Changes to vacancy reporting shall be communicated to Grantees in writing from HSH.
5. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
6. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
7. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

P. Confidentiality:

1. Grantee shall safeguard the confidentiality of all client records or data in compliance with applicable federal, state, or local privacy laws at all times, including but not limited to (a) ensuring the security and confidentiality of all client data; (b) protecting against any anticipated threats or hazards to the security and integrity all client data; (c) protecting against unauthorized disclosure, access, or use of all client data; (d) ensuring the proper disposal of client data; and (e) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.
2. Grantee shall notify HSH upon receipt of any legal requests related to client data shared under this contract, or which in any way might reasonably require access to client data, to the extent required by applicable law. Grantee shall not respond to legal requests related to HSH without first notifying HSH.
3. Grantee shall maintain computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner.
4. In the event that Grantee becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of client records or data, Grantee shall, as applicable: (a) notify HSH immediately following discovery, but no later than 48 hours, of such

confirmation; (b) coordinate with HSH in its breach response activities; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence; and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.

5. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with the U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice; 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
6. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
7. Grantee shall maintain a case management database which meets HITECH (45 CFR Part 160 and Part 164, Subparts A and C) standards. Grantee shall ensure that only appropriate clinical staff have permission to view clinical case records, and such records shall be maintained in a manner that meets HIPAA regulations.
8. Grantee staff shall complete the City's compliance and privacy training upon hire. Grantee shall have a privacy compliance policy and best practices training for staff that Grantee must review and update on an annual basis or in response to a data breach. Grantee shall provide a copy of the current policy, training materials, and attendance sheets when requested by HSH Privacy Officer.

VII. Service Objectives

Grantee shall achieve the following Service Objectives:

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

VIII. Outcome Objectives

Grantee shall achieve the following Outcome Objectives:

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

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

IX. Reporting Requirements

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

- A. Grantee shall report vacancies to HSH in a timely fashion according to established procedures and process all tenant referrals in the pre-established timeframe. When required by HSH, Grantee shall enter tenant data in the ONE System.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th 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 15th of the month following the end of each year:
 - 1. The number and percentage of tenants who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 - 2. The number and percentage of tenants who completed a written survey to provide feedback on the type and quality of program services;
 - 3. The tenant satisfaction survey results; and
 - 4. The number of households showing housing instability that remained housed.
- D. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide information on evictions and eviction notices issued to households residing in City-funded housing to Support Services to enter into the ONE System. Grantee shall verify the accuracy of eviction reporting data in the ONE System quarterly, and shall review the annual eviction report prior to submission to HSH. Grantee shall adhere to all deadlines for submission as required by HSH.
- E. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency

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

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

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

X. Monitoring Activities

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

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

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

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

I. Purpose of Grant

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

II. Served Population

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

III. Referral and Prioritization

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

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

IV. Description of Services

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

A. Outreach:

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

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

B. Intake and Assessment:

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

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

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

C. Case Management:

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

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

D. Housing Stability Support:

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

E. Coordination with Property Management:

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

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

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

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

F. Wellness and Emergency Safety Checks:

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

G. Support Groups, Social Events and Organized Activities:

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

H. Exit Planning:

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

V. Location and Time of Services

Grantee shall provide services at the following locations:

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

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

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

VI.

Service Requirements

A. Case Management Ratio:

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

B. Supervision:

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

C. Housing First:

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

D. Harm Reduction:

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

E. Language and Interpretation Services:

Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.

F. Case Conferences:

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

G. Admission Policy:

Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.

H. Grievance Procedure:

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

- b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a tenant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org), and mailing address for the tenant to contact after the tenant has exhausted Grantee's internal Grievance Procedure.
 2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- I. Feedback, Complaint and Follow-up Policies:
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
 2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.
- J. City Communications, Trainings and Meetings:
Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.
- K. Coordination with Other Service Providers:
Grantee shall establish written agreements with Property Management and other service providers that are part of the site care team to formalize collaboration and roles and responsibilities.
- L. Critical Incidents:
Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service

disruptions must be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

M. Disaster and Emergency Response Plan:

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

N. Record Keeping and Files:

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

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

O. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, 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 standard¹
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.

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

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

P. Good Neighbor Policy:

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

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

Q. Confidentiality:

1. Grantee shall safeguard the confidentiality of all client records or data in compliance with applicable federal, state, or local privacy laws at all times, including but not limited to (a) ensuring the security and confidentiality of all client data; (b) protecting against any anticipated threats or hazards to the security and integrity all client data; (c) protecting against unauthorized disclosure, access, or use of all client data; (d) ensuring the proper disposal of client data; and (e) ensuring that all of Grantee’s employees, agents, and subcontractors, if any, comply with all of the foregoing.
2. Grantee shall notify HSH upon receipt of any legal requests related to client data shared under this contract, or which in any way might reasonably require access to client data, to the extent required by applicable law. Grantee shall not respond to legal requests related to HSH without first notifying HSH.
3. Grantee shall maintain computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner.
4. In the event that Grantee becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of client records or data, Grantee shall, as applicable: (a) notify HSH immediately following discovery, but no later than 48 hours, of such confirmation; (b) coordinate with HSH in its breach response activities; (c)

perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence; and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.

5. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with the U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice; 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
6. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
7. Grantee shall maintain a case management database which meets HITECH (45 CFR Part 160 and Part 164, Subparts A and C) standards. Grantee shall ensure that only appropriate clinical staff have permission to view clinical case records, and such records shall be maintained in a manner that meets HIPAA regulations.
8. Grantee staff shall complete the City's compliance and privacy training upon hire. Grantee shall have a privacy compliance policy and best practices training for staff that Grantee must review and update on an annual basis or in response to a data breach. Grantee shall provide a copy of the current policy, training materials, and attendance sheets when requested by HSH Privacy Officer.

VII. Service Objectives

Grantee shall achieve the Service Objectives listed below.

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

case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.

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

VIII. Outcome Objectives

Grantee shall achieve the Outcome Objectives listed below.

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

IX. Reporting Requirements

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

includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.

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

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

X. Monitoring Activities

A. Program Monitoring:

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

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

B. Fiscal Compliance and Contract Monitoring:

Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts and Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	4/7/2025		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	1/1/2021	6/30/2025	5
6	Amended Term	1/1/2021	6/30/2027	7
7	Program	ECS - Master Lease		
8	F\$P Contract ID#	1000019778		
9				
10	Approved Subcontractors			
11	Caritas Management Corporation			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																												
2	APPENDIX B, BUDGET																												
3	Document Date		4/7/2025																										
4	Contract Term		Begin Date		End Date		Duration (Years)																						
5	Current Term		1/1/2021		6/30/2025		5																						
6	Amended Term		1/1/2021		6/30/2027		7																						
7	Program		ECS - Master Lease																										
8	FSP Contract ID#		1000019778																										
9																													
10	NUMBER SERVED (NUMBER OF UNITS)				Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		Year 7												
11	Service Site			Service Location			1/1/2021 - 6/30/2021		7/1/2021 - 6/30/2022		7/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 6/30/2027										
12	Alder Hotel			175 6th Street			111		119		113		113		113		113		113										
13	Crosby Hotel			516 O'Farrell Street			136		141		127		127		127		127		127										
14	Elm Hotel			364 Eddy Street			76		89		79		79		79		79		79										
15	Hillsdale Hotel			51 6th Street			68		85		75		75		75		75		75										
16	Mentone Hotel			387 Ellis Street			78		77		70		70		70		70		70										
17	Total				469		511		464		464		464		464		464		464										

	A	B	C	D	G	J	M	P	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Names	Alder - Property Management, Alder - Support Services, Crosby - Property Management, Crosby - Support Services, Elm - Property Management, Elm - Support Services, Hillsdale - Property Management, Hillsdale - Support Services, Mentone - Property Management, Mentone - Support Services, One-Time Capital Improvements							
13		Current	New	15%					
14	Term Budget	\$ 45,157,357	\$ 68,426,064						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17									
18					Year 1	Year 2	Year 3	Year 4	Year 5
19					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
20					Actuals	Actuals	Actuals	Actuals	New
21	Expenditures								
22	Salaries & Benefits				\$ 770,106	\$ 1,635,185	\$ 1,782,611	\$ 1,893,944	\$ 2,560,110
23	Operating Expenses				\$ 1,138,757	\$ 2,428,314	\$ 3,123,042	\$ 3,101,364	\$ 2,458,565
24	Subtotal				\$ 1,908,863	\$ 4,063,499	\$ 4,905,653	\$ 4,995,308	\$ 5,018,675
26	Indirect Cost				\$ 229,063	\$ 487,620	\$ 588,679	\$ 599,436	\$ 641,919
27	Other Expenses (Not Subject to Indirect %)				\$ 2,953,246	\$ 5,273,382	\$ 5,992,814	\$ 5,348,221	\$ 6,987,342
28	Capital Expenditure				\$ -	\$ 61,520	\$ -	\$ 586,821	\$ 1,255,450
30	Total Expenditures				\$ 5,091,172	\$ 9,886,021	\$ 11,487,146	\$ 11,529,786	\$ 13,903,386
31									
32	HSH Revenues*								
33	HSH Fund				\$ 3,461,880	\$ 7,646,474	\$ 7,875,869	\$ 8,882,705	\$ 9,026,702
35	HSH Fund - One-Time Carryforward				\$ -	\$ 19,082	\$ -	\$ -	\$ -
36	General Fund - Ongoing				\$ 472,712	\$ 302,538	\$ 1,430,304	\$ 738,377	\$ 1,323,005
38	General Fund - One-Time				\$ -	\$ -	\$ -	\$ 691,130	\$ 1,281,070
39	Prop C				\$ 85,965	\$ 933,030	\$ 670,408	\$ 936,414	\$ 1,001,562
41	Prop C - One-Time Carryforward				\$ -	\$ (179,518)	\$ 179,518	\$ -	\$ -
43	Adjustment to Actuals				\$ (4)	\$ (55,778)	\$ -	\$ (999,919)	\$ -
46	Total HSH Revenues				\$ 4,020,553	\$ 8,665,828	\$ 10,156,099	\$ 10,248,707	\$ 12,632,339
47	Other Revenues								
48	Rental Income				\$ 1,068,023	\$ 1,215,000	\$ 1,325,854	\$ 1,275,886	\$ 1,265,854
49	Private Match				\$ 2,596	\$ 5,193	\$ 5,193	\$ 5,193	\$ 5,193
53	Total Other Revenues				\$ 1,070,619	\$ 1,220,193	\$ 1,331,047	\$ 1,281,079	\$ 1,271,047
54									
55	Total HSH + Other Revenues				\$ 5,091,172	\$ 9,886,021	\$ 11,487,146	\$ 11,529,786	\$ 13,903,386
56	Total Adjusted Salary FTE (All Budgets)				11.07	15.20	13.83	14.24	19.91
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							
62									
63	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.								
64									
65									

	A	B	C	D	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Names	Alder - Property Management, Alder - Support Services, Crosby - Property Management, Crosby - Support Services, Elm - Property Management, Elm - Support Services, Hillsdale - Property Management, Hillsdale - Support Services, Mentone - Property Management, Mentone - Support Services, One-Time Capital Improvements							
13		Current	New	15%					
14	Term Budget	\$ 45,157,357	\$ 68,426,064						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7	All Years		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits				\$ 2,525,502	\$ 2,525,502	\$ 8,641,956	\$ 5,046,404	\$ 13,692,960
23	Operating Expenses				\$ 2,458,561	\$ 2,458,561	\$ 12,250,042	\$ 4,917,122	\$ 17,167,164
24	Subtotal				\$ 4,984,063	\$ 4,984,063	\$ 20,891,998	\$ 9,963,526	\$ 30,860,124
26	Indirect Cost				\$ 676,531	\$ 676,531	\$ 2,546,717	\$ 1,353,062	\$ 3,899,779
27	Other Expenses (Not Subject to Indirect %)				\$ 6,961,722	\$ 6,961,722	\$ 25,988,837	\$ 14,489,613	\$ 40,478,449
28	Capital Expenditure				\$ -	\$ -	\$ 1,903,791	\$ -	\$ 1,903,791
30	Total Expenditures				\$ 12,622,316	\$ 12,622,316	\$ 51,331,342	\$ 25,806,201	\$ 77,142,142
31									
32	HSH Revenues*								
33	HSH Fund				\$ 9,026,702	\$ 9,026,702	\$ 36,893,630	\$ 18,053,404	\$ 54,947,034
35	HSH Fund - One-Time Carryforward				\$ -	\$ -	\$ 19,082	\$ -	\$ 19,082
36	General Fund - Ongoing				\$ 1,323,005	\$ 1,323,005	\$ 3,700,767	\$ 3,212,179	\$ 6,912,946
38	General Fund - One-Time				\$ -	\$ -	\$ 1,972,200	\$ -	\$ 1,972,200
39	Prop C				\$ 1,001,562	\$ 1,001,562	\$ 3,627,379	\$ 2,003,124	\$ 5,630,503
41	Prop C - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
43	Adjustment to Actuals				\$ -	\$ -	\$ (1,055,701)	\$ -	\$ (1,055,701)
46	Total HSH Revenues				\$ 11,351,269	\$ 11,351,269	\$ 45,157,357	\$ 23,268,707	\$ 68,426,064
47	Other Revenues								
48	Rental Income				\$ 1,265,854	\$ 1,265,854	\$ 6,150,617	\$ 2,531,708	\$ 8,682,325
49	Private Match				\$ 5,193	\$ 5,193	\$ 23,368	\$ 10,386	\$ 33,754
53	Total Other Revenues				\$ 1,271,047	\$ 1,271,047	\$ 6,173,985	\$ 2,542,094	\$ 8,716,079
54									
55	Total HSH + Other Revenues				\$ 12,622,316	\$ 12,622,316	\$ 51,331,342	\$ 25,810,801	\$ 77,142,143
56	Total Adjusted Salary FTE (All Budgets)				19.78	19.78			
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							
62									
63	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.								

	A	B	C	D	P	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	F\$P Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	One-Time Capital Improvements							
13		Current	New	15%					
14	Term Budget	\$ 1,469,271	\$ 1,469,271						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17									
18					Year 4	Year 5	All Years		
					7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
19					Actuals	New	Current	Amendment	New
20									
21	Expenditures								
28	Capital Expenditure				\$ 213,821	\$ 1,255,450	\$ 1,469,271	\$ -	\$ 1,469,271
30	Total Expenditures				\$ 213,821	\$ 1,255,450	\$ 1,469,271	\$ -	\$ 1,469,271
31									
32	HSH Revenues								
38	General Fund - One-Time				\$ 277,410	\$ 1,255,450	\$ 1,532,860	\$ -	\$ 1,532,860
43	Adjustment to Actuals				\$ (63,589)	\$ -	\$ (63,589)	\$ -	\$ (63,589)
46	Total HSH Revenues				\$ 213,821	\$ 1,255,450	\$ 1,469,271	\$ -	\$ 1,469,271
57									
58	Prepared by	Tiffany Luong							
59	Phone	415.487.3300 ext. 1219							
60	Email	tluong@ecs-sf.org							

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

	A	B	C	D	G	J	M	P	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Alder - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 8,076,342	\$ 12,026,288						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17									
18					Year 1	Year 2	Year 3	Year 4	Year 5
19					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
20					Actuals	Actuals	Actuals	Actuals	New
21	Expenditures								
22	Salaries & Benefits				\$ -	\$ -	\$ 30,169	\$ 28,647	\$ 28,647
23	Operating Expenses				\$ 200,611	\$ 467,996	\$ 501,332	\$ 535,426	\$ 420,609
24	Subtotal				\$ 200,611	\$ 467,996	\$ 531,501	\$ 564,073	\$ 449,256
25	Indirect Percentage				12.00%	12.00%	12.00%	12.00%	12.00%
26	Indirect Cost (Line 24 X Line 25)				\$ 24,073	\$ 56,160	\$ 63,780	\$ 67,688	\$ 53,911
27	Other Expenses (Not Subject to Indirect %)				\$ 741,821	\$ 1,483,022	\$ 1,513,493	\$ 1,464,707	\$ 1,776,906
28	Capital Expenditure				\$ -	\$ -	\$ -	\$ 102,288	\$ -
30	Total Expenditures				\$ 966,505	\$ 2,007,178	\$ 2,108,774	\$ 2,198,756	\$ 2,280,073
31									
32	HSH Revenues (select)								
33	HSH Fund				\$ 625,595	\$ 1,465,231	\$ 1,462,837	\$ 1,553,391	\$ 1,566,134
34	HSH Fund - CODB				\$ -	\$ -	\$ -	\$ -	\$ -
35	HSH Fund - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
36	General Fund - Ongoing				\$ 91,366	\$ 47,281	\$ 152,146	\$ 191,931	\$ 196,729
37	General Fund - CODB				\$ -	\$ -	\$ -	\$ -	\$ -
38	General Fund - One-Time				\$ -	\$ -	\$ -	\$ 102,288	\$ -
39	Prop C				\$ -	\$ 193,987	\$ 200,910	\$ 206,937	\$ 212,110
40	Prop C - COLA				\$ -	\$ -	\$ -	\$ -	\$ -
41	Prop C - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ (27,219)	\$ -	\$ -
43	Adjustment to Actuals				\$ -	\$ (4,421)	\$ -	\$ (160,891)	\$ -
44					\$ -	\$ -	\$ -	\$ -	\$ -
45					\$ -	\$ -	\$ -	\$ -	\$ -
46	Total HSH Revenues				\$ 716,961	\$ 1,702,078	\$ 1,788,674	\$ 1,893,656	\$ 1,974,973
47	Other Revenues (select)								
48	Rental Income				\$ 249,544	\$ 305,100	\$ 320,100	\$ 305,100	\$ 305,100
53	Total Other Revenues				\$ 249,544	\$ 305,100	\$ 320,100	\$ 305,100	\$ 305,100
54									
55	Total HSH + Other Revenues				\$ 966,505	\$ 2,007,178	\$ 2,108,774	\$ 2,198,756	\$ 2,280,073
57									
58	Prepared by	Tiffany Luong							
59	Phone	415.487.3300 ext. 1219							
60	Email	tluong@ecs-sf.org							

	A	B	C	D	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Alder - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 8,076,342	\$ 12,026,288						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7	All Years		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits				\$ 28,647	\$ 28,647	\$ 87,463	\$ 52,694	\$ 144,757
23	Operating Expenses				\$ 420,609	\$ 420,609	\$ 2,125,974	\$ 841,218	\$ 2,967,192
24	Subtotal				\$ 449,256	\$ 449,256	\$ 2,213,437	\$ 893,912	\$ 3,111,949
25	Indirect Percentage				12.00%	12.00%			
26	Indirect Cost (Line 24 X Line 25)				\$ 53,911	\$ 53,911	\$ 265,612	\$ 107,822	\$ 373,434
27	Other Expenses (Not Subject to Indirect %)				\$ 1,776,906	\$ 1,776,906	\$ 6,979,949	\$ 3,553,812	\$ 10,533,761
28	Capital Expenditure				\$ -	\$ -	\$ 102,288	\$ -	\$ 102,288
30	Total Expenditures				\$ 2,280,073	\$ 2,280,073	\$ 9,561,286	\$ 4,555,546	\$ 14,121,432
31									
32	HSH Revenues (select)								
33	HSH Fund				\$ 1,566,134	\$ 1,566,134	\$ 6,673,188	\$ 3,132,268	\$ 9,805,456
34	HSH Fund - CODB				\$ -	\$ -	\$ -	\$ -	\$ -
35	HSH Fund - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
36	General Fund - Ongoing				\$ 196,729	\$ 196,729	\$ 679,453	\$ 393,458	\$ 1,072,911
37	General Fund - CODB				\$ -	\$ -	\$ -	\$ -	\$ -
38	General Fund - One-Time				\$ -	\$ -	\$ 102,288	\$ -	\$ 102,288
39	Prop C				\$ 212,110	\$ 212,110	\$ 813,944	\$ 424,220	\$ 1,238,164
40	Prop C - COLA				\$ -	\$ -	\$ -	\$ -	\$ -
41	Prop C - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ (27,219)	\$ -	\$ (27,219)
43	Adjustment to Actuals				\$ -		\$ (165,312)	\$ -	\$ (165,312)
44					\$ -	\$ -	\$ -	\$ -	\$ -
45					\$ -	\$ -	\$ -	\$ -	\$ -
46	Total HSH Revenues				\$ 1,974,973	\$ 1,974,973	\$ 8,076,342	\$ 3,949,946	\$ 12,026,288
47	Other Revenues (select)								
48	Rental Income				\$ 305,100	\$ 305,100	\$ 1,484,944	\$ 610,200	\$ 2,095,144
53	Total Other Revenues				\$ 305,100	\$ 305,100	\$ 1,484,944	\$ 610,200	\$ 2,095,144
54									
55	Total HSH + Other Revenues				\$ 2,280,073	\$ 2,280,073	\$ 9,561,286	\$ 4,560,146	\$ 14,121,432
57									
58	Prepared by	Tiffany Luong							
59	Phone	415.487.3300 ext. 1219							
60	Email	tluong@ecs-sf.org							

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

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

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

	A	B	T	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	4/7/2025					
5	Provider Name	Episcopal Community Services					
6	Program	ECS - Master Lease					
7	FSP Contract ID#	1000019778					
8	Budget Name	Alder - Property Management					
9							
10							
11							
12							
13	Operating Expenses						
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 229,047	\$ 229,047	\$ 908,673	\$ 458,094	\$ 1,366,767	
16	Office Supplies, Postage	\$ 20,044	\$ 20,044	\$ 82,545	\$ 40,088	\$ 122,633	
17	Building Maintenance Supplies and Repair	\$ 135,828	\$ 135,828	\$ 583,126	\$ 271,656	\$ 854,782	
18	Printing and Reproduction	\$ 539	\$ 539	\$ 1,578	\$ 1,078	\$ 2,656	
23	Management/Booking Fees			\$ 350,573	\$ -	\$ 350,573	
24	Legal Fees			\$ 56,377	\$ -	\$ 56,377	
25	Cable TV	\$ 2,110	\$ 2,110	\$ 6,020	\$ 4,220	\$ 10,240	
26	Wire /Website Support Processing Fee/Admin Misc.	\$ 1,760	\$ 1,760	\$ 5,320	\$ 3,520	\$ 8,840	
27	Payroll Processing Fee	\$ 5,495	\$ 5,495	\$ 15,790	\$ 10,990	\$ 26,780	
28	Staff Training/Meeting Supplies	\$ 83	\$ 83	\$ 666	\$ 166	\$ 832	
29	Renting Fee	\$ 703	\$ 703	\$ 2,806	\$ 1,406	\$ 4,212	
44	Subcontractors:						
45	Office Salaries-Desk Clerks/Contract (first \$25k)	\$ 25,000	\$ 25,000	\$ 112,500	\$ 50,000	\$ 162,500	
50	TOTAL OPERATING EXPENSES	\$ 420,609	\$ 420,609	\$ 2,125,974	\$ 841,218	\$ 2,967,192	
51							
52	Other Expenses (Not Subject to Indirect Cost %)						
53	Rental of Property	\$ 1,043,689	\$ 1,043,689	\$ 4,446,843	\$ 2,087,378	\$ 6,534,221	
54	Office Salaries-Desk Clerks/Contract	\$ 247,794	\$ 247,794	\$ 983,765	\$ 495,588	\$ 1,479,353	
55	Manager Salaries-Hotel Director/Manager	\$ 74,513	\$ 74,513	\$ 340,420	\$ 149,026	\$ 489,446	
56	Janitor Contract-Regular/Extra Services	\$ 112,726	\$ 112,726	\$ 460,092	\$ 225,452	\$ 685,544	
57	Repairs Payroll	\$ 62,679	\$ 62,679	\$ 271,262	\$ 125,358	\$ 396,620	
58	Benefits	\$ 114,197	\$ 114,197	\$ 480,205	\$ 228,394	\$ 708,599	
59	Management/Booking Fees	\$ 104,537	\$ 104,537	\$ 104,537	\$ 209,074	\$ 313,611	
60	Legal Fees	\$ 16,771	\$ 16,771	\$ 16,771	\$ 33,542	\$ 50,313	
61	CODB (to be allocated)			\$ 41,366	\$ -	\$ 41,366	
62	Adjustment to Actuals			\$ (165,312)	\$ -	\$ (165,312)	
68							
69	TOTAL OTHER EXPENSES	\$ 1,776,906	\$ 1,776,906	\$ 6,979,949	\$ 3,553,812	\$ 10,533,761	
70							
71	Capital Expenses						
72	One-Time Extraordinary Repairs			\$ 102,288	\$ -	\$ 102,288	
84							
85	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ 102,288	\$ -	\$ 102,288	

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

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE		Fiscal Year		
4	Alder - Property Management	FY25-26			
71					
72	<u>Other Expenses (Not Subject to Indirect Cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>	
73	Rental of Property	\$ 1,043,689	The lease is written for 120 units	\$86,974 x 12 months	
74	Office Salaries-Desk Clerks/Contract	\$ 247,794	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage	\$22,733 x 12 months	
	Manager Salaries-Hotel Director/Manager	\$ 74,513	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$6,209 x 12 months	
75					
76	Janitor Contract-Regular/Extra Services	\$ 112,726	Responsible for building cleaning up, place trash bins	\$9,394 x 12 months	
77	Repairs Payroll	\$ 62,679	Responsible for repair and maintenance of the building	\$5,223 x 12 months	
78	Benefits	\$ 114,197	% based from personnel from above	\$9,516 x 12 months	
79	Management/Booking Fees	\$ 104,537	Property management (113 Units) @ \$ 65.00 PUPM, and bookkeeping fees \$10 PUPM	((113 units*(\$65+\$10))*1.0279)*12 mo.	
80	Legal Fees	\$ 16,771	Covers legal related expenses	\$1,398 x 12 months	
88					
89	TOTAL OTHER EXPENSES	\$ 1,776,906			

	A	B	C	D	G	J	M	P	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Crosby - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 7,694,645	\$ 11,237,151						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17									
18					Year 1	Year 2	Year 3	Year 4	Year 5
19					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
20					Actuals	Actuals	Actuals	Actuals	New
21	Expenditures								
22	Salaries & Benefits				\$ -	\$ -	\$ 31,512	\$ 29,075	\$ 29,075
23	Operating Expenses				\$ 272,785	\$ 543,402	\$ 725,462	\$ 765,098	\$ 546,589
24	Subtotal				\$ 272,785	\$ 543,402	\$ 756,974	\$ 794,173	\$ 575,664
25	Indirect Percentage				12.00%	12.00%	12.00%	12.00%	12.00%
26	Indirect Cost (Line 24 X Line 25)				\$ 32,734	\$ 65,208	\$ 90,837	\$ 95,301	\$ 69,080
27	Other Expenses (Not Subject to Indirect %)				\$ 647,750	\$ 1,252,840	\$ 1,402,036	\$ 1,322,005	\$ 1,521,809
28	Capital Expenditure				\$ -	\$ -	\$ -	\$ 39,030	\$ -
30	Total Expenditures				\$ 953,269	\$ 1,861,450	\$ 2,249,847	\$ 2,250,509	\$ 2,166,553
31									
32	HSH Revenues								
33	HSH Fund				\$ 569,273	\$ 1,249,650	\$ 1,209,891	\$ 1,265,028	\$ 1,277,570
36	General Fund - Ongoing				\$ 84,213	\$ 38,782	\$ 416,141	\$ 187,406	\$ 192,091
38	General Fund - One-Time				\$ -	\$ -	\$ -	\$ 39,030	\$ -
39	Prop C				\$ -	\$ 278,266	\$ 7,400	\$ 294,236	\$ 301,592
41	Prop C - One-Time Carryforward				\$ -	\$ (26,548)	\$ 26,548	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ 194,567	\$ 218,000	\$ -
43	Adjustment to Actuals				\$ -	\$ -	\$ -	\$ (128,491)	\$ -
46	Total HSH Revenues				\$ 653,486	\$ 1,540,150	\$ 1,854,547	\$ 1,875,209	\$ 1,771,253
47	Other Revenues								
48	Rental Income				\$ 299,783	\$ 321,300	\$ 395,300	\$ 375,300	\$ 395,300
53	Total Other Revenues				\$ 299,783	\$ 321,300	\$ 395,300	\$ 375,300	\$ 395,300
55	Total HSH + Other Revenues				\$ 953,269	\$ 1,861,450	\$ 2,249,847	\$ 2,250,509	\$ 2,166,553
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

	A	B	C	D	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Crosby - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 7,694,645	\$ 11,237,151						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7	All Years		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits				\$ 29,075	\$ 29,075	\$ 89,662	\$ 58,150	\$ 147,812
23	Operating Expenses				\$ 546,589	\$ 546,589	\$ 2,853,336	\$ 1,093,178	\$ 3,946,514
24	Subtotal				\$ 575,664	\$ 575,664	\$ 2,942,998	\$ 1,151,328	\$ 4,094,326
25	Indirect Percentage				12.00%	12.00%			
26	Indirect Cost (Line 24 X Line 25)				\$ 69,080	\$ 69,080	\$ 353,160	\$ 138,160	\$ 491,320
27	Other Expenses (Not Subject to Indirect %)				\$ 1,521,809	\$ 1,521,809	\$ 6,146,440	\$ 3,043,618	\$ 9,190,058
28	Capital Expenditure				\$ -	\$ -	\$ 39,030	\$ -	\$ 39,030
30	Total Expenditures				\$ 2,166,553	\$ 2,166,553	\$ 9,481,628	\$ 4,333,106	\$ 13,814,734
31									
32	HSH Revenues								
33	HSH Fund				\$ 1,277,570	\$ 1,277,570	\$ 5,571,412	\$ 2,555,140	\$ 8,126,552
36	General Fund - Ongoing				\$ 192,091	\$ 192,091	\$ 918,633	\$ 384,182	\$ 1,302,815
38	General Fund - One-Time				\$ -	\$ -	\$ 39,030	\$ -	\$ 39,030
39	Prop C				\$ 301,592	\$ 301,592	\$ 881,494	\$ 603,184	\$ 1,484,678
41	Prop C - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
42	One-Time Transfer				\$ -		\$ 412,567	\$ -	\$ 412,567
43	Adjustment to Actuals				\$ -		\$ (128,491)	\$ -	\$ (128,491)
46	Total HSH Revenues				\$ 1,771,253	\$ 1,771,253	\$ 7,694,645	\$ 3,542,506	\$ 11,237,151
47	Other Revenues								
48	Rental Income				\$ 395,300	\$ 395,300	\$ 1,786,983	\$ 790,600	\$ 2,577,583
53	Total Other Revenues				\$ 395,300	\$ 395,300	\$ 1,786,983	\$ 790,600	\$ 2,577,583
55	Total HSH + Other Revenues				\$ 2,166,553	\$ 2,166,553	\$ 9,481,628	\$ 4,333,106	\$ 13,814,734
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

	A	B	Q	T	W	X	AA	AD	AE	AH	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Crosby - Property Management									
9											
10			Year 3			Year 4			Year 5		
Agency Totals			For HSH Funded	7/1/2022 - 6/30/2023	Agency Totals	For HSH Funded	7/1/2023 - 6/30/2024	Agency Totals	For HSH Funded	7/1/2024 - 6/30/2025	
			Program	New		Program	New		Program	New	
11			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
12											
13	POSITION TITLE										
14	Sr. Director/Housing Dev & Asset Mgmt.		\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629
15	Asset Manager-Master Leased Operations		\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736
35	TOTAL SALARIES		\$ 22,365			\$ 22,365			\$ 22,365		
36	TOTAL FTE		0.18			0.18			0.18		
37	FRINGE BENEFIT RATE		40.90%			30.00%			30.00%		
38	EMPLOYEE FRINGE BENEFITS		\$ 9,147			\$ 6,710			\$ 6,710		
39	TOTAL SALARIES & BENEFITS		\$ 31,512			\$ 29,075			\$ 29,075		

	A	B	AL	AO	AR	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Crosby - Property Management									
9											
10			EXTENSION YEAR			EXTENSION YEAR					
Year 6			Year 7			All Years					
Agency Totals			For HSH	7/1/2025 -	Agency Totals	For HSH	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -	
			Funded	6/30/2026		Funded	6/30/2027				6/30/2025
11			Program	New	Program	New	Current	Amendment	New		
12											
13	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
14	Sr. Director/Housing Dev & Asset Mgmt.		\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 7,887	\$ 5,258	\$ 13,145
15	Asset Manager-Master Leased Operations		\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 59,208	\$ 39,472	\$ 98,680
35	TOTAL SALARIES				\$ 22,365			\$ 22,365	\$ 67,095	\$ 44,730	\$ 111,825
36	TOTAL FTE		0.18			0.18					
37	FRINGE BENEFIT RATE				30.00%			30.00%			
38	EMPLOYEE FRINGE BENEFITS				\$ 6,710			\$ 6,710	\$ 22,567	\$ 13,420	\$ 35,987
39	TOTAL SALARIES & BENEFITS				\$ 29,075			\$ 29,075	\$ 89,662	\$ 58,150	\$ 147,812

	A	B	E	H	K	N	Q
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	4/7/2025					
5	Provider Name	Episcopal Community Services					
6	Program	ECS - Master Lease					
7	FSP Contract ID#	1000019778					
8	Budget Name	Crosby - Property Management					
9							
10			Year 1	Year 2	Year 3	Year 4	Year 5
11			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
12			Actuals	Actuals	Actuals	Actuals	New
13	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 106,841	\$ 203,683	\$ 277,874	\$ 283,873	\$ 250,321
16	Office Supplies, Postage		\$ 7,890	\$ 15,780	\$ 14,280	\$ 19,780	\$ 14,280
17	Building Maintenance Supplies and Repair		\$ 76,502	\$ 143,659	\$ 267,295	\$ 282,182	\$ 247,488
18	Printing and Reproduction				\$ 1,000	\$ 1,000	\$ 1,000
20	Staff Training/Meeting Supplies				\$ 500	\$ 1,000	\$ 1,000
23	Wire /Website Support Processing Fee/Admin Misc.				\$ 800	\$ 3,200	\$ 1,000
24	Payroll Processing Fee				\$ 4,800	\$ 5,800	\$ 4,800
25	Renting Fee				\$ 1,000	\$ 1,050	\$ 500
26	Cable TV				\$ 1,900	\$ 1,200	\$ 1,200
27	Management/Booking Fees		\$ 52,452	\$ 104,904	\$ 104,904	\$ 111,904	
28	Legal Fees		\$ 16,600	\$ 32,859	\$ 26,109	\$ 29,109	
29	Security			\$ 17,517			
44	Subcontractors						
45	Office Salaries-Desk Clerks		\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
50	TOTAL OPERATING EXPENSES		\$ 272,785	\$ 543,402	\$ 725,462	\$ 765,098	\$ 546,589
51							
52	Other Expenses (Not Subject to Indirect Cost %)						
53	Rental of Property		\$ 344,050	\$ 712,058	\$ 722,687	\$ 763,335	\$ 763,335
54	Office Salaries-Desk Clerks		\$ 81,222	\$ 217,445	\$ 229,892	\$ 224,702	\$ 196,702
55	Manager Salaries-Hotel Director/Manager		\$ 39,109	\$ 89,000	\$ 89,960	\$ 104,310	\$ 84,310
56	Janitor Payroll		\$ 19,105	\$ 38,210	\$ 47,840	\$ 52,040	\$ 47,840
57	Janitor Contract-Regular/Extra Services		\$ 48,713	\$ 50,000	\$ 95,750	\$ 111,750	\$ 96,750
58	Repairs Payroll		\$ 24,960	\$ 49,920	\$ 60,320	\$ 65,320	\$ 60,320
59	Benefits		\$ 56,378	\$ 122,755	\$ 129,039	\$ 129,039	\$ 119,039
60	Management/Booking Fees						\$ 117,489
61	Legal Fees						\$ 36,024
62	CODB		\$ 34,213				
63	One-Time Carryforward			\$ (26,548)	\$ 26,548		
64	Adjustment to Actuals					\$ (128,491)	
68							
69	TOTAL OTHER EXPENSES		\$ 647,750	\$ 1,252,840	\$ 1,402,036	\$ 1,322,005	\$ 1,521,809
70							
71	Capital Expenses						
72	One-Time Extraordinary Repairs					\$ 39,030	
84							
85	TOTAL CAPITAL EXPENSES		\$ -	\$ -	\$ -	\$ 39,030	\$ -

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

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE	Fiscal Year			
4	Crosby - Property Management	FY25-26			
5	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$ 2,629	Develops strategic and practical relationships with community partners ; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$164,299 x 0.02 FTE
6					
7	Asset Manager-Master Leased Operations	0.17	\$ 19,736	Provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$118,393 x 0.17 FTE
27	TOTAL	0.18	\$ 22,365		
28	Employee Fringe Benefits	30.0%	\$ 6,710	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 29,075		
30					
31					
32	Operating Expenses		Budgeted Expense	Justification	Calculation
33	Rental of Property		\$ -		
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 250,321	Utilities (electricity, water, gas, telephone and scavenger service)	\$20,860 x 12 months
35	Office Supplies, Postage		\$ 14,280	PM office supplies are including on site supplies	\$1,190 x 12 months
36	Building Maintenance Supplies and Repair		\$ 247,488	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc.	\$20,624 x 12 months
37	Printing and Reproduction		\$ 1,000	Covers copier usage	\$83 x 12 months
39	Staff Training/Meeting Supplies		\$ 1,000	Covers staff training and meeting snack and supplies	\$83 x 12 months
42	Wire /Website Support Processing Fee/Admin Misc.		\$ 1,000	Covers bank wire and website support fee	\$83 x 12 months
43	Payroll Processing Fee		\$ 4,800	Covers monthly payroll fee	\$400 x 12 months
44	Renting Fee		\$ 500	Covers Tenant background check	\$42 x 12 months
45	Cable TV		\$ 1,200	Direct TV monthly fee	\$100 x 12 months
63	<u>Subcontractors</u>				
64	Office Salaries-Desk Clerks		\$ 25,000	First \$25k of Caritas Management Corporation's subcontracted services that's eligible for Indirect Cost Rate	\$18,475 x 12 months
69	TOTAL OPERATING EXPENSES		\$ 546,589		
70	Indirect Cost	12.0%	\$ 69,080		
71					
72	Other Expenses (Not Subject to Indirect Cost %)		Amount	Justification	Calculation
73	Rental of Property		\$ 763,335	The lease is written for 126 units including office	\$63,611 x 12 months
74	Office Salaries-Desk Clerks		\$ 196,702	Coverage 24/7 for residents of the Crosby; includes holidays/overtime coverage	\$18,475 x 12 months
75	Manager Salaries-Hotel Director/Manager		\$ 84,310	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$7,026 x 12 months
76	Janitor Payroll		\$ 47,840	Responsible for building cleaning up, includes holidays/overtime coverage	\$3,987 x 12 months
77	Janitor Contract-Regular/Extra Services		\$ 96,750	Responsible for building cleaning up, place trash bins	\$8,063 x 12 months
78	Repairs Payroll		\$ 60,320	Responsible for repair and maintenance of the building	\$5,027 x 12 months
79	Benefits		\$ 119,039	% based from personnel from above	\$9,920 x 12 months
80	Management/Booking Fees		\$ 117,489	Property management (127 Units) @ \$ 65.00 PUPM, and bookkeeping fees \$10 PUPM	127 units x (\$65+\$10) x 1.0279 x 12 months
81	Legal Fees		\$ 36,024	Covers legal fees	\$3,002 x 12 months
89	TOTAL OTHER EXPENSES		\$ 1,521,809		

	A	B	C	D	G	J	M	P	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Elm - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 6,092,214	\$ 9,551,866						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17									
18					Year 1	Year 2	Year 3	Year 4	Year 5
19					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
20					Actuals	Actuals	Actuals	Actuals	New
21	Expenditures								
22	Salaries & Benefits				\$ -	\$ -	\$ 30,193	\$ 29,075	\$ 29,075
23	Operating Expenses				\$ 212,285	\$ 474,602	\$ 565,898	\$ 558,587	\$ 437,301
24	Subtotal				\$ 212,285	\$ 474,602	\$ 596,091	\$ 587,662	\$ 466,376
25	Indirect Percentage				12.00%	12.00%	12.00%	12.00%	12.00%
26	Indirect Cost (Line 24 X Line 25)				\$ 25,474	\$ 56,952	\$ 71,531	\$ 70,520	\$ 55,965
27	Other Expenses (Not Subject to Indirect %)				\$ 487,185	\$ 889,869	\$ 1,073,262	\$ 963,742	\$ 1,322,087
28	Capital Expenditure				\$ -	\$ 33,702	\$ -	\$ 68,623	\$ -
30	Total Expenditures				\$ 724,944	\$ 1,455,125	\$ 1,740,884	\$ 1,690,547	\$ 1,844,428
31									
32	HSH Revenues								
33	HSH Fund				\$ 472,527	\$ 1,088,286	\$ 992,184	\$ 1,057,000	\$ 1,071,690
35	HSH Fund - One-Time Carryforward				\$ -	\$ 19,082	\$ -	\$ -	\$ -
36	General Fund - Ongoing				\$ 78,057	\$ 53,261	\$ 114,503	\$ 127,253	\$ 383,416
38	General Fund - One-Time				\$ -	\$ -	\$ -	\$ 68,623	\$ -
39	Prop C				\$ -	\$ 135,628	\$ 140,402	\$ 144,614	\$ 148,229
41	Prop C - One-Time Carryforward				\$ -	\$ (40,893)	\$ 40,893	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ 211,809	\$ 207,100	\$ -
43	Adjustment to Actuals				\$ -	\$ (13,332)	\$ -	\$ (155,136)	\$ -
46	Total HSH Revenues				\$ 550,584	\$ 1,242,032	\$ 1,499,791	\$ 1,449,454	\$ 1,603,335
47	Other Revenues								
48	Rental Income				\$ 171,764	\$ 207,900	\$ 235,900	\$ 235,900	\$ 235,900
49	Private Match				\$ 2,596	\$ 5,193	\$ 5,193	\$ 5,193	\$ 5,193
53	Total Other Revenues				\$ 174,360	\$ 213,093	\$ 241,093	\$ 241,093	\$ 241,093
54									
55	Total HSH + Other Revenues				\$ 724,944	\$ 1,455,125	\$ 1,740,884	\$ 1,690,547	\$ 1,844,428
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

	A	B	C	D	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	F\$P Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Elm - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 6,092,214	\$ 9,551,866						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7	All Years		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits				\$ 29,075	\$ 29,075	\$ 88,343	\$ 58,150	\$ 146,493
23	Operating Expenses				\$ 437,301	\$ 437,301	\$ 2,248,673	\$ 874,602	\$ 3,123,275
24	Subtotal				\$ 466,376	\$ 466,376	\$ 2,337,016	\$ 932,752	\$ 3,269,768
25	Indirect Percentage				12.00%	12.00%			
26	Indirect Cost (Line 24 X Line 25)				\$ 55,965	\$ 55,965	\$ 280,442	\$ 111,930	\$ 392,372
27	Other Expenses (Not Subject to Indirect %)				\$ 1,322,087	\$ 1,322,087	\$ 4,483,163	\$ 2,897,156	\$ 7,380,319
28	Capital Expenditure				\$ -	\$ -	\$ 102,325	\$ -	\$ 102,325
30	Total Expenditures				\$ 1,844,428	\$ 1,844,428	\$ 7,202,946	\$ 3,941,838	\$ 11,144,784
31									
32	HSH Revenues								
33	HSH Fund				\$ 1,071,690	\$ 1,071,690	\$ 4,681,687	\$ 2,143,380	\$ 6,825,067
35	HSH Fund - One-Time Carryforward				\$ -	\$ -	\$ 19,082	\$ -	\$ 19,082
36	General Fund - Ongoing				\$ 383,416	\$ 383,416	\$ 503,508	\$ 1,019,814	\$ 1,523,322
38	General Fund - One-Time				\$ -	\$ -	\$ 68,623	\$ -	\$ 68,623
39	Prop C				\$ 148,229	\$ 148,229	\$ 568,873	\$ 296,458	\$ 865,331
41	Prop C - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ 418,909	\$ -	\$ 418,909
43	Adjustment to Actuals				\$ -	\$ -	\$ (168,468)	\$ -	\$ (168,468)
46	Total HSH Revenues				\$ 1,603,335	\$ 1,603,335	\$ 6,092,214	\$ 3,459,652	\$ 9,551,866
47	Other Revenues								
48	Rental Income				\$ 235,900	\$ 235,900	\$ 1,087,364	\$ 471,800	\$ 1,559,164
49	Private Match				\$ 5,193	\$ 5,193	\$ 23,368	\$ 10,386	\$ 33,754
53	Total Other Revenues				\$ 241,093	\$ 241,093	\$ 1,110,732	\$ 482,186	\$ 1,592,918
54									
55	Total HSH + Other Revenues				\$ 1,844,428	\$ 1,844,428	\$ 7,202,946	\$ 3,941,838	\$ 11,144,784
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

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

	A	B	E	H	K	N	Q
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	4/7/2025					
5	Provider Name	Episcopal Community Services					
6	Program	ECS - Master Lease					
7	FSP Contract ID#	1000019778					
8	Budget Name	Elm - Property Management					
9							
10			Year 1	Year 2	Year 3	Year 4	Year 5
11			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
12			Actuals	Actuals	Actuals	Actuals	New
13	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 86,363	\$ 169,189	\$ 227,169	\$ 219,169	\$ 276,342
16	Office Expenses/ Postage		\$ 6,710	\$ 15,059	\$ 10,643	\$ 12,443	\$ 7,443
17	Building Maintenance Supplies and Repair		\$ 50,073	\$ 143,502	\$ 184,930	\$ 198,248	\$ 118,016
18	Printing and Reproduction				\$ 1,000	\$ 1,000	\$ 1,000
20	Staff Training/Meeting Supplies				\$ 400	\$ 500	\$ 500
23	Wire /Website Support Processing Fee/Admin Misc.				\$ 1,500	\$ 1,500	\$ 1,500
24	Payroll Processing Fee				\$ 5,800	\$ 5,300	\$ 5,300
25	Cable TV				\$ 1,800	\$ 1,200	\$ 1,200
26	Rental Fee				\$ 2,500	\$ 1,000	\$ 1,000
27	Management/Booking Fees		\$ 33,840	\$ 67,680	\$ 67,680	\$ 72,680	
28	Legal Fees		\$ 22,800	\$ 54,171	\$ 37,476	\$ 20,547	
44	Subcontractors						
45	Office Salaries-Desk Clerks/Contract (first \$25k)		\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
50	TOTAL OPERATING EXPENSES		\$ 212,285	\$ 474,602	\$ 565,898	\$ 558,587	\$ 437,301
51							
52	Other Expenses (Not Subject to Indirect Cost %)						
53	Rental of Property		\$ 213,346	\$ 436,434	\$ 444,422	\$ 469,418	\$ 722,400
54	Office Salaries-Desk Clerks/Contract		\$ 91,223	\$ 242,845	\$ 260,472	\$ 290,785	\$ 207,285
55	Manager Salaries-Hotel Director/Manager		\$ 29,120	\$ 68,240	\$ 74,820	\$ 85,520	\$ 65,520
56	Janitor Contract-Regular/Extra Services		\$ 50,153	\$ 70,000	\$ 97,840	\$ 92,840	\$ 100,840
57	Repairs Payroll		\$ 23,920	\$ 47,840	\$ 51,080	\$ 63,580	\$ 54,080
58	Benefits		\$ 51,368	\$ 78,735	\$ 103,735	\$ 116,735	\$ 78,735
59	Management/Booking Fees						\$ 73,083
60	Legal Fees						\$ 20,144
61	Adjustment to Actuals			\$ (13,332)		\$ (155,136)	
62	One-Time Carryforward			\$ (40,893)	\$ 40,893		
63	CODB		\$ 28,057				
69	TOTAL OTHER EXPENSES		\$ 487,185	\$ 889,869	\$ 1,073,262	\$ 963,742	\$ 1,322,087
70							
71	Capital Expenses						
72	Elevator Repairs (One-time Carryforward of Unspent Funds from FSP 1000017622)			\$ 19,082			
73	Elevator & Leak repairs			\$ 14,620			
74	One-Time Extraordinary Repairs					\$ 68,623	
84							
85	TOTAL CAPITAL EXPENSES		\$ -	\$ 33,702	\$ -	\$ 68,623	\$ -

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

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
4	Elm - Property Management	Fiscal Year FY25-26			
5	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
6	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$ 2,629	Provides overall leadership, administration and supervision to ECS's 18 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$164,299 x 0.02 FTE
7	Asset Manager-Master Leased Operations	0.17	\$ 19,736	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	\$118,393 x 0.17 FTE
27	TOTAL	0.18	\$ 22,365		
28	Employee Fringe Benefits	30.0%	\$ 6,710	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 29,075		
30					
31					
32	Operating Expenses	Budgeted Expense	Justification	Calculation	
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 276,342	Utilities (electricity, water, gas, telephone and scavenger service)	\$23,028 x 12 months	
35	Office Expenses/ Postage	\$ 7,443	PM office supplies are including on site supplies	\$620 x 12 months	
36	Building Maintenance Supplies and Repair	\$ 118,016	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc.	\$9,835 x 12 months	
37	Printing and Reproduction	\$ 1,000	Covers copier usage	\$83 x 12 months	
39	Staff Training/Meeting Supplies	\$ 500	Covers staff training and meeting snack and supplies	\$42 x 12 months	
42	Wire /Website Support Processing Fee/Admin Misc.	\$ 1,500	Covers bank wire and website support fee	\$125 x 12 months	
43	Payroll Processing Fee	\$ 5,300	Covers monthly payroll fee	\$442 x 12 months	
44	Cable TV	\$ 1,200	Direct TV monthly fee	\$100 x 12 months	
45	Rental Fee	\$ 1,000	Covers Tenant background check	\$83 x 12 months	
63	Subcontractors				
64	Office Salaries-Desk Clerks/Contract (first \$25k)	\$ 25,000	First \$25k of Caritas Management Corporation's subcontracted services that's eligible for Indirect Cost Rate	\$19,357 x 12 months	
69	TOTAL OPERATING EXPENSES	\$ 437,301			
70	Indirect Cost	12.0%	\$ 55,965		
71					
72	Other Expenses (Not Subject to Indirect Cost %)	Amount	Justification	Calculation	
73	Rental of Property	\$ 722,400	The lease is written for 86 units	\$60,200 x 12 months	
74	Office Salaries-Desk Clerks/Contract	\$ 207,285	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage	\$19,357 x 12 months	
75	Manager Salaries-Hotel Director/Manager	\$ 65,520	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$5,460 x 12 months	
76	Janitor Contract-Regular/Extra Services	\$ 100,840	Covers janitor contract	\$8,403 x 12 months	
77	Repairs Payroll	\$ 54,080	Responsible for building cleaning up, place trash bins	\$4,507 x 12 months	
78	Benefits	\$ 78,735	Responsible for repair and maintenance of the building	\$6,561 x 12 months	
79	Management/Booking Fees	\$ 73,083	Property management (79 Units) @ \$ 65.00 PUPM, and bookkeeping fees \$10 PUPM	79 units x (\$65+\$10) x 1.0279 x 12 months	
80	Legal Fees	\$ 20,144	Property Management legal expenses and credit report	\$1,679 x 12 months	
89	TOTAL OTHER EXPENSES	\$ 1,322,087			
90					

	A	B	C	D	G	J	M	P	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Hillsdale - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 5,612,053	\$ 8,162,261						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17									
18					Year 1	Year 2	Year 3	Year 4	Year 5
19					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
20					Actuals	Actuals	Actuals	Actuals	New
21	Expenditures								
22	Salaries & Benefits				\$ -	\$ -	\$ 29,075	\$ 29,075	\$ 29,075
23	Operating Expenses				\$ 172,964	\$ 356,790	\$ 494,072	\$ 473,817	\$ 405,237
24	Subtotal				\$ 172,964	\$ 356,790	\$ 523,147	\$ 502,892	\$ 434,312
25	Indirect Percentage				12.00%	12.00%	12.00%	12.00%	12.00%
26	Indirect Cost (Line 24 X Line 25)				\$ 20,756	\$ 42,815	\$ 62,778	\$ 60,347	\$ 52,117
27	Other Expenses (Not Subject to Indirect %)				\$ 484,879	\$ 839,839	\$ 1,037,389	\$ 980,134	\$ 992,478
28	Capital Expenditure				\$ -	\$ 13,448	\$ -	\$ -	\$ -
30	Total Expenditures				\$ 678,599	\$ 1,252,892	\$ 1,623,314	\$ 1,543,373	\$ 1,478,907
31									
32	HSH Revenues								
33	HSH Fund				\$ 421,996	\$ 888,820	\$ 901,065	\$ 957,882	\$ 971,200
36	General Fund - Ongoing				\$ 75,480	\$ 46,486	\$ 113,335	\$ 127,343	\$ 130,527
39	Prop C				\$ -	\$ 159,745	\$ 164,221	\$ 169,148	\$ 173,377
41	Prop C - One-Time Carryforward				\$ -	\$ (44,659)	\$ 44,659	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ 226,231	\$ 170,000	\$ -
43	Adjustment to Actuals				\$ -	\$ -	\$ -	\$ (84,803)	\$ -
46	Total HSH Revenues				\$ 497,476	\$ 1,050,392	\$ 1,449,511	\$ 1,339,570	\$ 1,275,104
47	Other Revenues								
48	Rental Income				\$ 181,123	\$ 202,500	\$ 173,803	\$ 203,803	\$ 203,803
53	Total Other Revenues				\$ 181,123	\$ 202,500	\$ 173,803	\$ 203,803	\$ 203,803
54									
55	Total HSH + Other Revenues				\$ 678,599	\$ 1,252,892	\$ 1,623,314	\$ 1,543,373	\$ 1,478,907
57									
58	Prepared by	Tiffany Luong							
59	Phone	415.487.3300 ext. 1219							
60	Email	tluong@ecs-sf.org							

	A	B	C	D	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Hillsdale - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 5,612,053	\$ 8,162,261						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7	All Years		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits				\$ 29,075	\$ 29,075	\$ 87,225	\$ 58,150	\$ 145,375
23	Operating Expenses				\$ 405,237	\$ 405,237	\$ 1,902,880	\$ 810,474	\$ 2,713,354
24	Subtotal				\$ 434,312	\$ 434,312	\$ 1,990,105	\$ 868,624	\$ 2,858,729
25	Indirect Percentage				12.00%	12.00%			
26	Indirect Cost (Line 24 X Line 25)				\$ 52,117	\$ 52,117	\$ 238,813	\$ 104,234	\$ 343,047
27	Other Expenses (Not Subject to Indirect %)				\$ 992,478	\$ 992,478	\$ 4,334,719	\$ 1,984,956	\$ 6,319,675
28	Capital Expenditure				\$ -	\$ -	\$ 13,448	\$ -	\$ 13,448
30	Total Expenditures				\$ 1,478,907	\$ 1,478,907	\$ 6,577,085	\$ 2,957,814	\$ 9,534,899
31									
32	HSH Revenues								
33	HSH Fund				\$ 971,200	\$ 971,200	\$ 4,140,963	\$ 1,942,400	\$ 6,083,363
36	General Fund - Ongoing				\$ 130,527	\$ 130,527	\$ 493,171	\$ 261,054	\$ 754,225
39	Prop C				\$ 173,377	\$ 173,377	\$ 666,491	\$ 346,754	\$ 1,013,245
41	Prop C - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ 396,231	\$ -	\$ 396,231
43	Adjustment to Actuals				\$ -	\$ -	\$ (84,803)	\$ -	\$ (84,803)
46	Total HSH Revenues				\$ 1,275,104	\$ 1,275,104	\$ 5,612,053	\$ 2,550,208	\$ 8,162,261
47	Other Revenues								
48	Rental Income				\$ 203,803	\$ 203,803	\$ 965,032	\$ 407,606	\$ 1,372,638
53	Total Other Revenues				\$ 203,803	\$ 203,803	\$ 965,032	\$ 407,606	\$ 1,372,638
54									
55	Total HSH + Other Revenues				\$ 1,478,907	\$ 1,478,907	\$ 6,577,085	\$ 2,957,814	\$ 9,534,899
57									
58	Prepared by	Tiffany Luong							
59	Phone	415.487.3300 ext. 1219							
60	Email	tluong@ecs-sf.org							

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

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

	A	B	E	H	K	N	Q
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	4/7/2025					
5	Provider Name	Episcopal Community Services					
6	Program	ECS - Master Lease					
7	FSP Contract ID#	1000019778					
8	Budget Name	Hillsdale - Property Management					
9							
10			Year 1	Year 2	Year 3	Year 4	Year 5
11			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
12			Actuals	Actuals	Actuals	Actuals	New
13	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 53,230	\$ 106,460	\$ 161,574	\$ 161,460	\$ 194,930
16	Office Expenses/ Postage		\$ 6,610	\$ 16,064	\$ 9,064	\$ 15,564	\$ 15,564
17	Building Maintenance Supplies and Repair		\$ 54,099	\$ 124,930	\$ 187,031	\$ 179,043	\$ 159,043
18	Printing and Reproduction				\$ 500	\$ 1,000	\$ 1,000
20	Staff Training/Meeting Supplies				\$ 500	\$ 500	\$ 500
23	Cable TV				\$ 1,600	\$ 1,200	\$ 1,200
24	Payroll Processing Fee				\$ 4,800	\$ 5,300	\$ 5,300
25	Wire /Website Support Processing Fee/Admin Misc.				\$ 1,500	\$ 1,500	\$ 1,500
26	Renting Fee				\$ 1,300	\$ 1,200	\$ 1,200
27	Management/Booking Fees		\$ 31,725	\$ 63,450	\$ 63,450	\$ 67,450	
28	Legal Fees		\$ 14,800	\$ 20,886	\$ 37,753	\$ 14,600	
44	Subcontractors						
45	Office Salaries-Desk Clerks /Contract (First \$25k)		\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
49							
50	TOTAL OPERATING EXPENSES		\$ 172,964	\$ 356,790	\$ 494,072	473,817	\$ 405,237
51							
52	Other Expenses (Not Subject to Indirect Cost %)						
53	Rental of Property		\$ 194,910	\$ 389,820	\$ 402,533	\$ 425,173	\$ 425,173
54	Office Salaries-Desk Clerks /contract		\$ 117,190	\$ 169,238	\$ 239,612	\$ 269,972	\$ 138,903
55	Manager Salaries-Hotel Director/manager		\$ 29,120	\$ 58,240	\$ 65,520	\$ 75,520	\$ 65,520
56	Janitor payroll		\$ 18,367	\$ 55,500	\$ 47,840	\$ 59,280	\$ 59,840
57	Janitor Contract-Regular/Extra Services		\$ 16,214	\$ 35,000	\$ 50,500	\$ 48,500	\$ 23,500
58	Repairs Payroll		\$ 23,920	\$ 51,300	\$ 54,080	\$ 54,080	\$ 54,080
59	Benefits		\$ 59,679	\$ 125,400	\$ 132,645	\$ 132,412	\$ 146,412
60	Management/Booking Fees						\$ 69,383
61	Legal Fees						\$ 9,667
62	Adjustment to Actuals					\$ (84,803)	
63	CODB		\$ 25,480				
64	One-Time Carryforward			\$ (44,659)	\$ 44,659		
68							
69	TOTAL OTHER EXPENSES		\$ 484,879	\$ 839,839	\$ 1,037,389	\$ 980,134	\$ 992,478
70							
71	Capital Expenses						
72	Elevator Repair		\$ -	\$ 13,448			
84							
85	TOTAL CAPITAL EXPENSES		\$ -	\$ 13,448	\$ -	\$ -	\$ -

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

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE		Fiscal Year		
4	Hillsdale - Property Management	FY24-25			
5	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$ 2,629	Develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$164,299 x 0.02 FTE
6					
	Asset Manager-Master Leased Operations	0.17	\$ 19,736	Provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$118,393 x 0.17 FTE
7					
27	TOTAL	0.18	\$ 22,365		
28	Employee Fringe Benefits	30.0%	\$ 6,710	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 29,075		
30					
31					
32	Operating Expenses		Budgeted Expense	Justification	Calculation
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$	194,930	Utilities (electricity, water, gas, telephone and scavenger service)	\$16,244 x 12 months
35	Office Expenses/ Postage	\$	15,564	PM office supplies are including on site supplies	\$1,297 x 12 months
	Building Maintenance Supplies and Repair	\$	159,043	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc.	\$13,254 x 12 months
36					
37	Printing and Reproduction	\$	1,000	Covers copier usage	\$83 x 12 months
39	Staff Training/Meeting Supplies	\$	500	Covers staff training and meeting snack and supplies	\$42 x 12 months
42	Cable TV	\$	1,200	Direct TV monthly fee	\$100 x 12 months
43	Payroll Processing Fee	\$	5,300	Covers monthly payroll fee	\$442 x 12 months
44	Wire /Website Support Processing Fee/Admin Misc.	\$	1,500	Covers bank wire and website support fee	\$125 x 12 months
45	Renting Fee	\$	1,200	Covers Tenant background check	\$100 x 12 months
63	Subcontractors				
	Office Salaries-Desk Clerks /Contract (First \$25k)	\$	25,000	First \$25k of Caritas Management Corporation's subcontracted services that's eligible for Indirect Cost Rate	\$13,659 x 12 months
64					
69	TOTAL OPERATING EXPENSES		\$ 405,237		
70	Indirect Cost	12.0%	\$ 52,117		
71					
72					
73	Other Expenses (Not Subject to Indirect Cost %)		Amount	Justification	Calculation
74	Rental of Property	\$	425,173	The lease is written for 84 units	\$35,431 x 12 months
75	Office Salaries-Desk Clerks /contract	\$	138,903	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage	\$13,659 x 12 months
	Manager Salaries-Hotel Director/manager	\$	65,520	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$5,460 x 12 months
76					
77	Janitor payroll	\$	59,840	Responsible for building cleaning up, includes holidays/overtime coverage	\$4,987 x 12 months
78	Janitor Contract-Regular/Extra Services	\$	23,500	Responsible for building cleaning up, place trash bins	\$1,958 x 12 months
79	Repairs Payroll	\$	54,080	Responsible for repair and maintenance of the building	\$4,507 x 12 months
80	Benefits	\$	146,412	% based from personnel from above	\$12,201 x 12 months
81	Management/Booking Fees	\$	69,383	Property management (75 Units) @ \$ 65.00 PUPM, and bookkeeping fees \$10 PUPM	75 units x (\$65+\$10) x 1.0279 x 12 months
82	Legal Fees	\$	9,667	Covers legal fees	\$806 x 12 months
90	TOTAL OTHER EXPENSES		\$ 992,478		
91					

	A	B	C	D	G	J	M	P	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	F\$P Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Mentone - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 5,874,550	\$ 9,526,673						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17									
18					Year 1	Year 2	Year 3	Year 4	Year 5
19					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
20					Actuals	Actuals	Actuals	Actuals	New
21	Expenditures								
22	Salaries & Benefits				\$ -	\$ -	\$ 29,897	\$ 29,075	\$ 29,075
23	Operating Expenses				\$ 200,051	\$ 386,374	\$ 599,976	\$ 502,012	\$ 369,833
24	Subtotal				\$ 200,051	\$ 386,374	\$ 629,873	\$ 531,087	\$ 398,908
25	Indirect Percentage				12.00%	12.00%	12.00%	12.00%	12.00%
26	Indirect Cost (Line 24 X Line 25)				\$ 24,006	\$ 46,365	\$ 75,585	\$ 63,730	\$ 47,869
27	Other Expenses (Not Subject to Indirect %)				\$ 440,060	\$ 833,851	\$ 966,634	\$ 818,147	\$ 1,374,062
28	Capital Expenditure				\$ -	\$ 14,370	\$ -	\$ 163,059	\$ -
30	Total Expenditures				\$ 664,117	\$ 1,280,960	\$ 1,672,092	\$ 1,576,023	\$ 1,820,839
31									
32	HSH Revenues								
33	HSH Fund				\$ 420,301	\$ 967,590	\$ 990,438	\$ 1,066,833	\$ 1,082,972
36	General Fund - Ongoing				\$ 78,007	\$ 49,171	\$ 106,310	\$ 104,444	\$ 420,242
38	General Fund - One-Time				\$ -	\$ -	\$ -	\$ 203,779	\$ 25,620
39	Prop C				\$ -	\$ 153,417	\$ 157,475	\$ 121,479	\$ 166,254
41	Prop C - One-Time Carryforward				\$ -	\$ (67,418)	\$ 67,418	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ 149,700	\$ 130,200	\$ -
43	Adjustment to Actuals				\$ -	\$ -	\$ -	\$ (206,495)	\$ -
46	Total HSH Revenues				\$ 498,308	\$ 1,102,760	\$ 1,471,341	\$ 1,420,240	\$ 1,695,088
47	Other Revenues								
48	Rental Income				\$ 165,809	\$ 178,200	\$ 200,751	\$ 155,783	\$ 125,751
53	Total Other Revenues				\$ 165,809	\$ 178,200	\$ 200,751	\$ 155,783	\$ 125,751
54									
55	Total HSH + Other Revenues				\$ 664,117	\$ 1,280,960	\$ 1,672,092	\$ 1,576,023	\$ 1,820,839
57									
58	Prepared by	Tiffany Luong							
59	Phone	415.487.3300 ext. 1219							
60	Email	tluong@ecs-sf.org							

	A	B	C	D	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	F\$P Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Mentone - Property Management							
13		Current	New	15%					
14	Term Budget	\$ 5,874,550	\$ 9,526,673						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7	All Years		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits				\$ 29,075	\$ 29,075	\$ 88,047	\$ 58,150	\$ 146,197
23	Operating Expenses				\$ 369,833	\$ 369,833	\$ 2,058,246	\$ 739,666	\$ 2,797,912
24	Subtotal				\$ 398,908	\$ 398,908	\$ 2,146,293	\$ 797,816	\$ 2,944,109
25	Indirect Percentage				12.00%	12.00%			
26	Indirect Cost (Line 24 X Line 25)				\$ 47,869	\$ 47,869	\$ 257,555	\$ 95,738	\$ 353,293
27	Other Expenses (Not Subject to Indirect %)				\$ 1,348,442	\$ 1,348,442	\$ 4,119,567	\$ 3,010,071	\$ 7,129,638
28	Capital Expenditure				\$ -	\$ -	\$ 177,429	\$ -	\$ 177,429
30	Total Expenditures				\$ 1,795,219	\$ 1,795,219	\$ 6,700,844	\$ 3,903,625	\$ 10,604,469
31									
32	HSH Revenues								
33	HSH Fund				\$ 1,082,972	\$ 1,082,972	\$ 4,528,134	\$ 2,165,944	\$ 6,694,078
36	General Fund - Ongoing				\$ 420,242	\$ 420,242	\$ 444,987	\$ 1,153,671	\$ 1,598,658
38	General Fund - One-Time				\$ -	\$ -	\$ 229,399	\$ -	\$ 229,399
39	Prop C				\$ 166,254	\$ 166,254	\$ 598,625	\$ 332,508	\$ 931,133
41	Prop C - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ 279,900	\$ -	\$ 279,900
43	Adjustment to Actuals				\$ -	\$ -	\$ (206,495)	\$ -	\$ (206,495)
46	Total HSH Revenues				\$ 1,669,468	\$ 1,669,468	\$ 5,874,550	\$ 3,652,123	\$ 9,526,673
47	Other Revenues								
48	Rental Income				\$ 125,751	\$ 125,751	\$ 826,294	\$ 251,502	\$ 1,077,796
53	Total Other Revenues				\$ 125,751	\$ 125,751	\$ 826,294	\$ 251,502	\$ 1,077,796
54									
55	Total HSH + Other Revenues				\$ 1,795,219	\$ 1,795,219	\$ 6,700,844	\$ 3,903,625	\$ 10,604,469
57									
58	Prepared by	Tiffany Luong							
59	Phone	415.487.3300 ext. 1219							
60	Email	tluong@ecs-sf.org							

	A	B	Q	T	W	X	AA	AD	AE	AH	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Mentone - Property Management									
9											
10			Year 3			Year 4			Year 5		
Agency Totals			For HSH	7/1/2022 -	Agency Totals	For HSH	7/1/2023 -	Agency Totals	For HSH	7/1/2024 -	
			Funded	6/30/2023		Funded	6/30/2024		Funded	6/30/2025	
11			Program	New	Program	New	Program	New			
12			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
13	POSITION TITLE										
14	Sr. Director/Housing Dev & Asset Mgmt.		\$ 162,791	0.02	\$ 2,605	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629
15	Asset Manager-Master Leased Operations		\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736
35	TOTAL SALARIES		\$ 22,341			\$ 22,365			\$ 22,365		
36	TOTAL FTE		0.18			0.18			0.18		
37	FRINGE BENEFIT RATE		33.82%			30.00%			30.00%		
38	EMPLOYEE FRINGE BENEFITS		\$ 7,556			\$ 6,710			\$ 6,710		
39	TOTAL SALARIES & BENEFITS		\$ 29,897			\$ 29,075			\$ 29,075		

	A	B	AL	AO	AR	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Mentone - Property Management									
9											
10			EXTENSION YEAR			EXTENSION YEAR					
11			Year 6			Year 7			All Years		
Agency Totals			For HSH Funded	7/1/2025 - 6/30/2026	Agency Totals	For HSH Funded	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027	
			Program	New		Program	New	Current	Amendment	New	
12			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
13	POSITION TITLE										
14	Sr. Director/Housing Dev & Asset Mgmt.		\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 7,863	\$ 5,258	\$ 13,121
15	Asset Manager-Master Leased Operations		\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 59,208	\$ 39,472	\$ 98,680
35	TOTAL SALARIES				\$ 22,365			\$ 22,365	\$ 67,071	\$ 44,730	\$ 111,801
36	TOTAL FTE		0.18			0.18					
37	FRINGE BENEFIT RATE				30.00%			30.00%			
38	EMPLOYEE FRINGE BENEFITS				\$ 6,710			\$ 6,710	\$ 20,976	\$ 13,420	\$ 34,396
39	TOTAL SALARIES & BENEFITS				\$ 29,075			\$ 29,075	\$ 88,047	\$ 58,150	\$ 146,197

	A	B	E	H	K	N	Q
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	4/7/2025					
5	Provider Name	Episcopal Community Services					
6	Program	ECS - Master Lease					
7	F\$P Contract ID#	1000019778					
8	Budget Name	Mentone - Property Management					
9							
10			Year 1	Year 2	Year 3	Year 4	Year 5
11			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
12			Actuals	Actuals	Actuals	Actuals	New
13	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 95,230	\$ 189,870	\$ 239,537	\$ 157,585	\$ 207,585
16	Office Expenses/ Postage		\$ 6,720	\$ 14,308	\$ 11,008	\$ 9,608	\$ 4,808
17	Building Maintenance Supplies and Repair		\$ 42,037	\$ 77,440	\$ 238,097	\$ 224,440	\$ 122,440
18	Printing and Reproduction				\$ 500	\$ 500	\$ 500
20	Staff Training/Meeting Supplies				\$ 400	\$ 500	\$ 500
23	Cable TV				\$ 1,800	\$ 1,200	\$ 1,200
24	Wire /Website support processing fee/adm misc.				\$ 1,500	\$ 2,050	\$ 1,500
25	Payroll Processing Fee				\$ 4,800	\$ 5,300	\$ 5,300
26	Renting Fee				\$ 700	\$ 1,000	\$ 1,000
27	Management/Booking Fees		\$ 28,764	\$ 57,528	\$ 57,528	\$ 61,529	
28	Legal Fee		\$ 14,800	\$ 22,229	\$ 19,106	\$ 13,300	
44	Subcontractors						
45	Office Salaries-Desk Clerks/contract (first \$25k)		\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
50	TOTAL OPERATING EXPENSES		\$ 200,051	\$ 386,374	\$ 599,976	\$ 502,012	\$ 369,833
51							
52	Other Expenses (Not Subject to Indirect Cost %)						
53	Rental of Property		\$ 192,529	\$ 391,010	\$ 398,830	\$ 421,263	\$ 724,200
54	Office Salaries-Desk Clerks/contract		\$ 81,223	\$ 222,445	\$ 257,900	\$ 273,093	\$ 232,093
55	Manager Salaries-Hotel Director/manager		\$ 29,120	\$ 68,240	\$ 38,252	\$ 72,152	\$ 61,152
56	Janitor Contract-Regular/Extra Services		\$ 43,714	\$ 80,000	\$ 83,940	\$ 101,840	\$ 87,840
57	Repairs Payroll		\$ 23,920	\$ 47,840	\$ 42,000	\$ 82,000	\$ 82,000
58	Benefits		\$ 41,547	\$ 91,734	\$ 78,294	\$ 74,294	\$ 86,328
59	Management/Booking Fees						\$ 64,758
60	Legal Fee						\$ 10,071
61	Unit Turnover (3 units x \$8,540)						\$ 25,620
62	One-Time Carryforward			\$ (67,418)	\$ 67,418		
63	CODB		\$ 28,007				
64	Adjustment to Actuals					\$ (206,495)	
69	TOTAL OTHER EXPENSES		\$ 440,060	\$ 833,851	\$ 966,634	\$ 818,147	\$ 1,374,062
70							
71	Capital Expenses						
72	Leak Repairs			\$ 14,370			
73	One-Time Extraordinary Repairs					\$ 163,059	
84							
85	TOTAL CAPITAL EXPENSES		\$ -	\$ 14,370	\$ -	\$ 163,059	\$ -

	A	B	T	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	4/7/2025					
5	Provider Name	Episcopal Community Services					
6	Program	ECS - Master Lease					
7	FSP Contract ID#	1000019778					
8	Budget Name	Mentone - Property Management					
9							
10							
11							
12							
13	Operating Expenses						
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)						
16	Office Expenses/ Postage						
17	Building Maintenance Supplies and Repair						
18	Printing and Reproduction						
20	Staff Training/Meeting Supplies						
23	Cable TV						
24	Wire /Website support processing fee/adm misc.						
25	Payroll Processing Fee						
26	Renting Fee						
27	Management/Booking Fees						
28	Legal Fee						
44	Subcontractors						
45	Office Salaries-Desk Clerks/contract (first \$25k)						
50	TOTAL OPERATING EXPENSES						
51							
52	Other Expenses (Not Subject to Indirect Cost %)						
53	Rental of Property						
54	Office Salaries-Desk Clerks/contract						
55	Manager Salaries-Hotel Director/manager						
56	Janitor Contract-Regular/Extra Services						
57	Repairs Payroll						
58	Benefits						
59	Management/Booking Fees						
60	Legal Fee						
61	Unit Turnover (3 units x \$8,540)						
62	One-Time Carryforward						
63	CODB						
64	Adjustment to Actuals						
69	TOTAL OTHER EXPENSES						
70							
71	Capital Expenses						
72	Leak Repairs						
73	One-Time Extraordinary Repairs						
84							
85	TOTAL CAPITAL EXPENSES						

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
4	Mentone - Property Management	Fiscal Year FY25-26			
5	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$ 2,629	Develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$164,299 x 0.02 FTE
6	Asset Manager-Master Leased Operations	0.17	\$ 19,736		\$118,393 x 0.17 FTE
7				Provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	
27	TOTAL	0.18	\$ 22,365		
28	Employee Fringe Benefits	30.0%	\$ 6,710	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 29,075		
30					
31					
32	Operating Expenses		Budgeted Expense	Justification	Calculation
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 207,585	Utilities (electricity, water, gas, telephone and scavenger service)	\$17,299 x 12 months
35	Office Expenses/ Postage		\$ 4,808	PM office supplies are including on site supplies	\$401 x 12 months
36	Building Maintenance Supplies and Repair		\$ 122,440	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc.	\$10,203 x 12 months
37	Printing and Reproduction		\$ 500	Covers copier usage	\$42 x 12 months
39	Staff Training/Meeting Supplies		\$ 500	Covers staff training and meeting snack and supplies	\$42 x 12 months
42	Cable TV		\$ 1,200	Direct TV monthly fee	\$100 x 12 months
43	Wire /Website support processing fee/adm misc.		\$ 1,500	Covers bank wire and website support fee	\$125 x 12 months
44	Payroll Processing Fee		\$ 5,300	Covers monthly payroll fee	\$442 x 12 months
45	Renting Fee		\$ 1,000	Covers Tenant background check	\$83 x 12 months
63	Subcontractors				
64	Office Salaries-Desk Clerks/contract (first \$25k)		\$ 25,000	First \$25k of Caritas Management Corporation's subcontracted services that's eligible for Indirect Cost Rate	\$21,424 x 12 months
69	TOTAL OPERATING EXPENSES		\$ 369,833		
70	Indirect Cost	12.0%	\$ 47,869		
71					
72					
73	Other Expenses (Not Subject to Indirect Cost %)		Amount	Justification	Calculation
74	Rental of Property		\$ 724,200	The lease is written for 71 units	\$60,350 x 12 months
75	Office Salaries-Desk Clerks/contract		\$ 232,093	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage	\$21,424 x 12 months
76	Manager Salaries-Hotel Director/manager		\$ 61,152	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$5,096 x 12 months
77	Janitor Contract-Regular/Extra Services		\$ 87,840	Regular Services, place trash bins	\$7,320 x 12 months
78	Repairs Payroll		\$ 82,000	Responsible for repair and maintenance of the building	\$6,833 x 12 months
79	Benefits		\$ 86,328	% based on personnel payroll above	\$7,194 x 12 months
80	Management/Booking Fees		\$ 64,758	Property management (70 Units) @ \$ 65.00 PUPM, and bookkeeping fees \$10 PUPM	70 units x (\$65+\$10) x 1.0279 x 12 months
81	Legal Fee		\$ 10,071	Property Management legal expenses and credit report	\$839 x 12 months
90	TOTAL OTHER EXPENSES		\$ 1,348,442		

	A	B	C	D	G	J	M	P	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Alder - Support Services							
13		Current	New	15%					
14	Term Budget	\$ 2,185,551	\$ 3,534,953						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					Year 1	Year 2	Year 3	Year 4	Year 5
18					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
19					Actuals	Actuals	Actuals	Actuals	New
20									
21	Expenditures								
22	Salaries & Benefits				\$ 157,907	\$ 372,981	\$ 344,709	\$ 383,873	\$ 542,172
23	Operating Expenses				\$ 18,559	\$ 41,402	\$ 56,714	\$ 53,437	\$ 53,132
24	Subtotal				\$ 176,466	\$ 414,383	\$ 401,423	\$ 437,310	\$ 595,304
25	Indirect Percentage				12.00%	12.00%	12.00%	12.00%	13.337%
26	Indirect Cost (Line 24 X Line 25)				\$ 21,176	\$ 49,732	\$ 48,171	\$ 52,477	\$ 79,397
27	Other Expenses (Not Subject to Indirect %)				\$ 36,523	\$ (26,039)	\$ -	\$ (100,772)	\$ -
30	Total Expenditures				\$ 234,165	\$ 438,076	\$ 449,594	\$ 389,015	\$ 674,701
31									
32	HSH Revenues								
33	HSH Fund				\$ 197,642	\$ 449,606	\$ 498,113	\$ 658,245	\$ 674,701
36	General Fund - Ongoing				\$ 14,086	\$ 14,508	\$ 130,283	\$ -	\$ -
39	Prop C				\$ 22,440	\$ -	\$ -	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ (178,802)	\$ (168,458)	\$ -
43	Adjustment to Actuals				\$ (3)	\$ (26,038)	\$ -	\$ (100,772)	\$ -
46	Total HSH Revenues				\$ 234,165	\$ 438,076	\$ 449,594	\$ 389,015	\$ 674,701
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

	A	B	C	D	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	F\$P Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Alder - Support Services							
13		Current	New	15%					
14	Term Budget	\$ 2,185,551	\$ 3,534,953						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7	All Years		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits				\$ 536,325	\$ 536,325	\$ 1,801,642	\$ 1,072,650	\$ 2,874,292
23	Operating Expenses				\$ 53,134	\$ 53,134	\$ 223,244	\$ 106,268	\$ 329,512
24	Subtotal				\$ 589,459	\$ 589,459	\$ 2,024,886	\$ 1,178,918	\$ 3,203,804
25	Indirect Percentage				14.461%	14.461%			
26	Indirect Cost (Line 24 X Line 25)				\$ 85,242	\$ 85,242	\$ 250,953	\$ 170,484	\$ 421,437
27	Other Expenses (Not Subject to Indirect %)				\$ -	\$ -	\$ (90,288)	\$ -	\$ (90,288)
30	Total Expenditures				\$ 674,701	\$ 674,701	\$ 2,185,551	\$ 1,349,402	\$ 3,534,953
31									
32	HSH Revenues								
33	HSH Fund				\$ 674,701	\$ 674,701	\$ 2,478,307	\$ 1,349,402	\$ 3,827,709
36	General Fund - Ongoing				\$ -	\$ -	\$ 158,877	\$ -	\$ 158,877
39	Prop C				\$ -	\$ -	\$ 22,440	\$ -	\$ 22,440
42	One-Time Transfer				\$ -	\$ -	\$ (347,260)	\$ -	\$ (347,260)
43	Adjustment to Actuals				\$ -	\$ -	\$ (126,813)	\$ -	\$ (126,813)
46	Total HSH Revenues				\$ 674,701	\$ 674,701	\$ 2,185,551	\$ 1,349,402	\$ 3,534,953
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
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	A	B	C	F	I	J	M	P	Q	T	W
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	FSP Contract ID#	1000019778									
8	Budget Name	Alder - Support Services									
9											
10			Year 1			Year 2			Year 3		
11			Agency Totals	For HSH Funded Program	1/1/2021 - 6/30/2021 New	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022 New	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 New
12											
13	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
14	Support Services Manager - H10		\$ 78,361	0.91	\$ 25,654	\$ 80,617	0.91	\$ 73,361	\$ 94,740	0.87	\$ 82,740
15	Case Manager III - H40		\$ 52,311	0.91	\$ 23,802	\$ 54,164	0.91	\$ 49,289	\$ 60,175	0.22	\$ 13,175
16	Case Manager III - H91		\$ 51,123	0.90	\$ 12,972	\$ 51,629	0.91	\$ 36,982	\$ 52,369	0.69	\$ 36,369
17	Case Manager III Bilingual - H112		\$ 59,081	0.90	\$ 31,531	\$ 61,156	0.91	\$ 55,652	\$ 71,691	0.93	\$ 66,691
18	Data Impact Analyst - H51		\$ 63,016	0.06	\$ 2,025	\$ 63,016	0.06	\$ 4,049	\$ 75,014	0.05	\$ 3,751
19	Data Impact Analyst - H107		\$ 50,425	0.06	\$ 1,620	\$ 62,264	0.06	\$ 4,001	\$ 71,259	0.05	\$ 3,563
20	Clinical Services Manager - H6		\$ 78,900	0.03	\$ 1,268	\$ 78,900	0.03	\$ 2,535	\$ 93,394	0.03	\$ 2,335
21	Case Manager I - H201			0.00	\$ -		0.00	\$ -	\$ 58,464	0.20	\$ 11,985
22	Housing Services Sr. Director - H5		\$ 135,792	0.06	\$ 4,403	\$ 145,975	0.07	\$ 10,423	\$ 171,627	0.05	\$ 8,581
23	Direct Support for Housing Services Director - HA2		\$ 94,383	0.13	\$ 6,069	\$ 94,383	0.17	\$ 15,734	\$ 118,120	0.17	\$ 19,691
24	Compliance Specialist - H106		\$ 64,999	0.06	\$ 2,088	\$ 64,999	0.06	\$ 4,177	\$ 78,883	0.11	\$ 8,362
25	Housing Services Director			0.00	\$ -		0.00	\$ -	\$ 140,602	0.03	\$ 3,937
26	Sr. Program & QA Specialist			0.00	\$ -		0.00	\$ -		0.00	\$ -
27	Director of Impact & Analytics - A83		\$ 116,640	0.02	\$ 1,207	\$ 127,433	0.02	\$ 2,638	\$ 147,958	0.02	\$ 2,249
28	Director of Healthy Aging - SN34		\$ 120,235	0.01	\$ 812	\$ 120,235	0.01	\$ 1,623	\$ 152,077	0.01	\$ 1,901
29	Asset Manager-Master Leased Operations		\$ 84,296	0.15	\$ 6,335	\$ 105,076	0.17	\$ 17,516		0.00	\$ -
30	Sr. Director/Housing Dev & Asset Mgmt.		\$ 144,196	0.01	\$ 1,038	\$ 140,538	0.02	\$ 2,249		0.00	\$ -
35	TOTAL SALARIES				\$ 120,825			\$ 280,230			\$ 265,330
36	TOTAL FTE			4.24			4.32			3.43	
37	FRINGE BENEFIT RATE				30.69%			33.10%			29.92%
38	EMPLOYEE FRINGE BENEFITS				\$ 37,082			\$ 92,751			\$ 79,379
39	TOTAL SALARIES & BENEFITS				\$ 157,907			\$ 372,981			\$ 344,709

	A	B	X	AA	AD	AE	AH	AK	AL	AO	AR
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Alder - Support Services									
9											
10											
11											
12											
13	POSITION TITLE		Year 4			Year 5			EXTENSION YEAR Year 6		
			Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024 New	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025 New	Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026 New
			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
14	Support Services Manager - H10		\$ 97,706	0.49	\$ 47,706	\$ 97,706	1.00	\$ 97,706	\$ 97,706	1.00	\$ 97,706
15	Case Manager III - H40		\$ 64,206	1.00	\$ 64,206	\$ 64,206	1.00	\$ 64,206	\$ 64,206	1.00	\$ 64,206
16	Case Manager III - H91		\$ 61,972	0.52	\$ 31,972	\$ 61,972	1.00	\$ 61,972	\$ 61,972	1.00	\$ 61,972
17	Case Manager III Bilingual - H112		\$ 75,606	1.00	\$ 75,606	\$ 75,606	1.00	\$ 75,606	\$ 75,606	1.00	\$ 75,606
18	Data Impact Analyst - H51		\$ 77,332	0.05	\$ 3,867	\$ 77,332	0.05	\$ 3,867	\$ 77,332	0.05	\$ 3,867
19	Data Impact Analyst - H107		\$ 74,300	0.05	\$ 3,715	\$ 74,300	0.05	\$ 3,715	\$ 74,300	0.05	\$ 3,715
20	Clinical Services Manager - H6		\$ 85,682	0.03	\$ 2,753	\$ 85,682	0.03	\$ 2,753	\$ 85,682	0.03	\$ 2,753
21	Case Manager I - H201		\$ 59,926	0.25	\$ 14,945	\$ 59,926	0.75	\$ 44,945	\$ 59,926	0.75	\$ 44,945
22	Housing Services Sr. Director - H5		\$ 176,926	0.05	\$ 8,846	\$ 176,926	0.05	\$ 8,846	\$ 176,926	0.05	\$ 8,846
23	Direct Support for Housing Services Director - HA2		\$ 121,764	0.17	\$ 20,298	\$ 121,764	0.17	\$ 20,298	\$ 121,764	0.17	\$ 20,298
24	Compliance Specialist - H106		\$ 81,422	0.11	\$ 8,631	\$ 81,422	0.06	\$ 4,560	\$ 81,422	0.06	\$ 4,560
25	Housing Services Director		\$ 140,602	0.03	\$ 3,937	\$ 140,602	0.03	\$ 3,937	\$ 140,602	0.03	\$ 3,937
26	Sr. Program & QA Specialist			0.00	\$ -	\$ 97,344	0.05	\$ 4,867	\$ 97,344	0.05	\$ 4,867
27	Director of Impact & Analytics - A83		\$ 156,045	0.02	\$ 2,372	\$ 156,045	0.02	\$ 2,372	\$ -	0.00	\$ -
28	Director of Healthy Aging - SN34		\$ 156,703	0.01	\$ 1,959	\$ 156,703	0.01	\$ 1,959	\$ -	0.00	\$ -
29	Asset Manager-Master Leased Operations			0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -
30	Sr. Director/Housing Dev & Asset Mgmt.			0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -
35	TOTAL SALARIES		\$ 290,813			\$ 401,609			\$ 397,278		
36	TOTAL FTE		3.76			5.26			5.23		
37	FRINGE BENEFIT RATE		32.00%			35.00%			35.00%		
38	EMPLOYEE FRINGE BENEFITS		\$ 93,060			\$ 140,563			\$ 139,047		
39	TOTAL SALARIES & BENEFITS		\$ 383,873			\$ 542,172			\$ 536,325		

	A	B	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	SALARY & BENEFIT DETAIL							
4	Document Date	4/7/2025						
5	Provider Name	Episcopal Community Services						
6	Program	ECS - Master Lease						
7	F\$P Contract ID#	1000019778						
8	Budget Name	Alder - Support Services						
9								
10			EXTENSION YEAR					
			Year 7			All Years		
11			Agency Totals	For HSH Funded Progarm	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
12					New	Current	Amendment	New
			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
13	POSITION TITLE							
14	Support Services Manager - H10		\$ 97,706	1.00	\$ 97,706	\$ 327,168	\$ 195,412	\$ 522,580
15	Case Manager III - H40		\$ 64,206	1.00	\$ 64,206	\$ 214,678	\$ 128,412	\$ 343,090
16	Case Manager III - H91		\$ 61,972	1.00	\$ 61,972	\$ 180,268	\$ 123,944	\$ 304,212
17	Case Manager III Bilingual - H112		\$ 75,606	1.00	\$ 75,606	\$ 305,087	\$ 151,212	\$ 456,299
18	Data Impact Analyst - H51		\$ 77,332	0.05	\$ 3,867	\$ 17,559	\$ 7,734	\$ 25,293
19	Data Impact Analyst - H107		\$ 74,300	0.05	\$ 3,715	\$ 16,614	\$ 7,430	\$ 24,044
20	Clinical Services Manager - H6		\$ 85,682	0.03	\$ 2,753	\$ 11,643	\$ 5,506	\$ 17,149
21	Case Manager I - H201		\$ 59,926	0.75	\$ 44,945	\$ 71,875	\$ 89,890	\$ 161,765
22	Housing Services Sr. Director - H5		\$ 176,926	0.05	\$ 8,846	\$ 41,099	\$ 17,692	\$ 58,791
23	Direct Support for Housing Services Director - HA2		\$ 121,764	0.17	\$ 20,298	\$ 82,090	\$ 40,596	\$ 122,686
24	Compliance Specialist - H106		\$ 81,422	0.06	\$ 4,560	\$ 27,818	\$ 9,120	\$ 36,938
25	Housing Services Director		\$ 140,602	0.03	\$ 3,937	\$ 11,811	\$ 7,874	\$ 19,685
26	Sr. Program & QA Specialist		\$ 97,344	0.05	\$ 4,867	\$ 4,867	\$ 9,734	\$ 14,601
27	Director of Impact & Analytics - A83		\$ -	0.00	\$ -	\$ 10,838	\$ -	\$ 10,838
28	Director of Healthy Aging - SN34		\$ -	0.00	\$ -	\$ 8,254	\$ -	\$ 8,254
29	Asset Manager-Master Leased Operations		\$ -	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851
30	Sr. Director/Housing Dev & Asset Mgmt.		\$ -	0.00	\$ -	\$ 3,287	\$ -	\$ 3,287
35	TOTAL SALARIES				\$ 397,278	\$ 1,358,806	\$ 794,556	\$ 2,153,362
36	TOTAL FTE		5.23					
37	FRINGE BENEFIT RATE				35.00%			
38	EMPLOYEE FRINGE BENEFITS				\$ 139,047	\$ 442,835	\$ 278,094	\$ 720,929
39	TOTAL SALARIES & BENEFITS				\$ 536,325	\$ 1,801,642	\$ 1,072,650	\$ 2,874,292

	A	B	E	H	K	N	Q
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	4/7/2025					
5	Provider Name	Episcopal Community Services					
6	Program	ECS - Master Lease					
7	F\$P Contract ID#	1000019778					
8	Budget Name	Alder - Support Services					
9							
10			Year 1	Year 2	Year 3	Year 4	Year 5
11			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
12			Actuals	Actuals	Actuals	Actuals	New
13	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 2,760	\$ 8,844	\$ 10,262	\$ 7,762	\$ 7,762
16	Office Supplies/Furniture/Equipment		\$ 1,450	\$ 2,900	\$ 3,234	\$ 3,156	\$ 5,234
18	Printing and Reproduction		\$ 1,530	\$ 4,020	\$ 6,520	\$ 7,172	\$ 7,172
19	Insurance		\$ 4,297	\$ 8,593	\$ 12,793	\$ 15,392	\$ 21,903
20	Staff Training		\$ 1,172	\$ 2,343	\$ 2,843	\$ 4,343	\$ 4,343
22	Recruitment Fee				\$ 9,360		\$ -
24	Licenses and Fees		\$ 290	\$ 580	\$ 580	\$ 955	\$ 580
25	Food and Food supplies		\$ 3,535	\$ 7,070	\$ 7,070	\$ 5,597	\$ 2,270
26	Program Supplies		\$ 3,526	\$ 7,052	\$ 4,052	\$ 3,983	\$ 3,868
27	One-Time IT Equipment and Phones for New Hire					\$ 5,078	\$ -
49							
50	TOTAL OPERATING EXPENSES		\$ 18,559	\$ 41,402	\$ 56,714	\$ 53,437	\$ 53,132
51							
52	<u>Other Expenses (Not Subject to Indirect Cost %)</u>						
53	CODB (to be allocated)		\$ 14,086				\$ -
54	One-Time Prop C Bonus Pay		\$22,440				\$ -
55	Adjustment to Actuals		\$ (3)	\$ (26,039)		\$ (100,772)	\$ -
68							
69	TOTAL OTHER EXPENSES		\$ 36,523	\$ (26,039)	\$ -	\$ (100,772)	\$ -

	A	B	T	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	4/7/2025					
5	Provider Name	Episcopal Community Services					
6	Program	ECS - Master Lease					
7	FSP Contract ID#	1000019778					
8	Budget Name	Alder - Support Services					
9							
10							
11							
12							
13	<u>Operating Expenses</u>						
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 7,762	\$ 7,762	\$ 37,390	\$ 15,524	\$ 52,914	
16	Office Supplies/Furniture/Equipment	\$ 5,234	\$ 5,234	\$ 15,974	\$ 10,468	\$ 26,442	
18	Printing and Reproduction	\$ 7,172	\$ 7,172	\$ 26,414	\$ 14,344	\$ 40,758	
19	Insurance	\$ 21,903	\$ 21,903	\$ 62,978	\$ 43,806	\$ 106,784	
20	Staff Training	\$ 4,345	\$ 4,345	\$ 15,044	\$ 8,690	\$ 23,734	
22	Recruitment Fee	\$ -	\$ -	\$ 9,360	\$ -	\$ 9,360	
24	Licenses and Fees	\$ 580	\$ 580	\$ 2,985	\$ 1,160	\$ 4,145	
25	Food and Food supplies	\$ 2,270	\$ 2,270	\$ 25,542	\$ 4,540	\$ 30,082	
26	Program Supplies	\$ 3,868	\$ 3,868	\$ 22,481	\$ 7,736	\$ 30,217	
27	One-Time IT Equipment and Phones for New Hire	\$ -	\$ -	\$ 5,078	\$ -	\$ 5,078	
49							
50	TOTAL OPERATING EXPENSES	\$ 53,134	\$ 53,134	\$ 223,244	\$ 106,268	\$ 329,512	
51							
52	<u>Other Expenses (Not Subject to Indirect Cost %)</u>						
53	CODB (to be allocated)	\$ -	\$ -	\$ 14,086	\$ -	\$ 14,086	
54	One-Time Prop C Bonus Pay	\$ -	\$ -	\$ 22,440	\$ -	\$ 22,440	
55	Adjustment to Actuals	\$ -	\$ -	\$ (126,814)	\$ -	\$ (126,814)	
68							
69	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ (90,288)	\$ -	\$ (90,288)	

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
4	Alder - Support Services	Fiscal Year			
		FY25-26			
5	<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
6	Support Services Manager - H10	1.00	\$ 97,706	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$97,706 x 1 FTE
7	Case Manager III - H40	1.00	\$ 64,206	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,206 x 1 FTE
8	Case Manager III - H91	1.00	\$ 61,972	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$61,972 x 1 FTE
9	Case Manager III Bilingual - H112	1.00	\$ 75,606	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$75,606 x 1 FTE
10	Data Impact Analyst - H51	0.05	\$ 3,867	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$77,340 x 0.05 FTE
11	Data Impact Analyst - H107	0.05	\$ 3,715	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$74,300 x 0.05 FTE
13	Case Manager I - H201	0.75	\$ 44,945	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$59,927 x 0.75 FTE
14	Housing Services Sr. Director - H5	0.05	\$ 8,846	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and managers.	\$176,920 x 0.05 FTE
15	Direct Support for Housing Services Director - HA2	0.17	\$ 20,298	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners.	\$121,764 x 0.17 FTE
16	Compliance Specialist - H106	0.06	\$ 4,560	Provides staff training on department protocols and procedures.	\$81,425 x 0.06 FTE

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
4	Alder - Support Services	Fiscal Year			
		FY25-26			
5	<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
17	Housing Services Director	0.03	\$ 3,937	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$140,607 x 0.03 FTE
18	Sr. Program & QA Specialist	0.05	\$ 4,867	The primary role of the Senior Program Assistant for is the oversight of day-to-day operations and overall administration of ECS's Housing Services Department, including the management of reporting to funders, overseeing the processing of important documents such as Critical Incident Reports, well-being check logs, etc. This position also supervises the Program Assistant / Quality Assurance Specialist(s) assigned to the Housing Services Department.	\$97,340 x 0.05 FTE
27	TOTAL	5.23	\$ 397,278		
28	Employee Fringe Benefits	35.0%	\$ 139,047	Includes FICA, SSUI, Workers Compensation and Medical calculated at 35% of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 536,325		
30					
31					
32	<u>Operating Expenses</u>		<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 7,762	Telecommunication, including Sonic and TPX	\$647 x 12 months
35	Office Supplies/Furniture/Equipment		\$ 5,234	Support Service office supplies for program staff including materials used with participants	\$436 x 12 months
37	Printing and Reproduction		\$ 7,172	Leased copier	\$1,283 x 12 months
38	Insurance		\$ 21,903	Liability and umbrella agency insurance prorated	\$1,825 x 12 months
43	Licenses and Fees		\$ 580	Support Services license fees	\$48 x 12 months
44	Food and Food supplies		\$ 2,270	Using the SF Food Bank, the food items will supplement residents' own arrangements	\$189 x 12 months
45	Program Supplies		\$ 3,868	Includes bus passes, program materials, and snacks for resident activities.	\$322 x 12 months
69	TOTAL OPERATING EXPENSES		\$ 53,134		
70	Indirect Cost	14.461%	\$ 85,242		

	A	B	C	D	G	J	M	P	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Crosby - Support Services							
13		Current	New	15%					
14	Term Budget	\$ 2,767,537	\$ 4,440,551						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					Year 1	Year 2	Year 3	Year 4	Year 5
18					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
19					Actuals	Actuals	Actuals	Actuals	New
20									
21	Expenditures								
22	Salaries & Benefits				\$ 218,677	\$ 442,085	\$ 434,307	\$ 431,667	\$ 652,746
23	Operating Expenses				\$ 19,905	\$ 44,837	\$ 52,588	\$ 69,319	\$ 86,922
24	Subtotal				\$ 238,582	\$ 486,922	\$ 486,895	\$ 500,986	\$ 739,668
25	Indirect Percentage				12.00%	12.00%	12.00%	12.00%	13.09%
26	Indirect Cost (Line 24 X Line 25)				\$ 28,630	\$ 58,428	\$ 58,427	\$ 60,118	\$ 96,839
27	Other Expenses (Not Subject to Indirect %)				\$ 46,105	\$ -	\$ -	\$ (34,063)	\$ -
30	Total Expenditures				\$ 313,317	\$ 545,350	\$ 545,322	\$ 527,041	\$ 836,507
31									
32	HSH Revenues								
33	HSH Fund				\$ 267,212	\$ 526,845	\$ 635,351	\$ 816,104	\$ 836,507
36	General Fund - Ongoing				\$ 17,966	\$ 18,505	\$ 143,746	\$ -	\$ -
39	Prop C				\$ 28,139	\$ -	\$ -	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ (233,775)	\$ (255,000)	\$ -
43	Adjustment to Actuals				\$ -	\$ -	\$ -	\$ (34,063)	\$ -
46	Total HSH Revenues				\$ 313,317	\$ 545,350	\$ 545,322	\$ 527,041	\$ 836,507
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

	A	B	C	D	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Crosby - Support Services							
13		Current	New	15%					
14	Term Budget	\$ 2,767,537	\$ 4,440,551						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7	All Years		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits				\$ 645,422	\$ 645,422	\$ 2,179,481	\$ 1,290,844	\$ 3,470,325
23	Operating Expenses				\$ 86,924	\$ 86,924	\$ 273,571	\$ 173,848	\$ 447,419
24	Subtotal				\$ 732,346	\$ 732,346	\$ 2,453,052	\$ 1,464,692	\$ 3,917,744
25	Indirect Percentage				14.223%	14.223%			
26	Indirect Cost (Line 24 X Line 25)				\$ 104,161	\$ 104,161	\$ 302,442	\$ 208,322	\$ 510,764
27	Other Expenses (Not Subject to Indirect %)				\$ -	\$ -	\$ 12,042	\$ -	\$ 12,042
30	Total Expenditures				\$ 836,507	\$ 836,507	\$ 2,767,537	\$ 1,673,014	\$ 4,440,551
31									
32	HSH Revenues								
33	HSH Fund				\$ 836,507	\$ 836,507	\$ 3,082,019	\$ 1,673,014	\$ 4,755,033
36	General Fund - Ongoing				\$ -	\$ -	\$ 180,217	\$ -	\$ 180,217
39	Prop C				\$ -	\$ -	\$ 28,139	\$ -	\$ 28,139
42	One-Time Transfer				\$ -	\$ -	\$ (488,775)	\$ -	\$ (488,775)
43	Adjustment to Actuals				\$ -	\$ -	\$ (34,063)	\$ -	\$ (34,063)
46	Total HSH Revenues				\$ 836,507	\$ 836,507	\$ 2,767,537	\$ 1,673,014	\$ 4,440,551
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

	A	B	C	F	I	J	M	P	Q	T	W
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Crosby - Support Services									
9											
10			Year 1			Year 2			Year 3		
11			Agency Totals	For HSH Funded Program	1/1/2021 - 6/30/2021	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023
12					New			New			New
13	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
14	Support Services Manager (SS) - H70		\$ 78,797	0.46	\$ 35,853	\$ 83,347	0.91	\$ 75,846	\$ 94,792	0.74	\$ 69,792
15	Case Manager III (SS) - H95		\$ 71,092	0.54	\$ 38,191	\$ 73,599	0.91	\$ 66,975	\$ 84,050	0.98	\$ 82,050
16	Case Manager III (SS) - H42		\$ 54,709	0.19	\$ 10,599	\$ 54,709	0.91	\$ 49,785	\$ 58,969	0.78	\$ 45,969
17	Case Manager III (SS) - H63		\$ 56,131	0.37	\$ 20,540	\$ 56,131	0.91	\$ 51,079	\$ 56,131	0.79	\$ 44,131
18	Case Manager III (SS) - OPEN H43		\$ 69,140	0.53	\$ 36,713	\$ 69,140	0.48	\$ 32,917	\$ 69,140	0.28	\$ 19,140
19	Data Impact Analyst - H51		\$ 63,016	0.03	\$ 2,025	\$ 63,016	0.06	\$ 4,049	\$ 75,014	0.06	\$ 4,820
20	Data Impact Analyst - H107		\$ 50,425	0.03	\$ 1,620	\$ 50,425	0.06	\$ 3,240	\$ 71,259	0.06	\$ 4,579
21	Clinical Services Manager - H6		\$ 78,900	0.02	\$ 1,268	\$ 78,900	0.03	\$ 2,535	\$ 85,682	0.03	\$ 2,753
22	Case Manager			0.00	\$ -		0.00	\$ -	\$ 58,464	0.26	\$ 15,078
23	Housing Services Sr. Director - H5		\$ 135,792	0.03	\$ 4,403	\$ 145,975	0.07	\$ 10,423	\$ 171,627	0.07	\$ 12,254
24	Direct Support for Housing Srvc Director - H117		\$ 94,332	0.06	\$ 6,066	\$ 94,383	0.17	\$ 15,734	\$ 118,120	0.17	\$ 19,691
25	Compliance Specialist - H106		\$ 64,999	0.03	\$ 2,088	\$ 64,999	0.06	\$ 4,177	\$ 78,883	0.11	\$ 8,362
26	Housing Services Director			0.00	\$ -		0.00	\$ -	\$ 140,602	0.03	\$ 3,937
27	Sr. Program & QA Specialist			0.00	\$ -		0.00	\$ -		0.00	\$ -
28	Director of Impact & Analytics - A83		\$ 116,640	0.01	\$ 1,207	\$ 127,433	0.02	\$ 2,638	\$ 147,958	0.02	\$ 3,063
29	Director of Healthy Aging - SN34		\$ 120,235	0.01	\$ 812	\$ 120,235	0.01	\$ 1,623	\$ 152,077	0.01	\$ 2,053
30	Project Manager		\$ 84,296	0.08	\$ 6,335	\$ 105,076	0.17	\$ 17,516	\$ 118,393	0.00	\$ -
31	Sr. Director/Housing Dev & Asset Mgmt.		\$ 144,196	0.01	\$ 1,038	\$ 140,538	0.02	\$ 2,249	\$ 164,299	0.00	\$ -
35	TOTAL SALARIES		\$ 168,758			\$ 340,786			\$ 337,672		
36	TOTAL FTE		2.39			4.80			4.38		
37	FRINGE BENEFIT RATE		29.58%			29.73%			28.62%		
38	EMPLOYEE FRINGE BENEFITS		\$ 49,919			\$ 101,299			\$ 96,635		
39	TOTAL SALARIES & BENEFITS		\$ 218,677			\$ 442,085			\$ 434,307		

	A	B	X	AA	AD	AE	AH	AK	AL	AO	AR
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Crosby - Support Services									
9											
10			Year 4			Year 5			EXTENSION YEAR Year 6		
11			Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025	Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026
12					New			New			New
13	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
14	Support Services Manager (SS) - H70		\$ 99,768	0.60	\$ 59,768	\$ 99,768	1.00	\$ 99,768	\$ 99,768	1.00	\$ 99,768
15	Case Manager III (SS) - H95		\$ 86,650	0.65	\$ 56,650	\$ 86,650	1.00	\$ 86,650	\$ 86,650	1.00	\$ 86,650
16	Case Manager III (SS) - H42		\$ 64,519	0.60	\$ 38,999	\$ 64,519	1.00	\$ 64,519	\$ 64,519	1.00	\$ 64,519
17	Case Manager III (SS) - H63		\$ 64,519	1.00	\$ 64,519	\$ 64,519	1.00	\$ 64,519	\$ 64,519	1.00	\$ 64,519
18	Case Manager III (SS) - OPEN H43		\$ 64,519	0.72	\$ 46,519	\$ 64,519	1.00	\$ 64,519	\$ 64,519	1.00	\$ 64,519
19	Data Impact Analyst - H51		\$ 77,332	0.06	\$ 4,969	\$ 77,332	0.06	\$ 4,969	\$ 77,332	0.06	\$ 4,969
20	Data Impact Analyst - H107		\$ 74,300	0.06	\$ 4,775	\$ 74,300	0.06	\$ 4,775	\$ 74,300	0.06	\$ 4,775
21	Clinical Services Manager - H6		\$ 85,682	0.03	\$ 2,753	\$ 85,682	0.03	\$ 2,753	\$ 85,682	0.03	\$ 2,753
22	Case Manager		\$ 60,218	0.10	\$ 6,131	\$ 60,218	0.60	\$ 36,131	\$ 60,218	0.60	\$ 36,131
23	Housing Services Sr. Director - H5		\$ 176,926	0.07	\$ 12,633	\$ 176,926	0.05	\$ 8,846	\$ 176,926	0.05	\$ 8,846
24	Direct Support for Housing Srvc Director - H117		\$ 121,764	0.17	\$ 20,298	\$ 121,764	0.17	\$ 20,298	\$ 121,764	0.17	\$ 20,298
25	Compliance Specialist - H106		\$ 81,422	0.11	\$ 8,631	\$ 81,422	0.06	\$ 4,560	\$ 81,422	0.06	\$ 4,560
26	Housing Services Director		\$ 140,602	0.03	\$ 3,937	\$ 140,602	0.03	\$ 3,937	\$ 140,602	0.03	\$ 3,937
27	Sr. Program & QA Specialist			0.00	\$ -	\$ 97,344	0.05	\$ 4,867	\$ 97,344	0.05	\$ 4,867
28	Director of Impact & Analytics - A83		\$ 156,045	0.02	\$ 3,230	\$ 156,045	0.02	\$ 3,230	\$ -	0.00	\$ -
29	Director of Healthy Aging - SN34		\$ 156,767	0.01	\$ 2,116	\$ 156,767	0.01	\$ 2,116	\$ -	0.00	\$ -
30	Project Manager		\$ 118,393	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -
31	Sr. Director/Housing Dev & Asset Mgmt.		\$ 164,299	0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -
35	TOTAL SALARIES				\$ 335,928			\$ 476,457			\$ 471,111
36	TOTAL FTE		4.25			6.15			6.11		
37	FRINGE BENEFIT RATE				28.50%			37.00%			37.00%
38	EMPLOYEE FRINGE BENEFITS				\$ 95,739			\$ 176,289			\$ 174,311
39	TOTAL SALARIES & BENEFITS				\$ 431,667			\$ 652,746			\$ 645,422

	A	B	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	SALARY & BENEFIT DETAIL							
4	Document Date	4/7/2025						
5	Provider Name	Episcopal Community Services						
6	Program	ECS - Master Lease						
7	F\$P Contract ID#	1000019778						
8	Budget Name	Crosby - Support Services						
9								
10			EXTENSION YEAR					
			Year 7			All Years		
11			Agency Totals	For HSH Funded Program	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
12					New	Current	Amendment	New
			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
13	POSITION TITLE							
14	Support Services Manager (SS) - H70		\$ 99,768	1.00	\$ 99,768	\$ 341,027	\$ 199,536	\$ 540,563
15	Case Manager III (SS) - H95		\$ 86,650	1.00	\$ 86,650	\$ 330,516	\$ 173,300	\$ 503,816
16	Case Manager III (SS) - H42		\$ 64,519	1.00	\$ 64,519	\$ 209,871	\$ 129,038	\$ 338,909
17	Case Manager III (SS) - H63		\$ 64,519	1.00	\$ 64,519	\$ 244,788	\$ 129,038	\$ 373,826
18	Case Manager III (SS) - OPEN H43		\$ 64,519	1.00	\$ 64,519	\$ 199,808	\$ 129,038	\$ 328,846
19	Data Impact Analyst - H51		\$ 77,332	0.06	\$ 4,969	\$ 20,832	\$ 9,938	\$ 30,770
20	Data Impact Analyst - H107		\$ 74,300	0.06	\$ 4,775	\$ 18,989	\$ 9,550	\$ 28,539
21	Clinical Services Manager - H6		\$ 85,682	0.03	\$ 2,753	\$ 12,062	\$ 5,506	\$ 17,568
22	Case Manager		\$ 60,218	0.60	\$ 36,131	\$ 57,340	\$ 72,262	\$ 129,602
23	Housing Services Sr. Director - H5		\$ 176,926	0.05	\$ 8,846	\$ 48,559	\$ 17,692	\$ 66,251
24	Direct Support for Housing Srvc Director - H117		\$ 121,764	0.17	\$ 20,298	\$ 82,087	\$ 40,596	\$ 122,683
25	Compliance Specialist - H106		\$ 81,422	0.06	\$ 4,560	\$ 27,818	\$ 9,120	\$ 36,938
26	Housing Services Director		\$ 140,602	0.03	\$ 3,937	\$ 11,811	\$ 7,874	\$ 19,685
27	Sr. Program & QA Specialist		\$ 97,344	0.05	\$ 4,867	\$ 4,867	\$ 9,734	\$ 14,601
28	Director of Impact & Analytics - A83		\$ -	0.00	\$ -	\$ 13,368	\$ -	\$ 13,368
29	Director of Healthy Aging - SN34		\$ -	0.00	\$ -	\$ 8,720	\$ -	\$ 8,720
30	Project Manager		\$ -	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851
31	Sr. Director/Housing Dev & Asset Mgmt.		\$ -	0.00	\$ -	\$ 3,287	\$ -	\$ 3,287
35	TOTAL SALARIES				\$ 471,111	\$ 1,659,601	\$ 942,222	\$ 2,601,823
36	TOTAL FTE		6.11					
37	FRINGE BENEFIT RATE				37.00%			
38	EMPLOYEE FRINGE BENEFITS				\$ 174,311	\$ 519,880	\$ 348,622	\$ 868,502
39	TOTAL SALARIES & BENEFITS				\$ 645,422	\$ 2,179,481	\$ 1,290,844	\$ 3,470,325

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

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

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE		Fiscal Year		
4	Crosby - Support Services	FY25-26			
		<u>Adjusted</u>		<u>Justification</u>	
5	<u>Salaries & Benefits</u>	<u>Budgeted</u>	<u>Budgeted</u>		<u>Calculation</u>
		<u>FTE</u>	<u>Salary</u>		
	Support Services Manager (SS) - H70	1.00	99,768	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$99,768 x 1.0 FTE
6					
	Case Manager III (SS) - H95	1.00	86,650	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$86,650 x 1.0 FTE
7					
	Case Manager III (SS) - H42	1.00	64,519	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 1.0 FTE
8					
	Case Manager III (SS) - H63	1.00	64,519	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 1.0 FTE
9					
	Case Manager III (SS) - OPEN H43	1.00	64,519	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 1.0 FTE
10					
	Data Impact Analyst - H51	0.06	4,969	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$77,326 x 0.06 FTE
11					
	Data Impact Analyst - H107	0.06	4,775	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$74,308 x 0.06 FTE
12					
	Clinical Services Manager - H6	0.03	2,753	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	\$85,682 x 0.03 FTE
13					
	Case Manager	0.60	36,131	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$60,218 x 0.6 FTE
14					

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
		Fiscal Year			
4	Crosby - Support Services	FY25-26			
		<u>Adjusted</u>		<u>Justification</u>	
		<u>Budgeted</u>	<u>Budgeted</u>		
5	<u>Salaries & Benefits</u>	<u>FTE</u>	<u>Salary</u>		<u>Calculation</u>
	Housing Services Sr. Director - H5	0.05	8,846	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages	\$176,933 x 0.05 FTE
15					
16	Direct Support for Housing Srvc Director - H117	0.17	20,298	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	\$121,764 x 0.17 FTE
17	Compliance Specialist - H106	0.06	4,560	Provides staff training on department protocols and procedures;	\$81,425 x 0.06 FTE
	Housing Services Director	0.03	3,937	To assist Sr. Director of Hsg Svcs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$140,607 x 0.03 FTE
18					
	Sr. Program & QA Specialist	0.05	4,867	The primary role of the Senior Program Assistant for is the oversight of day-to-day operations and overall administration of ECS's Housing Services Department, including the management of reporting to funders, overseeing the processing of important documents such as Critical Incident Reports, well-being check logs, etc. This position also supervises the Program Assistant / Quality Assurance Specialist(s) assigned to the Housing Services Department.	\$97,340 x 0.05 FTE
19					
27	TOTAL	6.11	\$ 471,111		
28	<u>Employee Fringe Benefits</u>	<u>37.0%</u>	<u>\$ 174,311</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 37% of total salaries.</u>	
29	TOTAL SALARIES & BENEFITS		\$ 645,422		
30					
31					
				<u>Justification</u>	
32	<u>Operating Expenses</u>		<u>Budgeted</u>		<u>Calculation</u>
			<u>Expense</u>		
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$	13,192	Telecommunication, including Sonic and TPX	\$1,099 x 12 months
	Office Supplies/ Furniture/ Equipment	\$	7,616	Support Service office supplies for program staff including materials used with participants and computers.	\$635 x 12 months
35					
37	Printing and Reproduction	\$	7,452	Leased copier	\$621 x 12 months
38	Insurance	\$	31,627	Liability and umbrella agency insurance prorated	\$2,636 x 12 months
39	Staff Training	\$	5,051	Training expenses, including meeting supplies and conference	\$421 x 12 months
42	Licenses and Fees	\$	578	Support Services license fees	\$48 x 12 months
43	Food and Food Supplies	\$	12,156	Using the SF Food Bank, the food items will supplement residents' own arrangements	\$1,013 x 12 months
44	Program Supplies	\$	9,252	Includes bus passes, program materials and snacks for resident activities	\$771 x 12 months
69	TOTAL OPERATING EXPENSES		\$ 86,924		
70	Indirect Cost	14.223%	\$ 104,162		

	A	B	C	D	G	J	K	L	M	P	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	Document Date	4/7/2025									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	1/1/2021	6/30/2025	5							
6	Amended Term	1/1/2021	6/30/2027	7							
7	Provider Name	Episcopal Community Services									
8	Program	ECS - Master Lease									
9	FSP Contract ID#	1000019778									
10	Contract Action	Amendment									
11	Effective Date	7/1/2025									
12	Budget Name	Elm - Support Services									
13		Current	New	15%							
14	Term Budget	\$ 1,850,171	\$ 2,948,529								
15	Contingency	\$ 2,002,042	\$ 3,871,620								
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684								
17											
18					Year 1	Year 2	Year 3			Year 4	Year 5
19					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
20					Actuals	Actuals	Actuals	Amendment	Actuals	Actuals	New
21	Expenditures										
22	Salaries & Benefits	\$ 133,279	\$ 300,687		\$ 272,673	\$ -	\$ 272,673	\$ 303,951	\$ 440,836		
23	Operating Expenses	\$ 13,800	\$ 34,186		\$ 40,065	\$ -	\$ 40,065	\$ 47,783	\$ 42,396		
24	Subtotal	\$ 147,079	\$ 334,873		\$ 312,738	\$ -	\$ 312,738	\$ 351,734	\$ 483,232		
25	Indirect Percentage	12.00%	12.00%		12.00%		12.00%	12.00%	13.647%		
26	Indirect Cost (Line 24 X Line 25)	\$ 17,649	\$ 40,187		\$ 37,529	\$ -	\$ 37,529	\$ 42,208	\$ 65,947		
27	Other Expenses (Not Subject to Indirect %)	\$ 25,770	\$ -		\$ -	\$ -	\$ -	\$ (8,775)	\$ -		
30	Total Expenditures	\$ 190,498	\$ 375,060		\$ 350,267	\$ -	\$ 350,267	\$ 385,167	\$ 549,179		
31											
32	HSH Revenues										
33	HSH Fund	\$ 164,729	\$ 362,825		\$ 420,060		\$ 420,060	\$ 535,784	\$ 549,179		
36	General Fund - Ongoing	\$ 11,878	\$ 12,235		\$ 91,428		\$ 91,428	\$ -	\$ -		
39	Prop C	\$ 13,891	\$ -				\$ -	\$ -	\$ -		
42	One-Time Transfer	\$ -	\$ -		\$ (161,221)		\$ (161,221)	\$ (141,842)	\$ -		
43	Adjustment to Actuals	\$ -	\$ -				\$ -	\$ (8,775)	\$ -		
46	Total HSH Revenues	\$ 190,498	\$ 375,060		\$ 350,267	\$ -	\$ 350,267	\$ 385,167	\$ 549,179		
57											
58											
59	Prepared by	Tiffany Luong									
60	Phone	415.487.3300 ext. 1219									
61	Email	tluong@ecs-sf.org									

	A	B	C	D	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Elm - Support Services							
13		Current	New	15%					
14	Term Budget	\$ 1,850,171	\$ 2,948,529						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7	All Years		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits				\$ 433,619	\$ 433,619	\$ 1,451,426	\$ 867,238	\$ 2,318,664
23	Operating Expenses				\$ 42,392	\$ 42,392	\$ 178,230	\$ 84,784	\$ 263,014
24	Subtotal				\$ 476,011	\$ 476,011	\$ 1,629,656	\$ 952,022	\$ 2,581,678
25	Indirect Percentage				15.371%	15.371%			
26	Indirect Cost (Line 24 X Line 25)				\$ 73,168	\$ 73,168	\$ 203,520	\$ 146,336	\$ 349,856
27	Other Expenses (Not Subject to Indirect %)				\$ -	\$ -	\$ 16,995	\$ -	\$ 16,995
30	Total Expenditures				\$ 549,179	\$ 549,179	\$ 1,850,171	\$ 1,098,358	\$ 2,948,529
31									
32	HSH Revenues								
33	HSH Fund				\$ 549,179	\$ 549,179	\$ 2,032,577	\$ 1,098,358	\$ 3,130,935
36	General Fund - Ongoing				\$ -	\$ -	\$ 115,541	\$ -	\$ 115,541
39	Prop C				\$ -	\$ -	\$ 13,891	\$ -	\$ 13,891
42	One-Time Transfer				\$ -	\$ -	\$ (303,063)	\$ -	\$ (303,063)
43	Adjustment to Actuals				\$ -	\$ -	\$ (8,775)	\$ -	\$ (8,775)
46	Total HSH Revenues				\$ 549,179	\$ 549,179	\$ 1,850,171	\$ 1,098,358	\$ 2,948,529
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

	A	B	C	F	I	J	M	P	Q	T	W
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	FSP Contract ID#	1000019778									
8	Budget Name	Elm - Support Services									
9											
10											
11											
12											
13	POSITION TITLE										
14	Support Services Manager - H28	\$ 83,482	0.14	\$ 12,092	\$ 83,482	0.46	\$ 37,984	\$ 96,818	0.21	\$ 20,786	
15	Asst. Support Service Manager - H29	\$ 69,436	0.43	\$ 30,079	\$ 69,436	0.91	\$ 63,187	\$ 80,499	0.91	\$ 73,499	
16	Case Manager III, Bilingual - H30	\$ 58,529	0.45	\$ 26,338	\$ 58,529	0.90	\$ 52,676	\$ 65,772	0.46	\$ 30,186	
17	Case Manager III - H65	\$ 53,776	0.23	\$ 12,116	\$ 53,776	0.19	\$ 10,231	\$ 57,285	0.38	\$ 21,512	
18	Data Impact Analyst - H51	\$ 63,016	0.03	\$ 2,025	\$ 63,016	0.06	\$ 4,049	\$ 75,014	0.06	\$ 4,820	
19	Data Impact Analyst - H107	\$ 50,425	0.03	\$ 1,620	\$ 50,425	0.06	\$ 3,240	\$ 71,259	0.06	\$ 4,579	
20	Clinical Services Manager - H6	\$ 78,900	0.02	\$ 1,268	\$ 78,900	0.03	\$ 2,535	\$ 85,692	0.03	\$ 2,753	
21	Housing Services Sr. Director - H5	\$ 135,792	0.03	\$ 4,403	\$ 145,975	0.07	\$ 10,423	\$ 171,627	0.07	\$ 12,254	
22	Associate. Direct Support for Housing Services Director - HA2	\$ 94,383	0.06	\$ 6,069	\$ 94,383	0.17	\$ 15,734	\$ 118,120	0.17	\$ 19,691	
23	Compliance Specialist - H106	\$ 64,999	0.03	\$ 2,088	\$ 64,999	0.06	\$ 4,177	\$ 78,883	0.10	\$ 7,888	
24	Housing Services Director		0.00	\$ -		0.00	\$ -	\$ 140,606	0.06	\$ 7,874	
25	Sr. Program & QA Specialist		0.00	\$ -		0.00	\$ -		0.00	\$ -	
26	Director of Impact & Analytics - A88	\$ 116,640	0.01	\$ 1,207	\$ 127,433	0.02	\$ 2,638	\$ 147,958	0.02	\$ 3,063	
27	Director of Healthy Aging - SN34	\$ 120,235	0.01	\$ 812	\$ 120,235	0.01	\$ 1,623	\$ 152,077	0.01	\$ 2,053	
28	Project Manager	\$ 84,296	0.08	\$ 6,335	\$ 105,076	0.17	\$ 17,516		0.00	\$ -	
29	Director/Housing Dev & Asset Mgmt.	\$ 144,196	0.01	\$ 1,038	\$ 140,538	0.02	\$ 2,249		0.00	\$ -	
35	TOTAL SALARIES			\$ 107,490			\$ 228,262			\$ 210,958	
36	TOTAL FTE		1.56			3.14			2.55		
37	FRINGE BENEFIT RATE			23.99%			31.73%			29.25%	
38	EMPLOYEE FRINGE BENEFITS			\$ 25,789			\$ 72,425			\$ 61,715	
39	TOTAL SALARIES & BENEFITS			\$ 133,279			\$ 300,687			\$ 272,673	

	A	B	X	AA	AD	AE	AH	AK	AL	AO	AR
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	FSP Contract ID#	1000019778									
8	Budget Name	Elm - Support Services									
9											
10											
11											
12											
13	POSITION TITLE										
14	Support Services Manager - H28	\$ 102,800	0.46	\$ 47,400	\$ 102,800	0.50	\$ 51,400	\$ 102,800	0.50	\$ 51,400	
15	Asst. Support Service Manager - H29	\$ 87,795	0.92	\$ 80,795	\$ 87,795	1.00	\$ 87,795	\$ 87,795	1.00	\$ 87,795	
16	Case Manager III, Bilingual - H30	\$ 64,519	0.34	\$ 22,190	\$ 64,519	0.94	\$ 60,648	\$ 64,519	0.94	\$ 60,648	
17	Case Manager III - H65	\$ 66,398	0.20	\$ 13,414	\$ 66,398	0.94	\$ 62,414	\$ 66,398	0.94	\$ 62,414	
18	Data Impact Analyst - H51	\$ 77,322	0.06	\$ 4,969	\$ 77,322	0.06	\$ 4,969	\$ 77,322	0.06	\$ 4,969	
19	Data Impact Analyst - H107	\$ 74,300	0.06	\$ 4,775	\$ 74,300	0.06	\$ 4,775	\$ 74,300	0.06	\$ 4,775	
20	Clinical Services Manager - H6	\$ 85,692	0.03	\$ 2,753	\$ 85,692	0.03	\$ 2,753	\$ 85,692	0.03	\$ 2,753	
21	Housing Services Sr. Director - H5	\$ 176,926	0.07	\$ 12,633	\$ 176,926	0.05	\$ 8,846	\$ 176,926	0.05	\$ 8,846	
22	Associate. Direct Support for Housing Services Director - HA2	\$ 121,764	0.17	\$ 20,298	\$ 121,764	0.17	\$ 20,298	\$ 121,764	0.17	\$ 20,298	
23	Compliance Specialist - H106	\$ 81,422	0.06	\$ 5,232	\$ 81,422	0.06	\$ 4,560	\$ 81,422	0.06	\$ 4,560	
24	Housing Services Director	\$ 140,602	0.06	\$ 7,874	\$ 140,602	0.06	\$ 7,874	\$ 140,602	0.06	\$ 7,874	
25	Sr. Program & QA Specialist		0.00	\$ -	\$ 97,344	0.05	\$ 4,867	\$ 97,344	0.05	\$ 4,867	
26	Director of Impact & Analytics - A88	\$ 156,045	0.02	\$ 3,230	\$ 156,045	0.02	\$ 3,230	\$ -	0.00	\$ -	
27	Director of Healthy Aging - SN34	\$ 156,767	0.01	\$ 2,116	\$ 156,767	0.01	\$ 2,116	\$ -	0.00	\$ -	
28	Project Manager		0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	
29	Director/Housing Dev & Asset Mgmt.		0.00	\$ -	\$ -	0.00	\$ -	\$ -	0.00	\$ -	
35	TOTAL SALARIES			\$ 227,679			\$ 326,545			\$ 321,199	
36	TOTAL FTE		2.48			3.95			3.92		
37	FRINGE BENEFIT RATE			33.50%			35.00%			35.00%	
38	EMPLOYEE FRINGE BENEFITS			\$ 76,272			\$ 114,291			\$ 112,420	
39	TOTAL SALARIES & BENEFITS			\$ 303,951			\$ 440,836			\$ 433,619	

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

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

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

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
4	Elm - Support Services	Fiscal Year FY25-26			
5	<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
6	Support Services Manager - H28	0.50	51,400	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$102,800 x 0.5 FTE
7	Asst. Support Service Manager - H29	1.00	87,795	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$87,795 x 1 FTE
8	Case Manager III, Bilingual - H30	0.94	60,648	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 0.94 FTE
9	Case Manager III - H65	0.94	62,414	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$66,398 x 0.94 FTE
10	Data Impact Analyst - H51	0.06	4,969	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$77,326 x 0.06 FTE
11	Data Impact Analyst - H107	0.06	4,775	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$74,308 x 0.06 FTE
12	Clinical Services Manager - H6	0.03	2,753	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	\$85,682 x 0.03 FTE
13	Housing Services Sr. Director - H5	0.05	8,846	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages.	\$171,917 x 0.05 FTE
14	Associate. Direct Support for Housing Services Director - H/	0.17	20,298	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners.	\$118,312 x 0.17 FTE
15	Compliance Specialist - H106	0.06	4,560	Provides staff training on department protocols and procedures.	\$79,015 x 0.06 FTE
16	Housing Services Director	0.06	7,874	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$140,602 x 0.06 FTE
17	Sr. Program & QA Specialist	0.05	4,867	The primary role of the Senior Program Assistant for is the oversight of day-to-day operations and overall administration of ECS's Housing Services Department, including the management of reporting to funders, overseeing the processing of important documents such as Critical Incident Reports, well-being check logs, etc. This position also supervises the Program Assistant / Quality Assurance Specialist(s) assigned to the Housing Services Department.	\$97,340 x 0.05 FTE
27	TOTAL	3.92	\$ 321,199		
28	Employee Fringe Benefits	35.0%	\$ 112,420	Includes FICA, SSUI, Workers Compensation and Medical calculated at 35% of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 433,619		

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE		Fiscal Year		
4	Elm - Support Services	FY25-26			
30					
31					
32	<u>Operating Expenses</u>	<u>Budgeted</u>	<u>Expense</u>	<u>Justification</u>	<u>Calculation</u>
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$	8,000	Telecommunication, including Sonic and TPX	\$667 x 12 months
35	Office Supplies/ Furniture/ Equipment	\$	5,000	Support Service office supplies for program staff including materials used with participants and computers	\$417 x 12 months
37	Printing and Reproduction	\$	2,500	Leased copier	\$208 x 12 months
38	Insurance	\$	15,544	Liability and umbrella agency insurance prorated.	\$1,296 x 12 months
39	Staff Training	\$	3,000	Training expenses, including meeting supplies and conference.	\$250 x 12 months
42	Licenses and Fees	\$	250	Support Services licenses fee.	\$21 x 12 months
43	Food and Food Supplies	\$	4,000	Using the SF Food Bank, the food items will supplement residents' own arrangements.	\$333 x 12 months
44	Program Supplies	\$	4,098	Includes bus passes, program materials and snacks for resident activities.	\$342 x 12 months
69	TOTAL OPERATING EXPENSES	\$	42,392		
70	Indirect Cost	15.371%	\$	73,168	

	A	B	C	D	G	J	K	L	M	P	S	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	Document Date	4/7/2025										
4	Contract Term	Begin Date	End Date	Duration (Years)								
5	Current Term	1/1/2021	6/30/2025	5								
6	Amended Term	1/1/2021	6/30/2027	7								
7	Provider Name	Episcopal Community Services										
8	Program	ECS - Master Lease										
9	F\$P Contract ID#	1000019778										
10	Contract Action	Amendment										
11	Effective Date	7/1/2025										
12	Budget Name	Hillsdale - Support Services										
13		Current	New	15%								
14	Term Budget	\$ 1,777,889	\$ 2,796,701									
15	Contingency	\$ 2,002,042	\$ 3,871,620									
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684									
17					Year 1	Year 2	Year 3			Year 4	Year 5	
18					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	
19					Actuals	Actuals	Actuals	Amendment	Actuals	Actuals	New	
20												
21	Expenditures											
22	Salaries & Benefits				\$ 126,633	\$ 262,465	\$ 287,793	\$ -	\$ 287,793	\$ 327,268	\$ 398,127	
23	Operating Expenses				\$ 9,739	\$ 39,227	\$ 42,066	\$ -	\$ 42,066	\$ 45,036	\$ 49,805	
24	Subtotal				\$ 136,372	\$ 301,692	\$ 329,859	\$ -	\$ 329,859	\$ 372,304	\$ 447,932	
25	Indirect Percentage				12.00%	12.00%	12.00%		12.00%	12.00%	13.724%	
26	Indirect Cost (Line 24 X Line 25)				\$ 16,365	\$ 36,201	\$ 39,583	\$ -	\$ 39,583	\$ 44,677	\$ 61,474	
27	Other Expenses (Not Subject to Indirect %)				\$ 31,300	\$ -	\$ -	\$ -	\$ -	\$ (39,870)	\$ -	
30	Total Expenditures				\$ 184,037	\$ 337,893	\$ 369,442	\$ -	\$ 369,442	\$ 377,111	\$ 509,406	
31												
32	HSH Revenues											
33	HSH Fund				\$ 152,737	\$ 326,566	\$ 388,893		\$ 388,893	\$ 496,981	\$ 509,406	
36	General Fund - Ongoing				\$ 10,997	\$ 11,327	\$ 85,552		\$ 85,552	\$ -	\$ -	
39	Prop C				\$ 20,303	\$ -			\$ -	\$ -	\$ -	
42	One-Time Transfer				\$ -	\$ -	\$ (105,003)		\$ (105,003)	\$ (80,000)	\$ -	
43	Adjustment to Actuals				\$ -	\$ -			\$ -	\$ (39,870)	\$ -	
46	Total HSH Revenues				\$ 184,037	\$ 337,893	\$ 369,442	\$ -	\$ 369,442	\$ 377,111	\$ 509,406	
57												
58												
59	Prepared by	Tiffany Luong										
60	Phone	415.487.3300 ext. 1219										
61	Email	tluong@ecs-sf.org										

	A	B	C	D	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	F\$P Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Hillsdale - Support Services							
13		Current	New	15%					
14	Term Budget	\$ 1,777,889	\$ 2,796,701						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7	All Years		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits				\$ 391,124	\$ 391,124	\$ 1,402,286	\$ 782,248	\$ 2,184,534
23	Operating Expenses				\$ 49,802	\$ 49,802	\$ 185,873	\$ 99,604	\$ 285,477
24	Subtotal				\$ 440,926	\$ 440,926	\$ 1,588,159	\$ 881,852	\$ 2,470,011
25	Indirect Percentage				15.531%	15.531%			
26	Indirect Cost (Line 24 X Line 25)				\$ 68,480	\$ 68,480	\$ 198,300	\$ 136,960	\$ 335,260
27	Other Expenses (Not Subject to Indirect %)				\$ -	\$ -	\$ (8,570)	\$ -	\$ (8,570)
30	Total Expenditures				\$ 509,406	\$ 509,406	\$ 1,777,889	\$ 1,018,812	\$ 2,796,701
31									
32	HSH Revenues								
33	HSH Fund				\$ 509,406	\$ 509,406	\$ 1,874,583	\$ 1,018,812	\$ 2,893,395
36	General Fund - Ongoing				\$ -	\$ -	\$ 107,876	\$ -	\$ 107,876
39	Prop C				\$ -	\$ -	\$ 20,303	\$ -	\$ 20,303
42	One-Time Transfer				\$ -	\$ -	\$ (185,003)	\$ -	\$ (185,003)
43	Adjustment to Actuals				\$ -	\$ -	\$ (39,870)	\$ -	\$ (39,870)
46	Total HSH Revenues				\$ 509,406	\$ 509,406	\$ 1,777,889	\$ 1,018,812	\$ 2,796,701
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

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

	A	B	X	AA	AD	AE	AH	AK	AL	AO	AR
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	FSP Contract ID#	1000019778									
8	Budget Name	Hillsdale - Support Services									
9											
10											
11											
12											
13	POSITION TITLE										
14	Support Services Manager - H34										
15	Case Manager III (Masters) - H37										
16	Case Manager III - H35										
17	Data Impact Analyst - H51										
18	Data Impact Analyst - H107										
19	Clinical Services Manager - H6										
20	Housing Services Sr. Director - H5										
21	Direct Support for Housing Services Director - H88										
22	Compliance Specialist - H106										
23	Housing Services Director										
24	Case Manager II - H200										
25	Sr. Program & QA Specialist										
26	Director of Impact & Analytics - A88										
27	Director of Healthy Aging - SN34										
28	Project Manager										
29	Sr. Director/Housing Dev & Asset Mgmt.										
35	TOTAL SALARIES										
36	TOTAL FTE										
37	FRINGE BENEFIT RATE										
38	EMPLOYEE FRINGE BENEFITS										
39	TOTAL SALARIES & BENEFITS										

	A	B	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	SALARY & BENEFIT DETAIL							
4	Document Date	4/7/2025						
5	Provider Name	Episcopal Community Services						
6	Program	ECS - Master Lease						
7	FSP Contract ID#	1000019778						
8	Budget Name	Hillsdale - Support Services						
9								
10			EXTENSION YEAR					
11			Year 7			All Years		
12			Agency Totals	For HSH Funded Program	7/1/2026 - 6/30/2027 New	1/1/2021 - 6/30/2025 Current	7/1/2024 - 6/30/2027 Amendment	1/1/2021 - 6/30/2027 New
13	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
14	Support Services Manager - H34		\$ 98,708	0.50	\$ 49,354	\$ 200,524	\$ 98,708	\$ 299,232
15	Case Manager III (Masters) - H37		\$ 84,237	0.98	\$ 82,552	\$ 312,039	\$ 165,104	\$ 477,143
16	Case Manager III - H35		\$ 61,972	0.98	\$ 60,733	\$ 236,468	\$ 121,466	\$ 357,934
17	Data Impact Analyst - H51		\$ 75,143	0.06	\$ 4,829	\$ 20,553	\$ 9,658	\$ 30,211
18	Data Impact Analyst - H107		\$ 72,197	0.06	\$ 4,639	\$ 18,718	\$ 9,278	\$ 27,996
19	Clinical Services Manager - H6		\$ 85,682	0.03	\$ 2,753	\$ 12,062	\$ 5,506	\$ 17,568
20	Housing Services Sr. Director - H5		\$ 176,926	0.05	\$ 8,846	\$ 44,641	\$ 17,692	\$ 62,333
21	Direct Support for Housing Services Director - H88		\$ 121,764	0.17	\$ 20,298	\$ 82,086	\$ 40,596	\$ 122,682
22	Compliance Specialist - H106		\$ 81,422	0.06	\$ 4,527	\$ 27,785	\$ 9,054	\$ 36,839
23	Housing Services Director		\$ 140,602	0.06	\$ 7,874	\$ 23,622	\$ 15,748	\$ 39,370
24	Case Manager II - H200		\$ 60,218	0.79	\$ 47,296	\$ 54,592	\$ 94,592	\$ 149,184
25	Sr. Program & QA Specialist		\$ 97,344	0.05	\$ 4,867	\$ 4,867	\$ 9,734	\$ 14,601
26	Director of Impact & Analytics - A88		\$ -	0.00	\$ -	\$ 13,368	\$ -	\$ 13,368
27	Director of Healthy Aging - SN34		\$ -	0.00	\$ -	\$ 8,720	\$ -	\$ 8,720
28	Project Manager		\$ -	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851
29	Sr. Director/Housing Dev & Asset Mgmt.		\$ -	0.00	\$ -	\$ 3,287	\$ -	\$ 3,287
35	TOTAL SALARIES				\$ 298,568	\$ 1,087,182	\$ 597,136	\$ 1,684,318
36	TOTAL FTE		3.78					
37	FRINGE BENEFIT RATE				31.00%			
38	EMPLOYEE FRINGE BENEFITS				\$ 92,556	\$ 315,104	\$ 185,112	\$ 500,216
39	TOTAL SALARIES & BENEFITS				\$ 391,124	\$ 1,402,286	\$ 782,248	\$ 2,184,534

	A	B	E	H	K	N	Q
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	4/7/2025					
5	Provider Name	Episcopal Community Services					
6	Program	ECS - Master Lease					
7	FSP Contract ID#	1000019778					
8	Budget Name	Hillsdale - Support Services					
9							
10			Year 1	Year 2	Year 3	Year 4	Year 5
11			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
12			Actuals	Actuals	Actuals	Actuals	New
13	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 2,760	\$ 8,800	\$ 10,300	\$ 8,692	\$ 8,500
16	Office Supplies/ Furniture/ Equipment		\$ 1,320	\$ 3,143	\$ 4,144	\$ 8,695	\$ 8,761
18	Printing and Reproduction		\$ 1,788	\$ 4,020	\$ 6,450	\$ 5,440	\$ 5,440
19	Insurance		\$ 2,273	\$ 7,668	\$ 9,172	\$ 10,652	\$ 17,810
20	Staff Training		\$ 974	\$ 1,947	\$ 2,447	\$ 3,444	\$ 1,944
23	Licenses and Fees		\$ 170	\$ 1,340	\$ 340	\$ 250	\$ 250
24	Food and Food Supplies		\$ 100	\$ 8,000	\$ 5,000	\$ 3,800	\$ 3,800
25	Program Supplies		\$ 355	\$ 4,309	\$ 4,213	\$ 4,000	\$ 3,300
26	One-Time IT Equipment and Phones for New Hire					\$ 63	
49							
50	TOTAL OPERATING EXPENSES		\$ 9,739	\$ 39,227	\$ 42,066	\$ 45,036	\$ 49,805
51							
52	<u>Other Expenses (Not Subject to Indirect Cost %)</u>						
53	CODB (to be allocated)		\$ 10,997				
54	One -Time Prop C Bonus Pay		\$ 20,303				
55	Adjustment to Actuals					\$ (39,870)	
68							
69	TOTAL OTHER EXPENSES		\$ 31,300	\$ -	\$ -	\$ (39,870)	\$ -

	A	B	T	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	4/7/2025					
5	Provider Name	Episcopal Community Services					
6	Program	ECS - Master Lease					
7	FSP Contract ID#	1000019778					
8	Budget Name	Hillsdale - Support Services					
9							
10							
11							
12							
13	<u>Operating Expenses</u>						
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 8,500	\$ 8,500	\$ 39,052	\$ 17,000	\$ 56,052	
16	Office Supplies/ Furniture/ Equipment	\$ 8,758	\$ 8,758	\$ 26,063	\$ 17,516	\$ 43,579	
18	Printing and Reproduction	\$ 5,440	\$ 5,440	\$ 23,138	\$ 10,880	\$ 34,018	
19	Insurance	\$ 17,810	\$ 17,810	\$ 47,575	\$ 35,620	\$ 83,195	
20	Staff Training	\$ 1,944	\$ 1,944	\$ 10,756	\$ 3,888	\$ 14,644	
23	Licenses and Fees	\$ 250	\$ 250	\$ 2,350	\$ 500	\$ 2,850	
24	Food and Food Supplies	\$ 3,800	\$ 3,800	\$ 20,700	\$ 7,600	\$ 28,300	
25	Program Supplies	\$ 3,300	\$ 3,300	\$ 16,176	\$ 6,600	\$ 22,776	
26	One-Time IT Equipment and Phones for New Hire			\$ 63	\$ -	\$ 63	
49							
50	TOTAL OPERATING EXPENSES	\$ 49,802	\$ 49,802	\$ 185,873	\$ 99,604	\$ 285,477	
51							
52	<u>Other Expenses (Not Subject to Indirect Cost %)</u>						
53	CODB (to be allocated)			\$ 10,997	\$ -	\$ 10,997	
54	One -Time Prop C Bonus Pay			\$ 20,303	\$ -	\$ 20,303	
55	Adjustment to Actuals			\$ (39,870)	\$ -	\$ (39,870)	
68							
69	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ (8,570)	\$ -	\$ (8,570)	

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
		Fiscal Year			
4	Hillsdale - Support Services	FY25-26			
		<u>Adjusted</u>	<u>Budgeted</u>	<u>Budgeted</u>	
5	<u>Salaries & Benefits</u>	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
	Support Services Manager - H34	0.50	\$ 49,354	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$98,708 x 0.50 FTE
6	Case Manager III (Masters) - H37	0.98	\$ 82,552	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$84,237 x 0.98 FTE
7	Case Manager III - H35	0.98	\$ 60,733	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$61,972 x 0.98 FTE
8	Data Impact Analyst - H51	0.06	\$ 4,829	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$75,143 x 0.06 FTE
9	Data Impact Analyst - H107	0.06	\$ 4,639	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$72,197 x 0.06 FTE
10	Clinical Services Manager - H6	0.03	\$ 2,753	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	\$85,682 x 0.03 FTE
11	Housing Services Sr. Director - H5	0.05	\$ 8,846	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$176,920 x 0.05 FTE
12	Direct Support for Housing Services Director - H88	0.17	\$ 20,298	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages.	\$121,764 x 0.17 FTE
13	Compliance Specialist - H106	0.06	\$ 4,527	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners.	\$81,419 x 0.06 FTE
14	Housing Services Director	0.06	\$ 7,874	Provides staff training on department protocols and procedures.	\$140,602 x 0.06 FTE
15	Case Manager II - H200	0.79	\$ 47,296	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$60,218 x 0.79 FTE
16	Sr. Program & QA Specialist	0.05	\$ 4,867	The primary role of the Senior Program Assistant for is the oversight of day-to-day operations and overall administration of ECS's Housing Services Department, including the management of reporting to funders, overseeing the processing of important documents such as Critical Incident Reports, well-being check logs, etc. This position also supervises the Program Assistant / Quality Assurance Specialist(s) assigned to the Housing Services Department.	\$97,340 x 0.05 FTE
17					
27	TOTAL	3.78	\$ 298,568		
28	Employee Fringe Benefits	31.0%	\$ 92,556	Includes FICA, SSUI, Workers Compensation and Medical calculated at 31% of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 391,124		

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE		Fiscal Year		
4	Hillsdale - Support Services	FY25-26			
30					
31					
32	Operating Expenses	Budgeted Expense	Justification		Calculation
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 8,500	Telecommunication, including Sonic and TPX		\$708 x 12 months
	Office Supplies/ Furniture/ Equipment	\$ 8,758	Support Service office supplies for program staff including materials used with participants and computers		\$730 x 12 months
35					
37	Printing and Reproduction	\$ 5,440	Leased copier		\$453 x 12 months
38	Insurance	\$ 17,810	Liability and umbrella agency insurance prorated		\$1,484 x 12 months
39	Staff Training	\$ 1,944	Training expenses, including meeting supplies and conference		\$162 x 12 months
42	Licenses and Fees	\$ 250	Support Services licenses fee		\$21 x 12 months
	Food and Food Supplies	\$ 3,800	Using the SF Food Bank, the food items will supplement residents' own arrangements		\$317 x 12 months
43					
44	Program Supplies	\$ 3,300	Includes bus passes, program materials and snacks for resident activities,		\$275 x 12 months
69	TOTAL OPERATING EXPENSES	\$ 49,802			
70	Indirect Cost	15.531%	\$ 68,480		

	A	B	C	D	G	J	M	P	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	F\$P Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Mentone - Support Services							
13		Current	New	15%					
14	Term Budget	\$ 1,757,134	\$ 2,731,820						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17									
18					Year 1	Year 2	Year 3	Year 4	Year 5
19					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
20					Actuals	Actuals	Actuals	Actuals	New
21	Expenditures								
22	Salaries & Benefits				\$ 133,610	\$ 256,967	\$ 292,283	\$ 302,238	\$ 381,282
23	Operating Expenses				\$ 18,058	\$ 39,498	\$ 44,869	\$ 50,849	\$ 46,741
24	Subtotal				\$ 151,668	\$ 296,465	\$ 337,152	\$ 353,087	\$ 428,023
25	Indirect Percentage				12.00%	12.00%	12.00%	12.00%	13.859%
26	Indirect Cost (Line 24 X Line 25)				\$ 18,200	\$ 35,572	\$ 40,458	\$ 42,370	\$ 59,320
27	Other Expenses (Not Subject to Indirect %)				\$ 11,853	\$ -	\$ -	\$ (17,034)	\$ -
30	Total Expenditures				\$ 181,721	\$ 332,037	\$ 377,610	\$ 378,423	\$ 487,343
31									
32	HSH Revenues								
33	HSH Fund				\$ 169,868	\$ 321,055	\$ 377,037	\$ 475,457	\$ 487,343
36	General Fund - Ongoing				\$ 10,662	\$ 10,982	\$ 76,860	\$ -	\$ -
39	Prop C				\$ 1,192	\$ 11,987	\$ -	\$ -	\$ -
42	One-Time Transfer				\$ -	\$ -	\$ (76,287)	\$ (80,000)	\$ -
43	Adjustment to Actuals				\$ (1)	\$ (11,987)	\$ -	\$ (17,034)	\$ -
46	Total HSH Revenues				\$ 181,721	\$ 332,037	\$ 377,610	\$ 378,423	\$ 487,343
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

	A	B	C	D	V	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/7/2025							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal Community Services							
8	Program	ECS - Master Lease							
9	FSP Contract ID#	1000019778							
10	Contract Action	Amendment							
11	Effective Date	7/1/2025							
12	Budget Name	Mentone - Support Services							
13		Current	New	15%					
14	Term Budget	\$ 1,757,134	\$ 2,731,820						
15	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7	All Years		
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
20					New	New	Current	Amendment	New
21	Expenditures								
22	Salaries & Benefits	\$ 374,065		\$ 374,065	\$ 1,366,380	\$ 748,130	\$ 2,114,510		
23	Operating Expenses	\$ 46,740		\$ 46,740	\$ 200,015	\$ 93,480	\$ 293,495		
24	Subtotal	\$ 420,805		\$ 420,805	\$ 1,566,395	\$ 841,610	\$ 2,408,005		
25	Indirect Percentage	15.812%		15.812%					
26	Indirect Cost (Line 24 X Line 25)	\$ 66,538		\$ 66,538	\$ 195,920	\$ 133,076	\$ 328,996		
27	Other Expenses (Not Subject to Indirect %)	\$ -		\$ -	\$ (5,181)	\$ -	\$ (5,181)		
30	Total Expenditures	\$ 487,343		\$ 487,343	\$ 1,757,134	\$ 974,686	\$ 2,731,820		
31									
32	HSH Revenues								
33	HSH Fund	\$ 487,343		\$ 487,343	\$ 1,830,760	\$ 974,686	\$ 2,805,446		
36	General Fund - Ongoing	\$ -		\$ -	\$ 98,504	\$ -	\$ 98,504		
39	Prop C	\$ -		\$ -	\$ 13,179	\$ -	\$ 13,179		
42	One-Time Transfer	\$ -		\$ -	\$ (156,287)	\$ -	\$ (156,287)		
43	Adjustment to Actuals	\$ -		\$ -	\$ (29,022)	\$ -	\$ (29,022)		
46	Total HSH Revenues	\$ 487,343		\$ 487,343	\$ 1,757,134	\$ 974,686	\$ 2,731,820		
57									
58									
59	Prepared by	Tiffany Luong							
60	Phone	415.487.3300 ext. 1219							
61	Email	tluong@ecs-sf.org							

	A	B	C	F	I	J	M	P	Q	T	W
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Mentone - Support Services									
9											
10			Year 1			Year 2			Year 3		
Agency Totals			For HSH Funded Program	1/1/2021 - 6/30/2021	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023	
				New			New			New	
			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
13	POSITION TITLE										
14	Support Services Manager		\$ 83,482	0.46	\$ 18,993	\$ 83,482	0.46	\$ 37,985	\$ 95,929	0.30	\$ 28,649
15	Case Manager III		\$ 66,317	0.91	\$ 30,175	\$ 66,317	0.91	\$ 60,349	\$ 80,964	1.00	\$ 80,964
16	Case Manager III		\$ 54,242	0.90	\$ 24,409	\$ 54,242	0.90	\$ 38,819	\$ 62,640	1.13	\$ 70,998
17	Data Impact Analyst - H51		\$ 63,016	0.06	\$ 2,025	\$ 63,016	0.06	\$ 4,049	\$ 74,326	0.05	\$ 3,576
18	Data Impact Analyst - H107		\$ 50,425	0.06	\$ 1,621	\$ 50,425	0.06	\$ 3,240	\$ 70,605	0.06	\$ 4,537
19	Clinical Services Manager - H6		\$ 78,900	0.03	\$ 1,268	\$ 78,900	0.03	\$ 2,535	\$ 85,692	0.02	\$ 1,753
20	Housing Services Sr. Director - H5		\$ 135,792	0.06	\$ 4,404	\$ 145,975	0.07	\$ 10,423	\$ 170,053	0.05	\$ 8,336
21	Compliance Specialist - H106		\$ 64,999	0.06	\$ 2,089	\$ 64,999	0.06	\$ 4,177	\$ 78,160	0.10	\$ 7,816
22	Housing Services Director			0.00	\$ -		0.00	\$ -	\$ 140,606	0.00	\$ -
23	Support for Housing Services Director		\$ 94,383	0.13	\$ 6,070	\$ 94,383	0.17	\$ 15,734	\$ 117,037	0.16	\$ 18,696
24	Sr. Program & QA Specialist			0.00	\$ -		0.00	\$ -		0.00	\$ -
25	Director of Impact & Analytics - A88		\$ 116,640	0.02	\$ 1,208	\$ 127,433	0.02	\$ 2,638	\$ 146,600	0.02	\$ 3,035
26	Director of Healthy Aging - SN34		\$ 120,235	0.01	\$ 812	\$ 120,235	0.01	\$ 1,623	\$ 150,682	0.01	\$ 2,034
27	Sr. Director/Housing Dev & Asset Mgmt.		\$ 144,196	0.01	\$ 1,050	\$ 140,538	0.02	\$ 2,249		0.00	\$ -
28	Project Manager		\$ 84,296	0.15	\$ 6,335	\$ 105,076	0.17	\$ 17,516		0.00	\$ -
35	TOTAL SALARIES		\$ 100,459			\$ 201,337			\$ 230,394		
36	TOTAL FTE		2.88			2.94			2.91		
37	FRINGE BENEFIT RATE		33.00%			27.63%			26.86%		
38	EMPLOYEE FRINGE BENEFITS		\$ 33,151			\$ 55,630			\$ 61,889		
39	TOTAL SALARIES & BENEFITS		\$ 133,610			\$ 256,967			\$ 292,283		

	A	B	X	AA	AD	AE	AH	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	SALARY & BENEFIT DETAIL							
4	Document Date	4/7/2025						
5	Provider Name	Episcopal Community Services						
6	Program	ECS - Master Lease						
7	F\$P Contract ID#	1000019778						
8	Budget Name	Mentone - Support Services						
9								
10			Year 4			Year 5		
Agency Totals			For HSH Funded Program	7/1/2023 - 6/30/2024	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025	
				New			New	
Annual Full Time Salary (for 1.00 FTE)			Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	
13	POSITION TITLE							
14	Support Services Manager		\$ 102,801	0.46	\$ 47,401	\$ 102,801	0.50	\$ 51,401
15	Case Manager III		\$ 78,541	0.69	\$ 54,043	\$ 78,541	0.93	\$ 73,043
16	Case Manager III		\$ 66,398	0.94	\$ 62,625	\$ 66,398	1.40	\$ 92,625
17	Data Impact Analyst - H51		\$ 77,332	0.06	\$ 4,969	\$ 77,332	0.06	\$ 4,969
18	Data Impact Analyst - H107		\$ 74,300	0.06	\$ 4,775	\$ 74,300	0.06	\$ 4,775
19	Clinical Services Manager - H6		\$ 85,692	0.03	\$ 2,753	\$ 85,692	0.03	\$ 2,753
20	Housing Services Sr. Director - H5		\$ 176,926	0.07	\$ 12,633	\$ 176,926	0.05	\$ 8,846
21	Compliance Specialist - H106		\$ 81,422	0.06	\$ 5,232	\$ 81,422	0.06	\$ 5,232
22	Housing Services Director		\$ 140,602	0.04	\$ 5,074	\$ 140,602	0.06	\$ 7,874
23	Support for Housing Services Director		\$ 121,764	0.17	\$ 20,700	\$ 121,764	0.17	\$ 20,700
24	Sr. Program & QA Specialist			0.00	\$ -	\$ 97,344	0.05	\$ 4,867
25	Director of Impact & Analytics - A88		\$ 156,045	0.02	\$ 3,230	\$ 156,045	0.02	\$ 3,230
26	Director of Healthy Aging - SN34		\$ 156,767	0.01	\$ 2,116	\$ 156,767	0.01	\$ 2,116
27	Sr. Director/Housing Dev & Asset Mgmt.			0.00	\$ -	\$ -	0.00	\$ -
28	Project Manager			0.00	\$ -	\$ -	0.00	\$ -
35	TOTAL SALARIES		\$ 225,551			\$ 282,431		
36	TOTAL FTE		2.63			3.41		
37	FRINGE BENEFIT RATE		34.00%			35.00%		
38	EMPLOYEE FRINGE BENEFITS		\$ 76,687			\$ 98,851		
39	TOTAL SALARIES & BENEFITS		\$ 302,238			\$ 381,282		

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

	A	B	E	H	K	N	Q
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	4/7/2025					
5	Provider Name	Episcopal Community Services					
6	Program	ECS - Master Lease					
7	F\$P Contract ID#	1000019778					
8	Budget Name	Mentone - Support Services					
9							
10			Year 1	Year 2	Year 3	Year 4	Year 5
11			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
12			Actuals	Actuals	Actuals	Actuals	New
			Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Operating Expenses						
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 2,760	\$ 8,860	\$ 10,500	\$10,446	\$ 11,747
16	Office Supplies/ Furniture/ Equipment		\$ 2,906	\$ 5,395	\$ 4,025	\$ 6,793	\$ 5,793
18	Printing and Reproduction		\$ 1,781	\$ 4,020	\$ 7,321	\$ 6,600	\$ 6,600
19	Insurance		\$ 2,802	\$ 5,604	\$ 8,404	\$ 9,750	\$ 10,996
20	Staff Training/Recruitments		\$ 1,077	\$ 2,154	\$ 3,654	\$ 2,600	\$ 2,600
23	Licenses and Fees		\$ 170	\$ 340	\$ 340	\$ 1,055	\$ 1,250
24	Food and Food Supplies		\$ 3,862	\$ 7,725	\$ 6,725	\$ 6,000	\$ 4,500
25	Program Supplies		\$ 2,700	\$ 5,400	\$ 3,900	\$ 7,605	\$ 3,255
50	TOTAL OPERATING EXPENSES		\$ 18,058	\$ 39,498	\$ 44,869	\$ 50,849	\$ 46,741
51							
52	Other Expenses (Not Subject to Indirect Cost %)						
53	CODB (to be allocated)		\$ 10,662				\$ -
54	One-Time Prop C Bonus Pay		\$1,192	\$ 11,987			\$ -
55	Adjustment to Actuals		\$ (1)	\$ (11,987)		\$ (17,034)	\$ -
68							
69	TOTAL OTHER EXPENSES		\$ 11,853	\$ -	\$ -	\$ (17,034)	\$ -

	A	B	T	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	4/7/2025					
5	Provider Name	Episcopal Community Services					
6	Program	ECS - Master Lease					
7	F\$P Contract ID#	1000019778					
8	Budget Name	Mentone - Support Services					
9			EXTENSION YEAR EXTENSION YEAR				
10			Year 6	Year 7	All Years		
11			7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	1/1/2021 - 6/30/2025	7/1/2024 - 6/30/2027	1/1/2021 - 6/30/2027
12			New	New	Current	Amendment	New
			Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Operating Expenses						
15	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 11,747	\$ 11,747	\$ 44,313	\$ 23,494	\$ 67,807
16	Office Supplies/ Furniture/ Equipment		\$ 5,792	\$ 5,792	\$ 24,912	\$ 11,584	\$ 36,496
18	Printing and Reproduction		\$ 6,600	\$ 6,600	\$ 26,322	\$ 13,200	\$ 39,522
19	Insurance		\$ 10,996	\$ 10,996	\$ 37,556	\$ 21,992	\$ 59,548
20	Staff Training/Recruitments		\$ 2,600	\$ 2,600	\$ 12,085	\$ 5,200	\$ 17,285
23	Licenses and Fees		\$ 1,250	\$ 1,250	\$ 3,155	\$ 2,500	\$ 5,655
24	Food and Food Supplies		\$ 4,500	\$ 4,500	\$ 28,812	\$ 9,000	\$ 37,812
25	Program Supplies		\$ 3,255	\$ 3,255	\$ 22,860	\$ 6,510	\$ 29,370
50	TOTAL OPERATING EXPENSES		\$ 46,740	\$ 46,740	\$ 200,015	\$ 93,480	\$ 293,495
51							
52	Other Expenses (Not Subject to Indirect Cost %)						
53	CODB (to be allocated)		\$ -	\$ -	\$ 10,662	\$ -	\$ 10,662
54	One-Time Prop C Bonus Pay		\$ -	\$ -	\$ 13,179	\$ -	\$ 13,179
55	Adjustment to Actuals		\$ -	\$ -	\$ (29,022)	\$ -	\$ (29,022)
68							
69	TOTAL OTHER EXPENSES		\$ -	\$ -	\$ (5,181)	\$ -	\$ (5,181)

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE	Fiscal Year			
4	Mentone - Support Services	FY25-26			
5	Salaries & Benefits	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
	Support Services Manager	0.50	\$ 51,401	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$102,802 x 0.50 FTE
6	Case Manager III	0.93	\$ 73,043	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$78,541 x 0.93 FTE
7	Case Manager III	1.40	\$ 92,625	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$66,398 x 1.40 FTE
8	Data Impact Analyst - H51	0.06	\$ 4,969	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$77,326 x 0.06 FTE
9	Data Impact Analyst - H107	0.06	\$ 4,775	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$74,308 x 0.06 FTE
10	Clinical Services Manager - H6	0.03	\$ 2,753	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	\$85,682 x 0.03 FTE
11	Housing Services Sr. Director - H5	0.05	\$ 8,846	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages.	\$176,926 x 0.05 FTE
12	Compliance Specialist - H106	0.06	\$ 5,232	Provides staff training on department protocols and procedures.	\$81,419 x 0.06 FTE
13	Housing Services Director	0.06	\$ 7,874	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$140,607 x 0.06 FTE
14	Support for Housing Services Director	0.17	\$ 20,700	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$121,765 x 0.17 FTE
15	Sr. Program & QA Specialist	0.05	\$ 4,867	The primary role of the Senior Program Assistant for is the oversight of day-to-day operations and overall administration of ECS's Housing Services Department, including the management of reporting to funders, overseeing the processing of important documents such as Critical Incident Reports, well-being check logs, etc. This position also supervises the Program Assistant / Quality Assurance Specialist(s) assigned to the Housing Services Department.	\$97,340 x 0.05 FTE
16					
27	TOTAL	3.38	\$ 277,085		
28	Employee Fringe Benefits	35.0%	\$ 96,980	Includes FICA, SSUI, Workers Compensation and Medical calculated at 35% of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 374,065		

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE		Fiscal Year		
4	Mentone - Support Services	FY25-26			
30					
31					
32	<u>Operating Expenses</u>		<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 11,747	Telecommunication, including Sonic and TPX	\$979 x 12 months
35	Office Supplies/ Furniture/ Equipment		\$ 5,792	Support Service office supplies for program staff including materials used with participants and computers	\$483 x 12 months
37	Printing and Reproduction		\$ 6,600	Leased copier	\$550 x 12 months
38	Insurance		\$ 10,996	Liability and umbrella agency insurance prorated	\$916 x 12 months
39	Staff Training/Recruitments		\$ 2,600	Training expenses, including meeting supplies and conference	\$217 x 12 months
42	Licenses and Fees		\$ 1,250	Support Services licenses fee	\$104 x 12 months
43	Food and Food Supplies		\$ 4,500	Using the SF Food Bank, the food items will supplement residents' own arrangements	\$375 x 12 months
44	Program Supplies		\$ 3,255	Includes bus passes, program materials and snacks for resident activities,	\$271 x 12 months
69	TOTAL OPERATING EXPENSES		\$ 46,740		
70	Indirect Cost		15.812%	\$ 66,538	

Appendix C, Method of Payment

I. Reimbursement for Actual Costs:

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

II. General Instructions for Invoice Submittal:

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

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

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

E. Invoicing System:

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

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

G. Spend Down:

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

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

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

H. Documentation and Record Keeping:

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

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

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

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

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

III. Advances or Prepayments:

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

A. Advance Requirements:

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

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

B. Advance Request Process:

1. Grantee shall submit a written request to the assigned HSH Contract Manager, as listed in CARBON, on an agency letterhead with a narrative justification that fully describes the unique circumstances, for review and approval. Advance requests must be submitted by the Grantee's authorized staff only.
2. HSH, at its sole discretion, may make available to Grantee up to one month of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix

B, Budget(s) of this Agreement. Requests for greater than one month of the ongoing annualized budget amount may be considered on a case-by-case basis only.

3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

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

IV. Timely Submission of Reports and Compliance:

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

Appendix D - Interests in Other City Grants

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

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

Department of Homelessness and Supportive Housing	Hillsdale Hotel EMP	January 1, 2025 - June 30, 2026	\$1,017,789
Department of Homelessness and Supportive Housing	Homeless Storage	December 1, 2020 - June 30, 2029	\$6,462,910
Department of Homelessness and Supportive Housing	Hotel Diva	August 1, 2021 - June 30, 2027	\$5,208,598
Department of Homelessness and Supportive Housing	Housing Navigation	July 1, 2021 - June 30, 2026	\$16,694,903
Department of Homelessness and Supportive Housing	Interfaith Winter Shelter	July 1, 2021 - June 30, 2027	\$3,827,306
Department of Homelessness and Supportive Housing	Mainstream Voucher & Adult Rapid Rehousing	July 1, 2020 - June 30, 2026	\$8,586,482
Department of Homelessness and Supportive Housing	Mentone Hotel EMP	January 1, 2025 - June 30, 2026	\$884,216
Department of Homelessness and Supportive Housing	Minna Lee Hotel	May 1, 2018 - June 30, 2026	\$3,418,795
Department of Homelessness and Supportive Housing	Post Hotel	July 1, 2024 - September 30, 2026	\$8,840,064
Department of Homelessness and Supportive Housing	Rose Hotel & Canon Kip	July 1, 2020 - December 31, 2026	\$5,730,205
Department of Homelessness and Supportive Housing	Sanctuary Shelter	July 1, 2021 - June 30, 2026	\$25,755,271
Department of Homelessness and Supportive Housing	Tahanan Apartments	August 1, 2021 - June 30, 2027	\$5,774,635
Department of Public Health	Adult MH OP - SF Start	July 3, 2018 - June 30, 2025	\$9,351,483
Human Services Agency	Congregate Meals for Adults with Disabilities	July 1, 2021 - June 30, 2025	\$471,940
Human Services Agency	Congregate Meals for Older Adults (with NCQA)	July 1, 2021 - June 30, 2025	\$2,420,484
Human Services Agency	Homeless Employment Services FY24-27	July 1, 2023 - June 30, 2027	\$1,764,096
Human Services Agency	Aging and Disability Resource Ctr – Canon Kip	July 1, 2024 - June 30, 2026	\$302,608
Human Services Agency - Department of Disability and Aging Services	Senior Services – Community Services	January 1, 2021 - June 30, 2027	\$1,388,891
Human Services Agency - Department of Disability and Aging Services	Case Management	July 1, 2023 - June 30, 2027	\$1,593,557

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



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

Episcopal Community Services: Master Lease Hotels

Grant Agreement 2nd Amendment

Budget and Finance Committee | May 21, 2025



Proposed Amendment Details

- **Resolution:** Approve the **second amendment** to the grant agreement between HSH and **Episcopal Community Services** for **Master Lease Hotels**.
- **Term:**
 - Current Term: January 1, 2021 – June 30, 2025
 - Amended Term: **January 1, 2021 – June 30, 2027**
- **Amount:** Increases not-to-exceed amount by **\$25,138,285** for a total not-to-exceed amount of **\$72,297,684**.

Grant Agreement Overview

- This grant funds **Episcopal Community Services (ECS)** to provide support services, property management, and master lease stewardship at the **Alder, Crosby, Elm, Hillsdale** and **Mentone** Hotels.
- In Fiscal Year 2023-24, ECS housed **512 adults** at these five sites which provide 464 units of PSH.
- Support Services provided by ECS include:
 - Case management
 - Benefits assistance and advocacy
 - Crisis intervention



Pictured: Crosby Hotel common area

Master Leased Hotels:

Alder Hotel



Tenant room at the Alder Hotel



Exterior of the Alder Hotel



Common Area at the Alder Hotel

Alder Hotel

- 175 6th Street
- District 6
- 113 units
- Opened as PSH in 2006

Master Leased Hotels:

Crosby Hotel

Crosby Hotel

- 516 O'Farrell Street
- District 5
- 127 units
- Opened as PSH in 2006



Common Area at the Crosby Hotel



Tenant room at the Crosby



Exterior of the Crosby Hotel

Master Leased Hotels:

Elm Hotel



Tenant room at the Elm Hotel



Exterior of the Elm Hotel



Common Area of the Elm Hotel

Elm Hotel

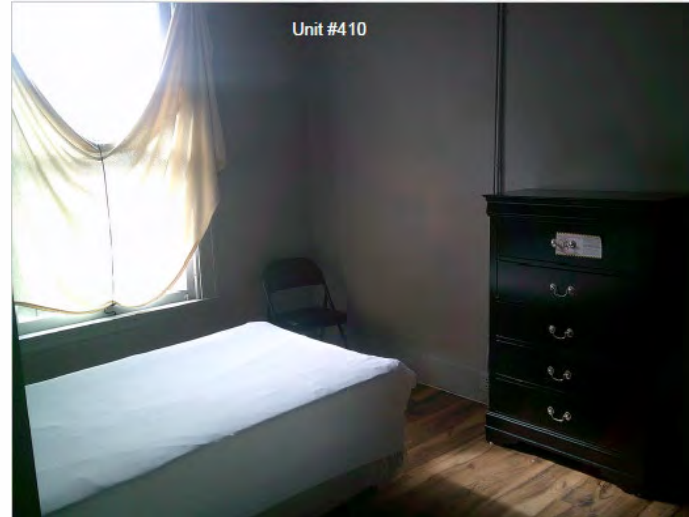
- 364 Eddy Street
- District 5
- 79 units
- Opened as PSH in 2004

Master Leased Hotels:

Hillsdale Hotel



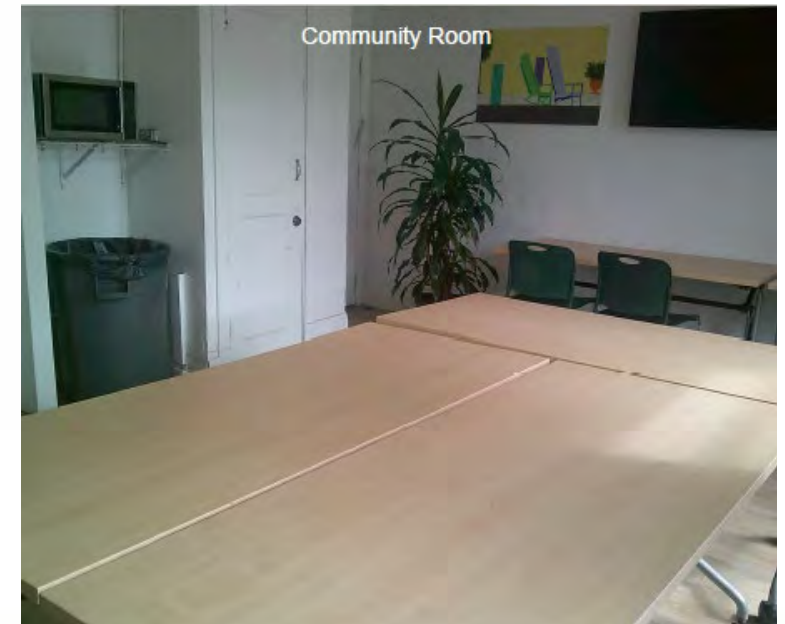
Exterior of the Hillsdale Hotel



Tenant room at the Hillsdale

Hillsdale Hotel

- 51 6th Street
- District 6
- 75 units
- Opened as PSH in 2005



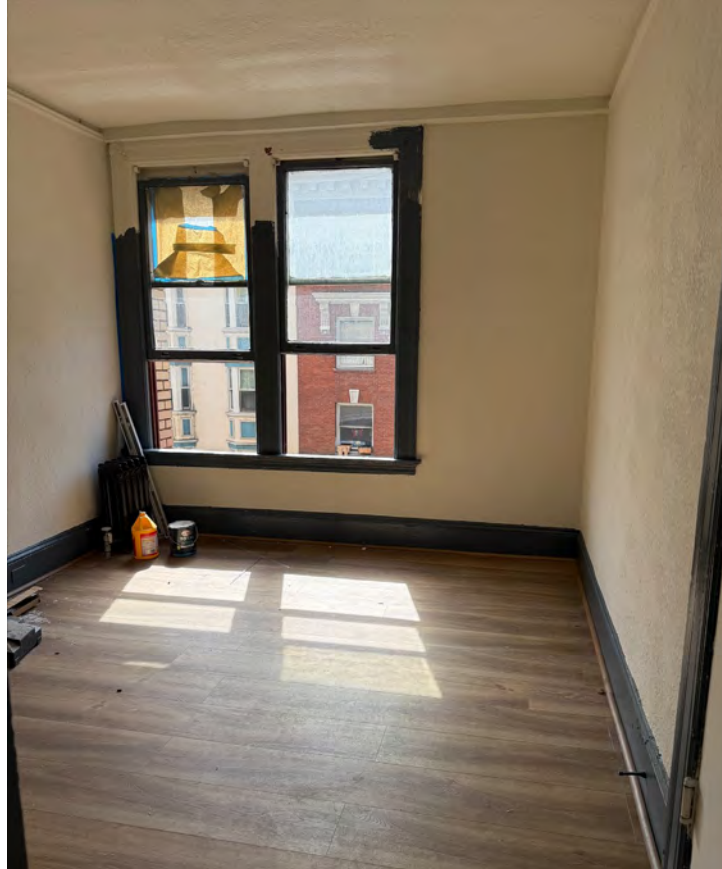
Common Area at the Hillsdale Hotel

Master Leased Hotels:

Mentone Hotel



Common Area at the Mentone



Tenant room at the Mentone

Mentone Hotel

- 387 Ellis Street
- District 5
- 70 units
- Opened as PSH in 2004



Exterior of the Mentone Hotel



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

Questions?

Thank you!

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

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

THIS GRANT AGREEMENT (“Agreement”) is made as of **October 20, 2020**, 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 has applied to the Department to fund the matters set forth in a grant plan; and summarized briefly as follows: Support Services and Property Management; and

WHEREAS, Ordinance No. 61-19 authorizes the Department to enter into grants and 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, the City’s Board of Supervisors approved this Agreement by Resolution Number 558-20 on December 15, 2020;

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is acknowledged, the parties 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) “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 with

respect to the grant application; and (iii) all amendments, modifications or supplements to any of the foregoing approved in writing by City.

- (c) “Budget” shall mean the budget attached hereto as part of Appendix B, Budget.
- (d) “Charter” shall mean the Charter of City.
- (e) “Contractor” shall have the meaning as “Grantee” if used in this Agreement, as certain City contracting requirements also apply to grants of the City of San Francisco.
- (f) “Controller” shall mean the Controller of City.
- (g) “Eligible Expenses” shall have the meaning set forth in Appendix A, Services to be Provided, Appendix A-1, Services to be Provided, and Appendix B, Budget.
- (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 which all or any portion of this Agreement is in effect.
- (k) “Funding Request” shall have the meaning set forth in Section 5.3(a).
- (l) “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.
- (m) “Grant Funds” shall mean any and all funds allocated or disbursed to Grantee under this Agreement.
- (n) “Grant Plan” shall have the meaning set forth in Appendix A, Services to be Provided, Appendix A-1, Services to be Provided, and Appendix B, Budget.
- (o) “Indemnified Parties” shall mean: (i) City, including the Department 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) "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.

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 Department. The terms "sufficient," "necessary" or "proper" and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Department. The terms "approval," "acceptable" or "satisfactory" or similar terms shall mean approved by, or acceptable to, or satisfactory to the Department. 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. 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.

- 2.3 Automatic Termination for Non-Appropriation 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.
- 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.

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 **January 1, 2021** and expire on

February 29, 2024, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

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 **Twenty Six Million Three Hundred Twenty Nine Thousand Six Hundred Ten Dollars (\$26,329,610)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Million Eight Hundred Twenty One Thousand Three Hundred Sixty Four Dollars (\$2,821,364)** 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, Appendix A-1, 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. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 Reserved. (State or Federal Funds).

**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 Department, in form and substance satisfactory to the Department. 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, 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.** 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.
- 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, 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** 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 and Appendix A-1, 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.

- 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.

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 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.

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 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 stepparents).

- 8.5 No Other Agreements with City.** Except as expressly itemized in Appendix D, Interest in Other City Grants, 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, 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 CONTRACT 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 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.

- (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 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.

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 Representations and Warranties or Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 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.

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.

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.

- 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 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.

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, Permitted Subgrantees 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, Permitted Subgrantees, 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, Permitted Subgrantees 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.

- 13.4 Grantee Retains Responsibility.** Grantee shall 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 contractor 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 Department 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 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
P.O. Box 427400
San Francisco, CA 94142-7400
hshcontracts@sfgov.org

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

Any notice of default must be sent by registered mail.

- 15.2 Effective Date.** All communications sent in accordance with Section 15.1 shall become effective on the date of receipt.
- 15.3 Change of Address.** Any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

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

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 intake and 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, 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).

ARTICLE 17 MISCELLANEOUS

17.1 No Waiver. No waiver by the Department or City of any default or breach of this Agreement shall be implied from any failure by the Department or City to take action on account of such default if such default persists or is repeated. No express waiver by the Department 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 Department 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 Department 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 Department Head, as the case may be, of the Department 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 A-1, Services to be Provided
Appendix B, Budget
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants
Appendix E, Permitted Subgrantees

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 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; Monetary Penalties.
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.

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.

- (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. 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.

- (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.
- (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. 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.

- 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 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 and Appendix A-1, Services to be Provided. Any services provided beyond those listed in Appendix A, Services to be Provided and Appendix A-1, Services to be Provided must be approved by the Department.
- 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.

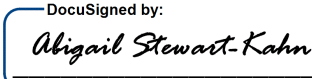
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of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

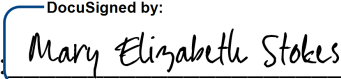
CITY

GRANTEE

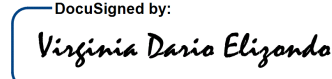
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

EPISCOPAL COMMUNITY SERVICES

By: 
E3BD6DD85B9945E...
Abigail Stewart-Kahn
Interim Director

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

Approved as to Form:

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

**Appendix A, Services to be Provided
by
Episcopal Community Services
Housing First Hotels – Property Management**

I. Purpose of Grant

The purpose of the grant is to provide property management services to formerly homeless and income-eligible adults. The goal of these services is to help tenants maintain housing and stability.

II. Served Population

Grantee 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.

Only clients who are County Adult Assistance Programs (CAAP) aka Care Not Cash recipients at the time of acceptance into housing may be placed into a CAAP vacancy.

IV. Description of Services

Grantee shall provide Property Management to tenants residing in 463 units. Property Management services shall include, but are not limited to, the following:

- A. Program Applicant Selection and Intake: Grantee shall follow the processes agreed upon by Grantee, HSH, property owner, housing subsidy administrators, and/or other entities involved with referrals.
- B. Annual Tenant Re-certification: As required by rental subsidy type, 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.
- C. 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.

D. Collection of Rents, Security Deposits, and Other Receipts: Grantee shall collect and process rent and other housing-related payments made by tenants.

1. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
2. 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 how much tenants are required to pay.
3. Tenants are encouraged 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.

Unit rent is a minimum of \$503.00 per month for each available unit. CAAP recipients are responsible for a tenant rent portion between \$278 and \$318 per month, depending upon the type of benefits each is receiving. The HSH grant budget covers the HSH approved expenses not covered by rental payments of tenants, up to the total approved grant amount. Future tenant rent increases, no more than one a year, must be approved in advance of notice to tenants by the HSH program manager. The tenant's portion of the rent while active on CAAP benefits is determined by HSH and does not require the same 30-day notice if it changes.

E. Lease Enforcement, Written Notices and Eviction Prevention:

1. Grantee shall provide written notice 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/or actions that are in violation of the lease agreement.
2. 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.
3. Grantee shall work with tenants, in conjunction with Support Services staff, to resolve issues that put tenants at risk of eviction.
4. Grantee shall copy Support Services staff on all of these communications.

F. 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.

G. 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:

1. Janitorial services in common areas, offices, and shared-use restroom and shower facilities;

2. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
3. Pest control services, as needed;
4. Maintenance and repair of facility systems, plumbing, electrical, safety issues;
5. Building security; and
6. Preparation of apartments for tenant move-in and move-out.

H. Wellness Checks and Emergency Safety Checks: Grantee shall conduct Wellness Checks and/or Emergency Safety 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.

I. Front Desk Coverage: Grantee shall provide front desk coverage 24 hours per day, seven days per week.

J. Program 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.

V. Location and Hours of Service

Grantee shall provide services 24 hours per day, seven days per week, at the addresses listed below.

Location	Address	Units
1. Alder Hotel	175 6 th Street	116
2. Crosby on O'Farrell Hotel	516 O'Farrell Street	124
3. Elm Hotel	364 Eddy Street	80
4. Hillsdale Hotel	51 6 th Street	75
5. Mentone Hotel	387 Ellis Street	68
Total		463

VI. Service Requirements

A. Coordination with Other Service Providers: Grantee 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. Grantee shall establish a written Memorandum of Understanding (MOU) with other service providers and/or Subcontractors, as required by HSH.

B. 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 contract.

- C. 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.
- D. Language and Interpretation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.
- E. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire, acts of violence, or any other incident, which require the involvement of emergency or Child Protective Services (CPS).
- F. Grievance Procedure: Grantee shall 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 Grantee's internal Grievance Procedure.

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 provide a copy of the procedure and any amendments to the HSH Program Manager or his/her designated agent.

- G. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for tenants to provide input into the program, including the effectiveness and satisfaction. Feedback methods shall include:
 1. A written process informing the tenants on how to request repairs/services; and
 2. A written annual survey, which shall be offered to tenants to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantees shall offer assistance to tenants regarding completion of the survey if the written format presents any problem.
- H. 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.

I. Record-Keeping and Reporting:

1. Grantee 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, Grantee shall maintain eligibility and inspection documentation in the Online Navigation and Entry (ONE) System.
2. Grantee shall maintain files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.

J. Data Standards:

1. Records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (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 shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
3. 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 Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

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

- L. 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 24 hours, if reasonable;
 - 3. Having a representative of the Grantee attend all appropriate neighborhood meetings; and
 - 4. Active discouragement of loitering in the area surrounding the building.
- M. Compliance with Funding Source Requirements: Grantee recognizes that funding for these services may be provided to the City through federal, state or private foundation awards. Grantee agrees to comply with the provisions of the funding sources.
- N. 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;
 - 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 Grantee'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.
- O. Other Program Revenue Sources: Grantee agrees that funds received from a source other than the City to defray any portion of the reimbursable costs allowable under the awarded grant shall be reported to the City and deducted by Grantee from billings to the City to ensure that no portion of the City's reimbursement to Grantee is duplicated.
- P. Vacancy Reporting: Per HSH instructions, Grantees shall report unit vacancies.

VII. Service Objectives

Grantee shall achieve the Service Objectives listed below. Grantee understands that the Service Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 35 days, on average.
- B. Grantee shall maintain an occupancy rate of at least 90 percent.
- C. Grantee shall offer all tenants the opportunity to complete an annual anonymous Tenant Satisfaction Survey, with the goal of at least sixty-five percent participation.

- D. 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. Grantee understands that the Outcome Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Ninety percent of tenants will maintain their housing for a minimum of 12 months.
- B. Seventy-five percent of tenants who exit housing will move to other permanent housing, or be provided with more appropriate placements.
- C. Eighty-five percent of tenant lease violations will be resolved without loss of housing to tenants.
- D. Eighty-five percent of tenants completing an annual Tenant Satisfaction Survey 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. 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. Grantee understands that reporting requirements may differ for services funded by different revenue sources.

- A. When required by HSH, Grantee shall enter data into the ONE system.
- B. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month, including:
 - 1. Occupancy rate; and
 - 2. Number of new placements made for the month, broken down by funding source.
- C. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15th 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. Grantee shall provide an annual report summarizing the grant activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report

shall also include accomplishments and challenges encountered by the Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15th 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. Grantee 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. Grantee shall participate, as required by HSH, in 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 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.

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, which may include review of tenant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting Service and Outcome Objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review

of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**Appendix A-1, Services to be Provided
by
Episcopal Community Services
Housing First Hotels – Support Services**

I. Purpose of Grant

The purpose of the grant is to provide support services to formerly homeless and income-eligible adults. The goals of these services are to help participants improve their health and retain their housing, or move to other appropriate housing.

II. Served Population

Grantee 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 Support Services to program participants who reside in 463 units during the term of this grant. Support Services are voluntary and shall be available to all tenants of the building. Support Services shall include, but are not limited to the following:

- A. Outreach: Grantee shall actively engage with participants to provide information about available Support Services and invite them to participate. Outreach methods shall include in-person interactions, written messages, phone calls, voice mail, and emails, as available and appropriate to reach individual participant. Grantee shall contact each participant at least three times during the first 60 days following placement in housing to engage the participant in services.
- B. 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 participants prior to move-in. Grantee shall attempt to coordinate with an incoming participant's current Case Manager(s) (e.g., at the shelter, agency or Coordinated Entry Access Point where a participant is currently receiving services) to

ensure a warm hand-off and transition into housing. This may include an exchange of information about challenges the participant is experiencing and/or and current services being accessed in the community.

- C. Case Management: Grantee shall provide ongoing meetings and counseling for participants to establish goals, develop Individualized Service Plans, and track progress toward achieving those goals. Grantee shall document Case Management meetings, engagement, and status of participants at least once per month to ensure they are doing well and are receiving the support they need to maintain housing.
 - D. Benefits Advocacy and Assistance: Grantee shall assist participants with obtaining or maintaining benefits. Grantee shall provide referrals for and solve problems preventing a participant's enrollment in county, state and federal benefits programs. Grantee may help participants identify, apply for and establish appointments for available services such as cash aid, food programs, medical clinics and/or in-home support.
 - E. Referrals and Coordination of Services: Grantee shall help participants identify and access services available within the community that meet specific needs or support progress toward identified goals. This may include providing information about services, calling to help establish appointments, assisting with applications, providing appointment reminders, following up/checking in with participants regarding the process, and, as necessary, re-referral. Grantee shall also communicate and coordinate with outside service providers and mental health clinics to support existing linkages that participants may have.
 - F. Coordination with Property Management: Grantee shall assist participants in communicating with, responding to and meeting with Property Management. This may include helping a participant understand the meaning of messages, letters, and/or warnings from Property Management, helping a participant write requests, responses or complaints, and attending meetings between the participant and Property Management to facilitate communication.
- Grantee shall coordinate with Property Management and external agencies to find creative ways to engage with participants, as necessary. This may be the case if a participant is experiencing challenges with their housing and is not inclined to proactively engage.
- G. Wellness Checks: Grantee shall conduct Wellness Checks in accordance with HSH policy to assess a participant's safety when there is a reason to believe the participant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
 - H. Support Groups, Social Events and Organized Activities:
 - i. Grantee shall provide participants with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other participants and staff, or to celebrate

significant individual, holiday and community events. These events may be planned with or based on input from participants and shall be held on site at least once per week. Grantee shall post and provide to participants with a monthly calendar of events. When appropriate, events should be open to all building tenants.

- ii. Grantee shall conduct monthly community meetings for participants, in coordination with Property Management, during which participants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
 - iii. Grantee shall provide appropriate programming for the population served.
- I. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all participants 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 participants. Grantee shall assist with the de-escalation and resolution of conflicts as needed.
- J. 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.
- K. Exit Planning and After-Care Services: If a participant is moving out of the building, Grantee shall outreach to the participant to engage in exit planning and support the participant's successful transition out of the program, and coordinate with Property Management, as necessary. The exit plan shall depend on the participant'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 participant's exit from the program for up to 90 days or as indicated by participant need.

V. **Location and Time of Services**

Grantee shall provide services at the addresses below. Grantee shall provide services Monday through Friday, during posted business hours. Grantee may also provide services evenings and weekends, and at other times when necessary to best serve participants.

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.

Location	Address	Units
1. Alder Hotel	175 6 th Street	116
2. Crosby on O'Farrell Hotel	516 O'Farrell Street	124
3. Elm Hotel	364 Eddy Street	80

Location	Address	Units
4. Hillsdale Hotel	51 6 th Street	75
5. Mentone Hotel	387 Ellis Street	68
Total		463

VI. Service Requirements

- A. 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.
- B. Language and Interpretation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.
- C. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications required by law.
- D. 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 participants' progress.
- 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 participants are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV/AIDS status.
- F. Grievance Procedure: Grantee shall establish and maintain a written Grievance Procedure for participants, 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 participant can expect a response; and
 - 4. HSH Program Manager's contact information for the participant to contact after the participant has exhausted Grantee's internal Grievance Procedure.

Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee

shall post the policy at all times and provide a copy of the procedure and any amendments to the HSH Program Manager or his/her designated agent.

G. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for participants to provide input into the program, including the effectiveness and satisfaction. Feedback methods shall include:

1. A written process informing the participants on how to request services; and
2. A written annual survey, which shall be offered to participants to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantees shall offer assistance to participants regarding completion of the survey if the written format presents any problem.

H. 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, as needed, such as, but not limited to: hearings on issues related to homelessness; and
3. Attendance at trainings, when required by HSH.

I. Coordination with Other Service Providers:

1. Grantee shall maintain a good working relationship with other service providers, HSH, and all other agencies involved in program operations to ensure communication and coordination that supports program goals.
2. When required by HSH, Grantee shall establish written Memoranda of Understanding (MOUs) with Property Management and Subcontractors.

J. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire, acts of violence, or any other incident, which require the involvement of emergency or Child Protective Services (CPS).

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

L. 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 24 hours, if reasonable;
 3. Having a representative of the Grantee attend all appropriate neighborhood meetings; and
 4. Active discouragement of loitering in the area surrounding the building.
- M. Record Keeping and Files: Grantee shall maintain confidential participant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
- N. Data Standards:
1. Records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (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 shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 3. 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 Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

VII. Service Objectives

Grantee shall achieve the Service Objectives listed below. Grantee understands that the Service Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Grantee shall actively outreach to at least 95 percent of participants once every 30 days.
- B. Grantee shall offer assessment to 100 percent of participants for primary medical care needs within 90 days of move-in.
- C. Grantee shall offer assessment to 100 percent of participants for mental health and substance use treatment needs within 90 days of move-in.
- D. Grantee shall offer assessment to 100 percent of participants for benefits within 30 days of move-in.

- E. Grantee shall offer to develop Individualized Service Plans for 100 percent of participants within 90 days of service enrollment.
- F. Grantee shall update at minimum 80 percent of Individualized Service Plans at least once every six months, or as required by HSH.
- G. Grantee shall offer Support Services to 100 percent of all participants that showed housing instability (non-payment of rent, lease violations) at least once per incident.
- H. Grantee shall outreach to 100 percent of participants 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.
- I. Grantee shall administer an annual written anonymous survey of participants to obtain feedback on the type and quality of program services. Grantee shall offer all participants the opportunity to take this survey.

VIII. Outcome Objectives

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

- A. Ninety percent of participants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. One hundred percent of participants housed for at least six months will have maximized their income and benefits for which they are eligible, or will be in the application process. The percentage requirement in this objective will be benchmarked over the first 12 months of service to ensure it is attainable, and may be adjusted accordingly.
- C. At least eighty-five percent of participant lease violations will be resolved without loss of housing to participants.
- D. At least seventy-five percent of residents who have an Individualized Service Plan will accomplish one or more goals.
- E. At least eighty percent of residents completing an annual resident satisfaction survey will be satisfied or very satisfied with program services.

IX. 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 participant 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 15th of the month following the month of service.
 - 1. The total number of unduplicated participants who resided at the site during the month and the number of unduplicated participants actively outreached to at least once during the month; and
 - 2. The number of lease/program rule violations issued for the month and the number of lease/program rule violations for which Support Services outreached to participants to offer support.
- C. On a quarterly basis, Grantee shall enter the required metrics, including any required templates and supporting documentation to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. The number and percentage of participants that had an Individualized Service Plan in place within 90 days of service enrollment;
 - 2. The number and percentage of participants assessed for primary medical care needs within 90 days of move-in;
 - 3. The number and percentage of participants assessed for mental health and substance use treatment needs within 90 days of move-in;
 - 4. The number and percentage of participants with planned exits to whom Grantee outreached to design an exit plan; and
 - 5. The number and percentage of lease violations that were resolved without loss of housing to participants.
- D. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
 - 1. The number and percentage of participants 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 Individualized Services Plans that were updated at least once every six months;
 - 3. The number and percentage of participants who completed a written survey to provide feedback on the type and quality of program services;
 - 4. The number and percentage of participants to whom Grantee outreached to complete a benefits assessment within 30 days of move-in; and
 - 5. The number and percentage of participants who maximized their income and benefits for which they are eligible, or are in the application process.
- E. 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 such response will become part of the official report.

- F. 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, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- 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.

1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B. BUDGET																		
3	Document Date	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Names	Alder - Property Management, Alder - Support Services, Crosby - Property Management, Crosby - Support Services, Elm - Property Management, Elm - Support Services, Hillsdale - Property Management, Hillsdale - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 23,508,246																
15	Contingency	\$ -	\$ 2,821,364	12%															
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					Year 1			Year 2			Year 3			Year 4			All Years		
18		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
19	Expenditures	New		New	New	New	New	New	New	New	New	New	New	New	New	New			
20	Salaries & Benefits	\$ -	\$ 889,355	\$ 889,355	\$ -	\$ 1,778,709	\$ 1,778,709	\$ -	\$ 1,778,709	\$ 1,778,709	\$ -	\$ 1,185,806	\$ 1,185,806	\$ -	\$ 5,632,579	\$ 5,632,579			
21	Operating Expense	\$ -	\$ 1,200,072	\$ 1,200,072	\$ -	\$ 2,400,145	\$ 2,400,145	\$ -	\$ 2,400,145	\$ 2,400,145	\$ -	\$ 1,599,800	\$ 1,599,800	\$ -	\$ 7,600,161	\$ 7,600,161			
22	Subtotal	\$ -	\$ 2,089,427	\$ 2,089,427	\$ -	\$ 4,178,854	\$ 4,178,854	\$ -	\$ 4,178,854	\$ 4,178,854	\$ -	\$ 2,785,606	\$ 2,785,606	\$ -	\$ 13,232,741	\$ 13,232,741			
23	Indirect Percentage																		
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 250,731	\$ 250,731	\$ -	\$ 501,461	\$ 501,461	\$ -	\$ 501,461	\$ 501,461	\$ -	\$ 334,273	\$ 334,273	\$ -	\$ 1,587,927	\$ 1,587,927			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 2,442,342	\$ 2,442,342	\$ -	\$ 4,884,683	\$ 4,884,683	\$ -	\$ 4,884,683	\$ 4,884,683	\$ -	\$ 3,256,455	\$ 3,256,455	\$ -	\$ 15,468,163	\$ 15,468,163			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ -	\$ 4,782,500	\$ 4,782,500	\$ -	\$ 9,564,998	\$ 9,564,998	\$ -	\$ 9,564,998	\$ 9,564,998	\$ -	\$ 6,376,334	\$ 6,376,334	\$ -	\$ 30,288,827	\$ 30,288,827			
29																			
30	HSR Revenues (select)																		
31	CNC Fund	\$ -	\$ 3,461,881	\$ 3,461,881	\$ -	\$ 6,923,762	\$ 6,923,762	\$ -	\$ 6,923,762	\$ 6,923,762	\$ -	\$ 4,615,841	\$ 4,615,841	\$ 375,670	\$ 21,925,246	\$ 21,925,246			
32	Additional GF	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 333,000	\$ 333,000	\$ -	\$ 1,583,000	\$ 1,583,000			
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 3,711,881	\$ 3,711,881	\$ -	\$ 7,423,762	\$ 7,423,762	\$ -	\$ 7,423,762	\$ 7,423,762	\$ -	\$ 4,948,841	\$ 4,948,841	\$ -	\$ 23,508,246	\$ 23,508,246			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income	\$ -	\$ 1,068,022	\$ 1,068,022	\$ -	\$ 2,136,043	\$ 2,136,043	\$ -	\$ 2,136,043	\$ 2,136,043	\$ -	\$ 1,424,029	\$ 1,424,029	\$ -	\$ 6,764,136	\$ 6,764,136			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44	Private Revenue	\$ -	\$ 2,597	\$ 2,597	\$ -	\$ 5,193	\$ 5,193	\$ -	\$ 5,193	\$ 5,193	\$ -	\$ 3,462	\$ 3,462	\$ -	\$ 16,445	\$ 16,445			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ 1,070,618	\$ 1,070,618	\$ -	\$ 2,141,236	\$ 2,141,236	\$ -	\$ 2,141,236	\$ 2,141,236	\$ -	\$ 1,427,491	\$ 1,427,491	\$ -	\$ 6,780,581	\$ 6,780,581			
48																			
49	Total HSH + Other Revenues	\$ -	\$ 4,782,499	\$ 4,782,499	\$ -	\$ 9,564,998	\$ 9,564,998	\$ -	\$ 9,564,998	\$ 9,564,998	\$ -	\$ 6,376,332	\$ 6,376,332	\$ -	\$ 30,288,827	\$ 30,288,827			
50	Rev-Exp (Budget Match Check)	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -			
51	Total Adjusted Salary FTE (All Budgets)			15.59			15.59			15.59			15.59		15.59				
52																			
53																			
54	Prepared by	Bobby McCarthy																	
55	Phone	628.652.7770																	
56	Email	robert.j.mccarthy@sfgov.org																	

	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Alder - Property Management																	
13		Current	New																
14	Term Budget	\$ -	\$ 4,366,339	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					Year 1			Year 2			Year 3			Year 4			All Years		
18					1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
19					New		New	New		New	New		New	New		New	New		New
20	Expenditures																		
21	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Operating Expense	\$ -	\$ 240,612	\$ 240,612	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 320,756	\$ 320,756	\$ -	\$ 1,523,816	\$ 1,523,816
23	Subtotal	\$ -	\$ 240,612	\$ 240,612	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 320,756	\$ 320,756	\$ -	\$ 1,523,816	\$ 1,523,816
24	Indirect Percentage	12.00%																	
25	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 28,873	\$ 28,873	\$ -	\$ 57,747	\$ 57,747	\$ -	\$ 57,747	\$ 57,747	\$ -	\$ 57,747	\$ 57,747	\$ -	\$ 38,491	\$ 38,491	\$ -	\$ 182,858	\$ 182,858
26	Other Expenses (Not subject to indirect %)	\$ -	\$ 669,491	\$ 669,491	\$ -	\$ 1,338,981	\$ 1,338,981	\$ -	\$ 1,338,981	\$ 1,338,981	\$ -	\$ 1,338,981	\$ 1,338,981	\$ -	\$ 892,654	\$ 892,654	\$ -	\$ 4,240,107	\$ 4,240,107
27	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Total Expenditures	\$ -	\$ 938,976	\$ 938,976	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,251,901	\$ 1,251,901	\$ -	\$ 5,946,780	\$ 5,946,780
30	HSH Revenues (select)																		
31	CNC Fund	\$ 639,433	\$ 639,433		\$ 1,278,865	\$ 1,278,865	\$ 1,278,865	\$ 1,278,865	\$ 1,278,865	\$ 1,278,865	\$ 1,278,865	\$ 1,278,865	\$ 1,278,865	\$ 852,577	\$ 852,577	\$ -	\$ 4,049,739	\$ 4,049,739	\$ 4,049,739
32	Additional GF	\$ 50,000	\$ 50,000		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 66,600	\$ 66,600	\$ -	\$ 316,600	\$ 316,600	\$ 316,600
33		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ -	\$ 689,433	\$ 689,433	\$ -	\$ 1,378,865	\$ 1,378,865	\$ -	\$ 1,378,865	\$ 1,378,865	\$ -	\$ 1,378,865	\$ 1,378,865	\$ -	\$ 919,177	\$ 919,177	\$ -	\$ 4,366,339	\$ 4,366,339
41	Other Revenues (to offset Total Expenditures & Reduce HSH. Revenues)																		
42	Rental Income	\$ 249,544	\$ 249,544		\$ 499,087	\$ 499,087	\$ 499,087	\$ 499,087	\$ 499,087	\$ 499,087	\$ 499,087	\$ 499,087	\$ 499,087	\$ 332,725	\$ 332,725	\$ -	\$ 1,580,442	\$ 1,580,442	\$ 1,580,442
43		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ 249,544	\$ 249,544	\$ -	\$ 499,087	\$ 499,087	\$ -	\$ 499,087	\$ 499,087	\$ -	\$ 499,087	\$ 499,087	\$ -	\$ 332,725	\$ 332,725	\$ -	\$ 1,580,442	\$ 1,580,442
48																			
49	Total HSH + Other Revenues	\$ -	\$ 938,976	\$ 938,976	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,251,901	\$ 1,251,901	\$ -	\$ 5,946,781	\$ 5,946,781
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
52	Prepared by	Bobby McCarthy																	
53	Phone	628.652.7770																	
54	Email	robert.j.mccarthy@sfgov.org																	
55																			

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Alder - Property Management														
8																
9																
10		Year 1			Year 2			Year 3			Year 4			All Years		
11		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
12		New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense
13	Operating Expenses	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change
14	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 76,545	\$ 76,545	\$ 76,545	\$ 153,089	\$ 153,089	\$ 153,089	\$ 153,089	\$ 153,089	\$ 153,089	\$ 102,059	\$ 102,059	\$ 102,059	\$ -	\$ 484,782	\$ 484,782
16	Office Supplies, Postage	\$ 7,980	\$ 7,980	\$ 7,980	\$ 15,960	\$ 15,960	\$ 15,960	\$ 15,960	\$ 15,960	\$ 15,960	\$ 10,640	\$ 10,640	\$ 10,640	\$ -	\$ 50,540	\$ 50,540
17	Building Maintenance Supplies and Repair	\$ 88,615	\$ 88,615	\$ 88,615	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 118,094	\$ 118,094	\$ 118,094	\$ -	\$ 561,171	\$ 561,171
18	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Staff Travel-Local & Out of Town	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Management/booking Fees	\$ 48,372	\$ 48,372	\$ 48,372	\$ 96,744	\$ 96,744	\$ 96,744	\$ 96,744	\$ 96,744	\$ 96,744	\$ 64,496	\$ 64,496	\$ 64,496	\$ -	\$ 306,356	\$ 306,356
24	Legal Fees	\$ 6,600	\$ 6,600	\$ 6,600	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 8,800	\$ 8,800	\$ 8,800	\$ -	\$ 41,800	\$ 41,800
25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 12,500	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
30		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	TOTAL OPERATING EXPENSES	\$ -	\$ 240,612	\$ 240,612	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 320,756	\$ 320,756	\$ -	\$ 1,523,816	\$ 1,523,816
33																
34	Other Expenses (not subject to indirect cost %)															
35	Rental Expenses	\$ 450,960	\$ 450,960	\$ 450,960	\$ 901,920	\$ 901,920	\$ 901,920	\$ 901,920	\$ 901,920	\$ 901,920	\$ 601,280	\$ 601,280	\$ 601,280	\$ -	\$ 2,856,080	\$ 2,856,080
36	Office Salaries-Desk Clerks/contract	\$ 81,223	\$ 81,223	\$ 81,223	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 108,297	\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409
37	Manager Salaries-Hotel Director/manager	\$ 36,172	\$ 36,172	\$ 36,172	\$ 72,343	\$ 72,343	\$ 72,343	\$ 72,343	\$ 72,343	\$ 72,343	\$ 48,229	\$ 48,229	\$ 48,229	\$ -	\$ 229,086	\$ 229,086
38	Janitor Contract-Regular/Extra Services	\$ 40,000	\$ 40,000	\$ 40,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 53,333	\$ 53,333	\$ 53,333	\$ -	\$ 253,333	\$ 253,333
39	Repairs Payroll	\$ 27,040	\$ 27,040	\$ 27,040	\$ 54,080	\$ 54,080	\$ 54,080	\$ 54,080	\$ 54,080	\$ 54,080	\$ 36,053	\$ 36,053	\$ 36,053	\$ -	\$ 171,253	\$ 171,253
40	Benefits	\$ 34,097	\$ 34,097	\$ 34,097	\$ 68,193	\$ 68,193	\$ 68,193	\$ 68,193	\$ 68,193	\$ 68,193	\$ 45,462	\$ 45,462	\$ 45,462	\$ -	\$ 215,945	\$ 215,945
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	TOTAL OTHER EXPENSES	\$ -	\$ 669,491	\$ 669,491	\$ -	\$ 1,338,981	\$ 1,338,981	\$ -	\$ 1,338,981	\$ 1,338,981	\$ -	\$ 892,654	\$ 892,654	\$ -	\$ 4,240,107	\$ 4,240,107
44																
45	Capital Expenses															
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																
52	HS#3															
53																

Template last modified 1/22/2020

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE			Fiscal Year			Fiscal Term Start	Fiscal Term End
2	Alder - Property Management	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective				7/1/2020	6/30/2021
50	Operating Expenses	Budgeted Expense	Justification	Calculation				
53	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 76,545	Utilities (electricity, water, gas, telephone and scavenger service);	=76,545/6 = \$12,758 per month				
57	Office Supplies, Postage	\$ 7,980	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	=7,980/6 = \$1,330 per month				
55	Building Maintenance Supplies and Repair	\$ 88,615	estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, ect.	=88,615/6 = \$14,769 per month				
58	Management/booking Fees	\$ 48,372	Property management (116 Units) @ \$ 61.00 PUPM, and bookkeeping fees \$ 9.50 l	=48,372/6 = \$8,062 per month				
60	Legal Fees	\$ 6,600	property management legal expenses and credit report	=6,600/6 = \$1,100 per month				
62	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 12,500	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage only \$25K allows indirect cost	=12,500/6 = \$2,084 per month				
71								
83								
84	TOTAL OPERATING EXPENSES	\$ 240,612						
85	Indirect Cost	12.0% \$ 28,873						
86								
87								
88	Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation				
89	Rental Expenses	\$ 450,960	The lease is written for 120 units	=450,960/6 = \$75,160 per month				
90	Office Salaries-Desk Clerks/contract	\$ 81,223	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage	=81,223/6 = \$13,538 per month				
91	Manager Salaries-Hotel Director/manager	\$ 36,172	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	=36,172/6 = \$6,028 per month				
92	Janitor Contract-Regular/Extra Services	\$ 40,000	Responsible for building cleaning up, place trash bins	=40,000/6 = \$6,666 per month				
93	Repairs Payroll	\$ 27,040	Responsible for repair and maintenance of the building	=27,040/6 = \$4,506 per month				
94	Benefits	\$ 34,097	% based from personnel from above	=34,097/6 = \$5,682 per month				
102								
103	TOTAL OTHER EXPENSES	\$ 669,491						
171								
172								
173								
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	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Alder - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 1,486,813	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					Year 1			Year 2			Year 3			Year 4			All Years		
18					1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
19		New			New		New	New		New	New		New	New		New	New		New
20	Expenditures																		
21	Salaries & Benefits	\$ -	\$ 191,049	\$ 191,049	\$ -	\$ 382,097	\$ 382,097	\$ -	\$ 382,097	\$ 382,097	\$ -	\$ 254,732	\$ 254,732	\$ -	\$ 1,209,975	\$ 1,209,975	\$ -	\$ 1,209,975	\$ 1,209,975
22	Operating Expense	\$ -	\$ 18,559	\$ 18,559	\$ -	\$ 37,117	\$ 37,117	\$ -	\$ 37,117	\$ 37,117	\$ -	\$ 24,745	\$ 24,745	\$ -	\$ 117,537	\$ 117,537	\$ -	\$ 117,537	\$ 117,537
23	Subtotal	\$ -	\$ 209,607	\$ 209,607	\$ -	\$ 419,214	\$ 419,214	\$ -	\$ 419,214	\$ 419,214	\$ -	\$ 279,476	\$ 279,476	\$ -	\$ 1,327,512	\$ 1,327,512	\$ -	\$ 1,327,512	\$ 1,327,512
24	Indirect Percentage	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%			
25	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 25,153	\$ 25,153	\$ -	\$ 50,306	\$ 50,306	\$ -	\$ 50,306	\$ 50,306	\$ -	\$ 33,537	\$ 33,537	\$ -	\$ 159,301	\$ 159,301	\$ -	\$ 159,301	\$ 159,301
26	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Total Expenditures	\$ -	\$ 234,760	\$ 234,760	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 313,013	\$ 313,013	\$ -	\$ 1,486,813	\$ 1,486,813	\$ -	\$ 1,486,813	\$ 1,486,813
30	HSH Revenues (select)																		
31	CNC Fund	\$ -	\$ 234,760	\$ 234,760		\$ 469,520	\$ 469,520		\$ 469,520	\$ 469,520		\$ 313,013	\$ 313,013	\$ -	\$ 1,486,813	\$ 1,486,813	\$ -	\$ 1,486,813	\$ 1,486,813
32	Additional GF		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ -	\$ 234,760	\$ 234,760	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 313,013	\$ 313,013	\$ -	\$ 1,486,813	\$ 1,486,813	\$ -	\$ 1,486,813	\$ 1,486,813
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48																			
49	Total HSH + Other Revenues	\$ -	\$ 234,760	\$ 234,760	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 313,013	\$ 313,013	\$ -	\$ 1,486,813	\$ 1,486,813	\$ -	\$ 1,486,813	\$ 1,486,813
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
52	Prepared by	Bobby McCarthy																	
53	Phone	628.652.7770																	
54	Email	robert.j.mccarthy@sfgov.org																	
55																			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T			
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																						
2	SALARY & BENEFIT DETAIL																						
3	Document Date		10/20/2020																				
4	Provider Name		Episcopal Community Services																				
5	Program		Housing First Hotels CNC																				
6	FSP Contract ID#		1000019778																				
7	Budget Name		Alder - Support																				
8																							
9	POSITION TITLE		Year 1						Year 2						Year 3								
Agency Totals			For HSH Funded Program		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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				
					New	New	New					New	New										
10			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	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary		
11																							
12	Madeira, Ronaldo- Support Services Mgr		\$ 78,361	1.00	91%	0.91		\$ 35,654	\$ 35,654	\$ 78,361	1.00	91%	0.91		\$ 71,309	\$ 71,309	\$ 78,361	1.00	91%	0.91			
13	Rounds, Marceline Cellilla-Case Manager III		\$ 52,311	1.00	91%	0.91		\$ 23,802	\$ 23,802	\$ 52,311	1.00	91%	0.91		\$ 47,603	\$ 47,603	\$ 52,311	1.00	91%	0.91			
14	OPENI-Case Manager III Masters		\$ 51,123	1.00	90%	0.90		\$ 22,972	\$ 22,972	\$ 51,123	1.00	90%	0.90		\$ 45,945	\$ 45,945	\$ 51,123	1.00	90%	0.90			
15	Espinoza, Rosa-CM III Bilingual		\$ 59,081	1.00	90%	0.90		\$ 26,586	\$ 26,586	\$ 59,081	1.00	90%	0.90		\$ 53,173	\$ 53,173	\$ 59,081	1.00	90%	0.90			
16	Ecker, Scott Housing Srvc Director		\$ 135,792	1.00	6%	0.06		\$ 4,403	\$ 4,403	\$ 135,792	1.00	6%	0.06		\$ 8,807	\$ 8,807	\$ 135,792	1.00	6%	0.06			
17	Hamilton, Travis-Direct Support for Housing Srvc Director		\$ 94,383	1.00	13%	0.13		\$ 6,069	\$ 6,069	\$ 94,383	1.00	13%	0.13		\$ 12,139	\$ 12,139	\$ 94,383	1.00	13%	0.13			
18	Holmes, Maggie-Project manager		\$ 84,296	1.00	15%	0.15		\$ 6,335	\$ 6,335	\$ 84,296	1.00	15%	0.15		\$ 12,670	\$ 12,670	\$ 84,296	1.00	15%	0.15			
19	Pocock, Liz-Director/Hsq Dev & Asset Mgmt		\$ 144,196	1.00	1%	0.01		\$ 1,038	\$ 1,038	\$ 144,196	1.00	1%	0.01		\$ 2,076	\$ 2,076	\$ 144,196	1.00	1%	0.01			
20	Sambolin, Irving- Database Specialist & Compliance Monitor		\$ 63,016	1.00	6%	0.06		\$ 2,025	\$ 2,025	\$ 63,016	1.00	6%	0.06		\$ 4,049	\$ 4,049	\$ 63,016	1.00	6%	0.06			
21	OPEN- Database Specialist & Compliance Monitor		\$ 50,425	1.00	6%	0.06		\$ 1,620	\$ 1,620	\$ 50,425	1.00	6%	0.06		\$ 3,240	\$ 3,240	\$ 50,425	1.00	6%	0.06			
22	Tuvera, Desiree-Compliance Specialist		\$ 64,999	1.00	6%	0.06		\$ 2,088	\$ 2,088	\$ 64,999	1.00	6%	0.06		\$ 4,177	\$ 4,177	\$ 64,999	1.00	6%	0.06			
23	OPEN-Clinical Services Mgr		\$ 78,900	1.00	3%	0.03		\$ 1,268	\$ 1,268	\$ 78,900	1.00	3%	0.03		\$ 2,535	\$ 2,535	\$ 78,900	1.00	3%	0.03			
24	OPEN-Director of Impact & Analytics		\$ 116,640	1.00	2%	0.02		\$ 1,207	\$ 1,207	\$ 116,640	1.00	2%	0.02		\$ 2,414	\$ 2,414	\$ 116,640	1.00	2%	0.02			
25	Tarzon, Mary-Director of Healthy Aging		\$ 120,235	1.00	1%	0.01		\$ 812	\$ 812	\$ 120,235	1.00	1%	0.01		\$ 1,623	\$ 1,623	\$ 120,235	1.00	1%	0.01			
26								\$ -	\$ -						\$ -	\$ -							
27								\$ -	\$ -						\$ -	\$ -							
28								\$ -	\$ -						\$ -	\$ -							
29								\$ -	\$ -						\$ -	\$ -							
30								\$ -	\$ -						\$ -	\$ -							
31								\$ -	\$ -						\$ -	\$ -							
32								\$ -	\$ -						\$ -	\$ -							
33			TOTAL SALARIES				\$ -	\$ 135,880	\$ 135,880	TOTAL SALARIES				\$ -	\$ 271,760	\$ 271,760	TOTAL SALARIES				\$ -		
34			TOTAL FTE		4.24					TOTAL FTE		4.24					TOTAL FTE		4.24				
35			FRINGE BENEFIT RATE		40.60%				FRINGE BENEFIT RATE				40.60%				FRINGE BENEFIT RATE		40.60%				
36			EMPLOYEE FRINGE BENEFITS		\$ -	\$ 55,169	\$ 55,169	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 110,337	\$ 110,337	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 220,674	\$ 220,674	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 441,348		
37			TOTAL SALARIES & BENEFITS				\$ -	\$ 191,049	\$ 191,049	TOTAL SALARIES & BENEFITS				\$ -	\$ 382,097	\$ 382,097	TOTAL SALARIES & BENEFITS				\$ -	\$ 764,194	
38																							
39																							
40																							

	A	B	C	D	E	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		10/20/2020															
4	Provider Name		Episcopal Community Services															
5	Program		Housing First Hotels CNC															
6	FSP Contract ID#		1000019778															
7	Budget Name		Alder - Support															
8																		
9	POSITION TITLE		Year						Year 4						All Years			
Agency Totals			For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024		
						New						New		New		New		Modification
10			Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	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
11																		
12	Madeira, Ronaldo- Support Services Mgr		\$ 78,361	1.00	91%	0.91	\$ 71,309	\$ 71,309	\$ 78,361	1.00	91%	0.91		\$ 47,539	\$ 47,539	\$ -	\$ 225,810	\$ 225,810
13	Rounds, Marceline Cellila-Case Manager III		\$ 52,311	1.00	91%	0.91	\$ 47,603	\$ 47,603	\$ 52,311	1.00	91%	0.91		\$ 31,735	\$ 31,735	\$ -	\$ 150,743	\$ 150,743
14	OPENI-Case Manager III Masters		\$ 51,123	1.00	90%	0.90	\$ 45,945	\$ 45,945	\$ 51,123	1.00	90%	0.90		\$ 30,630	\$ 30,630	\$ -	\$ 145,492	\$ 145,492
15	Espinoza, Rosa-CM III Bilingual		\$ 59,081	1.00	90%	0.90	\$ 53,173	\$ 53,173	\$ 59,081	1.00	90%	0.90		\$ 35,449	\$ 35,449	\$ -	\$ 168,381	\$ 168,381
16	Ecker, Scott Housing Srvc Director		\$ 135,792	1.00	6%	0.06	\$ 8,807	\$ 8,807	\$ 135,792	1.00	6%	0.06		\$ 5,871	\$ 5,871	\$ -	\$ 27,889	\$ 27,889
17	Hamilton, Travis-Direct Support for Housing Srvc Director		\$ 94,383	1.00	13%	0.13	\$ 12,139	\$ 12,139	\$ 94,383	1.00	13%	0.13		\$ 8,092	\$ 8,092	\$ -	\$ 38,439	\$ 38,439
18	Holmes, Maggie-Project manager		\$ 84,296	1.00	15%	0.15	\$ 12,670	\$ 12,670	\$ 84,296	1.00	15%	0.15		\$ 8,446	\$ 8,446	\$ -	\$ 40,121	\$ 40,121
19	Pocock, Liz-Director/Hsq Dev & Asset Mgmt		\$ 144,196	1.00	1%	0.01	\$ 2,076	\$ 2,076	\$ 144,196	1.00	1%	0.01		\$ 1,384	\$ 1,384	\$ -	\$ 6,575	\$ 6,575
20	Sambolin, Irving- Database Specialist & Compliance Monitor		\$ 63,016	1.00	6%	0.06	\$ 4,049	\$ 4,049	\$ 63,016	1.00	6%	0.06		\$ 2,700	\$ 2,700	\$ -	\$ 12,823	\$ 12,823
21	OPEN- Database Specialist & Compliance Monitor		\$ 50,425	1.00	6%	0.06	\$ 3,240	\$ 3,240	\$ 50,425	1.00	6%	0.06		\$ 2,160	\$ 2,160	\$ -	\$ 10,261	\$ 10,261
22	Tuvera, Desiree-Compliance Specialist		\$ 64,999	1.00	6%	0.06	\$ 4,177	\$ 4,177	\$ 64,999	1.00	6%	0.06		\$ 2,785	\$ 2,785	\$ -	\$ 13,227	\$ 13,227
23	OPEN-Clinical Services Mgr		\$ 78,900	1.00	3%	0.03	\$ 2,535	\$ 2,535	\$ 78,900	1.00	3%	0.03		\$ 1,690	\$ 1,690	\$ -	\$ 8,028	\$ 8,028
24	OPEN-Director of Impact & Analytics		\$ 116,640	1.00	2%	0.02	\$ 2,414	\$ 2,414	\$ 116,640	1.00	2%	0.02		\$ 1,610	\$ 1,610	\$ -	\$ 7,646	\$ 7,646
25	Tarzon, Mary-Director of Healthy Aging		\$ 120,235	1.00	1%	0.01	\$ 1,623	\$ 1,623	\$ 120,235	1.00	1%	0.01		\$ 1,082	\$ 1,082	\$ -	\$ 5,140	\$ 5,140
26							\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -
27							\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -
28							\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -
29							\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -
30							\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -
31							\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -
32							\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -
33			TOTAL SALARIES				\$ 271,760	\$ 271,760	TOTAL SALARIES				\$ -	\$ 181,173	\$ 181,173	\$ -	\$ 860,574	\$ 860,574
34			TOTAL FTE				4.24		TOTAL FTE				4.24					
35			FRINGE BENEFIT RATE					40.60%	FRINGE BENEFIT RATE					40.60%		40.60%		
36			EMPLOYEE FRINGE BENEFITS				\$ 110,337	\$ 110,337	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 73,558	\$ 73,558	\$ -	\$ 349,401	\$ 349,401
37			TOTAL SALARIES & BENEFITS				\$ 382,097	\$ 382,097	TOTAL SALARIES & BENEFITS				\$ -	\$ 254,732	\$ 254,732	\$ -	\$ 1,209,975	\$ 1,209,975
38																		
39																		
40																		

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Alder - Support Services														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 2,760	\$ 2,760		\$ 5,520	\$ 5,520		\$ 5,520	\$ 5,520		\$ 3,680	\$ 3,680		\$ -	\$ 17,480	\$ 17,480
15	Office Supplies/furnitures equipment	\$ 1,450	\$ 1,450		\$ 2,900	\$ 2,900		\$ 2,900	\$ 2,900		\$ 1,933	\$ 1,933		\$ -	\$ 9,183	\$ 9,183
16	Food and Food supplies	\$ 3,535	\$ 3,535		\$ 7,070	\$ 7,070		\$ 7,070	\$ 7,070		\$ 4,713	\$ 4,713		\$ -	\$ 22,388	\$ 22,388
17	Program Supplies	\$ 3,526	\$ 3,526		\$ 7,052	\$ 7,052		\$ 7,052	\$ 7,052		\$ 4,701	\$ 4,701		\$ -	\$ 22,331	\$ 22,331
18	Printing and Reproduction	\$ 1,530	\$ 1,530		\$ 3,059	\$ 3,059		\$ 3,059	\$ 3,059		\$ 2,039	\$ 2,039		\$ -	\$ 9,687	\$ 9,687
19	Insurance	\$ 4,297	\$ 4,297		\$ 8,593	\$ 8,593		\$ 8,593	\$ 8,593		\$ 5,729	\$ 5,729		\$ -	\$ 27,211	\$ 27,211
20	Staff Training/Recruitment	\$ 1,172	\$ 1,172		\$ 2,343	\$ 2,343		\$ 2,343	\$ 2,343		\$ 1,562	\$ 1,562		\$ -	\$ 7,420	\$ 7,420
21	Licenses and fees	\$ 290	\$ 290		\$ 580	\$ 580		\$ 580	\$ 580		\$ 387	\$ 387		\$ -	\$ 1,837	\$ 1,837
22		\$ -	\$ -		\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
23		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
30	Consultants	\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
31		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
36	Subcontractors	\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
37		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
49																
50	TOTAL OPERATING EXPENSES	\$ -	\$ 18,559	\$ 18,559	\$ -	\$ 37,117	\$ 37,117	\$ -	\$ 37,117	\$ 37,117	\$ -	\$ 24,745	\$ 24,745	\$ -	\$ 117,537	\$ 117,537
51																
52	Other Expenses (not subject to indirect cost %)															
53		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
54		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
65																
66	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67																
68	Capital Expenses															
69		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
70		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
76																
77	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
78																
79	HSH #3													Template last modified 1/22/2020		

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE			Fiscal Year			Fiscal Term Start	Fiscal Term End
2	Alder - Support Services	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective					7/1/2020 6/30/2021
3	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name		
4	Madeira, Ronaldo- Support Services Mgr	0.91	\$ 35,654	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	= \$35,654/6 = \$5,942 per month	Madeira, Ronaldo- Support Services Mgr		
5	Rounds, Marceline Celilla-Case Manager I	0.91	\$ 23,802	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= \$23,802/6 = \$3,967 per month	Rounds, Marceline Celilla-Case Manager III		
6	OPENI-Case Manager III Masters	0.90	\$ 22,972	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= \$22,972/6 = \$3,829 per month	OPENI-Case Manager III Masters		
7	Espinoza, Rosa-CM III Bilingual	0.90	\$ 26,586	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= \$26,586/6 = \$4,431 per month	Espinoza, Rosa-CM III Bilingual		
8	Ecker, Scott Housing Srvc Director	0.06	\$ 4,403	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	= \$4,403/6 = \$734 per month	Ecker, Scott Housing Srvc Director		
9	Hamilton, Travis-Direct Support for Housir	0.13	\$ 6,069	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	= \$6,069/6 = \$1,012 per month	Hamilton, Travis-Direct Support for Housing Srvc Director		
10	Holmes, Maggie-Project manager	0.15	\$ 6,335	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.	= \$6,335/6 = \$1,056 per month	Holmes, Maggie-Project manager		
11	Pocock, Liz-Director/Hsg Dev & Asset Mgr	0.01	\$ 1,038	Evaluates HSH contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures;	= \$1,038/6 = \$173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		
12	Sambolin, Irving- Database Specialist & C	0.06	\$ 2,025	provides staff training on department protocols and procedures;	= \$2,025/6 = \$337 per month	Sambolin, Irving- Database Specialist & Compliance Monitor		
13	OPEN- Database Specialist & Compliance	0.06	\$ 1,620	provides staff training on department protocols and procedures;	= \$1,620/6 = \$270 per month	OPEN- Database Specialist & Compliance Monitor		
14	Tuvera, Desiree-Compliance Specialist	0.06	\$ 2,088	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.	= \$2,088/6 = \$348 per month	Tuvera, Desiree-Compliance Specialist		
15	OPEN-Clinical Services Mgr	0.03	\$ 1,268	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.	= \$1,268/6 = \$211 per month	OPEN-Clinical Services Mgr		
16	OPEN-Director of Impact & Analytics	0.02	\$ 1,207	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, safetv, health and independence	= \$1,207/6 = \$201 per month	OPEN-Director of Impact & Analytics		
17	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812		= \$812/6 = \$135per month	Tarzon, Mary-Director of Healthy Aging		
18	TOTAL	4.24	\$ 135,880					
19	Employee Fringe Benefits	40.60%	\$ 55,169	Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.				
20	Salaries & Benefits Total		\$ 191,049					
21								
22	Operating Expenses	Budgeted Expense	Justification	Calculation				
23	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,760	Telecommunication, including Sonic and TPX	= \$2,760/6 = \$460 per month				
24	Office Supplies/furnitures equipment	\$ 1,450	Support Service office supplies for program staff including materials used with participants and computers	= \$1,450/6 = \$242 per month				
25	Food and Food supplies	\$ 3,535	Using the SF Food Bank, the food items will supplement resident's own arrangements	= \$3,535/6 = \$589 per month				
26	Program Supplies	\$ 3,526	Includes bus passes, program materials and snacks for resident activities,	= \$3,526/6 = \$588 per month				
27	Printing and Reproduction	\$ 1,530	leased copier	= \$3,526/6 = \$255 per month				
28	Insurance	\$ 4,297	liability and umbrella agency insurance prorated	= \$4,297/6 = \$716 per month				
29	Staff Training/Recruitment	\$ 1,172	training and recruitment expenses, including meeting suppliesand conference	= \$1,172/6 = \$195 per month				
30	Licenses and fees	\$ 290	Support Services licenses fee	= \$290/6 = \$48 per month				
77	TOTAL OPERATING EXPENSES	\$ 18,559						
78	Indirect Cost	12.0%	\$ 2,227					
163								
164								
165								
166								
167								
168								
169								
170								
171								
172								
173								
174								
175								

	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Crosby - Property Management																	
13		Current	New																
14	Term Budget	\$ -	\$ 3,611,317	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					Year 1			Year 2			Year 3			Year 4			All Years		
18					1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
19					New		New	New		New	New		New	New		New	New		New
20	Expenditures																		
21	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Operating Expense	\$ -	\$ 269,899	\$ 269,899	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 359,806	\$ 359,806	\$ -	\$ 1,709,300	\$ 1,709,300
23	Subtotal	\$ -	\$ 269,899	\$ 269,899	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 359,806	\$ 359,806	\$ -	\$ 1,709,300	\$ 1,709,300
24	Indirect Percentage	12.00%																	
25	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 32,388	\$ 32,388	\$ -	\$ 64,776	\$ 64,776	\$ -	\$ 64,776	\$ 64,776	\$ -	\$ 64,776	\$ 64,776	\$ -	\$ 43,177	\$ 43,177	\$ -	\$ 205,116	\$ 205,116
26	Other Expenses (Not subject to indirect %)	\$ -	\$ 567,715	\$ 567,715	\$ -	\$ 1,135,430	\$ 1,135,430	\$ -	\$ 1,135,430	\$ 1,135,430	\$ -	\$ 1,135,430	\$ 1,135,430	\$ -	\$ 756,953	\$ 756,953	\$ -	\$ 3,595,528	\$ 3,595,528
27	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Total Expenditures	\$ -	\$ 870,002	\$ 870,002	\$ -	\$ 1,740,003	\$ 1,740,003	\$ -	\$ 1,740,003	\$ 1,740,003	\$ -	\$ 1,740,003	\$ 1,740,003	\$ -	\$ 1,159,936	\$ 1,159,936	\$ -	\$ 5,509,944	\$ 5,509,944
30	HSH Revenues (select)																		
31	CNC Fund	\$ 520,219	\$ 520,219	\$ 520,219	\$ 1,040,437	\$ 1,040,437	\$ 1,040,437	\$ 1,040,437	\$ 1,040,437	\$ 1,040,437	\$ 693,625	\$ 693,625	\$ 693,625	\$ 693,625	\$ 693,625	\$ 693,625	\$ -	\$ 3,294,717	\$ 3,294,717
32	Additional GF	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 66,600	\$ 66,600	\$ 66,600	\$ -	\$ 316,600	\$ 316,600
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ -	\$ 570,219	\$ 570,219	\$ -	\$ 1,140,437	\$ 1,140,437	\$ -	\$ 1,140,437	\$ 1,140,437	\$ -	\$ 1,140,437	\$ 1,140,437	\$ -	\$ 760,225	\$ 760,225	\$ -	\$ 3,611,317	\$ 3,611,317
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income	\$ 299,783	\$ 299,783	\$ 299,783	\$ 599,566	\$ 599,566	\$ 599,566	\$ 599,566	\$ 599,566	\$ 599,566	\$ 399,711	\$ 399,711	\$ 399,711	\$ 399,711	\$ 399,711	\$ 399,711	\$ -	\$ 1,898,626	\$ 1,898,626
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ 299,783	\$ 299,783	\$ -	\$ 599,566	\$ 599,566	\$ -	\$ 599,566	\$ 599,566	\$ -	\$ 599,566	\$ 599,566	\$ -	\$ 399,711	\$ 399,711	\$ -	\$ 1,898,626	\$ 1,898,626
48																			
49	Total HSH + Other Revenues	\$ -	\$ 870,002	\$ 870,002	\$ -	\$ 1,740,003	\$ 1,740,003	\$ -	\$ 1,740,003	\$ 1,740,003	\$ -	\$ 1,740,003	\$ 1,740,003	\$ -	\$ 1,159,935	\$ 1,159,935	\$ -	\$ 5,509,943	\$ 5,509,943
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
52	Prepared by	Bobby McCarthy																	
53	Phone	628.652.7770																	
54	Email	robert.j.mccarthy@sfgov.org																	
55																			

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Crosby - Property Management														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	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)	\$ 101,842	\$ 101,842	\$ 101,842	\$ 203,683	\$ 203,683	\$ 203,683	\$ 203,683	\$ 203,683	\$ 203,683	\$ 135,789	\$ 135,789	\$ 135,789	\$ -	\$ 644,996	\$ 644,996
15	Office Supplies/renting fee	\$ 7,890	\$ 7,890	\$ 7,890	\$ 15,780	\$ 15,780	\$ 15,780	\$ 15,780	\$ 15,780	\$ 15,780	\$ 10,520	\$ 10,520	\$ 10,520	\$ -	\$ 49,970	\$ 49,970
16	Building Maintenance Supplies and Repair	\$ 88,615	\$ 88,615	\$ 88,615	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 118,094	\$ 118,094	\$ 118,094	\$ -	\$ 561,171	\$ 561,171
17	Management/booking Fees	\$ 52,452	\$ 52,452	\$ 52,452	\$ 104,904	\$ 104,904	\$ 104,904	\$ 104,904	\$ 104,904	\$ 104,904	\$ 69,936	\$ 69,936	\$ 69,936	\$ -	\$ 332,196	\$ 332,196
18	Legal Fees	\$ 6,600	\$ 6,600	\$ 6,600	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 8,800	\$ 8,800	\$ 8,800	\$ -	\$ 41,800	\$ 41,800
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	Office Salaries-Desk Clerks	\$ 12,500	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35																
36	TOTAL OPERATING EXPENSES	\$ -	\$ 269,899	\$ 269,899	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 359,806	\$ 359,806	\$ -	\$ 1,709,300	\$ 1,709,300
37																
38	Other Expenses (not subject to indirect cost %)															
39	Rental of Property	\$ 344,050	\$ 344,050	\$ 344,050	\$ 688,100	\$ 688,100	\$ 688,100	\$ 688,100	\$ 688,100	\$ 688,100	\$ 458,733	\$ 458,733	\$ 458,733	\$ -	\$ 2,178,983	\$ 2,178,983
40	Office Salaries-Desk Clerks	\$ 81,223	\$ 81,223	\$ 81,223	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 108,297	\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409
41	Manager Salaries-Hotel Director/manager	\$ 42,000	\$ 42,000	\$ 42,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 56,000	\$ 56,000	\$ 56,000	\$ -	\$ 266,000	\$ 266,000
42	Janitor payroll	\$ 19,105	\$ 19,105	\$ 19,105	\$ 38,210	\$ 38,210	\$ 38,210	\$ 38,210	\$ 38,210	\$ 38,210	\$ 25,473	\$ 25,473	\$ 25,473	\$ -	\$ 120,998	\$ 120,998
43	Janitor Contract-Regular/Extra Services	\$ 20,000	\$ 20,000	\$ 20,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 26,667	\$ 26,667	\$ 26,667	\$ -	\$ 126,667	\$ 126,667
44	Repairs Payroll	\$ 24,960	\$ 24,960	\$ 24,960	\$ 49,920	\$ 49,920	\$ 49,920	\$ 49,920	\$ 49,920	\$ 49,920	\$ 33,280	\$ 33,280	\$ 33,280	\$ -	\$ 158,080	\$ 158,080
45	Benefits	\$ 36,378	\$ 36,378	\$ 36,378	\$ 72,755	\$ 72,755	\$ 72,755	\$ 72,755	\$ 72,755	\$ 72,755	\$ 48,503	\$ 48,503	\$ 48,503	\$ -	\$ 230,391	\$ 230,391
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47																
48	TOTAL OTHER EXPENSES	\$ -	\$ 567,715	\$ 567,715	\$ -	\$ 1,135,430	\$ 1,135,430	\$ -	\$ 1,135,430	\$ 1,135,430	\$ -	\$ 756,953	\$ 756,953	\$ -	\$ 2,694,121	\$ 3,595,528
49																
50	Capital Expenses															
51		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58																
59	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60																
61	HSH #3														Template last modified	1/22/2020

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE			Fiscal Year				
2	Crosby - Property Management	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective			Fiscal Term Start 7/1/2020		
				Fiscal Term End 6/30/2021				
50	Operating Expenses	Budgeted Expense	Justification	Calculation				
51								
52	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 101,842	Utilities (electricity, water, gas, telephone and scavenger service):	=\$101,842/6 =\$16,974 per month				
	Office Supplies/renting fee	\$ 7,890	PM office supplies are including on site supplies, postage/copiers, payroll expenses	=\$7,890/6 =\$1,315 per month				
54			staffing training, computer tech and supplies, as well as Cable TV and tenant background check					
	Building Maintenance Supplies and Repair	\$ 88,615	estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, ect.	=\$88,615/6 =\$14,769 per month				
57								
58	Management/booking Fees	\$ 52,452	Property management (126 Units) @ \$ 61.00 PUPM, and bookkeeping fees \$ 9.50	= \$53,452/6 =\$8,742 per month				
60	Legal Fees	\$ 6,600	property management legal expenses and credit report	=\$6,600/6 =\$1,100 per month				
	Office Salaries-Desk Clerks	\$ 12,500	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage only	=\$12,500/6 =\$2,083 per month				
72			\$25K allows indirect cost					
75								
76	TOTAL OPERATING EXPENSES	\$ 269,899						
77	Indirect Cost	12.0%	\$ 32,388					
78								
79								
80	Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation				
81	Rental of Property	\$ 344,050	The lease is written for 126 units including office	=\$344,050/6 =\$57,342 per month				
82	Office Salaries-Desk Clerks	\$ 81,223	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage	=\$81,223/6 =\$13,537 per month				
	Manager Salaries-Hotel Director/manager	\$ 42,000	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	=\$42,000/6 =\$7,000 per month				
83								
84	Janitor payroll	\$ 19,105	Responsible for building cleaning up, includes holidays/overtime coverage	=\$19,105/6 =\$3,184 per month				
85	Janitor Contract-Regular/Extra Services	\$ 20,000	Responsible for building cleaning up, place trash bins	=\$20,000/6 =\$3,333 per month				
86	Repairs Payroll	\$ 24,960	Responsible for repair and maintenance of the building	=\$24,960/6 =\$4,160 per month				
87	Benefits	\$ 36,378	% based from personnel from above	=\$36,378/6 =\$6,063 per month				
93								
94	TOTAL OTHER EXPENSES	\$ 567,715						
162								
163								
164								
165								
166								
167								
168								
169								
170								
171								
172								
173								
174								

	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Crosby - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 1,896,450	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					Year 1			Year 2			Year 3			Year 4			All Years		
18					1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
19					New		New	New		New	New		New	New		New	New		New
20	Expenditures																		
21	Salaries & Benefits	\$ -	\$ 247,451	\$ 247,451	\$ -	\$ 494,903	\$ 494,903	\$ -	\$ 494,903	\$ 494,903	\$ -	\$ 329,935	\$ 329,935	\$ -	\$ 1,567,191	\$ 1,567,191	\$ -	\$ 1,567,191	\$ 1,567,191
22	Operating Expense	\$ -	\$ 19,906	\$ 19,906	\$ -	\$ 39,811	\$ 39,811	\$ -	\$ 39,811	\$ 39,811	\$ -	\$ 26,541	\$ 26,541	\$ -	\$ 126,068	\$ 126,068	\$ -	\$ 126,068	\$ 126,068
23	Subtotal	\$ -	\$ 267,357	\$ 267,357	\$ -	\$ 534,714	\$ 534,714	\$ -	\$ 534,714	\$ 534,714	\$ -	\$ 356,476	\$ 356,476	\$ -	\$ 1,693,259	\$ 1,693,259	\$ -	\$ 1,693,259	\$ 1,693,259
24	Indirect Percentage	12.00%																	
25	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 32,083	\$ 32,083	\$ -	\$ 64,166	\$ 64,166	\$ -	\$ 64,166	\$ 64,166	\$ -	\$ 42,777	\$ 42,777	\$ -	\$ 203,191	\$ 203,191	\$ -	\$ 203,191	\$ 203,191
26	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Total Expenditures	\$ -	\$ 299,440	\$ 299,440	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 399,253	\$ 399,253	\$ -	\$ 1,896,450	\$ 1,896,450	\$ -	\$ 1,896,450	\$ 1,896,450
30	HSH Revenues (select)																		
31	CNC Fund	\$ -	\$ 299,440	\$ 299,440	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 399,253	\$ 399,253	\$ -	\$ 1,896,450	\$ 1,896,450	\$ -	\$ 1,896,450	\$ 1,896,450
32	Additional GF		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
33			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
34			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
35			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
36			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
37			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
38			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
39			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
40	Total HSH Revenues	\$ -	\$ 299,440	\$ 299,440	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 399,253	\$ 399,253	\$ -	\$ 1,896,450	\$ 1,896,450	\$ -	\$ 1,896,450	\$ 1,896,450
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
43			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
44			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
45			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
46			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48																			
49	Total HSH + Other Revenues	\$ -	\$ 299,440	\$ 299,440	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 399,253	\$ 399,253	\$ -	\$ 1,896,450	\$ 1,896,450	\$ -	\$ 1,896,450	\$ 1,896,450
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
52	Prepared by	Bobby McCarthy																	
53	Phone	628.652.7770																	
54	Email	robert.j.mccarthy@sfgov.org																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T			
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																						
2	SALARY & BENEFIT DETAIL																						
3	Document Date		10/20/2020																				
4	Provider Name		Episcopal Community Services																				
5	Program		Housing First Hotels CNC																				
6	FSP Contract ID#		1000019778																				
7	Budget Name		Crosby - Suppo																				
8																							
9	Year 1								Year 2							Year 3							
10	POSITION TITLE	Agency Totals		For HSH Funded Program		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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			
11						New	New	New					New	New	New								
12		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	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary			
13	Ullom, Kristin-Support Services Manager (SS)	\$ 78,797	1.00	91%	0.91		\$ 35,853	\$ 35,853	\$ 78,797	1.00	91%	0.91		\$ 71,705	\$ 71,705	\$ 78,797	1.00	91%	0.91				
14	Swenson, Phil-Case Mgr III (SS)	\$ 71,092	1.00	90%	0.90		\$ 31,991	\$ 31,991	\$ 71,092	1.00	90%	0.90		\$ 63,983	\$ 63,983	\$ 71,092	1.00	90%	0.90				
15	OPEN-Case Manager III (SS)	\$ 54,709	1.00	90%	0.90		\$ 24,637	\$ 24,637	\$ 54,709	1.00	90%	0.90		\$ 49,273	\$ 49,273	\$ 54,709	1.00	90%	0.90				
16	Megan Marie Kolda-Case Mgr III (SS)	\$ 56,131	1.00	91%	0.91		\$ 25,540	\$ 25,540	\$ 56,131	1.00	91%	0.91		\$ 51,079	\$ 51,079	\$ 56,131	1.00	91%	0.91				
17	Karlos Barlow-Case Manager III (SS)	\$ 69,140	1.00	90%	0.90		\$ 31,113	\$ 31,113	\$ 69,140	1.00	90%	0.90		\$ 62,226	\$ 62,226	\$ 69,140	1.00	90%	0.90				
18	Ecker, Scott Housing Srvc Director	\$ 135,792	1.00	6.49%	0.06		\$ 4,403	\$ 4,403	\$ 135,792	1.00	6.49%	0.06		\$ 8,807	\$ 8,807	\$ 135,792	1.00	6.49%	0.06				
19	Brown, Shelly-Direct Support for Housing Srvc Director	\$ 94,332	1.00	12.86%	0.13		\$ 6,066	\$ 6,066	\$ 94,332	1.00	12.86%	0.13		\$ 12,132	\$ 12,132	\$ 94,332	1.00	12.86%	0.13				
20	Holmes, Maggie-Project manager	\$ 84,296	1.00	15.03%	0.15		\$ 6,335	\$ 6,335	\$ 84,296	1.00	15.03%	0.15		\$ 12,670	\$ 12,670	\$ 84,296	1.00	15.03%	0.15				
21	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	\$ 144,196	1.00	1.44%	0.01		\$ 1,038	\$ 1,038	\$ 144,196	1.00	1.44%	0.01		\$ 2,076	\$ 2,076	\$ 144,196	1.00	1.44%	0.01				
22	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06		\$ 2,025	\$ 2,025	\$ 63,016	1.00	6.43%	0.06		\$ 4,049	\$ 4,049	\$ 63,016	1.00	6.43%	0.06				
23	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06		\$ 1,620	\$ 1,620	\$ 50,425	1.00	6.43%	0.06		\$ 3,240	\$ 3,240	\$ 50,425	1.00	6.43%	0.06				
24	Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6.43%	0.06		\$ 2,088	\$ 2,088	\$ 64,999	1.00	6.43%	0.06		\$ 4,177	\$ 4,177	\$ 64,999	1.00	6.43%	0.06				
25	OPEN-Clinical Services Mgr	\$ 78,900	1.00	3.21%	0.03		\$ 1,268	\$ 1,268	\$ 78,900	1.00	3.21%	0.03		\$ 2,535	\$ 2,535	\$ 78,900	1.00	3.21%	0.03				
26	OPEN-Director of Impact & Analytics	\$ 116,640	1.00	2.07%	0.02		\$ 1,207	\$ 1,207	\$ 116,640	1.00	2.07%	0.02		\$ 2,414	\$ 2,414	\$ 116,640	1.00	2.07%	0.02				
27	Tarzon, Mary-Director of Healthy Aging	\$ 120,235	1.00	1.35%	0.01		\$ 812	\$ 812	\$ 120,235	1.00	1.35%	0.01		\$ 1,623	\$ 1,623	\$ 120,235	1.00	1.35%	0.01				
28							\$ -	\$ -						\$ -	\$ -								
29		TOTAL SALARIES					\$ -	\$ 175,995	\$ 175,995	TOTAL SALARIES					\$ -	\$ 351,991	\$ 351,991	TOTAL SALARIES					\$ -
30		TOTAL FTE		5.14		FRINGE BENEFIT RATE		40.60%	TOTAL FTE		5.14		FRINGE BENEFIT RATE		40.60%	TOTAL FTE		5.14		FRINGE BENEFIT RATE		40.60%	
31		EMPLOYEE FRINGE BENEFITS					\$ -	\$ 71,456	\$ 71,456	EMPLOYEE FRINGE BENEFITS					\$ -	\$ 142,912	\$ 142,912	EMPLOYEE FRINGE BENEFITS					\$ -
32		TOTAL SALARIES & BENEFITS					\$ -	\$ 247,451	\$ 247,451	TOTAL SALARIES & BENEFITS					\$ -	\$ 494,903	\$ 494,903	TOTAL SALARIES & BENEFITS					\$ -
33																							
34																							
35																							
36																							
37																							
38																							
39																							
40																							

	A	B	C	D	E	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		10/20/2020																
4	Provider Name		Episcopal Community Services																
5	Program		Housing First Hotels CNC																
6	FSP Contract ID#		1000019778																
7	Budget Name		Crosby - Suppo																
8			Yea						Year 4						All Years				
9	POSITION TITLE		Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	
							New						New		New		Modification	New	
10			Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	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	
11																			
12	Ullom, Kristin-Support Services Manager (SS)		\$ 78,797	1.00	91%	0.91	\$ 71,705	\$ 71,705	\$ 78,797	1.00	91%	0.91	\$ 47,804	\$ 47,804	\$ -	\$ 227,067	\$ 227,067		
13	Swenson, Phil-Case Mgr III (SS)		\$ 71,092	1.00	90%	0.90	\$ 63,983	\$ 63,983	\$ 71,092	1.00	90%	0.90	\$ 42,655	\$ 42,655	\$ -	\$ 202,612	\$ 202,612		
14	OPEN-Case Manager III (SS)		\$ 54,709	1.00	90%	0.90	\$ 49,273	\$ 49,273	\$ 54,709	1.00	90%	0.90	\$ 32,849	\$ 32,849	\$ -	\$ 156,031	\$ 156,031		
15	Megan Marie Kolda-Case Mgr III (SS)		\$ 56,131	1.00	91%	0.91	\$ 51,079	\$ 51,079	\$ 56,131	1.00	91%	0.91	\$ 34,053	\$ 34,053	\$ -	\$ 161,751	\$ 161,751		
16	Karlos Barlow-Case Manager III (SS)		\$ 69,140	1.00	90%	0.90	\$ 62,226	\$ 62,226	\$ 69,140	1.00	90%	0.90	\$ 41,484	\$ 41,484	\$ -	\$ 197,049	\$ 197,049		
17	Ecker, Scott Housing Srvc Director		\$ 135,792	1.00	6.49%	0.06	\$ 8,807	\$ 8,807	\$ 135,792	1.00	6.49%	0.06	\$ 5,871	\$ 5,871	\$ -	\$ 27,889	\$ 27,889		
18	Brown, Shelly-Direct Support for Housing Srvc Director		\$ 94,332	1.00	12.86%	0.13	\$ 12,132	\$ 12,132	\$ 94,332	1.00	12.86%	0.13	\$ 8,088	\$ 8,088	\$ -	\$ 38,418	\$ 38,418		
19	Holmes, Maggie-Project manager		\$ 84,296	1.00	15.03%	0.15	\$ 12,670	\$ 12,670	\$ 84,296	1.00	15.03%	0.15	\$ 8,446	\$ 8,446	\$ -	\$ 40,121	\$ 40,121		
20	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		\$ 144,196	1.00	1.44%	0.01	\$ 2,076	\$ 2,076	\$ 144,196	1.00	1.44%	0.01	\$ 1,384	\$ 1,384	\$ -	\$ 6,575	\$ 6,575		
21	Sambolin, Irving- Database Specialist & Compliance Monitor		\$ 63,016	1.00	6.43%	0.06	\$ 4,049	\$ 4,049	\$ 63,016	1.00	6.43%	0.06	\$ 2,700	\$ 2,700	\$ -	\$ 12,823	\$ 12,823		
22	OPEN- Database Specialist & Compliance Monitor		\$ 50,425	1.00	6.43%	0.06	\$ 3,240	\$ 3,240	\$ 50,425	1.00	6.43%	0.06	\$ 2,160	\$ 2,160	\$ -	\$ 10,261	\$ 10,261		
23	Tuvera, Desiree-Compliance Specialist		\$ 64,999	1.00	6.43%	0.06	\$ 4,177	\$ 4,177	\$ 64,999	1.00	6.43%	0.06	\$ 2,785	\$ 2,785	\$ -	\$ 13,227	\$ 13,227		
24	OPEN-Clinical Services Mgr		\$ 78,900	1.00	3.21%	0.03	\$ 2,535	\$ 2,535	\$ 78,900	1.00	3.21%	0.03	\$ 1,690	\$ 1,690	\$ -	\$ 8,028	\$ 8,028		
25	OPEN-Director of Impact & Analytics		\$ 116,640	1.00	2.07%	0.02	\$ 2,414	\$ 2,414	\$ 116,640	1.00	2.07%	0.02	\$ 1,610	\$ 1,610	\$ -	\$ 7,646	\$ 7,646		
26	Tarzon, Mary-Director of Healthy Aging		\$ 120,235	1.00	1.35%	0.01	\$ 1,623	\$ 1,623	\$ 120,235	1.00	1.35%	0.01	\$ 1,082	\$ 1,082	\$ -	\$ 5,140	\$ 5,140		
27							\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -		
33			TOTAL SALARIES				\$ 351,991	\$ 351,991	TOTAL SALARIES				\$ -	\$ 234,661	\$ 234,661	\$ -	\$ 1,114,637	\$ 1,114,637	
34			TOTAL FTE		5.14				TOTAL FTE		5.14								
35			FRINGE BENEFIT RATE				40.60%		FRINGE BENEFIT RATE				40.60%		40.60%				
36			EMPLOYEE FRINGE BENEFITS		\$ 142,912		\$ 142,912		EMPLOYEE FRINGE BENEFITS		\$ -		\$ 95,275		\$ 95,275		\$ -	\$ 452,554	\$ 452,554
37			TOTAL SALARIES & BENEFITS		\$ 494,903		\$ 494,903		TOTAL SALARIES & BENEFITS		\$ -		\$ 329,935		\$ 329,935		\$ -	\$ 1,567,191	\$ 1,567,191
38																			
39																			
40																			

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Crosby - Support Services														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13		\$	-		\$	-		\$	-		\$	-		\$	-	\$
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$	2,760	\$	2,760		\$	5,520	\$	5,520		\$	3,680	\$	3,680	\$
15	Office Supplies/furnitures equipment	\$	1,683	\$	1,683		\$	3,366	\$	3,366		\$	2,244	\$	2,244	\$
16	Food and Food supplies	\$	3,605	\$	3,605		\$	7,210	\$	7,210		\$	4,807	\$	4,807	\$
17	Program Supplies	\$	3,711	\$	3,711		\$	7,422	\$	7,422		\$	4,948	\$	4,948	\$
18	Printing and Reproduction	\$	1,792	\$	1,792		\$	3,583	\$	3,583		\$	2,389	\$	2,389	\$
19	Insurance	\$	4,599	\$	4,599		\$	9,198	\$	9,198		\$	6,132	\$	6,132	\$
20	Staff Training/recruitment	\$	1,406	\$	1,406		\$	2,812	\$	2,812		\$	1,875	\$	1,875	\$
21	Licenses and fees	\$	350	\$	350		\$	700	\$	700		\$	467	\$	467	\$
22		\$	-	\$	-		\$	-		\$	-		\$	-	\$	-
23		\$	-		\$	-		\$	-		\$	-		\$	-	\$
29	Consultants	\$	-		\$	-		\$	-		\$	-		\$	-	\$
30		\$	-		\$	-		\$	-		\$	-		\$	-	\$
31		\$	-		\$	-		\$	-		\$	-		\$	-	\$
41	Subcontractors	\$	-		\$	-		\$	-		\$	-		\$	-	\$
42		\$	-		\$	-		\$	-		\$	-		\$	-	\$
54																
55	TOTAL OPERATING EXPENSES	\$	-	\$	19,906	\$	19,906	\$	-	\$	39,811	\$	39,811	\$	-	\$
56																
57	Other Expenses (not subject to indirect cost %)															
58		\$	-		\$	-		\$	-		\$	-		\$	-	\$
59		\$	-		\$	-		\$	-		\$	-		\$	-	\$
70																
71	TOTAL OTHER EXPENSES	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
72																
73	Capital Expenses															
74		\$	-		\$	-		\$	-		\$	-		\$	-	\$
75		\$	-		\$	-		\$	-		\$	-		\$	-	\$
81																
82	TOTAL CAPITAL EXPENSES	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
83																
84	HSH #3															
															Template last modified	1/22/2020

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE			Fiscal Year			Fiscal Term Start	Fiscal Term End
2	Crosby - Support Services	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective					7/1/2020 6/30/2021
3	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name		
4	Ullom, Kristin-Support Services Manager (S	0.91	\$ 35,853	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	=\$35,853/6 = \$5,975 per month	Ullom, Kristin-Support Services Manager (SS)	5975.439	
5	Swenson, Phil-Case Mgr III (SS)	0.90	\$ 31,991	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	=\$31,991/6 = \$5,332 per month	Swenson, Phil-Case Mgr III (SS)		
6	OPEN-Case Manager III (SS)	0.90	\$ 24,637	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	=\$24,637/6 = \$4,106 per month	OPEN-Case Manager III (SS)		
7	Megan Marie Kolda-Case Mgr III (SS)	0.91	\$ 25,540	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	=\$25,540/6 = \$4,256 per month	Megan Marie Kolda-Case Mgr III (SS)		
8	Karlos Barlow-Case Manager III (SS)	0.90	\$ 31,113	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	=\$31,113/6 = \$5,185 per month	Karlos Barlow-Case Manager III (SS)		
9	Ecker, Scott Housing Srvc Director	0.06	\$ 4,403	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders;	=\$4,403/6 = \$734 per month	Ecker, Scott Housing Srvc Director		
10	Brown, Shelly-Direct Support for Housing S	0.13	\$ 6,066	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.	=\$6,069/6 = \$1,012 per month	Brown, Shelly-Direct Support for Housing Srvc Director		
11	Holmes, Maggie-Project manager	0.15	\$ 6,335	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.	=\$6,335/6 = \$1,056 per month	Holmes, Maggie-Project manager		
12	Pocock, Liz-Director/Hsg Dev & Asset Mgn	0.01	\$ 1,038	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.	=\$1,038/6 = \$173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		
13	Sambolin, Irving- Database Specialist & Cc	0.06	\$ 2,025	Evaluates HSH contract compliance; conducts resident chart reviews;	=\$2,025/6 = \$337 per month	Sambolin, Irving- Database Specialist & Compliance Monitor		
14	OPEN- Database Specialist & Compliance	0.06	\$ 1,620	provides staff training on department protocols and procedures;	=\$1,620/6 = \$270 per month	OPEN- Database Specialist & Compliance Monitor		
15	Tuvera, Desiree-Compliance Specialist	0.06	\$ 2,088	provides staff training on department protocols and procedures;	=\$2,088/6 = \$348 per month	Tuvera, Desiree-Compliance Specialist		
16	OPEN-Clinical Services Mgr	0.03	\$ 1,268	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.	=\$1,268/6 = \$211 per month	OPEN-Clinical Services Mgr		
17	OPEN-Director of Impact & Analytics	0.02	\$ 1,207	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.	=\$1,207/6 = \$201 per month	OPEN-Director of Impact & Analytics		
18	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812	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	=\$812/6 = \$135per month	Tarzon, Mary-Director of Healthy Aging		
19	TOTAL	5.14	\$ 175,995					
20	Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.	=\$71,456/6 = \$11,909 per month			
21		40.60%	\$ 71,456					
22	Salaries & Benefits Total		\$ 247,451					
23								
24	Operating Expenses	Budgeted Expense	Justification	Calculation				
25	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,760	Telecommunication, including Sonic and TPX	=\$2,760/6 = \$460 per month				
26	Office Supplies/furnitures equipment	\$ 1,683	Support Service office supplies for program staff including materials used with participants and computers	=\$1,683/6 = \$281 per month				
27	Food and Food supplies	\$ 3,605	Using the SF Food Bank, the food items will supplement resident's own arrangemen	=\$3,605/6 = \$601 per month				
28	Program Supplies	\$ 3,711	Includes bus passes, program materials and snacks for resident activities,	=\$3,711/6 = \$619 per month				
29	Printing and Reproduction	\$ 1,792	leased copier	=\$1,792/6 = \$299 per month				
30	Insurance	\$ 4,599	liability and umbrella agency insurance prorated	=\$4,599/6 = \$767 per month				
31	Staff Training/recruitment	\$ 1,406	training and recruitment expenses, including meeting suppliesand conference	=\$1,406/6 = \$234 per month				
32	Licenses and fees	\$ 350	Support Services licenses fee	=\$350/6 = \$58 per month				
33		\$ -						
34	TOTAL OPERATING EXPENSES	\$ 19,906						
35	Indirect Cost	12.0%	\$ 2,389					

	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Elm - Property Management																	
13		Current	New																
14	Term Budget	\$ -	\$ 2,961,492																
15	Contingency	\$ -	\$ 2,821,364	12%															
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17		Year 1			Year 2			Year 3			Year 4			All Years					
18		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
19	Expenditures	New	New	New	New	New	New	New	New	New	New	New	New	New	New	New			
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
21	Operating Expense	\$ -	\$ 203,571	\$ 203,571	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 271,369	\$ 271,369	\$ -	\$ 1,289,223	\$ 1,289,223			
22	Subtotal	\$ -	\$ 203,571	\$ 203,571	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 271,369	\$ 271,369	\$ -	\$ 1,289,223	\$ 1,289,223			
23	Indirect Percentage	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%			
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 24,429	\$ 24,429	\$ -	\$ 48,857	\$ 48,857	\$ -	\$ 48,857	\$ 48,857	\$ -	\$ 32,564	\$ 32,564	\$ -	\$ 154,707	\$ 154,707			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 413,976	\$ 413,976	\$ -	\$ 827,951	\$ 827,951	\$ -	\$ 827,951	\$ 827,951	\$ -	\$ 551,967	\$ 551,967	\$ -	\$ 2,621,845	\$ 2,621,845			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ -	\$ 641,975	\$ 641,975	\$ -	\$ 1,283,950	\$ 1,283,950	\$ -	\$ 1,283,950	\$ 1,283,950	\$ -	\$ 855,900	\$ 855,900	\$ -	\$ 4,065,774	\$ 4,065,774			
29																			
30	HSR Revenues (select)																		
31	CNC Fund	\$ 417,615	\$ 417,615	\$ 417,615	\$ 835,229	\$ 835,229	\$ 835,229	\$ 835,229	\$ 835,229	\$ 835,229	\$ 556,819	\$ 556,819	\$ 556,819	\$ -	\$ 2,644,892	\$ 2,644,892			
32	Additional GF	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 66,600	\$ 66,600	\$ 66,600	\$ -	\$ 316,600	\$ 316,600			
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSR Revenues	\$ -	\$ 467,615	\$ 467,615	\$ -	\$ 935,229	\$ 935,229	\$ -	\$ 935,229	\$ 935,229	\$ -	\$ 623,419	\$ 623,419	\$ -	\$ 2,961,492	\$ 2,961,492			
41	Other Revenues (to offset Total Expenditures & Reduce HSR Revenues)																		
42	Rental Income	\$ 171,764	\$ 171,764	\$ 171,764	\$ 343,528	\$ 343,528	\$ 343,528	\$ 343,528	\$ 343,528	\$ 343,528	\$ 229,019	\$ 229,019	\$ 229,019	\$ -	\$ 1,087,839	\$ 1,087,839			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44	Private revenue	\$ 2,597	\$ 2,597	\$ 2,597	\$ 5,193	\$ 5,193	\$ 5,193	\$ 5,193	\$ 5,193	\$ 5,193	\$ 3,462	\$ 3,462	\$ 3,462	\$ -	\$ 16,445	\$ 16,445			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ 174,361	\$ 174,361	\$ -	\$ 348,721	\$ 348,721	\$ -	\$ 348,721	\$ 348,721	\$ -	\$ 232,481	\$ 232,481	\$ -	\$ 1,104,283	\$ 1,104,283			
48																			
49	Total HSR + Other Revenues	\$ -	\$ 641,975	\$ 641,975	\$ -	\$ 1,283,950	\$ 1,283,950	\$ -	\$ 1,283,950	\$ 1,283,950	\$ -	\$ 855,900	\$ 855,900	\$ -	\$ 4,065,775	\$ 4,065,775			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51																			
52																			
53	Prepared by	Bobby McCarthy																	
54	Phone	628.652.7770																	
55	Email	robert.l.mccarthy@sfgov.org																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Elm - Property Management														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	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)	\$ 69,506	\$ 69,506	\$ 69,506	\$ 139,011	\$ 139,011	\$ 139,011	\$ 139,011	\$ 139,011	\$ 139,011	\$ 92,674	\$ 92,674	\$ -	\$ 440,202	\$ 440,202	\$ 440,202
15	Office expenses/renting fee	\$ 6,710	\$ 6,710	\$ 6,710	\$ 13,420	\$ 13,420	\$ 13,420	\$ 13,420	\$ 13,420	\$ 13,420	\$ 8,947	\$ 8,947	\$ -	\$ 42,497	\$ 42,497	\$ 42,497
16	Building Maintenance Supplies and Repair	\$ 66,215	\$ 66,215	\$ 66,215	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 101,561	\$ 101,561	\$ -	\$ 472,638	\$ 472,638	\$ 472,638
17	Management/booking Fees	\$ 33,840	\$ 33,840	\$ 33,840	\$ 67,680	\$ 67,680	\$ 67,680	\$ 67,680	\$ 67,680	\$ 67,680	\$ 45,120	\$ 45,120	\$ -	\$ 214,320	\$ 214,320	\$ 214,320
18	Legal Fees	\$ 14,800	\$ 14,800	\$ 14,800	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 6,400	\$ 6,400	\$ -	\$ 40,400	\$ 40,400	\$ 40,400
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 12,500	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167	\$ 79,167
29		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30																
31																
32	TOTAL OPERATING EXPENSES	\$ -	\$ 203,571	\$ 203,571	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 271,369	\$ 271,369	\$ -	\$ 1,289,223	\$ 1,289,223
33																
34	Other Expenses (not subject to indirect cost %)															
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Rental of Property	\$ 213,346	\$ 213,346	\$ 213,346	\$ 426,691	\$ 426,691	\$ 426,691	\$ 426,691	\$ 426,691	\$ 426,691	\$ 284,461	\$ 284,461	\$ -	\$ 1,351,188	\$ 1,351,188	\$ 1,351,188
37	Office Salaries-Desk Clerks/contract	\$ 81,223	\$ 81,223	\$ 81,223	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409	\$ 514,409
38	Manager Salaries-Hotel Director/manager	\$ 29,120	\$ 29,120	\$ 29,120	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 38,827	\$ 38,827	\$ -	\$ 184,427	\$ 184,427	\$ 184,427
39	Janitor Contract-Regular/Extra Services	\$ 30,000	\$ 30,000	\$ 30,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 40,000	\$ 40,000	\$ -	\$ 190,000	\$ 190,000	\$ 190,000
40	Repairs Payroll	\$ 23,920	\$ 23,920	\$ 23,920	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 31,893	\$ 31,893	\$ -	\$ 151,493	\$ 151,493	\$ 151,493
41	Benefits	\$ 36,368	\$ 36,368	\$ 36,368	\$ 72,735	\$ 72,735	\$ 72,735	\$ 72,735	\$ 72,735	\$ 72,735	\$ 48,490	\$ 48,490	\$ -	\$ 230,328	\$ 230,328	\$ 230,328
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47																
48	TOTAL OTHER EXPENSES	\$ -	\$ 413,976	\$ 413,976	\$ -	\$ 827,951	\$ 827,951	\$ -	\$ 827,951	\$ 827,951	\$ -	\$ 551,967	\$ 551,967	\$ -	\$ 2,621,845	\$ 2,621,845
49																
50	Capital Expenses															
51		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52	Elevator Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58																
59	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60																
61	HSH #3														Template last modified	1/22/2020

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE	Fiscal Year					Fiscal Term Start	Fiscal Term End
2	Elm - Property Management	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective					
50	Operating Expenses	Budgeted Expense	Justification	Calculation				
52	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 69,506	Utilities (electricity, water, gas, telephone and scavenger service);	= \$69,506/6 = \$11,584 per month				
	Office expenses/renting fee	\$ 6,710	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	= \$6,710/6 = \$1,118 per month				
54	Building Maintenance Supplies and Repair	\$ 66,215	estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, ect.	= \$76,215/6 = \$12,703 per month				
57	Management/booking Fees	\$ 33,840	Property management (86 Units) @ \$ 61.00 PUPM, and bookkeeping fees \$ 9.50 PUP	= \$33,840/6 = \$5,640 per month				
61	Legal Fees	\$ 14,800	property management legal expenses and credit report	= \$14,800/6 = \$2,467 per month				
	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 12,500	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage only \$25K allows indirect cost	= \$12,500/6 = \$2,083 per month				
72								
77	TOTAL OPERATING EXPENSES	\$ 203,571						
78	Indirect Cost	12.0% \$ 24,429						
79								
80								
81	Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation				
82								
83	Rental of Property	\$ 213,346	The lease is written for 86 units including at \$35,558 per month for 12 months	= \$213,346/6 = \$35,557 per month				
84	Office Salaries-Desk Clerks/contract	\$ 81,223	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage	= \$81,223/6 = \$13,537 per month				
	Manager Salaries-Hotel Director/manager	\$ 29,120	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	= \$29,120/6 = \$4,853 per month				
85								
87	Janitor Contract-Regular/Extra Services	\$ 30,000	Responsible for building cleaning up, place trash bins	= \$30,000/6 = \$5,000 per month				
88	Repairs Payroll	\$ 23,920	Responsible for repair and maintenance of the building	= \$23,920/6 = \$3,986 per month				
89	Benefits	\$ 36,368	% based from personnel from above	= \$36,368/6 = \$6,061 per month				
90								
96	TOTAL OTHER EXPENSES	\$ 413,976						
97								
98								
99	Capital Expenses	Amount	Justification	Calculation				
100		#N/A						
101	Elevator Repairs	\$ -						
107								
108	TOTAL CAPITAL EXPENSES	#N/A						
164								
165								
166								
167								
168								
169								
170								
171								
172								
173								
174								
175								
176								

	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Elm - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 1,253,832	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
18					New		New	New		New	New		New	New		New	New		New
19	Expenditures																		
20	Salaries & Benefits				\$ -	\$ 162,963	\$ 162,963	\$ -	\$ 325,926	\$ 325,926	\$ -	\$ 325,926	\$ 325,926	\$ -	\$ 217,284	\$ 217,284	\$ -	\$ 1,032,100	\$ 1,032,100
21	Operating Expense				\$ -	\$ 13,800	\$ 13,800	\$ -	\$ 27,599	\$ 27,599	\$ -	\$ 27,599	\$ 27,599	\$ -	\$ 18,399	\$ 18,399	\$ -	\$ 87,397	\$ 87,397
22	Subtotal				\$ -	\$ 176,763	\$ 176,763	\$ -	\$ 353,525	\$ 353,525	\$ -	\$ 353,525	\$ 353,525	\$ -	\$ 235,683	\$ 235,683	\$ -	\$ 1,119,496	\$ 1,119,496
23	Indirect Percentage				12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%			
24	Indirect Cost (Line 21 X Line 22)				\$ -	\$ 21,212	\$ 21,212	\$ -	\$ 42,422	\$ 42,422	\$ -	\$ 42,422	\$ 42,422	\$ -	\$ 28,282	\$ 28,282	\$ -	\$ 134,338	\$ 134,338
25	Other Expenses (Not subject to indirect %)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Only)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures				\$ -	\$ 197,974	\$ 197,974	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 263,965	\$ 263,965	\$ -	\$ 1,253,832	\$ 1,253,832
29																			
30	HSH Revenues (select)																		
31	CNC Fund				\$ 197,974	\$ 197,974		\$ 395,947	\$ 395,947		\$ 395,947	\$ 395,947		\$ 263,965	\$ 263,965	\$ 197,974	\$ 1,253,832	\$ 1,253,832	
32	Additional GF					\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
33						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
34						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
35						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
36						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
37						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
38						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
39						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues				\$ -	\$ 197,974	\$ 197,974	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 263,965	\$ 263,965	\$ -	\$ 1,253,832	\$ 1,253,832
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income					\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
43						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
44						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
45						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
46						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48																			
49	Total HSH + Other Revenues				\$ -	\$ 197,974	\$ 197,974	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 263,965	\$ 263,965	\$ -	\$ 1,253,832	\$ 1,253,832
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
52																			
53	Prepared by	Bobby McCarthy																	
54	Phone	628.652.7770																	
55	Email	robert.j.mccarthy@sfgov.org																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T				
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																							
2	SALARY & BENEFIT DETAIL																							
3	Document Date		10/20/2020																					
4	Provider Name		Episcopal Community Services																					
5	Program		Housing First Hotels CNC																					
6	FSP Contract ID#		1000019778																					
7	Budget Name		Elm - Support S																					
8	POSITION TITLE		Year 1						Year 2						Year 3									
Agency Totals			For HSH Funded Program		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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					
					New	New	New					New	New											
9			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	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary			
10																								
11																								
12																								
13																								
14																								
15																								
16																								
17																								
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24																								
25																								
26																								
27																								
28																								
29																								
30																								
31																								
32																								
33			TOTAL SALARIES			\$	-	\$	115,905	\$	115,905	TOTAL SALARIES			\$	-	\$	231,809	\$	231,809	TOTAL SALARIES		\$	-
34			TOTAL FTE		3.33					TOTAL FTE		3.33							TOTAL FTE		3.33			
35			FRINGE BENEFIT RATE		40.60%					FRINGE BENEFIT RATE		40.60%							FRINGE BENEFIT RATE		40.60%			
36			EMPLOYEE FRINGE BENEFITS		\$	-	\$	47,058	\$	47,058	EMPLOYEE FRINGE BENEFITS		\$	-	\$	94,117	\$	94,117	EMPLOYEE FRINGE BENEFITS		\$	-		
37			TOTAL SALARIES & BENEFITS		\$	-	\$	162,963	\$	162,963	TOTAL SALARIES & BENEFITS		\$	-	\$	325,926	\$	325,926	TOTAL SALARIES & BENEFITS		\$	-		
38																								
39																								
40																								

1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	SALARY & BENEFIT DETAIL																			
3	Document Date		10/20/2020																	
4	Provider Name		Episcopal Community Services																	
5	Program		Housing First Hotels CNC																	
6	FSP Contract ID#		1000019778																	
7	Budget Name		Elm - Support S																	
8																				
9																				
10																				
11																				
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	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Elm - Support Services														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13		\$	-		\$	-		\$	-		\$	-		\$	-	\$
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$	2,760	\$ 2,760	\$	5,520	\$ 5,520	\$	5,520	\$ 5,520	\$	3,680	\$ 3,680	\$	17,480	\$ 17,480
15	Office Supplies/furnitures equipment	\$	950	\$ 950	\$	1,900	\$ 1,900	\$	1,900	\$ 1,900	\$	1,267	\$ 1,267	\$	6,017	\$ 6,017
16	Food and Food supplies	\$	3,125	\$ 3,125	\$	6,250	\$ 6,250	\$	6,250	\$ 6,250	\$	4,167	\$ 4,167	\$	19,792	\$ 19,792
17	Program Supplies	\$	1,550	\$ 1,550	\$	3,100	\$ 3,100	\$	3,100	\$ 3,100	\$	2,067	\$ 2,067	\$	9,817	\$ 9,817
18	Printing and Reproduction	\$	1,247	\$ 1,247	\$	2,493	\$ 2,493	\$	2,493	\$ 2,493	\$	1,662	\$ 1,662	\$	7,895	\$ 7,895
19	Insurance	\$	3,200	\$ 3,200	\$	6,400	\$ 6,400	\$	6,400	\$ 6,400	\$	4,267	\$ 4,267	\$	20,267	\$ 20,267
20	Staff Training/recruitment	\$	738	\$ 738	\$	1,476	\$ 1,476	\$	1,476	\$ 1,476	\$	984	\$ 984	\$	4,674	\$ 4,674
21	Licenses and fees	\$	230	\$ 230	\$	460	\$ 460	\$	460	\$ 460	\$	307	\$ 307	\$	1,457	\$ 1,457
22		\$	-	\$ -	\$	-		\$	-		\$	-		\$	-	\$ -
23		\$	-		\$	-		\$	-		\$	-		\$	-	\$ -
42	Consultants	\$	-		\$	-		\$	-		\$	-		\$	-	\$ -
43		\$	-		\$	-		\$	-		\$	-		\$	-	\$ -
54	Subcontractors	\$	-		\$	-		\$	-		\$	-		\$	-	\$ -
55		\$	-		\$	-		\$	-		\$	-		\$	-	\$ -
67																
68	TOTAL OPERATING EXPENSES	\$ -	\$ 13,800	\$ 13,800	\$ -	\$ 27,599	\$ 27,599	\$ -	\$ 27,599	\$ 27,599	\$ -	\$ 18,399	\$ 18,399	\$ -	\$ 87,397	\$ 87,397
69																
70	Other Expenses (not subject to indirect cost %)															
71		\$	-		\$	-		\$	-		\$	-		\$	-	\$ -
83																
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
85																
86	Capital Expenses															
87		\$	-		\$	-		\$	-		\$	-		\$	-	\$ -
88		\$	-		\$	-		\$	-		\$	-		\$	-	\$ -
94																
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96																
97	HS#3															

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	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE			Fiscal Year			Fiscal Term Start	Fiscal Term End
2	Elim - Support Services	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective				7/1/2020	6/30/2021
3	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name		
4	Bussey, Keith-Support Services Manager	0.46	\$ 18,992	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	= \$18,992/6 = \$3,165 per month	Bussey, Keith-Support Services Manager		
5	Susan Stone-Asst. Support Service Manag	0.91	\$ 31,593	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	= \$31,593/6 = \$5,265 per month	Susan Stone-Asst. Support Service Manager		
6	Quant-Lumbi, Maria- Case Mgr III, Bilingual	0.90	\$ 26,338	Carries resident caseload, supporting clients in their efforts to retain housing and achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= \$26,338/6 = \$4,389 per month	Quant-Lumbi, Maria- Case Mgr III, Bilingual		
7	OPEN-Case Mgr III	0.45	\$ 12,116	Carries resident caseload, supporting clients in their efforts to retain housing and achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= \$12,116/6 = \$2,019 per month	OPEN-Case Mgr III		
8	Ecker, Scott Housing Srvc Director	0.06	\$ 4,403	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	= \$4,403/6 = \$734 per month	Ecker, Scott Housing Srvc Director		
9	Hamilton, Travis-Direct Support for Housin	0.13	\$ 6,069	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	= \$6,069/6 = \$1,012 per month	Hamilton, Travis-Direct Support for Housing Srvc Director		
10	Holmes, Maggie-Project manager	0.15	\$ 6,335	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.	= \$6,335/6 = \$1,056 per month	Holmes, Maggie-Project manager		
11	Pocock, Liz-Director/Hsg Dev & Asset Mgn	0.01	\$ 1,038	Evaluates HSH contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures;	= \$1,038/6 = \$173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		
12	Sambolin, Irving- Database Specialist & Cc	0.06	\$ 2,025	provides staff training on department protocols and procedures;	= \$2,025/6 = \$337 per month	Sambolin, Irving- Database Specialist & Compliance Monitor		
13	OPEN- Database Specialist & Compliance	0.06	\$ 1,620	provides staff training on department protocols and procedures;	= \$1,620/6 = \$270 per month	OPEN- Database Specialist & Compliance Monitor		
14	Tuvera, Desiree-Compliance Specialist	0.06	\$ 2,088	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.	= \$2,088/6 = \$348 per month	Tuvera, Desiree-Compliance Specialist		
15	OPEN-Clinical Services Mgr	0.03	\$ 1,268	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.	= \$1,268/6 = \$211 per month	OPEN-Clinical Services Mgr		
16	OPEN-Director of Impact & Analytics	0.02	\$ 1,207	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	= \$1,207/6 = \$201 per month	OPEN-Director of Impact & Analytics		
17	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812		= \$812/6 = \$135per month	Tarzon, Mary-Director of Healthy Aging		
23	TOTAL	3.33	\$ 115,905					
24	Employee Fringe Benefits	40.60%	\$ 47,058	Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.				
25	Salaries & Benefits Total		\$ 162,963					
26								
27	Operating Expenses	Budgeted Expense	Justification	Calculation				
29	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,760	Telecommunication, including Sonic and TPX	= \$2,760/6 = \$460 per month				
30	Office Supplies/furnitures equipment	\$ 950	Support Service office supplies for program staff including materials used with participants and computers	= \$950/6 = \$158 per month				
31	Food and Food supplies	\$ 3,125	Using the SF Food Bank, the food items will supplement resident's own arrangements	= \$3,125/6 = \$521 per month				
32	Program Supplies	\$ 1,550	Includes bus passes, program materials and snacks for resident activities,	= \$1,550/6 = \$258 per month				
33	Printing and Reproduction	\$ 1,247	leased copier	= \$1,247/6 = \$208 per month				
34	Insurance	\$ 3,200	liability and umbrella agency insurance prorated	= \$3,200/6 = \$533 per month				
35	Staff Training/recruitment	\$ 738	training and recruitment expenses, including meeting suppliesand conference	= \$738/6 = \$123 per month				
36	Licenses and fees	\$ 230	Support Services licenses fee	= \$230/6 = \$38 per month				
64	TOTAL OPERATING EXPENSES	\$ 13,800						
65	Indirect Cost	12.0%	\$ 1,656					
150								
151								
152								
153								
154								
155								
156								
157								
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159								
160								
161								
162								

	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Hillsdale - Property Management																	
13		Current	New																
14	Term Budget	\$ -	\$ 2,689,510	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					Year 1			Year 2			Year 3			Year 4			All Years		
18		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
19		New		New	New		New	New		New	New		New	New		New			
20	Expenditures																		
21	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
22	Operating Expense	\$ -	\$ 185,080	\$ 185,080	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 246,715	\$ 246,715	\$ -	\$ 1,172,116	\$ 1,172,116			
23	Subtotal	\$ -	\$ 185,080	\$ 185,080	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 246,715	\$ 246,715	\$ -	\$ 1,172,116	\$ 1,172,116			
24	Indirect Percentage	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%					
25	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 22,210	\$ 22,210	\$ -	\$ 44,419	\$ 44,419	\$ -	\$ 44,419	\$ 44,419	\$ -	\$ 29,606	\$ 29,606	\$ -	\$ 140,654	\$ 140,654			
26	Other Expenses (Not subject to indirect %)	\$ -	\$ 398,503	\$ 398,503	\$ -	\$ 797,005	\$ 797,005	\$ -	\$ 797,005	\$ 797,005	\$ -	\$ 531,337	\$ 531,337	\$ -	\$ 2,523,849	\$ 2,523,849			
27	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
29	Total Expenditures	\$ -	\$ 605,793	\$ 605,793	\$ -	\$ 1,211,585	\$ 1,211,585	\$ -	\$ 1,211,585	\$ 1,211,585	\$ -	\$ 807,657	\$ 807,657	\$ -	\$ 3,836,620	\$ 3,836,620			
30	SHS Revenues (select)																		
31	CNC Fund	\$ 374,670	\$ 374,670		\$ 749,340	\$ 749,340	\$ 749,340	\$ 749,340	\$ 749,340	\$ 749,340	\$ 499,560	\$ 499,560	\$ 499,560	\$ -	\$ 2,372,910	\$ 2,372,910			
32	Additional GF	\$ 50,000	\$ 50,000		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 66,600	\$ 66,600	\$ 66,600	\$ -	\$ 316,600	\$ 316,600			
33		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
34		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total SHS Revenues	\$ -	\$ 424,670	\$ 424,670	\$ -	\$ 849,340	\$ 849,340	\$ -	\$ 849,340	\$ 849,340	\$ -	\$ 566,160	\$ 566,160	\$ -	\$ 2,689,510	\$ 2,689,510			
41	Other Revenues (to offset Total Expenditures & Reduce SHS Revenues)																		
42	Rental Income	\$ 181,123	\$ 181,123		\$ 362,245	\$ 362,245	\$ 362,245	\$ 362,245	\$ 362,245	\$ 362,245	\$ 241,497	\$ 241,497	\$ 241,497	\$ -	\$ 1,147,109	\$ 1,147,109			
43		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
45		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ 181,123	\$ 181,123	\$ -	\$ 362,245	\$ 362,245	\$ -	\$ 362,245	\$ 362,245	\$ -	\$ 241,497	\$ 241,497	\$ -	\$ 1,147,109	\$ 1,147,109			
48																			
49	Total SHS + Other Revenues	\$ -	\$ 605,793	\$ 605,793	\$ -	\$ 1,211,585	\$ 1,211,585	\$ -	\$ 1,211,585	\$ 1,211,585	\$ -	\$ 807,657	\$ 807,657	\$ -	\$ 3,836,619	\$ 3,836,619			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51																			
52	Prepared by	Bobby McCarthy																	
53	Phone	628.652.7770																	
54	Email	robert.j.mccarthy@sfgov.org																	
55																			

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Hillsdale - Property Management														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	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)	\$ 53,230	\$ 53,230	\$ 53,230	\$ 106,460	\$ 106,460	\$ 106,460	\$ 106,460	\$ 106,460	\$ 106,460	\$ 70,973	\$ 70,973	\$ 70,973	\$ -	\$ 337,123	\$ 337,123
15	Office expenses/renting fee	\$ 6,610	\$ 6,610	\$ 6,610	\$ 13,220	\$ 13,220	\$ 13,220	\$ 13,220	\$ 13,220	\$ 13,220	\$ 8,813	\$ 8,813	\$ 8,813	\$ -	\$ 41,863	\$ 41,863
16	Building Maintenance Supplies and Repair	\$ 66,215	\$ 66,215	\$ 66,215	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 101,561	\$ 101,561	\$ 101,561	\$ -	\$ 472,638	\$ 472,638
17	Management/booking Fees	\$ 31,725	\$ 31,725	\$ 31,725	\$ 63,450	\$ 63,450	\$ 63,450	\$ 63,450	\$ 63,450	\$ 63,450	\$ 42,300	\$ 42,300	\$ 42,300	\$ -	\$ 200,925	\$ 200,925
18	Legal Fees	\$ 14,800	\$ 14,800	\$ 14,800	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	\$ 40,400	\$ 40,400
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Office Salaries-Desk Clerks /contract (first \$25k)	\$ 12,500	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
30		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33																
34	TOTAL OPERATING EXPENSES	\$ -	\$ 185,080	\$ 185,080	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 246,715	\$ 246,715	\$ -	\$ 1,172,116	\$ 1,172,116
35																
36	Other Expenses (not subject to indirect cost %)															
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	Rental of Property	\$ 194,910	\$ 194,910	\$ 194,910	\$ 389,820	\$ 389,820	\$ 389,820	\$ 389,820	\$ 389,820	\$ 389,820	\$ 259,880	\$ 259,880	\$ 259,880	\$ -	\$ 1,234,430	\$ 1,234,430
39	Office Salaries-Desk Clerks /contract	\$ 81,223	\$ 81,223	\$ 81,223	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 108,297	\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409
40	Manager Salaries-Hotel Director/manager	\$ 29,120	\$ 29,120	\$ 29,120	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 38,827	\$ 38,827	\$ 38,827	\$ -	\$ 184,427	\$ 184,427
41	Janitor payroll	\$ 18,367	\$ 18,367	\$ 18,367	\$ 36,733	\$ 36,733	\$ 36,733	\$ 36,733	\$ 36,733	\$ 36,733	\$ 24,489	\$ 24,489	\$ 24,489	\$ -	\$ 116,321	\$ 116,321
42	Janitor Contract-Regular/Extra Services	\$ 12,500	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
43	Repairs Payroll	\$ 23,920	\$ 23,920	\$ 23,920	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 31,893	\$ 31,893	\$ 31,893	\$ -	\$ 151,493	\$ 151,493
44	Benefits	\$ 38,464	\$ 38,464	\$ 38,464	\$ 76,927	\$ 76,927	\$ 76,927	\$ 76,927	\$ 76,927	\$ 76,927	\$ 51,285	\$ 51,285	\$ 51,285	\$ -	\$ 243,602	\$ 243,602
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49																
50	TOTAL OTHER EXPENSES	\$ -	\$ 398,503	\$ 398,503	\$ -	\$ 797,005	\$ 797,005	\$ -	\$ 797,005	\$ 797,005	\$ -	\$ 531,337	\$ 531,337	\$ -	\$ 2,523,849	\$ 2,523,849
51																
52	Capital Expenses															
53		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60																
61	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62																
63	HS# #3														Template last modified	1/22/2020

	A	B	C	D	E	F	G	H	
1	BUDGET NARRATIVE		Fiscal Year	Fiscal Term Start					Fiscal Term End
2	Hillsdale - Property Management	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective					7/1/2020	6/30/2021
50	Operating Expenses		Budgeted Expense	Justification	Calculation				
52	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 53,230	Utilities (electricity, water, gas, telephone and scavenger service);	=\$53,230/6 =\$8,872 per month					
	Office expenses/renting fee	\$ 6,610	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	=\$6,610/6 =\$1,101 per month					
54	Building Maintenance Supplies and Repair	\$ 66,215	estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, ect.	=\$76,215/6 =\$12,703 per month					
57	Management/booking Fees	\$ 31,725	Property management (84 Units) @ \$ 61.00 PUPM, and bookkeeping fees \$ 9.50 P	=\$31,725/6 =\$5,287 per month					
60	Legal Fees	\$ 14,800	property management legal expenses and credit report	=\$14,800/6 =\$2,467 per month					
69	Office Salaries-Desk Clerks /contract (first \$25k)	\$ 12,500	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage, only \$25K allows indirect cost	=\$12,500/6 =\$2,083 per month					
74	TOTAL OPERATING EXPENSES		\$ 185,080						
75	Indirect Cost	12.0%	\$ 22,210						
76									
77									
78	Other Expenses (not subject to indirect cost %)		Amount	Justification	Calculation				
79									
80	Rental of Property	\$ 194,910	The lease is written for 84 units at \$32,485 per month for 12 months	=\$194,910/6 =\$32,485 per month					
81	Office Salaries-Desk Clerks /contract	\$ 81,223	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage	=\$81,223/6 =\$13,537 per month					
82	Manager Salaries-Hotel Director/manager	\$ 29,120	Oversees housing site, prorated half time. Responsible for rent up the property with program director for insuring safety of participants and security of facility.	=\$29,120/6 =\$4,853 per month					
83	Janitor payroll	\$ 18,367	Responsible for building cleaning up, includes holidays/overtime coverage	=\$18,367/6 =\$3,061 per month					
84	Janitor Contract-Regular/Extra Services	\$ 12,500	Regular Services, place trash bins	=\$12,500/6 =\$2,083 per month					
86	Repairs Payroll	\$ 23,920	Responsible for repair and maintenance of the building	=\$23,920/6 =\$3,987 per month					
87	Benefits	\$ 38,464	% based from personnel from above	=\$38,464/6 =\$6,411 per month					
93	TOTAL OTHER EXPENSES		\$ 398,503						
161									
162									
163									
164									
165									
166									
167									
168									
169									
170									
171									
172									
173									

	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Hillsdale - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 1,160,802	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					Year 1			Year 2			Year 3			Year 4			All Years		
18					1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
19					New		New	New		New	New		New	New		New	New		New
20	Expenditures																		
21	Salaries & Benefits	\$ -	\$ 146,646	\$ 146,646	\$ -	\$ 293,293	\$ 293,293	\$ -	\$ 293,293	\$ 293,293	\$ -	\$ 195,529	\$ 195,529	\$ -	\$ 928,761	\$ 928,761	\$ -	\$ 928,761	\$ 928,761
22	Operating Expense	\$ -	\$ 17,001	\$ 17,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 22,667	\$ 22,667	\$ -	\$ 107,670	\$ 107,670	\$ -	\$ 107,670	\$ 107,670
23	Subtotal	\$ -	\$ 163,647	\$ 163,647	\$ -	\$ 327,294	\$ 327,294	\$ -	\$ 327,294	\$ 327,294	\$ -	\$ 218,196	\$ 218,196	\$ -	\$ 1,036,430	\$ 1,036,430	\$ -	\$ 1,036,430	\$ 1,036,430
24	Indirect Percentage	12.00%																	
25	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 19,638	\$ 19,638	\$ -	\$ 39,275	\$ 39,275	\$ -	\$ 39,275	\$ 39,275	\$ -	\$ 26,184	\$ 26,184	\$ -	\$ 124,372	\$ 124,372	\$ -	\$ 124,372	\$ 124,372
26	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Total Expenditures	\$ -	\$ 183,285	\$ 183,285	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 244,379	\$ 244,379	\$ -	\$ 1,160,802	\$ 1,160,802	\$ -	\$ 1,160,802	\$ 1,160,802
30	HSH Revenues (select)																		
31	CNC Fund	\$ -	\$ 183,285	\$ 183,285	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 244,379	\$ 244,379	\$ -	\$ 1,160,802	\$ 1,160,802	\$ -	\$ 1,160,802	\$ 1,160,802
32	Additional GF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ -	\$ 183,285	\$ 183,285	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 244,379	\$ 244,379	\$ -	\$ 1,160,802	\$ 1,160,802	\$ -	\$ 1,160,802	\$ 1,160,802
41	Other Revenues (to offset Total Expenditures & Reduce HSH. Revenues)																		
42	Rental Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48																			
49	Total HSH + Other Revenues	\$ -	\$ 183,285	\$ 183,285	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 244,379	\$ 244,379	\$ -	\$ 1,160,802	\$ 1,160,802	\$ -	\$ 1,160,802	\$ 1,160,802
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
52	Prepared by	Bobby McCarthy																	
53	Phone	628.652.7770																	
54	Email	robert.j.mccarthy@sfgov.org																	
55																			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	SALARY & BENEFIT DETAIL																			
3	Document Date		10/20/2020																	
4	Provider Name		Episcopal Community Services																	
5	Program		Housing First Hotels CNC																	
6	FSP Contract ID#		1000019778																	
7	Budget Name		Hillsdale - Supp																	
8			Year 1						Year 2						Year 3					
9	POSITION TITLE	Agency Totals		For HSH Funded Program		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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
10						New	New	New					New	New	New					
11		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	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
12	Burkle, Margaret-Support Services Manager	\$ 85,344	1.00	46%	0.46		\$ 19,416	\$ 19,416	\$ 85,344	1.00	46%	0.46		\$ 38,832	\$ 38,832	\$ 85,344	1.00	46%	0.46	
13	OPEN-Case Mgr III Masters	\$ 64,620	1.00	91%	0.91		\$ 29,402	\$ 29,402	\$ 64,620	1.00	91%	0.91		\$ 58,804	\$ 58,804	\$ 64,620	1.00	91%	0.91	
14	Hair, Ramona-Case Manager III	\$ 63,537	1.00	90%	0.90		\$ 28,620	\$ 28,620	\$ 63,537	1.00	90%	0.90		\$ 57,239	\$ 57,239	\$ 63,537	1.00	90%	0.90	
15	Ecker, Scott Housing Srvc Director	\$ 135,792	1.00	6.49%	0.06		\$ 4,403	\$ 4,403	\$ 135,792	1.00	6.49%	0.06		\$ 8,807	\$ 8,807	\$ 135,792	1.00	6.49%	0.06	
16	Brown, Shelly-Direct Support for Housing Srvc Director	\$ 94,332	1.00	12.86%	0.13		\$ 6,066	\$ 6,066	\$ 94,332	1.00	12.86%	0.13		\$ 12,132	\$ 12,132	\$ 94,332	1.00	12.86%	0.13	
17	Holmes, Maggie-Project manager	\$ 84,296	1.00	15.03%	0.15		\$ 6,335	\$ 6,335	\$ 84,296	1.00	15.03%	0.15		\$ 12,670	\$ 12,670	\$ 84,296	1.00	15.03%	0.15	
18	Pocock, Liz-Director/Hsq Dev & Asset Mgrmt	\$ 144,196	1.00	1.44%	0.01		\$ 1,038	\$ 1,038	\$ 144,196	1.00	1.44%	0.01		\$ 2,076	\$ 2,076	\$ 144,196	1.00	1.44%	0.01	
19	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06		\$ 2,025	\$ 2,025	\$ 63,016	1.00	6.43%	0.06		\$ 4,049	\$ 4,049	\$ 63,016	1.00	6.43%	0.06	
20	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06		\$ 1,620	\$ 1,620	\$ 50,425	1.00	6.43%	0.06		\$ 3,240	\$ 3,240	\$ 50,425	1.00	6.43%	0.06	
21	Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6.43%	0.06		\$ 2,088	\$ 2,088	\$ 64,999	1.00	6.43%	0.06		\$ 4,177	\$ 4,177	\$ 64,999	1.00	6.43%	0.06	
22	OPEN-Clinical Services Mgr	\$ 78,900	1.00	3.21%	0.03		\$ 1,268	\$ 1,268	\$ 78,900	1.00	3.21%	0.03		\$ 2,535	\$ 2,535	\$ 78,900	1.00	3.21%	0.03	
23	OPEN-Director of Impact & Analytics	\$ 116,640	1.00	2.07%	0.02		\$ 1,207	\$ 1,207	\$ 116,640	1.00	2.07%	0.02		\$ 2,414	\$ 2,414	\$ 116,640	1.00	2.07%	0.02	
24	Tarzon, Mary-Director of Healthy Aging	\$ 120,235	1.00	1.35%	0.01		\$ 812	\$ 812	\$ 120,235	1.00	1.35%	0.01		\$ 1,623	\$ 1,623	\$ 120,235	1.00	1.35%	0.01	
25							\$ -	\$ -						\$ -	\$ -					
30		TOTAL SALARIES		\$ -	\$ 104,300	\$ 104,300	TOTAL SALARIES		\$ -	\$ 208,599	\$ 208,599	TOTAL SALARIES		\$ -	\$ 208,599	TOTAL SALARIES		\$ -		
31		TOTAL FTE		2.88			TOTAL FTE		2.88			TOTAL FTE		2.88		TOTAL FTE		2.88		
32		FRINGE BENEFIT RATE		40.60%		40.60%	FRINGE BENEFIT RATE		40.60%		40.60%	FRINGE BENEFIT RATE		40.60%		FRINGE BENEFIT RATE		40.60%		
33		EMPLOYEE FRINGE BENEFITS		\$ -	\$ 42,347	\$ 42,347	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 84,693	\$ 84,693	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 84,693	EMPLOYEE FRINGE BENEFITS		\$ -		
34		TOTAL SALARIES & BENEFITS		\$ -	\$ 146,646	\$ 146,646	TOTAL SALARIES & BENEFITS		\$ -	\$ 293,293	\$ 293,293	TOTAL SALARIES & BENEFITS		\$ -	\$ 293,293	TOTAL SALARIES & BENEFITS		\$ -		
35																				
36																				
37																				

	A	B	C	D	E	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		10/20/2020														
4	Provider Name		Episcopal Community Services														
5	Program		Housing First Hotels CNC														
6	FSP Contract ID#		1000019778														
7	Budget Name		Hillsdale - Supp														
8																	
9	POSITION TITLE	Yea					Year 4							All Years			
10		Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
						New						New		New		New	Modification
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	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
12	Burkle, Margaret-Support Services Manager	\$ 85,344	1.00	46%	0.46	\$ 38,832	\$ 38,832	\$ 85,344	1.00	46%	0.46		\$ 25,888	\$ 25,888	\$ -	\$ 122,966	\$ 122,966
13	OPEN-Case Mgr III Masters	\$ 64,620	1.00	91%	0.91	\$ 58,804	\$ 58,804	\$ 64,620	1.00	91%	0.91		\$ 39,203	\$ 39,203	\$ -	\$ 186,213	\$ 186,213
14	Hair, Ramona-Case Manager III	\$ 63,537	1.00	90%	0.90	\$ 57,239	\$ 57,239	\$ 63,537	1.00	90%	0.90		\$ 38,160	\$ 38,160	\$ -	\$ 181,258	\$ 181,258
15	Ecker, Scott Housing Srvc Director	\$ 135,792	1.00	6.49%	0.06	\$ 8,807	\$ 8,807	\$ 135,792	1.00	6.49%	0.06		\$ 5,871	\$ 5,871	\$ -	\$ 27,889	\$ 27,889
16	Brown, Shelly-Direct Support for Housing Srvc Director	\$ 94,332	1.00	12.86%	0.13	\$ 12,132	\$ 12,132	\$ 94,332	1.00	12.86%	0.13		\$ 8,088	\$ 8,088	\$ -	\$ 38,418	\$ 38,418
17	Holmes, Maggie-Project manager	\$ 84,296	1.00	15.03%	0.15	\$ 12,670	\$ 12,670	\$ 84,296	1.00	15.03%	0.15		\$ 8,446	\$ 8,446	\$ -	\$ 40,121	\$ 40,121
18	Pocock, Liz-Director/Hsq Dev & Asset Mgmt	\$ 144,196	1.00	1.44%	0.01	\$ 2,076	\$ 2,076	\$ 144,196	1.00	1.44%	0.01		\$ 1,384	\$ 1,384	\$ -	\$ 6,575	\$ 6,575
19	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06	\$ 4,049	\$ 4,049	\$ 63,016	1.00	6.43%	0.06		\$ 2,700	\$ 2,700	\$ -	\$ 12,823	\$ 12,823
20	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06	\$ 3,240	\$ 3,240	\$ 50,425	1.00	6.43%	0.06		\$ 2,160	\$ 2,160	\$ -	\$ 10,261	\$ 10,261
21	Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6.43%	0.06	\$ 4,177	\$ 4,177	\$ 64,999	1.00	6.43%	0.06		\$ 2,785	\$ 2,785	\$ -	\$ 13,227	\$ 13,227
22	OPEN-Clinical Services Mgr	\$ 78,900	1.00	3.21%	0.03	\$ 2,535	\$ 2,535	\$ 78,900	1.00	3.21%	0.03		\$ 1,690	\$ 1,690	\$ -	\$ 8,028	\$ 8,028
23	OPEN-Director of Impact & Analytics	\$ 116,640	1.00	2.07%	0.02	\$ 2,414	\$ 2,414	\$ 116,640	1.00	2.07%	0.02		\$ 1,610	\$ 1,610	\$ -	\$ 7,646	\$ 7,646
24	Tarzon, Mary-Director of Healthy Aging	\$ 120,235	1.00	1.35%	0.01	\$ 1,623	\$ 1,623	\$ 120,235	1.00	1.35%	0.01		\$ 1,082	\$ 1,082	\$ -	\$ 5,140	\$ 5,140
25						\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -
26						\$ 208,599	\$ 208,599					\$ -	\$ 139,066	\$ 139,066	\$ -	\$ 660,565	\$ 660,565
27																	
28																	
29																	
30																	
31																	
32																	
33																	
34																	
35																	
36																	
37																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Hillsdale - Support Services														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	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)	\$ -	\$ 2,760	\$ 2,760	\$ -	\$ 5,520	\$ 5,520	\$ -	\$ 5,520	\$ 5,520	\$ -	\$ 3,680	\$ 3,680	\$ -	\$ 17,480	\$ 17,480
15	Office Supplies/furnitures equipment	\$ -	\$ 1,320	\$ 1,320	\$ -	\$ 2,640	\$ 2,640	\$ -	\$ 2,640	\$ 2,640	\$ -	\$ 1,760	\$ 1,760	\$ -	\$ 8,360	\$ 8,360
16	Food and Food supplies	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 5,333	\$ 5,333	\$ -	\$ 25,333	\$ 25,333
17	Program Supplies	\$ -	\$ 2,655	\$ 2,655	\$ -	\$ 5,309	\$ 5,309	\$ -	\$ 5,309	\$ 5,309	\$ -	\$ 3,539	\$ 3,539	\$ -	\$ 16,812	\$ 16,812
18	Printing and Reproduction	\$ -	\$ 1,789	\$ 1,789	\$ -	\$ 3,577	\$ 3,577	\$ -	\$ 3,577	\$ 3,577	\$ -	\$ 2,385	\$ 2,385	\$ -	\$ 11,327	\$ 11,327
19	Insurance	\$ -	\$ 3,334	\$ 3,334	\$ -	\$ 6,668	\$ 6,668	\$ -	\$ 6,668	\$ 6,668	\$ -	\$ 4,445	\$ 4,445	\$ -	\$ 21,115	\$ 21,115
20	Staff Training/recruitment	\$ -	\$ 974	\$ 974	\$ -	\$ 1,947	\$ 1,947	\$ -	\$ 1,947	\$ 1,947	\$ -	\$ 1,298	\$ 1,298	\$ -	\$ 6,166	\$ 6,166
21	Licenses and fees	\$ -	\$ 170	\$ 170	\$ -	\$ 340	\$ 340	\$ -	\$ 340	\$ 340	\$ -	\$ 227	\$ 227	\$ -	\$ 1,077	\$ 1,077
22		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67																
68	TOTAL OPERATING EXPENSES	\$ -	\$ 17,001	\$ 17,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 22,667	\$ 22,667	\$ -	\$ 107,670	\$ 107,670
69																
70	Other Expenses (not subject to indirect cost %)															
71		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83																
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
85																
86	Capital Expenses															
87		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94																
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96																
97	HS# #3													Template last modified 1/22/2020		

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE	Fiscal Year					Fiscal Term Start	Fiscal Term End
2	Hillsdale - Support Services	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective				7/1/2020	6/30/2021
3	Salaries & Benefits	Adjusted Budgeted	Budgeted	Justification	Calculation	Employee Name		
		FTE	Salary					
	Burkle, Margaret-Support Services Manager	0.46	\$ 19,416	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	=\$19,416/6 = \$3,236 per month	Burkle, Margaret-Support Services Manager		
4	OPEN-Case Mgr III Masters	0.91	\$ 29,402	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	=\$29,402/6 = \$4,900 per month	OPEN-Case Mgr III Masters		
5	Hair, Ramona-Case Manager III	0.90	\$ 28,620	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	=\$28,620/6 = \$4,770 per month	Hair, Ramona-Case Manager III		
6	Ecker, Scott Housing Srvc Director	0.06	\$ 4,403	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	=\$4,403/6 = \$734 per month	Ecker, Scott Housing Srvc Director		
7	Brown, Shelly-Direct Support for Housing Sr	0.13	\$ 6,066	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	=\$6,069/6 = \$1,012 per month	Brown, Shelly-Direct Support for Housing Srvc Director		
8	Holmes, Maggie-Project manager	0.15	\$ 6,335	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.	=\$6,335/6 = \$1,056 per month	Holmes, Maggie-Project manager		
9	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	0.01	\$ 1,038	Evaluates HSH contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures;	=\$1,038/6 = \$173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		
10	Sambolin, Irving- Database Specialist & Con	0.06	\$ 2,025	provides staff training on department protocols and procedures;	=\$2,025/6 = \$337 per month	Sambolin, Irving- Database Specialist & Compliance Monitor		
11	OPEN- Database Specialist & Compliance M	0.06	\$ 1,620	provides staff training on department protocols and procedures;	=\$1,620/6 = \$270 per month	OPEN- Database Specialist & Compliance Monitor		
12	Tuvera, Desiree-Compliance Specialist	0.06	\$ 2,088	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.	=\$2,088/6 = \$348 per month	Tuvera, Desiree-Compliance Specialist		
13	OPEN-Clinical Services Mgr	0.03	\$ 1,268	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 or organization-wide.	=\$1,268/6 = \$211 per month	OPEN-Clinical Services Mgr		
14	OPEN-Director of Impact & Analytics	0.02	\$ 1,207	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	=\$1,207/6 = \$201 per month	OPEN-Director of Impact & Analytics		
15	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812		=\$812/6 = \$135per month	Tarzon, Mary-Director of Healthy Aging		
16								
20	TOTAL	2.88	\$ 104,300					
21	Employee Fringe Benefits	40.60%	\$ 42,347	Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.				
22	Salaries & Benefits Total		\$ 146,646					
23								
24	Operating Expenses	Budgeted Expense		Justification	Calculation			
26	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,760		Telecommunication, including Sonic and TPX	=\$2,760/6 = \$460 per month			
27	Office Supplies/furnitures equipment	\$ 1,320		Support Service office supplies for program staff including materials used with participants and computers	=\$1,320/6 = \$220 per month			
28	Food and Food supplies	\$ 4,000		Using the SF Food Bank, the food items will supplement resident's own arrangements	=\$4,000/6 = \$667 per month			
29	Program Supplies	\$ 2,655		Includes bus passes, program materials and snacks for resident activities,	=\$2,655/6 = \$442 per month			
30	Printing and Reproduction	\$ 1,789		leased copier	=\$1,789/6 = \$298 per month			
31	Insurance	\$ 3,334		liability and umbrella agency insurance prorated	=\$3,334/6 = \$556 per month			
32	Staff Training/recruitment	\$ 974		training and recruitment expenses, including meeting suppliesand conference	=\$974/6 = \$162 per month			
33	Licenses and fees	\$ 170		Support Services licenses fee	=\$170/6 = \$28 per month			
60	TOTAL OPERATING EXPENSES		\$ 17,001					
61	Indirect Cost	12.0%	\$ 2,040					
147								
148								
149								
150								
151								
152								
153								
154								
155								
156								
157								
158								

	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	10/20/2020																		
4	Contract Term	Begin Date	End Date	Duration (Years)																
5	Current Term	1/1/2021	2/29/2024	4																
6	Amended Term	1/1/2021	2/29/2024	4																
7	Provider Name	Episcopal Community Services																		
8	Program	Housing First Hotels CNC																		
9	FSP Contract ID#	1000019778																		
10	Action (select)	New Agreement																		
11	Effective Date	1/1/2021																		
12	Budget Name	Mentone - Property Management																		
13		Current	New																	
14	Term Budget	\$ -	\$ 2,956,280	12%																
15	Contingency	\$ -	\$ 2,821,364																	
16	Not-To-Exceed	\$ -	\$ 26,329,610																	
17					Year 1			Year 2			Year 3			Year 4			All Years			
18					1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	
19					New		New	New		New	New		New	New		New	New		New	
20	Expenditures																			
21	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22	Operating Expense	\$ -	\$ 214,234	\$ 214,234	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 285,586	\$ 285,586	\$ -	\$ 1,356,755	\$ 1,356,755	
23	Subtotal	\$ -	\$ 214,234	\$ 214,234	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 285,586	\$ 285,586	\$ -	\$ 1,356,755	\$ 1,356,755	
24	Indirect Percentage	12.00%				12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%				
25	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 25,708	\$ 25,708	\$ -	\$ 51,416	\$ 51,416	\$ -	\$ 51,416	\$ 51,416	\$ -	\$ 51,416	\$ 51,416	\$ -	\$ 34,270	\$ 34,270	\$ -	\$ 162,811	\$ 162,811	
26	Other Expenses (Not subject to indirect %)	\$ -	\$ 392,658	\$ 392,658	\$ -	\$ 785,316	\$ 785,316	\$ -	\$ 785,316	\$ 785,316	\$ -	\$ 785,316	\$ 785,316	\$ -	\$ 523,544	\$ 523,544	\$ -	\$ 2,486,834	\$ 2,486,834	
27	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29	Total Expenditures	\$ -	\$ 632,600	\$ 632,600	\$ -	\$ 1,265,200	\$ 1,265,200	\$ -	\$ 1,265,200	\$ 1,265,200	\$ -	\$ 1,265,200	\$ 1,265,200	\$ -	\$ 843,400	\$ 843,400	\$ -	\$ 4,006,400	\$ 4,006,400	
30	HSH Revenues (select)																			
31	CNC Fund	\$ 416,792	\$ 416,792	\$ 416,792	\$ 833,583	\$ 833,583	\$ 833,583	\$ 833,583	\$ 833,583	\$ 833,583	\$ 833,583	\$ 833,583	\$ 833,583	\$ 555,722	\$ 555,722	\$ 555,722	\$ -	\$ 2,639,680	\$ 2,639,680	
32	Additional GF	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 66,600	\$ 66,600	\$ 66,600	\$ -	\$ 316,600	\$ 316,600	
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
40	Total HSH Revenues	\$ -	\$ 466,792	\$ 466,792	\$ -	\$ 933,583	\$ 933,583	\$ -	\$ 933,583	\$ 933,583	\$ -	\$ 933,583	\$ 933,583	\$ -	\$ 622,322	\$ 622,322	\$ -	\$ 2,956,280	\$ 2,956,280	
41	Other Revenues (to offset Total Expenditures & Reduce HSH. Revenues)																			
42	Rental Income	\$ 165,809	\$ 165,809	\$ 165,809	\$ 331,617	\$ 331,617	\$ 331,617	\$ 331,617	\$ 331,617	\$ 331,617	\$ 331,617	\$ 331,617	\$ 331,617	\$ 221,078	\$ 221,078	\$ 221,078	\$ -	\$ 1,050,121	\$ 1,050,121	
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
47	Total Other Revenues	\$ -	\$ 165,809	\$ 165,809	\$ -	\$ 331,617	\$ 331,617	\$ -	\$ 331,617	\$ 331,617	\$ -	\$ 331,617	\$ 331,617	\$ -	\$ 221,078	\$ 221,078	\$ -	\$ 1,050,121	\$ 1,050,121	
48																				
49	Total HSH + Other Revenues	\$ -	\$ 632,600	\$ 632,600	\$ -	\$ 1,265,200	\$ 1,265,200	\$ -	\$ 1,265,200	\$ 1,265,200	\$ -	\$ 1,265,200	\$ 1,265,200	\$ -	\$ 843,400	\$ 843,400	\$ -	\$ 4,006,400	\$ 4,006,400	
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
51																				
52	Prepared by	Bobby McCarthy																		
53	Phone	628.652.7770																		
54	Email	robert.j.mccarthy@sfgov.org																		
55																				

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Mentone - Property Managem														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12		Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	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)	\$ 85,230	\$ 85,230	\$ 85,230	\$ 170,460	\$ 170,460	\$ 170,460	\$ 170,460	\$ 170,460	\$ 170,460	\$ 113,640	\$ 113,640	\$ 113,640	\$ -	\$ 539,790	\$ 539,790
15	Office Supplies/renting fee	\$ 6,720	\$ 6,720	\$ 6,720	\$ 13,440	\$ 13,440	\$ 13,440	\$ 13,440	\$ 13,440	\$ 13,440	\$ 8,960	\$ 8,960	\$ 8,960	\$ -	\$ 42,560	\$ 42,560
16	Building Maintenance Supplies and Repair	\$ 66,220	\$ 66,220	\$ 66,220	\$ 152,440	\$ 152,440	\$ 152,440	\$ 152,440	\$ 152,440	\$ 152,440	\$ 101,567	\$ 101,567	\$ 101,567	\$ -	\$ 472,667	\$ 472,667
17	Management/Booking Fees	\$ 28,764	\$ 28,764	\$ 28,764	\$ 57,528	\$ 57,528	\$ 57,528	\$ 57,528	\$ 57,528	\$ 57,528	\$ 38,352	\$ 38,352	\$ 38,352	\$ -	\$ 182,172	\$ 182,172
18	Legal Fee	\$ 14,800	\$ 14,800	\$ 14,800	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	\$ 40,400	\$ 40,400
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 12,500	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
27		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31																
32	TOTAL OPERATING EXPENSES	\$ -	\$ 214,234	\$ 214,234	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 285,586	\$ 285,586	\$ -	\$ 1,356,755	\$ 1,356,755
33																
34	Other Expenses (not subject to indirect cost %)															
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Rental of Property	\$ 192,529	\$ 192,529	\$ 192,529	\$ 385,057	\$ 385,057	\$ 385,057	\$ 385,057	\$ 385,057	\$ 385,057	\$ 256,705	\$ 256,705	\$ 256,705	\$ -	\$ 1,219,347	\$ 1,219,347
37	Office Salaries-Desk Clerks/contract	\$ 81,223	\$ 81,223	\$ 81,223	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 108,297	\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409
38	Manager Salaries-Hotel Director/manager	\$ 29,120	\$ 29,120	\$ 29,120	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 38,827	\$ 38,827	\$ 38,827	\$ -	\$ 184,427	\$ 184,427
39	Janitor Contract-Regular/Extra Services	\$ 30,000	\$ 30,000	\$ 30,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	\$ 190,000	\$ 190,000
40	Repairs Payroll	\$ 23,920	\$ 23,920	\$ 23,920	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 31,893	\$ 31,893	\$ 31,893	\$ -	\$ 151,493	\$ 151,493
41	Benefits	\$ 35,867	\$ 35,867	\$ 35,867	\$ 71,734	\$ 71,734	\$ 71,734	\$ 71,734	\$ 71,734	\$ 71,734	\$ 47,823	\$ 47,823	\$ 47,823	\$ -	\$ 227,158	\$ 227,158
42																
43																
44	TOTAL OTHER EXPENSES	\$ -	\$ 392,658	\$ 392,658	\$ -	\$ 785,316	\$ 785,316	\$ -	\$ 785,316	\$ 785,316	\$ -	\$ 523,544	\$ 523,544	\$ -	\$ 2,486,834	\$ 2,486,834
45																
46	Capital Expenses															
47		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54																
55	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56																
57	SHS #3														Template last modified	1/22/2020

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE	Fiscal Year					Fiscal Term Start	Fiscal Term End
2	Mentone - Property Management	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective				7/1/2020	6/30/2021
50	<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>				
52	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 85,230	Utilities (electricity, water, gas, telephone and scavenger service);	=85,230/6 =\$14,205 per month				
	Office Supplies/renting fee	\$ 6,720	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	=6,720/6 =\$1,120 per month				
54	Building Maintenance Supplies and Repair	\$ 66,220	estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, ect.	=\$76,220/6 =\$12,703 per month				
57	Management/Booking Fees	\$ 28,764	Property management (71 Units) @ \$ 61.00 PUPM, and bookkeeping fees \$ 9.50 P	=\$28,764/6 =\$4,794 per month				
61	Legal Fee	\$ 14,800	property management legal expenses and credit report	=4,800/6 =\$800 per month				
69	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 12,500	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage; only \$25K allows indirect cost	=12,500/6 =\$2,083 per month				
74	TOTAL OPERATING EXPENSES	\$ 214,234						
75	Indirect Cost	12.0% \$ 25,708						
76								
77								
78	<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>				
79								
80	Rental of Property	\$ 192,529	The lease is written for 71 units @32,088 per month for 12 months	=\$192,529/6 =\$32,088 per month				
81	Office Salaries-Desk Clerks/contract	\$ 81,223	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage	=81,223/6 =\$13,537 per month				
82	Manager Salaries-Hotel Director/manager	\$ 29,120	Oversees housing site, prorated half time. Responsible for rent up the property with program director for insuring safety of participants and security of facility.	=\$29,120/6 =\$4,853 per month				
83								
84	Janitor Contract-Regular/Extra Services	\$ 30,000	Regular Services, place trash bins	=\$30,000/6 =\$5,000 per month				
85	Repairs Payroll	\$ 23,920	Responsible for repair and maintenance of the building	=23,920/6 =\$3,986 per month				
86	Benefits	\$ 35,867	% based from personnel from above	=35,867/6 =\$5,977 per month				
87								
93	TOTAL OTHER EXPENSES	\$ 392,658						
161								
162								
163								
164								
165								
166								
167								
168								
169								
170								
171								
172								
173								

	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Mentone - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 1,125,411	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					Year 1			Year 2			Year 3			Year 4			All Years		
18		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
19		New		New	New		New	New		New	New		New	New		New			
20	Expenditures																		
21	Salaries & Benefits	\$ -	\$ 141,245	\$ 141,245	\$ -	\$ 282,490	\$ 282,490	\$ -	\$ 282,490	\$ 282,490	\$ -	\$ 188,327	\$ 188,327	\$ -	\$ 894,553	\$ 894,553			
22	Operating Expense	\$ -	\$ 17,413	\$ 17,413	\$ -	\$ 34,825	\$ 34,825	\$ -	\$ 34,825	\$ 34,825	\$ -	\$ 23,217	\$ 23,217	\$ -	\$ 110,279	\$ 110,279			
23	Subtotal	\$ -	\$ 158,658	\$ 158,658	\$ -	\$ 317,315	\$ 317,315	\$ -	\$ 317,315	\$ 317,315	\$ -	\$ 211,544	\$ 211,544	\$ -	\$ 1,004,832	\$ 1,004,832			
24	Indirect Percentage	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%					
25	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 19,039	\$ 19,039	\$ -	\$ 38,078	\$ 38,078	\$ -	\$ 38,078	\$ 38,078	\$ -	\$ 25,385	\$ 25,385	\$ -	\$ 120,580	\$ 120,580			
26	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
29	Total Expenditures	\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ -	\$ 1,125,411	\$ 1,125,411			
30	HSH Revenues (select)																		
31	CNC Fund	\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ 177,697	\$ 1,125,411	\$ 1,125,411			
32			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
33			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
34			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
35			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
36			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
37			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
38			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
39			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ -	\$ 1,125,411	\$ 1,125,411			
41	Other Revenues (to offset Total Expenditures & Reduce HSH. Revenues)																		
42	Rental Income		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
43			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
44			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
45			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
46			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48																			
49	Total HSH + Other Revenues	\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ -	\$ 1,125,411	\$ 1,125,411			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51																			
52	Prepared by	Bobby McCarthy																	
53	Phone	628.652.7770																	
54	Email	robert.j.mccarthy@sfgov.org																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																					
2	SALARY & BENEFIT DETAIL																					
3	Document Date		10/20/2020																			
4	Provider Name		Episcopal Community Services																			
5	Program		Housing First Hotels CNC																			
6	FSP Contract ID#		1000019778																			
7	Budget Name		Mentone - Sup																			
8			Year 1						Year 2						Year 3							
9	POSITION TITLE	Agency Totals		For HSH Funded Program		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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		
10						New	New	New					New	New								
11		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	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary		
12	Bussey, Keith-Support Services Manager	\$ 83,482	1.00	46%	0.46		\$ 18,993	\$ 18,993	\$ 83,482	1.00	46%	0.46		\$ 37,985	\$ 37,985	\$ 83,482	1.00	46%	0.46			
13	Alpough, Katherine-Case Mgr III	\$ 66,317	1.00	91%	0.91		\$ 30,175	\$ 30,175	\$ 66,317	1.00	91%	0.91		\$ 60,349	\$ 60,349	\$ 66,317	1.00	91%	0.91			
14	Eman-Ghiasi, Marcus Armon-Case Manager III	\$ 54,242	1.00	90%	0.90		\$ 24,409	\$ 24,409	\$ 54,242	1.00	90%	0.90		\$ 48,819	\$ 48,819	\$ 54,242	1.00	90%	0.90			
15	Ecker, Scott Housing Srvc Director	\$ 135,792	1.00	6.49%	0.06		\$ 4,404	\$ 4,404	\$ 135,792	1.00	6.49%	0.06		\$ 8,808	\$ 8,808	\$ 135,792	1.00	6.49%	0.06			
16	Hamilton, Travis-Direct Support for Housing Srvc Director	\$ 94,383	1.00	12.86%	0.13		\$ 6,070	\$ 6,070	\$ 94,383	1.00	12.86%	0.13		\$ 12,139	\$ 12,139	\$ 94,383	1.00	12.86%	0.13			
17	Holmes, Maggie-Project manager	\$ 84,296	1.00	15.03%	0.15		\$ 6,335	\$ 6,335	\$ 84,296	1.00	15.03%	0.15		\$ 12,671	\$ 12,671	\$ 84,296	1.00	15.03%	0.15			
18	Pocock, Liz-Director/Hsq Dev & Asset Mgmt	\$ 144,196	1.00	1.46%	0.01		\$ 1,050	\$ 1,050	\$ 144,196	1.00	1.46%	0.01		\$ 2,100	\$ 2,100	\$ 144,196	1.00	1.46%	0.01			
19	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06		\$ 2,025	\$ 2,025	\$ 63,016	1.00	6.43%	0.06		\$ 4,050	\$ 4,050	\$ 63,016	1.00	6.43%	0.06			
20	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06		\$ 1,621	\$ 1,621	\$ 50,425	1.00	6.43%	0.06		\$ 3,241	\$ 3,241	\$ 50,425	1.00	6.43%	0.06			
21	Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6.43%	0.06		\$ 2,089	\$ 2,089	\$ 64,999	1.00	6.43%	0.06		\$ 4,178	\$ 4,178	\$ 64,999	1.00	6.43%	0.06			
22	OPEN-Clinical Services Mgr	\$ 78,900	1.00	3.21%	0.03		\$ 1,268	\$ 1,268	\$ 78,900	1.00	3.21%	0.03		\$ 2,536	\$ 2,536	\$ 78,900	1.00	3.21%	0.03			
23	OPEN-Director of Impact & Analytics	\$ 116,640	1.00	2.07%	0.02		\$ 1,208	\$ 1,208	\$ 116,640	1.00	2.07%	0.02		\$ 2,415	\$ 2,415	\$ 116,640	1.00	2.07%	0.02			
24	Tarzon, Mary-Director of Healthy Aging	\$ 120,235	1.00	1.35%	0.01		\$ 812	\$ 812	\$ 120,235	1.00	1.35%	0.01		\$ 1,624	\$ 1,624	\$ 120,235	1.00	1.35%	0.01			
25							\$ -	\$ -						\$ -	\$ -							
40		TOTAL SALARIES		\$ -	\$ 100,458	\$ 100,458	TOTAL SALARIES		\$ -	\$ 200,916	\$ 200,916	TOTAL SALARIES		\$ -	\$ 200,916	TOTAL SALARIES					\$ -	
41		TOTAL FTE		2.88	TOTAL FTE		2.88	TOTAL FTE		2.88	TOTAL FTE		2.88	TOTAL FTE		2.88	TOTAL FTE					2.88
42		FRINGE BENEFIT RATE		40.60%	FRINGE BENEFIT RATE		40.60%	FRINGE BENEFIT RATE		40.60%	FRINGE BENEFIT RATE		40.60%	FRINGE BENEFIT RATE		40.60%	FRINGE BENEFIT RATE					40.60%
43		EMPLOYEE FRINGE BENEFITS		\$ -	\$ 40,787	\$ 40,787	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 81,574	\$ 81,574	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 81,574	EMPLOYEE FRINGE BENEFITS					\$ -	
44		TOTAL SALARIES & BENEFITS		\$ -	\$ 141,245	\$ 141,245	TOTAL SALARIES & BENEFITS		\$ -	\$ 282,490	\$ 282,490	TOTAL SALARIES & BENEFITS		\$ -	\$ 282,490	TOTAL SALARIES & BENEFITS					\$ -	
45																						
46																						
47																						

	A	B	C	D	E	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 10/20/2020																	
4	Provider Name Episcopal Community Services																	
5	Program Housing First Hotels CNC																	
6	FSP Contract ID# 1000019778																	
7	Budget Name Mentone - Sup																	
8																		
9	POSITION TITLE	Yea						Year 4						All Years				
10		Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	
						New						New		New		Modification	New	
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	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	
12	Bussey, Keith-Support Services Manager	\$ 83,482	1.00	46%	0.46	\$ 37,985	\$ 37,985	\$ 83,482	1.00	46%	0.46		\$ 25,323	\$ 25,323	\$ -	\$ 120,287	\$ 120,287	
13	Alpough, Katherine-Case Mgr III	\$ 66,317	1.00	91%	0.91	\$ 60,349	\$ 60,349	\$ 66,317	1.00	91%	0.91		\$ 40,233	\$ 40,233	\$ -	\$ 191,106	\$ 191,106	
14	Eman-Ghiasi, Marcus Armon-Case Manager III	\$ 54,242	1.00	90%	0.90	\$ 48,819	\$ 48,819	\$ 54,242	1.00	90%	0.90		\$ 32,546	\$ 32,546	\$ -	\$ 154,593	\$ 154,593	
15	Ecker, Scott Housing Srvc Director	\$ 135,792	1.00	6.49%	0.06	\$ 8,808	\$ 8,808	\$ 135,792	1.00	6.49%	0.06		\$ 5,872	\$ 5,872	\$ -	\$ 27,892	\$ 27,892	
16	Hamilton, Travis-Direct Support for Housing Srvc Director	\$ 94,383	1.00	12.86%	0.13	\$ 12,139	\$ 12,139	\$ 94,383	1.00	12.86%	0.13		\$ 8,093	\$ 8,093	\$ -	\$ 38,442	\$ 38,442	
17	Holmes, Maggie-Project manager	\$ 84,296	1.00	15.03%	0.15	\$ 12,671	\$ 12,671	\$ 84,296	1.00	15.03%	0.15		\$ 8,447	\$ 8,447	\$ -	\$ 40,124	\$ 40,124	
18	Pocock, Liz-Director/Hsq Dev & Asset Mgmt	\$ 144,196	1.00	1.46%	0.01	\$ 2,100	\$ 2,100	\$ 144,196	1.00	1.46%	0.01		\$ 1,400	\$ 1,400	\$ -	\$ 6,651	\$ 6,651	
19	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06	\$ 4,050	\$ 4,050	\$ 63,016	1.00	6.43%	0.06		\$ 2,700	\$ 2,700	\$ -	\$ 12,826	\$ 12,826	
20	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06	\$ 3,241	\$ 3,241	\$ 50,425	1.00	6.43%	0.06		\$ 2,161	\$ 2,161	\$ -	\$ 10,264	\$ 10,264	
21	Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6.43%	0.06	\$ 4,178	\$ 4,178	\$ 64,999	1.00	6.43%	0.06		\$ 2,785	\$ 2,785	\$ -	\$ 13,229	\$ 13,229	
22	OPEN-Clinical Services Mgr	\$ 78,900	1.00	3.21%	0.03	\$ 2,536	\$ 2,536	\$ 78,900	1.00	3.21%	0.03		\$ 1,691	\$ 1,691	\$ -	\$ 8,031	\$ 8,031	
23	OPEN-Director of Impact & Analytics	\$ 116,640	1.00	2.07%	0.02	\$ 2,415	\$ 2,415	\$ 116,640	1.00	2.07%	0.02		\$ 1,610	\$ 1,610	\$ -	\$ 7,649	\$ 7,649	
24	Tarzon, Mary-Director of Healthy Aging	\$ 120,235	1.00	1.35%	0.01	\$ 1,624	\$ 1,624	\$ 120,235	1.00	1.35%	0.01		\$ 1,083	\$ 1,083	\$ -	\$ 5,143	\$ 5,143	
25						\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -	
40				TOTAL SALARIES		\$ 200,916	\$ 200,916	TOTAL SALARIES		\$ -	\$ 133,944	\$ 133,944	\$ -	\$ 636,235	\$ 636,235			
41			TOTAL FTE		2.88			TOTAL FTE		2.88								
42			FRINGE BENEFIT RATE			40.60%		FRINGE BENEFIT RATE		40.60%		40.60%						
43		EMPLOYEE FRINGE BENEFITS		\$ 81,574	\$ 81,574	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 54,383	\$ 54,383	\$ -	\$ 258,318	\$ 258,318					
44		TOTAL SALARIES & BENEFITS		\$ 282,490	\$ 282,490	TOTAL SALARIES & BENEFITS		\$ -	\$ 188,327	\$ 188,327	\$ -	\$ 894,553	\$ 894,553					
45																		
46																		
47																		

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Mentone - Support Services														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13		\$ -			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 2,760	\$ 2,760		\$ 5,520	\$ 5,520		\$ 5,520	\$ 5,520		\$ 3,680	\$ 3,680		\$ 17,480	\$ 17,480	
15	Office Supplies/furnitures equipmet	\$ 2,260	\$ 2,260		\$ 4,520	\$ 4,520		\$ 4,520	\$ 4,520		\$ 3,013	\$ 3,013		\$ 14,313	\$ 14,313	
16	Food and Food supplies	\$ 3,863	\$ 3,863		\$ 7,725	\$ 7,725		\$ 7,725	\$ 7,725		\$ 5,150	\$ 5,150		\$ 24,463	\$ 24,463	
17	Program Supplies	\$ 2,700	\$ 2,700		\$ 5,400	\$ 5,400		\$ 5,400	\$ 5,400		\$ 3,600	\$ 3,600		\$ 17,100	\$ 17,100	
18	Printing and Reproduction	\$ 1,781	\$ 1,781		\$ 3,562	\$ 3,562		\$ 3,562	\$ 3,562		\$ 2,375	\$ 2,375		\$ 11,280	\$ 11,280	
19	Insurance	\$ 2,802	\$ 2,802		\$ 5,604	\$ 5,604		\$ 5,604	\$ 5,604		\$ 3,736	\$ 3,736		\$ 17,746	\$ 17,746	
20	Staff Training/Recruitments	\$ 1,077	\$ 1,077		\$ 2,154	\$ 2,154		\$ 2,154	\$ 2,154		\$ 1,436	\$ 1,436		\$ 6,821	\$ 6,821	
21	Licenses and fees	\$ 170	\$ 170		\$ 340	\$ 340		\$ 340	\$ 340		\$ 227	\$ 227		\$ 1,077	\$ 1,077	
22		\$ -	\$ -		\$ -			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
23		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
24		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
25		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
26	Consultants	\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
27		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
28	Subcontractors	\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
29		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
30		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
31		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
32	TOTAL OPERATING EXPENSES	\$ -	\$ 17,413	\$ 17,413	\$ -	\$ 34,825	\$ 34,825	\$ -	\$ 34,825	\$ 34,825	\$ -	\$ 23,217	\$ 23,217	\$ -	\$ 110,279	\$ 110,279
33																
34	Other Expenses (not subject to indirect cost %)															
35		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
36																
37	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38																
39	Capital Expenses															
40		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
41																
42	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43																
44	HSH #3													Template last modified 1/22/2020		

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE			Fiscal Year			Fiscal Term Start	Fiscal Term End
2	Mentone - Support Services	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective					7/1/2020 6/30/2021
3	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name		
4	Bussey, Keith-Support Services Manager	0.46	\$ 18,993	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	=\$18,993/6 = \$3,165 per month	Bussey, Keith-Support Services Manager		
5	Alpough, Katherine-Case Mgr III	0.91	\$ 30,175	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	=\$30,175/6 = \$5,029 per month	Alpough, Katherine-Case Mgr III		
6	Eman-Ghiasi, Marcus Armon-Case Manager II	0.90	\$ 24,409	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	=\$24,409/6 = \$4,068 per month	Eman-Ghiasi, Marcus Armon-Case Manager III		
7	Ecker, Scott Housing Srvc Director	0.06	\$ 4,404	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	=\$4,403/6 = \$734 per month	Ecker, Scott Housing Srvc Director		
8	Hamilton, Travis-Direct Support for Housing Srvc Director	0.13	\$ 6,070	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	=\$6,069/6 = \$1,012 per month	Hamilton, Travis-Direct Support for Housing Srvc Director		
9	Holmes, Maggie-Project manager	0.15	\$ 6,335	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.	=\$6,335/6 = \$1,056 per month	Holmes, Maggie-Project manager		
10	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	0.01	\$ 1,050	Evaluates HSH contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures;	=\$1,050/6 = \$175 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		
11	Sambolin, Irving- Database Specialist & Comp	0.06	\$ 2,025	provides staff training on department protocols and procedures;	=\$2,025/6 = \$337 per month	Sambolin, Irving- Database Specialist & Compliance Monitor		
12	OPEN- Database Specialist & Compliance Mo	0.06	\$ 1,621	provides staff training on department protocols and procedures;	=\$1,621/6 = \$270 per month	OPEN- Database Specialist & Compliance Monitor		
13	Tuvera, Desiree-Compliance Specialist	0.06	\$ 2,089	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.	=\$2,089/6 = \$348 per month	Tuvera, Desiree-Compliance Specialist		
14	OPEN-Clinical Services Mgr	0.03	\$ 1,268	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.	=\$1,268/6 = \$211 per month	OPEN-Clinical Services Mgr		
15	OPEN-Director of Impact & Analytics	0.02	\$ 1,208	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	=\$1,208/6 = \$201 per month	OPEN-Director of Impact & Analytics		
16	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812		=\$812/6 = \$135 per month	Tarzon, Mary-Director of Healthy Aging		
17	TOTAL	2.88	\$ 100,458					
18	Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.	=\$40,787/6 = \$6,798 per month			
19	Salaries & Benefits Total	40.60%	\$ 40,787					
20			\$ 141,245					
21								
22								
23	Operating Expenses	Budgeted Expense	Justification	Calculation				
24	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,760	Telecommunication, including Sonic and TPX	=\$2,760/6 = \$460 per month				
25	Office Supplies/furnitures equipment	\$ 2,260	Support Service office supplies for program staff including materials used with participants and computers	=\$2,260/6 = \$377 per month				
26	Food and Food supplies	\$ 3,863	Using the SF Food Bank, the food items will supplement resident's own arrangements	=\$3,863/6 = \$644 per month				
27	Program Supplies	\$ 2,700	Includes bus passes, program materials and snacks for resident activities,	=\$2,700/6 = \$450 per month				
28	Printing and Reproduction	\$ 1,781	leased copier	=\$1,781/6 = \$297 per month				
29	Insurance	\$ 2,802	liability and umbrella agency insurance prorated	=\$2,802/6 = \$467 per month				
30	Staff Training/Recruitments	\$ 1,077	training and recruitment expenses, including meeting supplies and conference	=\$1,077/6 = \$180 per month				
31	Licenses and fees	\$ 170	Support Services licenses fee	=\$170/6 = \$28 per month				
32	TOTAL OPERATING EXPENSES	\$ 17,413						
33	Indirect Cost	12.0%	\$ 2,090					
34								
35	TOTAL CAPITAL EXPENSES		#N/A					
36								
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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 in 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 end of the fiscal year or project period.

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

B. Invoicing System:

1. Grantee shall submit invoices and all required supporting documentation demonstrating evidence of the expenditure to 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 Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including names, emails, phone number, 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 authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee Executive Director or Chief Financial Officer shall immediately notify to 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** 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 questions regarding spend down funding source prioritization shall be directed 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 basis 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. 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/ Care Not Cash (CNC)	
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 includes, 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

General Fund/ Care Not Cash (CNC)	
Type	Instructions and Examples of Documentation
	<p>time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p> <p>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.</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 may include 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 revenue expenses that offset the costs in the Appendix B, Budget(s) covered by the agreement each time an invoice is submitted.</p>

III. Timely Submission of Reports and Compliance: If a Grantee has an 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 contracts

City Department or Commission	Date of Grant	Amount of Grant
DHSH – Interim Housing – Winter InterFaith	11/1/14 – 6/30/21	1,501,117
DHSH – Interim Housing – Sanctuary	7/1/19 – 6/30/21	7,353,238
DHSH – Coordinated Entry – Access Points	7/1/20 – 6/30/21	3,849,574
DHSH – Coordinated Entry – Housing Stabilization	7/1/20 – 6/30/21	1,421,257
DHSH – Coordinated Entry – Shelters/Mobile Problem Solvng	7/1/20 – 6/30/21	810,648
DHSH - Housing - Canon Barcus	7/1/20 - 6/30/23	1,499,118
DHSH - Housing – Bishop Swing	7/1/20 – 6/30/23	2,143,395
DHSH – Housing – Canon Kip Community House	7/1/20 – 6/30/23	964,332
DHSH – Housing – The Rose Hotel	7/1/20 – 6/30/23	188,778
DHSH - Housing - 1180 4th Street Housing	7/1/14 - 12/31/20	2,584,431
DHSH – Housing – 455 Fell Street	5/15/19 – 6/30/22	840,179
DHSH - Housing - Henry Hotel	7/1/19 – 6/30/22	6,408,789
DHSH – Housing – Auburn	7/1/17 – 6/30/21	4,249,484
DHSH - Rapid Rehousing (HEAP)	7/1/20-6/30/21	1,169,319
DHSH – Rapid Rehousing (GF)	7/1/20-6/30/21	119,855
DHSH – Rapid Rehousing (CESH)	7/1/20-6/30/21	275,902
DHSH – Rapid Rehousing (ESG)	7/1/20-6/30/21	53,943
DAS – Healthy Aging – Case Management	7/1/18 - 6/30/21	891,026
DAS – Healthy Aging – Community Services	7/1/18 – 12/31/20	638,930
DAS - Congregate Meals/Seniors	7/1/17 – 6/30/21	935,815
DAS - Congregate Meals/Adults with Disabilities	7/1/17- 6/30/21	114,738
MOHCD – CHEFS – OEWD – CDBG	7/1/20 – 6/30/21	125,000
MOHCD – Adult Education Center – NSC - CDBG	7/1/20 – 6/30/21	80,000
DHSH - Housing - Canon Kip/SHP	1/2/15-12/31/20	517,390
DHSH – Housing – Canon Kip/SHP	1/1/21-12/31/23	339,420
DHSH - Housing - The Rose/SHP	1/2/15-12/31/20	881,361
DHSH – Housing – The Rose/SHP	1/1/21-12/31/23	357,830
DHSH – Housing - Minna Lee	4/1/18 – 6/30/23	1,846,060
DHSH – Interim Housing – Bryant Navigation Center Storage	12/1/18-11/30/20	1,113,896
DHSH – SIP Hotel/Project RoomKey	7/1/20-8/31/20	5,111,651
HSA – Employment Services	2/1/18 – 6/30/21	1,227,839
DPH – Behavioral Health Services – Behavioral Health	7/1/18 – 12/31/22	5,119,806
DHSH – Henry Hotel – CoC Rental Assistance	8/1/18 – 7/31/21	2,901,702
DHSH – Canon Kip – CoC Rental Assistance	12/1/18 – 11/30/21	4,648,341
DHSH – Canon Barcus – CoC Rental Assistance	7/1/20 – 6/30/23	1,978,149
DHSH – Bishop Swing – CoC Rental Assistance	4/1/18 – 3/31/21	1,198,503
DHSH – Bishop Swing – CoC Rental Assistance	4/1/21 – 3/31/24	1,229,514

Appendix E – Permitted Subcontractors

1. Caritas Management Corporation

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

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

THIS GRANT AGREEMENT (“Agreement”) is made as of **October 20, 2020**, 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 has applied to the Department to fund the matters set forth in a grant plan; and summarized briefly as follows: Support Services and Property Management; and

WHEREAS, Ordinance No. 61-19 authorizes the Department to enter into grants and 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, the City’s Board of Supervisors approved this Agreement by Resolution Number 558-20 on December 15, 2020;

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is acknowledged, the parties 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) “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 with

- respect to the grant application; and (iii) all amendments, modifications or supplements to any of the foregoing approved in writing by City.
- (c) “Budget” shall mean the budget attached hereto as part of Appendix B, Budget.
 - (d) “Charter” shall mean the Charter of City.
 - (e) “Contractor” shall have the meaning as “Grantee” if used in this Agreement, as certain City contracting requirements also apply to grants of the City of San Francisco.
 - (f) “Controller” shall mean the Controller of City.
 - (g) “Eligible Expenses” shall have the meaning set forth in Appendix A, Services to be Provided, Appendix A-1, Services to be Provided, and Appendix B, Budget.
 - (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 which all or any portion of this Agreement is in effect.
 - (k) “Funding Request” shall have the meaning set forth in Section 5.3(a).
 - (l) “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.
 - (m) “Grant Funds” shall mean any and all funds allocated or disbursed to Grantee under this Agreement.
 - (n) “Grant Plan” shall have the meaning set forth in Appendix A, Services to be Provided, Appendix A-1, Services to be Provided, and Appendix B, Budget.
 - (o) “Indemnified Parties” shall mean: (i) City, including the Department 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) "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.

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 Department. The terms "sufficient," "necessary" or "proper" and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Department. The terms "approval," "acceptable" or "satisfactory" or similar terms shall mean approved by, or acceptable to, or satisfactory to the Department. 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. 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.

- 2.3 Automatic Termination for Non-Appropriation 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.
- 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.

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 **January 1, 2021** and expire on

February 29, 2024, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

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 **Twenty Six Million Three Hundred Twenty Nine Thousand Six Hundred Ten Dollars (\$26,329,610)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Million Eight Hundred Twenty One Thousand Three Hundred Sixty Four Dollars (\$2,821,364)** 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, Appendix A-1, 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. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 Reserved. (State or Federal Funds).

**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 Department, in form and substance satisfactory to the Department. 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, 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.** 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.
- 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, 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** 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 and Appendix A-1, 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.

- 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.

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 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.

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 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 stepparents).

- 8.5 No Other Agreements with City.** Except as expressly itemized in Appendix D, Interest in Other City Grants, 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, 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 CONTRACT 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 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.

- (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 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.

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 Representations and Warranties or Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 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.

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.

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.

- 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 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.

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, Permitted Subgrantees 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, Permitted Subgrantees, 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, Permitted Subgrantees 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.

- 13.4 Grantee Retains Responsibility.** Grantee shall 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 contractor 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 Department 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 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
P.O. Box 427400
San Francisco, CA 94142-7400
hshcontracts@sfgov.org

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

Any notice of default must be sent by registered mail.

- 15.2 Effective Date.** All communications sent in accordance with Section 15.1 shall become effective on the date of receipt.
- 15.3 Change of Address.** Any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

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

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 intake and 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, 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).

ARTICLE 17 MISCELLANEOUS

17.1 No Waiver. No waiver by the Department or City of any default or breach of this Agreement shall be implied from any failure by the Department or City to take action on account of such default if such default persists or is repeated. No express waiver by the Department 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 Department 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 Department 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 Department Head, as the case may be, of the Department 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 A-1, Services to be Provided
Appendix B, Budget
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants
Appendix E, Permitted Subgrantees

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 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; Monetary Penalties.
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.

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.

- (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. 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.

- (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.
- (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. 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.

- 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 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 and Appendix A-1, Services to be Provided. Any services provided beyond those listed in Appendix A, Services to be Provided and Appendix A-1, Services to be Provided must be approved by the Department.
- 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.

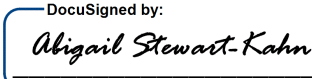
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of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

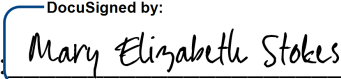
CITY

GRANTEE

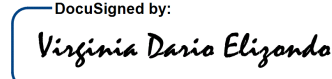
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

EPISCOPAL COMMUNITY SERVICES

By: 
E3BD6DD85B9945E...
Abigail Stewart-Kahn
Interim Director

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

Approved as to Form:

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

**Appendix A, Services to be Provided
by
Episcopal Community Services
Housing First Hotels – Property Management**

I. Purpose of Grant

The purpose of the grant is to provide property management services to formerly homeless and income-eligible adults. The goal of these services is to help tenants maintain housing and stability.

II. Served Population

Grantee 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.

Only clients who are County Adult Assistance Programs (CAAP) aka Care Not Cash recipients at the time of acceptance into housing may be placed into a CAAP vacancy.

IV. Description of Services

Grantee shall provide Property Management to tenants residing in 463 units. Property Management services shall include, but are not limited to, the following:

- A. Program Applicant Selection and Intake: Grantee shall follow the processes agreed upon by Grantee, HSH, property owner, housing subsidy administrators, and/or other entities involved with referrals.
- B. Annual Tenant Re-certification: As required by rental subsidy type, 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.
- C. 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.

D. Collection of Rents, Security Deposits, and Other Receipts: Grantee shall collect and process rent and other housing-related payments made by tenants.

1. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
2. 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 how much tenants are required to pay.
3. Tenants are encouraged 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.

Unit rent is a minimum of \$503.00 per month for each available unit. CAAP recipients are responsible for a tenant rent portion between \$278 and \$318 per month, depending upon the type of benefits each is receiving. The HSH grant budget covers the HSH approved expenses not covered by rental payments of tenants, up to the total approved grant amount. Future tenant rent increases, no more than one a year, must be approved in advance of notice to tenants by the HSH program manager. The tenant's portion of the rent while active on CAAP benefits is determined by HSH and does not require the same 30-day notice if it changes.

E. Lease Enforcement, Written Notices and Eviction Prevention:

1. Grantee shall provide written notice 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/or actions that are in violation of the lease agreement.
2. 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.
3. Grantee shall work with tenants, in conjunction with Support Services staff, to resolve issues that put tenants at risk of eviction.
4. Grantee shall copy Support Services staff on all of these communications.

F. 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.

G. 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:

1. Janitorial services in common areas, offices, and shared-use restroom and shower facilities;

2. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
3. Pest control services, as needed;
4. Maintenance and repair of facility systems, plumbing, electrical, safety issues;
5. Building security; and
6. Preparation of apartments for tenant move-in and move-out.

H. Wellness Checks and Emergency Safety Checks: Grantee shall conduct Wellness Checks and/or Emergency Safety 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.

I. Front Desk Coverage: Grantee shall provide front desk coverage 24 hours per day, seven days per week.

J. Program 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.

V. **Location and Hours of Service**

Grantee shall provide services 24 hours per day, seven days per week, at the addresses listed below.

Location	Address	Units
1. Alder Hotel	175 6 th Street	116
2. Crosby on O'Farrell Hotel	516 O'Farrell Street	124
3. Elm Hotel	364 Eddy Street	80
4. Hillsdale Hotel	51 6 th Street	75
5. Mentone Hotel	387 Ellis Street	68
Total		463

VI. **Service Requirements**

A. Coordination with Other Service Providers: Grantee 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. Grantee shall establish a written Memorandum of Understanding (MOU) with other service providers and/or Subcontractors, as required by HSH.

B. 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 contract.

- C. 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.
- D. Language and Interpretation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.
- E. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire, acts of violence, or any other incident, which require the involvement of emergency or Child Protective Services (CPS).
- F. Grievance Procedure: Grantee shall 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 Grantee's internal Grievance Procedure.

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 provide a copy of the procedure and any amendments to the HSH Program Manager or his/her designated agent.

- G. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for tenants to provide input into the program, including the effectiveness and satisfaction. Feedback methods shall include:
 1. A written process informing the tenants on how to request repairs/services; and
 2. A written annual survey, which shall be offered to tenants to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantees shall offer assistance to tenants regarding completion of the survey if the written format presents any problem.
- H. 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.

I. Record-Keeping and Reporting:

1. Grantee 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, Grantee shall maintain eligibility and inspection documentation in the Online Navigation and Entry (ONE) System.
2. Grantee shall maintain files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.

J. Data Standards:

1. Records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (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 shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
3. 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 Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

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

- L. 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 24 hours, if reasonable;
 - 3. Having a representative of the Grantee attend all appropriate neighborhood meetings; and
 - 4. Active discouragement of loitering in the area surrounding the building.
- M. Compliance with Funding Source Requirements: Grantee recognizes that funding for these services may be provided to the City through federal, state or private foundation awards. Grantee agrees to comply with the provisions of the funding sources.
- N. 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;
 - 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 Grantee'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.
- O. Other Program Revenue Sources: Grantee agrees that funds received from a source other than the City to defray any portion of the reimbursable costs allowable under the awarded grant shall be reported to the City and deducted by Grantee from billings to the City to ensure that no portion of the City's reimbursement to Grantee is duplicated.
- P. Vacancy Reporting: Per HSH instructions, Grantees shall report unit vacancies.

VII. Service Objectives

Grantee shall achieve the Service Objectives listed below. Grantee understands that the Service Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 35 days, on average.
- B. Grantee shall maintain an occupancy rate of at least 90 percent.
- C. Grantee shall offer all tenants the opportunity to complete an annual anonymous Tenant Satisfaction Survey, with the goal of at least sixty-five percent participation.

- D. 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. Grantee understands that the Outcome Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Ninety percent of tenants will maintain their housing for a minimum of 12 months.
- B. Seventy-five percent of tenants who exit housing will move to other permanent housing, or be provided with more appropriate placements.
- C. Eighty-five percent of tenant lease violations will be resolved without loss of housing to tenants.
- D. Eighty-five percent of tenants completing an annual Tenant Satisfaction Survey 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. 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. Grantee understands that reporting requirements may differ for services funded by different revenue sources.

- A. When required by HSH, Grantee shall enter data into the ONE system.
- B. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month, including:
 - 1. Occupancy rate; and
 - 2. Number of new placements made for the month, broken down by funding source.
- C. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15th 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. Grantee shall provide an annual report summarizing the grant activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report

shall also include accomplishments and challenges encountered by the Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15th 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. Grantee 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. Grantee shall participate, as required by HSH, in 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 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.

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, which may include review of tenant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting Service and Outcome Objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review

of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**Appendix A-1, Services to be Provided
by
Episcopal Community Services
Housing First Hotels – Support Services**

I. Purpose of Grant

The purpose of the grant is to provide support services to formerly homeless and income-eligible adults. The goals of these services are to help participants improve their health and retain their housing, or move to other appropriate housing.

II. Served Population

Grantee 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 Support Services to program participants who reside in 463 units during the term of this grant. Support Services are voluntary and shall be available to all tenants of the building. Support Services shall include, but are not limited to the following:

- A. Outreach: Grantee shall actively engage with participants to provide information about available Support Services and invite them to participate. Outreach methods shall include in-person interactions, written messages, phone calls, voice mail, and emails, as available and appropriate to reach individual participant. Grantee shall contact each participant at least three times during the first 60 days following placement in housing to engage the participant in services.
- B. 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 participants prior to move-in. Grantee shall attempt to coordinate with an incoming participant's current Case Manager(s) (e.g., at the shelter, agency or Coordinated Entry Access Point where a participant is currently receiving services) to

ensure a warm hand-off and transition into housing. This may include an exchange of information about challenges the participant is experiencing and/or and current services being accessed in the community.

- C. Case Management: Grantee shall provide ongoing meetings and counseling for participants to establish goals, develop Individualized Service Plans, and track progress toward achieving those goals. Grantee shall document Case Management meetings, engagement, and status of participants at least once per month to ensure they are doing well and are receiving the support they need to maintain housing.
- D. Benefits Advocacy and Assistance: Grantee shall assist participants with obtaining or maintaining benefits. Grantee shall provide referrals for and solve problems preventing a participant's enrollment in county, state and federal benefits programs. Grantee may help participants identify, apply for and establish appointments for available services such as cash aid, food programs, medical clinics and/or in-home support.
- E. Referrals and Coordination of Services: Grantee shall help participants identify and access services available within the community that meet specific needs or support progress toward identified goals. This may include providing information about services, calling to help establish appointments, assisting with applications, providing appointment reminders, following up/checking in with participants regarding the process, and, as necessary, re-referral. Grantee shall also communicate and coordinate with outside service providers and mental health clinics to support existing linkages that participants may have.
- F. Coordination with Property Management: Grantee shall assist participants in communicating with, responding to and meeting with Property Management. This may include helping a participant understand the meaning of messages, letters, and/or warnings from Property Management, helping a participant write requests, responses or complaints, and attending meetings between the participant and Property Management to facilitate communication.

Grantee shall coordinate with Property Management and external agencies to find creative ways to engage with participants, as necessary. This may be the case if a participant is experiencing challenges with their housing and is not inclined to proactively engage.
- G. Wellness Checks: Grantee shall conduct Wellness Checks in accordance with HSH policy to assess a participant's safety when there is a reason to believe the participant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
- H. Support Groups, Social Events and Organized Activities:
 - i. Grantee shall provide participants with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other participants and staff, or to celebrate

significant individual, holiday and community events. These events may be planned with or based on input from participants and shall be held on site at least once per week. Grantee shall post and provide to participants with a monthly calendar of events. When appropriate, events should be open to all building tenants.

- ii. Grantee shall conduct monthly community meetings for participants, in coordination with Property Management, during which participants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
 - iii. Grantee shall provide appropriate programming for the population served.
- I. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all participants 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 participants. Grantee shall assist with the de-escalation and resolution of conflicts as needed.
- J. 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.
- K. Exit Planning and After-Care Services: If a participant is moving out of the building, Grantee shall outreach to the participant to engage in exit planning and support the participant's successful transition out of the program, and coordinate with Property Management, as necessary. The exit plan shall depend on the participant'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 participant's exit from the program for up to 90 days or as indicated by participant need.

V. **Location and Time of Services**

Grantee shall provide services at the addresses below. Grantee shall provide services Monday through Friday, during posted business hours. Grantee may also provide services evenings and weekends, and at other times when necessary to best serve participants.

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.

Location	Address	Units
1. Alder Hotel	175 6 th Street	116
2. Crosby on O'Farrell Hotel	516 O'Farrell Street	124
3. Elm Hotel	364 Eddy Street	80

Location	Address	Units
4. Hillsdale Hotel	51 6 th Street	75
5. Mentone Hotel	387 Ellis Street	68
Total		463

VI. Service Requirements

- A. 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.
- B. Language and Interpretation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.
- C. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications required by law.
- D. 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 participants' progress.
- 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 participants are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV/AIDS status.
- F. Grievance Procedure: Grantee shall establish and maintain a written Grievance Procedure for participants, 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 participant can expect a response; and
 - 4. HSH Program Manager's contact information for the participant to contact after the participant has exhausted Grantee's internal Grievance Procedure.

Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee

shall post the policy at all times and provide a copy of the procedure and any amendments to the HSH Program Manager or his/her designated agent.

G. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for participants to provide input into the program, including the effectiveness and satisfaction. Feedback methods shall include:

1. A written process informing the participants on how to request services; and
2. A written annual survey, which shall be offered to participants to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantees shall offer assistance to participants regarding completion of the survey if the written format presents any problem.

H. 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, as needed, such as, but not limited to: hearings on issues related to homelessness; and
3. Attendance at trainings, when required by HSH.

I. Coordination with Other Service Providers:

1. Grantee shall maintain a good working relationship with other service providers, HSH, and all other agencies involved in program operations to ensure communication and coordination that supports program goals.
2. When required by HSH, Grantee shall establish written Memoranda of Understanding (MOUs) with Property Management and Subcontractors.

J. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire, acts of violence, or any other incident, which require the involvement of emergency or Child Protective Services (CPS).

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

L. 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 24 hours, if reasonable;
 3. Having a representative of the Grantee attend all appropriate neighborhood meetings; and
 4. Active discouragement of loitering in the area surrounding the building.
- M. Record Keeping and Files: Grantee shall maintain confidential participant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
- N. Data Standards:
1. Records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (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 shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 3. 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 Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

VII. Service Objectives

Grantee shall achieve the Service Objectives listed below. Grantee understands that the Service Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Grantee shall actively outreach to at least 95 percent of participants once every 30 days.
- B. Grantee shall offer assessment to 100 percent of participants for primary medical care needs within 90 days of move-in.
- C. Grantee shall offer assessment to 100 percent of participants for mental health and substance use treatment needs within 90 days of move-in.
- D. Grantee shall offer assessment to 100 percent of participants for benefits within 30 days of move-in.

- E. Grantee shall offer to develop Individualized Service Plans for 100 percent of participants within 90 days of service enrollment.
- F. Grantee shall update at minimum 80 percent of Individualized Service Plans at least once every six months, or as required by HSH.
- G. Grantee shall offer Support Services to 100 percent of all participants that showed housing instability (non-payment of rent, lease violations) at least once per incident.
- H. Grantee shall outreach to 100 percent of participants 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.
- I. Grantee shall administer an annual written anonymous survey of participants to obtain feedback on the type and quality of program services. Grantee shall offer all participants the opportunity to take this survey.

VIII. Outcome Objectives

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

- A. Ninety percent of participants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. One hundred percent of participants housed for at least six months will have maximized their income and benefits for which they are eligible, or will be in the application process. The percentage requirement in this objective will be benchmarked over the first 12 months of service to ensure it is attainable, and may be adjusted accordingly.
- C. At least eighty-five percent of participant lease violations will be resolved without loss of housing to participants.
- D. At least seventy-five percent of residents who have an Individualized Service Plan will accomplish one or more goals.
- E. At least eighty percent of residents completing an annual resident satisfaction survey will be satisfied or very satisfied with program services.

IX. 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 participant 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 15th of the month following the month of service.
 - 1. The total number of unduplicated participants who resided at the site during the month and the number of unduplicated participants actively outreached to at least once during the month; and
 - 2. The number of lease/program rule violations issued for the month and the number of lease/program rule violations for which Support Services outreached to participants to offer support.
- C. On a quarterly basis, Grantee shall enter the required metrics, including any required templates and supporting documentation to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. The number and percentage of participants that had an Individualized Service Plan in place within 90 days of service enrollment;
 - 2. The number and percentage of participants assessed for primary medical care needs within 90 days of move-in;
 - 3. The number and percentage of participants assessed for mental health and substance use treatment needs within 90 days of move-in;
 - 4. The number and percentage of participants with planned exits to whom Grantee outreached to design an exit plan; and
 - 5. The number and percentage of lease violations that were resolved without loss of housing to participants.
- D. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
 - 1. The number and percentage of participants 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 Individualized Services Plans that were updated at least once every six months;
 - 3. The number and percentage of participants who completed a written survey to provide feedback on the type and quality of program services;
 - 4. The number and percentage of participants to whom Grantee outreached to complete a benefits assessment within 30 days of move-in; and
 - 5. The number and percentage of participants who maximized their income and benefits for which they are eligible, or are in the application process.
- E. 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 such response will become part of the official report.

- F. 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, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- 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.

1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B. BUDGET																		
3	Document Date	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Names	Alder - Property Management, Alder - Support Services, Crosby - Property Management, Crosby - Support Services, Elm - Property Management, Elm - Support Services, Hillsdale - Property Management, Hillsdale - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 23,508,246																
15	Contingency	\$ -	\$ 2,821,364	12%															
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					Year 1			Year 2			Year 3			Year 4			All Years		
18		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
19	Expenditures	New		New	New		New	New		New	New		New	New		New	New		
20	Salaries & Benefits	\$ -	\$ 889,355	\$ 889,355	\$ -	\$ 1,778,709	\$ 1,778,709	\$ -	\$ 1,778,709	\$ 1,778,709	\$ -	\$ 1,185,806	\$ 1,185,806	\$ -	\$ 5,632,579	\$ 5,632,579			
21	Operating Expense	\$ -	\$ 1,200,072	\$ 1,200,072	\$ -	\$ 2,400,145	\$ 2,400,145	\$ -	\$ 2,400,145	\$ 2,400,145	\$ -	\$ 1,599,800	\$ 1,599,800	\$ -	\$ 7,600,161	\$ 7,600,161			
22	Subtotal	\$ -	\$ 2,089,427	\$ 2,089,427	\$ -	\$ 4,178,854	\$ 4,178,854	\$ -	\$ 4,178,854	\$ 4,178,854	\$ -	\$ 2,785,606	\$ 2,785,606	\$ -	\$ 13,232,741	\$ 13,232,741			
23	Indirect Percentage																		
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 250,731	\$ 250,731	\$ -	\$ 501,461	\$ 501,461	\$ -	\$ 501,461	\$ 501,461	\$ -	\$ 334,273	\$ 334,273	\$ -		\$ 1,587,927			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 2,442,342	\$ 2,442,342	\$ -	\$ 4,884,683	\$ 4,884,683	\$ -	\$ 4,884,683	\$ 4,884,683	\$ -	\$ 3,256,455	\$ 3,256,455	\$ -	\$ 15,468,163	\$ 15,468,163			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ -	\$ 4,782,500	\$ 4,782,500	\$ -	\$ 9,564,998	\$ 9,564,998	\$ -	\$ 9,564,998	\$ 9,564,998	\$ -	\$ 6,376,334	\$ 6,376,334	\$ -	\$ 30,288,827	\$ 30,288,827			
29																			
30	HSH Revenues (select)																		
31	CNC Fund	\$ -	\$ 3,461,881	\$ 3,461,881	\$ -	\$ 6,923,762	\$ 6,923,762	\$ -	\$ 6,923,762	\$ 6,923,762	\$ -	\$ 4,615,841	\$ 4,615,841	\$ 375,670	\$ 21,925,246	\$ 21,925,246			
32	Additional GF	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 333,000	\$ 333,000	\$ -	\$ 1,583,000	\$ 1,583,000			
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 3,711,881	\$ 3,711,881	\$ -	\$ 7,423,762	\$ 7,423,762	\$ -	\$ 7,423,762	\$ 7,423,762	\$ -	\$ 4,948,841	\$ 4,948,841	\$ -	\$ 23,508,246	\$ 23,508,246			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income	\$ -	\$ 1,068,022	\$ 1,068,022	\$ -	\$ 2,136,043	\$ 2,136,043	\$ -	\$ 2,136,043	\$ 2,136,043	\$ -	\$ 1,424,029	\$ 1,424,029	\$ -	\$ 6,764,136	\$ 6,764,136			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44	Private Revenue	\$ -	\$ 2,597	\$ 2,597	\$ -	\$ 5,193	\$ 5,193	\$ -	\$ 5,193	\$ 5,193	\$ -	\$ 3,462	\$ 3,462	\$ -	\$ 16,445	\$ 16,445			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ 1,070,618	\$ 1,070,618	\$ -	\$ 2,141,236	\$ 2,141,236	\$ -	\$ 2,141,236	\$ 2,141,236	\$ -	\$ 1,427,491	\$ 1,427,491	\$ -	\$ 6,780,581	\$ 6,780,581			
48																			
49	Total HSH + Other Revenues	\$ -	\$ 4,782,499	\$ 4,782,499	\$ -	\$ 9,564,998	\$ 9,564,998	\$ -	\$ 9,564,998	\$ 9,564,998	\$ -	\$ 6,376,332	\$ 6,376,332	\$ -	\$ 30,288,827	\$ 30,288,827			
50	Rev-Exp (Budget Match Check)	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -			
51	Total Adjusted Salary FTE (All Budgets)			15.59			15.59			15.59			15.59			15.59			
52																			
53																			
54	Prepared by	Bobby McCarthy																	
55	Phone	628.652.7770																	
56	Email	robert.j.mccarthy@sfgov.org																	

	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Alder - Property Management																	
13		Current	New																
14	Term Budget	\$ -	\$ 4,366,339	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					Year 1			Year 2			Year 3			Year 4			All Years		
18					1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
19					New		New	New		New	New		New	New		New	New		New
20	Expenditures																		
21	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Operating Expense	\$ -	\$ 240,612	\$ 240,612	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 320,756	\$ 320,756	\$ -	\$ 1,523,816	\$ 1,523,816
23	Subtotal	\$ -	\$ 240,612	\$ 240,612	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 320,756	\$ 320,756	\$ -	\$ 1,523,816	\$ 1,523,816
24	Indirect Percentage	12.00%																	
25	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 28,873	\$ 28,873	\$ -	\$ 57,747	\$ 57,747	\$ -	\$ 57,747	\$ 57,747	\$ -	\$ 57,747	\$ 57,747	\$ -	\$ 38,491	\$ 38,491	\$ -	\$ 182,858	\$ 182,858
26	Other Expenses (Not subject to indirect %)	\$ -	\$ 669,491	\$ 669,491	\$ -	\$ 1,338,981	\$ 1,338,981	\$ -	\$ 1,338,981	\$ 1,338,981	\$ -	\$ 1,338,981	\$ 1,338,981	\$ -	\$ 892,654	\$ 892,654	\$ -	\$ 4,240,107	\$ 4,240,107
27	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Total Expenditures	\$ -	\$ 938,976	\$ 938,976	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,251,901	\$ 1,251,901	\$ -	\$ 5,946,780	\$ 5,946,780
30	HSH Revenues (select)																		
31	CNC Fund	\$ 639,433	\$ 639,433		\$ 1,278,865	\$ 1,278,865	\$ 1,278,865	\$ 1,278,865	\$ 1,278,865	\$ 1,278,865	\$ 1,278,865	\$ 1,278,865	\$ 1,278,865	\$ 852,577	\$ 852,577	\$ -	\$ 4,049,739	\$ 4,049,739	\$ 4,049,739
32	Additional GF	\$ 50,000	\$ 50,000		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 66,600	\$ 66,600	\$ -	\$ 316,600	\$ 316,600	\$ 316,600
33		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ -	\$ 689,433	\$ 689,433	\$ -	\$ 1,378,865	\$ 1,378,865	\$ -	\$ 1,378,865	\$ 1,378,865	\$ -	\$ 1,378,865	\$ 1,378,865	\$ -	\$ 919,177	\$ 919,177	\$ -	\$ 4,366,339	\$ 4,366,339
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income	\$ 249,544	\$ 249,544		\$ 499,087	\$ 499,087	\$ 499,087	\$ 499,087	\$ 499,087	\$ 499,087	\$ 499,087	\$ 499,087	\$ 499,087	\$ 332,725	\$ 332,725	\$ -	\$ 1,580,442	\$ 1,580,442	\$ 1,580,442
43		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ 249,544	\$ 249,544	\$ -	\$ 499,087	\$ 499,087	\$ -	\$ 499,087	\$ 499,087	\$ -	\$ 499,087	\$ 499,087	\$ -	\$ 332,725	\$ 332,725	\$ -	\$ 1,580,442	\$ 1,580,442
48																			
49	Total HSH + Other Revenues	\$ -	\$ 938,976	\$ 938,976	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,251,901	\$ 1,251,901	\$ -	\$ 5,946,781	\$ 5,946,781
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
52	Prepared by	Bobby McCarthy																	
53	Phone	628.652.7770																	
54	Email	robert.j.mccarthy@sfgov.org																	
55																			

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Alder - Property Management														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense	New Budgeted Expense
12	Operating Expenses	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change	Change
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 76,545	\$ 76,545	\$ 76,545	\$ 153,089	\$ 153,089	\$ 153,089	\$ 153,089	\$ 153,089	\$ 153,089	\$ 102,059	\$ 102,059	\$ 102,059	\$ -	\$ 484,782	\$ 484,782
15	Office Supplies, Postage	\$ 7,980	\$ 7,980	\$ 7,980	\$ 15,960	\$ 15,960	\$ 15,960	\$ 15,960	\$ 15,960	\$ 15,960	\$ 10,640	\$ 10,640	\$ 10,640	\$ -	\$ 50,540	\$ 50,540
16	Building Maintenance Supplies and Repair	\$ 88,615	\$ 88,615	\$ 88,615	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 118,094	\$ 118,094	\$ 118,094	\$ -	\$ 561,171	\$ 561,171
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Staff Travel-Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Management/booking Fees	\$ 48,372	\$ 48,372	\$ 48,372	\$ 96,744	\$ 96,744	\$ 96,744	\$ 96,744	\$ 96,744	\$ 96,744	\$ 64,496	\$ 64,496	\$ 64,496	\$ -	\$ 306,356	\$ 306,356
23	Legal Fees	\$ 6,600	\$ 6,600	\$ 6,600	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 8,800	\$ 8,800	\$ 8,800	\$ -	\$ 41,800	\$ 41,800
24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 12,500	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
56		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67																
68	TOTAL OPERATING EXPENSES	\$ -	\$ 240,612	\$ 240,612	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 481,224	\$ 481,224	\$ -	\$ 320,756	\$ 320,756	\$ -	\$ 1,523,816	\$ 1,523,816
69																
70	Other Expenses (not subject to indirect cost %)															
71	Rental Expenses	\$ 450,960	\$ 450,960	\$ 450,960	\$ 901,920	\$ 901,920	\$ 901,920	\$ 901,920	\$ 901,920	\$ 901,920	\$ 601,280	\$ 601,280	\$ 601,280	\$ -	\$ 2,856,080	\$ 2,856,080
72	Office Salaries-Desk Clerks/contract	\$ 81,223	\$ 81,223	\$ 81,223	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 108,297	\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409
73	Manager Salaries-Hotel Director/manager	\$ 36,172	\$ 36,172	\$ 36,172	\$ 72,343	\$ 72,343	\$ 72,343	\$ 72,343	\$ 72,343	\$ 72,343	\$ 48,229	\$ 48,229	\$ 48,229	\$ -	\$ 229,086	\$ 229,086
74	Janitor Contract-Regular/Extra Services	\$ 40,000	\$ 40,000	\$ 40,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 53,333	\$ 53,333	\$ 53,333	\$ -	\$ 253,333	\$ 253,333
75	Repairs Payroll	\$ 27,040	\$ 27,040	\$ 27,040	\$ 54,080	\$ 54,080	\$ 54,080	\$ 54,080	\$ 54,080	\$ 54,080	\$ 36,053	\$ 36,053	\$ 36,053	\$ -	\$ 171,253	\$ 171,253
76	Benefits	\$ 34,097	\$ 34,097	\$ 34,097	\$ 68,193	\$ 68,193	\$ 68,193	\$ 68,193	\$ 68,193	\$ 68,193	\$ 45,462	\$ 45,462	\$ 45,462	\$ -	\$ 215,945	\$ 215,945
77		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83																
84	TOTAL OTHER EXPENSES	\$ -	\$ 669,491	\$ 669,491	\$ -	\$ 1,338,981	\$ 1,338,981	\$ -	\$ 1,338,981	\$ 1,338,981	\$ -	\$ 892,654	\$ 892,654	\$ -	\$ 4,240,107	\$ 4,240,107
85																
86	Capital Expenses															
87		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
88		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94																
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96																
97	HSH #3													Template last modified	1/22/2020	

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE	Fiscal Year					Fiscal Term Start	Fiscal Term End
2	Alder - Property Management	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective				7/1/2020	6/30/2021
50	<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>				
53	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 76,545	Utilities (electricity, water, gas, telephone and scavenger service);	=76,545/6 = \$12,758 per month				
	Office Supplies, Postage	\$ 7,980	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	=7,980/6 = \$1,330 per month				
55	Building Maintenance Supplies and Repair	\$ 88,615	estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, ect.	=88,615/6 = \$14,769 per month				
58	Management/booking Fees	\$ 48,372	Property management (116 Units) @ \$ 61.00 PUPM, and bookkeeping fees \$ 9.50 l	=48,372/6 = \$8,062 per month				
62	Legal Fees	\$ 6,600	property management legal expenses and credit report	=6,600/6 = \$1,100 per month				
	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 12,500	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage only \$25K allows indirect cost	=12,500/6 = \$2,084 per month				
71								
83								
84	TOTAL OPERATING EXPENSES	\$ 240,612						
85	Indirect Cost	12.0% \$ 28,873						
86								
87								
88	<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>				
89	Rental Expenses	\$ 450,960	The lease is written for 120 units	=450,960/6 = \$75,160 per month				
90	Office Salaries-Desk Clerks/contract	\$ 81,223	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage	=81,223/6 = \$13,538 per month				
	Manager Salaries-Hotel Director/manager	\$ 36,172	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	=36,172/6 = \$6,028 per month				
91								
92	Janitor Contract-Regular/Extra Services	\$ 40,000	Responsible for building cleaning up, place trash bins	=40,000/6 = \$6,666 per month				
93	Repairs Payroll	\$ 27,040	Responsible for repair and maintenance of the building	=27,040/6 = \$4,506 per month				
94	Benefits	\$ 34,097	% based from personnel from above	=34,097/6 = \$5,682 per month				
102								
103	TOTAL OTHER EXPENSES	\$ 669,491						
171								
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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B. BUDGET																		
3	Document Date	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Alder - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 1,486,813	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
18					New		New	New		New	New		New	New		New	New		New
19	Expenditures																		
20	Salaries & Benefits				\$ -	\$ 191,049	\$ 191,049	\$ -	\$ 382,097	\$ 382,097	\$ -	\$ 382,097	\$ 382,097	\$ -	\$ 254,732	\$ 254,732	\$ -	\$ 1,209,975	\$ 1,209,975
21	Operating Expense				\$ -	\$ 18,559	\$ 18,559	\$ -	\$ 37,117	\$ 37,117	\$ -	\$ 37,117	\$ 37,117	\$ -	\$ 24,745	\$ 24,745	\$ -	\$ 117,537	\$ 117,537
22	Subtotal				\$ -	\$ 209,607	\$ 209,607	\$ -	\$ 419,214	\$ 419,214	\$ -	\$ 419,214	\$ 419,214	\$ -	\$ 279,476	\$ 279,476	\$ -	\$ 1,327,512	\$ 1,327,512
23	Indirect Percentage				12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%			
24	Indirect Cost (Line 21 X Line 22)				\$ -	\$ 25,153	\$ 25,153	\$ -	\$ 50,306	\$ 50,306	\$ -	\$ 50,306	\$ 50,306	\$ -	\$ 33,537	\$ 33,537	\$ -	\$ 159,301	\$ 159,301
25	Other Expenses (Not subject to indirect %)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Agreements Only)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures				\$ -	\$ 234,760	\$ 234,760	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 313,013	\$ 313,013	\$ -	\$ 1,486,813	\$ 1,486,813
29																			
30	HSH Revenues (select)																		
31	CNC Fund				\$ 234,760	\$ 234,760		\$ 469,520	\$ 469,520		\$ 469,520	\$ 469,520		\$ 313,013	\$ 313,013	\$ -	\$ 1,486,813	\$ 1,486,813	
32	Additional GF					\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
33						\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
34						\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
35						\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
36						\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
37						\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
38						\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
39						\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
40	Total HSH Revenues				\$ -	\$ 234,760	\$ 234,760	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 313,013	\$ 313,013	\$ -	\$ 1,486,813	\$ 1,486,813
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income					\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
43						\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
44						\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
45						\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
46						\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
47	Total Other Revenues				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48																			
49	Total HSH + Other Revenues				\$ -	\$ 234,760	\$ 234,760	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 469,520	\$ 469,520	\$ -	\$ 313,013	\$ 313,013	\$ -	\$ 1,486,813	\$ 1,486,813
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
52																			
53	Prepared by	Bobby McCarthy																	
54	Phone	628.652.7770																	
55	Email	robert.j.mccarthy@sfgov.org																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T			
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																						
2	SALARY & BENEFIT DETAIL																						
3	Document Date		10/20/2020																				
4	Provider Name		Episcopal Community Services																				
5	Program		Housing First Hotels CNC																				
6	FSP Contract ID#		1000019778																				
7	Budget Name		Alder - Support																				
8																							
9	POSITION TITLE		Year 1								Year 2								Year 3				
Agency Totals			For HSH Funded Program		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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				
					New		New					New	New	New									
10			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	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary		
11																							
12	Madeira, Ronaldo- Support Services Mgr		\$ 78,361	1.00	91%	0.91		\$ 35,654	\$ 35,654	\$ 78,361	1.00	91%	0.91		\$ 71,309	\$ 71,309	\$ 78,361	1.00	91%	0.91			
13	Rounds, Marceline Cellilla-Case Manager III		\$ 52,311	1.00	91%	0.91		\$ 23,802	\$ 23,802	\$ 52,311	1.00	91%	0.91		\$ 47,603	\$ 47,603	\$ 52,311	1.00	91%	0.91			
14	OPENI-Case Manager III Masters		\$ 51,123	1.00	90%	0.90		\$ 22,972	\$ 22,972	\$ 51,123	1.00	90%	0.90		\$ 45,945	\$ 45,945	\$ 51,123	1.00	90%	0.90			
15	Espinoza, Rosa-CM III Bilingual		\$ 59,081	1.00	90%	0.90		\$ 26,586	\$ 26,586	\$ 59,081	1.00	90%	0.90		\$ 53,173	\$ 53,173	\$ 59,081	1.00	90%	0.90			
16	Ecker, Scott Housing Srvc Director		\$ 135,792	1.00	6%	0.06		\$ 4,403	\$ 4,403	\$ 135,792	1.00	6%	0.06		\$ 8,807	\$ 8,807	\$ 135,792	1.00	6%	0.06			
17	Hamilton, Travis-Direct Support for Housing Srvc Director		\$ 94,383	1.00	13%	0.13		\$ 6,069	\$ 6,069	\$ 94,383	1.00	13%	0.13		\$ 12,139	\$ 12,139	\$ 94,383	1.00	13%	0.13			
18	Holmes, Maggie-Project manager		\$ 84,296	1.00	15%	0.15		\$ 6,335	\$ 6,335	\$ 84,296	1.00	15%	0.15		\$ 12,670	\$ 12,670	\$ 84,296	1.00	15%	0.15			
19	Pocock, Liz-Director/Hsq Dev & Asset Mgmt		\$ 144,196	1.00	1%	0.01		\$ 1,038	\$ 1,038	\$ 144,196	1.00	1%	0.01		\$ 2,076	\$ 2,076	\$ 144,196	1.00	1%	0.01			
20	Sambolin, Irving- Database Specialist & Compliance Monitor		\$ 63,016	1.00	6%	0.06		\$ 2,025	\$ 2,025	\$ 63,016	1.00	6%	0.06		\$ 4,049	\$ 4,049	\$ 63,016	1.00	6%	0.06			
21	OPEN- Database Specialist & Compliance Monitor		\$ 50,425	1.00	6%	0.06		\$ 1,620	\$ 1,620	\$ 50,425	1.00	6%	0.06		\$ 3,240	\$ 3,240	\$ 50,425	1.00	6%	0.06			
22	Tuvera, Desiree-Compliance Specialist		\$ 64,999	1.00	6%	0.06		\$ 2,088	\$ 2,088	\$ 64,999	1.00	6%	0.06		\$ 4,177	\$ 4,177	\$ 64,999	1.00	6%	0.06			
23	OPEN-Clinical Services Mgr		\$ 78,900	1.00	3%	0.03		\$ 1,268	\$ 1,268	\$ 78,900	1.00	3%	0.03		\$ 2,535	\$ 2,535	\$ 78,900	1.00	3%	0.03			
24	OPEN-Director of Impact & Analytics		\$ 116,640	1.00	2%	0.02		\$ 1,207	\$ 1,207	\$ 116,640	1.00	2%	0.02		\$ 2,414	\$ 2,414	\$ 116,640	1.00	2%	0.02			
25	Tarzon, Mary-Director of Healthy Aging		\$ 120,235	1.00	1%	0.01		\$ 812	\$ 812	\$ 120,235	1.00	1%	0.01		\$ 1,623	\$ 1,623	\$ 120,235	1.00	1%	0.01			
26								\$ -	\$ -						\$ -	\$ -							
27								\$ -	\$ -						\$ -	\$ -							
28								\$ -	\$ -						\$ -	\$ -							
29								\$ -	\$ -						\$ -	\$ -							
30								\$ -	\$ -						\$ -	\$ -							
31								\$ -	\$ -						\$ -	\$ -							
32								\$ -	\$ -						\$ -	\$ -							
33			TOTAL SALARIES				\$ -	\$ 135,880	\$ 135,880	TOTAL SALARIES				\$ -	\$ 271,760	\$ 271,760	TOTAL SALARIES					\$ -	
34			TOTAL FTE		4.24				TOTAL FTE		4.24				TOTAL FTE		4.24						
35			FRINGE BENEFIT RATE		40.60%				FRINGE BENEFIT RATE		40.60%				FRINGE BENEFIT RATE		40.60%						
36			EMPLOYEE FRINGE BENEFITS		\$ -	\$ 55,169	\$ 55,169	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 110,337	\$ 110,337	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 110,337	EMPLOYEE FRINGE BENEFITS		\$ -				
37			TOTAL SALARIES & BENEFITS		\$ -	\$ 191,049	\$ 191,049	TOTAL SALARIES & BENEFITS		\$ -	\$ 382,097	\$ 382,097	TOTAL SALARIES & BENEFITS		\$ -	\$ 382,097	TOTAL SALARIES & BENEFITS		\$ -				
38																							
39																							
40																							

	A	B	C	D	E	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		10/20/2020																
4	Provider Name		Episcopal Community Services																
5	Program		Housing First Hotels CNC																
6	FSP Contract ID#		1000019778																
7	Budget Name		Alder - Support																
8																			
9	POSITION TITLE		Year						Year 4						All Years				
Agency Totals			For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
						New							New			New	New	Modification	New
10			Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	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	
11																			
12	Madeira, Ronaldo- Support Services Mgr		\$ 78,361	1.00	91%	0.91	\$ 71,309	\$ 71,309	\$ 78,361	1.00	91%	0.91		\$ 47,539	\$ 47,539	\$ -	\$ 225,810	\$ 225,810	
13	Rounds, Marceline Cellila-Case Manager III		\$ 52,311	1.00	91%	0.91	\$ 47,603	\$ 47,603	\$ 52,311	1.00	91%	0.91		\$ 31,735	\$ 31,735	\$ -	\$ 150,743	\$ 150,743	
14	OPENI-Case Manager III Masters		\$ 51,123	1.00	90%	0.90	\$ 45,945	\$ 45,945	\$ 51,123	1.00	90%	0.90		\$ 30,630	\$ 30,630	\$ -	\$ 145,492	\$ 145,492	
15	Espinoza, Rosa-CM III Bilingual		\$ 59,081	1.00	90%	0.90	\$ 53,173	\$ 53,173	\$ 59,081	1.00	90%	0.90		\$ 35,449	\$ 35,449	\$ -	\$ 168,381	\$ 168,381	
16	Ecker, Scott Housing Srvc Director		\$ 135,792	1.00	6%	0.06	\$ 8,807	\$ 8,807	\$ 135,792	1.00	6%	0.06		\$ 5,871	\$ 5,871	\$ -	\$ 27,889	\$ 27,889	
17	Hamilton, Travis-Direct Support for Housing Srvc Director		\$ 94,383	1.00	13%	0.13	\$ 12,139	\$ 12,139	\$ 94,383	1.00	13%	0.13		\$ 8,092	\$ 8,092	\$ -	\$ 38,439	\$ 38,439	
18	Holmes, Maggie-Project manager		\$ 84,296	1.00	15%	0.15	\$ 12,670	\$ 12,670	\$ 84,296	1.00	15%	0.15		\$ 8,446	\$ 8,446	\$ -	\$ 40,121	\$ 40,121	
19	Pocock, Liz-Director/Hsq Dev & Asset Mgmt		\$ 144,196	1.00	1%	0.01	\$ 2,076	\$ 2,076	\$ 144,196	1.00	1%	0.01		\$ 1,384	\$ 1,384	\$ -	\$ 6,575	\$ 6,575	
20	Sambolin, Irving- Database Specialist & Compliance Monitor		\$ 63,016	1.00	6%	0.06	\$ 4,049	\$ 4,049	\$ 63,016	1.00	6%	0.06		\$ 2,700	\$ 2,700	\$ -	\$ 12,823	\$ 12,823	
21	OPEN- Database Specialist & Compliance Monitor		\$ 50,425	1.00	6%	0.06	\$ 3,240	\$ 3,240	\$ 50,425	1.00	6%	0.06		\$ 2,160	\$ 2,160	\$ -	\$ 10,261	\$ 10,261	
22	Tuvera, Desiree-Compliance Specialist		\$ 64,999	1.00	6%	0.06	\$ 4,177	\$ 4,177	\$ 64,999	1.00	6%	0.06		\$ 2,785	\$ 2,785	\$ -	\$ 13,227	\$ 13,227	
23	OPEN-Clinical Services Mgr		\$ 78,900	1.00	3%	0.03	\$ 2,535	\$ 2,535	\$ 78,900	1.00	3%	0.03		\$ 1,690	\$ 1,690	\$ -	\$ 8,028	\$ 8,028	
24	OPEN-Director of Impact & Analytics		\$ 116,640	1.00	2%	0.02	\$ 2,414	\$ 2,414	\$ 116,640	1.00	2%	0.02		\$ 1,610	\$ 1,610	\$ -	\$ 7,646	\$ 7,646	
25	Tarzon, Mary-Director of Healthy Aging		\$ 120,235	1.00	1%	0.01	\$ 1,623	\$ 1,623	\$ 120,235	1.00	1%	0.01		\$ 1,082	\$ 1,082	\$ -	\$ 5,140	\$ 5,140	
26							\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -	
27							\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -	
28							\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -	
29							\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -	
30							\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -	
31							\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -	
32							\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -	
33			TOTAL SALARIES				\$ 271,760	\$ 271,760	TOTAL SALARIES				\$ -	\$ 181,173	\$ 181,173	\$ -	\$ 860,574	\$ 860,574	
34			TOTAL FTE				4.24		TOTAL FTE				4.24						
35			FRINGE BENEFIT RATE					40.60%	FRINGE BENEFIT RATE				40.60%		40.60%				
36			EMPLOYEE FRINGE BENEFITS				\$ 110,337	\$ 110,337	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 73,558	\$ 73,558	\$ -	\$ 349,401	\$ 349,401	
37			TOTAL SALARIES & BENEFITS				\$ 382,097	\$ 382,097	TOTAL SALARIES & BENEFITS				\$ -	\$ 254,732	\$ 254,732	\$ -	\$ 1,209,975	\$ 1,209,975	
38																			
39																			
40																			

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Alder - Support Services														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 2,760	\$ 2,760		\$ 5,520	\$ 5,520		\$ 5,520	\$ 5,520		\$ 3,680	\$ 3,680		\$ -	\$ 17,480	\$ 17,480
15	Office Supplies/furnitures equipment	\$ 1,450	\$ 1,450		\$ 2,900	\$ 2,900		\$ 2,900	\$ 2,900		\$ 1,933	\$ 1,933		\$ -	\$ 9,183	\$ 9,183
16	Food and Food supplies	\$ 3,535	\$ 3,535		\$ 7,070	\$ 7,070		\$ 7,070	\$ 7,070		\$ 4,713	\$ 4,713		\$ -	\$ 22,388	\$ 22,388
17	Program Supplies	\$ 3,526	\$ 3,526		\$ 7,052	\$ 7,052		\$ 7,052	\$ 7,052		\$ 4,701	\$ 4,701		\$ -	\$ 22,331	\$ 22,331
18	Printing and Reproduction	\$ 1,530	\$ 1,530		\$ 3,059	\$ 3,059		\$ 3,059	\$ 3,059		\$ 2,039	\$ 2,039		\$ -	\$ 9,687	\$ 9,687
19	Insurance	\$ 4,297	\$ 4,297		\$ 8,593	\$ 8,593		\$ 8,593	\$ 8,593		\$ 5,729	\$ 5,729		\$ -	\$ 27,211	\$ 27,211
20	Staff Training/Recruitment	\$ 1,172	\$ 1,172		\$ 2,343	\$ 2,343		\$ 2,343	\$ 2,343		\$ 1,562	\$ 1,562		\$ -	\$ 7,420	\$ 7,420
21	Licenses and fees	\$ 290	\$ 290		\$ 580	\$ 580		\$ 580	\$ 580		\$ 387	\$ 387		\$ -	\$ 1,837	\$ 1,837
22		\$ -	\$ -		\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
23		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
30	Consultants	\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
31		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
36	Subcontractors	\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
37		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
49																
50	TOTAL OPERATING EXPENSES	\$ -	\$ 18,559	\$ 18,559	\$ -	\$ 37,117	\$ 37,117	\$ -	\$ 37,117	\$ 37,117	\$ -	\$ 24,745	\$ 24,745	\$ -	\$ 117,537	\$ 117,537
51																
52	Other Expenses (not subject to indirect cost %)															
53		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
54		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
65																
66	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67																
68	Capital Expenses															
69		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
70		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -
76																
77	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
78																
79	HS# 3													Template last modified 1/22/2020		

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE			Fiscal Year			Fiscal Term Start	Fiscal Term End
2	Alder - Support Services	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective					7/1/2020 6/30/2021
3	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name		
4	Madeira, Ronaldo- Support Services Mgr	0.91	\$ 35,654	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	= \$35,654/6 = \$5,942 per month	Madeira, Ronaldo- Support Services Mgr		
5	Rounds, Marceline Celilla-Case Manager I	0.91	\$ 23,802	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= \$23,802/6 = \$3,967 per month	Rounds, Marceline Celilla-Case Manager III		
6	OPENI-Case Manager III Masters	0.90	\$ 22,972	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= \$22,972/6 = \$3,829 per month	OPENI-Case Manager III Masters		
7	Espinoza, Rosa-CM III Bilingual	0.90	\$ 26,586	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= \$26,586/6 = \$4,431 per month	Espinoza, Rosa-CM III Bilingual		
8	Ecker, Scott Housing Srvc Director	0.06	\$ 4,403	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	= \$4,403/6 = \$734 per month	Ecker, Scott Housing Srvc Director		
9	Hamilton, Travis-Direct Support for Housir	0.13	\$ 6,069	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	= \$6,069/6 = \$1,012 per month	Hamilton, Travis-Direct Support for Housing Srvc Director		
10	Holmes, Maggie-Project manager	0.15	\$ 6,335	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.	= \$6,335/6 = \$1,056 per month	Holmes, Maggie-Project manager		
11	Pocock, Liz-Director/Hsg Dev & Asset Mgr	0.01	\$ 1,038	Evaluates HSH contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures;	= \$1,038/6 = \$173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		
12	Sambolin, Irving- Database Specialist & C	0.06	\$ 2,025	provides staff training on department protocols and procedures;	= \$2,025/6 = \$337 per month	Sambolin, Irving- Database Specialist & Compliance Monitor		
13	OPEN- Database Specialist & Compliance	0.06	\$ 1,620	provides staff training on department protocols and procedures;	= \$1,620/6 = \$270 per month	OPEN- Database Specialist & Compliance Monitor		
14	Tuvera, Desiree-Compliance Specialist	0.06	\$ 2,088	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.	= \$2,088/6 = \$348 per month	Tuvera, Desiree-Compliance Specialist		
15	OPEN-Clinical Services Mgr	0.03	\$ 1,268	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.	= \$1,268/6 = \$211 per month	OPEN-Clinical Services Mgr		
16	OPEN-Director of Impact & Analytics	0.02	\$ 1,207	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, safetv, health and independence	= \$1,207/6 = \$201 per month	OPEN-Director of Impact & Analytics		
17	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812		= \$812/6 = \$135per month	Tarzon, Mary-Director of Healthy Aging		
18	TOTAL	4.24	\$ 135,880					
19	Employee Fringe Benefits	40.60%	\$ 55,169	Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.				
20	Salaries & Benefits Total		\$ 191,049					
21								
22	Operating Expenses	Budgeted Expense	Justification	Calculation				
23	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,760	Telecommunication, including Sonic and TPX	= \$2,760/6 = \$460 per month				
24	Office Supplies/furnitures equipment	\$ 1,450	Support Service office supplies for program staff including materials used with participants and computers	= \$1,450/6 = \$242 per month				
25	Food and Food supplies	\$ 3,535	Using the SF Food Bank, the food items will supplement resident's own arrangements	= \$3,535/6 = \$589 per month				
26	Program Supplies	\$ 3,526	Includes bus passes, program materials and snacks for resident activities,	= \$3,526/6 = \$588 per month				
27	Printing and Reproduction	\$ 1,530	leased copier	= \$3,526/6 = \$255 per month				
28	Insurance	\$ 4,297	liability and umbrella agency insurance prorated	= \$4,297/6 = \$716 per month				
29	Staff Training/Recruitment	\$ 1,172	training and recruitment expenses, including meeting suppliesand conference	= \$1,172/6 = \$195 per month				
30	Licenses and fees	\$ 290	Support Services licenses fee	= \$290/6 = \$48 per month				
77	TOTAL OPERATING EXPENSES	\$ 18,559						
78	Indirect Cost	12.0%	\$ 2,227					
163								
164								
165								
166								
167								
168								
169								
170								
171								
172								
173								
174								
175								

	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Crosby - Property Management																	
13		Current	New																
14	Term Budget	\$ -	\$ 3,611,317	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					Year 1			Year 2			Year 3			Year 4			All Years		
18					1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
19					New		New	New		New	New		New	New		New	New		New
20	Expenditures																		
21	Salaries & Benefits				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Operating Expense				\$ -	\$ 269,899	\$ 269,899	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 359,806	\$ 359,806	\$ -	\$ 1,709,300	\$ 1,709,300
23	Subtotal				\$ -	\$ 269,899	\$ 269,899	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 359,806	\$ 359,806	\$ -	\$ 1,709,300	\$ 1,709,300
24	Indirect Percentage				12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%			
25	Indirect Cost (Line 21 X Line 22)				\$ -	\$ 32,388	\$ 32,388	\$ -	\$ 64,776	\$ 64,776	\$ -	\$ 64,776	\$ 64,776	\$ -	\$ 43,177	\$ 43,177	\$ -	\$ 205,116	\$ 205,116
26	Other Expenses (Not subject to indirect %)				\$ -	\$ 567,715	\$ 567,715	\$ -	\$ 1,135,430	\$ 1,135,430	\$ -	\$ 1,135,430	\$ 1,135,430	\$ -	\$ 756,953	\$ 756,953	\$ -	\$ 3,595,528	\$ 3,595,528
27	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Admin Cost (HUD Agreements Only)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Total Expenditures				\$ -	\$ 870,002	\$ 870,002	\$ -	\$ 1,740,003	\$ 1,740,003	\$ -	\$ 1,740,003	\$ 1,740,003	\$ -	\$ 1,159,936	\$ 1,159,936	\$ -	\$ 5,509,944	\$ 5,509,944
30	HSH Revenues (select)																		
31	CNC Fund				\$ 520,219	\$ 520,219		\$ 1,040,437	\$ 1,040,437		\$ 1,040,437	\$ 1,040,437		\$ 693,625	\$ 693,625	\$ -	\$ 3,294,717	\$ 3,294,717	
32	Additional GF				\$ 50,000	\$ 50,000		\$ 100,000	\$ 100,000		\$ 100,000	\$ 100,000		\$ 66,600	\$ 66,600	\$ -	\$ 316,600	\$ 316,600	
33					\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
34					\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
35					\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
36					\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
37					\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
38					\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
39					\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
40	Total HSH Revenues				\$ -	\$ 570,219	\$ 570,219	\$ -	\$ 1,140,437	\$ 1,140,437	\$ -	\$ 1,140,437	\$ 1,140,437	\$ -	\$ 760,225	\$ 760,225	\$ -	\$ 3,611,317	\$ 3,611,317
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income				\$ 299,783	\$ 299,783		\$ 599,566	\$ 599,566		\$ 599,566	\$ 599,566		\$ 399,711	\$ 399,711	\$ -	\$ 1,898,626	\$ 1,898,626	
43					\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
44					\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
45					\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
46					\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
47	Total Other Revenues				\$ -	\$ 299,783	\$ 299,783	\$ -	\$ 599,566	\$ 599,566	\$ -	\$ 599,566	\$ 599,566	\$ -	\$ 399,711	\$ 399,711	\$ -	\$ 1,898,626	\$ 1,898,626
48																			
49	Total HSH + Other Revenues				\$ -	\$ 870,002	\$ 870,002	\$ -	\$ 1,740,003	\$ 1,740,003	\$ -	\$ 1,740,003	\$ 1,740,003	\$ -	\$ 1,159,935	\$ 1,159,935	\$ -	\$ 5,509,943	\$ 5,509,943
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
52	Prepared by	Bobby McCarthy																	
53	Phone	628.652.7770																	
54	Email	robert.j.mccarthy@sfgov.org																	
55																			

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Crosby - Property Management														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	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)	\$ 101,842	\$ 101,842	\$ 101,842	\$ 203,683	\$ 203,683	\$ 203,683	\$ 203,683	\$ 203,683	\$ 203,683	\$ 135,789	\$ 135,789	\$ 135,789	\$ -	\$ 644,996	\$ 644,996
15	Office Supplies/renting fee	\$ 7,890	\$ 7,890	\$ 7,890	\$ 15,780	\$ 15,780	\$ 15,780	\$ 15,780	\$ 15,780	\$ 15,780	\$ 10,520	\$ 10,520	\$ 10,520	\$ -	\$ 49,970	\$ 49,970
16	Building Maintenance Supplies and Repair	\$ 88,615	\$ 88,615	\$ 88,615	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 177,231	\$ 118,094	\$ 118,094	\$ 118,094	\$ -	\$ 561,171	\$ 561,171
17	Management/booking Fees	\$ 52,452	\$ 52,452	\$ 52,452	\$ 104,904	\$ 104,904	\$ 104,904	\$ 104,904	\$ 104,904	\$ 104,904	\$ 69,936	\$ 69,936	\$ 69,936	\$ -	\$ 332,196	\$ 332,196
18	Legal Fees	\$ 6,600	\$ 6,600	\$ 6,600	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	\$ 8,800	\$ 8,800	\$ 8,800	\$ -	\$ 41,800	\$ 41,800
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	Office Salaries-Desk Clerks	\$ 12,500	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35																
36	TOTAL OPERATING EXPENSES	\$ -	\$ 269,899	\$ 269,899	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 359,806	\$ 359,806	\$ -	\$ 1,709,300	\$ 1,709,300
37																
38	Other Expenses (not subject to indirect cost %)															
39	Rental of Property	\$ 344,050	\$ 344,050	\$ 344,050	\$ 688,100	\$ 688,100	\$ 688,100	\$ 688,100	\$ 688,100	\$ 688,100	\$ 458,733	\$ 458,733	\$ 458,733	\$ -	\$ 2,178,983	\$ 2,178,983
40	Office Salaries-Desk Clerks	\$ 81,223	\$ 81,223	\$ 81,223	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 108,297	\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409
41	Manager Salaries-Hotel Director/manager	\$ 42,000	\$ 42,000	\$ 42,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 56,000	\$ 56,000	\$ 56,000	\$ -	\$ 266,000	\$ 266,000
42	Janitor payroll	\$ 19,105	\$ 19,105	\$ 19,105	\$ 38,210	\$ 38,210	\$ 38,210	\$ 38,210	\$ 38,210	\$ 38,210	\$ 25,473	\$ 25,473	\$ 25,473	\$ -	\$ 120,998	\$ 120,998
43	Janitor Contract-Regular/Extra Services	\$ 20,000	\$ 20,000	\$ 20,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 26,667	\$ 26,667	\$ 26,667	\$ -	\$ 126,667	\$ 126,667
44	Repairs Payroll	\$ 24,960	\$ 24,960	\$ 24,960	\$ 49,920	\$ 49,920	\$ 49,920	\$ 49,920	\$ 49,920	\$ 49,920	\$ 33,280	\$ 33,280	\$ 33,280	\$ -	\$ 158,080	\$ 158,080
45	Benefits	\$ 36,378	\$ 36,378	\$ 36,378	\$ 72,755	\$ 72,755	\$ 72,755	\$ 72,755	\$ 72,755	\$ 72,755	\$ 48,503	\$ 48,503	\$ 48,503	\$ -	\$ 230,391	\$ 230,391
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47																
48	TOTAL OTHER EXPENSES	\$ -	\$ 567,715	\$ 567,715	\$ -	\$ 1,135,430	\$ 1,135,430	\$ -	\$ 1,135,430	\$ 1,135,430	\$ -	\$ 756,953	\$ 756,953	\$ -	\$ 2,694,121	\$ 3,595,528
49																
50	Capital Expenses															
51		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58																
59	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60																
61	HSH #3														Template last modified	1/22/2020

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE		Fiscal Year					
2	Crosby - Property Management	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective					Fiscal Term Start 7/1/2020
								Fiscal Term End 6/30/2021
50	Operating Expenses	Budgeted Expense	Justification	Calculation				
51								
52	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 101,842	Utilities (electricity, water, gas, telephone and scavenger service):	= \$101,842/6 = \$16,974 per month				
	Office Supplies/renting fee	\$ 7,890	PM office supplies are including on site supplies, postage/copiers, payroll expenses	= \$7,890/6 = \$1,315 per month				
54			staffing training, computer tech and supplies, as well as Cable TV and tenant background check					
	Building Maintenance Supplies and Repair	\$ 88,615	estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, ect.	= \$88,615/6 = \$14,769 per month				
57								
58	Management/booking Fees	\$ 52,452	Property management (126 Units) @ \$ 61.00 PUPM, and bookkeeping fees \$ 9.50	= \$53,452/6 = \$8,742 per month				
60	Legal Fees	\$ 6,600	property management legal expenses and credit report	= \$6,600/6 = \$1,100 per month				
	Office Salaries-Desk Clerks	\$ 12,500	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage only	= \$12,500/6 = \$2,083 per month				
72			\$25K allows indirect cost					
75								
76	TOTAL OPERATING EXPENSES	\$ 269,899						
77	Indirect Cost	12.0% \$ 32,388						
78								
79								
80	Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation				
81	Rental of Property	\$ 344,050	The lease is written for 126 units including office	= \$344,050/6 = \$57,342 per month				
82	Office Salaries-Desk Clerks	\$ 81,223	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage	= \$81,223/6 = \$13,537 per month				
	Manager Salaries-Hotel Director/manager	\$ 42,000	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	= \$42,000/6 = \$7,000 per month				
83								
84	Janitor payroll	\$ 19,105	Responsible for building cleaning up, includes holidays/overtime coverage	= \$19,105/6 = \$3,184 per month				
85	Janitor Contract-Regular/Extra Services	\$ 20,000	Responsible for building cleaning up, place trash bins	= \$20,000/6 = \$3,333 per month				
86	Repairs Payroll	\$ 24,960	Responsible for repair and maintenance of the building	= \$24,960/6 = \$4,160 per month				
87	Benefits	\$ 36,378	% based from personnel from above	= \$36,378/6 = \$6,063 per month				
93								
94	TOTAL OTHER EXPENSES	\$ 567,715						
162								
163								
164								
165								
166								
167								
168								
169								
170								
171								
172								
173								
174								

	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Crosby - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 1,896,450	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					Year 1			Year 2			Year 3			Year 4			All Years		
18					1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
19					New		New	New		New	New		New	New		New	New		New
20	Expenditures																		
21	Salaries & Benefits				\$ -	\$ 247,451	\$ 247,451	\$ -	\$ 494,903	\$ 494,903	\$ -	\$ 494,903	\$ 494,903	\$ -	\$ 329,935	\$ 329,935	\$ -	\$ 1,567,191	\$ 1,567,191
22	Operating Expense				\$ -	\$ 19,906	\$ 19,906	\$ -	\$ 39,811	\$ 39,811	\$ -	\$ 39,811	\$ 39,811	\$ -	\$ 26,541	\$ 26,541	\$ -	\$ 126,068	\$ 126,068
23	Subtotal				\$ -	\$ 267,357	\$ 267,357	\$ -	\$ 534,714	\$ 534,714	\$ -	\$ 534,714	\$ 534,714	\$ -	\$ 356,476	\$ 356,476	\$ -	\$ 1,693,259	\$ 1,693,259
24	Indirect Percentage				12.00%		12.00%	12.00%		12.00%		12.00%	12.00%		12.00%				
25	Indirect Cost (Line 21 X Line 22)				\$ -	\$ 32,083	\$ 32,083	\$ -	\$ 64,166	\$ 64,166	\$ -	\$ 64,166	\$ 64,166	\$ -	\$ 42,777	\$ 42,777	\$ -	\$ 203,191	\$ 203,191
26	Other Expenses (Not subject to indirect %)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Admin Cost (HUD Agreements Only)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Total Expenditures				\$ -	\$ 299,440	\$ 299,440	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 399,253	\$ 399,253	\$ -	\$ 1,896,450	\$ 1,896,450
30	HSH Revenues (select)																		
31	CNC Fund				\$ 299,440	\$ 299,440		\$ 598,879	\$ 598,879		\$ 598,879	\$ 598,879		\$ 399,253	\$ 399,253	\$ -	\$ 1,896,450	\$ 1,896,450	
32	Additional GF					\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
33						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
34						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
35						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
36						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
37						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
38						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
39						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues				\$ -	\$ 299,440	\$ 299,440	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 399,253	\$ 399,253	\$ -	\$ 1,896,450	\$ 1,896,450
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income					\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
43						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
44						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
45						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
46						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48																			
49	Total HSH + Other Revenues				\$ -	\$ 299,440	\$ 299,440	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 399,253	\$ 399,253	\$ -	\$ 1,896,450	\$ 1,896,450
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
52	Prepared by	Bobby McCarthy																	
53	Phone	628.652.7770																	
54	Email	robert.j.mccarthy@sfgov.org																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T			
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																						
2	SALARY & BENEFIT DETAIL																						
3	Document Date		10/20/2020																				
4	Provider Name		Episcopal Community Services																				
5	Program		Housing First Hotels CNC																				
6	FSP Contract ID#		1000019778																				
7	Budget Name		Crosby - Suppo																				
8																							
9	Year 1								Year 2							Year 3							
10	POSITION TITLE	Agency Totals		For HSH Funded Program		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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			
11						New	New	New					New	New	New								
12		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	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary			
13	Ullom, Kristin-Support Services Manager (SS)	\$ 78,797	1.00	91%	0.91		\$ 35,853	\$ 35,853	\$ 78,797	1.00	91%	0.91		\$ 71,705	\$ 71,705	\$ 78,797	1.00	91%	0.91				
14	Swenson, Phil-Case Mgr III (SS)	\$ 71,092	1.00	90%	0.90		\$ 31,991	\$ 31,991	\$ 71,092	1.00	90%	0.90		\$ 63,983	\$ 63,983	\$ 71,092	1.00	90%	0.90				
15	OPEN-Case Manager III (SS)	\$ 54,709	1.00	90%	0.90		\$ 24,637	\$ 24,637	\$ 54,709	1.00	90%	0.90		\$ 49,273	\$ 49,273	\$ 54,709	1.00	90%	0.90				
16	Megan Marie Kolda-Case Mgr III (SS)	\$ 56,131	1.00	91%	0.91		\$ 25,540	\$ 25,540	\$ 56,131	1.00	91%	0.91		\$ 51,079	\$ 51,079	\$ 56,131	1.00	91%	0.91				
17	Karlos Barlow-Case Manager III (SS)	\$ 69,140	1.00	90%	0.90		\$ 31,113	\$ 31,113	\$ 69,140	1.00	90%	0.90		\$ 62,226	\$ 62,226	\$ 69,140	1.00	90%	0.90				
18	Ecker, Scott Housing Srvc Director	\$ 135,792	1.00	6.49%	0.06		\$ 4,403	\$ 4,403	\$ 135,792	1.00	6.49%	0.06		\$ 8,807	\$ 8,807	\$ 135,792	1.00	6.49%	0.06				
19	Brown, Shelly-Direct Support for Housing Srvc Director	\$ 94,332	1.00	12.86%	0.13		\$ 6,066	\$ 6,066	\$ 94,332	1.00	12.86%	0.13		\$ 12,132	\$ 12,132	\$ 94,332	1.00	12.86%	0.13				
20	Holmes, Maggie-Project manager	\$ 84,296	1.00	15.03%	0.15		\$ 6,335	\$ 6,335	\$ 84,296	1.00	15.03%	0.15		\$ 12,670	\$ 12,670	\$ 84,296	1.00	15.03%	0.15				
21	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	\$ 144,196	1.00	1.44%	0.01		\$ 1,038	\$ 1,038	\$ 144,196	1.00	1.44%	0.01		\$ 2,076	\$ 2,076	\$ 144,196	1.00	1.44%	0.01				
22	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06		\$ 2,025	\$ 2,025	\$ 63,016	1.00	6.43%	0.06		\$ 4,049	\$ 4,049	\$ 63,016	1.00	6.43%	0.06				
23	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06		\$ 1,620	\$ 1,620	\$ 50,425	1.00	6.43%	0.06		\$ 3,240	\$ 3,240	\$ 50,425	1.00	6.43%	0.06				
24	Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6.43%	0.06		\$ 2,088	\$ 2,088	\$ 64,999	1.00	6.43%	0.06		\$ 4,177	\$ 4,177	\$ 64,999	1.00	6.43%	0.06				
25	OPEN-Clinical Services Mgr	\$ 78,900	1.00	3.21%	0.03		\$ 1,268	\$ 1,268	\$ 78,900	1.00	3.21%	0.03		\$ 2,535	\$ 2,535	\$ 78,900	1.00	3.21%	0.03				
26	OPEN-Director of Impact & Analytics	\$ 116,640	1.00	2.07%	0.02		\$ 1,207	\$ 1,207	\$ 116,640	1.00	2.07%	0.02		\$ 2,414	\$ 2,414	\$ 116,640	1.00	2.07%	0.02				
27	Tarzon, Mary-Director of Healthy Aging	\$ 120,235	1.00	1.35%	0.01		\$ 812	\$ 812	\$ 120,235	1.00	1.35%	0.01		\$ 1,623	\$ 1,623	\$ 120,235	1.00	1.35%	0.01				
28							\$ -	\$ -						\$ -	\$ -								
29		TOTAL SALARIES					\$ -	\$ 175,995	\$ 175,995	TOTAL SALARIES					\$ -	\$ 351,991	\$ 351,991	TOTAL SALARIES					\$ -
30		TOTAL FTE		5.14		FRINGE BENEFIT RATE		40.60%	TOTAL FTE		5.14		FRINGE BENEFIT RATE		40.60%	TOTAL FTE		5.14		FRINGE BENEFIT RATE		40.60%	
31		EMPLOYEE FRINGE BENEFITS					\$ -	\$ 71,456	\$ 71,456	EMPLOYEE FRINGE BENEFITS					\$ -	\$ 142,912	\$ 142,912	EMPLOYEE FRINGE BENEFITS					\$ -
32		TOTAL SALARIES & BENEFITS					\$ -	\$ 247,451	\$ 247,451	TOTAL SALARIES & BENEFITS					\$ -	\$ 494,903	\$ 494,903	TOTAL SALARIES & BENEFITS					\$ -
33																							
34																							
35																							
36																							
37																							
38																							
39																							
40																							

	A	B	C	D	E	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		10/20/2020																	
4	Provider Name		Episcopal Community Services																	
5	Program		Housing First Hotels CNC																	
6	FSP Contract ID#		1000019778																	
7	Budget Name		Crosby - Suppo																	
8			Yea						Year 4						All Years					
9	POSITION TITLE		Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024		
							New						New		New		Modification	New		
10			Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	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		
11																				
12	Ullom, Kristin-Support Services Manager (SS)		\$ 78,797	1.00	91%	0.91	\$ 71,705	\$ 71,705	\$ 78,797	1.00	91%	0.91	\$ 47,804	\$ 47,804	\$ -	\$ 227,067	\$ 227,067			
13	Swenson, Phil-Case Mgr III (SS)		\$ 71,092	1.00	90%	0.90	\$ 63,983	\$ 63,983	\$ 71,092	1.00	90%	0.90	\$ 42,655	\$ 42,655	\$ -	\$ 202,612	\$ 202,612			
14	OPEN-Case Manager III (SS)		\$ 54,709	1.00	90%	0.90	\$ 49,273	\$ 49,273	\$ 54,709	1.00	90%	0.90	\$ 32,849	\$ 32,849	\$ -	\$ 156,031	\$ 156,031			
15	Megan Marie Kolda-Case Mgr III (SS)		\$ 56,131	1.00	91%	0.91	\$ 51,079	\$ 51,079	\$ 56,131	1.00	91%	0.91	\$ 34,053	\$ 34,053	\$ -	\$ 161,751	\$ 161,751			
16	Karlos Barlow-Case Manager III (SS)		\$ 69,140	1.00	90%	0.90	\$ 62,226	\$ 62,226	\$ 69,140	1.00	90%	0.90	\$ 41,484	\$ 41,484	\$ -	\$ 197,049	\$ 197,049			
17	Ecker, Scott Housing Srvc Director		\$ 135,792	1.00	6.49%	0.06	\$ 8,807	\$ 8,807	\$ 135,792	1.00	6.49%	0.06	\$ 5,871	\$ 5,871	\$ -	\$ 27,889	\$ 27,889			
18	Brown, Shelly-Direct Support for Housing Srvc Director		\$ 94,332	1.00	12.86%	0.13	\$ 12,132	\$ 12,132	\$ 94,332	1.00	12.86%	0.13	\$ 8,088	\$ 8,088	\$ -	\$ 38,418	\$ 38,418			
19	Holmes, Maggie-Project manager		\$ 84,296	1.00	15.03%	0.15	\$ 12,670	\$ 12,670	\$ 84,296	1.00	15.03%	0.15	\$ 8,446	\$ 8,446	\$ -	\$ 40,121	\$ 40,121			
20	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		\$ 144,196	1.00	1.44%	0.01	\$ 2,076	\$ 2,076	\$ 144,196	1.00	1.44%	0.01	\$ 1,384	\$ 1,384	\$ -	\$ 6,575	\$ 6,575			
21	Sambolin, Irving- Database Specialist & Compliance Monitor		\$ 63,016	1.00	6.43%	0.06	\$ 4,049	\$ 4,049	\$ 63,016	1.00	6.43%	0.06	\$ 2,700	\$ 2,700	\$ -	\$ 12,823	\$ 12,823			
22	OPEN- Database Specialist & Compliance Monitor		\$ 50,425	1.00	6.43%	0.06	\$ 3,240	\$ 3,240	\$ 50,425	1.00	6.43%	0.06	\$ 2,160	\$ 2,160	\$ -	\$ 10,261	\$ 10,261			
23	Tuvera, Desiree-Compliance Specialist		\$ 64,999	1.00	6.43%	0.06	\$ 4,177	\$ 4,177	\$ 64,999	1.00	6.43%	0.06	\$ 2,785	\$ 2,785	\$ -	\$ 13,227	\$ 13,227			
24	OPEN-Clinical Services Mgr		\$ 78,900	1.00	3.21%	0.03	\$ 2,535	\$ 2,535	\$ 78,900	1.00	3.21%	0.03	\$ 1,690	\$ 1,690	\$ -	\$ 8,028	\$ 8,028			
25	OPEN-Director of Impact & Analytics		\$ 116,640	1.00	2.07%	0.02	\$ 2,414	\$ 2,414	\$ 116,640	1.00	2.07%	0.02	\$ 1,610	\$ 1,610	\$ -	\$ 7,646	\$ 7,646			
26	Tarzon, Mary-Director of Healthy Aging		\$ 120,235	1.00	1.35%	0.01	\$ 1,623	\$ 1,623	\$ 120,235	1.00	1.35%	0.01	\$ 1,082	\$ 1,082	\$ -	\$ 5,140	\$ 5,140			
27							\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -			
33	TOTAL SALARIES						\$ 351,991	\$ 351,991	TOTAL SALARIES						\$ -	\$ 234,661	\$ 234,661	\$ -	\$ 1,114,637	\$ 1,114,637
34			TOTAL FTE		5.14				TOTAL FTE		5.14									
35			FRINGE BENEFIT RATE				40.60%		FRINGE BENEFIT RATE		40.60%									
36			EMPLOYEE FRINGE BENEFITS		\$ 142,912		\$ 142,912	EMPLOYEE FRINGE BENEFITS		\$ 95,275		\$ 95,275	\$ -	\$ 452,554	\$ 452,554	\$ -	\$ 1,567,191	\$ 1,567,191		
37			TOTAL SALARIES & BENEFITS		\$ 494,903		\$ 494,903	TOTAL SALARIES & BENEFITS		\$ 329,935		\$ 329,935	\$ -	\$ 1,567,191	\$ 1,567,191	\$ -	\$ 1,567,191	\$ 1,567,191		
38																				
39																				
40																				

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Crosby - Support Services														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13		\$	-		\$	-		\$	-		\$	-		\$	-	\$
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$	2,760	\$	2,760		\$	5,520	\$	5,520		\$	3,680	\$	3,680	\$
15	Office Supplies/furnitures equipment	\$	1,683	\$	1,683		\$	3,366	\$	3,366		\$	2,244	\$	2,244	\$
16	Food and Food supplies	\$	3,605	\$	3,605		\$	7,210	\$	7,210		\$	4,807	\$	4,807	\$
17	Program Supplies	\$	3,711	\$	3,711		\$	7,422	\$	7,422		\$	4,948	\$	4,948	\$
18	Printing and Reproduction	\$	1,792	\$	1,792		\$	3,583	\$	3,583		\$	2,389	\$	2,389	\$
19	Insurance	\$	4,599	\$	4,599		\$	9,198	\$	9,198		\$	6,132	\$	6,132	\$
20	Staff Training/recruitment	\$	1,406	\$	1,406		\$	2,812	\$	2,812		\$	1,875	\$	1,875	\$
21	Licenses and fees	\$	350	\$	350		\$	700	\$	700		\$	467	\$	467	\$
22		\$	-	\$	-		\$	-		\$	-		\$	-	\$	-
23		\$	-		\$	-		\$	-		\$	-		\$	-	\$
29	Consultants	\$	-		\$	-		\$	-		\$	-		\$	-	\$
30		\$	-		\$	-		\$	-		\$	-		\$	-	\$
31		\$	-		\$	-		\$	-		\$	-		\$	-	\$
41	Subcontractors	\$	-		\$	-		\$	-		\$	-		\$	-	\$
42		\$	-		\$	-		\$	-		\$	-		\$	-	\$
54																
55	TOTAL OPERATING EXPENSES	\$	-	\$	19,906	\$	19,906	\$	-	\$	39,811	\$	39,811	\$	-	\$
56																
57	Other Expenses (not subject to indirect cost %)															
58		\$	-		\$	-		\$	-		\$	-		\$	-	\$
59		\$	-		\$	-		\$	-		\$	-		\$	-	\$
70																
71	TOTAL OTHER EXPENSES	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
72																
73	Capital Expenses															
74		\$	-		\$	-		\$	-		\$	-		\$	-	\$
75		\$	-		\$	-		\$	-		\$	-		\$	-	\$
81																
82	TOTAL CAPITAL EXPENSES	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
83																
84	HSH #3															
															Template last modified	1/22/2020

	A	B	C	D	E	F	G	H	
1	BUDGET NARRATIVE		Fiscal Year					Fiscal Term Start	
2	Crosby - Support Services	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective						Fiscal Term End
		Adjusted Budgeted	Budgeted						
3	Salaries & Benefits	FTE	Salary	Justification	Calculation	Employee Name			
	Ullom, Kristin-Support Services Manager (t	0.91	\$ 35,853	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	= \$35,853/6 = \$5,975 per month	Ullom, Kristin-Support Services Manager (SS)	5975.439		
4	Swenson, Phil-Case Mgr III (SS)	0.90	\$ 31,991	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= \$31,991/6 = \$5,332 per month	Swenson, Phil-Case Mgr III (SS)			
5	OPEN-Case Manager III (SS)	0.90	\$ 24,637	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= \$24,637/6 = \$4,106 per month	OPEN-Case Manager III (SS)			
6	Megan Marie Kolda-Case Mgr III (SS)	0.91	\$ 25,540	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= \$25,540/6 = \$4,256 per month	Megan Marie Kolda-Case Mgr III (SS)			
7	Karlos Barlow-Case Manager III (SS)	0.90	\$ 31,113	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= \$31,113/6 = \$5,185 per month	Karlos Barlow-Case Manager III (SS)			
8	Ecker, Scott Housing Srvc Director	0.06	\$ 4,403	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and managers contracts, and reports contractual outcomes and activities to funders;	= \$4,403/6 = \$734 per month	Ecker, Scott Housing Srvc Director			
9	Brown, Shelly-Direct Support for Housing t	0.13	\$ 6,066	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.	= \$6,069/6 = \$1,012 per month	Brown, Shelly-Direct Support for Housing Srvc Director			
10	Holmes, Maggie-Project manager	0.15	\$ 6,335	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.	= \$6,335/6 = \$1,056 per month	Holmes, Maggie-Project manager			
11	Pocock, Liz-Director/Hsg Dev & Asset Mgr	0.01	\$ 1,038	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.	= \$1,038/6 = \$173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt			
12	Sambolin, Irving- Database Specialist & Cc	0.06	\$ 2,025	Evaluates HSH contract compliance; conducts resident chart reviews;	= \$2,025/6 = \$337 per month	Sambolin, Irving- Database Specialist & Compliance Monitor			
13	OPEN- Database Specialist & Compliance	0.06	\$ 1,620	provides staff training on department protocols and procedures;	= \$1,620/6 = \$270 per month	OPEN- Database Specialist & Compliance Monitor			
14	Tuvera, Desiree-Compliance Specialist	0.06	\$ 2,088	provides staff training on department protocols and procedures;	= \$2,088/6 = \$348 per month	Tuvera, Desiree-Compliance Specialist			
15	OPEN-Clinical Services Mgr	0.03	\$ 1,268	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.	= \$1,268/6 = \$211 per month	OPEN-Clinical Services Mgr			
16	OPEN-Director of Impact & Analytics	0.02	\$ 1,207	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.	= \$1,207/6 = \$201 per month	OPEN-Director of Impact & Analytics			
17	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812	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	= \$812/6 = \$135per month	Tarzon, Mary-Director of Healthy Aging			
18	TOTAL	5.14	\$ 175,995						
19	Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.		= \$71,456/6 = \$11,909 per month			
20		40.60%	\$ 71,456						
21	Salaries & Benefits Total		\$ 247,451						
22									
23	Operating Expenses	Budgeted Expense	Justification	Calculation					
24	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,760	Telecommunication, including Sonic and TPX	= \$2,760/6 = \$460 per month					
25	Office Supplies/furnitures equipment	\$ 1,683	Support Service office supplies for program staff including materials used with participants and computers	= \$1,683/6 = \$281 per month					
26	Food and Food supplies	\$ 3,605	Using the SF Food Bank, the food items will supplement resident's own arrangemen	= \$3,605/6 = \$601 per month					
27	Program Supplies	\$ 3,711	Includes bus passes, program materials and snacks for resident activities,	= \$3,711/6 = \$619 per month					
28	Printing and Reproduction	\$ 1,792	leased copier	= \$1,792/6 = \$299 per month					
29	Insurance	\$ 4,599	liability and umbrella agency insurance prorated	= \$4,599/6 = \$767 per month					
30	Staff Training/recruitment	\$ 1,406	training and recruitment expenses, including meeting suppliesand conference	= \$1,406/6 = \$234 per month					
31	Licenses and fees	\$ 350	Support Services licenses fee	= \$350/6 = \$58 per month					
32		\$ -							
33	TOTAL OPERATING EXPENSES	\$ 19,906							
34	Indirect Cost	12.0%	\$ 2,389						

	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Elm - Property Management																	
13		Current	New																
14	Term Budget	\$ -	\$ 2,961,492																
15	Contingency	\$ -	\$ 2,821,364	12%															
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17		Year 1			Year 2			Year 3			Year 4			All Years					
18		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
19	Expenditures	New	New	New	New	New	New	New	New	New	New	New	New	New	New	New			
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
21	Operating Expense	\$ -	\$ 203,571	\$ 203,571	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 271,369	\$ 271,369	\$ -	\$ 1,289,223	\$ 1,289,223			
22	Subtotal	\$ -	\$ 203,571	\$ 203,571	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 271,369	\$ 271,369	\$ -	\$ 1,289,223	\$ 1,289,223			
23	Indirect Percentage	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%			
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 24,429	\$ 24,429	\$ -	\$ 48,857	\$ 48,857	\$ -	\$ 48,857	\$ 48,857	\$ -	\$ 32,564	\$ 32,564	\$ -	\$ 154,707	\$ 154,707			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 413,976	\$ 413,976	\$ -	\$ 827,951	\$ 827,951	\$ -	\$ 827,951	\$ 827,951	\$ -	\$ 551,967	\$ 551,967	\$ -	\$ 2,621,845	\$ 2,621,845			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ -	\$ 641,975	\$ 641,975	\$ -	\$ 1,283,950	\$ 1,283,950	\$ -	\$ 1,283,950	\$ 1,283,950	\$ -	\$ 855,900	\$ 855,900	\$ -	\$ 4,065,774	\$ 4,065,774			
29																			
30	HSR Revenues (select)																		
31	CNC Fund	\$ 417,615	\$ 417,615	\$ 417,615	\$ 835,229	\$ 835,229	\$ 835,229	\$ 835,229	\$ 835,229	\$ 835,229	\$ 556,819	\$ 556,819	\$ 556,819	\$ -	\$ 2,644,892	\$ 2,644,892			
32	Additional GF	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 66,600	\$ 66,600	\$ 66,600	\$ -	\$ 316,600	\$ 316,600			
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSR Revenues	\$ -	\$ 467,615	\$ 467,615	\$ -	\$ 935,229	\$ 935,229	\$ -	\$ 935,229	\$ 935,229	\$ -	\$ 623,419	\$ 623,419	\$ -	\$ 2,961,492	\$ 2,961,492			
41	Other Revenues (to offset Total Expenditures & Reduce HSR Revenues)																		
42	Rental Income	\$ 171,764	\$ 171,764	\$ 171,764	\$ 343,528	\$ 343,528	\$ 343,528	\$ 343,528	\$ 343,528	\$ 343,528	\$ 229,019	\$ 229,019	\$ 229,019	\$ -	\$ 1,087,839	\$ 1,087,839			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44	Private revenue	\$ 2,597	\$ 2,597	\$ 2,597	\$ 5,193	\$ 5,193	\$ 5,193	\$ 5,193	\$ 5,193	\$ 5,193	\$ 3,462	\$ 3,462	\$ 3,462	\$ -	\$ 16,445	\$ 16,445			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ 174,361	\$ 174,361	\$ -	\$ 348,721	\$ 348,721	\$ -	\$ 348,721	\$ 348,721	\$ -	\$ 232,481	\$ 232,481	\$ -	\$ 1,104,283	\$ 1,104,283			
48																			
49	Total HSR + Other Revenues	\$ -	\$ 641,975	\$ 641,975	\$ -	\$ 1,283,950	\$ 1,283,950	\$ -	\$ 1,283,950	\$ 1,283,950	\$ -	\$ 855,900	\$ 855,900	\$ -	\$ 4,065,775	\$ 4,065,775			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51																			
52																			
53	Prepared by	Bobby McCarthy																	
54	Phone	628.652.7770																	
55	Email	robert.l.mccarthy@sfgov.org																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Elm - Property Management														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	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)	\$ 69,506	\$ 69,506	\$ 69,506	\$ 139,011	\$ 139,011	\$ 139,011	\$ 139,011	\$ 139,011	\$ 139,011	\$ 92,674	\$ 92,674	\$ -	\$ 440,202	\$ 440,202	\$ 440,202
15	Office expenses/renting fee	\$ 6,710	\$ 6,710	\$ 6,710	\$ 13,420	\$ 13,420	\$ 13,420	\$ 13,420	\$ 13,420	\$ 13,420	\$ 8,947	\$ 8,947	\$ -	\$ 42,497	\$ 42,497	\$ 42,497
16	Building Maintenance Supplies and Repair	\$ 66,215	\$ 66,215	\$ 66,215	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 101,561	\$ 101,561	\$ -	\$ 472,638	\$ 472,638	\$ 472,638
17	Management/booking Fees	\$ 33,840	\$ 33,840	\$ 33,840	\$ 67,680	\$ 67,680	\$ 67,680	\$ 67,680	\$ 67,680	\$ 67,680	\$ 45,120	\$ 45,120	\$ -	\$ 214,320	\$ 214,320	\$ 214,320
18	Legal Fees	\$ 14,800	\$ 14,800	\$ 14,800	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 6,400	\$ 6,400	\$ -	\$ 40,400	\$ 40,400	\$ 40,400
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 12,500	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167	\$ 79,167
29		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30																
31																
32	TOTAL OPERATING EXPENSES	\$ -	\$ 203,571	\$ 203,571	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 407,142	\$ 407,142	\$ -	\$ 271,369	\$ 271,369	\$ -	\$ 1,289,223	\$ 1,289,223
33																
34	Other Expenses (not subject to indirect cost %)															
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Rental of Property	\$ 213,346	\$ 213,346	\$ 213,346	\$ 426,691	\$ 426,691	\$ 426,691	\$ 426,691	\$ 426,691	\$ 426,691	\$ 284,461	\$ 284,461	\$ -	\$ 1,351,188	\$ 1,351,188	\$ 1,351,188
37	Office Salaries-Desk Clerks/contract	\$ 81,223	\$ 81,223	\$ 81,223	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409	\$ 514,409
38	Manager Salaries-Hotel Director/manager	\$ 29,120	\$ 29,120	\$ 29,120	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 38,827	\$ 38,827	\$ -	\$ 184,427	\$ 184,427	\$ 184,427
39	Janitor Contract-Regular/Extra Services	\$ 30,000	\$ 30,000	\$ 30,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 40,000	\$ 40,000	\$ -	\$ 190,000	\$ 190,000	\$ 190,000
40	Repairs Payroll	\$ 23,920	\$ 23,920	\$ 23,920	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 31,893	\$ 31,893	\$ -	\$ 151,493	\$ 151,493	\$ 151,493
41	Benefits	\$ 36,368	\$ 36,368	\$ 36,368	\$ 72,735	\$ 72,735	\$ 72,735	\$ 72,735	\$ 72,735	\$ 72,735	\$ 48,490	\$ 48,490	\$ -	\$ 230,328	\$ 230,328	\$ 230,328
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47																
48	TOTAL OTHER EXPENSES	\$ -	\$ 413,976	\$ 413,976	\$ -	\$ 827,951	\$ 827,951	\$ -	\$ 827,951	\$ 827,951	\$ -	\$ 551,967	\$ 551,967	\$ -	\$ 2,621,845	\$ 2,621,845
49																
50	Capital Expenses															
51		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52	Elevator Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58																
59	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60																
61	HSH #3														Template last modified	1/22/2020

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE	Fiscal Year					Fiscal Term Start	Fiscal Term End
2	Elm - Property Management	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective					
50	Operating Expenses	Budgeted Expense	Justification	Calculation				
52	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 69,506	Utilities (electricity, water, gas, telephone and scavenger service);	= \$69,506/6 = \$11,584 per month				
	Office expenses/renting fee	\$ 6,710	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	= \$6,710/6 = \$1,118 per month				
54	Building Maintenance Supplies and Repair	\$ 66,215	estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, ect.	= \$76,215/6 = \$12,703 per month				
57	Management/booking Fees	\$ 33,840	Property management (86 Units) @ \$ 61.00 PUPM, and bookkeeping fees \$ 9.50 PUP	= \$33,840/6 = \$5,640 per month				
61	Legal Fees	\$ 14,800	property management legal expenses and credit report	= \$14,800/6 = \$2,467 per month				
	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 12,500	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage only \$25K allows indirect cost	= \$12,500/6 = \$2,083 per month				
72								
77	TOTAL OPERATING EXPENSES	\$ 203,571						
78	Indirect Cost	12.0% \$ 24,429						
79								
80								
81	Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation				
82								
83	Rental of Property	\$ 213,346	The lease is written for 86 units including at \$35,558 per month for 12 months	= \$213,346/6 = \$35,557 per month				
84	Office Salaries-Desk Clerks/contract	\$ 81,223	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage	= \$81,223/6 = \$13,537 per month				
	Manager Salaries-Hotel Director/manager	\$ 29,120	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	= \$29,120/6 = \$4,853 per month				
85								
87	Janitor Contract-Regular/Extra Services	\$ 30,000	Responsible for building cleaning up, place trash bins	= \$30,000/6 = \$5,000 per month				
88	Repairs Payroll	\$ 23,920	Responsible for repair and maintenance of the building	= \$23,920/6 = \$3,986 per month				
89	Benefits	\$ 36,368	% based from personnel from above	= \$36,368/6 = \$6,061 per month				
90								
96	TOTAL OTHER EXPENSES	\$ 413,976						
97								
98								
99	Capital Expenses	Amount	Justification	Calculation				
100		#N/A						
101	Elevator Repairs	\$ -						
107								
108	TOTAL CAPITAL EXPENSES	#N/A						
164								
165								
166								
167								
168								
169								
170								
171								
172								
173								
174								
175								
176								

	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Elm - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 1,253,832	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
18					New		New	New		New	New		New	New		New	New		New
19	Expenditures																		
20	Salaries & Benefits				\$ -	\$ 162,963	\$ 162,963	\$ -	\$ 325,926	\$ 325,926	\$ -	\$ 325,926	\$ 325,926	\$ -	\$ 217,284	\$ 217,284	\$ -	\$ 1,032,100	\$ 1,032,100
21	Operating Expense				\$ -	\$ 13,800	\$ 13,800	\$ -	\$ 27,599	\$ 27,599	\$ -	\$ 27,599	\$ 27,599	\$ -	\$ 18,399	\$ 18,399	\$ -	\$ 87,397	\$ 87,397
22	Subtotal				\$ -	\$ 176,763	\$ 176,763	\$ -	\$ 353,525	\$ 353,525	\$ -	\$ 353,525	\$ 353,525	\$ -	\$ 235,683	\$ 235,683	\$ -	\$ 1,119,496	\$ 1,119,496
23	Indirect Percentage				12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%			
24	Indirect Cost (Line 21 X Line 22)				\$ -	\$ 21,212	\$ 21,212	\$ -	\$ 42,422	\$ 42,422	\$ -	\$ 42,422	\$ 42,422	\$ -	\$ 28,282	\$ 28,282	\$ -	\$ 134,338	\$ 134,338
25	Other Expenses (Not subject to indirect %)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Only)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures				\$ -	\$ 197,974	\$ 197,974	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 263,965	\$ 263,965	\$ -	\$ 1,253,832	\$ 1,253,832
29																			
30	HSH Revenues (select)																		
31	CNC Fund				\$ 197,974	\$ 197,974		\$ 395,947	\$ 395,947		\$ 395,947	\$ 395,947		\$ 263,965	\$ 263,965	\$ 197,974	\$ 1,253,832	\$ 1,253,832	
32	Additional GF					\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
33						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
34						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
35						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
36						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
37						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
38						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
39						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues				\$ -	\$ 197,974	\$ 197,974	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 263,965	\$ 263,965	\$ -	\$ 1,253,832	\$ 1,253,832
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income					\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
43						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
44						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
45						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
46						\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48																			
49	Total HSH + Other Revenues				\$ -	\$ 197,974	\$ 197,974	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 263,965	\$ 263,965	\$ -	\$ 1,253,832	\$ 1,253,832
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
52																			
53	Prepared by	Bobby McCarthy																	
54	Phone	628.652.7770																	
55	Email	robert.j.mccarthy@sfgov.org																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	SALARY & BENEFIT DETAIL																			
3	Document Date		10/20/2020																	
4	Provider Name		Episcopal Community Services																	
5	Program		Housing First Hotels CNC																	
6	FSP Contract ID#		1000019778																	
7	Budget Name		Elm - Support S																	
8			Year 1						Year 2						Year 3					
9	POSITION TITLE	Agency Totals		For HSH Funded Program		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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
10						New	New	New					New	New	New					
11			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	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE
12	Bussey, Keith-Support Services Manager	\$ 83,482	1.00	46%	0.46		\$ 18,992	\$ 18,992	\$ 83,482	1.00	46%	0.46		\$ 37,984	\$ 37,984	\$ 83,482	1.00	46%	0.46	
13	Susan Stone-Asst. Support Service Manager	\$ 69,436	1.00	91%	0.91		\$ 31,593	\$ 31,593	\$ 69,436	1.00	91%	0.91		\$ 63,187	\$ 63,187	\$ 69,436	1.00	91%	0.91	
14	Quant-Lumbi, Maria- Case Mgr III, Bilingual	\$ 58,529	1.00	90%	0.90		\$ 26,338	\$ 26,338	\$ 58,529	1.00	90%	0.90		\$ 52,676	\$ 52,676	\$ 58,529	1.00	90%	0.90	
15	OPEN-Case Mgr III	\$ 53,776	1.00	45%	0.45		\$ 12,116	\$ 12,116	\$ 53,776	1.00	45%	0.45		\$ 24,231	\$ 24,231	\$ 53,776	1.00	45%	0.45	
16	Ecker, Scott Housing Srvc Director	\$ 135,792	1.00	6.49%	0.06		\$ 4,403	\$ 4,403	\$ 135,792	1.00	6.49%	0.06		\$ 8,807	\$ 8,807	\$ 135,792	1.00	6.49%	0.06	
17	Hamilton, Travis-Direct Support for Housing Srvc Director	\$ 94,383	1.00	12.86%	0.13		\$ 6,069	\$ 6,069	\$ 94,383	1.00	12.86%	0.13		\$ 12,139	\$ 12,139	\$ 94,383	1.00	12.86%	0.13	
18	Holmes, Maggie-Project manager	\$ 84,296	1.00	15.03%	0.15		\$ 6,335	\$ 6,335	\$ 84,296	1.00	15.03%	0.15		\$ 12,670	\$ 12,670	\$ 84,296	1.00	15.03%	0.15	
19	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	\$ 144,196	1.00	1.44%	0.01		\$ 1,038	\$ 1,038	\$ 144,196	1.00	1.44%	0.01		\$ 2,076	\$ 2,076	\$ 144,196	1.00	1.44%	0.01	
20	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06		\$ 2,025	\$ 2,025	\$ 63,016	1.00	6.43%	0.06		\$ 4,049	\$ 4,049	\$ 63,016	1.00	6.43%	0.06	
21	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06		\$ 1,620	\$ 1,620	\$ 50,425	1.00	6.43%	0.06		\$ 3,240	\$ 3,240	\$ 50,425	1.00	6.43%	0.06	
22	Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6.43%	0.06		\$ 2,088	\$ 2,088	\$ 64,999	1.00	6.43%	0.06		\$ 4,177	\$ 4,177	\$ 64,999	1.00	6.43%	0.06	
23	OPEN-Clinical Services Mgr	\$ 78,900	1.00	3.21%	0.03		\$ 1,268	\$ 1,268	\$ 78,900	1.00	3.21%	0.03		\$ 2,535	\$ 2,535	\$ 78,900	1.00	3.21%	0.03	
24	OPEN-Director of Impact & Analytics	\$ 116,640	1.00	2.07%	0.02		\$ 1,207	\$ 1,207	\$ 116,640	1.00	2.07%	0.02		\$ 2,414	\$ 2,414	\$ 116,640	1.00	2.07%	0.02	
25	Tarzon, Mary-Director of Healthy Aging	\$ 120,235	1.00	1.35%	0.01		\$ 812	\$ 812	\$ 120,235	1.00	1.35%	0.01		\$ 1,623	\$ 1,623	\$ 120,235	1.00	1.35%	0.01	
26							\$ -	\$ -						\$ -	\$ -					
27							\$ -	\$ -						\$ -	\$ -					
28							\$ -	\$ -						\$ -	\$ -					
29							\$ -	\$ -						\$ -	\$ -					
30							\$ -	\$ -						\$ -	\$ -					
31							\$ -	\$ -						\$ -	\$ -					
32							\$ -	\$ -						\$ -	\$ -					
33		TOTAL SALARIES				\$ -	\$ 115,905	\$ 115,905	TOTAL SALARIES				\$ -	\$ 231,809	\$ 231,809	TOTAL SALARIES				\$ -
34		TOTAL FTE		3.33					TOTAL FTE		3.33					TOTAL FTE		3.33		
35		FRINGE BENEFIT RATE			40.60%			40.60%	FRINGE BENEFIT RATE			40.60%			40.60%	FRINGE BENEFIT RATE			40.60%	
36		EMPLOYEE FRINGE BENEFITS		\$ -	\$ 47,058	\$ 47,058			EMPLOYEE FRINGE BENEFITS		\$ -	\$ 94,117	\$ 94,117			EMPLOYEE FRINGE BENEFITS		\$ -		
37		TOTAL SALARIES & BENEFITS		\$ -	\$ 162,963	\$ 162,963			TOTAL SALARIES & BENEFITS		\$ -	\$ 325,926	\$ 325,926			TOTAL SALARIES & BENEFITS		\$ -		
38																				
39																				
40																				

1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	SALARY & BENEFIT DETAIL																			
3	Document Date		10/20/2020																	
4	Provider Name		Episcopal Community Services																	
5	Program		Housing First Hotels CNC																	
6	FSP Contract ID#		1000019778																	
7	Budget Name		Elm - Support S																	
8																				
9																				
10																				
11																				
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	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Elm - Support Services														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13		\$	-		\$	-		\$	-		\$	-		\$	-	\$
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$	2,760	\$ 2,760	\$	5,520	\$ 5,520	\$	5,520	\$ 5,520	\$	3,680	\$ 3,680	\$	17,480	\$ 17,480
15	Office Supplies/furnitures equipment	\$	950	\$ 950	\$	1,900	\$ 1,900	\$	1,900	\$ 1,900	\$	1,267	\$ 1,267	\$	6,017	\$ 6,017
16	Food and Food supplies	\$	3,125	\$ 3,125	\$	6,250	\$ 6,250	\$	6,250	\$ 6,250	\$	4,167	\$ 4,167	\$	19,792	\$ 19,792
17	Program Supplies	\$	1,550	\$ 1,550	\$	3,100	\$ 3,100	\$	3,100	\$ 3,100	\$	2,067	\$ 2,067	\$	9,817	\$ 9,817
18	Printing and Reproduction	\$	1,247	\$ 1,247	\$	2,493	\$ 2,493	\$	2,493	\$ 2,493	\$	1,662	\$ 1,662	\$	7,895	\$ 7,895
19	Insurance	\$	3,200	\$ 3,200	\$	6,400	\$ 6,400	\$	6,400	\$ 6,400	\$	4,267	\$ 4,267	\$	20,267	\$ 20,267
20	Staff Training/recruitment	\$	738	\$ 738	\$	1,476	\$ 1,476	\$	1,476	\$ 1,476	\$	984	\$ 984	\$	4,674	\$ 4,674
21	Licenses and fees	\$	230	\$ 230	\$	460	\$ 460	\$	460	\$ 460	\$	307	\$ 307	\$	1,457	\$ 1,457
22		\$	-	\$ -	\$	-		\$	-		\$	-		\$	-	\$ -
23		\$	-		\$	-		\$	-		\$	-		\$	-	\$ -
42	Consultants	\$	-		\$	-		\$	-		\$	-		\$	-	\$ -
43		\$	-		\$	-		\$	-		\$	-		\$	-	\$ -
54	Subcontractors	\$	-		\$	-		\$	-		\$	-		\$	-	\$ -
55		\$	-		\$	-		\$	-		\$	-		\$	-	\$ -
67																
68	TOTAL OPERATING EXPENSES	\$ -	\$ 13,800	\$ 13,800	\$ -	\$ 27,599	\$ 27,599	\$ -	\$ 27,599	\$ 27,599	\$ -	\$ 18,399	\$ 18,399	\$ -	\$ 87,397	\$ 87,397
69																
70	Other Expenses (not subject to indirect cost %)															
71		\$	-		\$	-		\$	-		\$	-		\$	-	\$ -
83																
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
85																
86	Capital Expenses															
87		\$	-		\$	-		\$	-		\$	-		\$	-	\$ -
88		\$	-		\$	-		\$	-		\$	-		\$	-	\$ -
94																
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96																
97	HS#3															

Template last modified 1/22/2020

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE			Fiscal Year			Fiscal Term Start	Fiscal Term End
2	Elim - Support Services	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective				7/1/2020	6/30/2021
3	Salaries & Benefits	Adjusted Budgeted	Budgeted	Justification	Calculation	Employee Name		
		FTE	Salary					
3	Bussey, Keith-Support Services Manager	0.46	\$ 18,992	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	= \$18,992/6 = \$3,165 per month	Bussey, Keith-Support Services Manager		
4	Susan Stone-Asst. Support Service Manag	0.91	\$ 31,593	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	= \$31,593/6 = \$5,265 per month	Susan Stone-Asst. Support Service Manager		
5	Quant-Lumbi, Maria- Case Mgr III, Bilingual	0.90	\$ 26,338	Carries resident caseload, supporting clients in their efforts to retain housing and achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= \$26,338/6 = \$4,389 per month	Quant-Lumbi, Maria- Case Mgr III, Bilingual		
6	OPEN-Case Mgr III	0.45	\$ 12,116	Carries resident caseload, supporting clients in their efforts to retain housing and achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= \$12,116/6 = \$2,019 per month	OPEN-Case Mgr III		
7	Ecker, Scott Housing Srv Director	0.06	\$ 4,403	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	= \$4,403/6 = \$734 per month	Ecker, Scott Housing Srv Director		
8	Hamilton, Travis-Direct Support for Housin	0.13	\$ 6,069	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	= \$6,069/6 = \$1,012 per month	Hamilton, Travis-Direct Support for Housing Srv Director		
9	Holmes, Maggie-Project manager	0.15	\$ 6,335	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.	= \$6,335/6 = \$1,056 per month	Holmes, Maggie-Project manager		
10	Pocock, Liz-Director/Hsg Dev & Asset Mgn	0.01	\$ 1,038	Evaluates HSH contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures;	= \$1,038/6 = \$173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		
11	Sambolin, Irving- Database Specialist & Cc	0.06	\$ 2,025	provides staff training on department protocols and procedures;	= \$2,025/6 = \$337 per month	Sambolin, Irving- Database Specialist & Compliance Monitor		
12	OPEN- Database Specialist & Compliance	0.06	\$ 1,620	provides staff training on department protocols and procedures;	= \$1,620/6 = \$270 per month	OPEN- Database Specialist & Compliance Monitor		
13	Tuvera, Desiree-Compliance Specialist	0.06	\$ 2,088	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.	= \$2,088/6 = \$348 per month	Tuvera, Desiree-Compliance Specialist		
14	OPEN-Clinical Services Mgr	0.03	\$ 1,268	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.	= \$1,268/6 = \$211 per month	OPEN-Clinical Services Mgr		
15	OPEN-Director of Impact & Analytics	0.02	\$ 1,207	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	= \$1,207/6 = \$201 per month	OPEN-Director of Impact & Analytics		
16	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812		= \$812/6 = \$135per month	Tarzon, Mary-Director of Healthy Aging		
17								
23	TOTAL	3.33	\$ 115,905					
24	Employee Fringe Benefits	40.60%	\$ 47,058	Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.				
25	Salaries & Benefits Total		\$ 162,963					
26								
27	Operating Expenses	Budgeted Expense	Justification	Calculation				
29	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,760	Telecommunication, including Sonic and TPX	= \$2,760/6 = \$460 per month				
30	Office Supplies/furnitures equipment	\$ 950	Support Service office supplies for program staff including materials used with participants and computers	= \$950/6 = \$158 per month				
31	Food and Food supplies	\$ 3,125	Using the SF Food Bank, the food items will supplement resident's own arrangements	= \$3,125/6 = \$521 per month				
32	Program Supplies	\$ 1,550	Includes bus passes, program materials and snacks for resident activities,	= \$1,550/6 = \$258 per month				
33	Printing and Reproduction	\$ 1,247	leased copier	= \$1,247/6 = \$208 per month				
34	Insurance	\$ 3,200	liability and umbrella agency insurance prorated	= \$3,200/6 = \$533 per month				
35	Staff Training/recruitment	\$ 738	training and recruitment expenses, including meeting suppliesand conference	= \$738/6 = \$123 per month				
36	Licenses and fees	\$ 230	Support Services licenses fee	= \$230/6 = \$38 per month				
64	TOTAL OPERATING EXPENSES	\$ 13,800						
65	Indirect Cost	12.0%	\$ 1,656					
150								
151								
152								
153								
154								
155								
156								
157								
158								
159								
160								
161								
162								

	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Hillsdale - Property Management																	
13		Current	New																
14	Term Budget	\$ -	\$ 2,689,510	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					Year 1			Year 2			Year 3			Year 4			All Years		
18					1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
19					New		New	New		New	New		New	New		New	New		New
20	Expenditures																		
21	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Operating Expense	\$ -	\$ 185,080	\$ 185,080	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 246,715	\$ 246,715	\$ -	\$ 1,172,116	\$ 1,172,116
23	Subtotal	\$ -	\$ 185,080	\$ 185,080	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 246,715	\$ 246,715	\$ -	\$ 1,172,116	\$ 1,172,116
24	Indirect Percentage	12.00%																	
25	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 22,210	\$ 22,210	\$ -	\$ 44,419	\$ 44,419	\$ -	\$ 44,419	\$ 44,419	\$ -	\$ 44,419	\$ 44,419	\$ -	\$ 29,606	\$ 29,606	\$ -	\$ 140,654	\$ 140,654
26	Other Expenses (Not subject to indirect %)	\$ -	\$ 398,503	\$ 398,503	\$ -	\$ 797,005	\$ 797,005	\$ -	\$ 797,005	\$ 797,005	\$ -	\$ 797,005	\$ 797,005	\$ -	\$ 531,337	\$ 531,337	\$ -	\$ 2,523,849	\$ 2,523,849
27	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Total Expenditures	\$ -	\$ 605,793	\$ 605,793	\$ -	\$ 1,211,585	\$ 1,211,585	\$ -	\$ 1,211,585	\$ 1,211,585	\$ -	\$ 1,211,585	\$ 1,211,585	\$ -	\$ 807,657	\$ 807,657	\$ -	\$ 3,836,620	\$ 3,836,620
30	SHS Revenues (select)																		
31	CNC Fund	\$ 374,670	\$ 374,670	\$ 374,670	\$ 749,340	\$ 749,340	\$ 749,340	\$ 749,340	\$ 749,340	\$ 749,340	\$ 749,340	\$ 749,340	\$ 749,340	\$ 499,560	\$ 499,560	\$ 499,560	\$ -	\$ 2,372,910	\$ 2,372,910
32	Additional GF	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 66,600	\$ 66,600	\$ 66,600	\$ -	\$ 316,600	\$ 316,600
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total SHS Revenues	\$ -	\$ 424,670	\$ 424,670	\$ -	\$ 849,340	\$ 849,340	\$ -	\$ 849,340	\$ 849,340	\$ -	\$ 849,340	\$ 849,340	\$ -	\$ 566,160	\$ 566,160	\$ -	\$ 2,689,510	\$ 2,689,510
41	Other Revenues (to offset Total Expenditures & Reduce SHS Revenues)																		
42	Rental Income	\$ 181,123	\$ 181,123	\$ 181,123	\$ 362,245	\$ 362,245	\$ 362,245	\$ 362,245	\$ 362,245	\$ 362,245	\$ 362,245	\$ 362,245	\$ 362,245	\$ 241,497	\$ 241,497	\$ 241,497	\$ -	\$ 1,147,109	\$ 1,147,109
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ 181,123	\$ 181,123	\$ -	\$ 362,245	\$ 362,245	\$ -	\$ 362,245	\$ 362,245	\$ -	\$ 362,245	\$ 362,245	\$ -	\$ 241,497	\$ 241,497	\$ -	\$ 1,147,109	\$ 1,147,109
48																			
49	Total SHS + Other Revenues	\$ -	\$ 605,793	\$ 605,793	\$ -	\$ 1,211,585	\$ 1,211,585	\$ -	\$ 1,211,585	\$ 1,211,585	\$ -	\$ 1,211,585	\$ 1,211,585	\$ -	\$ 807,657	\$ 807,657	\$ -	\$ 3,836,619	\$ 3,836,619
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
52	Prepared by	Bobby McCarthy																	
53	Phone	628.652.7770																	
54	Email	robert.j.mccarthy@sfgov.org																	
55																			

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Hillsdale - Property Management														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	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)	\$ 53,230	\$ 53,230	\$ 53,230	\$ 106,460	\$ 106,460	\$ 106,460	\$ 106,460	\$ 106,460	\$ 106,460	\$ 70,973	\$ 70,973	\$ 70,973	\$ -	\$ 337,123	\$ 337,123
15	Office expenses/renting fee	\$ 6,610	\$ 6,610	\$ 6,610	\$ 13,220	\$ 13,220	\$ 13,220	\$ 13,220	\$ 13,220	\$ 13,220	\$ 8,813	\$ 8,813	\$ 8,813	\$ -	\$ 41,863	\$ 41,863
16	Building Maintenance Supplies and Repair	\$ 66,215	\$ 66,215	\$ 66,215	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 152,431	\$ 101,561	\$ 101,561	\$ 101,561	\$ -	\$ 472,638	\$ 472,638
17	Management/booking Fees	\$ 31,725	\$ 31,725	\$ 31,725	\$ 63,450	\$ 63,450	\$ 63,450	\$ 63,450	\$ 63,450	\$ 63,450	\$ 42,300	\$ 42,300	\$ 42,300	\$ -	\$ 200,925	\$ 200,925
18	Legal Fees	\$ 14,800	\$ 14,800	\$ 14,800	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	\$ 40,400	\$ 40,400
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Office Salaries-Desk Clerks /contract (first \$25k)	\$ 12,500	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
30		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33																
34	TOTAL OPERATING EXPENSES	\$ -	\$ 185,080	\$ 185,080	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 246,715	\$ 246,715	\$ -	\$ 1,172,116	\$ 1,172,116
35																
36	Other Expenses (not subject to indirect cost %)															
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	Rental of Property	\$ 194,910	\$ 194,910	\$ 194,910	\$ 389,820	\$ 389,820	\$ 389,820	\$ 389,820	\$ 389,820	\$ 389,820	\$ 259,880	\$ 259,880	\$ 259,880	\$ -	\$ 1,234,430	\$ 1,234,430
39	Office Salaries-Desk Clerks /contract	\$ 81,223	\$ 81,223	\$ 81,223	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 108,297	\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409
40	Manager Salaries-Hotel Director/manager	\$ 29,120	\$ 29,120	\$ 29,120	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 38,827	\$ 38,827	\$ 38,827	\$ -	\$ 184,427	\$ 184,427
41	Janitor payroll	\$ 18,367	\$ 18,367	\$ 18,367	\$ 36,733	\$ 36,733	\$ 36,733	\$ 36,733	\$ 36,733	\$ 36,733	\$ 24,489	\$ 24,489	\$ 24,489	\$ -	\$ 116,321	\$ 116,321
42	Janitor Contract-Regular/Extra Services	\$ 12,500	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
43	Repairs Payroll	\$ 23,920	\$ 23,920	\$ 23,920	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 31,893	\$ 31,893	\$ 31,893	\$ -	\$ 151,493	\$ 151,493
44	Benefits	\$ 38,464	\$ 38,464	\$ 38,464	\$ 76,927	\$ 76,927	\$ 76,927	\$ 76,927	\$ 76,927	\$ 76,927	\$ 51,285	\$ 51,285	\$ 51,285	\$ -	\$ 243,602	\$ 243,602
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49																
50	TOTAL OTHER EXPENSES	\$ -	\$ 398,503	\$ 398,503	\$ -	\$ 797,005	\$ 797,005	\$ -	\$ 797,005	\$ 797,005	\$ -	\$ 531,337	\$ 531,337	\$ -	\$ 2,523,849	\$ 2,523,849
51																
52	Capital Expenses															
53		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60																
61	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62																
63	HS# #3														Template last modified	1/22/2020

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE		Fiscal Year					
2	Hillsdale - Property Management	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective					Fiscal Term Start 7/1/2020
								Fiscal Term End 6/30/2021
50	Operating Expenses		Budgeted Expense	Justification	Calculation			
52	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 53,230	Utilities (electricity, water, gas, telephone and scavenger service);		=\$53,230/6 =\$8,872 per month			
	Office expenses/renting fee	\$ 6,610	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		=\$6,610/6 =\$1,101 per month			
54	Building Maintenance Supplies and Repair	\$ 66,215	estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, ect.		=\$76,215/6 =\$12,703 per month			
57	Management/booking Fees	\$ 31,725	Property management (84 Units) @ \$ 61.00 PUPM, and bookkeeping fees \$ 9.50 P		=\$31,725/6 =\$5,287 per month			
60	Legal Fees	\$ 14,800	property management legal expenses and credit report		=\$14,800/6 =\$2,467 per month			
69	Office Salaries-Desk Clerks /contract (first \$25k)	\$ 12,500	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage, only \$25K allows indirect cost		=\$12,500/6 =\$2,083 per month			
74	TOTAL OPERATING EXPENSES		\$ 185,080					
75	Indirect Cost	12.0%	\$ 22,210					
76								
77								
78	Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation				
79								
80	Rental of Property	\$ 194,910	The lease is written for 84 units at \$32,485 per month for 12 months		=\$194,910/6 =\$32,485 per month			
81	Office Salaries-Desk Clerks /contract	\$ 81,223	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage		=\$81,223/6 =\$13,537 per month			
82	Manager Salaries-Hotel Director/manager	\$ 29,120	Oversees housing site, prorated half time. Responsible for rent up the property with program director for insuring safety of participants and security of facility.		=\$29,120/6 =\$4,853 per month			
83	Janitor payroll	\$ 18,367	Responsible for building cleaning up, includes holidays/overtime coverage		=\$18,367/6 =\$3,061 per month			
84	Janitor Contract-Regular/Extra Services	\$ 12,500	Regular Services, place trash bins		=\$12,500/6 =\$2,083 per month			
86	Repairs Payroll	\$ 23,920	Responsible for repair and maintenance of the building		=\$23,920/6 =\$3,987 per month			
87	Benefits	\$ 38,464	% based from personnel from above		=\$38,464/6 =\$6,411 per month			
93	TOTAL OTHER EXPENSES		\$ 398,503					
161								
162								
163								
164								
165								
166								
167								
168								
169								
170								
171								
172								
173								

	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Hillsdale - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 1,160,802	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					Year 1			Year 2			Year 3			Year 4			All Years		
18					1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
19					New		New	New		New	New		New	New		New	New		New
20	Expenditures																		
21	Salaries & Benefits	\$ -	\$ 146,646	\$ 146,646	\$ -	\$ 293,293	\$ 293,293	\$ -	\$ 293,293	\$ 293,293	\$ -	\$ 195,529	\$ 195,529	\$ -	\$ 928,761	\$ 928,761	\$ -	\$ 928,761	\$ 928,761
22	Operating Expense	\$ -	\$ 17,001	\$ 17,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 22,667	\$ 22,667	\$ -	\$ 107,670	\$ 107,670	\$ -	\$ 107,670	\$ 107,670
23	Subtotal	\$ -	\$ 163,647	\$ 163,647	\$ -	\$ 327,294	\$ 327,294	\$ -	\$ 327,294	\$ 327,294	\$ -	\$ 218,196	\$ 218,196	\$ -	\$ 1,036,430	\$ 1,036,430	\$ -	\$ 1,036,430	\$ 1,036,430
24	Indirect Percentage	12.00%																	
25	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 19,638	\$ 19,638	\$ -	\$ 39,275	\$ 39,275	\$ -	\$ 39,275	\$ 39,275	\$ -	\$ 26,184	\$ 26,184	\$ -	\$ 124,372	\$ 124,372	\$ -	\$ 124,372	\$ 124,372
26	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Total Expenditures	\$ -	\$ 183,285	\$ 183,285	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 244,379	\$ 244,379	\$ -	\$ 1,160,802	\$ 1,160,802	\$ -	\$ 1,160,802	\$ 1,160,802
30	HSH Revenues (select)																		
31	CNC Fund	\$ -	\$ 183,285	\$ 183,285	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 244,379	\$ 244,379	\$ -	\$ 1,160,802	\$ 1,160,802	\$ -	\$ 1,160,802	\$ 1,160,802
32	Additional GF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ -	\$ 183,285	\$ 183,285	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 244,379	\$ 244,379	\$ -	\$ 1,160,802	\$ 1,160,802	\$ -	\$ 1,160,802	\$ 1,160,802
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48																			
49	Total HSH + Other Revenues	\$ -	\$ 183,285	\$ 183,285	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 244,379	\$ 244,379	\$ -	\$ 1,160,802	\$ 1,160,802	\$ -	\$ 1,160,802	\$ 1,160,802
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51																			
52	Prepared by	Bobby McCarthy																	
53	Phone	628.652.7770																	
54	Email	robert.j.mccarthy@sfgov.org																	

1	A				B		C		D		E		F		G		H		I		J		K		L		M		N		O		P		Q		R		S		T	
2	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																									
3	SALARY & BENEFIT DETAIL																																									
4	Document Date		10/20/2020																																							
5	Provider Name		Episcopal Community Services																																							
6	Program		Housing First Hotels CNC																																							
7	FSP Contract ID#		1000019778																																							
8	Budget Name		Hillsdale - Supp																																							
9			Year 1								Year 2								Year 3																							
10	POSITION TITLE		Agency Totals		For HSH Funded Program		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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																					
New							New	New	New					New	New																											
11			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	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary																					
12	Burkle, Margaret-Support Services Manager		\$ 85,344	1.00	46%	0.46		\$ 19,416	\$ 19,416	\$ 85,344	1.00	46%	0.46		\$ 38,832	\$ 38,832	\$ 85,344	1.00	46%	0.46																						
13	OPEN-Case Mgr III Masters		\$ 64,620	1.00	91%	0.91		\$ 29,402	\$ 29,402	\$ 64,620	1.00	91%	0.91		\$ 58,804	\$ 58,804	\$ 64,620	1.00	91%	0.91																						
14	Hair, Ramona-Case Manager III		\$ 63,537	1.00	90%	0.90		\$ 28,620	\$ 28,620	\$ 63,537	1.00	90%	0.90		\$ 57,239	\$ 57,239	\$ 63,537	1.00	90%	0.90																						
15	Ecker, Scott Housing Srvc Director		\$ 135,792	1.00	6.49%	0.06		\$ 4,403	\$ 4,403	\$ 135,792	1.00	6.49%	0.06		\$ 8,807	\$ 8,807	\$ 135,792	1.00	6.49%	0.06																						
16	Brown, Shelly-Direct Support for Housing Srvc Director		\$ 94,332	1.00	12.86%	0.13		\$ 6,066	\$ 6,066	\$ 94,332	1.00	12.86%	0.13		\$ 12,132	\$ 12,132	\$ 94,332	1.00	12.86%	0.13																						
17	Holmes, Maggie-Project manager		\$ 84,296	1.00	15.03%	0.15		\$ 6,335	\$ 6,335	\$ 84,296	1.00	15.03%	0.15		\$ 12,670	\$ 12,670	\$ 84,296	1.00	15.03%	0.15																						
18	Pocock, Liz-Director/Hsq Dev & Asset Mgmt		\$ 144,196	1.00	1.44%	0.01		\$ 1,038	\$ 1,038	\$ 144,196	1.00	1.44%	0.01		\$ 2,076	\$ 2,076	\$ 144,196	1.00	1.44%	0.01																						
19	Sambolin, Irving- Database Specialist & Compliance Monitor		\$ 63,016	1.00	6.43%	0.06		\$ 2,025	\$ 2,025	\$ 63,016	1.00	6.43%	0.06		\$ 4,049	\$ 4,049	\$ 63,016	1.00	6.43%	0.06																						
20	OPEN- Database Specialist & Compliance Monitor		\$ 50,425	1.00	6.43%	0.06		\$ 1,620	\$ 1,620	\$ 50,425	1.00	6.43%	0.06		\$ 3,240	\$ 3,240	\$ 50,425	1.00	6.43%	0.06																						
21	Tuvera, Desiree-Compliance Specialist		\$ 64,999	1.00	6.43%	0.06		\$ 2,088	\$ 2,088	\$ 64,999	1.00	6.43%	0.06		\$ 4,177	\$ 4,177	\$ 64,999	1.00	6.43%	0.06																						
22	OPEN-Clinical Services Mgr		\$ 78,900	1.00	3.21%	0.03		\$ 1,268	\$ 1,268	\$ 78,900	1.00	3.21%	0.03		\$ 2,535	\$ 2,535	\$ 78,900	1.00	3.21%	0.03																						
23	OPEN-Director of Impact & Analytics		\$ 116,640	1.00	2.07%	0.02		\$ 1,207	\$ 1,207	\$ 116,640	1.00	2.07%	0.02		\$ 2,414	\$ 2,414	\$ 116,640	1.00	2.07%	0.02																						
24	Tarzon, Mary-Director of Healthy Aging		\$ 120,235	1.00	1.35%	0.01		\$ 812	\$ 812	\$ 120,235	1.00	1.35%	0.01		\$ 1,623	\$ 1,623	\$ 120,235	1.00	1.35%	0.01																						
25								\$ -	\$ -						\$ -	\$ -																										
30			TOTAL SALARIES		\$ -	\$ 104,300	\$ 104,300	TOTAL SALARIES		\$ -	\$ 208,599	\$ 208,599	TOTAL SALARIES		\$ -		TOTAL SALARIES		\$ -																							
31			TOTAL FTE		2.88			TOTAL FTE		2.88			TOTAL FTE		2.88		TOTAL FTE		2.88																							
32			FRINGE BENEFIT RATE		40.60%		40.60%	FRINGE BENEFIT RATE		40.60%		40.60%	FRINGE BENEFIT RATE		40.60%		FRINGE BENEFIT RATE		40.60%																							
33			EMPLOYEE FRINGE BENEFITS		\$ -	\$ 42,347	\$ 42,347	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 84,693	\$ 84,693	EMPLOYEE FRINGE BENEFITS		\$ -		EMPLOYEE FRINGE BENEFITS		\$ -																							
34			TOTAL SALARIES & BENEFITS		\$ -	\$ 146,646	\$ 146,646	TOTAL SALARIES & BENEFITS		\$ -	\$ 293,293	\$ 293,293	TOTAL SALARIES & BENEFITS		\$ -		TOTAL SALARIES & BENEFITS		\$ -																							
35																																										
36																																										
37																																										

	A	B	C	D	E	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		10/20/2020														
4	Provider Name		Episcopal Community Services														
5	Program		Housing First Hotels CNC														
6	FSP Contract ID#		1000019778														
7	Budget Name		Hillsdale - Supp														
8			Yea					Year 4							All Years		
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
						New						New		New		New	
10							Change	Budgeted Salary									
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE			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
12	Burkle, Margaret-Support Services Manager	\$ 85,344	1.00	46%	0.46	\$ 38,832	\$ 38,832	\$ 85,344	1.00	46%	0.46		\$ 25,888	\$ 25,888	\$ -	\$ 122,966	\$ 122,966
13	OPEN-Case Mgr III Masters	\$ 64,620	1.00	91%	0.91	\$ 58,804	\$ 58,804	\$ 64,620	1.00	91%	0.91	\$ 39,203	\$ 39,203	\$ -	\$ 186,213	\$ 186,213	
14	Hair, Ramona-Case Manager III	\$ 63,537	1.00	90%	0.90	\$ 57,239	\$ 57,239	\$ 63,537	1.00	90%	0.90	\$ 38,160	\$ 38,160	\$ -	\$ 181,258	\$ 181,258	
15	Ecker, Scott Housing Srvc Director	\$ 135,792	1.00	6.49%	0.06	\$ 8,807	\$ 8,807	\$ 135,792	1.00	6.49%	0.06	\$ 5,871	\$ 5,871	\$ -	\$ 27,889	\$ 27,889	
16	Brown, Shelly-Direct Support for Housing Srvc Director	\$ 94,332	1.00	12.86%	0.13	\$ 12,132	\$ 12,132	\$ 94,332	1.00	12.86%	0.13	\$ 8,088	\$ 8,088	\$ -	\$ 38,418	\$ 38,418	
17	Holmes, Maggie-Project manager	\$ 84,296	1.00	15.03%	0.15	\$ 12,670	\$ 12,670	\$ 84,296	1.00	15.03%	0.15	\$ 8,446	\$ 8,446	\$ -	\$ 40,121	\$ 40,121	
18	Pocock, Liz-Director/Hsq Dev & Asset Mgmt	\$ 144,196	1.00	1.44%	0.01	\$ 2,076	\$ 2,076	\$ 144,196	1.00	1.44%	0.01	\$ 1,384	\$ 1,384	\$ -	\$ 6,575	\$ 6,575	
19	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06	\$ 4,049	\$ 4,049	\$ 63,016	1.00	6.43%	0.06	\$ 2,700	\$ 2,700	\$ -	\$ 12,823	\$ 12,823	
20	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06	\$ 3,240	\$ 3,240	\$ 50,425	1.00	6.43%	0.06	\$ 2,160	\$ 2,160	\$ -	\$ 10,261	\$ 10,261	
21	Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6.43%	0.06	\$ 4,177	\$ 4,177	\$ 64,999	1.00	6.43%	0.06	\$ 2,785	\$ 2,785	\$ -	\$ 13,227	\$ 13,227	
22	OPEN-Clinical Services Mgr	\$ 78,900	1.00	3.21%	0.03	\$ 2,535	\$ 2,535	\$ 78,900	1.00	3.21%	0.03	\$ 1,690	\$ 1,690	\$ -	\$ 8,028	\$ 8,028	
23	OPEN-Director of Impact & Analytics	\$ 116,640	1.00	2.07%	0.02	\$ 2,414	\$ 2,414	\$ 116,640	1.00	2.07%	0.02	\$ 1,610	\$ 1,610	\$ -	\$ 7,646	\$ 7,646	
24	Tarzon, Mary-Director of Healthy Aging	\$ 120,235	1.00	1.35%	0.01	\$ 1,623	\$ 1,623	\$ 120,235	1.00	1.35%	0.01	\$ 1,082	\$ 1,082	\$ -	\$ 5,140	\$ 5,140	
25						-	-						-	-	-	-	-
30				TOTAL SALARIES		\$ 208,599	\$ 208,599	TOTAL SALARIES		\$ -	\$ 139,066	\$ 139,066		\$ -	\$ 660,565	\$ 660,565	
31			TOTAL FTE		2.88			TOTAL FTE		2.88							
32			FRINGE BENEFIT RATE			40.60%		FRINGE BENEFIT RATE		40.60%		40.60%					
33		EMPLOYEE FRINGE BENEFITS		\$ 84,693	\$ 84,693	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 56,462	\$ 56,462	\$ -	\$ 268,196	\$ 268,196				
34		TOTAL SALARIES & BENEFITS		\$ 293,293	\$ 293,293	TOTAL SALARIES & BENEFITS		\$ -	\$ 195,529	\$ 195,529	\$ -	\$ 928,761	\$ 928,761				
35																	
36																	
37																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Hillsdale - Support Services														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	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)	\$ -	\$ 2,760	\$ 2,760	\$ -	\$ 5,520	\$ 5,520	\$ -	\$ 5,520	\$ 5,520	\$ -	\$ 3,680	\$ 3,680	\$ -	\$ 17,480	\$ 17,480
15	Office Supplies/furnitures equipment	\$ -	\$ 1,320	\$ 1,320	\$ -	\$ 2,640	\$ 2,640	\$ -	\$ 2,640	\$ 2,640	\$ -	\$ 1,760	\$ 1,760	\$ -	\$ 8,360	\$ 8,360
16	Food and Food supplies	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 5,333	\$ 5,333	\$ -	\$ 25,333	\$ 25,333
17	Program Supplies	\$ -	\$ 2,655	\$ 2,655	\$ -	\$ 5,309	\$ 5,309	\$ -	\$ 5,309	\$ 5,309	\$ -	\$ 3,539	\$ 3,539	\$ -	\$ 16,812	\$ 16,812
18	Printing and Reproduction	\$ -	\$ 1,789	\$ 1,789	\$ -	\$ 3,577	\$ 3,577	\$ -	\$ 3,577	\$ 3,577	\$ -	\$ 2,385	\$ 2,385	\$ -	\$ 11,327	\$ 11,327
19	Insurance	\$ -	\$ 3,334	\$ 3,334	\$ -	\$ 6,668	\$ 6,668	\$ -	\$ 6,668	\$ 6,668	\$ -	\$ 4,445	\$ 4,445	\$ -	\$ 21,115	\$ 21,115
20	Staff Training/recruitment	\$ -	\$ 974	\$ 974	\$ -	\$ 1,947	\$ 1,947	\$ -	\$ 1,947	\$ 1,947	\$ -	\$ 1,298	\$ 1,298	\$ -	\$ 6,166	\$ 6,166
21	Licenses and fees	\$ -	\$ 170	\$ 170	\$ -	\$ 340	\$ 340	\$ -	\$ 340	\$ 340	\$ -	\$ 227	\$ 227	\$ -	\$ 1,077	\$ 1,077
22		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67																
68	TOTAL OPERATING EXPENSES	\$ -	\$ 17,001	\$ 17,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 22,667	\$ 22,667	\$ -	\$ 107,670	\$ 107,670
69																
70	Other Expenses (not subject to indirect cost %)															
71		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83																
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
85																
86	Capital Expenses															
87		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94																
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96																
97	HSH #3													Template last modified 1/22/2020		

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE	Fiscal Year					Fiscal Term Start	Fiscal Term End
2	Hillsdale - Support Services	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective				7/1/2020	6/30/2021
3	Salaries & Benefits	Adjusted Budgeted	Budgeted	Justification	Calculation	Employee Name		
		FTE	Salary					
	Burkle, Margaret-Support Services Manager	0.46	\$ 19,416	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	=\$19,416/6 =\$3,236 per month	Burkle, Margaret-Support Services Manager		
4	OPEN-Case Mgr III Masters	0.91	\$ 29,402	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	=\$29,402/6 =\$4,900 per month	OPEN-Case Mgr III Masters		
5	Hair, Ramona-Case Manager III	0.90	\$ 28,620	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	=\$28,620/6 =\$4,770 per month	Hair, Ramona-Case Manager III		
6	Ecker, Scott Housing Srvc Director	0.06	\$ 4,403	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	=\$4,403/6 =\$734 per month	Ecker, Scott Housing Srvc Director		
7	Brown, Shelly-Direct Support for Housing Sr	0.13	\$ 6,066	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	=\$6,069/6 =\$1,012 per month	Brown, Shelly-Direct Support for Housing Srvc Director		
8	Holmes, Maggie-Project manager	0.15	\$ 6,335	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.	=\$6,335/6 =\$1,056 per month	Holmes, Maggie-Project manager		
9	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	0.01	\$ 1,038	Evaluates HSH contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures;	=\$1,038/6 =\$173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		
10	Sambolin, Irving- Database Specialist & Con	0.06	\$ 2,025	provides staff training on department protocols and procedures;	=\$2,025/6 =\$337 per month	Sambolin, Irving- Database Specialist & Compliance Monitor		
11	OPEN- Database Specialist & Compliance M	0.06	\$ 1,620	provides staff training on department protocols and procedures;	=\$1,620/6 =\$270 per month	OPEN- Database Specialist & Compliance Monitor		
12	Tuvera, Desiree-Compliance Specialist	0.06	\$ 2,088	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.	=\$2,088/6 =\$348 per month	Tuvera, Desiree-Compliance Specialist		
13	OPEN-Clinical Services Mgr	0.03	\$ 1,268	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 or organization-wide.	=\$1,268/6 =\$211 per month	OPEN-Clinical Services Mgr		
14	OPEN-Director of Impact & Analytics	0.02	\$ 1,207	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	=\$1,207/6 =\$201 per month	OPEN-Director of Impact & Analytics		
15	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812		=\$812/6 =\$135per month	Tarzon, Mary-Director of Healthy Aging		
16								
20	TOTAL	2.88	\$ 104,300					
21	Employee Fringe Benefits	40.60%	\$ 42,347	Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.				
22	Salaries & Benefits Total		\$ 146,646					
23								
24	Operating Expenses	Budgeted Expense	Justification	Calculation				
26	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,760	Telecommunication, including Sonic and TPX	=\$2,760/6 =\$460 per month				
27	Office Supplies/furnitures equipment	\$ 1,320	Support Service office supplies for program staff including materials used with participants and computers	=\$1,320/6 =\$220 per month				
28	Food and Food supplies	\$ 4,000	Using the SF Food Bank, the food items will supplement resident's own arrangements	=\$4,000/6 =\$667 per month				
29	Program Supplies	\$ 2,655	Includes bus passes, program materials and snacks for resident activities, leased copier	=\$2,655/6 =\$442 per month				
30	Printing and Reproduction	\$ 1,789	liability and umbrella agency insurance prorated	=\$1,789/6 =\$298 per month				
31	Insurance	\$ 3,334	training and recruitment expenses, including meeting suppliesand conference	=\$3,334/6 =\$556 per month				
32	Staff Training/recruitment	\$ 974	Support Services licenses fee	=\$974/6 =\$162 per month				
33	Licenses and fees	\$ 170		=\$170/6 =\$28 per month				
60	TOTAL OPERATING EXPENSES	\$ 17,001						
61	Indirect Cost	12.0%	\$ 2,040					
147								
148								
149								
150								
151								
152								
153								
154								
155								
156								
157								
158								

	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Mentone - Property Management																	
13		Current	New																
14	Term Budget	\$ -	\$ 2,956,280	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					Year 1			Year 2			Year 3			Year 4			All Years		
18		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
19		New		New	New		New	New		New	New		New	New		New			
20	Expenditures																		
21	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
22	Operating Expense	\$ -	\$ 214,234	\$ 214,234	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 285,586	\$ 285,586	\$ -	\$ 1,356,755	\$ 1,356,755			
23	Subtotal	\$ -	\$ 214,234	\$ 214,234	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 285,586	\$ 285,586	\$ -	\$ 1,356,755	\$ 1,356,755			
24	Indirect Percentage	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%					
25	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 25,708	\$ 25,708	\$ -	\$ 51,416	\$ 51,416	\$ -	\$ 51,416	\$ 51,416	\$ -	\$ 34,270	\$ 34,270	\$ -	\$ 162,811	\$ 162,811			
26	Other Expenses (Not subject to indirect %)	\$ -	\$ 392,658	\$ 392,658	\$ -	\$ 785,316	\$ 785,316	\$ -	\$ 785,316	\$ 785,316	\$ -	\$ 523,544	\$ 523,544	\$ -	\$ 2,486,834	\$ 2,486,834			
27	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
29	Total Expenditures	\$ -	\$ 632,600	\$ 632,600	\$ -	\$ 1,265,200	\$ 1,265,200	\$ -	\$ 1,265,200	\$ 1,265,200	\$ -	\$ 843,400	\$ 843,400	\$ -	\$ 4,006,400	\$ 4,006,400			
30	HSH Revenues (select)																		
31	CNC Fund	\$ -	\$ 416,792	\$ 416,792		\$ 833,583	\$ 833,583		\$ 833,583	\$ 833,583		\$ 555,722	\$ 555,722	\$ -	\$ 2,639,680	\$ 2,639,680			
32	Additional GF	\$ -	\$ 50,000	\$ 50,000		\$ 100,000	\$ 100,000		\$ 100,000	\$ 100,000		\$ 66,600	\$ 66,600	\$ -	\$ 316,600	\$ 316,600			
33			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -			
34			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -			
35			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -			
36			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -			
37			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -			
38			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -			
39			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 466,792	\$ 466,792	\$ -	\$ 933,583	\$ 933,583	\$ -	\$ 933,583	\$ 933,583	\$ -	\$ 622,322	\$ 622,322	\$ -	\$ 2,956,280	\$ 2,956,280			
41	Other Revenues (to offset Total Expenditures & Reduce HSH. Revenues)																		
42	Rental Income		\$ 165,809	\$ 165,809		\$ 331,617	\$ 331,617		\$ 331,617	\$ 331,617		\$ 221,078	\$ 221,078	\$ -	\$ 1,050,121	\$ 1,050,121			
43			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -			
44			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -			
45			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -			
46			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ 165,809	\$ 165,809	\$ -	\$ 331,617	\$ 331,617	\$ -	\$ 331,617	\$ 331,617	\$ -	\$ 221,078	\$ 221,078	\$ -	\$ 1,050,121	\$ 1,050,121			
48																			
49	Total HSH + Other Revenues	\$ -	\$ 632,600	\$ 632,600	\$ -	\$ 1,265,200	\$ 1,265,200	\$ -	\$ 1,265,200	\$ 1,265,200	\$ -	\$ 843,400	\$ 843,400	\$ -	\$ 4,006,400	\$ 4,006,400			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51																			
52	Prepared by	Bobby McCarthy																	
53	Phone	628.652.7770																	
54	Email	robert.j.mccarthy@sfgov.org																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Mentone - Property Managem														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	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)	\$ 85,230	\$ 85,230	\$ 85,230	\$ 170,460	\$ 170,460	\$ 170,460	\$ 170,460	\$ 170,460	\$ 170,460	\$ 113,640	\$ 113,640	\$ 113,640	\$ -	\$ 539,790	\$ 539,790
15	Office Supplies/renting fee	\$ 6,720	\$ 6,720	\$ 6,720	\$ 13,440	\$ 13,440	\$ 13,440	\$ 13,440	\$ 13,440	\$ 13,440	\$ 8,960	\$ 8,960	\$ 8,960	\$ -	\$ 42,560	\$ 42,560
16	Building Maintenance Supplies and Repair	\$ 66,220	\$ 66,220	\$ 66,220	\$ 152,440	\$ 152,440	\$ 152,440	\$ 152,440	\$ 152,440	\$ 152,440	\$ 101,567	\$ 101,567	\$ 101,567	\$ -	\$ 472,667	\$ 472,667
17	Management/Booking Fees	\$ 28,764	\$ 28,764	\$ 28,764	\$ 57,528	\$ 57,528	\$ 57,528	\$ 57,528	\$ 57,528	\$ 57,528	\$ 38,352	\$ 38,352	\$ 38,352	\$ -	\$ 182,172	\$ 182,172
18	Legal Fee	\$ 14,800	\$ 14,800	\$ 14,800	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	\$ 40,400	\$ 40,400
19		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 12,500	\$ 12,500	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 16,667	\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
27		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31																
32	TOTAL OPERATING EXPENSES	\$ -	\$ 214,234	\$ 214,234	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 285,586	\$ 285,586	\$ -	\$ 1,356,755	\$ 1,356,755
33																
34	Other Expenses (not subject to indirect cost %)															
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Rental of Property	\$ 192,529	\$ 192,529	\$ 192,529	\$ 385,057	\$ 385,057	\$ 385,057	\$ 385,057	\$ 385,057	\$ 385,057	\$ 256,705	\$ 256,705	\$ 256,705	\$ -	\$ 1,219,347	\$ 1,219,347
37	Office Salaries-Desk Clerks/contract	\$ 81,223	\$ 81,223	\$ 81,223	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 162,445	\$ 108,297	\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409
38	Manager Salaries-Hotel Director/manager	\$ 29,120	\$ 29,120	\$ 29,120	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 58,240	\$ 38,827	\$ 38,827	\$ 38,827	\$ -	\$ 184,427	\$ 184,427
39	Janitor Contract-Regular/Extra Services	\$ 30,000	\$ 30,000	\$ 30,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	\$ 190,000	\$ 190,000
40	Repairs Payroll	\$ 23,920	\$ 23,920	\$ 23,920	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 47,840	\$ 31,893	\$ 31,893	\$ 31,893	\$ -	\$ 151,493	\$ 151,493
41	Benefits	\$ 35,867	\$ 35,867	\$ 35,867	\$ 71,734	\$ 71,734	\$ 71,734	\$ 71,734	\$ 71,734	\$ 71,734	\$ 47,823	\$ 47,823	\$ 47,823	\$ -	\$ 227,158	\$ 227,158
42																
43																
44	TOTAL OTHER EXPENSES	\$ -	\$ 392,658	\$ 392,658	\$ -	\$ 785,316	\$ 785,316	\$ -	\$ 785,316	\$ 785,316	\$ -	\$ 523,544	\$ 523,544	\$ -	\$ 2,486,834	\$ 2,486,834
45																
46	Capital Expenses															
47		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54																
55	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56																
57	SHS #3														Template last modified	1/22/2020

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE	Fiscal Year						
2	Mentone - Property Management	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective					Fiscal Term Start 7/1/2020
								Fiscal Term End 6/30/2021
50	Operating Expenses	Budgeted Expense	Justification	Calculation				
52	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 85,230	Utilities (electricity, water, gas, telephone and scavenger service);	= \$85,230/6 = \$14,205 per month				
	Office Supplies/renting fee	\$ 6,720	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	= \$6,720/6 = \$1,120 per month				
54	Building Maintenance Supplies and Repair	\$ 66,220	estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, ect.	= \$76,220/6 = \$12,703 per month				
57	Management/Booking Fees	\$ 28,764	Property management (71 Units) @ \$ 61.00 PUPM, and bookkeeping fees \$ 9.50 P	= \$28,764/6 = \$4,794 per month				
61	Legal Fee	\$ 14,800	property management legal expenses and credit report	= \$4,800/6 = \$800 per month				
69	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 12,500	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage; only \$25K allows indirect cost	= \$12,500/6 = \$2,083 per month				
74	TOTAL OPERATING EXPENSES	\$ 214,234						
75	Indirect Cost	12.0%	\$ 25,708					
76								
77								
78	Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation				
79								
80	Rental of Property	\$ 192,529	The lease is written for 71 units @32,088 per month for 12 months	= \$192,529/6 = \$32,088 per month				
81	Office Salaries-Desk Clerks/contract	\$ 81,223	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage	= \$81,223/6 = \$13,537 per month				
82	Manager Salaries-Hotel Director/manager	\$ 29,120	Oversees housing site, prorated half time. Responsible for rent up the property with program director for insuring safety of participants and security of facility.	= \$29,120/6 = \$4,853 per month				
83	Janitor Contract-Regular/Extra Services	\$ 30,000	Regular Services, place trash bins	= \$30,000/6 = \$5,000 per month				
84	Repairs Payroll	\$ 23,920	Responsible for repair and maintenance of the building	= \$23,920/6 = \$3,986 per month				
85	Benefits	\$ 35,867	% based from personnel from above	= \$35,867/6 = \$5,977 per month				
86								
87								
93	TOTAL OTHER EXPENSES	\$ 392,658						
161								
162								
163								
164								
165								
166								
167								
168								
169								
170								
171								
172								
173								

	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	10/20/2020																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7	Provider Name	Episcopal Community Services																	
8	Program	Housing First Hotels CNC																	
9	FSP Contract ID#	1000019778																	
10	Action (select)	New Agreement																	
11	Effective Date	1/1/2021																	
12	Budget Name	Mentone - Support Services																	
13		Current	New																
14	Term Budget	\$ -	\$ 1,125,411	12%															
15	Contingency	\$ -	\$ 2,821,364																
16	Not-To-Exceed	\$ -	\$ 26,329,610																
17					Year 1			Year 2			Year 3			Year 4			All Years		
18		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024			
19		New		New	New		New	New		New	New		New	New		New			
20	Expenditures																		
21	Salaries & Benefits	\$ -	\$ 141,245	\$ 141,245	\$ -	\$ 282,490	\$ 282,490	\$ -	\$ 282,490	\$ 282,490	\$ -	\$ 188,327	\$ 188,327	\$ -	\$ 894,553	\$ 894,553			
22	Operating Expense	\$ -	\$ 17,413	\$ 17,413	\$ -	\$ 34,825	\$ 34,825	\$ -	\$ 34,825	\$ 34,825	\$ -	\$ 23,217	\$ 23,217	\$ -	\$ 110,279	\$ 110,279			
23	Subtotal	\$ -	\$ 158,658	\$ 158,658	\$ -	\$ 317,315	\$ 317,315	\$ -	\$ 317,315	\$ 317,315	\$ -	\$ 211,544	\$ 211,544	\$ -	\$ 1,004,832	\$ 1,004,832			
24	Indirect Percentage	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%					
25	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 19,039	\$ 19,039	\$ -	\$ 38,078	\$ 38,078	\$ -	\$ 38,078	\$ 38,078	\$ -	\$ 25,385	\$ 25,385	\$ -	\$ 120,580	\$ 120,580			
26	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
29	Total Expenditures	\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ -	\$ 1,125,411	\$ 1,125,411			
30	HSH Revenues (select)																		
31	CNC Fund	\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ 177,697	\$ 1,125,411	\$ 1,125,411			
32			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
33			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
34			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
35			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
36			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
37			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
38			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
39			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ -	\$ 1,125,411	\$ 1,125,411			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
42	Rental Income		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
43			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
44			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
45			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
46			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48																			
49	Total HSH + Other Revenues	\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ -	\$ 1,125,411	\$ 1,125,411			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51																			
52	Prepared by	Bobby McCarthy																	
53	Phone	628.652.7770																	
54	Email	robert.j.mccarthy@sfgov.org																	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	SALARY & BENEFIT DETAIL																			
3	Document Date		10/20/2020																	
4	Provider Name		Episcopal Community Services																	
5	Program		Housing First Hotels CNC																	
6	FSP Contract ID#		1000019778																	
7	Budget Name		Mentone - Sup																	
8			Year 1						Year 2						Year 3					
9	POSITION TITLE	Agency Totals		For HSH Funded Program		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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
10						New	New	New					New	New						
11		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	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary
12	Bussey, Keith-Support Services Manager	\$ 83,482	1.00	46%	0.46		\$ 18,993	\$ 18,993	\$ 83,482	1.00	46%	0.46		\$ 37,985	\$ 37,985	\$ 83,482	1.00	46%	0.46	
13	Alpough, Katherine-Case Mgr III	\$ 66,317	1.00	91%	0.91		\$ 30,175	\$ 30,175	\$ 66,317	1.00	91%	0.91		\$ 60,349	\$ 60,349	\$ 66,317	1.00	91%	0.91	
14	Eman-Ghiasi, Marcus Armon-Case Manager III	\$ 54,242	1.00	90%	0.90		\$ 24,409	\$ 24,409	\$ 54,242	1.00	90%	0.90		\$ 48,819	\$ 48,819	\$ 54,242	1.00	90%	0.90	
15	Ecker, Scott Housing Srvc Director	\$ 135,792	1.00	6.49%	0.06		\$ 4,404	\$ 4,404	\$ 135,792	1.00	6.49%	0.06		\$ 8,808	\$ 8,808	\$ 135,792	1.00	6.49%	0.06	
16	Hamilton, Travis-Direct Support for Housing Srvc Director	\$ 94,383	1.00	12.86%	0.13		\$ 6,070	\$ 6,070	\$ 94,383	1.00	12.86%	0.13		\$ 12,139	\$ 12,139	\$ 94,383	1.00	12.86%	0.13	
17	Holmes, Maggie-Project manager	\$ 84,296	1.00	15.03%	0.15		\$ 6,335	\$ 6,335	\$ 84,296	1.00	15.03%	0.15		\$ 12,671	\$ 12,671	\$ 84,296	1.00	15.03%	0.15	
18	Pocock, Liz-Director/Hsq Dev & Asset Mgmt	\$ 144,196	1.00	1.46%	0.01		\$ 1,050	\$ 1,050	\$ 144,196	1.00	1.46%	0.01		\$ 2,100	\$ 2,100	\$ 144,196	1.00	1.46%	0.01	
19	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06		\$ 2,025	\$ 2,025	\$ 63,016	1.00	6.43%	0.06		\$ 4,050	\$ 4,050	\$ 63,016	1.00	6.43%	0.06	
20	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06		\$ 1,621	\$ 1,621	\$ 50,425	1.00	6.43%	0.06		\$ 3,241	\$ 3,241	\$ 50,425	1.00	6.43%	0.06	
21	Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6.43%	0.06		\$ 2,089	\$ 2,089	\$ 64,999	1.00	6.43%	0.06		\$ 4,178	\$ 4,178	\$ 64,999	1.00	6.43%	0.06	
22	OPEN-Clinical Services Mgr	\$ 78,900	1.00	3.21%	0.03		\$ 1,268	\$ 1,268	\$ 78,900	1.00	3.21%	0.03		\$ 2,536	\$ 2,536	\$ 78,900	1.00	3.21%	0.03	
23	OPEN-Director of Impact & Analytics	\$ 116,640	1.00	2.07%	0.02		\$ 1,208	\$ 1,208	\$ 116,640	1.00	2.07%	0.02		\$ 2,415	\$ 2,415	\$ 116,640	1.00	2.07%	0.02	
24	Tarzon, Mary-Director of Healthy Aging	\$ 120,235	1.00	1.35%	0.01		\$ 812	\$ 812	\$ 120,235	1.00	1.35%	0.01		\$ 1,624	\$ 1,624	\$ 120,235	1.00	1.35%	0.01	
25							\$ -	\$ -						\$ -	\$ -					
40		TOTAL SALARIES		\$ -	\$ 100,458	\$ 100,458	TOTAL SALARIES		\$ -	\$ 200,916	\$ 200,916	TOTAL SALARIES		\$ -	\$ 200,916	TOTAL SALARIES		\$ -		
41		TOTAL FTE		2.88			TOTAL FTE		2.88			TOTAL FTE		2.88		TOTAL FTE		2.88		
42		FRINGE BENEFIT RATE		40.60%		40.60%	FRINGE BENEFIT RATE		40.60%		40.60%	FRINGE BENEFIT RATE		40.60%		FRINGE BENEFIT RATE		40.60%		
43		EMPLOYEE FRINGE BENEFITS		\$ -	\$ 40,787	\$ 40,787	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 81,574	\$ 81,574	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 81,574	EMPLOYEE FRINGE BENEFITS		\$ -		
44		TOTAL SALARIES & BENEFITS		\$ -	\$ 141,245	\$ 141,245	TOTAL SALARIES & BENEFITS		\$ -	\$ 282,490	\$ 282,490	TOTAL SALARIES & BENEFITS		\$ -	\$ 282,490	TOTAL SALARIES & BENEFITS		\$ -		
45																				
46																				
47																				

	A	B	C	D	E	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 10/20/2020																
4	Provider Name Episcopal Community Services																
5	Program Housing First Hotels CNC																
6	FSP Contract ID# 1000019778																
7	Budget Name Mentone - Sup																
8																	
9	POSITION TITLE	Yea						Year 4						All Years			
10		Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11						New				New		New		New		Modification	New
12		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	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	Bussey, Keith-Support Services Manager	\$ 83,482	1.00	46%	0.46	\$ 37,985	\$ 37,985	\$ 83,482	1.00	46%	0.46		\$ 25,323	\$ 25,323	\$ -	\$ 120,287	\$ 120,287
14	Alpough, Katherine-Case Mgr III	\$ 66,317	1.00	91%	0.91	\$ 60,349	\$ 60,349	\$ 66,317	1.00	91%	0.91		\$ 40,233	\$ 40,233	\$ -	\$ 191,106	\$ 191,106
15	Eman-Ghiasi, Marcus Armon-Case Manager III	\$ 54,242	1.00	90%	0.90	\$ 48,819	\$ 48,819	\$ 54,242	1.00	90%	0.90		\$ 32,546	\$ 32,546	\$ -	\$ 154,593	\$ 154,593
16	Ecker, Scott Housing Srvc Director	\$ 135,792	1.00	6.49%	0.06	\$ 8,808	\$ 8,808	\$ 135,792	1.00	6.49%	0.06		\$ 5,872	\$ 5,872	\$ -	\$ 27,892	\$ 27,892
17	Hamilton, Travis-Direct Support for Housing Srvc Director	\$ 94,383	1.00	12.86%	0.13	\$ 12,139	\$ 12,139	\$ 94,383	1.00	12.86%	0.13		\$ 8,093	\$ 8,093	\$ -	\$ 38,442	\$ 38,442
18	Holmes, Maggie-Project manager	\$ 84,296	1.00	15.03%	0.15	\$ 12,671	\$ 12,671	\$ 84,296	1.00	15.03%	0.15		\$ 8,447	\$ 8,447	\$ -	\$ 40,124	\$ 40,124
19	Pocock, Liz-Director/Hsq Dev & Asset Mgmt	\$ 144,196	1.00	1.46%	0.01	\$ 2,100	\$ 2,100	\$ 144,196	1.00	1.46%	0.01		\$ 1,400	\$ 1,400	\$ -	\$ 6,651	\$ 6,651
20	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06	\$ 4,050	\$ 4,050	\$ 63,016	1.00	6.43%	0.06		\$ 2,700	\$ 2,700	\$ -	\$ 12,826	\$ 12,826
21	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06	\$ 3,241	\$ 3,241	\$ 50,425	1.00	6.43%	0.06		\$ 2,161	\$ 2,161	\$ -	\$ 10,264	\$ 10,264
22	Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6.43%	0.06	\$ 4,178	\$ 4,178	\$ 64,999	1.00	6.43%	0.06		\$ 2,785	\$ 2,785	\$ -	\$ 13,229	\$ 13,229
23	OPEN-Clinical Services Mgr	\$ 78,900	1.00	3.21%	0.03	\$ 2,536	\$ 2,536	\$ 78,900	1.00	3.21%	0.03		\$ 1,691	\$ 1,691	\$ -	\$ 8,031	\$ 8,031
24	OPEN-Director of Impact & Analytics	\$ 116,640	1.00	2.07%	0.02	\$ 2,415	\$ 2,415	\$ 116,640	1.00	2.07%	0.02		\$ 1,610	\$ 1,610	\$ -	\$ 7,649	\$ 7,649
25	Tarzon, Mary-Director of Healthy Aging	\$ 120,235	1.00	1.35%	0.01	\$ 1,624	\$ 1,624	\$ 120,235	1.00	1.35%	0.01		\$ 1,083	\$ 1,083	\$ -	\$ 5,143	\$ 5,143
26						\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -
27																	
28																	
29																	
30																	
31																	
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	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date	10/20/2020														
4	Provider Name	Episcopal Community Services														
5	Program	Housing First Hotels CNC														
6	FSP Contract ID#	1000019778														
7	Budget Name	Mentone - Support Services														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2021 - 6/30/2021	1/1/2021 - 6/30/2021	1/1/2021 - 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	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13		\$ -			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 2,760	\$ 2,760		\$ 5,520	\$ 5,520		\$ 5,520	\$ 5,520		\$ 3,680	\$ 3,680		\$ 17,480	\$ 17,480	
15	Office Supplies/furnitures equipment	\$ 2,260	\$ 2,260		\$ 4,520	\$ 4,520		\$ 4,520	\$ 4,520		\$ 3,013	\$ 3,013		\$ 14,313	\$ 14,313	
16	Food and Food supplies	\$ 3,863	\$ 3,863		\$ 7,725	\$ 7,725		\$ 7,725	\$ 7,725		\$ 5,150	\$ 5,150		\$ 24,463	\$ 24,463	
17	Program Supplies	\$ 2,700	\$ 2,700		\$ 5,400	\$ 5,400		\$ 5,400	\$ 5,400		\$ 3,600	\$ 3,600		\$ 17,100	\$ 17,100	
18	Printing and Reproduction	\$ 1,781	\$ 1,781		\$ 3,562	\$ 3,562		\$ 3,562	\$ 3,562		\$ 2,375	\$ 2,375		\$ 11,280	\$ 11,280	
19	Insurance	\$ 2,802	\$ 2,802		\$ 5,604	\$ 5,604		\$ 5,604	\$ 5,604		\$ 3,736	\$ 3,736		\$ 17,746	\$ 17,746	
20	Staff Training/Recruitments	\$ 1,077	\$ 1,077		\$ 2,154	\$ 2,154		\$ 2,154	\$ 2,154		\$ 1,436	\$ 1,436		\$ 6,821	\$ 6,821	
21	Licenses and fees	\$ 170	\$ 170		\$ 340	\$ 340		\$ 340	\$ 340		\$ 227	\$ 227		\$ 1,077	\$ 1,077	
22		\$ -	\$ -		\$ -			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
23		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
24		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
25		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
26	Consultants	\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
27		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
28	Subcontractors	\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
29		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
30		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
31		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
32	TOTAL OPERATING EXPENSES	\$ -	\$ 17,413	\$ 17,413	\$ -	\$ 34,825	\$ 34,825	\$ -	\$ 34,825	\$ 34,825	\$ -	\$ 23,217	\$ 23,217	\$ -	\$ 110,279	\$ 110,279
33																
34	Other Expenses (not subject to indirect cost %)															
35		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
36																
37	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38																
39	Capital Expenses	\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
40		\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	
41	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42																

	A	B	C	D	E	F	G	H
1	BUDGET NARRATIVE			Fiscal Year			Fiscal Term Start	Fiscal Term End
2	Mentone - Support Services	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective					7/1/2020 6/30/2021
3	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name		
4	Bussey, Keith-Support Services Manager	0.46	\$ 18,993	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	= \$18,993/6 = \$3,165 per month	Bussey, Keith-Support Services Manager		
5	Alpough, Katherine-Case Mgr III	0.91	\$ 30,175	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= \$30,175/6 = \$5,029 per month	Alpough, Katherine-Case Mgr III		
6	Eman-Ghiassi, Marcus Armon-Case Manager II	0.90	\$ 24,409	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	= \$24,409/6 = \$4,068 per month	Eman-Ghiassi, Marcus Armon-Case Manager III		
7	Ecker, Scott Housing Srvc Director	0.06	\$ 4,404	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	= \$4,403/6 = \$734 per month	Ecker, Scott Housing Srvc Director		
8	Hamilton, Travis-Direct Support for Housing Srvc Director	0.13	\$ 6,070	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	= \$6,069/6 = \$1,012 per month	Hamilton, Travis-Direct Support for Housing Srvc Director		
9	Holmes, Maggie-Project manager	0.15	\$ 6,335	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.	= \$6,335/6 = \$1,056 per month	Holmes, Maggie-Project manager		
10	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	0.01	\$ 1,050	Evaluates HSH contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures;	= \$1,050/6 = \$175 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		
11	Sambolin, Irving- Database Specialist & Comp	0.06	\$ 2,025	provides staff training on department protocols and procedures;	= \$2,025/6 = \$337 per month	Sambolin, Irving- Database Specialist & Compliance Monitor		
12	OPEN- Database Specialist & Compliance Mo	0.06	\$ 1,621	provides staff training on department protocols and procedures;	= \$1,621/6 = \$270 per month	OPEN- Database Specialist & Compliance Monitor		
13	Tuvera, Desiree-Compliance Specialist	0.06	\$ 2,089	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.	= \$2,089/6 = \$348 per month	Tuvera, Desiree-Compliance Specialist		
14	OPEN-Clinical Services Mgr	0.03	\$ 1,268	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.	= \$1,268/6 = \$211 per month	OPEN-Clinical Services Mgr		
15	OPEN-Director of Impact & Analytics	0.02	\$ 1,208	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	= \$1,208/6 = \$201 per month	OPEN-Director of Impact & Analytics		
16	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812		= \$812/6 = \$135 per month	Tarzon, Mary-Director of Healthy Aging		
17	TOTAL	2.88	\$ 100,458					
18	Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.	= \$40,787/6 = \$6,798 per month			
19	Salaries & Benefits Total		\$ 141,245					
20								
21								
22								
23	Operating Expenses	Budgeted Expense		Justification	Calculation			
24	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,760		Telecommunication, including Sonic and TPX	= \$2,760/6 = \$460 per month			
25	Office Supplies/furnitures equipment	\$ 2,260		Support Service office supplies for program staff including materials used with participants and computers	= \$2,260/6 = \$377 per month			
26	Food and Food supplies	\$ 3,863		Using the SF Food Bank, the food items will supplement resident's own arrangements	= \$3,863/6 = \$644 per month			
27	Program Supplies	\$ 2,700		Includes bus passes, program materials and snacks for resident activities,	= \$2,700/6 = \$450 per month			
28	Printing and Reproduction	\$ 1,781		leased copier	= \$1,781/6 = \$297 per month			
29	Insurance	\$ 2,802		liability and umbrella agency insurance prorated	= \$2,802/6 = \$467 per month			
30	Staff Training/Recruitments	\$ 1,077		training and recruitment expenses, including meeting supplies and conference	= \$1,077/6 = \$180 per month			
31	Licenses and fees	\$ 170		Support Services licenses fee	= \$170/6 = \$28 per month			
32	TOTAL OPERATING EXPENSES	\$ 17,413						
33	Indirect Cost	12.0%	\$ 2,090					
34								
35	TOTAL CAPITAL EXPENSES		#N/A					
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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 in 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 end of the fiscal year or project period.

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

B. Invoicing System:

1. Grantee shall submit invoices and all required supporting documentation demonstrating evidence of the expenditure to 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 Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including names, emails, phone number, 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 authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee Executive Director or Chief Financial Officer shall immediately notify to 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** 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 questions regarding spend down funding source prioritization shall be directed 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 basis 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. 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/ Care Not Cash (CNC)	
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 includes, 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

General Fund/ Care Not Cash (CNC)	
Type	Instructions and Examples of Documentation
	<p>time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p> <p>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.</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 may include 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 revenue expenses that offset the costs in the Appendix B, Budget(s) covered by the agreement each time an invoice is submitted.</p>

III. Timely Submission of Reports and Compliance: If a Grantee has an 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 contracts

City Department or Commission	Date of Grant	Amount of Grant
DHSH – Interim Housing – Winter InterFaith	11/1/14 – 6/30/21	1,501,117
DHSH – Interim Housing – Sanctuary	7/1/19 – 6/30/21	7,353,238
DHSH – Coordinated Entry – Access Points	7/1/20 – 6/30/21	3,849,574
DHSH – Coordinated Entry – Housing Stabilization	7/1/20 – 6/30/21	1,421,257
DHSH – Coordinated Entry – Shelters/Mobile Problem Solvng	7/1/20 – 6/30/21	810,648
DHSH - Housing - Canon Barcus	7/1/20 - 6/30/23	1,499,118
DHSH - Housing – Bishop Swing	7/1/20 – 6/30/23	2,143,395
DHSH – Housing – Canon Kip Community House	7/1/20 – 6/30/23	964,332
DHSH – Housing – The Rose Hotel	7/1/20 – 6/30/23	188,778
DHSH - Housing - 1180 4th Street Housing	7/1/14 - 12/31/20	2,584,431
DHSH – Housing – 455 Fell Street	5/15/19 – 6/30/22	840,179
DHSH - Housing - Henry Hotel	7/1/19 – 6/30/22	6,408,789
DHSH – Housing – Auburn	7/1/17 – 6/30/21	4,249,484
DHSH - Rapid Rehousing (HEAP)	7/1/20-6/30/21	1,169,319
DHSH – Rapid Rehousing (GF)	7/1/20-6/30/21	119,855
DHSH – Rapid Rehousing (CESH)	7/1/20-6/30/21	275,902
DHSH – Rapid Rehousing (ESG)	7/1/20-6/30/21	53,943
DAS – Healthy Aging – Case Management	7/1/18 - 6/30/21	891,026
DAS – Healthy Aging – Community Services	7/1/18 – 12/31/20	638,930
DAS - Congregate Meals/Seniors	7/1/17 – 6/30/21	935,815
DAS - Congregate Meals/Adults with Disabilities	7/1/17- 6/30/21	114,738
MOHCD – CHEFS – OEWD – CDBG	7/1/20 – 6/30/21	125,000
MOHCD – Adult Education Center – NSC - CDBG	7/1/20 – 6/30/21	80,000
DHSH - Housing - Canon Kip/SHP	1/2/15-12/31/20	517,390
DHSH – Housing – Canon Kip/SHP	1/1/21-12/31/23	339,420
DHSH - Housing - The Rose/SHP	1/2/15-12/31/20	881,361
DHSH – Housing – The Rose/SHP	1/1/21-12/31/23	357,830
DHSH – Housing - Minna Lee	4/1/18 – 6/30/23	1,846,060
DHSH – Interim Housing – Bryant Navigation Center Storage	12/1/18-11/30/20	1,113,896
DHSH – SIP Hotel/Project RoomKey	7/1/20-8/31/20	5,111,651
HSA – Employment Services	2/1/18 – 6/30/21	1,227,839
DPH – Behavioral Health Services – Behavioral Health	7/1/18 – 12/31/22	5,119,806
DHSH – Henry Hotel – CoC Rental Assistance	8/1/18 – 7/31/21	2,901,702
DHSH – Canon Kip – CoC Rental Assistance	12/1/18 – 11/30/21	4,648,341
DHSH – Canon Barcus – CoC Rental Assistance	7/1/20 – 6/30/23	1,978,149
DHSH – Bishop Swing – CoC Rental Assistance	4/1/18 – 3/31/21	1,198,503
DHSH – Bishop Swing – CoC Rental Assistance	4/1/21 – 3/31/24	1,229,514

Appendix E – Permitted Subcontractors

1. Caritas Management Corporation

**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 **October 20, 2020** 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; and

WHEREAS, the City's Board of Supervisors approved this Agreement under San Francisco Charter Section 9.118 by Resolution 558-20 on December 15, 2020;

WHEREAS, the City's Board of Supervisors approved this First Amendment to the Agreement under San Francisco Charter Section 9.118 by Resolution 484-23 on October 17, 2023 to extend the grant term by four months and increase the grant amount by **\$20,829,789**; 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 **October 20, 2020** between Grantee and City.

- (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 Appendix A-1, Services to be Provided, Appendix A-2, Services to be Provided, and Appendix B, Budget.

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 **January 1, 2021** and expire on **February 29, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

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

4.2 Grantee's Personnel.

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

(b) **Grantor Vaccination Policy.**

- (1) Grantee acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency (“Emergency Declaration”), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors and Grantees issued by the City Administrator (“Contractor Vaccination Policy”), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at: <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.
- (2) A Contract or Grant subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Contractor/Grantee or Subcontractor work in-person with City employees in connection with the work or services performed under the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract or Grant includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract or Grant does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.
- (3) In accordance with the Contractor Vaccination Policy, Grantee agrees that:
 - A. Where applicable, Grantee shall ensure it complies with the requirements of the Contractor Vaccination Policy pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or obtain from Grantee an exemption based on medical or religious grounds; and
 - B. If Grantee grants Covered Employees an exemption based on medical or religious grounds, Grantee will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form (“Exemptions Form”), which can be found at

<https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to “Exemptions” to download the form).

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Twenty Six Million Three Hundred Twenty Nine Thousand Six Hundred Ten Dollars (\$26,329,610)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Million Eight Hundred Twenty One Thousand Three Hundred Sixty Four Dollars (\$2,821,364)** 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, Appendix A-1, 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. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 Reserved. (State or Federal Funds).

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 **Forty Seven Million One Hundred Fifty Nine Thousand Three Hundred Ninety Nine Dollars (\$47,159,399).**
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Three Million One Hundred Seventy One Thousand Seven Hundred Seventy Two Dollars (\$3,171,772)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A-1, Services to be Provided, Appendix A-2, 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. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 Reserved. (State or Federal Funds).

2.4 Section 6.7 Submitting False Claims 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-1, Services to be Provided and Appendix A-2, 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.

2.5 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.

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

15.1 Requirements. Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other

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

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

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

Any notice of default must be sent by registered mail.

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

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

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

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

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

17.6 Entire Agreement. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or

written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A-1, Services to be Provided (dated November 1, 2023)
 Appendix A-2, Services to be Provided (dated November 1, 2023)
 Appendix B, Budget (dated November 1, 2023)
 Appendix C, Method of Payment (dated November 1, 2023)
 Appendix D, Interests in Other City Grants (dated November 1, 2023)

2.9 **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-1, Services to be Provided and Appendix A-2, Services to be Provided. Any services provided beyond those listed in Appendix A-1, Services to be Provided and in Appendix A-2, Services to be Provided must be approved by the Department.

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

2.10 **Appendix A-1, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A-2, Services to be Provided** (dated November 1, 2023) for the period of November 1, 2023 to June 30, 2025.

2.11 **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 January 1, 2021 to June 30, 2025.

2.12 **Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated November 1, 2023).

2.13 **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).

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

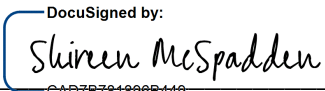
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of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

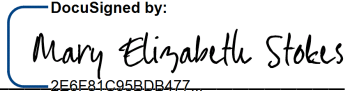
CITY

GRANTEE

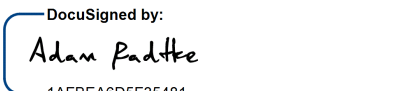
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

EPISCOPAL COMMUNITY SERVICES

By: 
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
Housing First Hotels - Property Management**

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) 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.

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).

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.
 - c. Tenants are encouraged 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 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.

V. Location and Time of Services

Grantee shall provide services at the following locations:

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

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

VI. Service Requirements

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
 - 1. Grantee shall notify HSH immediately in the event it is given notice of violations by the Department of Building Inspection (DBI), Department of Public Health (DPH), or another City agency.
- B. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First. Housing First Principles means tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services, and prohibit rejecting applicants 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,” as further described in California Welfare and Institutions Code section 8255.
- 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) 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.

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 satisfaction. 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, satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

I. 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. 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 in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report 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.

- 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. 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.

- N. 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 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 Online Navigation and Entry (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, 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 Process standard¹
 - 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.

VIII. Outcome Objectives

Grantee shall achieve the following Outcome Objectives:

- A. 90 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. 85 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 Online Navigation and Entry (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 monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the month of service.
 - 1. The 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 15th 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.
- D. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the 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.
- 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 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.
- F. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

- G. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services
https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877, as instructed by HSH.
- H. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and 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.

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, the 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.

**Appendix A-2, Services to be Provided
by
Episcopal Community Services
Housing First Hotels 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 tenants of the number of units listed in Appendix B, Budget ("Number Served" tab). Support Services are voluntary and shall be available to all tenants in the service location(s). Support Services shall include, but are not limited to, the following:

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

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

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

Grantee intake of tenants shall include, but is not limited to, a review of the tenant's history in the Online Navigation and Entry (ONE) System, gathering updated information from the tenant, and establishing strengths, skills, needs, plans and goals

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

- C. Case Management: Grantee shall provide case management services to tenants with the primary goal of maintaining housing stability, including ongoing meetings and counseling to establish goals, develop services plans that are tenant-driven without predetermined goals, provide referrals and linkages to off-site support services, and track progress toward achieving those goals. Grantee shall document case management meetings, engagement, and progress.
1. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
 2. Grantee shall refer tenants to and coordinate services within the community that support progress toward identified goals. This may include providing information about services, calling to make appointments, assisting with applications, providing appointment reminders, following up/checking in with households regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
 3. Grantee shall provide benefits advocacy to assist tenants with obtaining and maintaining benefits, including, but not limited to, cash aid, food programs, medical clinics and/or in-home support.
- D. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all tenants who display indications of housing instability, within a reasonable timeframe. Such indications include, but are not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants. Grantee shall work with tenants, in conjunction with Property Management, to resolve issues that put tenants at risk for eviction. Grantee shall assist with the de-escalation and resolution of conflicts, as needed. Grantee shall document Housing Stability outreach and assistance provided.
- E. Coordination with Property Management: Grantee shall assist tenants in communicating with, responding to, and meeting with Property Management. This may include helping a tenant to understand the communications from Property Management, helping to write requests, responses, or complaints to Property Management, and attending meetings between the tenant and Property Management to facilitate communication.

If a tenant is facing housing instability, Grantee shall coordinate with Property Management to find creative ways to engage with tenants to prevent housing loss. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.

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

- F. Wellness and Emergency Safety Checks: Grantee shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety when there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency.
- G. Support Groups, Social Events and Organized Activities:
1. Grantee shall plan groups, events, and activities with input from tenants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events. Grantee shall post and provide to tenants a monthly calendar of events.
 2. Grantee shall conduct monthly community meetings for tenants, in coordination with Property Management, during which tenants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
 3. Grantee shall periodically assess the needs of tenants with Property Management and other teams at the building to develop programming that will help tenants maintain stability and enjoy their housing.
- H. Exit Planning: If a tenant is moving out of the building, Grantee shall engage tenant in exit planning to support the tenant's successful transition out of the program. The exit plan shall depend on the tenant's needs and preferences, and may include establishing a link to services in the community.

V. **Location and Time of Services**

Grantee shall provide services at the following locations:

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

Grantee shall provide services times when necessary to best serve tenants using the staffing outlined in the 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 participant can expect a response; and

- d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the 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.
- 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 satisfaction. 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, satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- 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 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.
- 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) Process¹, 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 Process standard¹
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.

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

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. 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. 80 percent of households completing an annual tenant satisfaction survey will be satisfied or very satisfied with program services (based on a four-point scale: 1 = very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

IX. Reporting Requirements

- A. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the month of service.
 1. The total number of unduplicated households who resided at the site during the month and the number of unduplicated households actively outreached to at least once during the month; 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 15th of the month following the end of each quarter:
 1. The number and percentage of households Grantee outreached to complete an assessment for primary medical care, mental health, and substance use treatment needs within 60 days of move-in;
 2. The number and percentage of households Grantee outreached to complete a benefits assessment within 60 days of move-in;
 3. The number of lease/program rule violations Property Management issued and shared with Support Services for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services; and
 4. The number and percentage of households with planned exits from the program who were outreached to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- C. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th 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 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, as instructed by HSH.
- F. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and 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	11/1/2023		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	1/1/2021	2/29/2024	4
6	Amended Term	1/1/2021	6/30/2025	5
7	Program	Housing First Hotels CNC		
8	F\$P Contract ID#	1000019778		
9				
10	Approved Subcontractors			
11	Caritas Management Corporation			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	AI
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	1/1/2021	2/29/2024	4																
6	Amended Term	1/1/2021	6/30/2025	5																
7	Program	Housing First Hotels CNC																		
8	F\$P Contract ID#	1000019778																		
9																				
10	NUMBER SERVED (NUMBER OF UNITS)				Year 1	Year 2	Year 3	Year 4	Year 5											
11	Service Site		Service Location		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025											
12	Alder Hotel		175 6th Street		111	119	113	113	113											
13	Crosby Hotel		516 O'Farrell Street		136	141	127	127	127											
14	Elm Hotel		364 Eddy Street		76	89	79	79	79											
15	Hillsdale Hotel		51 6th Street		68	85	75	75	75											
16	Mentone Hotel		387 Ellis Street		78	77	70	70	70											
17	Total				469	511	464	464	464											
18																				
19																				
20																				
21																				
22																				

	A	B	C	D	E	H	K	P	S	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	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Names	Alder - Property Management, Alder - Support Services, Crosby - Property Management, Crosby - Support Services, Elm - Property Management, Elm - Support Services, Hillsdale - Property Management, Hillsdale - Support Services								
13		Current	New							
14	Term Budget	\$ 26,292,909	43,987,627	15%						
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17										
18										
19										
20										
21	Expenditures									
22	Salaries & Benefits	\$ 770,105	\$ 1,635,184	\$ 1,782,611	\$ 2,468,261	\$ 2,468,261	\$ 9,124,422			
23	Operating Expenses	\$ 1,138,759	\$ 2,428,317	\$ 3,123,043	\$ 2,664,253	\$ 2,664,253	\$ 12,018,625			
24	Subtotal	\$ 1,908,864	\$ 4,063,501	\$ 4,905,654	\$ 5,132,514	\$ 5,132,514	\$ 21,143,047			
26	Indirect Cost	\$ 229,063	\$ 487,619	\$ 588,678	\$ 615,901	\$ 615,901	\$ 2,537,164			
27	Other Expenses (Not subject to indirect %)	\$ 2,953,244	\$ 5,273,382	\$ 5,992,813	\$ 5,956,500	\$ 5,956,500	\$ 26,132,440			
28	Capital Expenditure	\$ -	\$ 61,520	\$ -	\$ 277,410	\$ -	\$ 338,930			
30	Total Expenditures	\$ 5,091,171	\$ 9,886,022	\$ 11,487,146	\$ 11,982,325	\$ 11,704,915	\$ 50,151,579			
31										
32	HSH Revenues*									
33	CNC Fund	\$ 3,461,880	\$ 7,646,475	\$ 7,097,052	\$ 8,479,909	\$ 8,479,909	\$ 35,165,225			
34	CNC Fund - CODB	\$ -	\$ -	\$ -	\$ 402,796	\$ 402,796	\$ 805,592			
35	General Fund - Ongoing - HSH Fund Supplement	\$ -	\$ -	\$ 1,057,083	\$ -	\$ -	\$ 1,057,083			
36	General Fund - Ongoing	\$ 472,712	\$ 302,538	\$ 1,152,038	\$ 547,998	\$ 547,998	\$ 3,023,284			
37	General Fund - CODB	\$ -	\$ -	\$ -	\$ 26,031	\$ 26,031	\$ 52,062			
38	General Fund - One-Time	\$ -	\$ -	\$ -	\$ 277,410	\$ -	\$ 277,410			
39	Prop C	\$ 85,965	\$ 933,030	\$ 670,408	\$ 948,674	\$ 948,674	\$ 3,586,752			
40	Prop C - COLA	\$ -	\$ -	\$ -	\$ 28,460	\$ 28,460	\$ 56,920			
41	Prop C - One-Time Carryforward	\$ -	\$ (179,518)	\$ 179,518	\$ -	\$ -	\$ -			
43	CNC Fund - One-Time Carryforward	\$ -	\$ 19,082	\$ -	\$ -	\$ -	\$ 19,082			
44	Adjustment to Actuals	\$ (4)	\$ (55,778)	\$ -	\$ -	\$ -	\$ (55,782)			
46	Total HSH Revenues	\$ 4,020,553	\$ 8,665,829	\$ 10,156,099	\$ 10,711,278	\$ 10,433,868	\$ 43,987,627			
47	Other Revenues									
48	Rental Income	\$ 1,068,022	\$ 1,215,000	\$ 1,325,854	\$ 1,265,854	\$ 1,265,854	\$ 6,140,584			
49	Private Match	\$ 2,597	\$ 5,193	\$ 5,193	\$ 5,193	\$ 5,193	\$ 23,369			
53	Total Other Revenues	\$ 1,070,618	\$ 1,220,193	\$ 1,331,047	\$ 1,271,047	\$ 1,271,047	\$ 6,163,952			
54										
55	Total HSH + Other Revenues	\$ 5,091,171	\$ 9,886,022	\$ 11,487,146	\$ 11,982,325	\$ 11,704,915	\$ 50,151,579			
58	Total Adjusted Salary FTE (All Budgets)	15.59	15.89	13.83	19.87	19.69				
59										
60	Prepared by	Tiffany Luong								
61	Phone	415.487.3300 ext. 1219								
62	Email	tluong@ecs-sf.org								
63										
64	* 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.									
65										
66										

	A	B	C	D	E	H	K	P	S	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	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Alder - Property Management								
13		Current	New							
14	Term Budget	\$ 4,834,444	\$ 8,068,377	15%						
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17										
18										
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	Year 1	Year 2	Year 3	Year 4	Year 5	All Years
	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
	Actuals	Actuals	Actuals	New	New	New
22	\$ -	\$ -	\$ 30,169	\$ 28,647	\$ 28,647	\$ 87,463
23	\$ 200,612	\$ 467,997	\$ 501,331	\$ 485,090	\$ 485,090	\$ 2,140,120
24	\$ 200,612	\$ 467,997	\$ 531,500	\$ 513,737	\$ 513,737	\$ 2,227,583
25	12.00%	12.00%	12.00%	12.00%	12.00%	
26	\$ 24,073	\$ 56,160	\$ 63,780	\$ 61,648	\$ 61,648	\$ 267,309
27	\$ 741,820	\$ 1,483,022	\$ 1,513,493	\$ 1,628,347	\$ 1,628,347	\$ 6,995,029
28	\$ -	\$ -	\$ -	\$ 63,400	\$ -	\$ 63,400
30	\$ 966,505	\$ 2,007,178	\$ 2,108,774	\$ 2,267,132	\$ 2,203,732	\$ 9,553,322
31						
32						
33	\$ 625,595	\$ 1,465,231	\$ 1,462,837	\$ 1,482,951	\$ 1,482,951	\$ 6,519,565
34			\$ -	\$ 70,440	\$ 70,440	\$ 140,880
36	\$ 91,366	\$ 47,281	\$ 152,146	\$ 132,032	\$ 132,032	\$ 554,857
37		\$ -	\$ -	\$ 6,272	\$ 6,272	\$ 12,544
38			\$ -	\$ 63,400	\$ -	\$ 63,400
39		\$ 193,987	\$ 200,910	\$ 200,910	\$ 200,910	\$ 796,717
40			\$ -	\$ 6,027	\$ 6,027	\$ 12,054
42			\$ (27,219)	\$ -	\$ -	\$ (27,219)
44		\$ (4,421)	\$ -	\$ -	\$ -	\$ (4,421)
46	\$ 716,961	\$ 1,702,078	\$ 1,788,674	\$ 1,962,032	\$ 1,898,632	\$ 8,068,377
47						
48	\$ 249,544	\$ 305,100	\$ 320,100	\$ 305,100	\$ 305,100	\$ 1,484,944
53	\$ 249,544	\$ 305,100	\$ 320,100	\$ 305,100	\$ 305,100	\$ 1,484,944
54						
55	\$ 966,505	\$ 2,007,178	\$ 2,108,774	\$ 2,267,132	\$ 2,203,732	\$ 9,553,321

59	Prepared by	Tiffany Luong
60	Phone	415.487.3300 ext. 1219
61	Email	tluong@ecs-sf.org

	A	B	C	F	I	N	Q	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	Housing First Hotels CNC						
6	FSP Contract ID#	1000019778						
7	Budget Name	Alder - Property Management						
8						EXTENSION YEAR	EXTENSION YEAR	
9			Year 1	Year 2	Year 3	Year 4	Year 5	All Years
10			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
11			Actuals	Actuals	Actuals	New	New	New
12	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 76,545	\$ 158,089	\$ 228,943	\$ 216,050	\$ 216,050	\$ 895,677
15	Office Supplies, Postage		\$ 7,980	\$ 18,573	\$ 15,903	\$ 11,044	\$ 11,044	\$ 64,544
16	Building Maintenance Supplies and Repair		\$ 48,615	\$ 145,231	\$ 107,905	\$ 105,548	\$ 105,548	\$ 512,847
17	Printing and Reproduction		\$ -	\$ -	\$ 500	\$ 539	\$ 539	\$ 1,578
22	Management/Booking Fees		\$ 48,372	\$ 96,744	\$ 100,920	\$ 101,537	\$ 101,537	\$ 449,110
23	Legal Fees		\$ 6,600	\$ 24,360	\$ 11,860	\$ 16,771	\$ 16,771	\$ 76,362
24	Cable TV		\$ -	\$ -	\$ 1,800	\$ 1,710	\$ 1,710	\$ 5,220
25	Wire /Website Support Processing Fee/Admin Misc.		\$ -	\$ -	\$ 1,800	\$ 1,260	\$ 1,260	\$ 4,320
26	Payroll Processing Fee		\$ -	\$ -	\$ 4,800	\$ 4,995	\$ 4,995	\$ 14,790
27	Staff Training/Meeting Supplies		\$ -	\$ -	\$ 500	\$ 33	\$ 33	\$ 566
28	Renting Fee		\$ -	\$ -	\$ 1,400	\$ 603	\$ 603	\$ 2,606
48	<u>Subcontractors:</u>							
49	Office Salaries-Desk Clerks/Contract (first \$25k)		\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 112,500
54	TOTAL OPERATING EXPENSES		\$ 200,612	\$ 467,997	\$ 501,331	\$ 485,090	\$ 485,090	\$ 2,140,120
55								
56	<u>Other Expenses (not subject to indirect cost %)</u>							
57	Rental Expenses		\$ 466,673	\$ 939,386	\$ 953,406	\$ 962,062	\$ 962,062	\$ 4,283,589
58	Office Salaries-Desk Clerks/Contract		\$ 89,099	\$ 217,445	\$ 211,633	\$ 229,431	\$ 229,431	\$ 977,039
59	Manager Salaries-Hotel Director/Manager		\$ 36,172	\$ 82,343	\$ 72,880	\$ 74,513	\$ 74,513	\$ 340,421
60	Janitor Contract-Regular/Extra Services		\$ 40,000	\$ 84,800	\$ 109,840	\$ 112,726	\$ 112,726	\$ 460,092
61	Repairs Payroll		\$ 27,040	\$ 64,080	\$ 54,784	\$ 55,679	\$ 55,679	\$ 257,262
62	Benefits		\$ 41,472	\$ 99,389	\$ 110,950	\$ 111,197	\$ 111,197	\$ 474,205
63	CODB (to be allocated)		\$ 41,366		\$ -	\$ 76,712	\$ 76,712	\$ 194,790
64	Prop C COLA					\$ 6,027	\$ 6,027	\$ 12,054
65	Adjustment to Actuals			\$ (4,421)	\$ -	\$ -	\$ -	\$ (4,421)
70	TOTAL OTHER EXPENSES		\$ 741,820	\$ 1,483,022	\$ 1,513,493	\$ 1,628,347	\$ 1,628,347	\$ 6,995,029
71								
72	Capital Expenses							
73	Capital Needs - Bathroom Exhaust Fans					\$ 32,000	\$ -	\$ 32,000
74	Capital Needs - Exterior Doors					\$ 2,400	\$ -	\$ 2,400
75	Capital Needs - Garage Door					\$ 3,000	\$ -	\$ 3,000
76	Capital Needs - Plumbing System					\$ 5,000	\$ -	\$ 5,000
77	Capital Needs - Pest Management					\$ 7,500	\$ -	\$ 7,500
78	Capital Needs - Vanity Sinks					\$ 13,500	\$ -	\$ 13,500
80								
81	TOTAL CAPITAL EXPENSES		\$ -	\$ -	\$ -	\$ 63,400	\$ -	\$ 63,400

A		B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Alder - Property Management	FY23-24			
		<u>Adjusted</u>			
		<u>Budgeted</u>	<u>Budgeted</u>		
3	Salaries & Benefits	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
	Sr.Director/Hsg Dev & Asset Mgmt.	0.01	\$ 2,300	Develops strategic and practical relationships with community partners ; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$164,299 x 0.01 FTE
4					
5	Asset Manager-Master Leased Operations	0.17	\$ 19,736	Provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$118,393 x 0.17 FTE
28	TOTAL	0.17	\$ 19,736		
29	Employee Fringe Benefits	0.30	\$ 6,611	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
30	TOTAL SALARIES & BENEFITS		\$ 26,347		
31					
			<u>Budgeted</u>		
32	Operating Expenses		<u>Expense</u>	<u>Justification</u>	<u>Calculation</u>
	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 216,050	Utilities (electricity, water, gas, telephone and scavenger service):	\$18,004 x 12 months
35					
36	Office Supplies, Postage		\$ 11,044	PM office supplies are including on site supplies	\$920 x 12 months
	Building Maintenance Supplies and Repair		\$ 105,548	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc..	\$8,796 x 12 months
37					
38	Printing and Reproduction		\$ 539	Covers copier usage	\$45 x 12 months
43	Management/Booking Fees		\$ 101,537	Property management (116 Units) @ \$ 63.00 PUPM, and bookkeeping fees \$ 9.50 PUPM	\$8,461 x 12 months
44	Legal Fees		\$ 16,771	Covers legal fees	\$1,398 x 12 months
45	Cable TV		\$ 1,710	Direct TV monthly fee	\$142 x 12 months
46	Wire /Website Support Processing Fee/Admin Misc.		\$ 1,260	Covers bank wire and website support fee	\$105 x 12 months
47	Payroll Processing Fee		\$ 4,995	Covers monthly payroll fee	\$416 x 12 months
48	Staff Training/Meeting Supplies		\$ 33	Covers staff training and meeting snack and supplies	\$3 x 12 months
49	Renting Fee		\$ 603	Covers tenant background check	\$50 x 12 months
69	Subcontractors:				
70	Office Salaries-Desk Clerks/Contract (first \$25k)		\$ 25,000	First \$25k of Caritas Management Corporation's suncontracted services that'seligible for Indirect Cost Rate	\$25,000
75	TOTAL OPERATING EXPENSES		\$ 485,090		
76	Indirect Cost	12.0%	\$ 61,372		

	A	B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Alder - Property Management	FY23-24			
77					
78	Other Expenses (not subject to indirect cost %)				
		<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>	
79	Rental Expenses	\$ 962,062	The lease is written for 120 units	\$80,172 x 12 months	
80	Office Salaries-Desk Clerks/Contract	\$ 229,431	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage	\$21,203 x 12 months	
81	Manager Salaries-Hotel Director/Manager	\$ 74,513	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$6,209 x 12 months	
82	Janitor Contract-Regular/Extra Services	\$ 112,726	Responsible for building cleaning up, place trash bins	\$9,394 x 12 months	
83	Repairs Payroll	\$ 55,679	Responsible for repair and maintenance of the building	\$4,640 x 12 months	
84	Benefits	\$ 111,197	% based from personnel from above	\$9,266 x 12 months	
85	CODB (to be allocated)	\$ 76,712	4.75% Cost of doing business on GF and CNC funding for FY 24	4.75%	
86	Prop C COLA	\$ 6,027	3% Cost of Living Adjustment (COLA) on Prop C funding for FY24	3.00%	
92					
93	TOTAL OTHER EXPENSES	\$ 1,628,347			
94					
95					
96	Capital Expenses	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>	
97	Capital Needs - Bathroom Exhaust Fans	\$ 32,000	Add bathroom exhaust fans total of 80 estimated at \$400 each, for better ventilation of units.	\$32,000	
98	Capital Needs - Exterior Doors	\$ 2,400	Replacement of 2 hollow metal doors @ \$1200 per door .	\$1,200 x 2 doors	
99	Capital Needs - Garage Door	\$ 3,000	Replacement of 2 garage doors @ \$1500 each	\$1,500 x 2 garage doors	
100	Capital Needs - Plumbing System	\$ 5,000	A full system inspection and analysis by a plumbing engineer recommending rough cost and life span of current plumbing within the building.	\$5,000	
101	Capital Needs - Pest Management	\$ 7,500	Engage a pest control management company to develop a plan for ongoing service for huge outbreak (mice, roaches, bed bugs etc.)	\$7,500	
102	Capital Needs - Vanity Sinks	\$ 13,500	Replacement of 30 vanity sinks, vanity cabinets, p-trap, faucet, and angle stops in unit sinks.	\$13,500	
104					
105	TOTAL CAPITAL EXPENSES	\$ 63,400			

	A	B	C	D	E	H	M	P	S	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	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Crosby - Property Management								
13		Current	New	15%						
14	Term Budget	\$ 4,611,819	\$ 7,547,226							
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17										
18										
19										
20										
21	Expenditures									
22	Salaries & Benefits	\$ -	\$ -	\$ 31,512	\$ 29,074	\$ 29,074	\$ 89,661			
23	Operating Expenses	\$ 272,785	\$ 543,402	\$ 725,462	\$ 634,706	\$ 634,706	\$ 2,811,061			
24	Subtotal	\$ 272,785	\$ 543,402	\$ 756,974	\$ 663,780	\$ 663,780	\$ 2,900,722			
25	Indirect Percentage	12.00%	12.00%	12.00%	12.00%	12.00%				
26	Indirect Cost (Line 24 X Line 25)	\$ 32,734	\$ 65,208	\$ 90,837	\$ 79,654	\$ 79,654	\$ 348,087			
27	Other Expenses (Not subject to indirect %)	\$ 647,750	\$ 1,252,840	\$ 1,402,035	\$ 1,357,886	\$ 1,357,886	\$ 6,018,397			
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ 87,000	\$ -	\$ 87,000			
30	Total Expenditures	\$ 953,269	\$ 1,861,450	\$ 2,249,847	\$ 2,188,321	\$ 2,101,321	\$ 9,354,209			
31										
32	HSR Revenues									
33	CNC Fund	\$ 569,273	\$ 1,249,650	\$ 1,209,891	\$ 1,207,664	\$ 1,207,664	\$ 5,444,142			
34	CNC Fund - CODB			\$ -	\$ 57,364	\$ 57,364	\$ 114,728			
35	General Fund - Ongoing - HSH Fund Supplement			\$ 278,266	\$ -	\$ -	\$ 278,266			
36	General Fund - Ongoing	\$ 84,213	\$ 38,782	\$ 137,875	\$ 140,102	\$ 140,102	\$ 541,074			
37	General Fund - CODB			\$ -	\$ 6,655	\$ 6,655	\$ 13,310			
38	General Fund - One-Time			\$ -	\$ 87,000	\$ -	\$ 87,000			
39	Prop C		\$ 278,266	\$ 7,400	\$ 285,666	\$ 285,666	\$ 856,999			
40	Prop C - COLA			\$ -	\$ 8,570	\$ 8,570	\$ 17,140			
41	Prop C - One-Time Carryforward		\$ (26,548)	\$ 26,548	\$ -	\$ -	\$ -			
42	One-Time Transfer			\$ 194,567	\$ -	\$ -	\$ 194,567			
45				\$ -	\$ -	\$ -	\$ -			
46	Total HSR Revenues	\$ 653,486	\$ 1,540,150	\$ 1,854,547	\$ 1,793,021	\$ 1,706,021	\$ 7,547,226			
47	Other Revenues									
48	Rental Income	\$ 299,783	\$ 321,300	\$ 395,300	\$ 395,300	\$ 395,300	\$ 1,806,983			
53	Total Other Revenues	\$ 299,783	\$ 321,300	\$ 395,300	\$ 395,300	\$ 395,300	\$ 1,806,983			
55	Total HSH + Other Revenues	\$ 953,269	\$ 1,861,450	\$ 2,249,847	\$ 2,188,321	\$ 2,101,321	\$ 9,354,209			
58										
59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	Email	tluong@ecs-sf.org								

	A	B	Q	T	U	X	AA	AD	AE	AH	AK	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	Housing First Hotels CNC												
6	FSP Contract ID#	1000019778												
7	Budget Name	Crosby - Property Management												
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EXTENSION YEAR						EXTENSION YEAR								
Year 3			Year 4			Year 5			All Years					
Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 Current	Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024 New	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025 New	1/1/2021 - 2/29/2024 Current	1/1/2021 - 6/30/2025 Amendment	1/1/2021 - 6/30/2025 New			
Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary			
Sr. Director/Housing Dev & Asset Mgmt.	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 3,525	\$ 4,362	\$ 7,886		
Asset Manager-Master Leased Operations	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 26,594	\$ 32,614	\$ 59,209		
TOTAL SALARIES			\$ 22,365	TOTAL SALARIES			\$ 22,365	282,692		\$ 22,365	\$ 30,119	\$ 36,976	\$ 67,095	
TOTAL FTE			0.18	TOTAL FTE			0.18	TOTAL FTE			0.18			
FRINGE BENEFIT RATE			40.90%	FRINGE BENEFIT RATE			30.00%	FRINGE BENEFIT RATE			30.00%			
EMPLOYEE FRINGE BENEFITS			\$ 9,147	EMPLOYEE FRINGE BENEFITS			\$ 6,709	EMPLOYEE FRINGE BENEFITS			\$ 6,709	\$ 12,319	\$ 10,248	\$ 22,566
TOTAL SALARIES & BENEFITS			\$ 31,512	TOTAL SALARIES & BENEFITS			\$ 29,074	TOTAL SALARIES & BENEFITS			\$ 29,074	\$ 42,438	\$ 47,223	\$ 89,661

	A	B	C	F	I	N	Q	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	Housing First Hotels CNC						
6	FSP Contract ID#	1000019778						
7	Budget Name	Crosby - Property Management						
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	A	B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Crosby - Property Management	FY23-24			
3	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
4	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$ 2,629	Develops strategic and practical relationships with community partners ; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$164,299 X 0.02 FTE
5	Asset Manager-Master Leased Operations	0.17	\$ 19,736	Provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$118,393 X 0.17 FTE
22	TOTAL	0.18	\$ 22,365		
23	Employee Fringe Benefits	0.30	\$ 6,709	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
24	TOTAL SALARIES & BENEFITS		\$ 29,074		
25					
26	Operating Expenses		Budgeted Expense	Justification	Calculation
27	Rental of Property		\$ -		
28	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 223,874	Utilities (electricity, water, gas, telephone and scavenger service):	\$18,656 x 12 months
29	Office Supplies, Postage		\$ 14,280	PM office supplies are including on site supplies	\$1,190 x 12 months
30	Building Maintenance Supplies and Repair		\$ 215,539	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc..	\$17,962 x 12 months
31	Printing and Reproduction		\$ 1,000	Covers copier usage	\$83 x 12 months
33	Staff Training/Meeting Supplies		\$ 1,000	Covers staff training and meeting snack and supplies	\$83 x 12 months
36	Management/Booking Fees		\$ 104,904	Covers management for 124 units at \$63/unit /booking fees \$9.50/units	\$8,742 x 12 months
37	Legal Fees		\$ 41,609	Covers legal fees	\$2,176 x 12 months
38	Cable TV		\$ 1,200	Direct TV monthly fee	\$100 x 12 months
40	Wire /Website Support Processing Fee/Admin Misc.		\$ 1,000	Covers bank wire and website support fee	\$83 x 12 months
41	Payroll Processing Fee		\$ 4,800	Covers monthly payroll fee	\$400 x 12 months
42	Renting Fee		\$ 500	Covers Tenant background check	\$42 x 12 months
47	Subcontractors				
48	Office Salaries-Desk Clerks		\$ 25,000	First \$25k of Caritas Management Corporation's suncontracted services that'seligible for	\$25,000
50					
53	TOTAL OPERATING EXPENSES		\$ 634,706		
54	Indirect Cost	12.0%	\$ 79,654		
55					
56					
57	Other Expenses (not subject to indirect cost %)		Amount	Justification	Calculation
58	Rental of Property		\$ 722,686	The lease is written for 126 units including office	\$60,224 x 12 months
59	Office Salaries-Desk Clerks		\$ 186,702	Coverage 24/7 for residents of the Crosby; includes holidays/overtime coverage	\$17,642 x 12 months
60	Manager Salaries-Hotel Director/Manager		\$ 76,960	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$6,413 x 12 months
61	Janitor Payroll		\$ 47,840	Responsible for building cleaning up, includes holidays/overtime coverage	\$3,987 x 12 months
62	Janitor Contract-Regular/Extra Services		\$ 71,750	Responsible for building cleaning up, place trash bins	\$5979 x 12 months
63	Repairs Payroll		\$ 60,320	Responsible for repair and maintenance of the building	\$5,027 x 12 months
64	Benefits		\$ 119,039	% based from personnel from above	\$9,920 x 12 months
65	CODB (to be allocated)		\$ 64,019	4.75% Cost of doing business on GF and CNC funding for FY 24	4.75%
66	Prop C COLA		\$ 8,570	3% Cost of Living Adjustment (COLA) on Prop C funding for FY24	3.00%
70			\$ -		
71	TOTAL OTHER EXPENSES		\$ 1,357,886		
72					
73					
74	Capital Expenses		Amount	Justification	Calculation
75	Capital Needs - Plumbing Evaluation		\$ 5,000	Full inspection and analysis of plumbing by a plumbing engineer, including recommendations and rough cost for improvement of constant leaks within the building.	\$5,000
76	Capital Needs - Basement Ventilation		\$ 20,000	Adding a HVAC system for basement, recommending boiler room at a minimum.	\$20,000
77	Capital Needs - Smoke Detectors		\$ 62,000	Replace 124 smoke detectors with tamper proof types that carry a 10-year backup.	\$62,000
82					
83	TOTAL CAPITAL EXPENSES		\$ 87,000		

	A	B	C	D	E	H	K	P	S	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	1/1/2021	2/29/2024	4																								
6	Amended Term	1/1/2021	6/30/2025	5																								
7	Provider Name	Episcopal Community Services																										
8	Program	Housing First Hotels CNC																										
9	FSP Contract ID#	1000019778																										
10	Action (select)	Amendment																										
11	Effective Date	7/1/2023																										
12	Budget Name	Elm - Property Management																										
13		Current	New																									
14	Term Budget	\$ 3,721,024	\$ 5,929,685	15%																								
15	Contingency	\$ 36,701	\$ 3,171,772																									
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399																									
17																												
18	<div style="display: flex; justify-content: space-between;"> EXTENSION YEAR EXTENSION YEAR </div> <table border="1" style="width: 100%;"> <thead> <tr> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> <th>Year 4</th> <th>Year 5</th> <th>All Years</th> </tr> </thead> <tbody> <tr> <td>1/1/2021 - 6/30/2021</td> <td>7/1/2021 - 6/30/2022</td> <td>7/1/2022 - 6/30/2023</td> <td>7/1/2023 - 6/30/2024</td> <td>7/1/2024 - 6/30/2025</td> <td>1/1/2021 - 6/30/2025</td> </tr> <tr> <td>Actuals</td> <td>Actuals</td> <td>Actuals</td> <td>New</td> <td>New</td> <td>New</td> </tr> </tbody> </table>										Year 1	Year 2	Year 3	Year 4	Year 5	All Years	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025	Actuals	Actuals	Actuals	New	New	New
Year 1	Year 2	Year 3	Year 4	Year 5	All Years																							
1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025																							
Actuals	Actuals	Actuals	New	New	New																							
19																												
20																												
21	Expenditures																											
22	Salaries & Benefits	\$ -	\$ -	\$ 30,193	\$ 29,074	\$ 29,074	\$ 88,341																					
23	Operating Expenses	\$ 212,285	\$ 474,602	\$ 565,898	\$ 495,355	\$ 495,355	\$ 2,243,495																					
24	Subtotal	\$ 212,285	\$ 474,602	\$ 596,091	\$ 524,429	\$ 524,429	\$ 2,331,836																					
25	Indirect Percentage	12.00%	12.00%	12.00%	12.00%	12.00%																						
26	Indirect Cost (Line 24 X Line 25)	\$ 25,474	\$ 56,952	\$ 71,531	\$ 62,931	\$ 62,931	\$ 279,820																					
27	Other Expenses (Not subject to indirect %)	\$ 487,185	\$ 889,869	\$ 1,073,262	\$ 957,602	\$ 957,602	\$ 4,365,520																					
28	Capital Expenditure	\$ -	\$ 33,702	\$ -	\$ 29,540	\$ -	\$ 63,242																					
30	Total Expenditures	\$ 724,945	\$ 1,455,125	\$ 1,740,884	\$ 1,574,502	\$ 1,544,962	\$ 7,040,417																					
31																												
32	HSH Revenues																											
33	CNC Fund	\$ 472,527	\$ 1,088,286	\$ 992,184	\$ 1,009,069	\$ 1,009,069	\$ 4,571,135																					
34	CNC Fund - CODB				\$ 47,931	\$ 47,931	\$ 95,862																					
36	General Fund - Ongoing	\$ 78,057	\$ 53,261	\$ 114,503	\$ 97,618	\$ 97,618	\$ 441,057																					
37	General Fund - CODB				\$ 4,637	\$ 4,637	\$ 9,274																					
38	General Fund - One-Time				\$ 29,540	\$ -	\$ 29,540																					
39	Prop C		\$ 135,628	\$ 140,402	\$ 140,402	\$ 140,402	\$ 556,834																					
40	Prop C - COLA				\$ 4,212	\$ 4,212	\$ 8,424																					
41	Prop C - One-Time Carryforward		\$ (40,893)	\$ 40,893	\$ -	\$ -	\$ -																					
42	One-Time Transfer			\$ 211,809	\$ -	\$ -	\$ 211,809																					
43	CNC Fund - One-Time Carryforward		\$ 19,082		\$ -	\$ -	\$ 19,082																					
44	Adjustment to Actuals		\$ (13,332)		\$ -	\$ -	\$ (13,332)																					
46	Total HSH Revenues	\$ 550,584	\$ 1,242,032	\$ 1,499,791	\$ 1,333,409	\$ 1,303,869	\$ 5,929,685																					
47	Other Revenues																											
48	Rental Income	\$ 171,764	\$ 207,900	\$ 235,900	\$ 235,900	\$ 235,900	\$ 1,087,364																					
49	Private Match	\$ 2,597	\$ 5,193	\$ 5,193	\$ 5,193	\$ 5,193	\$ 23,369																					
53	Total Other Revenues	\$ 174,361	\$ 213,093	\$ 241,093	\$ 241,093	\$ 241,093	\$ 1,110,733																					
54																												
55	Total HSH + Other Revenues	\$ 724,945	\$ 1,455,125	\$ 1,740,884	\$ 1,574,502	\$ 1,544,962	\$ 7,040,417																					
58																												
59	Prepared by	Tiffany Luong																										
60	Phone	415.487.3300 ext. 1219																										
61	Email	tluong@ecs-sf.org																										

	A	B	Q	T	U	X	AA	AD	AE	AH	AK	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	Housing First Hotels CNC																						
6	FSP Contract ID#	1000019778																						
7	Budget Name	Elm - Property Management																						
8																								
9																								
10																								
11																								
12	POSITION TITLE																							
13	Sr. Director/Housing Dev & Asset Mgmt		\$	164,299	0.02	\$	2,629	\$	164,299	0.02	\$	2,629	\$	164,299	0.02	\$	2,629	\$	3,525	\$	4,362	\$	7,886	
14	Asset Manager-Master Leased Operations		\$	118,393	0.17	\$	19,736	\$	118,393	0.17	\$	19,736	\$	118,393	0.17	\$	19,736	\$	26,462	\$	32,747	\$	59,209	
34			TOTAL SALARIES		\$	22,365	TOTAL SALARIES		\$	22,365	TOTAL SALARIES		\$	22,365	TOTAL SALARIES		\$	22,365	\$	29,986	\$	37,109	\$	67,095
35			TOTAL FTE		0.18	TOTAL FTE		0.18	TOTAL FTE		0.00	TOTAL FTE		0.00	TOTAL FTE		0.00	TOTAL FTE		0.00				
36			FRINGE BENEFIT RATE		35.00%	FRINGE BENEFIT RATE		30.00%	FRINGE BENEFIT RATE		30.00%	FRINGE BENEFIT RATE		30.00%	FRINGE BENEFIT RATE		30.00%	FRINGE BENEFIT RATE		30.00%				
37			EMPLOYEE FRINGE BENEFITS		\$	7,828	EMPLOYEE FRINGE BENEFITS		\$	6,709	EMPLOYEE FRINGE BENEFITS		\$	6,709	EMPLOYEE FRINGE BENEFITS		\$	6,709	\$	10,495	\$	10,752	\$	21,247
38			TOTAL SALARIES & BENEFITS		\$	30,193	TOTAL SALARIES & BENEFITS		\$	29,074	TOTAL SALARIES & BENEFITS		\$	29,074	TOTAL SALARIES & BENEFITS		\$	29,074	\$	40,482	\$	47,860	\$	88,341

	A	B	C	F	I	N	Q	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	Housing First Hotels CNC						
6	FSP Contract ID#	1000019778						
7	Budget Name	Elm - Property Management						
8								
9								
10								
11								
12	Operating Expenses							
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 86,363	\$ 169,189	\$ 227,169	\$ 199,169	\$ 199,169	\$ 881,058	
15	Office Expenses/ Postage	\$ 6,710	\$ 15,059	\$ 10,643	\$ 7,443	\$ 7,443	\$ 47,298	
16	Building Maintenance Supplies and Repair	\$ 50,073	\$ 143,502	\$ 184,930	\$ 166,016	\$ 166,016	\$ 710,537	
17	Printing and Reproduction			\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000	
19	Staff Training/Meeting Supplies			\$ 400	\$ 1,000	\$ 1,000	\$ 2,400	
22	Wire /Website Support Processing Fee/Admin Misc.			\$ 1,500	\$ 1,000	\$ 1,000	\$ 3,500	
23	Payroll Processing Fee			\$ 5,800	\$ 4,800	\$ 4,800	\$ 15,400	
24	Management/Booking Fees	\$ 33,840	\$ 67,680	\$ 67,680	\$ 67,680	\$ 67,680	\$ 304,560	
25	Legal Fees	\$ 22,800	\$ 54,171	\$ 37,476	\$ 20,547	\$ 20,547	\$ 155,541	
26	Cable TV			\$ 1,800	\$ 1,200	\$ 1,200	\$ 4,200	
27	Rental Fee			\$ 2,500	\$ 500	\$ 500	\$ 3,500	
43	Subcontractors							
44	Office Salaries-Desk Clerks/Contract (first \$25k)	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 112,500	
58	TOTAL OPERATING EXPENSES	\$ 212,285	\$ 474,602	\$ 565,898	\$ 495,355	\$ 495,355	\$ 2,243,495	
59								
60	Other Expenses (not subject to indirect cost %)							
61	Rental of Property	\$ 213,346	\$ 436,434	\$ 444,422	\$ 444,422	\$ 444,422	\$ 1,983,046	
62	Office Salaries-Desk Clerks/Contract	\$ 91,223	\$ 242,845	\$ 260,472	\$ 205,225	\$ 205,225	\$ 1,004,990	
63	Manager Salaries-Hotel Director/Manager	\$ 29,120	\$ 68,240	\$ 74,820	\$ 65,520	\$ 65,520	\$ 303,220	
64	Janitor Contract-Regular/Extra Services	\$ 50,153	\$ 70,000	\$ 97,840	\$ 52,840	\$ 52,840	\$ 323,673	
65	Repairs Payroll	\$ 23,920	\$ 47,840	\$ 51,080	\$ 54,080	\$ 54,080	\$ 231,000	
66	Benefits	\$ 51,368	\$ 78,735	\$ 103,735	\$ 78,735	\$ 78,735	\$ 391,308	
67	CODB (to be allocated)	\$ 28,057			\$ 52,568	\$ 52,568	\$ 133,193	
68	Prop C COLA				\$ 4,212	\$ 4,212	\$ 8,424	
69	One-Time Carryforward		\$ (40,893)	\$ 40,893			\$ -	
70	Adjustment to Actuals		\$ (13,332)				\$ (13,332)	
76	TOTAL OTHER EXPENSES	\$ 487,185	\$ 889,869	\$ 1,073,262	\$ 957,602	\$ 957,602	\$ 4,365,521	
77								
78	Capital Expenses							
79	Elevator Repairs (One-time Carryforward of Unspent Funds from FSP 1000017622)		\$ 19,082				\$ 19,082	
80	Elevator & Leak repairs		\$ 14,620				\$ 14,620	
81	Capital Needs - Flooring				\$ 8,540		\$ 8,540	
82	Capital Needs - Fire Escapes				\$ 5,000		\$ 5,000	
83	Capital Needs - Electrical System				\$ 6,000		\$ 6,000	
84	Capital Needs - Shared Bathrooms				\$ 10,000		\$ 10,000	
86								
87	TOTAL CAPITAL EXPENSES	\$ -	\$ 33,702	\$ -	\$ 29,540	\$ -	\$ 29,540	

	A	B	C	D	E
1	BUDGET NARRATIVE		Fiscal Year		
2	Elm - Property Management	FY23-24			
3	Salaries & Benefits	<u>Adjusted</u> <u>Budgeted</u> <u>FTE</u>	<u>Budgeted</u> <u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
4	Sr. Director/Housing Dev & Asset Mgmt	0.02	\$ 2,629	Provides overall leadership, administration and supervision to ECS's 18 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$164,299 X 0.02 FTE
5	Asset Manager-Master Leased Operations	0.17	\$ 19,736	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	\$118,393 X 0.17FTE
27	TOTAL	0.18	\$ 44,730		
28	Employee Fringe Benefits	0.30	\$ 6,709	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 51,439		
30					
31	Operating Expenses		<u>Budgeted</u> <u>Expense</u>	<u>Justification</u>	<u>Calculation</u>
33	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 199,169	Utilities (electricity, water, gas, telephone and scavenger service):	\$16,597 X 12 months
34	Office Expenses/ Postage		\$ 7,443	PM office supplies are including on site supplies	\$620 X 12 months
35	Building Maintenance Supplies and Repair		\$ 166,016	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc..	\$13,835 X 12 months
36	Printing and Reproduction		\$ 1,000	Covers copier usage	\$83 X 12 months
38	Staff Training/Meeting Supplies		\$ 1,000	Covers staff training and meeting snack and supplies	\$83 X 12 months
41	Wire /Website Support Processing Fee/Admin Misc.		\$ 1,000	Covers bank wire and website support fee	\$83 X 12 months
42	Payroll Processing Fee		\$ 4,800	Covers monthly payroll fee	\$400 X 12 months
43	Management/Booking Fees		\$ 67,680	Property Management for 80 units @ \$ 63.00 PUPM, and bookkeeping fees \$ 9.50 PUPM	\$5,640 X 12 months
44	Legal Fees		\$ 20,547	Property Management legal expenses and credit report	\$1,712 X 12 months
45	Cable TV		\$ 1,200	Direct TV monthly fee	\$100 X 12 months
46	Rental Fee		\$ 500	Covers Tenant background check	\$42 X 12 months
62	<u>Subcontractors</u>				
63	Office Salaries-Desk Clerks/Contract (first \$25k)		\$ 25,000	First \$25k of Caritas Management Corporation's suncontracted services that'seligible for Indirect Cost Rate	\$25,000
72	TOTAL OPERATING EXPENSES		\$ 495,355		
73	Indirect Cost	12.0%	\$ 65,615		
74					
75					
76	Other Expenses (not subject to indirect cost %)		<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
77	Adjustment to Actuals				
78	Rental of Property		\$ 444,422	The lease is written for 86 units including at \$37,035 per month for 12 months	\$37,035 X 12 months
79	Office Salaries-Desk Clerks/Contract		\$ 205,225	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage	\$19,185 X 12 months
80	Manager Salaries-Hotel Director/Manager		\$ 65,520	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$5,460 X 12 months
81	Janitor Contract-Regular/Extra Services		\$ 52,840	Covers janitor contract	\$4,403 X 12 months
82	Repairs Payroll		\$ 54,080	Responsible for building cleaning up, place trash bins	\$4,507 X 12 months
83	Benefits		\$ 78,735	Responsible for repair and maintenance of the building	\$6,561 X 12 months
84	CODB (to be allocated)		\$ 52,568	4.75% Cost of doing business on GF and CNC funding for FY 24	4.75%
85	Prop C COLA		\$ 4,212	3% Cost of Living Adjustment (COLA) on Prop C funding for FY24	3.00%
91	TOTAL OTHER EXPENSES		\$ 957,602		
92					
93					
94	Capital Expenses		<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
97	Capital Needs - Flooring		\$ 8,540	Replacement of vinyl flooring for 6 units per year.	\$8,540
98	Capital Needs - Fire Escapes		\$ 5,000	Full evaluation of fire escape for safety, remove rust, make repairs, bolts, and welding	\$5,000
99	Capital Needs - Electrical System		\$ 6,000	Evaluation of electrical systems.	\$6,000
100	Capital Needs - Shared Bathrooms		\$ 10,000	Replacement of old hanging lavatory sinks in each shared bathroom, replacement of vinyl flooring, repair old galvanized plumbing and rotting of some piping.	\$10,000
102					
103	TOTAL CAPITAL EXPENSES		\$ 29,540		

	A	B	C	D	E	H	K	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	11/1/2023		Duration						
4	Contract Term	Begin Date	End Date	(Years)						
5	Current Term	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Hillsdale - Property Management								
13		Current	New	15%						
14	Term Budget	\$ 3,403,485	\$ 5,517,593							
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17										
18										
19										
20										
21	Expenditures									
22	Salaries & Benefits	\$ -	\$ -	\$ 29,074	\$ 29,074	\$ 29,074	\$ 87,223			
23	Operating Expenses	\$ 172,964	\$ 356,790	\$ 494,072	\$ 375,004	\$ 375,004	\$ 1,773,835			
24	Subtotal	\$ 172,964	\$ 356,790	\$ 523,146	\$ 404,078	\$ 404,078	\$ 1,861,058			
25	Indirect Percentage	12.00%	12.00%	12.00%	12.00%	12.00%				
26	Indirect Cost (Line 24 X Line 25)	\$ 20,756	\$ 42,815	\$ 62,778	\$ 48,489	\$ 48,489	\$ 223,327			
27	Other Expenses (Not subject to indirect %)	\$ 484,879	\$ 839,839	\$ 1,037,389	\$ 982,967	\$ 982,967	\$ 4,328,041			
28	Capital Expenditure	\$ -	\$ 13,448	\$ -	\$ 56,750	\$ -	\$ 70,198			
30	Total Expenditures	\$ 678,599	\$ 1,252,893	\$ 1,623,314	\$ 1,492,285	\$ 1,435,535	\$ 6,482,625			
31										
32	HSB Revenues									
33	CNC Fund	\$ 421,996	\$ 888,820	\$ 901,065	\$ 914,446	\$ 914,446	\$ 4,040,773			
34	CNC Fund - CODB				\$ 43,436	\$ 43,436	\$ 86,872			
36	General Fund - Ongoing	\$ 75,480	\$ 46,486	\$ 113,335	\$ 99,954	\$ 99,954	\$ 435,209			
37	General Fund - CODB				\$ 4,748	\$ 4,748	\$ 9,496			
38	General Fund - One-Time			\$ -	\$ 56,750	\$ -	\$ 56,750			
39	Prop C		\$ 159,745	\$ 164,221	\$ 164,221	\$ 164,221	\$ 652,408			
40	Prop C - COLA			\$ -	\$ 4,927	\$ 4,927	\$ 9,854			
41	Prop C - One-Time Carryforward		\$ (44,659)	\$ 44,659	\$ -	\$ -	\$ -			
42	One-Time Transfer			\$ 226,231	\$ -	\$ -	\$ 226,231			
46	Total HSB Revenues	\$ 497,476	\$ 1,050,393	\$ 1,449,511	\$ 1,288,482	\$ 1,231,732	\$ 5,517,593			
47	Other Revenues									
48	Rental Income	\$ 181,123	\$ 202,500	\$ 173,803	\$ 203,803	\$ 203,803	\$ 965,032			
53	Total Other Revenues	\$ 181,123	\$ 202,500	\$ 173,803	\$ 203,803	\$ 203,803	\$ 965,032			
54										
55	Total HSB + Other Revenues	\$ 678,599	\$ 1,252,893	\$ 1,623,314	\$ 1,492,285	\$ 1,435,535	\$ 6,482,625			
58										
59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	Email	tluong@ecs-sf.org								

	A	B	Q	T	U	X	AA	AD	AE	AH	AK	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	Housing First Hotels CNC												
6	FSP Contract ID#	1000019778												
7	Budget Name	Hillsdale - Property Management												
8														
9														
10														
11														
12														
13														
14														
34														
35														
36														
37														
38														

EXTENSION YEAR						EXTENSION YEAR					
Year 3			Year 4			Year 5			All Years		
Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 Current	Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024 New	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025 New	1/1/2021 - 2/29/2024 Current	1/1/2021 - 6/30/2025 Amendment	1/1/2021 - 6/30/2025 New
Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 3,525	\$ 4,362	\$ 7,886
\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 26,462	\$ 32,747	\$ 59,209
TOTAL SALARIES		\$ 22,365	TOTAL SALARIES		\$ 22,365	TOTAL SALARIES		\$ 22,365	\$ 29,986	\$ 37,109	\$ 67,095
TOTAL FTE		0.18	TOTAL FTE		0.18	TOTAL FTE		0.18			
FRINGE BENEFIT RATE		30.00%	FRINGE BENEFIT RATE		30.00%	FRINGE BENEFIT RATE		30.00%			
EMPLOYEE FRINGE BENEFITS		\$ 6,709	EMPLOYEE FRINGE BENEFITS		\$ 6,709	EMPLOYEE FRINGE BENEFITS		\$ 6,709	\$ 9,803	\$ 10,325	\$ 20,128
TOTAL SALARIES & BENEFITS		\$ 29,074	TOTAL SALARIES & BENEFITS		\$ 29,074	TOTAL SALARIES & BENEFITS		\$ 29,074	\$ 39,790	\$ 47,434	\$ 87,223

	A	B	C	F	I	N	Q	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	Housing First Hotels CNC						
6	FSP Contract ID#	1000019778						
7	Budget Name	Hillsdale - Property Management						
8								EXTENSION YEAR EXTENSION YEAR
9			Year 1	Year 2	Year 3	Year 4	Year 5	All Years
10			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
11			Actuals	Actuals	Actuals	New	New	New
12	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 53,230	\$ 106,460	\$ 161,574	\$ 106,460	\$ 106,460	\$ 534,184
15	Office Expenses/ Postage		\$ 6,610	\$ 16,064	\$ 9,064	\$ 6,564	\$ 6,564	\$ 44,866
16	Building Maintenance Supplies and Repair		\$ 54,099	\$ 124,931	\$ 187,031	\$ 152,430	\$ 152,430	\$ 670,921
17	Printing and Reproduction				\$ 500	\$ 1,000	\$ 1,000	\$ 2,500
19	Staff Training/Meeting Supplies				\$ 500	\$ 1,000	\$ 1,000	\$ 2,500
22	Cable TV				\$ 1,600	\$ 1,200	\$ 1,200	\$ 4,000
23	Payroll Processing Fee				\$ 4,800	\$ 4,800	\$ 4,800	\$ 14,400
24	Legal Fees		\$ 14,800	\$ 20,866	\$ 37,753	\$ 11,600	\$ 11,600	\$ 96,639
25	Wire /Website Support Processing Fee/Admin Misc.				\$ 1,500	\$ 1,000	\$ 1,000	\$ 3,500
26	Management/Booking Fees		\$ 31,725	\$ 63,450	\$ 63,450	\$ 63,450	\$ 63,450	\$ 285,525
27	Renting Fee				\$ 1,300	\$ 500	\$ 500	\$ 2,300
40	Subcontractors							
41	Office Salaries-Desk Clerks /Contract (First \$25k)		\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 112,500
51								
52	TOTAL OPERATING EXPENSES		\$ 172,964	\$ 356,790	\$ 494,072	375,004	\$ 375,004	\$ 1,773,835
53								
54	Other Expenses (not subject to indirect cost %)							
56	Rental of Property		\$ 194,910	\$ 389,820	\$ 402,533	\$ 402,532	\$ 402,532	\$ 1,792,327
57	Office Salaries-Desk Clerks /contract		\$ 117,190	\$ 169,238	\$ 239,612	\$ 203,972	\$ 203,972	\$ 933,984
58	Manager Salaries-Hotel Director/manager		\$ 29,120	\$ 58,240	\$ 65,520	\$ 65,520	\$ 65,520	\$ 283,920
59	Janitor payroll		\$ 18,367	\$ 55,500	\$ 47,840	\$ 47,840	\$ 47,840	\$ 217,387
60	Janitor Contract-Regular/Extra Services		\$ 16,214	\$ 35,000	\$ 50,500	\$ 23,500	\$23,500	\$ 148,714
61	Repairs Payroll		\$ 23,920	\$ 51,300	\$ 54,080	\$ 54,080	\$ 54,080	\$ 237,460
62	Benefits		\$ 59,679	\$ 125,400	\$ 132,645	\$ 132,412	\$ 132,412	\$ 582,548
63	CODB (to be allocated)		\$ 25,480		\$ -	\$ 48,184	\$ 48,184	\$ 121,848
64	Prop C COLA					\$ 4,927	\$ 4,927	\$ 9,854
65	One-Time Carryforward			\$ (44,659)	\$ 44,659	\$ -		\$ -
66	Adjustment to Actuals					\$ -		\$ -
67								
68	TOTAL OTHER EXPENSES		\$ 484,879	\$ 839,839	\$ 1,037,389	\$ 982,967	\$ 982,967	\$ 4,328,041
69								
70	Capital Expenses							
71	Elevator Repair			\$ 13,448				\$ 13,448
72	Capital Needs - Fire Escapes					\$ 5,000		\$ 5,000
73	Capital Needs - Painting					\$ 18,000		\$ 18,000
74	Capital Needs - Vanity Sinks					\$ 33,750		\$ 33,750
77								\$ -
78								
79	TOTAL CAPITAL EXPENSES		\$ -	\$ 13,448	\$ -	\$ 56,750	\$ -	\$ 70,198

	A	B	C	D	E
1	BUDGET NARRATIVE				
2	Hillsdale - Property Management	Fiscal Year			
		FY23-24			
3	Salaries & Benefits	Adjusted Budgeted	Budgeted	Justification	Calculation
		FTE	Salary		
4	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$ 2,629	Develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$164,299 x 0.02 FTE
5	Asset Manager-Master Leased Operations	0.17	\$ 19,736	Provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$118,399 x 0.17 FTE
28	TOTAL	0.18	\$ 22,365		
29	Employee Fringe Benefits	0.30	\$ 6,709	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
30	TOTAL SALARIES & BENEFITS		\$ 29,074		
31					
32	Operating Expenses		Budgeted	Justification	Calculation
			Expense		
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 106,460	Utilities (electricity, water, gas, telephone and scavenger service):	\$8,872 x 12 months
35	Office Expenses/ Postage		\$ 6,564	PM office supplies are including on site supplies	\$547 x 12 months
36	Building Maintenance Supplies and Repair		\$ 152,430	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc..	\$12,703 x 12 months
37	Printing and Reproduction		\$ 1,000	Covers copier usage	\$83 x 12 months
39	Staff Training/Meeting Supplies		\$ 1,000	Covers staff training and meeting snack and supplies	\$83 x 12 months
42	Cable TV		\$ 1,200	Direct TV monthly fee	\$100 x 12 months
43	Payroll Processing Fee		\$ 4,800	Covers monthly payroll fee	\$400 x 12 months
44	Legal Fees		\$ 11,600	Covers legal fees	\$967 x 12 months
45	Wire /Website Support Processing Fee/Admin Misc.		\$ 1,000	Covers bank wire and website support fee	\$83 x 12 months
46	Management/Booking Fees		\$ 63,450	Covers management for 75 units @ \$63/units, booking fees @\$9.50/units	\$5,288 x 12 months
47	Renting Fee		\$ 500	Covers Tenant background check	\$42 x 12 months
61	Office Salaries-Desk Clerks /Contract (First \$25k)		\$ 25,000	First \$25k of Caritas Management Corporation's suncontracted services that'seligible for Indirect Cost Rate	\$25,000
68	TOTAL OPERATING EXPENSES		\$ 375,004		
69	Indirect Cost	12.0%	\$ 48,489		
70					
71					
72	Other Expenses (not subject to indirect cost %)		Amount	Justification	Calculation
73					
74	Rental of Property		\$ 402,532	The lease is written for 84 units	\$33,544 x 12 months
75	Office Salaries-Desk Clerks /contract		\$ 203,972	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage	\$19,081 x 12 months
76	Manager Salaries-Hotel Director/manager		\$ 65,520	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$5,460 x 12 months
77	Janitor payroll		\$ 47,840	Responsible for building cleaning up, includes holidays/overtime coverage	\$3,987 x 12 months
78	Janitor Contract-Regular/Extra Services		\$ 23,500	Responsible for building cleaning up, place trash bins	\$1,958 x 12 months
79	Repairs Payroll		\$ 54,080	Responsible for repair and maintenance of the building	\$4,507 x 12 months
80	Benefits		\$ 132,412	% based from personnel from above	\$11,034 x 12 months
81	CODB (to be allocated)		\$ 48,184	4.75% Cost of doing business on GF and CNC funding for FY 24	4.75%
82	Prop C COLA		\$ 4,927	3% Cost of Living Adjustment (COLA) on Prop C funding for FY24	3.00%
83	One-Time Carryforward		\$ -		
84	Adjustment to Actuals		\$ -		
85					
86	TOTAL OTHER EXPENSES		\$ 982,967		
87					
88					
89	Capital Expenses		Amount	Justification	Calculation
91	Capital Needs - Fire Escapes		\$ 5,000	Fire escape full safety inspection, rust removing, and repairs replacing nuts, bolts, and welding.	\$5,000
92	Capital Needs - Painting		\$ 18,000	Repaint all units within building	\$18,000
93	Capital Needs - Vanity Sinks		\$ 33,750	Replace vanity cabinets, sinks, ptrap, faucet, flange for unit sinks.	\$33,750
98	TOTAL CAPITAL EXPENSES		\$ 56,750		

	A	B	C	D	E	H	K	P	S	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	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Mentone - Property Management								
13		Current	New							
14	Term Budget	\$ 3,504,791	\$ 5,735,215	15%						
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17										
18		Year 1		Year 2	Year 3	Year 4	Year 5	All Years		
19		1/1/2021 - 6/30/2021		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025		
20		Actuals	Actuals	Actuals	New	New	New			
21	Expenditures									
22	Salaries & Benefits	\$ -	\$ -	\$ 29,897	\$ 29,074	\$ 29,074	\$ 88,046			
23	Operating Expenses	\$ 200,051	\$ 386,374	\$ 599,977	\$ 455,162	\$ 455,162	\$ 2,096,726			
24	Subtotal	\$ 200,051	\$ 386,374	\$ 629,874	\$ 484,236	\$ 484,236	\$ 2,184,772			
25	Indirect Percentage	12.00%	12.00%	12.00%	12.00%	12.00%				
26	Indirect Cost (Line 24 X Line 25)	\$ 24,006	\$ 46,365	\$ 75,585	\$ 58,108	\$ 58,108	\$ 262,172			
27	Other Expenses (Not subject to indirect %)	\$ 440,060	\$ 833,851	\$ 966,634	\$ 894,450	\$ 894,450	\$ 4,029,445			
28	Capital Expenditure	\$ -	\$ 14,370	\$ -	\$ 40,720	\$ -	\$ 55,090			
30	Total Expenditures	\$ 664,117	\$ 1,280,960	\$ 1,672,092	\$ 1,477,514	\$ 1,436,794	\$ 6,531,477			
31										
32	HSH Revenues									
33	CNC Fund	\$ 420,301	\$ 967,590	\$ 990,438	\$ 1,018,456	\$ 1,018,456	\$ 4,415,241			
34	CNC Fund - CODB	\$ -	\$ -	\$ -	\$ 48,377	\$ 48,377	\$ 96,754			
36	General Fund - Ongoing	\$ 78,007	\$ 49,171	\$ 106,310	\$ 78,292	\$ 78,292	\$ 390,072			
37	General Fund - CODB	\$ -	\$ -	\$ -	\$ 3,719	\$ 3,719	\$ 7,438			
38	General Fund - One-Time	\$ -	\$ -	\$ -	\$ 40,720	\$ -	\$ 40,720			
39	Prop C	\$ -	\$ 153,417	\$ 157,475	\$ 157,475	\$ 157,475	\$ 625,842			
40	Prop C - COLA	\$ -	\$ -	\$ -	\$ 4,724	\$ 4,724	\$ 9,448			
41	Prop C - One-Time Carryforward	\$ -	\$ (67,418)	\$ 67,418	\$ -	\$ -	\$ -			
42	One-Time Transfer	\$ -	\$ -	\$ 149,700	\$ -	\$ -	\$ 149,700			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46	Total HSH Revenues	\$ 498,308	\$ 1,102,760	\$ 1,471,341	\$ 1,351,763	\$ 1,311,043	\$ 5,735,215			
47	Other Revenues									
48	Rental Income	\$ 165,809	\$ 178,200	\$ 200,751	\$ 125,751	\$ 125,751	\$ 796,262			
53	Total Other Revenues	\$ 165,809	\$ 178,200	\$ 200,751	\$ 125,751	\$ 125,751	\$ 796,262			
54										
55	Total HSH + Other Revenues	\$ 664,117	\$ 1,280,960	\$ 1,672,092	\$ 1,477,514	\$ 1,436,794	\$ 6,531,477			
58										
59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	Email	tluong@ecs-sf.org								

	A	B	Q	T	U	X	AA	AD	AE	AH	AK	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	Housing First Hotels CNC																							
6	FSP Contract ID#	1000019778																							
7	Budget Name	Mentone - Property Management																							
8																									
9																									
10																									
11																									
12	POSITION TITLE																								
13	Sr. Director/Housing Dev & Asset Mgmt.	\$	162,791	0.02	\$	2,605	\$164,299	0.02	\$	2,629	\$	164,299	0.02	\$	2,629	\$	3,492	\$	4,370	\$	7,862				
14	Asset Manager-Master Leased Operations	\$	118,393	0.17	\$	19,736	\$118,393	0.17	\$	19,736	\$	118,393	0.17	\$	19,736	\$	26,595	\$	32,614	\$	59,208				
34		TOTAL SALARIES		\$	22,341		TOTAL SALARIES		\$	22,365		TOTAL SALARIES		\$	22,365		\$	30,087		\$	36,984		\$	67,071	
35		TOTAL FTE		0.18		TOTAL FTE		0.18		TOTAL FTE		0.18													
36		FRINGE BENEFIT RATE		33.82%		FRINGE BENEFIT RATE		30.00%		FRINGE BENEFIT RATE		30.00%													
37		EMPLOYEE FRINGE BENEFITS		\$ 7,556		EMPLOYEE FRINGE BENEFITS		\$ 6,709		EMPLOYEE FRINGE BENEFITS		\$ 6,709		\$ 10,267		\$ 10,708		\$ 20,975							
38		TOTAL SALARIES & BENEFITS		\$ 29,897		TOTAL SALARIES & BENEFITS		\$ 29,074		TOTAL SALARIES & BENEFITS		\$ 29,074		\$ 40,354		\$ 47,691		\$ 88,046							

	A	B	C	F	I	N	Q	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	Housing First Hotels CNC						
6	FSP Contract ID#	1000019778						
7	Budget Name	Mentone - Property Management						
8						EXTENSION YEAR	EXTENSION YEAR	
9			Year 1	Year 2	Year 3	Year 4	Year 5	All Years
10			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
11			Actuals	Actuals	Actuals	New	New	New
12	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 95,230	\$ 189,870	\$ 239,538	\$ 192,585	\$ 192,585	\$ 909,808
15	Office Expenses/ Postage		\$ 6,720	\$ 14,308	\$ 11,008	\$ 4,808	\$ 4,808	\$ 41,652
16	Building Maintenance Supplies and Repair		\$ 42,037	\$ 77,440	\$ 238,097	\$ 152,440	\$ 152,440	\$ 662,454
17	Printing and Reproduction				\$ 500	\$ 1,000	\$ 1,000	\$ 2,500
19	Staff Training/Meeting Supplies				\$ 400	\$ 1,000	\$ 1,000	\$ 2,400
22	Management/Booking Fees		\$ 28,764	\$ 57,528	\$ 57,528	\$ 57,529	\$ 57,529	\$ 258,878
23	Legal Fee		\$ 14,800	\$ 22,229	\$ 19,106	\$ 13,300	\$ 13,300	\$ 82,735
24	Cable TV				\$ 1,800	\$ 1,200	\$ 1,200	\$ 4,200
25	Wire /Website support processing fee/adm misc.				\$ 1,500	\$ 1,000	\$ 1,000	\$ 3,500
26	Payroll Processing Fee				\$ 4,800	\$ 4,800	\$ 4,800	\$ 14,400
27	Renting Fee				\$ 700	\$ 500	\$ 500	\$ 1,700
37	Subcontractors							
38	Office Salaries-Desk Clerks/contract (first \$25k)		\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 112,500
39								\$ -
43	TOTAL OPERATING EXPENSES		\$ 200,051	\$ 386,374	\$ 599,977	\$ 455,162	\$ 455,162	\$ 2,096,726
44								
45	Other Expenses (not subject to indirect cost %)							
47	Rental of Property		\$ 192,529	\$ 391,010	\$ 398,830	\$ 398,830	\$ 398,830	\$ 1,780,029
48	Office Salaries-Desk Clerks/contract		\$ 81,223	\$ 222,445	\$ 257,900	\$ 173,514	\$ 173,514	\$ 908,596
49	Manager Salaries-Hotel Director/manager		\$ 29,120	\$ 68,240	\$ 38,252	\$ 61,152	\$ 61,152	\$ 257,916
50	Janitor Contract-Regular/Extra Services		\$ 43,714	\$ 80,000	\$ 83,940	\$ 57,840	\$ 57,840	\$ 323,334
51	Repairs Payroll		\$ 23,920	\$ 47,840	\$ 42,000	\$ 52,000	\$ 52,000	\$ 217,760
52	Benefits		\$ 41,547	\$ 91,734	\$ 78,294	\$ 94,294	\$ 94,294	\$ 400,163
53	One-Time Carryforward			\$ (67,418)	\$ 67,418			\$ -
54	CODB (to be allocated)		\$ 28,007			\$ 52,096	\$ 52,096	\$ 132,199
55	Prop C COLA					\$ 4,724	\$ 4,724	\$ 9,448
56	TOTAL OTHER EXPENSES		\$ 440,060	\$ 833,851	\$ 966,634	\$ 894,450	\$ 894,450	\$ 4,029,445
57								
58	Capital Expenses							
59	Leak Repairs			\$ 14,370				\$ 14,370
60	Capital Needs - Microwaves					\$ 1,020		\$ 1,020
61	Capital Needs - Plumbing Evaluation					\$ 5,000		\$ 5,000
62	Capital Needs - Pest Management					\$ 7,500		\$ 7,500
63	Capital Needs - Bathroom Exhaust Fans					\$ 27,200		\$ 27,200
65								
66	TOTAL CAPITAL EXPENSES		\$ -	\$ 14,370	\$ -	\$ 40,720	\$ -	\$ 55,090

	A	B	C	D	E
1	BUDGET NARRATIVE		Fiscal Year		
2	Mentone - Property Management	FY23-24			
3	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$ 2,629	Develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$162,791 x 0.02 FTE
4	Asset Manager-Master Leased Operations	0.17	\$ 19,736	Provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$118,393 x 0.17 FTE
27	TOTAL	0.18	\$ 22,365		
28	Employee Fringe Benefits	0.30	\$ 6,709	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 29,074		
30					
31	Operating Expenses	Budgeted Expense		Justification	Calculation
	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 192,585	Utilities (electricity, water, gas, telephone and scavenger service):		\$16,049 x 12 months
33	Office Expenses/ Postage	\$ 4,808	PM office supplies are including on site supplies		\$401 x 12 months
35	Building Maintenance Supplies and Repair	\$ 152,440	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc..		\$12,703 x 12 months
36	Printing and Reproduction	\$ 1,000	Covers copier usage		\$83 x 12 months
38	Staff Training/Meeting Supplies	\$ 1,000	Covers staff training and meeting snack and supplies		\$83 x 12 months
41	Management/Booking Fees	\$ 57,529	Property management for 68 units @ \$ 63.00 PUPM, and bookkeeping fees \$ 9.50 PUPM		\$4,794 x 12 months
42	Legal Fee	\$ 13,300	Property Management legal expenses and credit report		\$1,108 x 12 months
43	Cable TV	\$ 1,200	Direct TV monthly fee		\$100 x 12 months
44	Wire /Website support processing fee/adm misc.	\$ 1,000	Covers bank wire and website support fee		\$83 x 12 months
45	Payroll Processing Fee	\$ 4,800	Covers monthly payroll fee		\$400 x 12 months
46	Renting Fee	\$ 500	Covers Tenant background check		\$42 x 12 months
56	Subcontractors				
57	Office Salaries-Desk Clerks/contract (first \$25k)	\$ 25,000	First \$25k of Caritas Management Corporation's suncontracted services that'seligible for Indirect Cost Rate		\$25,000
62	TOTAL OPERATING EXPENSES	\$ 455,162			
63	Indirect Cost	12.0%	\$ 58,108		
64					
65					
66	Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation	
68	Rental of Property	\$ 398,830	The lease is written for 71 units @32,088 per month for 12 months	\$33,236 x 12 months	
69	Office Salaries-Desk Clerks/contract	\$ 173,514	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage	\$16,543 x 12 months	
70	Manager Salaries-Hotel Director/manager	\$ 61,152	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$5,096 x 12 months	
71	Janitor Contract-Regular/Extra Services	\$ 57,840	Regular Services, place trash bins	\$4,820 x 12 months	
72	Repairs Payroll	\$ 52,000	Responsible for repair and maintenance of the building	\$4,333 x 12 months	
73	Benefits	\$ 94,294	% based on personnel payroll above	\$7,858 x 12 months	
75	CODB (to be allocated)	\$ 52,096	4.75% Cost of doing business on GF and CNC funding for FY 24	4.75%	
76	Prop C COLA	\$ 4,724	3% Cost of Living Adjustment (COLA) on Prop C funding for FY24	3.00%	
77	TOTAL OTHER EXPENSES	\$ 894,450			
78					
79					
80	Capital Expenses	Amount	Justification	Calculation	
82	Capital Needs - Microwaves	\$ 1,020	To purchase microaves for community usage for all tenants within the building.	\$1,020	
83	Capital Needs - Plumbing Evaluation	\$ 5,000	Inspection and analysis by a plumbing engineer.	\$5,000	
84	Capital Needs - 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	
85	Capital Needs - Bathroom Exhaust Fans	\$ 27,200	Replacement of bathroom exhaust fans total of 68 units @ \$400 each. Supporting better ventilation inside units when utilizing bathroom.	\$400 x 68 units	
88					
89	TOTAL CAPITAL EXPENSES	\$ 40,720			

	A	B	C	D	E	H	K	P	S	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	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Alder - Support Services								
13		Current	New	15%						
14	Term Budget	\$ 1,340,843	\$ 2,438,325							
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17					EXTENSION YEAR		EXTENSION YEAR			
18					Year 1	Year 2	Year 3	Year 4	Year 5	All Years
19					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
20					Actuals	Actuals	Actuals	New	New	New
21	Expenditures									
22	Salaries & Benefits				\$ 157,907	\$ 372,980	\$ 344,709	\$ 512,262	\$ 512,262	\$ 1,900,120
23	Operating Expenses				\$ 18,559	\$ 41,402	\$ 56,714	\$ 48,806	\$ 48,806	\$ 214,287
24	Subtotal				\$ 176,466	\$ 414,382	\$ 401,423	\$ 561,068	\$ 561,068	\$ 2,114,407
25	Indirect Percentage				12.00%	12.00%	12.00%	12.00%	12.00%	
26	Indirect Cost (Line 24 X Line 25)				\$ 21,176	\$ 49,732	\$ 48,171	\$ 67,328	\$ 67,328	\$ 253,735
27	Other Expenses (Not subject to indirect %)				\$ 36,523	\$ (26,039)	\$ -	\$ 29,849	\$ 29,849	\$ 70,182
30	Total Expenditures				\$ 234,165	\$ 438,076	\$ 449,594	\$ 658,245	\$ 658,245	\$ 2,438,325
31										
32	HSH Revenues									
33	CNC Fund				\$ 197,642	\$ 449,606	\$ 304,202	\$ 628,396	\$ 628,396	\$ 2,208,242
34	CNC Fund - CODB							\$ 29,849	\$ 29,849	\$ 59,698
35	General Fund - Ongoing - HSH Fund Supplement						\$ 193,911	\$ -	\$ -	\$ 193,911
36	General Fund - Ongoing				\$ 14,086	\$ 14,508	\$ 130,283	\$ -	\$ -	\$ 158,877
39	Prop C				\$ 22,440			\$ -	\$ -	\$ 22,440
42	One-Time Transfer						\$ (178,802)	\$ -	\$ -	\$ (178,802)
44	Adjustment to Actuals				\$ (3)	\$ (26,038)	\$ -	\$ -	\$ -	\$ (26,041)
46	Total HSH Revenues				\$ 234,165	\$ 438,076	\$ 449,594	\$ 658,245	\$ 658,245	\$ 2,438,325
55	Total HSH + Other Revenues				\$ 234,165	\$ 438,076	\$ 449,594	\$ 658,245	\$ 658,245	\$ 2,438,325
58										
59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	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	11/1/2023									
4	Provider Name	Episcopal Community Services									
5	Program	Housing First Hotels CNC									
6	FSP Contract ID#	1000019778									
7	Budget Name	Alder - Support Services									
8											
9											
10			Year 1			Year 2			Year 3		
11			Agency Totals	For HSH Funded Program	1/1/2021 - 6/30/2021 Current	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022 Current	Agency Totals	For HSH Funded Progarm	7/1/2022 - 6/30/2023 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	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
12	POSITION TITLE										
13	Support Services Manager - H10		\$ 78,361	0.91	\$ 25,654	\$ 80,617	0.91	\$ 73,361	\$ 94,740	0.87	\$ 82,740
14	Case Manager III - H40		\$ 52,311	0.91	\$ 23,802	\$ 54,164	0.91	\$ 49,289	\$ 60,175	0.22	\$ 13,175
15	Case Manager III - H91		\$ 51,123	0.90	\$ 12,972	\$ 51,629	0.91	\$ 36,982	\$ 52,369	0.69	\$ 36,369
16	Case Manager III Bilingual - H112		\$ 59,081	0.90	\$ 31,531	\$ 61,156	0.91	\$ 55,652	\$ 71,691	0.93	\$ 66,691
17	Database Specialist & Compliance Monitor - H51		\$ 63,016	0.06	\$ 2,025	\$ 63,016	0.06	\$ 4,049	\$ 75,014	0.05	\$ 3,751
18	Database Specialist & Compliance Monitor - H107		\$ 50,425	0.06	\$ 1,620	\$ 62,264	0.06	\$ 4,001	\$ 71,259	0.05	\$ 3,563
19	Clinical Services Mgr - H6		\$ 78,900	0.03	\$ 1,268	\$ 78,900	0.03	\$ 2,535	\$ 93,394	0.03	\$ 2,335
20	Director of Impact & Analytics - A83		\$ 116,640	0.02	\$ 1,207	\$ 127,433	0.02	\$ 2,638	\$ 147,958	0.02	\$ 2,249
21	Director of Healthy Aging - SN34		\$ 120,235	0.01	\$ 812	\$ 120,235	0.01	\$ 1,623	\$ 152,077	0.01	\$ 1,901
22	Case Manager I - H201			0.00			0.00		\$ 58,464	0.20	\$ 11,985
23	Housing Services Sr. Director - H5		\$ 135,792	0.06	\$ 4,403	\$ 145,975	0.07	\$ 10,423	\$ 171,627	0.05	\$ 8,581
24	Direct Support for Housing Services Director - HA2		\$ 94,383	0.13	\$ 6,069	\$ 94,383	0.17	\$ 15,734	\$ 118,120	0.17	\$ 19,691
25	Compliance Specialist - H106		\$ 64,999	0.06	\$ 2,088	\$ 64,999	0.06	\$ 4,177	\$ 78,883	0.11	\$ 8,362
26	Housing Services Director			0.00			0.00		\$ 140,602	0.03	\$ 3,937
27	Asset Manager-Master Leased Operations		\$ 84,296	0.15	\$ 6,335	\$ 105,076	0.17	\$ 17,516	\$ -	0.00	\$ -
28	Sr. Director/Housing Dev & Asset Mgmt.		\$ 144,196	0.01	\$ 1,038	\$ 140,538	0.02	\$ 2,249	\$ -	0.00	\$ -
34			TOTAL SALARIES		\$ 120,825	TOTAL SALARIES		\$ 280,230	TOTAL SALARIES		\$ 265,330
35			TOTAL FTE	4.24		TOTAL FTE	4.32		TOTAL FTE	3.43	
36			FRINGE BENEFIT RATE		30.69%	FRINGE BENEFIT RATE		33.10%	FRINGE BENEFIT RATE		29.92%
37			EMPLOYEE FRINGE BENEFITS		\$ 37,082	EMPLOYEE FRINGE BENEFITS		\$ 92,751	EMPLOYEE FRINGE BENEFITS		\$ 79,379
38			TOTAL SALARIES & BENEFITS		\$ 157,907	TOTAL SALARIES & BENEFITS		\$ 372,980	TOTAL SALARIES & BENEFITS		\$ 344,709

	A	B	X	AA	AD	AE	AH	AK	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	Housing First Hotels CNC									
6	F\$P Contract ID#	1000019778									
7	Budget Name	Alder - Support Services									
8											
9											
10			EXTENSION YEAR			EXTENSION YEAR					
11											
12	POSITION TITLE										
13	Support Services Manager - H10		\$ 94,490	1.00	\$ 94,490	\$ 94,490	1.00	\$ 94,490	\$ 214,040	\$ 156,696	\$ 370,736
14	Case Manager III - H40		\$ 64,206	1.00	\$ 64,206	\$ 64,206	1.00	\$ 64,206	\$ 106,772	\$ 107,906	\$ 214,678
15	Case Manager III - H91		\$ 59,926	1.00	\$ 59,926	\$ 59,926	1.00	\$ 59,926	\$ 104,169	\$ 102,006	\$ 206,176
16	Case Manager III Bilingual - H112		\$ 69,621	1.00	\$ 69,621	\$ 69,621	1.00	\$ 69,621	\$ 178,305	\$ 114,812	\$ 293,117
17	Database Specialist & Compliance Monitor - H51		\$ 74,779	0.05	\$ 3,739	\$ 74,779	0.05	\$ 3,739	\$ 11,103	\$ 6,200	\$ 17,303
18	Database Specialist & Compliance Monitor - H107		\$ 71,847	0.05	\$ 3,592	\$ 71,847	0.05	\$ 3,592	\$ 10,398	\$ 5,971	\$ 16,369
19	Clinical Services Mgr - H6		\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 6,933	\$ (796)	\$ 6,137
20	Director of Impact & Analytics - A83		\$ 150,884	0.02	\$ 2,293	\$ 150,884	0.02	\$ 2,293	\$ 6,860	\$ 3,821	\$ 10,681
21	Director of Healthy Aging - SN34		\$ 151,580	0.01	\$ 1,895	\$ 151,580	0.01	\$ 1,895	\$ 4,984	\$ 3,142	\$ 8,125
22	Case Manager I - H201		\$ 59,926	0.75	\$ 44,945	\$ 59,926	0.75	\$ 44,945	\$ 26,927	\$ 74,947	\$ 101,874
23	Housing Services Sr. Director - H5		\$ 171,082	0.05	\$ 8,554	\$ 171,082	0.05	\$ 8,554	\$ 26,332	\$ 14,184	\$ 40,516
24	Direct Support for Housing Services Director - HA2		\$ 117,738	0.17	\$ 19,627	\$ 117,738	0.17	\$ 19,627	\$ 48,203	\$ 32,544	\$ 80,747
25	Compliance Specialist - H106		\$ 78,631	0.11	\$ 8,335	\$ 78,631	0.11	\$ 8,335	\$ 17,476	\$ 13,820	\$ 31,297
26	Housing Services Director		\$ 140,602	0.03	\$ 3,937	\$ 140,602	0.03	\$ 3,937	\$ 5,278	\$ 6,532	\$ 11,811
27	Asset Manager-Master Leased Operations		\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851
28	Sr. Director/Housing Dev & Asset Mgmt.		\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 3,287	\$ -	\$ 3,287
34			TOTAL SALARIES		\$ 385,160	TOTAL SALARIES		\$ 385,160	\$ 794,919	\$ 641,785	\$ 1,436,704
35			TOTAL FTE		5.23	TOTAL FTE		5.23			
36			FRINGE BENEFIT RATE		33.00%	FRINGE BENEFIT RATE		33.00%			
37			EMPLOYEE FRINGE BENEFITS		\$ 127,103	EMPLOYEE FRINGE BENEFITS		\$ 127,103	\$ 259,306	\$ 204,111	\$ 463,417
38			TOTAL SALARIES & BENEFITS		\$ 512,262	TOTAL SALARIES & BENEFITS		\$ 512,262	\$ 1,054,225	\$ 845,896	\$ 1,900,120

	A	B	C	F	I	N	Q	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	Housing First Hotels CNC						
6	FSP Contract ID#	1000019778						
7	Budget Name	Alder - Support Services						
8			EXTENSION YEAR EXTENSION YEAR					
9			Year 1	Year 2	Year 3	Year 4	Year 5	All Years
10			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
11			Actuals	Actuals	Actuals	New	New	New
12	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 2,760	\$ 8,844	\$ 10,262	\$ 11,762	\$ 11,762	\$ 45,390
15	Office Supplies/Furniture/Equipment		\$ 1,450	\$ 2,900	\$ 3,234	\$ 3,234	\$ 3,234	\$ 14,052
17	Printing and Reproduction		\$ 1,530	\$ 4,020	\$ 6,520	\$ 7,173	\$ 7,173	\$ 26,416
18	Insurance		\$ 4,297	\$ 8,593	\$ 12,793	\$ 12,392	\$ 12,392	\$ 50,467
19	Staff Training		\$ 1,172	\$ 2,343	\$ 2,843	\$ 2,343	\$ 2,343	\$ 11,044
22	Recruitment Fee				\$ 9,360	\$ -	\$ -	\$ 9,360
24	Licenses and Fees		\$ 290	\$ 580	\$ 580	\$ 580	\$ 580	\$ 2,610
25	Food and Food supplies		\$ 3,535	\$ 7,070	\$ 7,070	\$ 7,270	\$ 7,270	\$ 32,215
26	Program Supplies		\$ 3,526	\$ 7,052	\$ 4,052	\$ 4,052	\$ 4,052	\$ 22,734
50	TOTAL OPERATING EXPENSES		\$ 18,559	\$ 41,402	\$ 56,714	\$ 48,806	\$ 48,806	\$ 214,287
51								
52	Other Expenses (not subject to indirect cost %)							
53	CODB (to be allocated)		\$ 14,086			\$ 29,849	\$ 29,849	\$ 73,784
54	One-Time Prop C Bonus Pay		\$ 22,440			\$ -	\$ -	\$ 22,440
55	Adjustment to Actuals		\$ (3)	\$ (26,039)	\$ -	\$ -	\$ -	\$ (26,042)
65								
66	TOTAL OTHER EXPENSES		\$ 36,523	\$ (26,039)	\$ -	\$ 29,849	\$ 29,849	\$ 70,182
76								

	A	B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Alder - Support Services	FY23-24			
		<u>Adjusted</u>			
		<u>Budgeted</u>	<u>Budgeted</u>		
3	Salaries & Benefits	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
	Support Services Manager - H10	1.00	\$ 94,490	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$94,490 x 1 FTE
4					
	Case Manager III - H40	1.00	\$ 64,206	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,206 x 1 FTE
5					
	Case Manager III - H91	1.00	\$ 59,926	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$59,926 x 1 FTE
6					
	Case Manager III Bilingual - H112	1.00	\$ 69,621	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$69,621 x 1 FTE
7					
8	Database Specialist & Compliance Monitor - H51	0.05	\$ 3,739	Evaluates HSH contract compliance; conducts resident chart reviews;	\$74,779 x 0.05 FTE
9	Database Specialist & Compliance Monitor - H107	0.05	\$ 3,592	Provides staff training on department protocols and procedures;	\$71,847 x 0.05 FTE
	Director of Impact & Analytics - A83	0.02	\$ 2,293	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.	\$150,884 x 0.02 FTE
11					
	Director of Healthy Aging - SN34	0.01	\$ 1,895	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	\$151,580 x 0.01 FTE
12					
	Case Manager I - H201	0.75	\$ 44,945	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$59,926 x 0.75 FTE
13					
	Housing Services Sr. Director - H5	0.05	\$ 8,554	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages	\$171,082 x 0.05 FTE
14					
	Direct Support for Housing Services Director - HA2	0.17	\$ 19,627	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	\$117,738 x 0.17 FTE
15					
	Compliance Specialist - H106	0.11	\$ 8,335	Provides staff training on department protocols and procedures;	\$78,631 x 0.11 FTE
16					
	Housing Services Director	0.03	\$ 3,937	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$140,602 x 0.03 FTE
17					
28	TOTAL	5.23	\$ 385,160		
29	Employee Fringe Benefits	33.00%	\$ 127,103	Includes FICA, SSUI, Workers Compensation and Medical calculated at 33% of total salaries.	
30	TOTAL SALARIES & BENEFITS		\$ 512,262		

High Envelope ID: 48160XN7-2776-4166 ADE0-D76D63C61667

	A	B	C	D	E																																												
1	BUDGET NARRATIVE		Fiscal Year																																														
2	Alder - Support Services		FY23-24																																														
31																																																	
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86																																																	
87																																																	

	A	B	C	D	E	H	K	P	S	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	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Crosby - Support Services								
13		Current	New	15%						
14	Term Budget	\$ 1,675,692	\$ 3,036,197							
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17										
18										
19										
20										
21	Expenditures									
22	Salaries & Benefits	\$ 218,676	\$ 442,085	\$ 434,306	\$ 633,220	\$ 633,220	\$ 2,361,507			
23	Operating Expenses	\$ 19,906	\$ 44,838	\$ 52,589	\$ 62,402	\$ 62,402	\$ 242,137			
24	Subtotal	\$ 238,581	\$ 486,923	\$ 486,895	\$ 695,622	\$ 695,622	\$ 2,603,644			
25	Indirect Percentage	12.00%	12.00%	12.00%	12.00%	12.00%				
26	Indirect Cost (Line 24 X Line 25)	\$ 28,630	\$ 58,428	\$ 58,427	\$ 83,475	\$ 83,475	\$ 312,434			
27	Other Expenses (Not subject to indirect %)	\$ 46,105	\$ -	\$ -	\$ 37,007	\$ 37,007	\$ 120,119			
30	Total Expenditures	\$ 313,317	\$ 545,350	\$ 545,322	\$ 816,104	\$ 816,104	\$ 3,036,197			
31										
32	HSR Revenues									
33	CNC Fund	\$ 267,212	\$ 526,845	\$ 452,881	\$ 779,097	\$ 779,097	\$ 2,805,132			
34	CNC Fund - CODB				\$ 37,007	\$ 37,007	\$ 74,014			
35	General Fund - Ongoing - HSR Fund Supplement			\$ 182,470	\$ -	\$ -	\$ 182,470			
36	General Fund - Ongoing	\$ 17,966	\$ 18,505	\$ 143,746	\$ -	\$ -	\$ 180,217			
39	Prop C	\$ 28,139			\$ -	\$ -	\$ 28,139			
42	One-Time Transfer			\$ (233,775)	\$ -	\$ -	\$ (233,775)			
46	Total HSR Revenues	\$ 313,317	\$ 545,350	\$ 545,322	\$ 816,104	\$ 816,104	\$ 3,036,197			
47	Other Revenues									
53	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
54										
55	Total HSR + Other Revenues	\$ 313,317	\$ 545,350	\$ 545,322	\$ 816,104	\$ 816,104	\$ 3,036,197			
58										
59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	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	11/1/2023									
4	Provider Name	Episcopal Community Services									
5	Program	Housing First Hotels CNC									
6	F\$P Contract ID#	1000019778									
7	Budget Name	Crosby - Support Services									
8											
9											
10											
11											
12											

	A	B	X	AA	AD	AE	AH	AK	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	Housing First Hotels CNC									
6	FSP Contract ID#	1000019778									
7	Budget Name	Crosby - Support Services									
8											
9											
10											
11											
12											
13	POSITION TITLE		EXTENSION YEAR			EXTENSION YEAR					
14	Support Services Manager (SS) - H70		Year 4			Year 5			All Years		
15	Case Manager III (SS) - H95		Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024 New	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025 New	1/1/2021 - 2/29/2024 Current	1/1/2021 - 6/30/2025 Amendment	1/1/2021 - 6/30/2025 New
16	Case Manager III (SS) - H42		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	Case Manager III (SS) - H63		\$ 96,940	1.00	\$ 96,940	\$ 96,940	1.00	\$ 96,940	\$ 213,792	\$ 161,578	\$ 375,370
18	Case Manager III (SS) - OPEN H43		\$ 84,198	1.00	\$ 84,198	\$ 84,198	1.00	\$ 84,198	\$ 215,857	\$ 139,755	\$ 355,612
19	Database Specialist & Compliance Monitor - H51		\$ 64,519	1.00	\$ 64,519	\$ 64,519	1.00	\$ 64,519	\$ 126,448	\$ 108,943	\$ 235,391
20	Database Specialist & Compliance Monitor - H107		\$ 64,519	1.00	\$ 64,519	\$ 64,519	1.00	\$ 64,519	\$ 134,878	\$ 109,910	\$ 244,788
21	Clinical Services Manager - H6		\$ 64,519	1.00	\$ 64,519	\$ 64,519	1.00	\$ 64,519	\$ 112,331	\$ 105,477	\$ 217,808
22	Director of Impact & Analytics - A83		\$ 75,143	0.06	\$ 4,829	\$ 75,143	0.06	\$ 4,829	\$ 12,538	\$ 8,014	\$ 20,552
23	Director of Healthy Aging - SN34		\$ 72,197	0.06	\$ 4,639	\$ 72,197	0.06	\$ 4,639	\$ 11,000	\$ 7,719	\$ 18,718
24	Case Manager		\$ 85,682	0.03	\$ 2,753	\$ 85,682	0.03	\$ 2,753	\$ 7,494	\$ 4,568	\$ 12,061
25	Housing Services Sr. Director - H5		\$ 151,620	0.02	\$ 3,139	\$ 151,620	0.02	\$ 3,139	\$ 7,952	\$ 5,233	\$ 13,185
26	Direct Support for Housing Srvc Director - H117		\$ 152,319	0.01	\$ 2,056	\$ 152,319	0.01	\$ 2,056	\$ 5,188	\$ 3,413	\$ 8,600
27	Compliance Specialist - H106		\$ 60,218	0.60	\$ 36,131	\$ 60,218	0.60	\$ 36,131	\$ 27,032	\$ 60,308	\$ 87,340
28	Housing Services Director		\$ 171,917	0.07	\$ 12,275	\$ 171,917	0.07	\$ 12,275	\$ 31,256	\$ 20,374	\$ 51,630
29	Project Manager		\$ 118,312	0.17	\$ 19,723	\$ 118,312	0.17	\$ 19,723	\$ 48,200	\$ 32,735	\$ 80,936
30	Sr. Director/Housing Dev & Asset Mgmt.		\$ 79,015	0.11	\$ 8,376	\$ 79,015	0.11	\$ 8,376	\$ 17,476	\$ 13,902	\$ 31,378
35			\$ 140,602	0.03	\$ 3,937	\$ 140,602	0.03	\$ 3,937	\$ 5,279	\$ 6,532	\$ 11,811
36			\$ 118,393	0.00	\$ -	\$ 118,393	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851
37			\$ 164,299	0.00	\$ -	\$ 164,299	0.00	\$ -	\$ 3,287	\$ -	\$ 3,287
38			TOTAL SALARIES		\$ 472,552	TOTAL SALARIES		\$ 472,552	\$ 1,003,859	\$ 788,460	\$ 1,792,319
39			TOTAL FTE		6.17	TOTAL FTE		6.17			
			FRINGE BENEFIT RATE		34.00%	FRINGE BENEFIT RATE		34.00%			
			EMPLOYEE FRINGE BENEFITS		\$ 160,668	EMPLOYEE FRINGE BENEFITS		\$ 160,668	\$ 311,919	\$ 257,269	\$ 569,188
			TOTAL SALARIES & BENEFITS		\$ 633,220	TOTAL SALARIES & BENEFITS		\$ 633,220	\$ 1,315,777	\$ 1,045,729	\$ 2,361,507

	A	B	C	F	I	N	Q	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	Housing First Hotels CNC						
6	FSP Contract ID#	1000019778						
7	Budget Name	Crosby - Support Services						
8			EXTENSION YEAR EXTENSION YEAR					
9			Year 1	Year 2	Year 3	Year 4	Year 5	All Years
10			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
11			Current	Current	Actuals	New	New	New
12	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 2,760	\$ 8,840	\$ 9,840	\$ 13,192	\$ 13,192	\$ 47,824
15	Office Supplies/ Furniture/ Equipment		\$ 1,683	\$ 3,366	\$ 5,366	\$ 6,498	\$ 6,498	\$ 23,411
17	Printing and Reproduction		\$ 1,792	\$ 5,290	\$ 6,426	\$ 7,451	\$ 7,451	\$ 28,410
18	Insurance		\$ 4,599	\$ 9,198	\$ 13,327	\$ 15,524	\$ 15,524	\$ 58,172
19	Staff Training		\$ 1,406	\$ 2,812	\$ 2,812	\$ 3,051	\$ 3,051	\$ 13,132
22	Program Supplies		\$ 3,711	\$ 7,422	\$ 3,922	\$ 4,251	\$ 4,251	\$ 23,557
23	Food and Food Supplies		\$ 3,605	\$ 7,210	\$ 10,310	\$ 12,157	\$ 12,157	\$ 45,439
24	Licenses and Fees		\$ 350	\$ 700	\$ 586	\$ 278	\$ 278	\$ 2,192
54								
55	TOTAL OPERATING EXPENSES		\$ 19,906	\$ 44,838	\$ 52,589	\$ 62,402	\$ 62,402	\$ 242,137
56								
57	Other Expenses (not subject to indirect cost %)							
58	CODB (to be allocated)		\$ 17,966			\$ 37,007	\$ 37,007	\$ 91,980
59	One-Time Prop C Bonus Pay		\$ 28,139			\$ -	\$ -	\$ 28,139
70								
71	TOTAL OTHER EXPENSES		\$ 46,105	\$ -	\$ -	\$ 37,007	\$ 37,007	\$ 120,119

A		B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Crosby - Support Services	FY23-24			
		<u>Adjusted</u>		<u>Justification</u>	
3	<u>Salaries & Benefits</u>	<u>Budgeted</u>	<u>Budgeted</u>		<u>Calculation</u>
		<u>FTE</u>	<u>Salary</u>		
4	Support Services Manager (SS) - H70	1.00	96,940.00	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$96,940 x 1 FTE
5	Case Manager III (SS) - H95	1.00	84,198.00	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$84,198 x 1 FTE
6	Case Manager III (SS) - H42	1.00	64,519.00	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 1 FTE
7	Case Manager III (SS) - H63	1.00	64,519.00	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 1 FTE
8	Case Manager III (SS) - OPEN H43	1.00	64,519.00	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 1 FTE
9	Database Specialist & Compliance Monitor - H51	0.06	4,828.69	Evaluates HSH contract compliance; conducts resident chart reviews;	\$75,143 x 0.06 FTE
10	Database Specialist & Compliance Monitor - H107	0.06	4,639.38	Provides staff training on department protocols and procedures;	\$72,197 x 0.06 FTE
11	Clinical Services Manager - H6	0.03	2,752.96	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	\$85,682 x 0.03 FTE
12	Director of Impact & Analytics - A83	0.02	3,138.53	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.	\$151,620 x 0.02 FTE
13	Director of Healthy Aging - SN34	0.01	2,056.31	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	\$152,319 x 0.01 FTE
14	Case Manager	0.60	36,130.80	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$60,218 x 0.6 FTE
15	Housing Services Sr. Director - H5	0.07	12,274.87	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages	\$171,917 x 0.07 FTE
16	Direct Support for Housing Srvc Director - H117	0.17	19,722.61	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	\$118,312 x 0.17 FTE
17	Compliance Specialist - H106	0.11	8,375.59	Provides staff training on department protocols and procedures;	\$79,015 x 0.11 FTE
18	Housing Services Director	0.03	3,936.86	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$140,602 x 0.03 FTE
27					
28	TOTAL	6.17	\$ 472,552		
29	Employee Fringe Benefits	34.00%	\$ 160,668	Includes FICA, SSUI, Workers Compensation and Medical calculated at 34% of total salaries.	
30	TOTAL SALARIES & BENEFITS		\$ 633,220		

	A	B	C	D	E
1	BUDGET NARRATIVE		Fiscal Year		
2	Crosby - Support Services	FY23-24			
31					
	Justification				
32	Operating Expenses	Budgeted Expense	Calculation		
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 13,192	Telecommunication, including Sonic and TPX	\$1,099 x 12 months	
35	Office Supplies/ Furniture/ Equipment	\$ 6,498	Support Service office supplies for program staff including materials used with participants and computers	\$542 x 12 months	
37	Printing and Reproduction	\$ 7,451	Leased copier	\$621 x 12 months	
38	Insurance	\$ 15,524	Liability and umbrella agency insurance prorated	\$1,294 x 12 months	
39	Staff Training	\$ 3,051	Training expenses, including meeting supplies and conference	\$234 x 12 months	
42	Program Supplies	\$ 4,251	Includes bus passes, program materials and snacks for resident activities,	\$354 x 12 months	
	Food and Food Supplies	\$ 12,157	Using the SF Food Bank, the food items will supplement residents' own arrangements	\$1,013 x 12 months	
43					
44	Licenses and Fees	\$ 278	Support Services license fees	\$23 x 12 months	
75	TOTAL OPERATING EXPENSES	\$ 62,402			
76	Indirect Cost	12.0%	\$ 83,475		
77					
78					
	Justification				
79	Other Expenses (not subject to indirect cost %)	Amount	Calculation		
80	CODB (to be allocated)	\$ 37,007	4.75% Cost of doing business for FY 24	4.75%	
92					
93	TOTAL OTHER EXPENSES	\$ 37,007			

	A	B	C	D	E	H	K	P	S	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	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Elm - Support Services								
13		Current	New	15%						
14	Term Budget	\$ 1,094,232	\$ 1,987,393							
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17										
18										
19										
20										
21	Expenditures									
22	Salaries & Benefits	\$ 133,279	\$ 300,687	\$ 272,674	\$ 422,071	\$ 422,071	\$ 1,550,783			
23	Operating Expenses	\$ 13,800	\$ 34,186	\$ 40,065	\$ 34,615	\$ 34,615	\$ 157,281			
24	Subtotal	\$ 147,079	\$ 334,873	\$ 312,739	\$ 456,686	\$ 456,686	\$ 1,708,063			
25	Indirect Percentage	12.00%	12.00%	12.00%	12.00%	12.00%				
26	Indirect Cost (Line 24 X Line 25)	\$ 17,649	\$ 40,187	\$ 37,529	\$ 54,802	\$ 54,802	\$ 204,970			
27	Other Expenses (Not subject to indirect %)	\$ 25,769	\$ -	\$ -	\$ 24,296	\$ 24,296	\$ 74,361			
30	Total Expenditures	\$ 190,498	\$ 375,060	\$ 350,267	\$ 535,784	\$ 535,784	\$ 1,987,393			
31										
32	HSH Revenues									
33	CNC Fund	\$ 164,729	\$ 362,825	\$ 280,408	\$ 511,488	\$ 511,488	\$ 1,830,938			
34	CNC Fund - CODB				\$ 24,296	\$ 24,296	\$ 48,592			
35	General Fund - Ongoing - HSH Fund Supplement			\$ 139,652	\$ -	\$ -	\$ 139,652			
36	General Fund - Ongoing	\$ 11,878	\$ 12,235	\$ 91,428	\$ -	\$ -	\$ 115,541			
39	Prop C	\$ 13,891			\$ -	\$ -	\$ 13,891			
42	One-Time Transfer			\$ (161,221)	\$ -	\$ -	\$ (161,221)			
45										
46	Total HSH Revenues	\$ 190,498	\$ 375,060	\$ 350,267	\$ 535,784	\$ 535,784	\$ 1,987,393			
54										
55	Total HSH + Other Revenues	\$ 190,498	\$ 375,060	\$ 350,267	\$ 535,784	\$ 535,784	\$ 1,987,393			
58										
59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	Email	luong@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	11/1/2023									
4	Provider Name	Episcopal Community Services									
5	Program	Housing First Hotels CNC									
6	FSP Contract ID#	1000019778									
7	Budget Name	Elm - Support Services									
8											
9											
10											
11											
12	POSITION TITLE										
13	Support Services Manager - H28	\$ 83,482	0.46	\$ 12,092	\$ 83,482	0.46	\$ 37,984	\$ 96,818	0.21	\$ 20,786	
14	Asst. Support Service Manager - H29	\$ 69,436	0.91	\$ 30,079	\$ 69,436	0.91	\$ 63,187	\$ 80,499	0.91	\$ 73,499	
15	Case Manager III, Bilingual - H30	\$ 58,529	0.90	\$ 26,338	\$ 58,529	0.90	\$ 52,676	\$ 65,772	0.46	\$ 30,186	
16	Case Manager III - H65	\$ 53,776	0.45	\$ 12,116	\$ 53,776	0.45	\$ 10,231	\$ 57,285	0.38	\$ 21,512	
17	Database Specialist & Compliance Monitor - H51	\$ 63,016	0.06	\$ 2,025	\$ 63,016	0.06	\$ 4,049	\$ 75,014	0.06	\$ 4,820	
18	Database Specialist & Compliance Monitor - H107	\$ 50,425	0.06	\$ 1,620	\$ 50,425	0.06	\$ 3,240	\$ 71,259	0.06	\$ 4,579	
19	Clinical Services Manager - H6	\$ 78,900	0.03	\$ 1,268	\$ 78,900	0.03	\$ 2,535	\$ 85,692	0.03	\$ 2,753	
20	Director of Impact & Analytics - A88	\$ 116,640	0.02	\$ 1,207	\$ 127,433	0.02	\$ 2,638	\$ 147,958	0.02	\$ 3,063	
21	Director of Healthy Aging - SN34	\$ 120,235	0.01	\$ 812	\$ 120,235	0.01	\$ 1,623	\$ 152,077	0.01	\$ 2,053	
22	Housing Services Sr. Director - H5	\$ 135,792	0.06	\$ 4,403	\$ 145,975	0.07	\$ 10,423	\$ 171,627	0.07	\$ 12,254	
23	Associate. Direct Support for Housing Services Director - HA2	\$ 94,383	0.13	\$ 6,069	\$ 94,383	0.17	\$ 15,734	\$ 118,120	0.17	\$ 19,691	
24	Compliance Specialist - H106	\$ 64,999	0.06	\$ 2,088	\$ 64,999	0.06	\$ 4,177	\$ 78,883	0.10	\$ 7,888	
25	Housing Services Director		0.00			0.00		\$ 140,606	0.06	\$ 7,874	
26	Project Manager	\$ 84,296	0.15	\$ 6,335	\$ 105,076	0.17	\$ 17,516	\$ 118,393	0.00	\$ -	
27	Director/Housing Dev & Asset Mgmt.	\$ 144,196	0.01	\$ 1,038	\$ 140,538	0.02	\$ 2,249	\$ -	0.00	\$ -	
34		TOTAL SALARIES		\$ 107,491	TOTAL SALARIES		\$ 228,262	TOTAL SALARIES		\$ 210,959	
35		TOTAL FTE	3.33		TOTAL FTE	3.40		TOTAL FTE	2.55		
36		FRINGE BENEFIT RATE		23.99%	FRINGE BENEFIT RATE		31.73%	FRINGE BENEFIT RATE		29.25%	
37		EMPLOYEE FRINGE BENEFITS		\$ 25,789	EMPLOYEE FRINGE BENEFITS		\$ 72,425	EMPLOYEE FRINGE BENEFITS		\$ 61,715	
38		TOTAL SALARIES & BENEFITS		\$ 133,279	TOTAL SALARIES & BENEFITS		\$ 300,687	TOTAL SALARIES & BENEFITS		\$ 272,674	

	A	B	X	AA	AD	AE	AH	AK	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	Housing First Hotels CNC									
6	FSP Contract ID#	1000019778									
7	Budget Name	Elm - Support Services									
8											
9											
10											
11											
12	POSITION TITLE		EXTENSION YEAR			EXTENSION YEAR					
			Year 4			Year 5			All Years		
			Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025	1/1/2021 - 2/29/2024	1/1/2021 - 6/30/2025	1/1/2021 - 6/30/2025
					New			New	Current	Amendment	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	Budgeted Salary	Change	Budgeted Salary
13	Support Services Manager - H28		\$ 96,982	0.50	\$ 48,491	\$ 96,982	0.50	\$ 48,491	\$ 85,874	\$ 81,971	\$ 167,844
14	Asst. Support Service Manager - H29		\$ 82,827	1.00	\$ 82,827	\$ 82,827	1.00	\$ 82,827	\$ 194,197	\$ 138,223	\$ 332,419
15	Case Manager III, Bilingual - H30		\$ 64,519	0.94	\$ 60,648	\$ 64,519	0.94	\$ 60,648	\$ 131,613	\$ 98,883	\$ 230,496
16	Case Manager III - H65		\$ 64,519	0.94	\$ 60,648	\$ 64,519	0.94	\$ 60,648	\$ 63,379	\$ 101,775	\$ 165,154
17	Database Specialist & Compliance Monitor - H51		\$ 75,143	0.06	\$ 4,829	\$ 75,143	0.06	\$ 4,829	\$ 12,537	\$ 8,015	\$ 20,552
18	Database Specialist & Compliance Monitor - H107		\$ 72,197	0.06	\$ 4,639	\$ 72,197	0.06	\$ 4,639	\$ 11,000	\$ 7,718	\$ 18,718
19	Clinical Services Manager - H6		\$ 85,682	0.03	\$ 2,753	\$ 85,682	0.03	\$ 2,753	\$ 7,494	\$ 4,568	\$ 12,062
20	Director of Impact & Analytics - A88		\$ 151,620	0.02	\$ 3,139	\$ 151,620	0.02	\$ 3,139	\$ 7,951	\$ 5,233	\$ 13,185
21	Director of Healthy Aging - SN34		\$ 152,319	0.01	\$ 2,056	\$ 152,319	0.01	\$ 2,056	\$ 5,187	\$ 3,413	\$ 8,600
22	Housing Services Sr. Director - H5		\$ 171,917	0.07	\$ 12,275	\$ 171,917	0.07	\$ 12,275	\$ 31,256	\$ 20,374	\$ 51,630
23	Associate. Direct Support for Housing Services Director - HA2		\$ 118,312	0.17	\$ 19,723	\$ 118,312	0.17	\$ 19,723	\$ 48,203	\$ 32,735	\$ 80,939
24	Compliance Specialist - H106		\$ 79,015	0.06	\$ 5,078	\$ 79,015	0.06	\$ 5,078	\$ 17,379	\$ 6,929	\$ 24,309
25	Housing Services Director		\$ 140,602	0.06	\$ 7,874	\$ 140,602	0.06	\$ 7,874	\$ 11,899	\$ 11,723	\$ 23,621
26	Project Manager		\$ 118,393	0.00	\$ -	\$ 118,393	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851
27	Director/Housing Dev & Asset Mgmt.		\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 3,287	\$ -	\$ 3,287
34			TOTAL SALARIES		\$ 314,978	TOTAL SALARIES		\$ 314,978	\$ 655,109	\$ 521,559	\$ 1,176,668
35			TOTAL FTE	3.93		TOTAL FTE	3.93				
36				FRINGE BENEFIT RATE	34.00%		FRINGE BENEFIT RATE	34.00%			
37				EMPLOYEE FRINGE BENEFITS	\$ 107,093		EMPLOYEE FRINGE BENEFITS	\$ 107,093			
38				TOTAL SALARIES & BENEFITS			\$ 422,071	TOTAL SALARIES & BENEFITS		\$ 422,071	\$ 852,979

	A	B	C	F	I	N	Q	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	Housing First Hotels CNC						
6	FSP Contract ID#	1000019778						
7	Budget Name	Elm - Support Services						
8			EXTENSION YEAR EXTENSION YEAR					
9			Year 1	Year 2	Year 3	Year 4	Year 5	All Years
10			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
11			Actuals	Actuals	Actuals	New	New	New
12	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 2,760	\$ 8,840	\$ 9,840	\$ 8,000	\$ 8,000	\$ 37,440
15	Office Supplies/ Furniture/ Equipment		\$ 950	\$ 3,640	\$ 5,919	\$ 5,000	\$ 5,000	\$ 20,509
17	Printing and Reproduction		\$ 1,247	\$ 4,020	\$ 3,020	\$ 2,500	\$ 2,500	\$ 13,287
18	Insurance		\$ 3,200	\$ 6,400	\$ 9,000	\$ 8,865	\$ 8,865	\$ 36,330
19	Staff Training		\$ 738	\$ 1,476	\$ 3,476	\$ 3,000	\$ 3,000	\$ 11,690
22	Program Supplies		\$ 1,550	\$ 3,100	\$ 3,100	\$ 3,000	\$ 3,000	\$ 13,750
23	Licenses and Fees		\$ 230	\$ 460	\$ 460	\$ 250	\$ 250	\$ 1,650
24	Food and Food Supplies		\$ 3,125	\$ 6,250	\$ 5,250	\$ 4,000	\$ 4,000	\$ 22,625
43	TOTAL OPERATING EXPENSES		\$ 13,800	\$ 34,186	\$ 40,065	\$ 34,615	\$ 34,615	\$ 157,281
44								
45	Other Expenses (not subject to indirect cost %)							
46	CODB (to be allocated)		\$ 11,878			\$ 24,296	\$ 24,296	\$ 60,470
47	One-Time Prop C Bonus Pay		\$ 13,891			\$ -	\$ -	\$ 13,891
48								\$ -
58	TOTAL OTHER EXPENSES		\$ 25,769	\$ -	\$ -	\$ 24,296	\$ 24,296	\$ 74,361

	A	B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Elm - Support Services	FY23-24			
		<u>Adjusted</u>	<u>Budgeted</u>	<u>Budgeted</u>	
3	<u>Salaries & Benefits</u>	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
	Support Services Manager - H28	0.50	48,491	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$96,982 x 0.5 FTE
4	Asst. Support Service Manager - H29	1.00	82,827	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$82,827 x 1 FTE
5	Case Manager III, Bilingual - H30	0.94	60,648	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 0.94 FTE
6	Case Manager III - H65	0.94	60,648	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 0.94 FTE
7					
8	Database Specialist & Compliance Monitor - H51	0.06	4,829	Evaluates HSH contract compliance; conducts resident chart reviews;	\$75,143 x 0.06 FTE
9	Database Specialist & Compliance Monitor - H107	0.06	4,639	Provides staff training on department protocols and procedures;	\$72,197 x 0.06 FTE
	Clinical Services Manager - H6	0.03	2,753		\$85,682 x 0.03 FTE
10				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.	
	Director of Impact & Analytics - A88	0.02	3,139	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.	\$151,620 x 0.02 FTE
11					
	Director of Healthy Aging - SN34	0.01	2,056	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	\$152,319 x 0.01 FTE
12					
	Housing Services Sr. Director - H5	0.07	12,275	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages	\$171,917 x 0.07 FTE
13					
	Associate. Direct Support for Housing Services Director - H/	0.17	19,723	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	\$118,312 x 0.17 FTE
14					
	Compliance Specialist - H106	0.06	5,078	Provides staff training on department protocols and procedures;	\$79,015 x 0.06 FTE
	Housing Services Director	0.06	7,874	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$140,602 x 0.06 FTE
15					
16					
23	TOTAL	3.93	\$ 314,978		
24	<u>Employee Fringe Benefits</u>	<u>34.00%</u>	<u>\$ 107,093</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 34% of total salaries.</u>	
25	TOTAL SALARIES & BENEFITS		\$ 422,071		

	A	B	C	D	E
1	BUDGET NARRATIVE		Fiscal Year		
2	Elm - Support Services	FY23-24			
26					
27	<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>	
29	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 8,000	Telecommunication, including Sonic and TPX	\$667 x 12 months	
30	Office Supplies/ Furniture/ Equipment	\$ 5,000	Support Service office supplies for program staff including materials used with participants and computers	\$417 x 12 months	
32	Printing and Reproduction	\$ 2,500	Includes bus passes, program materials and snacks for resident activities,	\$208 x 12 months	
33	Insurance	\$ 8,865	Liability and umbrella agency insurance prorated	\$739 x 12 months	
34	Staff Training	\$ 3,000	Training expenses, including meeting supplies and conference	\$250 x 12 months	
37	Program Supplies	\$ 3,000	Includes bus passes, program materials and snacks for resident activities,	\$250 x 12 months	
38	Licenses and Fees	\$ 250	Support Services licenses fee	\$21 x 12 months	
39	Food and Food Supplies	\$ 4,000	Using the SF Food Bank, the food items will supplement residents' own arrangements	\$333 x 12 months	
58	TOTAL OPERATING EXPENSES	\$ 34,615			
59	Indirect Cost	12.0%	\$ 54,802		
60					
61					
62	<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>	
63	CODB (to be allocated)	\$ 24,296	4.75% Cost of doing business for FY 24	4.75%	
75					
76	TOTAL OTHER EXPENSES	\$ 24,296			

	A	B	C	D	E	H	K	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	11/1/2023		Duration (Years)						
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Hillsdale - Support Services								
13		Current	New	15%						
14	Term Budget	\$ 1,056,850	\$ 1,885,334							
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17										
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53										
54										
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58										
59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	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	11/1/2023									
4	Provider Name	Episcopal Community Services									
5	Program	Housing First Hotels CNC									
6	FSP Contract ID#	1000019778									
7	Budget Name	Hillsdale - Support Services									
8											
9											
10											
11											
12	POSITION TITLE										
13	Support Services Manager - H34										
14	Case Manager III (Masters) - H37										
15	Case Manager III - H35										
16	Database Specialist & Compliance Monitor - H51										
17	Database Specialist & Compliance Monitor - H107										
18	Clinical Services Manager - H6										
19	Director of Impact & Analytics - A88										
20	Director of Healthy Aging - SN34										
21	Housing Services Sr. Director - H5										
22	Direct Support for Housing Services Director - H88										
23	Compliance Specialist - H106										
24	Housing Services Director										
25	Case Manager II - H200										
26	Project Manager										
27	Sr. Director/Housing Dev & Asset Mgmt.										
31											
32											
33											
34											
35											

Year 1			Year 2			Year 3		
Agency Totals	For HSH Funded Program	1/1/2021 - 6/30/2021 Current	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022 Current	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 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	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
\$ 85,344	0.46	\$ 19,416	\$ 85,344	0.46	\$ 38,832	\$ 95,756	0.46	\$ 43,569
\$ 64,620	0.91	\$ 19,402	\$ 64,620	0.91	\$ 58,804	\$ 81,728	0.90	\$ 73,728
\$ 63,537	0.90	\$ 28,620	\$ 63,537	0.90	\$ 41,539	\$ 62,640	0.81	\$ 50,843
\$ 63,016	0.06	\$ 2,025	\$ 63,016	0.06	\$ 4,049	\$ 75,014	0.06	\$ 4,820
\$ 50,425	0.06	\$ 1,620	\$ 50,425	0.06	\$ 3,240	\$ 71,259	0.06	\$ 4,579
\$ 78,900	0.03	\$ 1,268	\$ 78,900	0.03	\$ 2,535	\$ 85,692	0.03	\$ 2,753
\$ 116,640	0.02	\$ 1,207	\$ 127,433	0.02	\$ 2,638	\$ 147,958	0.02	\$ 3,063
\$ 120,235	0.01	\$ 812	\$ 120,235	0.01	\$ 1,623	\$ 152,077	0.01	\$ 2,053
\$ 135,792	0.06	\$ 4,403	\$ 145,975	0.07	\$ 10,423	\$ 171,627	0.05	\$ 8,336
\$ 94,332	0.13	\$ 6,066	\$ 94,383	0.17	\$ 15,734	\$ 118,120	0.17	\$ 19,691
\$ 64,999	0.06	\$ 2,088	\$ 64,999	0.06	\$ 4,177	\$ 78,883	0.11	\$ 8,362
	0.00			0.00		\$ 140,602	0.06	\$ 7,874
	0.00			0.00		\$ 58,464	0.00	\$ -
\$ 84,296	0.15	\$ 6,335	\$ 105,076	0.17	\$ 17,516	\$ -	0.00	\$ -
\$ 144,196	0.01	\$ 1,038	\$ 140,538	0.02	\$ 2,249	\$ -	0.00	\$ -
TOTAL SALARIES		\$ 94,300	TOTAL SALARIES		\$ 203,359	TOTAL SALARIES		\$ 229,671
TOTAL FTE	2.88		TOTAL FTE	2.95		TOTAL FTE	2.74	
FRINGE BENEFIT RATE		34.29%	FRINGE BENEFIT RATE		29.07%	FRINGE BENEFIT RATE		25.31%
EMPLOYEE FRINGE BENEFITS		\$ 32,333	EMPLOYEE FRINGE BENEFITS		\$ 59,106	EMPLOYEE FRINGE BENEFITS		\$ 58,122
TOTAL SALARIES & BENEFITS		\$ 126,633	TOTAL SALARIES & BENEFITS		\$ 262,465	TOTAL SALARIES & BENEFITS		\$ 287,793

	A	B	X	AA	AD	AE	AH	AK	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	Housing First Hotels CNC									
6	F&P Contract ID#	1000019778									
7	Budget Name	Hillsdale - Support Services									
8											
9											
10											
11											
12	POSITION TITLE										
13	Support Services Manager - H34										
14	Case Manager III (Masters) - H37										
15	Case Manager III - H35										
16	Database Specialist & Compliance Monitor - H51										
17	Database Specialist & Compliance Monitor - H107										
18	Clinical Services Manager - H6										
19	Director of Impact & Analytics - A88										
20	Director of Healthy Aging - SN34										
21	Housing Services Sr. Director - H5										
22	Direct Support for Housing Services Director - H88										
23	Compliance Specialist - H106										
24	Housing Services Director										
25	Case Manager II - H200										
26	Project Manager										
27	Sr. Director/Housing Dev & Asset Mgmt.										
31											
32											
33											
34											
35											

EXTENSION YEAR

EXTENSION YEAR

Year 4			Year 5			All Years		
Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024 New	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025 New	1/1/2021 - 2/29/2024 Current	1/1/2021 - 6/30/2025 Amendment	1/1/2021 - 6/30/2025 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	Budgeted Salary	Change	Budgeted Salary
\$ 95,919	0.50	\$ 47,960	\$ 95,919	0.50	\$ 47,960	\$ 116,663	\$ 81,072	\$ 197,735
\$ 81,853	0.98	\$ 80,216	\$ 81,853	0.98	\$ 80,216	\$ 179,785	\$ 132,582	\$ 312,366
\$ 60,218	0.98	\$ 59,014	\$ 60,218	0.98	\$ 59,014	\$ 142,348	\$ 96,682	\$ 239,029
\$ 75,143	0.06	\$ 4,829	\$ 75,143	0.06	\$ 4,829	\$ 12,537	\$ 8,015	\$ 20,552
\$ 72,197	0.06	\$ 4,639	\$ 72,197	0.06	\$ 4,639	\$ 11,000	\$ 7,718	\$ 18,718
\$ 85,682	0.03	\$ 2,753	\$ 85,682	0.03	\$ 2,753	\$ 7,494	\$ 4,568	\$ 12,062
\$ 151,620	0.02	\$ 3,139	\$ 151,620	0.02	\$ 3,139	\$ 7,951	\$ 5,233	\$ 13,185
\$ 152,319	0.01	\$ 2,056	\$ 152,319	0.01	\$ 2,056	\$ 5,187	\$ 3,413	\$ 8,600
\$ 171,917	0.07	\$ 12,275	\$ 171,917	0.07	\$ 12,275	\$ 27,338	\$ 20,374	\$ 47,712
\$ 118,312	0.17	\$ 19,723	\$ 118,312	0.17	\$ 19,723	\$ 48,200	\$ 32,735	\$ 80,936
\$ 79,015	0.11	\$ 8,376	\$ 79,015	0.11	\$ 8,376	\$ 17,476	\$ 13,902	\$ 31,378
\$ 140,602	0.06	\$ 7,874	\$ 140,602	0.06	\$ 7,874	\$ 10,557	\$ 13,064	\$ 23,621
\$ 60,218	0.76	\$ 45,766	\$ 60,218	0.76	\$ 45,766	\$ 15,141	\$ 76,390	\$ 91,531
\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851
\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 3,287	\$ -	\$ 3,287
TOTAL SALARIES		\$ 298,617	TOTAL SALARIES		\$ 298,617	\$ 628,816	\$ 495,748	\$ 1,124,564
TOTAL FTE		3.81	TOTAL FTE		3.81			
FRINGE BENEFIT RATE		30.00%	FRINGE BENEFIT RATE		30.00%			
EMPLOYEE FRINGE BENEFITS		\$ 89,585	EMPLOYEE FRINGE BENEFITS		\$ 89,585	\$ 182,037	\$ 146,695	\$ 328,732
TOTAL SALARIES & BENEFITS		\$ 388,203	TOTAL SALARIES & BENEFITS		\$ 388,203	\$ 810,854	\$ 642,443	\$ 1,453,296

	A	B	C	F	I	N	Q	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	Housing First Hotels CNC						
6	FSP Contract ID#	1000019778						
7	Budget Name	Hillsdale - Support Services						
8			EXTENSION YEAR EXTENSION YEAR					
9			Year 1	Year 2	Year 3	Year 4	Year 5	All Years
10			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
11			Actuals	Actuals	Actuals	New	New	New
12	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 2,760	\$ 8,800	\$ 10,300	\$ 8,500	\$ 8,500	\$ 38,860
15	Office Supplies/ Furniture/ Equipment		\$ 1,320	\$ 3,144	\$ 4,144	\$ 3,000	\$ 3,000	\$ 14,608
17	Printing and Reproduction		\$ 1,789	\$ 4,020	\$ 6,450	\$ 5,440	\$ 5,440	\$ 23,139
18	Insurance		\$ 2,273	\$ 7,668	\$ 9,172	\$ 9,172	\$ 9,172	\$ 37,457
19	Staff Training		\$ 974	\$ 1,947	\$ 2,447	\$ 1,947	\$ 1,947	\$ 9,262
22	Program Supplies		\$ 355	\$ 4,309	\$ 4,213	\$ 3,300	\$ 3,300	\$ 15,476
23	Licenses and Fees		\$ 170	\$ 1,340	\$ 340	\$ 250	\$ 250	\$ 2,350
24	Food and Food Supplies		\$ 100	\$ 8,000	\$ 5,000	\$ 3,800	\$ 3,800	\$ 20,700
53	TOTAL OPERATING EXPENSES		\$ 9,740	\$ 39,228	\$ 42,066	\$ 35,409	\$ 35,409	\$ 161,851
54								
55	Other Expenses (not subject to indirect cost %)							
56	CODB (to be allocated)		\$ 10,997			\$ 22,536	\$ 22,536	\$ 56,069
57	One -Time Prop C Bonus Pay		\$ 20,303			\$ -	\$ -	\$ 20,303
68								
69	TOTAL OTHER EXPENSES		\$ 31,300	\$ -	\$ -	\$ 22,536	\$ 22,536	\$ 76,372

A		B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Hillsdale - Support Services	FY23-24			
		<u>Adjusted</u>			
		<u>Budgeted</u>	<u>Budgeted</u>		
3	Salaries & Benefits	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
4	Support Services Manager - H34	0.50	\$ 47,960	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$95,756 x 0.50 FTE
5	Case Manager III (Masters) - H37	0.98	\$ 80,216	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$81,728 x 0.98 FTE
6	Case Manager III - H35	0.98	\$ 59,014	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$60,218 x 0.98 FTE
7	Database Specialist & Compliance Monitor - H51	0.06	\$ 4,829	Evaluates HSH contract compliance; conducts resident chart reviews;	\$75,143 x 0.06 FTE
8	Database Specialist & Compliance Monitor - H107	0.06	\$ 4,639	Provides staff training on department protocols and procedures;	\$72,197 x 0.06 FTE
9	Clinical Services Manager - H6	0.03	\$ 2,753	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	\$85,682 x 0.03 FTE
10	Director of Impact & Analytics - A88	0.02	\$ 3,139	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.	\$151,620 x 0.02 FTE
11	Director of Healthy Aging - SN34	0.01	\$ 2,056	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	\$152,319 x 0.01 FTE
12	Case Manager II - H200	0.76	\$ 45,766	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$60,218 x 0.76 FTE
13	Housing Services Sr. Director - H5	0.07	\$ 12,275	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages	\$171,917 x 0.07 FTE
14	Direct Support for Housing Services Director - H88	0.17	\$ 19,723	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	\$118,312 x 0.17 FTE
15	Compliance Specialist - H106	0.11	\$ 8,376	Provides staff training on department protocols and procedures;	\$79,015 x 0.11 FTE
16	Housing Services Director	0.06	\$ 7,874	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$140,602 x 0.06 FTE
22	TOTAL	3.81	\$ 298,617		
23	Employee Fringe Benefits	30.00%	\$ 89,585	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
24	TOTAL SALARIES & BENEFITS		\$ 388,203		

	A	B	C	D	E
1	BUDGET NARRATIVE		Fiscal Year		
2	Hillsdale - Support Services	FY23-24			
25					
26	<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>	
	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 8,500	Telecommunication, including Sonic and TPX	\$708 x 12 months	
28	Office Supplies/ Furniture/ Equipment	\$ 3,000	Support Service office supplies for program staff including materials used with participants and computers	\$250 x 12 months	
29					
31	Printing and Reproduction	\$ 5,440	Leased copier	\$453 x 12 months	
32	Insurance	\$ 9,172	Liability and umbrella agency insurance prorated	\$764 x 12 months	
33	Staff Training	\$ 1,947	Training expenses, including meeting supplies and conference	\$162 x 12 months	
36	Program Supplies	\$ 3,300	Includes bus passes, program materials and snacks for resident activities,	\$275 x 12 months	
37	Licenses and Fees	\$ 250	Support Services licenses fee	\$21 x 12 months	
	Food and Food Supplies	\$ 3,800	Using the SF Food Bank, the food items will supplement residents' own arrangements	\$317 x 12 months	
38					
61					
62	TOTAL OPERATING EXPENSES	\$ 35,409			
63	Indirect Cost	12.0%	\$ 50,833		
64					
65					
66	<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>	
67	CODB (to be allocated)	\$ 22,536	4.75% Cost of doing business for FY 24	4.75%	
79					
80	TOTAL OTHER EXPENSES	\$ 22,536			

	A	B	C	D	E	H	K	P	S	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	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	6/30/2025	5						
7	Provider Name	Episcopal Community Services								
8	Program	Housing First Hotels CNC								
9	FSP Contract ID#	1000019778								
10	Action (select)	Amendment								
11	Effective Date	7/1/2023								
12	Budget Name	Mentone - Support Services								
13		Current	New	15%						
14	Term Budget	\$ 1,049,728	\$ 1,842,282							
15	Contingency	\$ 36,701	\$ 3,171,772							
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399							
17					EXTENSION YEAR		EXTENSION YEAR			
18					Year 1	Year 2	Year 3	Year 4	Year 5	All Years
19					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
20					Actuals	Actuals	Actuals	New	New	New
21	Expenditures				\$		\$		\$	
22	Salaries & Benefits				\$	133,610	\$	256,967	\$	292,283
23	Operating Expenses				\$	18,059	\$	39,498	\$	44,869
24	Subtotal				\$	151,669	\$	296,465	\$	337,152
25	Indirect Percentage					12.00%		12.00%		12.00%
26	Indirect Cost (Line 24 X Line 25)				\$	18,200	\$	35,572	\$	40,458
27	Other Expenses (Not subject to indirect %)				\$	11,853	\$	-	\$	-
30	Total Expenditures				\$	181,721	\$	332,037	\$	377,610
31					\$		\$		\$	
32	HSH Revenues				\$		\$		\$	
33	CNC Fund				\$	169,868	\$	321,055	\$	241,812
34	CNC Fund - CODB				\$		\$		\$	21,560
35	General Fund - Ongoing - HSH Fund Supplement				\$		\$	135,225	\$	-
36	General Fund - Ongoing				\$	10,662	\$	10,982	\$	76,860
39	Prop C				\$	1,192	\$	11,987	\$	-
42	One-Time Transfer				\$		\$		\$	(76,287)
44	Adjustment to Actuals				\$	(1)	\$	(11,987)	\$	-
45					\$		\$		\$	-
46	Total HSH Revenues				\$	181,721	\$	332,037	\$	377,610
54					\$		\$		\$	
55	Total HSH + Other Revenues				\$	181,721	\$	332,037	\$	377,610
58					\$		\$		\$	
59	Prepared by	Tiffany Luong								
60	Phone	415.487.3300 ext. 1219								
61	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	11/1/2023											
4	Provider Name	Episcopal Community Services											
5	Program	Housing First Hotels CNC											
6	F\$P Contract ID#	1000019778											
7	Budget Name	Mentone - Support Services											
8													
9			Year 1			Year 2			Year 3				
Agency Totals			For HSH Funded Program	1/1/2021 - 6/30/2021	Agency Totals		For HSH Funded Program	7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program	7/1/2022 - 6/30/2023	
				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)	Adjusted Budgeted FTE	Budgeted Salary
11													
12	POSITION TITLE												
13	Support Services Manager		\$ 83,482	0.46	\$ 18,993	\$ 83,482	0.46	\$ 37,985	\$ 95,929	0.30	\$ 28,649		
14	Case Manager III		\$ 66,317	0.91	\$ 30,175	\$ 66,317	0.91	\$ 60,349	\$ 80,964	1.00	\$ 80,964		
15	Case Manager III		\$ 54,242	0.90	\$ 24,409	\$ 54,242	0.90	\$ 38,819	\$ 62,640	1.13	\$ 70,998		
16	Database Specialist & Compliance Monitor		\$ 63,016	0.06	\$ 2,025	\$ 63,016	0.06	\$ 4,049	\$ 74,326	0.05	\$ 3,576		
17	Database Specialist & Compliance Monitor		\$ 50,425	0.06	\$ 1,621	\$ 50,425	0.06	\$ 3,240	\$ 70,605	0.06	\$ 4,537		
18	Clinical Services Manager		\$ 78,900	0.03	\$ 1,268	\$ 78,900	0.03	\$ 2,535	\$ 85,692	0.02	\$ 1,753		
19	Director of Impact & Analytics		\$ 116,640	0.02	\$ 1,208	\$ 127,433	0.02	\$ 2,638	\$ 146,600	0.02	\$ 3,035		
20	Director of Healthy Aging		\$ 120,235	0.01	\$ 812	\$ 120,235	0.01	\$ 1,623	\$ 150,682	0.01	\$ 2,034		
21	Housing Services Sr. Director		\$ 135,792	0.06	\$ 4,404	\$ 145,975	0.07	\$ 10,423	\$ 170,053	0.05	\$ 8,336		
22	Compliance Specialist		\$ 64,999	0.06	\$ 2,089	\$ 64,999	0.06	\$ 4,177	\$ 78,160	0.10	\$ 7,816		
23	Housing Services Director			0.00			0.00		\$ 140,606	0.00	\$ -		
24	Support for Housing Services Director		\$ 94,383	0.13	\$ 6,070	\$ 94,383	0.17	\$ 15,734	\$ 117,037	0.16	\$ 18,696		
25	Sr. Director/Housing Dev & Asset Mgmt.		\$ 144,196	0.01	\$ 1,050	\$ 140,538	0.02	\$ 2,249	\$ -	0.00	\$ -		
26	Project Manager		\$ 84,296	0.15	\$ 6,335	\$ 105,076	0.17	\$ 17,516	\$ -	0.00	\$ -		
41			TOTAL SALARIES		\$ 100,459	TOTAL SALARIES		\$ 201,337	TOTAL SALARIES		\$ 230,394		
TOTAL FTE			2.88	TOTAL FTE		2.94	TOTAL FTE		2.91				
FRINGE BENEFIT RATE			33.00%	FRINGE BENEFIT RATE		27.63%	FRINGE BENEFIT RATE		26.86%				
EMPLOYEE FRINGE BENEFITS			\$ 33,151	EMPLOYEE FRINGE BENEFITS		\$ 55,630	EMPLOYEE FRINGE BENEFITS		\$ 61,889				
TOTAL SALARIES & BENEFITS			\$ 133,610	TOTAL SALARIES & BENEFITS		\$ 256,967	TOTAL SALARIES & BENEFITS		\$ 292,283				

	A	B	X	AA	AD	AE	AH	AK	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	Housing First Hotels CNC									
6	FSP Contract ID#	1000019778									
7	Budget Name	Mentone - Support Services									
8	EXTENSION YEAR					EXTENSION YEAR					
9	Year 4			Year 5			All Years				
10	Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025	1/1/2021 - 2/29/2024	1/1/2021 - 6/30/2025	1/1/2021 - 6/30/2025		
11			New			New	Current	Amendment	New		
12	POSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
13	Support Services Manager	\$ 96,994	0.50	\$ 48,497	\$ 96,994	0.50	\$ 48,497	\$ 100,501	\$ 82,120	\$ 182,621	
14	Case Manager III	\$ 78,541	0.93	\$ 73,043	\$ 78,541	0.93	\$ 73,043	\$ 197,714	\$ 119,860	\$ 317,574	
15	Case Manager III	\$ 64,519	1.40	\$ 90,004	\$ 64,519	1.40	\$ 90,004	\$ 166,244	\$ 147,990	\$ 314,234	
16	Database Specialist & Compliance Monitor	\$ 75,143	0.06	\$ 4,829	\$ 75,143	0.06	\$ 4,829	\$ 11,278	\$ 8,030	\$ 19,308	
17	Database Specialist & Compliance Monitor	\$ 72,197	0.06	\$ 4,639	\$ 72,197	0.06	\$ 4,639	\$ 10,944	\$ 7,733	\$ 18,677	
18	Clinical Services Manager	\$ 85,682	0.03	\$ 2,753	\$ 85,682	0.03	\$ 2,753	\$ 6,495	\$ 4,568	\$ 11,062	
19	Director of Impact & Analytics	\$ 151,620	0.02	\$ 3,139	\$ 151,620	0.02	\$ 3,139	\$ 7,914	\$ 5,243	\$ 13,157	
20	Director of Healthy Aging	\$ 152,319	0.01	\$ 2,056	\$ 152,319	0.01	\$ 2,056	\$ 5,163	\$ 3,419	\$ 8,582	
21	Housing Services Sr. Director	\$ 171,917	0.07	\$ 12,275	\$ 171,917	0.07	\$ 12,275	\$ 27,300	\$ 20,412	\$ 47,712	
22	Compliance Specialist	\$ 79,015	0.06	\$ 5,078	\$ 79,015	0.06	\$ 5,078	\$ 15,793	\$ 8,443	\$ 24,237	
23	Housing Services Director	\$ 140,602	0.06	\$ 7,874	\$ 140,602	0.06	\$ 7,874	\$ 2,683	\$ 13,064	\$ 15,747	
24	Support for Housing Services Director	\$ 118,312	0.17	\$ 20,113	\$ 118,312	0.17	\$ 20,113	\$ 40,500	\$ 40,226	\$ 80,726	
25	Sr. Director/Housing Dev & Asset Mgmt.	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 3,299	\$ -	\$ 3,299	
26	Project Manager	\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851	
41	TOTAL SALARIES			\$ 274,299	TOTAL SALARIES			\$ 274,299	\$ 619,679	\$ 461,108	\$ 1,080,787
42	TOTAL FTE			3.38	TOTAL FTE			3.38			
43	FRINGE BENEFIT RATE			34.00%	FRINGE BENEFIT RATE			34.00%			
44	EMPLOYEE FRINGE BENEFITS			\$ 93,262	EMPLOYEE FRINGE BENEFITS			\$ 93,262	\$ 181,292	\$ 155,902	\$ 337,194
45	TOTAL SALARIES & BENEFITS			\$ 367,561	TOTAL SALARIES & BENEFITS			\$ 367,561	\$ 800,972	\$ 617,010	\$ 1,417,982

Envelope ID: 40160A17-2776-4168-8DE0-076D00204007

	A	B	C	F	I	N	Q	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	Housing First Hotels CNC						
6	FSP Contract ID#	1000019778						
7	Budget Name	Mentone - Support Services						
8								
9			Year 1	Year 2	Year 3	Year 4	Year 5	All Years
10			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	1/1/2021 - 6/30/2025
11			Actuals	Actuals	Actuals	New	New	New
12	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		\$ 2,760	\$ 8,860	\$ 10,500	\$ 9,000	\$ 9,000	\$ 40,120
15	Office Supplies/ Furniture/ Equipment		\$ 2,906	\$ 5,395	\$ 4,025	\$ 4,000	\$ 4,000	\$ 20,326
17	Printing and Reproduction		\$ 1,781	\$ 4,020	\$ 7,321	\$ 6,600	\$ 6,600	\$ 26,322
18	Insurance		\$ 2,802	\$ 5,604	\$ 8,404	\$ 7,500	\$ 7,500	\$ 31,810
19	Staff Training/Recruitments		\$ 1,077	\$ 2,154	\$ 3,654	\$ 2,600	\$ 2,600	\$ 12,085
22	Licenses and Fees		\$ 170	\$ 340	\$ 340	\$ 250	\$ 250	\$ 1,350
23	Food and Food Supplies		\$ 3,863	\$ 7,725	\$ 6,725	\$ 4,500	\$ 4,500	\$ 27,313
24	Program Supplies		\$ 2,700	\$ 5,400	\$ 3,900	\$ 3,254	\$ 3,254	\$ 18,508
43	TOTAL OPERATING EXPENSES		\$ 18,059	\$ 39,498	\$ 44,869	\$ 37,704	\$ 37,704	\$ 177,834
44								
45	Other Expenses (not subject to indirect cost %)							
46	CODB (to be allocated)		\$ 10,662			\$ 21,560	\$ 21,560	\$ 53,782
47	One-Time Prop C Bonus Pay		\$ 1,192	\$ 11,987		\$ -	\$ -	\$ 13,179
48	Adjustment to Actuals		\$ (1)	\$ (11,987)		\$ -	\$ -	\$ (11,988)
59	TOTAL OTHER EXPENSES		\$ 11,853	\$ -	\$ -	\$ 21,560	\$ 21,560	\$ 54,973

A		B	C	D	E
1	BUDGET NARRATIVE	Fiscal Year			
2	Mentone - Support Services	FY23-24			
3	Salaries & Benefits	<u>Adjusted</u> <u>Budgeted</u> <u>FTE</u>	<u>Budgeted</u> <u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
	Support Services Manager	0.50	\$ 48,497	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$96,994 x 0.50 FTE
4	Case Manager III	0.93	\$ 73,043	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$78,541 x 0.93 FTE
5	Case Manager III	1.40	\$ 90,004	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$64,519 x 1.40 FTE
6					
7	Database Specialist & Compliance Monitor	0.06	\$ 4,829	Evaluates HSH contract compliance; conducts resident chart reviews;	\$75,143 x 0.06 FTE
8	Database Specialist & Compliance Monitor	0.06	\$ 4,639	Provides staff training on department protocols and procedures;	\$72,197 x 0.06 FTE
	Clinical Services Manager	0.03	\$ 2,753		\$85,682 x 0.03 FTE
9				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.	
	Director of Impact & Analytics	0.02	\$ 3,139	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.	\$151,620 x 0.02 FTE
10					
	Director of Healthy Aging	0.01	\$ 2,056	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.	\$152,319 x 0.01 FTE
11					
	Housing Services Sr. Director	0.07	\$ 12,275	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages	\$171,917 x 0.07 FTE
12					
	Compliance Specialist	0.06	\$ 5,078	Provides staff training on department protocols and procedures;	\$79,015 x 0.06 FTE
	Housing Services Director	0.06	\$ 7,874		\$140,602 x 0.06 FTE
14				To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	
	Support for Housing Services Director	0.17	\$ 20,113		\$118,312 x 0.17 FTE
15				To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	
23	TOTAL	3.38	\$ 274,299		
24	Employee Fringe Benefits	34.00%	\$ 93,262	Includes FICA, SSUI, Workers Compensation and Medical calculated at 34% of total salaries.	
25	TOTAL SALARIES & BENEFITS		\$ 367,561		

	A	B	C	D	E
1	BUDGET NARRATIVE				
2	Mentone - Support Services	FY23-24			
26					
27	Operating Expenses	Budgeted Expense	Justification	Calculation	
28	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 9,000	Telecommunication, including Sonic and TPX	\$750 x 12 months	
29	Office Supplies/ Furniture/ Equipment	\$ 4,000	Support Service office supplies for program staff including materials used with participants and computers	\$333 x 12 months	
31	Printing and Reproduction	\$ 6,600	Leased copier	\$550 x 12 months	
32	Insurance	\$ 7,500	Liability and umbrella agency insurance prorated	\$625 x 12 months	
33	Staff Training/Recruitments	\$ 2,600	Training expenses, including meeting supplies and conference	\$217 x 12 months	
36	Licenses and Fees	\$ 250	Support Services licenses fee	\$21 x 12 months	
37	Food and Food Supplies	\$ 4,500	Using the SF Food Bank, the food items will supplement residents' own arrangements	\$375 x 12 months	
38	Program Supplies	\$ 3,254	Includes bus passes, program materials and snacks for resident activities,	\$271 x 12 months	
57	TOTAL OPERATING EXPENSES	\$ 37,704			
58	Indirect Cost	12.0%	\$ 15,716		
59					
60					
61	Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation	
62	CODB (to be allocated)	\$ 21,560	4.75% Cost of doing business for FY 24	4.75%	
74					
75	TOTAL OTHER EXPENSES	\$ 21,560			

Appendix C, Method of Payment

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

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

B. Invoicing System:

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.
2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.

C. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

D. Spend Down

1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.

E. Documentation and Record Keeping:

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer

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

General Fund/ Care Not Cash (CNC) / Prop C	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<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 Operating line items that exceed \$10,000.</p>

General Fund/ Care Not Cash (CNC) / Prop C	
Type	Instructions and Examples of Documentation
	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 for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted. Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

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

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

A. Advance Requirements:

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

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);

2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

1. Grantee shall submit a written request via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to two months of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

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

Appendix D - Interests in Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Adult Probation Department	Rental Subsidies and Flexible Spending Funds for Step Up to Freedom.	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 3, 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	\$9,940,476
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	July 1, 2019 - October 31, 2023	\$9,738,512
Department of Homelessness and Supportive Housing	Henry Hotel Rental Assistance	August 1, 2021 - July 31, 2024	\$3,649,750

Department of Homelessness and Supportive Housing	Hotel Diva	August 1, 2021 - June 30, 2024	\$3,063,465
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	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	\$1,814,557
Human Services Agency	HES FY24-27	July 1, 2023 - June 30, 2027	\$2,134,557
Human Care Agency - Department of Disability and Aging Services	Senior Services - Community Services	January 1, 2021 - June 30, 2027	\$1,388,891
Human Care 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 . www.sfethics.org

Received On:

File #: 250457

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	DATE OF ORIGINAL FILING (for amendment only)
Original	
AMENDMENT DESCRIPTION – Explain reason for amendment	

2. CITY ELECTIVE OFFICE OR BOARD

OFFICE OR BOARD	NAME OF CITY ELECTIVE OFFICER
Board of Supervisors	Members

3. FILER'S CONTACT

NAME OF FILER'S CONTACT	TELEPHONE NUMBER
Angela Calvillo	415-554-5184
FULL DEPARTMENT NAME	EMAIL
Office of the Clerk of the Board	Board.of.Supervisors@sfgov.org

4. CONTRACTING DEPARTMENT CONTACT

NAME OF DEPARTMENTAL CONTACT	DEPARTMENT CONTACT TELEPHONE NUMBER
Dylan Schneider	628.652.7742
FULL DEPARTMENT NAME	DEPARTMENT CONTACT EMAIL
HOM Homelessness and Supportive Housing	dylan.schneider@sfgov.org

5. CONTRACTOR	
NAME OF CONTRACTOR Episcopal Community Services	TELEPHONE NUMBER (415) 487-3300
STREET ADDRESS (including City, State and Zip Code) 165 8th Street, 3rd Floor, San Francisco, CA 94103	EMAIL

6. CONTRACT		
DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)	ORIGINAL BID/RFP NUMBER	FILE NUMBER (If applicable) 250457
DESCRIPTION OF AMOUNT OF CONTRACT 72,297,684		
NATURE OF THE CONTRACT (Please describe) <p>Second amendment to the grant agreement between Episcopal Community Services and the Department of Homelessness and Supportive Housing ("HSH") for support services, property management, and master lease stewardship at the Alder, Crosby, Elm, Hillside, and Montone Hotels for permanent supportive housing for formerly homeless adults; extending the grant term by 24 months from June 30, 2025, for a total term of January 1, 2021, through June 30, 2027; increasing the agreement amount by \$25,138,285 for a new total amount not to exceed \$72,297,684.</p>		

7. COMMENTS

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	Erica	CFO
17	Cordova	Mauricio	COO
18	Caritas Management Corp.		Subcontractor
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
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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			
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☐ 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

OFFICE OF THE MAYOR
SAN FRANCISCO



DANIEL LURIE
MAYOR

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 – Master Lease Hotels - Not to Exceed \$72,297,684]
DATE: April 29, 2025

Resolution approving second amendment to the grant agreement between Episcopal Community Services and the Department of Homelessness and Supportive Housing ("HSH") for support services, property management, and master lease stewardship at the Alder, Crosby, Elm, Hillsdale, and Mentone Hotels for permanent supportive housing for formerly homeless adults; extending the grant term by 24 months from June 30, 2025, for a total term of January 1, 2021, through June 30, 2027; increasing the agreement amount by \$25,138,285 for a new total amount not to exceed \$72,297,684; 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