File No. <u>250457</u>	Committee Item No. 10
	Board Item No. <u>16</u>
COMMITTEE/BOAR	RD OF SUPERVISORS
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 Date
 May 15, 2025

 Date
 May 29, 2025

Completed by: Brent Jalipa
Completed by: Brent Jalipa

# AMENDED IN COMMITTEE 5/21/2025 RESOLUTION NO.

FILE NO. 250457

1	[Grant Agreement Amendment - Episcopal Community Services – Master Lease Hotels - Not to Exceed \$72,297,684]
2	το Ελοσσά ψτ2,291,004]
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
24	
25	

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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Item 10	Department:
File 25-0457	Homelessness & Supportive Housing

#### **EXECUTIVE SUMMARY**

#### **Legislative Objectives**

 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.

#### **Key Points**

- 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.

#### Fiscal Impact

- 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.

#### Recommendation

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, Hillsdale 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
Hillsdale 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 subcontractor, 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 reprocurement 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.

SAN FRANCISCO BOARD OF SUPERVISORS

**BUDGET AND LEGISLATIVE ANALYST** 

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
HSH Revenues			
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
Other Revenues			
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

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

- **2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:
  - 2.1 **Section 3.2 Duration of Term** of the Agreement currently reads as follows:
    - 3.2 Duration of Term.
    - (a) The term of this Agreement shall commence on **January 1, 2021** and expire on June 30, 2025, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

- **3.2 Duration of Term.** The term of this Agreement shall commence on January 1, 2021 and expire on June 30, 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:

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#### 5.4 State or Federal Funds.

- (a) **Disallowance**. Where the funds are provided by the State or Federal government, with respect to Grant Funds, if any, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the State or Federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.
- **(b) Grant Terms.** Where the funding for this Agreement is provided in full or in part by a federal or state Grant to the City, as part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements.
- **2.6 Section 6.7 Submitting False Claims** of the Agreement is hereby deleted and replaced in its entirety with:
  - **6.7 Submitting False Claims.** Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damage the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d) conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.
- **2.7 Section 10.1 Types of and Amounts of Coverage** of the agreement is herby deleted and replaced in with
  - (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
  - (b) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate for Bodily Injury and Property Damage, including

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- Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage.
- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable
- **2.8 Section 13.3 Subcontracting** of the Agreement is hereby deleted and replaced in its entirety to read as follows:
  - **13.3 Subcontracting.** If the Budget lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If the Budget specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.
  - (a) Limitations. In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth in the Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.
  - (b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.
- **2.9 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS** of the Agreement is replaced by the following:
  - **15.1 Requirements**. Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications

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

If to the Department or

Department of Homelessness and Supportive Housing

City:

Contracts Unit 440 Turk Street

San Francisco, CA 94102 hshcontracts@sfgov.org

If to Grantee: Episcopal Community Services

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

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

- **15.2 Effective Date**. All communications sent in accordance with Section 15.1 shall become effective on the date of receipt.
- **15.3 Change of Address**. Any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.
- **2.10** Section 16.8 Requiring Minimum Compensation for Employees of the Agreement is hereby deleted and replaced in its entirety to read as follows:
  - **16.8 Requiring Minimum Compensation for Employees.** Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Labor and Employment Code Article 111, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Article 111. Information about and the text of the Article 111 is available on the web at http://sfgov.org/olse/mco. Grantee is required to comply with all of the applicable provisions of Article 111, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Article 111.
- **2.11 Section 16.19 Distribution of Beverages and Water** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

#### 16.19 Distribution of Beverages and Water

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

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- by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.
- (b) **Packaged Water Prohibition**. Grantee agrees that it shall not sell, provide, or otherwise distribute Packaged Water, as defined by San Francisco Environment Code Chapter 24 as part of its performance of this Agreement.
- **2.12 Section 16.21 Compliance with Other Laws** of the Agreement is hereby deleted and replaced in its entirety to read as follows:
  - (a) Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.
  - (b) Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subcontractors/subgrantees/subrecipients to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subcontractors/subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.
- **2.13** Section 16.23 Reserved. (Additional Requirements for Federally-Funded Awards) of the Agreement is hereby deleted and replaced in its entirety to read as follows:

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

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

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- (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.

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- **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).

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

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

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# Appendix A-1, Services to be Provided by

# **Episcopal Community Services**

# ECS - Master Lease Property Management and Master Lease Stewardship

# I. Purpose of Grant

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

# II. Served Population

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

# III. Referral and Prioritization

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

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

# IV. Description of Services

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

# A. Property Management

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

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

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

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

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

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

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

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

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

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

#### V. Location and Time of Services

Grantee shall provide services at the following locations:

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

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

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

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

# G. Grievance Procedure:

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

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- c. The amount of time required for each step, including when a tenant can expect a response; and
- d. In accordance with published HSH policies/procedures, the HSH Grievances email address (<a href="https://hshgrievances@sfgov.org">hshgrievances@sfgov.org</a>) 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. <u>City Communications, Trainings and Meetings:</u>

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

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

# J. Coordination with Other Service Providers:

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

# K. Critical Incidents:

Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions must be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

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# L. Disaster and Emergency Response Plan:

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

# M. Good Neighbor Policies:

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

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

#### N. Record Keeping and Files:

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

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

#### O. Data Standards:

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

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

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

#### P. Confidentiality:

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

- confirmation; (b) coordinate with HSH in its breach response activities; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence; and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.
- 5. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with the U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice; 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
- 6. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- 7. Grantee shall maintain a case management database which meets HITECH (45 CFR Part 160 and Part 164, Subparts A and C) standards. Grantee shall ensure that only appropriate clinical staff have permission to view clinical case records, and such records shall be maintained in a manner that meets HIPAA regulations.
- 8. Grantee staff shall complete the City's compliance and privacy training upon hire. Grantee shall have a privacy compliance policy and best practices training for staff that Grantee must review and update on an annual basis or in response to a data breach. Grantee shall provide a copy of the current policy, training materials, and attendance sheets when requested by HSH Privacy Officer.

# VII. Service Objectives

Grantee shall achieve the following Service Objectives:

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

# VIII. Outcome Objectives

Grantee shall achieve the following Outcome Objectives:

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

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

# **IX.** Reporting Requirements

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

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

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

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

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

# X. Monitoring Activities

- A. <u>Program Monitoring</u>: Grantee is subject to program monitoring and/or audits, including, but not limited to review of the following: tenant files, administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
  - Monitoring of program participation in the ONE System may include, but is not limited to, data quality reports from the ONE System, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.
- B. Fiscal and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts and Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

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

# I. Purpose of Grant

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

# II. Served Population

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

#### III. Referral and Prioritization

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

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

# IV. Description of Services

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

#### A. Outreach:

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

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

# B. Intake and Assessment:

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

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

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

#### C. Case Management:

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

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

# D. Housing Stability Support:

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

#### E. Coordination with Property Management:

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

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

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

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

# F. Wellness and Emergency Safety Checks:

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

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

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

#### H. Exit Planning:

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

#### V. Location and Time of Services

Grantee shall provide services at the following locations:

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

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

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

# VI. Service Requirements

# A. Case Management Ratio:

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

## B. Supervision:

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

# C. Housing First:

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

### D. Harm Reduction:

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

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

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

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

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

## G. Admission Policy:

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

#### H. Grievance Procedure:

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

- b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
- c. The amount of time required for each step, including when a tenant can expect a response; and
- d. In accordance with published HSH policies/procedures, the HSH Grievances email address (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. <u>City Communications, Trainings and Meetings:</u>

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

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

## K. Coordination with Other Service Providers:

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

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

Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service

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

# M. Disaster and Emergency Response Plan:

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

# N. Record Keeping and Files:

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

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

#### O. Data Standards:

- Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to:
  - a. Entering all household data within three working days (unless specifically requested to do so sooner);
  - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
  - c. Running monthly data quality reports and correcting any errors.
- 2. Records entered into the ONE System shall meet or exceed the ONE System Continuous Data Quality Improvement (CDQI) Process standard<sup>1</sup>
- 3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

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

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

# P. Good Neighbor Policy:

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

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

## Q. Confidentiality:

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

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- 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

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

# VIII. Outcome Objectives

Grantee shall achieve the Outcome Objectives listed below.

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

## IX. Reporting Requirements

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

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- includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- C. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each year:
  - 1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
  - 2. The number of program participants who had a Service Plan during the program year; the number and percentage of Services Plans that were reviewed at least once every 6 months and updated as appropriate;
  - 3. The number and percentage of households who completed a written survey to provide feedback on the type and quality of program services. Please include survey results on what clients reported regarding the quality and satisfaction with services, and program or policy changes implemented in response to tenant feedback.
- D. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<a href="https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf">https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf</a>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- 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 <a href="https://codelibrary.amlegal.com/codes/san\_francisco/latest/sf\_admin/0-0-0-11877">https://codelibrary.amlegal.com/codes/san\_francisco/latest/sf\_admin/0-0-0-11877</a>, as instructed by HSH.
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- G. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

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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.

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_	Term Budget	\$ 45,157,357	\$ 68,426,064	.=.:										
_	Contingency	\$ 2,002,042	\$ 3,871,620	15%										
	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684											
17					3									
18						Year 1		Year 2		Year 3		Year 4		Year 5
10						1/1/2021 -		7/1/2021 -		7/1/2022 -		7/1/2023 -		7/1/2024 -
						6/30/2021		6/30/2022		6/30/2023		6/30/2024		6/30/2025
19 20						Actuals		Actuals		Actuals		Actuals		
	Expenditures					Actuals		Actuals		Actuals		Actuals		New
	Salaries & Benefits				\$	770,106	Ś	1,635,185	\$	1,782,611	\$	1,893,944	\$	2,560,110
_	Operating Expenses	;			\$	1,138,757	\$	2,428,314	\$	3,123,042		3,101,364	_	2,458,565
-	Subtotal				\$	1,908,863	\$	4,063,499	\$	4,905,653		4,995,308	_	5,018,675
26	Indirect Cost				\$	229,063	\$	487,620	\$	588,679	\$	599,436		641,919
27	Other Expenses (No	t Subject to Indi	rect %)		\$	2,953,246	\$	5,273,382	\$	5,992,814	\$	5,348,221	\$	6,987,342
	Capital Expenditure				\$	-	\$	61,520	\$	-	\$	586,821	_	1,255,450
	Total Expenditures				\$	5,091,172	\$	9,886,021	\$	11,487,146	\$	11,529,786	\$	13,903,386
31														
	HSH Revenues*													
	HSH Fund				\$	3,461,880	_	7,646,474	_	7,875,869	\$	8,882,705	_	9,026,702
	HSH Fund - One-Tin				\$	-	\$	19,082	\$		\$	-	\$	- 1 222 225
	General Fund - Ong General Fund - One				\$	472,712	\$	302,538	\$	1,430,304	\$	738,377 691,130	\$	1,323,005 1,281,070
	Prop C	-11111111111111111111111111111111111111			\$	85,965	\$	933,030	\$	670,408	\$	936,414		1,281,070
_	Prop C - One-Time (	Carryforward			\$	-	\$	(179,518)	_	179,518	\$	-	\$	-,001,002
_	Adjustment to Actu				\$	(4)	_	(55,778)		-	\$	(999,919)	_	-
46	Total HSH Revenue	s			\$	4,020,553	\$	8,665,828	\$	10,156,099	\$	10,248,707	\$	12,632,339
47	Other Revenues												_	
_	Rental Income				\$	1,068,023	\$	1,215,000	\$	1,325,854	\$	1,275,886	\$	1,265,854
_	Private Match				\$	2,596	\$	5,193	\$	5,193	_	5,193		5,193
53	Total Other Revenu	ies			\$	1,070,619	\$	1,220,193	\$	1,331,047	\$	1,281,079	\$	1,271,047
54													L	
55	Total HSH + Other F	Revenues			\$	5,091,172	\$	9,886,021	\$	11,487,146	\$	11,529,786	\$	13,903,386
_	Total Adjusted Salar	ry FTE (All Budge	ts)			11.07		15.20		13.83		14.24	Ĺ	19.91
• •					7	· · · · ·	_							<u> </u>
58	D		T: CC :		1									
58 59	Prepared by		Tiffany Luong	140	1									
58 59 60	Phone		.487.3300 ext. 12	219										
58 59 60 61				219										
58 59 60 61 62	Phone Email  * NOTE: HSH budge multiple years, stric budgets at any give	ets typically proje tly for budget-pl n year are subjec	.487.3300 ext. 12 luong@ecs-sf.org ect out revenue anning purposes et to Mayoral / B	evels across a. All program oard of										
58 59 60 61 62 63	Phone Email  * NOTE: HSH budge multiple years, strice	ets typically proje tly for budget-pl n year are subjec on and funding a	.487.3300 ext. 12 luong@ecs-sf.org ect out revenue anning purposes ct to Mayoral / B availability, and a	levels across All program oard of ire not										

DEFERMENT OF HOMELSSNESS AND SUPPORTIVE HOUSING 2 APPENDER, BUDGET 3   DOCUMENT DATE   47/72015   67/02073   67/02073   67/02073   67/02073   7   7   7   7   7   7   7   7   7		Α	В	С	D		V		Υ		Al		AJ		AK
2   APPENDIX B, SUDGET	1						V				Al		Au		AIX
3   Document Date	2														
Contract Term   Supple Date   Find Date				]											
Comment Term					Duration										
Management	4	Contract Term	Begin Date	End Date	(Years)										
Program	5	Current Term	1/1/2021	6/30/2025	5										
Program	6	Amended Term	1/1/2021	6/30/2027	7										
Procedure   1000019778   100001978   1000019778   1000019778   1000019778   1000019778   100001978   1000019778   1000019778   1000019778   1000019778   100001	7	Provider Name													
10   Controlled   Amendment   The Rective Date   7/17/2075   Alder - Property Management, Aider - Support Services, Eline, Tools - Support Services, Eline, Tools - Support Services, Eline, Tools - Support Services, Ministère - Property Management, Hillidaile - Support Services, Ministère - Support Services, One-Time Catalla Improvements   15 mg   10 mg	8		EC		9										
Effective Date		•				_									
Alder - Property Management, Alder - Support Services, Elicophy Cheby - Support Services, Elicophy Management, Cheby - Support Services, Millside - Property Management, Hillside - Support Services, One-Time Capital Improvements   16						-									
Budget Names   Support Services, Crosh - Property Management, Crosh - Support Services, Blanding   Competity Management, Edm - Support Services, Mentone - Property Management, Mentone - Support Services, One-Time Capital Improvements	11	Effective Date		//1/2025											
Budget Names   Support Services, Crosh - Property Management, Crosh - Support Services, Blanding   Competity Management, Edm - Support Services, Mentone - Property Management, Mentone - Support Services, One-Time Capital Improvements			Alder - Property	Management,	Alder -										
Budget Names			Support Service	es, Crosby - Prop	erty										
Budget Names   Services, Hillsdale - Property Management, Hillsdale - Support Services, Mentone - Property Management, Hentone - Support Services, One-Time Capital Improvements			Management, C	Crosby - Support	Services, Elm -										
Services, Freedom   Hillsdia   Support Services, Description   Hillsdia   Support Services, Memory   Hillsdia   Hillsdi		Dudget News	Property Manag	gement, Elm - Su	pport										
Property Management, Mentone - Supports   Services, One-Time Capital Improvements   18   Current   New   14   Term Budget   \$ 45,157,357   \$ 68,8426,064   15%		buuget Names	Services, Hillsda	ale - Property Ma	anagement,										
Services, One-Time Capital Improvements   18   18   18   18   18   18   18   1			Hillsdale - Supp	ort Services, Me	ntone -										
12   13   15   15   15   15   15   15   15				_											
13	40		Services, One-T	ime Capital Imp	rovements										
14   Term Budget			Current	New		1									
15		Term Budget													
Not-To-Exceed   \$ 47,159,399   \$ 72,297,684					15%										
EXTENSION YEAR   Vear 6   Vear 7   Vear 6   Vear 7   Vear 6   Vear 6   Vear 7   Vear 8   Vear 7   Vear 8   Ve															
		NOT-10-EXCEED	\$ 47,159,399	\$ 12,291,684		J									
19	17					EX		E							
19   19   19   19   19   19   19   19	18						Year 6		Year 7				All Years		
New   New   Current   Amendment   New   New   Current   Amendment   New   Ne							7/1/2025 -		7/1/2026 -		1/1/2021 -		7/1/2024 -		1/1/2021 -
New   New   Current   Amendment   New   New   Current   Amendment   New   Ne	19						6/30/2026		6/30/2027		6/30/2025		6/30/2027		6/30/2027
22   Salaries & Benefits   S   2,525,502   S   8,641,956   S   5,046,404   S   13,692,960							New		New		Current	Α	mendment		New
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   \$ 2,089,1998   \$ 9,965,326   \$ 3,0860,124   25 Indirect Cost   \$ 6,76,531   \$ 6,76,531   \$ 6,76,531   \$ 2,546,717   \$ 1,353,062   \$ 3,0860,124   27 Other Expenses (Not Subject to Indirect %)   \$ 6,961,722   \$ 6,961,722   \$ 25,988,337   \$ 14,489,613   \$ 40,478,449   28 Capital Expenditure   \$ 12,622,316   \$ 12,622,316   \$ 51,331,342   \$ 25,806,201   \$ 77,142,142   29 Total Expenditure   \$ 12,622,316   \$ 12,622,316   \$ 51,331,342   \$ 25,806,201   \$ 77,142,142   30 Total Expenditure   \$ 9,026,702   \$ 9,026,702   \$ 36,893,630   \$ 18,053,404   \$ 54,947,034   31 Hish Fund   \$ 9,026,702   \$ 9,026,702   \$ 36,893,630   \$ 18,053,404   \$ 54,947,034   32 Hish Fund   \$ 9,026,702   \$ 9,026,702   \$ 36,893,630   \$ 18,053,404   \$ 54,947,034   33 General Fund - One-Time Carryforward   \$ - \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	21	Expenditures													
Subtotal	22	Salaries & Benefits					2,525,502	_			8,641,956		5,046,404	_	13,692,960
Section   Sect	23	Operating Expenses	5			-		·	2,458,561	\$	12,250,042	\$	4,917,122	·	17,167,164
77 Other Expenses (Not Subject to Indirect %) \$ 6,961,722 \$ 6,961,722 \$ 25,988,837 \$ 14,489,613 \$ 40,478,449 \$ 26 Capital Expenditure \$ 5 - \$ - \$ 1,903,791 \$ - \$ 1,903,791 \$	24					_		_		_		_		_	30,860,124
Capital Expenditure   S								_		_		т.		_	3,899,779
Total Expenditures   \$ 12,622,316   \$ 12,622,316   \$ 51,331,342   \$ 25,806,201   \$ 77,142,142			•	rect %)		_	6,961,722	_	6,961,722	_		_	14,489,613		40,478,449
Section   Sect			!			-	40.000.00	·	-	_		-		_	
HSH Revenues   State		Total Expenditures				\$	12,622,316	\$	12,622,316	\$	51,331,342	\$	25,806,201	\$	77,142,142
HSH Fund		-46													
Section   Sect						<u> </u>									
\$ 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						_	9,026,702	_	9,026,702	_			18,053,404	_	
Semeral Fund - One-Time   Semenal Fund - O							-	_	<u> </u>	_			-	_	•
Social Prop C   Social Registration   Soci						-	1,323,005	_	1,323,005	_		_	3,212,179	_	
Prop C - One-Time Carryforward			-lime			т.	1 001 503	-	1 001 500	-	1,5 , 1,200	т .	2.002.42:	-	
43   Adjustment to Actuals		-	Cornifornia				1,001,562	_	1,001,562	_	3,627,379	_	2,003,124	_	5,630,503
Total HSH Revenues   \$ 11,351,269   \$ 11,351,269   \$ 45,157,357   \$ 23,268,707   \$ 68,426,064						-		_		·	/1 OFF 701\	•	-	_	/1 OFF 701\
## Other Revenues  ## Rental Income  ## Rental I	_	,				_		_	11 251 260	_				_	
## Rental Income			3			ş	11,331,209	ş	11,331,209	Ş	45,137,337	Ş	23,200,707	Ą	00,420,004
49 Private Match \$ 5,193 \$ 5,193 \$ 23,368 \$ 10,386 \$ 33,754 \$ 5,193 \$ 10,386 \$ 33,754 \$ 1,271,047 \$ 1,271,047 \$ 6,173,985 \$ 2,542,094 \$ 8,716,079 \$ 1,271,047 \$ 1,271,047 \$ 6,173,985 \$ 2,542,094 \$ 8,716,079 \$ 1,271,047 \$ 1,						_									
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  Frepared by Tiffany Luong  60 Phone 415.487.3300 ext. 1219  61 Email tluong@ecs-sf.org  62  * NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-						_		_		_				_	
Total HSH + Other Revenues  5 Total Adjusted Salary FTE (All Budgets)  5 Total Adjusted Salary FTE (All Budgets)  5 Total Adjusted Salary FTE (All Budgets)  5 Prepared by  6 Phone  6 415.487.3300 ext. 1219 6 Email  6 Itluong@ecs-sf.org  6 Phone  7 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-						-		_		_		-		_	
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  Prepared by Tiffany Luong  60 Phone 415.487.3300 ext. 1219  Email tluong@ecs-sf.org  * 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-		i otal Other Revenu	ies			Ş	1,2/1,047	\$	1,2/1,047	\$	ь,1/3,985	\$	2,542,094	\$	8,/16,079
Total Adjusted Salary FTE (All Budgets)  56 Total Adjusted Salary FTE (All Budgets)  57 Prepared by Tiffany Luong  60 Phone 415.487.3300 ext. 1219  61 Email Illuong@ecs-sf.org  62  * NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-	54					<u> </u>									
58 59 Prepared by Tiffany Luong 60 Phone 415.487.3300 ext. 1219 61 Email tluong@ecs-sf.org 62  * NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of 53 Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-	55	Total HSH + Other I	Revenues			\$	12,622,316	\$	12,622,316	\$	51,331,342	\$	25,810,801	\$	77,142,143
59 Prepared by Tiffany Luong 60 Phone 415.487.3300 ext. 1219 61 Email tluong@ecs-sf.org 62  * NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-		Total Adjusted Sala	ry FTE (All Budge	ts)			19.78		19.78						
# 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-	58		1			1									<u> </u>
61 Email tluong@ecs-sf.org  62  * NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of 63 Supervisors discretion and funding availability, and are not 64 guaranteed. For further information, please see Article 2 of the G-	59	Prepared by				1									
* 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-	60				219	1									
* 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-	61	Email	<u>t</u>	luong@ecs-sf.org		]									
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-	62					_									
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-		* NOTE: HSH budg	ets typically proje	ect out revenue	evels across										
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-															
Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-			,	• • •											
guaranteed. For further information, please see Article 2 of the G-	63	, ,													
			_												
	65	100 Grant Agreeme	ent document.												

	Α	В	С	D	Р	S	Al	AJ	AK
1	DEPARTMENT OF H	=	-	_		Ü	7.0	710	7413
-	APPENDIX B, BUDG								
	Document Date	4/7/2025							
				Duration					
4	Contract Term	Begin Date	End Date	(Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name	Episcopal	Community Serv	ices					
	Program	ECS	- Master Lease						
9	F\$P Contract ID#		1000019778						
_	Contract Action		Amendment						
11	Effective Date		7/1/2025						
12	Budget Name	One-Time Capita	I Improvements	ı					
13		Current	New						
14	Term Budget	\$ 1,469,271	\$ 1,469,271	15%					
15	Contingency	\$ 2,002,042	\$ 3,871,620	25/0					
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17									
18				•	Year 4	Year 5		All Years	
					7/1/2023 -	7/1/2024 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
19					6/30/2024	6/30/2025	6/30/2025	6/30/2027	6/30/2027
20					Actuals	New	Current	Amendment	New
	Expenditures					-			-
28	Capital Expenditure				\$ 213,821	\$ 1,255,450	\$ 1,469,271	\$ -	\$ 1,469,271
30	Total Expenditures				\$ 213,821		\$ 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 Actu	als			\$ (63,589)		\$ (63,589)	\$ -	\$ (63,589)
	Total HSH Revenue	s			\$ 213,821	\$ 1,255,450	\$ 1,469,271	\$ -	\$ 1,469,271
57								<u> </u>	
58	Prepared by	Т	iffany Luong						
59	Phone	415.4	87.3300 ext. 1219						
60	Email	tlu	ong@ecs-sf.org						

	A	В	l N	Q	AG	<b>I</b> AH	Al
1		DMELESSNESS AND SUPPORTIVE HOUSING	IN	Q	AG	AH	Al
2	APPENDIX B, BUDGE						
3	OPERATING DETAIL	ı					
4	Document Date	4/7/2025	7				
5	Provider Name	Episcopal Community Services					
6	Program	ECS - Master Lease					
7	FSP Contract ID#	1000019778					
8	Budget Name	One-Time Capital Improvements					
9	24460011441110	one time capital improvements	_				
Ť			Year 4	Year 5		All Years	
10						-	
١.,			7/1/2023 -	7/1/2024 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
11			6/30/2024	6/30/2025	6/30/2025	6/30/2027	6/30/2027
12			Actuals	New	Current	Amendment	New
4.0			Budgeted	Budgeted	Budgeted		Budgeted
13			Expense	Expense	Expense	Change	Expense
71	Capital Expenses					1	T
72	Alder Site		\$ 63,400	\$ 176,550	39,950	\$ -	\$ 239,950
73	Crosby Site		\$ 87,000	\$ 490,000	\$ 577,000	\$ -	\$ 577,000
74	Elm Site		\$ 29,540	\$ 235,543	3 \$ 265,083	\$ -	\$ 265,083
75	Hillsdale Site		\$ 56,750			\$ -	\$ 248,970
76	Mentone Site		\$ 40,720	\$ 161,137	7 \$ 201,857	\$ -	\$ 201,857
77	Adjustment to Actuals		\$ (63,589)	\$	- \$ (63,589)	\$ -	\$ (63,589)
95		_					
96	TOTAL CAPITAL EXP	ENSES	\$ 213,821	\$ 1,255,450	) \$ 1,469,271	\$ -	\$ 1,469,271

Properties   Program   Property   Properties   Program   Property	_	Δ.	В	0	Б	0						В		-
A   Document Date	$\vdash$	A DEDARTMENT OF H	B B	C C	D	G	<u> </u>	J		M		Р		S
Contract Term	-			ND SUPPORTIVE F	IOUSING									
Contract Term   Bugin Date   End Date   Clear   Clear	-													
Contract Term	3	Document Date	4/7/2025		Duration									
Second   Community   Second	1	Contract Term	Regin Date	End Date										
Provider Name	-													
Propose														
Program   ECS   Master Lease	-													
February   1000019778   1000019778   1000019778   11000019778   111	-				vices									
10   Contract Action   Amendment   Iffective Date   71/1/2015   15/14   15/1		•	EC											
11   Effective Date   171/2025   Sudget Name   Alder - Property Management   13   Current   New   14   Term Budget   5   8,076,328   5   12,026,288   15%	-													
12   Budget Name   Alfer - Property Management   14   15   15   15   15   15   15   15	⊢÷÷													
13	H		411 5											
14   mm budget   \$ 8,076,342   \$ 12,026,288   15%	_	Budget Name		T T										
15	-													
Not-To-Exceed   \$ 47,159,399   \$ 72,297,684					15%									
	15													
	16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684										
1/1/2021	17										_			
19   19   19   19   19   19   19   19	18					Year 1		Year 2		Year 3		Year 4		Year 5
19   19   19   19   19   19   19   19	Ü					1/1/2021	Ε.	7/1/2021		7/1/2022		7/1/2022		7/1/2024
Actuals														
Expenditures	_													
Salaries & Benefits   Salaries & Salaries						Actuals		Actuals		Actuals		Actuals		New
Querating Expenses   \$ 200,611   \$ 467,996   \$ 501,332   \$ 535,426   \$ 420,609	-													
Subtotal	22					•	_		_			,	_	
Indirect Percentage	23						_	•	_		_		_	
Second Fund - CODB   Second	24					,-	_	•	\$		\$		\$	
27   Other Expenses (Not Subject to Indirect %)   \$ 741,821 \$ 1,483,022 \$ 1,513,493 \$ 1,464,707 \$ 1,776,906								12.00%		12.00%		12.00%		12.00%
Capital Expenditure   S	26					\$ 24,073	\$	56,160	\$	63,780	\$	67,688	\$	53,911
Total Expenditures   \$ 966,505   \$ 2,007,178   \$ 2,108,774   \$ 2,198,756   \$ 2,280,073   \$ 2   HSH Revenues (select)	27	Other Expenses (No	t Subject to Indire	ct %)			\$	1,483,022	\$	1,513,493	\$		\$	1,776,906
32   HSH Revenues (select)	28	Capital Expenditure				•	\$	-	\$	-	\$	102,288	\$	-
SSH Revenues (select)   SSH Revenues (select)   SSH Fund	30	Total Expenditures				\$ 966,505	\$	2,007,178	\$	2,108,774	\$	2,198,756	\$	2,280,073
Section   Sect	31													
HSH Fund - CODB	32	HSH Revenues (sele	ct)											
HSH Fund - One-Time Carryforward   \$   -	33	HSH Fund				\$ 625,595	\$	1,465,231	\$	1,462,837	\$	1,553,391	\$	1,566,134
Separal Fund - Ongoing   \$ 91,366   \$ 47,281   \$ 152,146   \$ 191,931   \$ 196,729	34	HSH Fund - CODB				\$ -	\$	-	\$	-	\$	-	\$	-
37   General Fund - CODB   \$ - \$ - \$ - \$   \$ - \$   \$   \$   \$   \$						\$ -	\$	-	\$	-	\$	-	\$	-
Semeral Fund - CODB   S	36	General Fund - Ongo	oing			\$ 91,366	\$	47,281	\$	152,146	\$	191,931	\$	196,729
39   Prop C   \$ - \$ 193,987 \$ 200,910 \$ 206,937 \$ 212,110	37	General Fund - COD	В			\$ -	\$	-	\$	-	\$	-	\$	-
40   Prop C - COLA   \$   -	38	General Fund - One-	Time			\$ -	\$	-	\$	-	\$	102,288	\$	-
1	39	Prop C				•	\$	193,987	\$	200,910	\$	206,937	\$	212,110
42   One-Time Transfer   \$   -   \$   (27,219)   \$   -   \$   -   \$   43     Adjustment to Actuals   \$   -   \$   (4,421)   \$   -   \$   (160,891)   \$   -   \$     44   \$   \$   \$   \$   \$   \$   \$   \$   \$	40	Prop C - COLA				•	\$	-	\$	-	\$	-	\$	-
43   Adjustment to Actuals   \$ - \$ (4,421) \$ - \$ (160,891) \$ - \$ 44   \$ \$ -	41	Prop C - One-Time C	arryforward			\$ -	\$	-	\$	-	\$	-	\$	-
S	42	One-Time Transfer				\$ -	\$	-	\$	(27,219)	\$	-	\$	-
\$   \$   \$   \$   \$   \$   \$   \$   \$   \$	43	Adjustment to Actua	als			\$ -	\$	(4,421)	\$	-	\$	(160,891)	\$	-
46   Total HSH Revenues   \$   716,961   \$   1,702,078   \$   1,788,674   \$   1,893,656   \$   1,974,973	44					\$ -	\$	-	\$		\$	-	\$	-
47       Other Revenues (select)       Select (section of the section of the	45					\$ -	\$	-	\$		\$	-	\$	-
48 Rental Income       \$ 249,544       \$ 305,100       \$ 320,100       \$ 305,100       \$ 305,100         53 Total Other Revenues       \$ 249,544       \$ 305,100       \$ 320,100       \$ 305,100       \$ 305,100         54	46	Total HSH Revenue	5			\$ 716,961	\$	1,702,078	\$	1,788,674	\$	1,893,656	\$	1,974,973
48 Rental Income       \$ 249,544       \$ 305,100       \$ 320,100       \$ 305,100       \$ 305,100         53 Total Other Revenues       \$ 249,544       \$ 305,100       \$ 320,100       \$ 305,100       \$ 305,100         54	47	Other Revenues (se	ect)											
53     Total Other Revenues     \$ 249,544     \$ 305,100     \$ 320,100     \$ 305,100     \$ 305,100       54     Total HSH + Other Revenues     \$ 966,505     \$ 2,007,178     \$ 2,108,774     \$ 2,198,756     \$ 2,280,073       57     Prepared by     Tiffany Luong       59     Phone     415,487,330 ext. 1219	-					\$ 249 544	\$	305 100	\$	320 100	\$	305 100	Ś	305 100
54   55   Total HSH + Other Revenues   \$ 966,505   \$ 2,007,178   \$ 2,108,774   \$ 2,198,756   \$ 2,280,073    57   Frepared by   Tiffany Luong   59   Phone   415.487.3300 ext. 1219   415.487.3300 ext. 1219			es				_						_	
55     Total HSH + Other Revenues     \$ 966,505     \$ 2,007,178     \$ 2,108,774     \$ 2,198,756     \$ 2,280,073       57       58     Prepared by     Tiffany Luong       59     Phone     415.487.3300 ext. 1219		. Star Striet Neverlu				y 243,344	٧	303,100	٧	320,100	ڔ	303,100	٧	303,100
57 58 Prepared by Tiffany Luong 59 Phone 415.487.3300 ext. 1219		=				A								
58         Prepared by         Tiffany Luong           59         Phone         415.487.3300 ext. 1219		Total HSH + Other F	Revenues			\$ 966,505	\$	2,007,178	\$	2,108,774	\$	2,198,756	\$	2,280,073
59 <b>Phone</b> 415.487.3300 ext. 1219	57	n 1:												
	58													
60 Email thuong@ecs-sf.org	59	Phone			9									
	60	Email	<u>tlu</u>	uong@ecs-sf.org										

	Α	В	С	D	V			Υ		Al		AJ		AK
1	DEPARTMENT OF H		ID SUPPORTIVE H	IOUSING										
2	APPENDIX B, BUDG	ET												
3	Document Date	4/7/2025												
				Duration										
4	Contract Term	Begin Date	End Date	(Years)										
5	Current Term	1/1/2021	6/30/2025	5										
6	Amended Term	1/1/2021	6/30/2027	7										
7	Provider Name		al Community Serv	vices										
8	Program	EC	S - Master Lease											
9	F\$P Contract ID#		1000019778											
	Contract Action		Amendment											
11	Effective Date		7/1/2025											
	Budget Name	Alder - Property												
13		Current	New											
	Term Budget	\$ 8,076,342	\$ 12,026,288	15%										
15	Contingency	\$ 2,002,042	\$ 3,871,620											
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684											
17					EXTENSIO	N YEAR	EX	TENSION YEAR						
18					Year	6		Year 7			-	All Years		
					7/1/20	125 -	-	7/1/2026 -	1	/1/2021 -	7	/1/2024 -	1/	1/2021 -
l					6/30/2			5/30/2027		/30/2025		/30/2027		30/2027
19							_				_		0/	
20				1	Nev	V		New		Current	An	nendment		New
	Expenditures				4 .								_	
22	Salaries & Benefits					28,647	\$	28,647	\$	87,463	\$	52,694	\$	144,757
23	Operating Expenses					20,609	\$	420,609	\$	2,125,974	\$	841,218	-	2,967,192
24	Subtotal					19,256	\$	449,256	\$	2,213,437	\$	893,912	\$	3,111,949
25	Indirect Percentage					12.00%		12.00%		205 010		40=000	_	
26	Indirect Cost (Line 2					53,911	\$	53,911	\$	265,612	\$	107,822	\$	373,434
27	Other Expenses (No	t Subject to Indire			76,906	\$	1,776,906	\$	6,979,949	\$	3,553,812		0,533,761	
28	Capital Expenditure				\$	-	\$		\$	102,288	\$	<u> </u>	\$	102,288
	Total Expenditures			\$ 2,28	30,073	\$	2,280,073	\$	9,561,286	\$	4,555,546	Ş 1	4,121,432	
31														
	HSH Revenues (sele	ct)			4									
	HSH Fund					66,134	\$	1,566,134	\$	6,673,188	\$	3,132,268	_	9,805,456
	HSH Fund - CODB				\$	-	\$	-	\$	-	\$	-	\$	-
	HSH Fund - One-Tim				\$	-	\$	-	\$	-	\$	-	\$	-
	General Fund - Ongo					96,729	\$	196,729	\$	679,453	\$	393,458	_	1,072,911
37	General Fund - COD				\$	-	\$	-	\$	-	\$	-	\$	
38	General Fund - One-	Time			\$	-	\$	-	\$	102,288	\$	-	\$	102,288
	Prop C					12,110	\$	212,110	\$	813,944	\$	424,220	_	1,238,164
	Prop C - COLA				\$	-	\$	-	\$	-	\$	-	\$	-
41	Prop C - One-Time C	Carryforward			\$	-	\$	-	\$	-	\$	-	\$	
42	One-Time Transfer				\$	-	\$	-	\$	(27,219)	_	-	\$	(27,219)
43	Adjustment to Actua	als			\$	-	Ļ,		\$	(165,312)	\$	-	\$	(165,312)
44					\$	-	\$	-	\$	-	\$	-	\$	
45					\$	-	\$	-	\$	-	\$	<u> </u>	\$	-
46	Total HSH Revenues	5			\$ 1,97	74,973	\$	1,974,973	\$	8,076,342	\$	3,949,946	<b>\$ 1</b>	2,026,288
47	Other Revenues (sel	lect)												
48	Rental Income				\$ 30	05,100	\$	305,100	\$	1,484,944	\$	610,200	\$	2,095,144
53	Total Other Revenu	es			\$ 30	05,100	\$	305,100	\$	1,484,944	\$	610,200		2,095,144
54														
	Total HSH + Other R	Revenues			\$ 2,28	30,073	\$	2,280,073	\$	9,561,286	\$	4,560,146	\$ 1	4,121,432
55 57	. Star 11517   Other In	.c.c.iucs			· 2,20	,.,.	7	_,,_,	7	2,301,200	7	,,500,140	7 1	.,121,732
	Prepared by		Tiffany Luong											
58			187.3300 ext. 121	٥										
59	Phone		uong@ecs-sf.org	J										
60	Email	110	uong@ecs-si.org											

	А	В	Q	Т	W	Х	AA	AD	AE	AH	AK
1	DEPARTMENT OF HOMELESSNES	SS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL		_								
4	Document Date	4/7/2025									
5	Provider Name	<b>Episcopal Community Services</b>									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Alder - Property Management									
9											
10				Year 3			Year 4			Year 5	
				For HSH	7/1/2022 -		For HSH	7/1/2023 -	Agonov	For HSH	7/1/2024 -
11			<b>Agency Totals</b>	Funded	6/30/2023	Agency Totals	Funded	6/30/2024	Agency	Funded	6/30/2025
12				Program	New		Program	New	Totals	Program	New
			Annual Full	Adjusted		Annual Full	Adjusted		Annual Full	Adjusted	
			Time Salary		Budgeted Salary	Time Salary	•	Budgeted	Time Salary	Adjusted	Dudgeted Colomi
			,	Budgeted FTE	buugeteu Salary	,	Budgeted	Salary	•		Budgeted Salary
13	POSITION TITLE		(for 1.00 FTE)	FIE		(for 1.00 FTE)	FTE		(for 1.00 FTE)	FIE	
14	Sr. Director/Housing Dev & Asset M	lgmt.	\$ 164,299	0.01	\$ 2,300	\$ 164,299	0.01	\$ 2,300	\$ 164,299	0.01	\$ 2,300
15	Asset Manager - Master Leased Ope	erations	\$ 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

	Δ	В	AL	AO	AR	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNE	·	, <u>//</u>	710	7111	7.0	710	7(1	Во	BV	. BW
_	APPENDIX B, BUDGET										
	SALARY & BENEFIT DETAIL										
4	Document Date	4/7/2025	1								
5	Provider Name	<b>Episcopal Community Services</b>	]								
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Alder - Property Management									
9			E	XTENSION YEAR	R		EXTENSION Y	EAR			
10				Year 6			Year 7			All Years	
				For HSH	7/1/2025 -	Agency	For HSH	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
11			Agency Totals	Funded	6/30/2026	Totals	Funded	6/30/2027	6/30/2025	6/30/2027	6/30/2027
12				Program	New	Totals	Program	New	Current	Amendment	New
13	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
14	Sr. Director/Housing Dev & Asset M	amt.	\$ 164,299	0.01	\$ 2,300	\$ 164,299	0.01	\$ 2,300	\$ 6,900	\$ 4,600	\$ 11,501
	Asset Manager - Master Leased Op		\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 59,208	\$ 39,472	\$ 98,681
35	i	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%			
		EMPLOYEE FRINGE BENEFITS			\$ 6,611			\$ 6,611	\$ 21,355	\$ 13,222	\$ 34,577
38 39		<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 28,647			\$ 28,647	\$ 87,463	\$ 52,694	\$ 144,757

	A	В	1	Е		Н		K	П	N		Q
1		MELESSNESS 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 - Property Management										
9												
10				Year 1		Year 2		Year 3		Year 4		Year 5
				1/1/2021 -		7/1/2021 -		7/1/2022 -		7/1/2023 -	7	7/1/2024 -
11				6/30/2021		6/30/2022		6/30/2023		6/30/2024	6	3/30/2025
12				Actuals		Actuals		Actuals		Actuals		New
	]			Budgeted		Budgeted		Budgeted		Budgeted		Budgeted
	Operating Expenses			Expense		Expense		Expense		Expense		Expense
15	Utilities (Electricity, Wate	er, 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 Su	upplies and Repair	\$	48,615	\$	145,230	\$	107,905	\$	145,548	\$	135,828
18	Printing and Reproduction	on					\$	500	\$	539	\$	539
23	Management/Booking Fe	ees	\$	48,372	\$	96,744	\$	100,920	\$	104,537		
24	Legal Fees		\$	6,600	\$	24,360	\$	11,860	\$	13,557		
25	Cable TV						\$	1,800	\$	2,110	\$	2,110
26		Processing Fee/Admin Misc.					\$	1,800	\$	1,760	\$	1,760
27	Payroll Processing Fee						\$	4,800	_	5,495	\$	5,495
28	Staff Training/Meeting S	upplies					\$	500	\$	83	\$	83
	ı .	иррнез					\$				\$	
29	Renting Fee				<u> </u>		ф	1,400	\$	703	Ф	703
44	Subcontractors:										_	
45	Office Salaries-Desk Cle		\$	12,500	\$	25,000	\$	25,000		25,000	\$	25,000
	TOTAL OPERATING EX	(PENSES	\$	200,611	\$	467,996	\$	501,332	\$	535,426	\$	420,609
51												
52	Other Expenses (Not Su	bject to Indirect Cost %)										
53	Rental of Property		\$	466,673	\$	939,386	\$	953,406	\$	1,043,689	\$	1,043,689
54	Office Salaries-Desk Cle	erks/Contract	\$	89,099	\$	217,445	\$	211,633	\$	217,794	\$	247,794
55	Manager Salaries-Hotel	Director/Manager	\$	36,171	\$	82,343	\$	72,880	\$	74,513	\$	74,513
56	Janitor Contract-Regular	r/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 Fe	ees									\$	104,537
	Legal Fees										\$	16,771
61	CODB (to be allocated)		\$	41,366							7	. 3, 1
	Adjustment to Actuals		Ψ	. 1,000	\$	(4,421)			\$	(160,891)		
68	Aujustinient to Actuals				φ	(4,421)			Ψ	(100,031)		
	TOTAL OTHER EVEN	000	_	744 004	<u>_</u>	4 400 000	6	4 540 400		C4 404 707	r.	4 770 000
	TOTAL OTHER EXPEN	SES	\$	741,821	\$	1,483,022	\$	1,513,493		\$1,464,707	\$	1,776,906
70												
71	Capital Expenses											
72	One-Time Extraordinary	Repairs							\$	102,288	\$	-
84												
85	TOTAL CAPITAL EXPE	NSES	\$	-	\$	-	\$	-	\$	102,288	\$	-

	Δ.	n	_	Т		W		40		A11		AI
1	A DEPARTMENT OF HOL	B MELESSNESS AND SUPPORTIVE HOUSING		I		VV		AG		AH		AI
2	APPENDIX B. BUDGET											
_	OPERATING DETAIL											
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services	]									
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778	_									
8	Budget Name	Alder - Property Management										
9			EXT	ENSION YEAR	EXT	TENSION YEAR						
10				Year 6		Year 7			-	All Years		
				/1/2025 -		7/1/2026 -		/1/2021 -		7/1/2024 -		/1/2021 -
11			6	5/30/2026		6/30/2027	- 6	6/30/2025	- 6	6/30/2027	6	30/2027
12				New		New		Current	Aı	mendment		New
13	Operating Expenses			Budgeted Expense		Budgeted Expense		Budgeted Expense		Change		Budgeted Expense
		er, Gas, Phone, Garbage and Waste Mgmt.)	\$	229,047	\$	229,047	\$	908,673	\$	458,094	\$	1,366,767
	Office Supplies, Postage		\$	20,044	\$	20,044	\$	82,545	\$	40,088	\$	122,633
	Building Maintenance Su		\$	135,828	\$	135,828	\$	583,126	\$	271,656	\$	854,782
	Printing and Reproduction	''	\$	539	\$	539	\$	1,578	\$	1,078	\$	2,656
	Management/Booking F		Ψ	333	Ψ	333	\$	350,573	\$	1,070	\$	350,573
24	Legal Fees	ees					\$	56,377	\$		\$	56,377
25	Cable TV		\$	2 110	\$	2 110	\$		\$		\$	
		Proceeding Fee/Admin Mice	\$	2,110	\$	2,110	\$	6,020	\$	4,220	\$	10,240
		Processing Fee/Admin Misc.	\$	1,760	\$	1,760		5,320	\$	3,520	\$	8,840
27	Payroll Processing Fee	N P		5,495	•	5,495	\$	15,790	·	10,990	_	26,780
	Staff Training/Meeting S	supplies	\$	83	\$	83	\$	666	\$	166	\$	832
	Renting Fee		\$	703	\$	703	\$	2,806	\$	1,406	\$	4,212
44	Subcontractors:		_		_						_	
45	Office Salaries-Desk Cle		\$	25,000	\$	25,000	\$	112,500	\$	50,000	\$	162,500
50	TOTAL OPERATING EX	KPENSES	\$	420,609	\$	420,609	\$	2,125,974	\$	841,218	\$	2,967,192
51	a a. a											
	Other Expenses (Not Su	ibject to Indirect Cost %)	+				_					
	Rental of Property		\$	1,043,689	\$	1,043,689	\$	4,446,843	\$	, ,	\$	6,534,221
	Office Salaries-Desk Cle		\$	247,794	\$	247,794	\$	983,765	\$	495,588	\$	1,479,353
	Manager Salaries-Hotel		\$	74,513	\$	74,513	\$	340,420	\$	149,026	\$	489,446
56	Janitor Contract-Regular	r/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
	Benefits		\$	114,197	\$	114,197	\$	480,205	\$	228,394	\$	708,599
	Management/Booking F	ees	\$	104,537	\$	104,537	\$	104,537	\$	209,074	\$	313,611
	Legal Fees		\$	16,771	\$	16,771	\$	16,771	\$	33,542	\$	50,313
	CODB (to be allocated)		-				\$	41,366	\$	-	\$	41,366
	Adjustment to Actuals						\$	(165,312)	\$	-	\$	(165,312)
68			-									
69	TOTAL OTHER EXPEN	SES	\$	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 EXPE	NSES	\$	-	\$	_	\$	102,288	\$	-	\$	102,288
								,				,

	A	В	С	D I	E
1	DEPARTMENT OF HOMELESSNESS AND	SUPPORTIVE HO	USING		
2	APPENDIX B. BUDGET				
	BUDGET NARRATIVE	Fiscal \	/ear		
		FY25-		1	
4	Alder - Property Management	_			
_		<u>Adjusted</u>	Budgeted		
5	Salaries & Benefits	Budgeted FTE	<u>Salary</u>	<u>Justification</u>	Calculation
	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	\$118,393 x 0.17 FTE
7				program efforts.	
27	TOTAL	0.17	\$ 19,736		
28	Employee Fringe Benefits	30%	\$ 6,611	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 26,347		
30 31					
31					
			Budgeted		
32	Operating Expenses		Expense	<u>Justification</u>	Calculation
24	Utilities (Electricity, Water, Gas, Phone, Garbage	and vvaste ivigmt.)	\$ 229,047	Utilities (electricity, water, gas, telephone and scavenger service)	\$19,087 x 12 months
34	Office Supplies, Postage		¢ 20.044	PM office supplies are including on site supplies	\$1.670 x 12 months
33	Building Maintenance Supplies and Repair			Estimated cost from property management provided information, including fire protection, plumbing, electrical	\$1,319 x 12 months
36	Daniang Manitonanoe Supplies and Nepall		ψ 100,020	and elevator repairs and furnishing, etc.	ψ11,010 X 12 HIOHUIS
	Printing and Reproduction		\$ 539	Covers copier usage	\$45 x 12 months
	Cable TV			Direct TV monthly fee	\$176 x 12 months
45	Wire /Website Support Processing Fee/Admin Mis	SC.	\$ 1,760	Covers bank wire and website support fee	\$147 x 12 months
46	Payroll Processing Fee		\$ 5,495	Covers monthly payroll fee	\$458 x 12 months
	Staff Training/Meeting Supplies			Covers staff training and meeting snack and supplies	\$7 x 12 months
	Renting Fee		\$ 703	Covers tenant background check	\$59 x 12 months
	Subcontractors:				
64	Office Salaries-Desk Clerks/Contract (first \$25k	<b>(1)</b>	,	Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage (first \$25K)	\$22,733 x 12 months
	TOTAL OPERATING EXPENSES		\$ 420,609		
70	Indirect Cost	12%	\$ 53,635		

	А	В	С	D	Е
1	DEPARTMENT OF HOMELESSNESS AND SU	UPPORTIVE HO	USING		
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE	Fiscal `	<b>r</b> ear		
4	Alder - Property Management	FY25-	26		
71				•	
72	Other Expenses (Not Subject to Indirect Cos	c+ 9/.)	Amount	Justification	Calculation
	Rental of Property	<u>51 70)</u>		The lease is written for 120 units	\$86,974 x 12 months
	Office Salaries-Desk Clerks/Contract			Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage	\$22,733 x 12 months
75	Manager Salaries-Hotel Director/Manager		\$ 74,513	Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$6,209 x 12 months
76	Janitor Contract-Regular/Extra Services		\$ 112,726	Responsible for building cleaning up, place trash bins	\$9,394 x 12 months
77	Repairs Payroll		\$ 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		

$\overline{}$	Α	В	С	D I	G		1	М	Р	Т	S
1	DEPARTMENT OF H				Ü		J	IVI	<u>'</u>		3
2	APPENDIX B, BUDG		ND SOFF ORTIVE NO	OSING							
3	Document Date	4/7/2025									
۲	Document Date	4/1/2023		Duration							
4	Contract Term	Begin Date	End Date	(Years)							
5	Current Term	1/1/2021	6/30/2025	5							
6	Amended Term	1/1/2021	6/30/2027	7							
7	Provider Name		oal Community Servi	ices							
8	Program		CS - Master Lease								
_	F\$P Contract ID#	_	1000019778								
	Contract Action		Amendment								
11	Effective Date		7/1/2025								
12	Budget Name	Crosby - Propert	v Management								
13		Current	New								
-	Term Budget	\$ 7,694,645	\$ 11,237,151								
-	Contingency	\$ 2,002,042	\$ 3,871,620	15%							
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684	1							
17		,,100,000	, , , , , , , , , , , , , , , , , , , ,								
18					Year 1		Year 2	Year 3	Year 4		Year 5
					1/1/2021 -	7	//1/2021 -	7/1/2022 -	7/1/2023 -		7/1/2024 -
l					6/30/2021		5/30/2022	6/30/2023	6/30/2024		6/30/2025
19			-		-						
20	F			Actuals		Actuals	Actuals	Actuals		New	
	Expenditures				<u> </u>	٦,		ć 24.542	l d 20.0	7.5	ć 20.07F
	Salaries & Benefits				\$ -	\$		\$ 31,512	1		\$ 29,075
	Operating Expenses				\$ 272,785 \$ 272,785	\$	543,402				\$ 546,589
	Subtotal Indirect Percentage				\$ 272,785 12.00%	\$	543,402 12.00%	\$ 756,974 12.00%	1		\$ 575,664 12.00%
	Indirect Cost (Line 2				\$ 32,734	_	65,208		\$ 95,3		\$ 69,080
-	Other Expenses (No		act %)		\$ 647,750	\$	1,252,840	\$ 1,402,036	\$ 1,322,0		\$ 1,521,809
	Capital Expenditure		:01 /0]		\$ 047,730	Ś	1,232,640	\$ 1,402,030	\$ 1,322,0		\$ 1,321,809
	Total Expenditures				\$ 953,269	Ś	1,861,450	\$ 2,249,847	\$ 2,250,5		\$ 2,166,553
31	Total Expelluitures				7 333,203	۲ ا	1,001,430	ÿ 2,243,047	7 2,230,3	05	7 2,100,333
-	HSH Revenues										
	HSH Fund				\$ 569,273	\$	1,249,650	\$ 1,209,891	\$ 1,265,0	28	\$ 1,277,570
-	General Fund - Ongo	oing			\$ 84,213	\$	38,782	\$ 416,141	\$ 1,203,0		\$ 192,091
	General Fund - One-				\$ -	\$		\$ -	\$ 39,0		\$ -
	Prop C				\$ -	\$	278,266	\$ 7,400	\$ 294,2		\$ 301,592
_	Prop C - One-Time (	Carryforward			\$ -	\$	(26,548)				\$ -
-	One-Time Transfer	•			\$ -	\$	-	\$ 194,567	\$ 218,0	00	\$ -
	Adjustment to Actu	als			\$ -	\$	-	\$ -	\$ (128,4		\$ -
	Total HSH Revenue				\$ 653,486	\$	1,540,150	\$ 1,854,547	\$ 1,875,2		\$ 1,771,253
	Other Berry										
	Other Revenues		¢ 200.702	Ċ	221 200	¢ 205.200	¢ 275.2	00	¢ 205.200		
	Rental Income Total Other Revenu		\$ 299,783 \$ 299,783	\$	321,300 321,300	\$ 395,300 \$ 395,300	\$ 375,3 \$ 375,3		\$ 395,300 \$ 395,300		
53	Total HSH + Other F		\$ 299,783 \$ 953,269	\$	1,861,450	\$ 2,249,847	\$ 2,250,5		\$ 2,166,553		
55 57			÷ 355,269	7	1,001,450	2,249,64 <i>1</i>	ک,۷,۷5U,5	05	کررون کر		
58											
59	Prepared by		Tiffany Luong								
	Phone	415									
61	Email		tluong@ecs-sf.org								

_	A	В	С	D		V		Υ		Al		AJ		AK
1			ND SUPPORTIVE HO			V		T		AI		AJ		AN
2	APPENDIX B, BUDG		ND SUPPORTIVE HO	USING										
_	Document Date	4/7/2025	1											
3	Document Date	4/1/2023		Duration	1									
4	Contract Term	Begin Date	End Date	(Years)										
5	Current Term	1/1/2021	6/30/2025	5										
6	Amended Term	1/1/2021	6/30/2027	7										
7	Provider Name		pal Community Servi											
8	Program		CS - Master Lease											
	F\$P Contract ID#		1000019778											
	Contract Action		Amendment											
11	Effective Date		7/1/2025											
12	Budget Name	Crosby - Propert	y Management											
13		Current	New											
14	Term Budget	\$ 7,694,645	\$ 11,237,151	450/										
15	Contingency	\$ 2,002,042	\$ 3,871,620	15%										
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684											
17					EXT	ENSION YEAR	EX	TENSION YEAR						
18	1					Year 6		Year 7				All Years		
10					7	/1/2025 -		7/1/2026 -		1/1/2021 -	-	7/1/2024 -		1/1/2021 -
					-	/30/2026		6/30/2027		6/30/2025		6/30/2027		5/30/2027
19														
20	Francis dia				New		New		Current	А	mendment		New	
	Expenditures				\$	29,075	\$	29,075	۲.	90.663	\$	F0.1F0	\$	147.013
	Salaries & Benefits Operating Expenses				\$	546,589	\$	546,589	_	89,662 2,853,336	\$	58,150 1,093,178	\$	147,812 3,946,514
	Subtotal	·			\$	575,664	\$	575,664	\$	2,942,998	\$	1,151,328	\$	4,094,326
	Indirect Percentage				٧	12.00%	ڔ	12.00%	ڔ	2,342,336	Y	1,131,328	۲	4,034,320
	Indirect Cost (Line 2				\$	69,080	Ś	69,080	\$	353,160	Ś	138,160	\$	491,320
27	Other Expenses (No		ect %)		\$	1,521,809	\$	1,521,809	\$	6,146,440	\$	3,043,618	\$	9,190,058
	Capital Expenditure		200 701		\$	-	\$	-	\$	39,030	•	5,015,016	Ś	39,030
	Total Expenditures				Ś	2,166,553	Ś	2,166,553	Ś	9,481,628	Ś	4,333,106	Ś	13,814,734
31						,,		, ,		-, - ,-		, ,	•	-,- , -
32	HSH Revenues													
_	HSH Fund				\$	1,277,570	\$	1,277,570	\$	5,571,412	\$	2,555,140	\$	8,126,552
36	General Fund - Ong	oing			\$	192,091	\$	192,091	\$	918,633	\$	384,182	\$	1,302,815
38	General Fund - One	-Time			\$	-	\$	-	\$	39,030	\$	=	\$	39,030
39	Prop C	·			\$	301,592	\$	301,592	\$	881,494	\$	603,184	\$	1,484,678
_	Prop C - One-Time (	Carryforward			\$	-	\$	-	\$	-	\$	-	\$	-
	One-Time Transfer				\$	-			\$	412,567		-	\$	412,567
	Adjustment to Actu				\$	-	L_		\$	(128,491)		-	\$	(128,491)
46	Total HSH Revenue	s			\$	1,771,253	\$	1,771,253	\$	7,694,645	\$	3,542,506	\$	11,237,151
	Other Revenues				_	205 200	۲.	205 202	۲.	1 700 000	<u> </u>	700.000	ć	2 577 500
	Rental Income				\$	395,300	\$	395,300		1,786,983	\$	790,600	\$	2,577,583
53	Total Other Revenu				\$	395,300	\$	395,300	\$	1,786,983	\$	790,600	\$	2,577,583
55	Total HSH + Other I	kevenues			\$	2,166,553	\$	2,166,553	\$	9,481,628	\$	4,333,106	\$	13,814,734
57 58	1													
59	Prepared by		Tiffany Luong		]									
_	Phone													
	Email		tluong@ecs-sf.org											
• D I	1													

	А	В		Q	Т		W		Χ	AA		AD		AE	AH		AK
1	DEPARTMENT OF HOMELES	SNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET																
3	SALARY & BENEFIT DETAIL		_														
4	Document Date	4/7/2025															
5	Provider Name	Episcopal Community Services															
6	Program	ECS - Master Lease															
7	F\$P Contract ID#	1000019778															
8	Budget Name	Crosby - Property Management															
9																	
10			Ye		Year 3					Year 4					Year 5		
					For HSH	7/	7/1/2022 -			For HSH	7/:	1/2023 -			For HSH	7/:	1/2024 -
11					Funded	6/	30/2023	Age	ency Totals	Funded	6/3	30/2024	Age	ncy Totals	Funded	6/3	30/2025
12					Program		New			Program		New			Program		New
10				nual Full ne Salary 1.00 FTE)	Adjusted Budgeted FTE		udgeted Salary	Tii	nnual Full me Salary or 1.00 FTE)	Adjusted Budgeted FTE		udgeted Salary	Tir	nnual Full me Salary · 1.00 FTE)	Adjusted Budgeted FTE		udgeted Salary
13		OSITION TITLE	\$	164,299	0.02	ς .	2,629	\$	164,299	0.02	ς .	2,629	\$	164,299	0.02	ς.	2,629
14	Sr. Director/Housing Dev & Ass	et Mgmt.	•				•		,				<u> </u>				
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

	А	В	AL	AO	AR	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELES	SNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL		•								
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Crosby - Property Management									
9			E	XTENSION YEA	R		EXTENSION YEA	AR			
10				Year 6			Year 7			All Years	
				For HSH	7/1/2025 -		For HSH 7/1/2026 -		1/1/2021 -	7/1/2024 -	1/1/2021 -
11					Agency Totals Funded 6/30/2026 Agency Totals Funded 6/30/202		6/30/2027	6/30/2025	6/30/2027	6/30/2027	
12				Program	New		Program	New	Current	Amendment	New
13	Pú	POSITION TITLE			Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
	Sr. Director/Housing Dev & Ass		\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 7,887	\$ 5,258	\$ 13,145
	Ĭ.	•	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 59,208	\$ 39,472	\$ 98,680
15	Asset Manager-Master Leased	•	7 110,000	0.17		7 110,000	0.17				
35		TOTAL SALARIES			\$ 22,365		_	\$ 22,365	\$ 67,095	\$ 44,730	\$ 111,825
36		TOTAL FTE		0.18			0.18				
37		FRINGE BENEFIT RAT			30.00%			30.00%			
38		EMPLOYEE FRINGE BENEFITS			\$ 6,710	•		\$ 6,710	\$ 22,567	\$ 13,420	\$ 35,987
39		TOTAL SALARIES & BENEFIT			\$ 29,075	•		\$ 29,075	\$ 89,662	\$ 58,150	\$ 147,812

	l A	В	-	E	I	Н	1	K		N		Q
1		OMELESSNESS AND SUPPORTIVE HOUSING						IX	_	IN		Q
2	APPENDIX B, BUDG											
3	OPERATING DETAIL											
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
9	Budget Name	Crosby - Property Management										
3				Year 1		Year 2		Year 3		Year 4		Year 5
10												
				1/1/2021 - 6/30/2021		7/1/2021 - 6/30/2022		/1/2022 - 5/30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 6/30/2025
11												
12	1					Actuals		Actuals		Actuals		New
13	Operating Expenses			Budgeted Expense		Budgeted Expense		Budgeted Expense		Budgeted Expense		Budgeted Expense
15		ater, Gas, Phone, Garbage and Waste Mgmt.)	\$	106,841	\$	203,683	\$	277,874	\$	283,873	\$	250,321
16	Office Supplies, Posta		\$	7,890	\$	15,780	\$	14,280	\$	19,780	\$	14,280
17	Building Maintenance	-	\$	76,502	\$	143,659	\$	267,295	\$	282,182	\$	247,488
18	Printing and Reproduc		Φ	70,002	φ	143,009	\$	1,000	\$	1,000	\$	1,000
20							\$	500	\$		\$	1,000
23	Staff Training/Meeting						\$		\$	1,000	\$	
24		t Processing Fee/Admin Misc.					\$	800	_	3,200	Ė	1,000
_	Payroll Processing Fed	8						4,800	\$	5,800	\$	4,800
25		nting Fee					\$	1,000	\$	1,050	\$	500
26	Cable TV	_	•	=======================================	_		\$	1,900	\$	1,200	\$	1,200
27	Management/Booking	Fees	\$	52,452	\$	104,904	\$	104,904	\$	111,904		
28	Legal Fees		\$	16,600	\$	32,859	\$	26,109	\$	29,109		
29	Security				\$	17,517						
44	<u>Subcontractors</u>	M	•	40.500		05.000	T .	05.000	<u> </u>	05.000	_	05.000
45	Office Salaries-Desk C		\$	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		Subject to Indirect Cost %)										
53	Rental of Property		\$	344,050	\$	712,058	\$	722,687	\$	763,335	\$	763,335
54	Office Salaries-Desk C		\$	81,222	\$	217,445	\$	229,892	\$	224,702	\$	196,702
55	Manager Salaries-Hote	el Director/Manager	\$	39,109	\$	89,000	\$	89,960	\$	104,310	\$	84,310
56	Janitor Payroll		\$	19,105	\$	38,210	\$	47,840	\$	52,040	\$	47,840
57	Janitor Contract-Regu	lar/Extra Services	\$	48,713	\$	50,000	\$	95,750	\$	111,750	\$	96,750
58	Repairs Payroll		\$	24,960	\$	49,920	\$	60,320	\$	65,320	\$	60,320
59	Benefits		\$	56,378	\$	122,755	\$	129,039	\$	129,039	\$	119,039
60	Management/Booking	Fees									\$	117,489
61	Legal Fees										\$	36,024
62	CODB		\$	34,213								
63	One-Time Carryforwar	d			\$	(26,548)	\$	26,548				
64	Adjustment to Actuals								\$	(128,491)		
68												
69	TOTAL OTHER EXPE	NSES	\$	647,750	\$	1,252,840	\$	1,402,036	\$	1,322,005	\$	1,521,809
70												
71	Capital Expenses											
72	One-Time Extraordina	ry Repairs							\$	39,030		
84												
85	TOTAL CAPITAL EXP	PENSES	\$	_	\$	_	\$	_	\$	39,030	\$	-
_					-						-	

	A	В	1	Т	Г	W		AG	Ι	AH		Al
1		OMELESSNESS AND SUPPORTIVE HOUSING			_							
2	APPENDIX B, BUDGE	:T										
3	OPERATING DETAIL	<u></u>										
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	FX	TENSION YEAR	F	XTENSION YEAR						
				Year 6	Ĺ	Year 7				All Years		
10					L		L	4 /4 /0004				/4/0004
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		/1/2021 - :/30/2027
$\vdash$					New							
12				New	H			Current	A	mendment	_	New
13	Operating Expenses			Budgeted Expense		Budgeted Expense		Budgeted Expense		Change		Budgeted Expense
15	Utilities (Electricity, Wa	ter, Gas, Phone, Garbage and Waste Mgmt.)	\$	250,321	\$	250,321	\$	1,122,592	\$	500,642	\$	1,623,234
16	Office Supplies, Postag	ge	\$	14,280	\$	14,280	\$	72,010	\$	28,560	\$	100,570
17	Building Maintenance S	Supplies and Repair	\$	247,488	\$	247,488	\$	1,017,126	\$	494,976	\$	1,512,102
18	Printing and Reproduct	tion	\$	1,000	\$	1,000	\$	3,000	\$	2,000	\$	5,000
20	Staff Training/Meeting	Supplies	\$	1,000	\$	1,000	\$	2,500	\$	2,000	\$	4,500
23	Wire /Website Support	Processing Fee/Admin Misc.	\$	1,000	\$	1,000	\$	5,000	\$	2,000	\$	7,000
24	Payroll Processing Fee		\$	4,800	\$	4,800	\$	15,400	\$	9,600	\$	25,000
25	Renting Fee		\$	500	\$	500	\$	2,550	\$	1,000	\$	3,550
26	Cable TV		\$	1,200	\$		\$	4,300	\$	2,400	\$	6,700
27	Management/Booking	Fees				·	\$	374,164	\$		\$	374,164
28	Legal Fees						\$	104,677	\$	_	\$	104,677
29	Security						\$	17,517	\$	-	\$	17,517
44	Subcontractors							,•		l	_	,
45	Office Salaries-Desk C	lerks	\$	25,000	\$	25,000	\$	112,500	\$	50,000	\$	162,500
50	TOTAL OPERATING E		\$	546,589	\$		\$	2,853,336	\$	1,093,178	\$	3,946,514
51	101712 01 21011110 2	2.1020	Ť	0.10,000	Ψ.	0.10,000	Ψ	2,000,000	Ψ.	.,000,0	Ψ	0,010,011
52	Other Expenses (Not S	Subject to Indirect Cost %)										
53	Rental of Property	susjour to mander door not	\$	763,335	\$	763,335	\$	3,305,466	\$	1,526,671	\$	4,832,136
54	Office Salaries-Desk C	lerks	\$	196,702	\$	•	\$	949,963		393,404	\$	1,343,367
55	Manager Salaries-Hote		\$	84,310	\$		\$	406,689	\$	168,620	\$	575,309
56	Janitor Payroll	. D. Octor/Managor	\$	47,840	\$		\$	205,035	\$	95,680	\$	300,715
57	Janitor Contract-Regula	ar/Extra Services	\$	96,750	\$		\$	402,963	\$	193,500	\$	596,463
58	Repairs Payroll	CALLED CONTROLO	\$	60,320	\$		\$	260,840	\$	120,640	\$	381,480
59	Benefits		\$	119,039	\$		\$	556,250	\$	238,078	\$	794,328
60	Management/Booking	Faas	\$	117,489	\$		\$	117,489	\$	234,978	\$	352,467
61	Legal Fees	1 003	\$	36,024	\$	•	\$	36,024	\$	72,048	\$	108,072
62	CODB		Φ	30,024	1 3	30,024	\$	36,024	\$	72,048	\$	34,213
63	One-Time Carryforward	1			H		\$	34,∠13	\$	-	\$	34,∠13
	•	1	-		H		_	(400, 404)	\$	-	\$	(400, 404)
64 68	Adjustment to Actuals				<u> </u>		\$	(128,491)	Ι ֆ	-	Ъ	(128,491)
	TOTAL OTHER EVEN	NOTO		4 504 000	_	4 504 000	•	0.440.440	_	0.040.045	•	0.400.050
69	TOTAL OTHER EXPE	NSES	\$	1,521,809	\$	1,521,809	\$	6,146,440	\$	3,043,618	\$	9,190,058
70												
71	Capital Expenses				_							
72	One-Time Extraordinar	y Repairs					\$	39,030	\$	-	\$	39,030
84			_						1			
85	TOTAL CAPITAL EXP	ENSES	\$	-	\$	-	\$	39,030	\$	-	\$	39,030

_	Λ	Р			D D	-
<b>—</b>	A DEPARTMENT OF HOMELESCAPES AS	B B		С	J D	E
1	DEPARTMENT OF HOMELESSNESS AN	AD SOPPORTIVE HOUS	ING			
2	APPENDIX B, BUDGET					
3	BUDGET NARRATIVE	Fiscal Ye	ear		_	
4	Crosby - Property Management	FY25-26	6			
_	, , , ,			Budgeted		
5	Salaries & Benefits	Adjusted Budgeted FT	_	Salary	Justification	Calculation
	Sr. Director/Housing Dev & Asset Mgmt.	•	.02 \$		Develops strategic and practical relationships with community partners; provides direction	\$164,299 x 0.02 FTE
					and support in crisis or other problematic situations; links individual sites to broader	
6					Housing program efforts.	
	Asset Manager-Master Leased Operations	0.	.17 \$	19,736	Provides direction and support in crisis or other problematic situations; links individual sites	\$118,393 x 0.17 FTE
7					to broader Housing program efforts.	
27	TOTAL	0.	.18 \$	22,365		
28	Employee Fringe Benefits	30.0	0% \$	6.710	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries	S.
29	TOTAL SALARIES & BENEFITS		\$ \$	29,075		<del>-</del>
30	The state of the s		<u> </u>	_5,5.5		
31	1					
			ı	Budgeted		
32	Operating Expenses		_	Expense	Justification	Calculation
	Rental of Property		\$	-	<u>ouomouno</u>	<u></u>
	Utilities (Electricity, Water, Gas, Phone, Garba	age and Waste Mgmt.)	\$	250.321	Utilities (electricity, water, gas, telephone and scavenger service)	\$20,860 x 12 months
	Office Supplies, Postage	• • •	\$	14,280	PM office supplies are including on site supplies	\$1,190 x 12 months
	Building Maintenance Supplies and Repair		\$	247,488	Estimated cost from property management provided information, including fire protection,	\$20,624 x 12 months
36					plumbing, electrical and elevator repairs and furnishing, etc.	
	Printing and Reproduction		\$		Covers copier usage	\$83 x 12 months
39	Staff Training/Meeting Supplies		\$	1,000	Covers staff training and meeting snack and supplies	\$83 x 12 months
	Wire /Website Support Processing Fee/Admin	n Misc.	\$		Covers bank wire and website support fee	\$83 x 12 months
	Payroll Processing Fee		\$		Covers monthly payroll fee	\$400 x 12 months
	Renting Fee		\$		Covers Tenant background check	\$42 x 12 months
	Cable TV		\$	1,200	Direct TV monthly fee	\$100 x 12 months
63	Subcontractors		•	05.000	First MOST of Oncides Management Occasional and a least of the death of the first later of the second of the secon	
1	Office Salaries-Desk Clerks		\$	∠5,000	First \$25k of Caritas Management Corporation's subcontracted services that's eligible for Indirect Cost Rate	
64				E40 ===	-	\$18,475 x 12 months
69	TOTAL OPERATING EXPENSES	40.	\$ 00/ ¢	546,589		
70	Indirect Cost	12.0	0% \$	69,080		
/						
72	Other Expenses (Not Subject to Indire	ct Cost %)		Amount	Justification	Calculation
73	Rental of Property	<del></del>	\$		The lease is written for 126 units including office	\$63,611 x 12 months
	Office Salaries-Desk Clerks		\$	,	Coverage 24/7 for residents of the Crosby; includes holidays/overtime coverage	\$18,475 x 12 months
	Manager Salaries-Hotel Director/Manager		\$	84,310	Oversees housing site, prorated half time. Responsible for rent up the property, with	\$7,026 x 12 months
75	]				program director for insuring safety of participants and security of facility	
	Janitor Payroll		\$		Responsible for building cleaning up, includes holidays/overtime coverage	\$3,987 x 12 months
	Janitor Contract-Regular/Extra Services		\$		Responsible for building cleaning up, place trash bins	\$8,063 x 12 months
	Repairs Payroll		\$		Responsible for repair and maintenance of the building	\$5,027 x 12 months
79	Benefits		\$	,	% based from personnel from above	\$9,920 x 12 months
	Management/Booking Fees		\$	117,489	Property management (127 Units) @ \$ 65.00 PUPM, and bookkeeping fees \$10 PUPM	127 units x (\$65+\$10) x 1.0279
80						x 12 months
	Legal Fees		\$		Covers legal fees	\$3,002 x 12 months
89	TOTAL OTHER EXPENSES		\$	1,521,809		

	Α	В	С	D	G	_	J	_	М		Р		S
1	DEPARTMENT OF H				G		J		IVI				3
2	APPENDIX B, BUDG		ND SUPPORTIVE P	10031140									
3	Document Date	4/7/2025	1										
Ü	Document Date	4/1/2023		Duration									
4	Contract Term	Begin Date	End Date	(Years)									
5	Current Term	1/1/2021	6/30/2025	5									
6	Amended Term	1/1/2021	6/30/2027	7									
7	Provider Name	Episcop	al Community Ser	vices									
8	Program	EC	CS - Master Lease										
9	F\$P Contract ID#		1000019778										
10	Contract Action		Amendment										
11	Effective Date		7/1/2025										
12	Budget Name	Elm - Property N											
13		Current	New										
14	Term Budget	\$ 6,092,214	\$ 9,551,866	15%									
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
					1/1/2021 -		7/1/2021 -		7/1/2022 -		7/1/2023 -	7	//1/2024 -
					6/30/2021		6/30/2022		6/30/2023		6/30/2024		5/30/2025
19					Actuals		Actuals		Actuals		Actuals		New
20 21	Expenditures				Actuals	_	Actuals		Actuals		Actuals		New
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%	<u> </u>	12.00%	7	12.00%	7	12.00%	7	12.00%
26	Indirect Cost (Line 2				\$ 25,474	_	56,952	\$	71,531	\$	70,520	\$	55,965
27	Other Expenses (No		ect %)		\$ 487,185	_	889,869	\$	1,073,262	\$	963,742	\$	1,322,087
28	Capital Expenditure	•	200 707		\$ -	Ś	33,702	\$	-	Ś	68,623	Ś	-
30	Total Expenditures				\$ 724,944	\$	1,455,125	\$	1,740,884	\$	1,690,547	\$	1,844,428
31	•				i i								,
32	HSH Revenues												
33	HSH Fund				\$ 472,527	\$	1,088,286	\$	992,184	\$	1,057,000	\$	1,071,690
35	HSH Fund - One-Tin	ne Carryforward			\$ -	\$	19,082	\$	-	\$	-	\$	-
36	General Fund - Ong	oing			\$ 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
-	Prop C - One-Time (	Carryforward		`	\$ -	\$	(40,893)	_	40,893	\$	-	\$	-
42	One-Time Transfer				\$ -	\$	-	\$	211,809	\$	207,100	\$	-
43	Adjustment to Actu				\$ -	\$	(13,332)	\$	-	\$	(155,136)	\$	-
46	Total HSH Revenue	s			\$ 550,584	\$	1,242,032	\$	1,499,791	\$	1,449,454	\$	1,603,335
47	Other Revenues				A		20				20	4	225
48	Rental Income				\$ 171,764	_	207,900	\$	235,900	\$	235,900	\$	235,900
49	Private Match				\$ 2,596		5,193	\$	5,193	\$	5,193	\$	5,193
53	Total Other Revenu	ies			\$ 174,360	\$	213,093	\$	241,093	\$	241,093	\$	241,093
54													
55	Total HSH + Other F	Revenues			\$ 724,944	\$	1,455,125	\$	1,740,884	\$	1,690,547	\$	1,844,428
57 58													
	Dropared by		Tiffany Luong										
59	Prepared by	445	, ,	10									
60	Phone		487.3300 ext. 121	19									
61	Email	nail tluong@ecs-sf.org											

	Α	В	С	D	V	Ī	Υ	Ι	Al		AJ		AK
1	DEPARTMENT OF H				•	!	•	_	7.0		710		7111
2	APPENDIX B, BUDG												
3	Document Date	4/7/2025											
				Duration									
4	Contract Term	Begin Date	End Date	(Years)									
5	Current Term	1/1/2021	6/30/2025	5									
6	Amended Term	1/1/2021	6/30/2027	7									
7	Provider Name		al Community Sei										
	Program	EC	CS - Master Lease										
9	F\$P Contract ID#		1000019778										
10	Contract Action		Amendment										
11	Effective Date	Flor Borond M	7/1/2025										
12	Budget Name	Elm - Property M Current	New	1									
14	Term Budget	\$ 6,092,214	\$ 9,551,866	1									
_	Contingency	\$ 2,002,042	\$ 3,871,620	15%									
	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684	1									
16		7 77,133,333	7 12,231,004	L	I	_							
17					EXTENSION YEAR	EXT							
18					Year 6		Year 7				All Years		
					7/1/2025 -	7	/1/2026 -	1	1/1/2021 -	7/	/1/2024 -	1	./1/2021 -
19					6/30/2026	6	/30/2027	6	5/30/2025	6/	/30/2027	6	5/30/2027
20					New		New		Current	Am	nendment		New
21	Expenditures												
22	Salaries & Benefits	aries & Benefits				\$	29,075	\$	88,343	\$	58,150	\$	146,493
23	Operating Expenses						437,301	\$	2,248,673	\$	874,602	\$	3,123,275
24	Subtotal				\$ 466,376	\$	466,376	\$	2,337,016	\$	932,752	\$	3,269,768
	Indirect Percentage				12.00%		12.00%						
_	Indirect Cost (Line 2				\$ 55,965	\$	55,965	\$	280,442	\$	111,930	\$	392,372
	Other Expenses (No	t Subject to Indire	ect %)		\$ 1,322,087	\$	1,322,087	\$	4,483,163	\$	2,897,156	\$	7,380,319
28	Capital Expenditure				\$ -	\$		\$	102,325	\$	-	\$	102,325
	Total Expenditures				\$ 1,844,428	\$	1,844,428	\$	7,202,946	\$	3,941,838	\$	11,144,784
31	UCU Davianuas												
	HSH Fund				\$ 1,071,690	\$	1,071,690	\$	4,681,687	\$	2,143,380	\$	6,825,067
	HSH Fund - One-Tim	ne Carryforward			\$ 1,071,090	\$	1,071,030	\$	19,082	\$	2,143,300	\$	19,082
	General Fund - Ong				\$ 383,416		383,416	\$	503,508	\$	1,019,814	\$	1,523,322
38	General Fund - One				\$ -	\$	-	\$	68,623	\$	_,515,614	\$	68,623
_	Prop C	-			\$ 148,229	\$	148,229	\$	568,873	\$	296,458	\$	865,331
	Prop C - One-Time C	Carryforward			\$ -	\$	-	\$	-	\$	-	\$	-
42	One-Time Transfer	·			\$ -	\$	-	\$	418,909	\$	-	\$	418,909
43	Adjustment to Actu	als	<u> </u>		\$ -	\$	-	\$	(168,468)	\$	-	\$	(168,468)
46	Total HSH Revenue	s			\$ 1,603,335	\$	1,603,335	\$	6,092,214	\$	3,459,652	\$	9,551,866
	Other Revenues										Г	_	
	Rental Income				\$ 235,900	\$	235,900		1,087,364	\$	471,800	\$	1,559,164
49	Private Match				\$ 5,193	\$	5,193	\$	23,368	\$	10,386	\$	33,754
53	Total Other Revenu	es			\$ 241,093	\$	241,093	\$	1,110,732	\$	482,186	\$	1,592,918
54													
55	Total HSH + Other F	Revenues			\$ 1,844,428	\$	1,844,428	\$	7,202,946	\$	3,941,838	\$	11,144,784
57 58													
	Prepared by		Tiffany Luong		]								
59		A1E	, ,	10									
60		hone 415.487.3300 ext. 1219											
61	Email	tluong@ecs-sf.org											

	А	В	Q	Т	W	Х	AA	AD	AE	AH	AK	
1	DEPARTMENT OF HOMELE	SSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET											
3	SALARY & BENEFIT DETAIL		•									
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
8	Budget Name	Elm - Property Management										
9												
10				Year 3			Year 4			Year 5		
				For HSH	7/1/2022 -		For HSH	7/1/2023 -		For HSH	7/1/2024	-
11				Funded	6/30/2023	Agency Totals	Funded	6/30/2024	Agency Totals	Funded	6/30/2025	5
12				Progarm	New		Progarm	New		Progarm	New	
13	POSITION TITLE	SITION TITLE		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	t
	Sr. Director/Housing Dev & As	set Mgmt.	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,62	29
	Asset Manager-Master Leased		\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,73	36
35	•	TOTAL SALARIES			\$ 22,365			\$ 22,365			\$ 22,36	65
36		TOTAL FTE		0.18			0.18			0.18		
37		FRINGE BENEFIT RATE			35.00%	,		30.00%			30.00	0%
38		EMPLOYEE FRINGE BENEFITS			\$ 7,828			\$ 6,710			\$ 6,71	10
39		TOTAL SALARIES & BENEFITS			\$ 30,193			\$ 29,075			\$ 29,07	75

	А	В		AL	AO	AR	AS	AV	AY	BU	BV	BW		
1	DEPARTMENT OF HOMELE													
2	APPENDIX B, BUDGET													
3	SALARY & BENEFIT DETAIL		7											
4	Document Date	4/7/2025												
5	Provider Name	Episcopal Community Services												
6	Program	ECS - Master Lease												
7	F\$P Contract ID#	1000019778												
8	Budget Name	Elm - Property Management												
9				E	XTENSION YEA	R	E	KTENSION YEAR	l .	T				
10	10				Year 6			Year 7		All Years				
					For HSH	7/1/2025 -		For HSH	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -		
11	1			Agency Totals Funded		6/30/2026 Agency Tot		Funded	6/30/2027	6/30/2025	6/30/2027	6/30/2027		
12	12			Progarm		New		Progarm	New	Current	Amendment	New		
				iual Full e Salary	Adjusted Budgeted	Budgeted Salary	Annual Full Time Salary (for 1.00	Adjusted Budgeted	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary		
13	POSITION TITLE		(for 1	1.00 FTE)	FTE	Salary	FTE)	FTE	Sulary					
14	Sr. Director/Housing Dev & As	sset Mgmt.	\$	164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 7,887	\$ 5,258	\$ 13,145		
15	Asset Manager-Master Leased	d Operations	\$	118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 59,208	\$ 39,472	\$ 98,680		
35	5 TOTAL SALARIES					\$ 22,365			\$ 22,365	\$ 67,095	\$ 44,730	\$ 111,825		
36	TOTAL FTF				0.18			0.18			•			
37	FRINCE DENIETT RATE			'		30.00%			30.00%					
	ENABL OVER EDINIOR DENIETES					\$ 6,710			\$ 6,710	\$ 21,248	\$ 13,420	\$ 34,668		
38 39	9 TOTAL SALARIES & BENEFITS					\$ 29,075			\$ 29,075	\$ 88,343	\$ 58,150	\$ 146,493		

	A	В		E	Π	Н		K	Г	N		Q
1	DEPARTMENT OF HOMELESS	NESS 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										
<u>8</u>	Budget Name	Elm - Property Management										
	1			Year 1		Year 2		Year 3		Year 4		Year 5
10	1							7/1/2022 -		7/1/2023 -		7/1/2024 -
11				/1/2021 - /30/2021		7/1/2021 - 6/30/2022		6/30/2023		6/30/2024		6/30/2025
12	1			Actuals		Actuals		Actuals		Actuals		New
12	1			Budgeted		Budgeted		Budgeted		Budgeted		Budgeted
13	Operating Expenses			Expense		Expense		Expense		Expense		Expense
15		Phone, Garbage and Waste Mgmt.)	\$	86,363	\$	169,189	\$	227,169	\$	219,169	\$	276,342
16	,	. 5 5/	\$	6,710	\$	15,059	\$	10,643	\$	12,443	\$	7,443
17	Building Maintenance Supplies a	nd Repair	\$	50,073	\$	143,502	\$	184,930	\$	198,248	\$	118,016
18		•		22,270	ĺ		\$	1,000	\$	1,000	\$	1,000
20	Staff Training/Meeting Supplies						\$	400	\$	500	\$	500
23	Wire /Website Support Processi	ng Fee/Admin Misc					\$	1,500	\$	1,500	\$	1,500
24	Payroll Processing Fee						\$	5,800	\$	5,300	\$	5,300
25							\$	1,800	\$	1,200	\$	1,200
26							\$	2,500	\$	1,000	\$	1,000
27	Management/Booking Fees		\$	33,840	\$	67,680	\$	67,680	\$	72,680	Ψ	1,000
28	Legal Fees	\$	22,800	\$	54,171	\$	37,476	\$	20,547			
44	Subcontractors		Ψ	22,000	Ψ	34,171	Ψ	37,470	Ψ	20,341		
45	Office Salaries-Desk Clerks/Con	tract (first \$25k)	\$	12,500	\$	25,000	\$	25,000	\$	25,000	\$	25,000
50	TOTAL OPERATING EXPENSE		\$	212,285	\$	474,602	\$	565,898	\$	558,587	\$	437,301
51	TOTAL OF ENATING EXPENSE		Ψ	212,203	Ψ	474,002	Ψ	303,030	Ψ	330,307	Ψ	457,301
52	Other Expenses (Not Subject to	Indicat Coat (/)										
	Rental of Property	manect cost %)	\$	213,346	\$	436,434	\$	444,422	\$	469,418	\$	722,400
53 54	Office Salaries-Desk Clerks/Con	tro at	\$		\$		\$		_		\$	
			\$	91,223	\$	242,845	\$	260,472	\$	290,785	\$	207,285
55			\$	29,120	\$	68,240	\$	74,820	\$	85,520	\$	65,520
56 57	Janitor Contract-Regular/Extra S	ICI VICES	\$	50,153 23,920	\$	70,000 47,840	\$	97,840 51,080	\$	92,840 63,580	\$	100,840 54,080
58	Repairs Payroll  Benefits		\$		\$		\$		\$		\$	,
			Ф	51,368	Ф	78,735	Ф	103,735	Ф	116,735	\$	78,735
59	Management/Booking Fees										\$	73,083 20,144
60	Legal Fees				6	(12.220)			6	(155 120)	Ф	∠∪,144
61	Adjustment to Actuals				\$	(13,332)	6	40.000	\$	(155,136)	$\vdash$	
62	One-Time Carryforward CODB		•	20.057	Ф	(40,693)	\$	40,893			$\vdash$	
63			\$	28,057	•	000.000	•	4.070.000	•	000.740	_	4 000 007
69			\$	487,185	\$	889,869	\$	1,073,262	\$	963,742	\$	1,322,087
70												
	Capital Expenses											
		ward of Unspent Funds from F\$P 1000017622)			\$	19,082					_	
73	Elevator & Leak repairs			\$	14,620					_		
74	One-Time Extraordinary Repairs								\$	68,623		
84												
85	TOTAL CAPITAL EXPENSES		\$		\$	33,702	\$		\$	68,623	\$	-

	A	В	T	Т		W		AG		AH		Al
1		ESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET											
3	OPERATING DETAIL											
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
9	Budget Name	Elm - Property Management			_	(TENOION VEAD						
9			EX	TENSION YEAR	EX	CTENSION YEAR				411.37		
10				Year 6		Year 7				All Years		
				7/1/2025 -		7/1/2026 -		1/1/2021 -		7/1/2024 -	1/1/2021 -	
11				6/30/2026		6/30/2027	_ '	6/30/2025		6/30/2027	6/30/2027	
12				New		New		Current	Α	mendment	New	
				Budgeted		Budgeted		Budgeted				Budgeted
	Operating Expenses			Expense		Expense		Expense		Change		Expense
15	Utilities (Electricity, Water, Gas, Pl	hone, Garbage and Waste Mgmt.)	\$	276,342	\$	276,342		978,231	\$	552,684	\$	1,530,915
16	Office Expenses/ Postage		\$	7,443	\$	7,443	\$	52,298	\$	14,886	\$	67,184
17	Building Maintenance Supplies and	d Repair	\$	118,016	\$	118,016	\$	694,769	\$	236,032	\$	930,801
18	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
23	Wire /Website Support Processing	g Fee/Admin Misc.	\$	1,500	\$	1,500	\$	4,500	\$	3,000	\$	7,500
24	Payroll Processing Fee		\$	5,300	\$	5,300	\$	16,400	\$	10,600	\$	27,000
25	Cable TV		\$	1,200	\$	1,200	\$	4,200	\$	2,400	\$	6,600
26	Rental Fee		\$	1,000	\$	1,000	\$	4,500	\$	2,000	\$	6,500
27	Management/Booking Fees						\$	241,880	\$		\$	241,880
28	Legal Fees					\$	134,994	\$		\$	134,994	
44	Subcontractors											
45	Office Salaries-Desk Clerks/Contra	act (first \$25k)	\$	25,000	\$	25,000	\$	112,500	\$	50,000	\$	162,500
50	TOTAL OPERATING EXPENSES	•	\$	437,301	\$	437,301	\$	2,248,673	\$	874,602	\$	3,123,275
51			Ť			,		, -,-		,		-, -,
52	Other Expenses (Not Subject to In	direct Cost %)										
53	Rental of Property	<u> </u>	\$	722,400	\$	722,400	\$	2,033,038	\$	1,697,782	\$	3,730,820
54	Office Salaries-Desk Clerks/Contra	act	\$	207,285	\$	207,285	\$	1,092,610	\$	414,570	\$	1,507,180
55	Manager Salaries-Hotel Director/N		\$	65,520	\$	65,520		323,220	\$	131,040	\$	454,260
56	Janitor Contract-Regular/Extra Se		\$	100,840	\$	100,840		411,673	\$	201,680	\$	613,353
57	Repairs Payroll	111000	\$	54,080	\$	54,080		240,500	\$	108,160	\$	348,660
58	Benefits		\$	78,735	\$	78,735	\$	429,308	\$	157,470	\$	586,778
59	Management/Booking Fees		\$	73,083	\$		\$	·	\$	146,166	\$	
			\$	20,144	\$	73,083		73,083	\$	40.288	\$	219,249
60	Legal Fees		*	∠0,144	Ф	20,144	\$	20,144		40,∠88		60,432
61	Adjustment to Actuals		+				\$	(168,468)	\$	-	\$	(168,468)
62	One-Time Carryforward		+				\$		\$	-	\$	
63	CODB		+_		_		\$	28,057	\$		\$	28,057
69	TOTAL OTHER EXPENSES		\$	1,322,087	\$	1,322,087	\$	4,483,163	\$	2,897,156	\$	7,380,319
70												
71	Capital Expenses											
72	Elevator Repairs (One-time Carryforwa	ard of Unspent Funds from F\$P 1000017622)					\$	19,082	\$	-	\$	19,082
73	Elevator & Leak repairs						\$	14,620	\$	-	\$	14,620
74	One-Time Extraordinary Repairs						\$	68,623	\$	-	\$	68,623
84									_			
85	TOTAL CAPITAL EXPENSES		\$		\$		\$	68,623	\$		\$	68,623

					<u> </u>			
<b>-</b>		A B C D		E				
1	DEPARTMENT OF HOMELESSNESS AND SU	JPPORTIVE HOUS	ING					
2	APPENDIX B, BUDGET							
3	BUDGET NARRATIVE Fiscal Year				1			
4	Elm - Property Management	FY25-26						
		Adjusted Budgeted						
5	Salaries & Benefits	Budgeted FTE	Sa	alary	<u>Justification</u>	<u>Calculation</u>		
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	\$	,	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 sal	laries.		
29	TOTAL SALARIES & BENEFITS		\$	29,075				
30								
31								
			р	dgeted				
22	Onerating Evpenses	luctification	Calculation					
	<u>Operating Expenses</u> Utilities (Electricity, Water, Gas, Phone, Garbage ar	nd Waste Mamt )		276 342	<u>Justification</u> Utilities (electricity, water, gas, telephone and scavenger service)	<u>Calculation</u> \$23,028 x 12 months		
34								
36	Building Maintenance Supplies and Repair				PM office supplies are including on site supplies  Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc.	\$620 x 12 months \$9,835 x 12 months		
37				1,000	Covers copier usage	\$83 x 12 months		
39	<b>-</b>		\$ \$		Covers staff training and meeting snack and supplies	\$42 x 12 months		
42			\$	1,500	Covers bank wire and website support fee	\$125 x 12 months		
43	Payroll Processing Fee		\$		Covers monthly payroll fee	\$442 x 12 months		
44	Cable TV		\$		Direct TV monthly fee	\$100 x 12 months		
45	Rental Fee		\$		Covers Tenant background check	\$83 x 12 months		
63	<u>Subcontractors</u>							
	Office Salaries-Desk Clerks/Contract (first \$25k)		\$	25,000	First \$25k of Caritas Management Corporation's subcontracted services that's eligible for Indirect	\$19,357 x 12 months		
64					Cost Rate			
69	TOTAL OPERATING EXPENSES			437,301				
70	Indirect Cost	12.0%	\$	55,965				
/ 1								
72	Other Expenses (Not Subject to Indirect Co	st %)	An	nount	Justification	Calculation		
73	Rental of Property				The lease is written for 86 units	\$60,200 x 12 months		
74	Office Salaries-Desk Clerks/Contract				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		
	Repairs Payroll				Responsible for building cleaning up, place trash bins	\$4,507 x 12 months		
	8 Benefits g Management/Booking Fees				Responsible for repair and maintenance of the building	\$6,561 x 12 months		
79					Property management (79 Units) @ \$65.00 PUPM, and bookkeeping fees \$10 PUPM	79 units x (\$65+\$10) x 1.0279 x 12 months		
80	o a constant of the constant o				Property Management legal expenses and credit report	\$1,679 x 12 months		
89	TOTAL OTHER EXPENSES		\$ 1,	322,087				
90								

	Α	В	С	D	G		J	M	Р	S
1	DEPARTMENT OF H		_							
-	APPENDIX B, BUDG									
	Document Date	4/7/2025								
		, ,		Duration						
4	Contract Term	Begin Date	End Date	(Years)						
5	Current Term	1/1/2021	6/30/2025	5						
6	Amended Term	1/1/2021	6/30/2027	7						
7	Provider Name	Episcopal	Community Serv	ices	,					
8	Program	ECS	- Master Lease		Y					
9	F\$P Contract ID#		1000019778							
	Contract Action	,	Amendment							
11	Effective Date		7/1/2025							
12	Budget Name	Hillsdale - Proper	rty Management							
13	Ü	Current	New							
-	Term Budget	\$ 5,612,053	\$ 8,162,261							
	Contingency	\$ 2,002,042		15%						
-	Not-To-Exceed	\$ 47,159,399								
	100 10 2/1000	Ψ,200,000	Ψ 12,231,001		ļ					
17					Year 1	V	ear 2	Year 3	Year 4	Year 5
18										
					1/1/2021 -		/2021 -	7/1/2022 -	7/1/2023 -	7/1/2024 -
19					6/30/2021	6/30	0/2022	6/30/2023	6/30/2024	6/30/2025
20					Actuals	Ac	tuals	Actuals	Actuals	New
21	Expenditures									
22	Salaries & Benefits				\$ -	\$	-	\$ 29,075	\$ 29,075	\$ 29,075
23	<b>Operating Expenses</b>				\$ 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 2	4 X Line 25)			\$ 20,756	\$	42,815	\$ 62,778	\$ 60,347	\$ 52,117
27	Other Expenses (No	t Subject to Indire	ect %)		\$ 484,879	\$	839,839	\$ 1,037,389	\$ 980,134	\$ 992,478
28	Capital Expenditure				\$ -	\$	13,448	\$ -	\$ -	\$ -
30	<b>Total Expenditures</b>				\$ 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 - Ongo	oing			\$ 75,480	\$	46,486	\$ 113,335	\$ 127,343	\$ 130,527
-	Prop C				\$ -	\$	159,745	\$ 164,221	\$ 169,148	\$ 173,377
41	Prop C - One-Time C	Carryforward			\$ -	\$	(44,659)	\$ 44,659	\$ -	\$ -
42	One-Time Transfer		·		\$ -	\$	-	\$ 226,231	\$ 170,000	\$ -
43	Adjustment to Actua	als			\$ -	\$	-	\$ -	\$ (84,803)	
46	Total HSH Revenues	s			\$ 497,476	\$ 1,	,050,392	\$ 1,449,511	\$ 1,339,570	\$ 1,275,104
47	Other Revenues									
-	Rental Income				\$ 181,123	\$	202,500	\$ 173,803	\$ 203,803	\$ 203,803
53	Total Other Revenu	es			\$ 181,123			\$ 173,803		\$ 203,803
					, 101,110	· ·	,500		1 200,000	,
54	Total HSH + Other R	Payanuas			\$ 678,599	¢ 1	252 902	\$ 1,623,314	\$ 1,543,373	\$ 1,478,907
55	TOTAL HOLDER R	vevenues			9 578,599	\$ 1,	,252,892	۶ 1,023,314	\$ 1,543,373	\$ 1,478,907
57	Prepared by	т	iffany Luong		Ī					
			111any Luong 87.3300 ext. 1219							
59	Phone Email		87.3300 ext. 1219 ong@ecs-sf.org	1	•					
		ı tiu	บานุเยียงระชา.บาน							

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1	DEPARTMENT OF H				<u> </u>	V		ı		Al		AJ		AN
2	APPENDIX B, BUDG		ND SOFFORTIVE I	10031110										
	Document Date	4/7/2025												
3	Document Date	4/1/2023		Duration	Ī									
4	Contract Term	Begin Date	End Date	(Years)										
5	Current Term	1/1/2021	6/30/2025	5	İ									
	Amended Term	1/1/2021	6/30/2027	7	1									
7	Provider Name		Community Serv	rices	İ									
_	Program		- Master Lease		İ									
	F\$P Contract ID#		1000019778		İ									
10	Contract Action	,	Amendment		1									
11	Effective Date		7/1/2025		Ĭ									
12	Budget Name	Hillsdale - Prope	rty Management		Ī									
13		Current	New		Ī									
14	Term Budget	\$ 5,612,053	\$ 8,162,261	450/										
15	Contingency	\$ 2,002,042	\$ 3,871,620	15%										
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684											
17		•			FXT	TENSION YEAR	F)	KTENSION YEAR						
18						Year 6		Year 7				All Years		
10					_					4 /4 /2024				1/1/2021
						7/1/2025 -		7/1/2026 -		1/1/2021 -		7/1/2024 -		1/1/2021 -
19					- 6	5/30/2026		6/30/2027		6/30/2025		6/30/2027		6/30/2027
20						New		New		Current	-	Amendment		New
-	Expenditures													
	Salaries & Benefits				\$	29,075		29,075		87,225	\$	58,150		145,375
	Operating Expenses				\$	· ·	_	405,237	\$	1,902,880	\$	810,474		2,713,354
	Subtotal				\$	434,312	\$	434,312	\$	1,990,105	\$	868,624	\$	2,858,729
	Indirect Percentage				_	12.00%	^	12.00%	_	220.042		404 224	_	242.047
	Indirect Cost (Line 2		-+ 0()		\$	52,117		52,117	_	238,813	\$	104,234		343,047
	Other Expenses (No		ect %)		\$	992,478	\$	992,478	\$	4,334,719	\$	1,984,956		6,319,675
28	Capital Expenditure Total Expenditures				\$ <b>\$</b>	1,478,907	\$ <b>\$</b>	1,478,907	\$ <b>\$</b>	13,448 <b>6,577,085</b>	\$ \$	2,957,814	\$ <b>\$</b>	13,448
30	Total Expenditures				Ş	1,476,907	Ģ	1,476,907	Ą	0,377,083	Ş	2,957,614	Ą	9,534,899
_	HSH Revenues													
	HSH Fund				\$	971,200	¢	971,200	\$	4,140,963	\$	1,942,400	\$	6,083,363
	General Fund - Ong	ning			\$	130,527		130,527		493,171	\$		\$	754,225
	Prop C	omg			\$	173,377	\$	173,377	\$	666,491	\$	346,754	\$	1,013,245
_	Prop C - One-Time (	arryforward			\$		\$		\$	-	\$	3 70,734	\$	-,010,240
	One-Time Transfer	,			\$	-	\$	_	\$	396,231	\$	-	\$	396,231
	Adjustment to Actu	als			\$	-	\$	_	\$	(84,803)	_	-	\$	(84,803)
	Total HSH Revenue				\$	1,275,104	\$	1,275,104	\$	5,612,053		2,550,208	\$	8,162,261
	Other Revenues					. ,	·	-		•		. , .		
	Rental Income				\$	203,803	¢	203,803	\$	965,032	\$	407,606	¢	1,372,638
	Total Other Revenu	291			\$	203,803			\$	965,032	\$	407,606		1,372,638
53	Total Other Nevellu				٧	203,003	٧	203,003	ڔ	303,032	ڔ	+07,000	ڔ	1,372,036
54	Tatal HCII - Oth - 7	<b>Name : 1</b>			<u>,</u>	1 470 00-	^	1 470 007	^	C F33 005	_	2.057.04.5	ć	0.534.000
55	Total HSH + Other F	kevenues			\$	1,478,907	<b>&gt;</b>	1,478,907	\$	6,577,085	\$	2,957,814	Þ	9,534,899
57	Dropared by		iffany Luana		Ī									
	Prepared by		iffany Luong	`										
	Phone		87.3300 ext. 1219	1	ļ									
60	Email	<u>liu</u>	<u> </u>											

	A	В	1	Q	т		W	I	Х	AA	ı —	AD		AE	АН		AK
1		SSNESS AND SUPPORTIVE HOUSING		Q			VV		٨	701	<u> </u>	//D		/\L	7111		711
	APPENDIX B, BUDGET																
	SALARY & BENEFIT DETAIL																
4	Document Date	4/7/2025	1														
5	Provider Name	Episcopal Community Services															
6	Program	ECS - Master Lease															
7	F\$P Contract ID#	1000019778															
8	Budget Name	Hillsdale - Property Management															
9																	
10					Year 3					Year 4					Year 5		
					For HSH	7/	1/2022 -			For HSH	7	/1/2023 -			For HSH	7/1	./2024 -
11			Age	ncy Totals	Funded	6/	30/2023	Age	ency Totals	Funded	6	/30/2024	Age	ency Totals	Funded	6/3	0/2025
12					Program		New			Program		New			Program		New
			An	nual Full	Adjusted			A	nnual Full	Adjusted			ıA	nnual Full	Adjusted		
			Tin	ne Salary	Budgeted		udgeted	Ti	me Salary	Budgeted	E	Budgeted	Tiı	me Salary	Budgeted		dgeted
12	POSITION TITLE			1.00 FTE)	FTE		Salary		r 1.00 FTE)	FTE		Salary		r 1.00 FTE)	FTE	5	alary
			\$	164,299	0.02	Ċ	2,629	\$	164,299	0.02	ć	2,629			0.02	Ċ	2,629
14	Sr. Director/Housing Dev & As	set Mgmt.						<u> </u>					\$	164,299		_	
15	Asset Manager-Master Leased	d Operations	\$	118,393	0.17	\$	19,736	\$	118,393	0.17	\$	19,736	\$	118,393	0.17	\$	19,736
35		TOTAL SALARIES				\$	22,365				\$	22,365				\$	22,365
		TOTAL FTE			0.18					0.18					0.18		
36		FRINGE BENEFIT RATE		L			30.00%		L			30.00%		L			30.00%
37																	
38		EMPLOYEE FRINGE BENEFITS				Ş	6,710				\$	6,710				Ş	6,710
39		TOTAL SALARIES & BENEFITS				\$	29,075				\$	29,075				\$	29,075

	А	В	AL	AO	AR	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELE	SSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL		-								
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Hillsdale - Property Management									
9				XTENSION YEA	R	E	XTENSION YEA	R			
10				Year 6			Year 7			All Years	
				For HSH	7/1/2025 -		For HSH	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
11			Agency Totals	Funded	6/30/2026	<b>Agency Totals</b>	Funded	6/30/2027	6/30/2025	6/30/2027	6/30/2027
12				Program	New		Program	New	Current	Amendment	New
13	POSITION TITLE		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
14	Sr. Director/Housing Dev & As	set Mgmt.	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 7,887	\$ 5,258	\$ 13,145
15	Asset Manager-Master Leased	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

	А	В	Т	Е	Г	Н		K		N		Q
1	DEPARTMENT OF HO	OMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGE	T										
3	OPERATING DETAIL	T	_									
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
7	Program F\$P Contract ID#	ECS - Master Lease 1000019778										
8	Budget Name	Hillsdale - Property Management										
9	buuget Name	Timbuaic - Froperty Management										
10				Year 1		Year 2		Year 3		Year 4		Year 5
11				1/1/2021 - 6/30/2021		7/1/2021 - 6/30/2022		7/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 6/30/2025
12				Actuals		Actuals		Actuals		Actuals		New
13	Operating Expenses			Budgeted Expense		Budgeted Expense		Budgeted Expense		Budgeted Expense		Budgeted Expense
15		iter, Gas, Phone, Garbage and Waste Mgmt.)	\$	53,230	\$	106,460	\$	161,574	\$	161,460	\$	194,930
16	1		\$	6,610	\$	16,064	\$	9,064	\$	15,564	\$	15,564
17	Building Maintenance S		\$	54,099	\$	124,930	\$	187,031	\$	179,043	\$	159,043
18			Ţ	0 1,000	<u> </u>	12 1,000	\$	500	\$	1,000	\$	1,000
20	Staff Training/Meeting						\$	500	\$	500	\$	500
23		Офрасо					\$	1,600	\$	1,200	\$	1,200
24							\$	4,800	\$	5,300	\$	5,300
25	, <u> </u>	Processing Fee/Admin Misc.					\$	1,500	\$	1,500	\$	1,500
26	Renting Fee	Frocessing Fee/Admin Misc.					\$	1,300	\$	1,200	\$	1,200
27		Foos	\$	31.725	\$	63,450	\$	63,450	\$	67,450	Ψ	1,200
28	Legal Fees	rees	\$	14,800	\$	20,886	\$	37,753	\$	14,600		
44	Subcontractors		Ф	14,000	Ф	20,000	Ф	31,133	Ф	14,000		
45		Elerks /Contract (First \$25k)	\$	12,500	\$	25,000	\$	25,000	\$	25,000	\$	25.000
49	Office Salaries-Desk C	ierks/Contract (First \$25k)	Ф	12,500	Ф	25,000	Ф	25,000	Ф	25,000	Þ	25,000
50	TOTAL OPERATING E	TYDENICES	\$	172,964	\$	356,790	\$	494,072		473,817	\$	405,237
51	TOTAL OPERATING E	EXPENSES	Φ	172,904	Φ	330,790	φ	494,072		473,017	φ	405,237
52	Other Evenence (Net C	Subject to Indirect Cost %)										
53	Rental of Property	Subject to indirect Cost %)	\$	194,910	\$	389,820	\$	402,533	\$	425,173	\$	425,173
54		Harles /contract	\$	117,190		169,238	\$		\$	269,972	\$	138,903
55	Office Salaries-Desk Communication Manager Salaries-Hotel		\$		\$		\$	239,612	\$	· · · · · · · · · · · · · · · · · · ·	\$	
		ei Director/manager	\$	29,120	\$	58,240	\$	65,520	\$	75,520	\$	65,520
56	i	lor/Eutro Contines	\$	18,367	\$	55,500	\$	47,840	\$	59,280	\$	59,840
57	Janitor Contract-Regu	Idi/Extia Delvices		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	F	\$	59,679	\$	125,400	\$	132,645	\$	132,412	\$	146,412
60	Management/Booking	rees									\$	69,383
61	Legal Fees								_	(0.4.000)	\$	9,667
62	Adjustment to Actuals		•	05.400					\$	(84,803)		
63			\$	25,480	_	(// 050)	-	44.050			-	
	One-Time Carryforwar	0			\$	(44,659)	\$	44,659			_	
68												
	TOTAL OTHER EXPE	NSES	\$	484,879	\$	839,839	\$	1,037,389	\$	980,134	\$	992,478
70												
71	Capital Expenses											
72	Elevator Repair		\$	-	\$	13,448						
84												
85	TOTAL CAPITAL EXP	ENSES	\$	_	\$	13,448	\$		\$		\$	-
			Ψ.									

	Α	В	Т	Т	Γ	W		AG		AH		Al
1	DEPARTMENT OF HO	MELESSNESS AND SUPPORTIVE HOUSING						_				
2	APPENDIX B, BUDGE	т										
3	OPERATING DETAIL											
4	Document Date	4/7/2025										
	Provider Name	Episcopal Community Services										
	Program	ECS - Master Lease	_									
7 8	F\$P Contract ID# Budget Name	1000019778 Hillsdale - Property Management										
9	Duuget Name	imisuale - Froperty Management	EXT	TENSION YEAR	E)	CTENSION YEAR						
	1			Year 6		Year 7				All Years		
10			-	7/1/2025 -		7/1/2026 -		1/1/2021		7/1/2024 -	- 1	/1/2021
11				6/30/2025 -		6/30/2027		1/1/2021 - 6/30/2025		6/30/2027		/1/2021 - 5/30/2027
12				New		New		Current		nendment		New
12				Budgeted		Budgeted		Budgeted	Α.	nenament		Budgeted
13	Operating Expenses			Expense		Expense		Expense		Change		Expense
15	Utilities (Electricity, Wat	ter, Gas, Phone, Garbage and Waste Mgmt.)	\$	194,930	\$	194,930	\$	677,654	\$	389,860	\$	1,067,514
	Office Expenses/ Posta		\$	15,564	\$	15,564	\$	62,866	\$	31,128	\$	93,994
	Building Maintenance S		\$	159,043	\$	159,043	\$	704,146	\$	318,087	\$	1,022,233
	Printing and Reproducti	''	\$	1,000	\$	1,000	\$	2,500	\$	2,000	\$	4,500
	Staff Training/Meeting S		\$	500	\$	500	\$	1,500	\$	1,000	\$	2,500
	Cable TV		\$	1,200	\$	1,200	\$	4,000	\$	2,400	\$	6,400
	Payroll Processing Fee		\$	5,300	\$	5,300	\$	15,400	\$	10,600	\$	26,000
		Processing Fee/Admin Misc.	\$	1,500	\$	1,500	\$	4,500	\$	3,000	\$	7,500
	Renting Fee	1 Toolsoning T con tarnin twice.	\$	1,200	\$	1,200	\$	3,700	\$	2,400	\$	6,100
	Management/Booking F	-000		1,200	Ψ	1,200	\$	226,075	\$		\$	226,075
28	i i	000					\$	88,039	\$		\$	88,039
44					<u> </u>		Ψ	00,039	Ψ		Ψ	00,039
45		lerks /Contract (First \$25k)	\$	25,000	\$	25.000	\$	112,500	\$	50,000	\$	162,500
49	Office Salaries-Desk Ci	erks /Contract (First \$25k)	Ψ	23,000	Ψ	23,000	Ψ	112,300	φ	30,000	Ψ	102,300
50	TOTAL OPERATING E	YDENSES	\$	405,237	\$	405,237	\$	1,902,880	\$	810,474	\$	2,713,354
51	TOTAL OF LIKATING L	Ar ENGES	Ψ	403,237	Ψ	403,237	Ψ	1,902,000	φ	010,474	Ψ	2,7 13,334
	Other Evpenses (Not S	ubject to Indirect Cost %)										
	Rental of Property	ubject to munect Cost 76j	\$	425,173	\$	425,173	•	1,837,609	\$	850,346	\$	2,687,955
54		larks (contract	\$	138,903	\$	138,903	\$	934,915	\$	277,806	\$	1,212,721
	Manager Salaries-Hote		\$	65,520	\$	65,520	\$	293,920	\$	131,040	\$	424,960
	Janitor payroll	i Diroctor/managor	\$	59,840	\$	59,840	\$	240,827	\$	119,680	\$	360,507
	Janitor Payroll  Janitor Contract-Regul	ar/Extra Services	\$	23,500	\$	23,500	\$	173,714	\$	47,000	\$	220,714
	Repairs Payroll	AITEANA OOI VIOOS	\$	54,080	\$	54,080	\$	237,460	\$	108,160	\$	345,620
	Benefits		\$	146,412	\$	146,412	\$	596,548	\$	292,824	\$	889,372
	Management/Booking F		\$	69,383	\$	69,383	\$	69,383	\$	138,766	\$	208,149
61		000	\$	9,667	\$	9,667	\$	9,667	\$	19,334	\$	29,001
	Adjustment to Actuals		Ψ	3,007	Ψ	3,007	\$	(84,803)	\$	19,334	\$	(84,803)
	CODB						\$	25,480	\$		\$	25,480
	One-Time Carryforward						\$	25,460			\$	20,400
68	One-Time CarryiorWald						Φ	-	φ		ψ	
	TOTAL OTHER EVES	1050		000 170	_	000 170	¢	4.004.746	•	4.004.050	<u>^</u>	0.040.075
	TOTAL OTHER EXPEN	NSES	\$	992,478	\$	992,478	\$	4,334,719	\$	1,984,956	\$	6,319,675
70	1											
	Capital Expenses											
72	Elevator Repair						\$	13,448	\$	-	\$	13,448
84												
	TOTAL CAPITAL EXPE	NSES	\$	_	\$	_	\$	13,448	\$	_	\$	13,448

	A	В	С	D	E
1	DEPARTMENT OF HOMELESSNESS AND	SUPPORTIVE HOUSI	NG		
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE	Fiscal Yea	ır		
	Hillsdale - Property Management	FY24-25			
4	Timsdate - Froperty management		Dudasta		
5	Salaries & Benefits	Adjusted Budgeted	Budgeted Salary	_ Justification	Calculation
3	Sr. Director/Housing Dev & Asset Mgmt.	<u>FTE</u> 0.02		Develops strategic and practical relationships with community partners; provides direction	\$164.299 x 0.02 FTE
	or. Director/flousing Dev & Asset Might.	0.02	φ 2,02	and support in crisis or other problematic situations; links individual sites to broader Housing	\$104,299 X 0.02 FTE
6				program efforts.	
۳	Asset Manager-Master Leased Operations	0.17	\$ 19.73	6 Provides direction and support in crisis or other problematic situations; links individual sites	\$118,393 x 0.17 FTE
7	7 toot Managor Master Edadoa Operations	0.11	Ψ 10,10	to broader Housing program efforts.	\$110,000 X 0.17 1 TE
27	TOTAL	0.18	\$ 22,36	5	
28	Employee Fringe Benefits	30.0%		O Includes FICA, SSUI, Workers Compensation and Medical calculated at <b>30%</b> of total salaries.	
29	TOTAL SALARIES & BENEFITS		\$ 0,71 \$ 29,07		
30			- 25,01	•	
31					
			Budgeted		
32	Operating Expenses		Expense	<u>Justification</u>	<u>Calculation</u>
34	Utilities (Electricity, Water, Gas, Phone, Garbage	e and Waste Mgmt.)	\$ 194,93	Utilities (electricity, water, gas, telephone and scavenger service)	\$16,244 x 12 months
35	Office Expenses/ Postage		. ,	PM office supplies are including on site supplies	\$1,297 x 12 months
l	Building Maintenance Supplies and Repair		\$ 159,04	3 Estimated cost from property management provided information, including fire protection,	\$13,254 x 12 months
36	Distinct and Department of		\$ 1.00	plumbing, electrical and elevator repairs and furnishing, etc.	000 10 11
37	Printing and Reproduction Staff Training/Meeting Supplies		.,	Covers copier usage     Covers staff training and meeting snack and supplies	\$83 x 12 months
39 42	Cable TV		•	) Direct TV monthly fee	\$42 x 12 months \$100 x 12 months
	Payroll Processing Fee		,	Covers monthly payroll fee	\$442 x 12 months
	Wire /Website Support Processing Fee/Admin M	lisc.	-,	Covers bank wire and website support fee	\$125 x 12 months
45	Renting Fee		,	Covers Tenant background check	\$100 x 12 months
63	Subcontractors		* .,=-		*
	Office Salaries-Desk Clerks /Contract (First \$25k	()	\$ 25,00	First \$25k of Caritas Management Corporation's subcontracted services that's eligible for	\$13,659 x 12 months
64				Indirect Cost Rate	
69	TOTAL OPERATING EXPENSES		\$ 405,23		
70	Indirect Cost	12.0%	\$ 52,11	7	
71					
72					
72	Other Expenses (Not Subject to Indirect	Cost %/)	Amount	Justification	Calculation
74	Other Expenses (Not Subject to Indirect Rental of Property	CUST /0]		3 The lease is written for 84 units	\$35,431 x 12 months
75	Office Salaries-Desk Clerks /contract		-,	3 Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage	\$13,659 x 12 months
H-5	Manager Salaries-Hotel Director/manager			Oversees housing site, prorated half time. Responsible for rent up the property, with	\$5,460 x 12 months
76	5 - 5 - 5 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -		. 55,52	program director for insuring safety of participants and security of facility	·-, ·· ·-
77	Janitor payroll		\$ 59,84	Responsible for building cleaning up, includes holidays/overtime coverage	\$4,987 x 12 months
78	Janitor Contract-Regular/Extra Services			Responsible for building cleaning up, place trash bins	\$1,958 x 12 months
	Repairs Payroll			Responsible for repair and maintenance of the building	\$4,507 x 12 months
80	Benefits			2 % based from personnel from above	\$12,201 x 12 months
-	Management/Booking Fees			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			7 Covers legal fees	\$806 x 12 months
90	TOTAL OTHER EXPENSES		\$ 992,47	3	
91					

	A	В	С	D	G		J		М		Р		S
1	DEPARTMENT OF H			IOUSING			-						
2	APPENDIX B, BUDG												
3	Document Date	4/7/2025											
		, ,		Duration									
4	Contract Term	Begin Date	End Date	(Years)									
5	Current Term	1/1/2021	6/30/2025	5									
6	Amended Term	1/1/2021	6/30/2027	7									
7	Provider Name	Episcopal	Community Serv	ices									
8	Program	ECS	- Master Lease										
9	F\$P Contract ID#		1000019778										
10	Contract Action		Amendment										
11	Effective Date		7/1/2025										
12	Budget Name	Mentone - Prope	erty Management										
13		Current	New										
14	Term Budget	\$ 5,874,550	\$ 9,526,673	15%									
15	Contingency	\$ 2,002,042	\$ 3,871,620	13/0									
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684										
17					•								
18					Year 1	,	Year 2		Year 3		Year 4		Year 5
					1/1/2021 -	7/:	1/2021 -		7/1/2022 -	7/	1/2023 -		7/1/2024 -
19					6/30/2021	6/3	30/2022		6/30/2023	6/	'30/2024		6/30/2025
20					Actuals	Α	Actuals		Actuals		Actuals		New
21	Expenditures				1101000								
22	Salaries & Benefits				\$ -	\$	-	\$	29,897	\$	29,075	\$	29,075
23	Operating Expenses				\$ 200,051	\$	386,374	\$	599,976	\$	502,012	\$	369,833
24	Subtotal				\$ 200,051	\$	386,374	\$	629,873	\$	531,087	\$	398,908
25	Indirect Percentage				12.00%		12.00%		12.00%		12.00%		12.00%
26	Indirect Cost (Line 2	4 X Line 25)			\$ 24,006	\$	46,365	\$	75,585	\$	63,730	\$	47,869
27	Other Expenses (No		ect %)		\$ 440,060	\$	833,851	\$	966,634	\$	818,147	\$	1,374,062
28	Capital Expenditure				\$ -	\$	14,370	\$	-	\$	163,059	\$	-
30	Total Expenditures				\$ 664,117	\$	1,280,960	\$	1,672,092	\$	1,576,023	\$	1,820,839
31													
	HSH Revenues												
33					\$ 420,301	\$	967,590	\$	990,438	\$	1,066,833	\$	1,082,972
36	General Fund - Ong				\$ 78,007 \$ -	\$	49,171	\$	106,310	\$	104,444	\$	420,242
38	General Fund - One	-rime			\$ -	\$	153,417	\$	157.475	\$	203,779 121,479	\$	25,620
39 41	Prop C Prop C - One-Time (	arryforward			\$ -	\$	(67,418)	\$	157,475 67,418	\$	121,479	\$	166,254
	One-Time Transfer	an yiui wai u			\$ -	\$	(07,418)	\$	149,700	\$	130,200	\$	<del></del>
43	Adjustment to Actua	als			\$ -	\$		\$	1-13,700	\$	(206,495)	\$	
	Total HSH Revenue				\$ 498,308	т	1,102,760	\$	1,471,341	\$	1,420,240	\$	1,695,088
					,,300		,,. 30		-, · · -,- · <b>-</b>		, ,	т.	-,,-50
47	Other Revenues				\$ 165,809	\$	179 200	\$	200.751	ć	155 702	ċ	125 754
48	Rental Income  Total Other Revenu				\$ 165,809 \$ 165,809	\$	178,200 178,200	\$	200,751	\$	155,783 155,783	\$	125,751
53	Total Other Revenu	<b>C</b> 3			7 105,609	Ą	176,200	Ą	200,751	Ą	133,783	ڔ	125,751
54	Total HSH + Other F	lavanua.			\$ 664,117	ć	1 200 000	\$	1 672 002	ć	1 576 022	ċ	1 020 020
55 57	TOTAL HOLDER F	vevenues			\$ 664,117	\$	1,280,960	Þ	1,672,092	\$	1,576,023	\$	1,820,839
58	Prepared by	7	Tiffany Luong										
59	Phone		87.3300 ext. 1219	)									
60			ong@ecs-sf.org										
- 50													

	Α	В	С	D		V		Υ		Al		AJ		AK
1	DEI AIKTIMEIKT OF T		ND SUPPORTIVE I	HOUSING										
2	APPENDIX B, BUDG		Ī											
3	Document Date	4/7/2025		Duration	7									
4	Contract Term	Begin Date	End Date	(Years)										
5	Current Term	1/1/2021	6/30/2025	5	1									
	Amended Term	1/1/2021	6/30/2027	7										
7	Provider Name		Community Serv	ices	1									
_	Program		- Master Lease	1000										
9	F\$P Contract ID#		1000019778		1									
10	Contract Action		Amendment											
11			7/1/2025											
_	Budget Name	Mentone - Prope	erty Management		i									
13		Current	New											
	Term Budget	\$ 5,874,550	\$ 9,526,673											
15		\$ 2,002,042	\$ 3,871,620	15%										
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684											
17		, , ,	, , ,	1	]	TENSION YEAR	-	XTENSION YEAR						
						Year 6		Year 7				All Years		
18														
						7/1/2025 -		7/1/2026 -		1/1/2021 -		7/1/2024 -		1/1/2021 -
19					(	5/30/2026		6/30/2027		6/30/2025		6/30/2027		6/30/2027
20						New		New		Current	А	mendment		New
21	Expenditures													
22	Salaries & Benefits				\$	29,075	_	29,075	_	88,047	\$	58,150	\$	146,197
23					\$	369,833		369,833	\$	2,058,246	\$	739,666	\$	2,797,912
24					\$	398,908	\$	398,908	\$	2,146,293	\$	797,816	\$	2,944,109
25	Indirect Percentage				<u> </u>	12.00%	4	12.00%	<u>,</u>	257.555	4	05.730	<u>^</u>	252 202
26	Indirect Cost (Line 2		+ 0/\		\$	47,869	_	47,869	\$	257,555	\$	95,738	\$	353,293
	Other Expenses (No	•	ect %)		\$	1,348,442	\$	1,348,442	\$	4,119,567 177,429	\$ \$	3,010,071	\$	7,129,638
28 30	Capital Expenditure  Total Expenditures				\$ \$	1,795,219	۶ \$	1,795,219	\$ \$	6,700,844	ċ	3,903,625	۶ \$	177,429 <b>10,604,469</b>
31	Total Expelluitures				٠	1,793,219	Ą	1,733,213	ų	0,700,844	ų	3,903,023	ب	10,004,403
	HSH Revenues													
33					\$	1,082,972	\$	1,082,972	\$	4,528,134	\$	2,165,944	\$	6,694,078
36		oing			\$	420,242	\$	420,242	\$	444,987	Ś	1,153,671	\$	1,598,658
38					Ś	-	\$	-	\$	229,399	Ś	-	\$	229,399
39					\$	166,254	\$	166,254	\$	598,625	\$	332,508	\$	931,133
	Prop C - One-Time (	Carryforward			\$	-	\$	-	\$	-	\$	-	\$	-
42	One-Time Transfer				\$	-	\$	-	\$	279,900	\$	-	\$	279,900
43	Adjustment to Actu				\$	-	\$	-	\$	(206,495)	\$		\$	(206,495)
46	Total HSH Revenue	s			\$	1,669,468	\$	1,669,468	\$	5,874,550	\$	3,652,123	\$	9,526,673
47	Other Revenues													
48	Rental Income				\$	125,751	\$	125,751	\$	826,294	Ś	251,502	\$	1,077,796
53	Total Other Revenu	ies			\$	125,751	_	125,751	_	826,294	\$	251,502	\$	1,077,796
54					7		7		7	220,234	, <del>, ,</del>	_52,552	7	_,,
55	Total HSH + Other F	Revenues			Ś	1,795,219	\$	1,795,219	\$	6,700,844	Ś	3,903,625	\$	10,604,469
57	Total Holl - Other I	terenues			7	1,133,213	7	1,733,213	7	0,700,044	7	3,303,023	Ţ	10,000-,-103
58	Prepared by	7	Tiffany Luong		1									
58	Phone		87.3300 ext. 1219	)	1									
	Email		ong@ecs-sf.org	-	1									
UU														

	l A	В		Q	т	١	W		Х	AA	I	AD	ı —	AE	AH		AK
1	• • • • • • • • • • • • • • • • • • • •	NESS AND SUPPORTIVE HOUSING	<u> </u>	Q	'	,	VV		Λ	701	<u> </u>	/\D		/\L	7.11		7113
_	APPENDIX B, BUDGET																
	SALARY & BENEFIT DETAIL																
4	Document Date	4/7/2025															
5	Provider Name	Episcopal Community Services															
6	Program	ECS - Master Lease															
7	F\$P Contract ID#	1000019778															
8	Budget Name	Mentone - Property Management															
9																	
10					Year 3					Year 4					Year 5		
					For HSH	7/1/2	2022 -			For HSH	7/	/1/2023 -			For HSH	7/1	L/2024 -
11			Agend	cy Totals	Funded	6/30	/2023	Age	ncy Totals	Funded	6/	/30/2024	Age	ency Totals	Funded	6/3	30/2025
12					Program	N	ew			Program		New			Program		New
			Annı	ual Full	Adjusted			Δr	nnual Full	Adjusted			Δι	nnual Full	Adjusted		
				e Salary	•	Rudgete	ed Salary		ne Salary	Budgeted		udgeted		me Salary	Budgeted		dgeted
				L.00 FTE)	FTE	Daugett	•		1.00 FTE)	FTE		Salary		r 1.00 FTE)	FTE	9	Salary
13	POSITION TITLE		`					L.	-				,	ŕ			
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 Or	perations	\$ :	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		Ī	0.18					0.18			İ		0.18		
		FRINGE BENEFIT RATE		Į.			33.82%		ļ			30.00%	l	ļ			30.00%
37		EMPLOYEE FRINGE BENEFITS				ć	7,556				ć	6,710	ł			\$	6,710
38 39						,					7	•	ļ			٠	-
39		TOTAL SALARIES & BENEFITS				\$	29,897				\$	29,075				\$	29,075

	Λ	В	AL	AO	AR	AS	AV	AY	BU	BV	BW
<b>├</b>	DEPARTMENT OF HOMELESSN	I DESS AND SUPPORTIVE HOUSING	AL	AO	AN	AG	AV	Al	ВО	D V	DVV
2	APPENDIX B, BUDGET	NESS AND SOLL ONLIVE HOOSING									
	SALARY & BENEFIT DETAIL										
	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			_	EXTENSION YEA	AR		EXTENSION YEA	AR			
10				Year 6			Year 7			All Years	
	1			For HSH	7/1/2025 -		For HSH	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
11			Agency Total	als Funded	6/30/2026	Agency Totals	Funded	6/30/2027	6/30/2025	6/30/2027	6/30/2027
12				Program	New		Program	New	Current	Amendment	New
			Annual Fu Time Salar	y Budgeted	Budgeted Salary	Annual Full Time Salary	Adjusted Budgeted	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
13	POSITION TITLE		(for 1.00 FT	E) FTE	,	(for 1.00 FTE)	FTE	,	,		ŕ
	Sr. Director/Housing Dev & Asset	Mgmt.	\$ 164,29	9 0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 7,863	\$ 5,258	\$ 13,121
15	Asset Manager-Master Leased Op	perations	\$ 118,39	3 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%			
		EMPLOYEE FRINGE BENEFITS			\$ 6,710			\$ 6,710	\$ 20,976	\$ 13,420	\$ 34,396
38 39		TOTAL SALARIES & BENEFITS			\$ 29,075			\$ 29,075	\$ 88,047	\$ 58,150	\$ 146,197

17 Building Maintenance Supplies and Repair       \$ 42,037 \$ 77,440 \$ 238,097 \$ 224,4         18 Printing and Reproduction       \$ 500 \$ 5         20 Staff Training/Meeting Supplies       \$ 400 \$ 5         23 Cable TV       \$ 1,800 \$ 1,2         24 Wire /Website support processing fee/adm misc.       \$ 1,500 \$ 2,0         25 Payroll Processing Fee       \$ 4,800 \$ 5,3         26 Renting Fee       \$ 700 \$ 1,0         27 Management/Booking Fees       \$ 28,764 \$ 57,528 \$ 57,528 \$ 61,5         28 Legal Fee       \$ 14,800 \$ 22,229 \$ 19,106 \$ 13,3         44 Subcontractors	·
3 OPERATING DETAIL   4 Document Date   4/7/2025	
A	
Forwider Name	
Formation   FCS - Master Lease   7   FSP Contract ID#   1000019778   1000019778   1000019778   1000019778   1000019778   1000019778   1000019778   11000019778   111000019778   111000019778   111000019778   111000019779   1110000019779   111000019779   111000019779   111000019779   111000019779   111000019779   111000019779   1110000019779   1110000019779   1110000019779   1110000019779   1110000019779   1110000019779   1110000019779   111000000000000000000000000000000000	
Test	
Section   Sect	
Year 1	
Year 1   Year 2   Year 3   Year 4	
1/1/2021	Year 5
11	7/1/2024 -
Budgeted   Expense   Exp	
Budgeted   Expense   Budgeted   Expense   Budgeted   Expense   E	New
13   Operating Expenses   Expense	Budgeted
16 Office Expenses/ Postage       \$ 6,720 \$ 14,308 \$ 11,008 \$ 9,6         17 Building Maintenance Supplies and Repair       \$ 42,037 \$ 77,440 \$ 238,097 \$ 224,4         18 Printing and Reproduction       \$ 500 \$ 5         20 Staff Training/Meeting Supplies       \$ 400 \$ 5         23 Cable TV       \$ 1,800 \$ 1,2         24 Wire /Website support processing fee/adm misc.       \$ 1,500 \$ 2,0         25 Payroll Processing Fee       \$ 4,800 \$ 5,3         26 Renting Fee       \$ 700 \$ 1,0         27 Management/Booking Fees       \$ 28,764 \$ 57,528 \$ 57,528 \$ 61,5         28 Legal Fee       \$ 14,800 \$ 22,229 \$ 19,106 \$ 13,3         44 Subcontractors	Expense
17 Building Maintenance Supplies and Repair       \$ 42,037       \$ 77,440       \$ 238,097       \$ 224,4         18 Printing and Reproduction       \$ 500       \$ 5         20 Staff Training/Meeting Supplies       \$ 400       \$ 5         23 Cable TV       \$ 1,800       \$ 1,2         24 Wire /Website support processing fee/adm misc.       \$ 1,500       \$ 2,0         25 Payroll Processing Fee       \$ 4,800       \$ 5,3         26 Renting Fee       \$ 700       \$ 1,0         27 Management/Booking Fees       \$ 28,764       \$ 57,528       \$ 57,528       61,5         28 Legal Fee       \$ 14,800       \$ 22,229       \$ 19,106       \$ 13,3         44 Subcontractors	585 \$ 207,585
18 Printing and Reproduction       \$ 500 \$ 5         20 Staff Training/Meeting Supplies       \$ 400 \$ 5         23 Cable TV       \$ 1,800 \$ 1,2         24 Wire /Website support processing fee/adm misc.       \$ 1,500 \$ 2,0         25 Payroll Processing Fee       \$ 4,800 \$ 5,3         26 Renting Fee       \$ 700 \$ 1,0         27 Management/Booking Fees       \$ 28,764 \$ 57,528 \$ 57,528 \$ 61,5         28 Legal Fee       \$ 14,800 \$ 22,229 \$ 19,106 \$ 13,3         44 Subcontractors	508 \$ 4,808
20       Staff Training/Meeting Supplies       \$ 400 \$ 5         23       Cable TV       \$ 1,800 \$ 1,2         24       Wire /Website support processing fee/adm misc.       \$ 1,500 \$ 2,0         25       Payroll Processing Fee       \$ 4,800 \$ 5,3         26       Renting Fee       \$ 700 \$ 1,0         27       Management/Booking Fees       \$ 28,764 \$ 57,528 \$ 57,528 \$ 61,5         28       Legal Fee       \$ 14,800 \$ 22,229 \$ 19,106 \$ 13,3         44       Subcontractors	140 \$ 122,440
23 Cable TV       \$ 1,800 \$ 1,2         24 Wire /Website support processing fee/adm misc.       \$ 1,500 \$ 2,0         25 Payroll Processing Fee       \$ 4,800 \$ 5,3         26 Renting Fee       \$ 700 \$ 1,0         27 Management/Booking Fees       \$ 28,764 \$ 57,528 \$ 57,528 \$ 61,5         28 Legal Fee       \$ 14,800 \$ 22,229 \$ 19,106 \$ 13,3         44 Subcontractors	500 \$ 500
24 Wire /Website support processing fee/adm misc.       \$ 1,500 \$ 2,0         25 Payroll Processing Fee       \$ 4,800 \$ 5,3         26 Renting Fee       \$ 700 \$ 1,0         27 Management/Booking Fees       \$ 28,764 \$ 57,528 \$ 57,528 \$ 61,5         28 Legal Fee       \$ 14,800 \$ 22,229 \$ 19,106 \$ 13,3         44 Subcontractors	500 \$ 500
25 Payroll Processing Fee       \$ 4,800 \$ 5,3         26 Renting Fee       \$ 700 \$ 1,0         27 Management/Booking Fees       \$ 28,764 \$ 57,528 \$ 57,528 \$ 61,5         28 Legal Fee       \$ 14,800 \$ 22,229 \$ 19,106 \$ 13,3         44 Subcontractors	200 \$ 1,200
26 Renting Fee       \$ 700 \$ 1,0         27 Management/Booking Fees       \$ 28,764 \$ 57,528 \$ 57,528 \$ 61,5         28 Legal Fee       \$ 14,800 \$ 22,229 \$ 19,106 \$ 13,3         44 Subcontractors	050 \$ 1,500
27 Management/Booking Fees       \$ 28,764       \$ 57,528       \$ 57,528       \$ 61,5         28 Legal Fee       \$ 14,800       \$ 22,229       \$ 19,106       \$ 13,3         44 Subcontractors	300 \$ 5,300
28 Legal Fee       \$ 14,800 \$ 22,229 \$ 19,106 \$ 13,3         44 Subcontractors	000 \$ 1,000
44 Subcontractors	529
	300
15 0W 0 1 1 D 1 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
45 Office Salaries-Desk Clerks/contract (first \$25k) \$ 12,500 \$ 25,000 \$ 25,000 \$	000 \$ 25,000
50 TOTAL OPERATING EXPENSES \$ 200,051 \$ 386,374 \$ 599,976 \$ 502,0	369,833
51	
52 Other Expenses (Not Subject to Indirect Cost %)	
53 Rental of Property \$ 192,529 \$ 391,010 \$ 398,830 \$ 421,2	263 \$ 724,200
54 Office Salaries-Desk Clerks/contract \$ 81,223 \$ 222,445 \$ 257,900 \$ 273,0	093 \$ 232,093
55 Manager Salaries-Hotel Director/manager \$ 29,120 \$ 68,240 \$ 38,252 \$ 72,1	152 \$ 61,152
56 Janitor Contract-Regular/Extra Services \$ 43,714 \$ 80,000 \$ 83,940 \$ 101,8	840 \$ 87,840
57 Repairs Payroll \$ 23,920 \$ 47,840 \$ 42,000 \$ 82,0	000 \$ 82,000
58 Benefits \$ 41,547 \$ 91,734 \$ 78,294 \$ 74,2	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 \$ (206,4	195)
69 TOTAL OTHER EXPENSES \$ 440,060 \$ 833,851 \$ 966,634 \$ 818,1	147 \$ 1,374,062
70	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
71 Capital Expenses	
72 Leak Repairs \$ 14,370	
73 One-Time Extraordinary Repairs \$ 163,0	
84	159
85 TOTAL CAPITAL EXPENSES \$ - \$ 14,370 \$ - \$ 163,0	159

	Α	В	1	Т		W		AG		AH		Al
1		LESSNESS AND SUPPORTIVE HOUSING	-!	'	_			AO _		AH		Al
2	APPENDIX B. BUDGET											
3	OPERATING DETAIL											
4	Document Date	4/7/2025										
_	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
8	Budget Name	Mentone - Property Management			_							
9			EX	TENSION YEAR	E	XTENSION YEAR						
10				Year 6		Year 7				All Years		
				7/1/2025 -		7/1/2026 -		1/1/2021 -		7/1/2024 -		/1/2021 -
11				6/30/2026		6/30/2027		6/30/2025	(	6/30/2027	6	/30/2027
12				New		New		Current	Α	mendment		New
				Budgeted		Budgeted		Budgeted				Budgeted
	Operating Expenses			Expense		Expense	_	Expense		Change		Expense
		Gas, Phone, Garbage and Waste Mgmt.)	\$	207,585	\$		\$	889,807	\$	415,170	\$	1,304,977
	Office Expenses/ Postage		\$	4,808	\$		\$	46,452	\$	9,616	\$	56,068
	Building Maintenance Supp	lies and Repair	\$	122,440	\$	, -	\$	704,454	\$	244,880	\$	949,334
	Printing and Reproduction		\$	500	\$		\$	1,500	\$	1,000	\$	2,500
20	Staff Training/Meeting Supp	olies	\$	500	\$	500	\$	1,400	\$	1,000	\$	2,400
23	Cable TV		\$	1,200	\$	1,200	\$	4,200	\$	2,400	\$	6,600
24	Wire /Website support prod	cessing fee/adm misc.	\$	1,500	\$	1,500	\$	5,050	\$	3,000	\$	8,050
25	Payroll Processing Fee		\$	5,300	\$	5,300	\$	15,400	\$	10,600	\$	26,000
26	Renting Fee		\$	1,000	\$	1,000	\$	2,700	\$	2,000	\$	4,700
27	Management/Booking Fees	3					\$	205,349	\$	-	\$	205,349
28	Legal Fee						\$	69,435	\$	-	\$	69,435
44	Subcontractors											
45	Office Salaries-Desk Clerks	s/contract (first \$25k)	\$	25,000	\$	25,000	\$	112,500	\$	50,000	\$	162,500
50	TOTAL OPERATING EXPE	ENSES	\$	369,833	\$	369,833	\$	2,058,246	\$	739,666	\$	2,797,912
51												
52	Other Expenses (Not Subje	ect to Indirect Cost %)										
53	Rental of Property		\$	724,200	\$	724,200	\$	1,814,645	\$	1,761,587	\$	3,576,232
54	Office Salaries-Desk Clerks	s/contract	\$	232,093	\$	232,093	\$	1,066,754	\$	464,186	\$	1,530,940
55	Manager Salaries-Hotel Dir	rector/manager	\$	61,152	\$	61,152	\$	268,916	\$	122,304	\$	391,220
56	Janitor Contract-Regular/Ex	ktra Services	\$	87,840	\$	87,840	\$	397,334	\$	175,680	\$	573,014
	Repairs Payroll		\$	82,000	\$			277,760	\$	164,000	\$	441,760
	Benefits		\$	86,328	\$		\$	372,197	\$	172,656	\$	544,853
	Management/Booking Fees	8	\$	64,758	\$			64,758	\$	129,516	\$	194,274
	Legal Fee		\$	10,071	\$		\$	10,071	\$	20,142	\$	30,213
61	Unit Turnover ( 3 units x \$8	,540)		70,011	Ť		\$	25,620	\$		\$	25,620
	One-Time Carryforward	· /					\$	-	\$	_	\$	
	CODB		1		t		\$	28,007	-	-	\$	28,007
	Adjustment to Actuals		1		t		\$	(206,495)		-	\$	(206,495)
	-	c	•	1 240 440	•	1 240 442						` '
69	TOTAL OTHER EXPENSE	3	\$	1,348,442	\$	1,348,442	\$	4,119,567	\$	3,010,071	\$	7,129,638
70	0											
71	Capital Expenses		+				_					
72	Leak Repairs		+		<u> </u>		\$	14,370	\$	-	\$	14,370
	One-Time Extraordinary Re	epairs	-				\$	163,059	\$	-	\$	163,059
84			+		I							
85	TOTAL CAPITAL EXPENS	ES	\$	-	\$	-	\$	177,429	\$	-	\$	177,429

	A	В	С	D D	T F
4	DEPARTMENT OF HOMELESSNESS AND SU			<u> </u>	
-		PPORTIVE HOUS	iivo		
2	APPENDIX B, BUDGET	<b>F</b> !1 <b>Y</b>	·		
3	BUDGET NARRATIVE	Fiscal Y		1	
4	Mentone - Property Management	FY25-2	26		
		Adjusted	Budgeted		
5	Salaries & Benefits	<b>Budgeted FTE</b>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$ 2,629	Develops strategic and practical relationships with community partners; provides direction	\$164,299 x 0.02 FTE
6				and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	
6	Asset Manager-Master Leased Operations	0.17	\$ 10.736	Provides direction and support in crisis or other problematic situations; links individual sites	\$118,393 x 0.17 FTE
7	Asset Manager-Master Leased Operations	0.17	ψ 19,730	to broader Housing program efforts.	\$110,335 X 0.17 1 TE
27	TOTAL	0.18	\$ 22,365	0.0	
28	Employee Fringe Benefits	30.0%	\$ 6,710	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salarie	S.
29	TOTAL SALARIES & BENEFITS		\$ 29,075		<del></del>
30					
31					
20	Operating Evpenses		Budgeted	lugalification	Coloulation
	Operating Expenses Utilities (Electricity, Water, Gas, Phone, Garbage and	d Wasto Mamt )	<b>Expense</b> \$ 207,585	<u>Justification</u> Utilities (electricity, water, gas, telephone and scavenger service)	Calculation \$17,299 x 12 months
34	· · · · · · · · · · · · · · · · · · ·	· ,			. ,
35	Office Expenses/ Postage			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		•	Covers staff training and meeting snack and supplies	\$42 x 12 months
42	Cable TV			Direct TV monthly fee	\$100 x 12 months
43	Wire /Website support processing fee/adm misc.		,	Covers bank wire and website support fee	\$125 x 12 months
44	Payroll Processing Fee			Covers monthly payroll fee	\$442 x 12 months
45	Renting Fee		\$ 1,000	Covers Tenant background check	\$83 x 12 months
63	<u>Subcontractors</u>				
	Office Salaries-Desk Clerks/contract (first \$25k)		\$ 25,000	First \$25k of Caritas Management Corporation's subcontracted services that's eligible for	\$21,424 x 12 months
64				_Indirect Cost Rate	
69	TOTAL OPERATING EXPENSES		\$ 369,833		
70	Indirect Cost	12.0%	\$ 47,869		
71 72					
12					
73	Other Expenses (Not Subject to Indirect Cos	st %)	Amount	<u>Justification</u>	Calculation
74	Rental of Property			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
	Manager Salaries-Hotel Director/manager		\$ 61,152	Oversees housing site, prorated half time. Responsible for rent up the property, with	\$5,096 x 12 months
76				program director for insuring safety of participants and security of facility	
77	Janitor Contract-Regular/Extra Services			Regular Services, place trash bins	\$7,320 x 12 months
78	Repairs Payroll			Responsible for repair and maintenance of the building	\$6,833 x 12 months
79	Benefits			% based on personnel payroll above	\$7,194 x 12 months
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
	TOTAL OTHER EXPENSES		\$ 1.348.442		+ <b>=</b>

	A	В	С	D		G		J		M		Р		S
1	DEPARTMENT OF H		_			U		3		IVI				
	APPENDIX B, BUDG		IND SOLLOWING	110031110										
	Document Date	4/7/2025	]											
		, ,		Duration	1									
4	Contract Term	Begin Date	End Date	(Years)										
5	Current Term	1/1/2021	6/30/2025	5										
6	Amended Term	1/1/2021	6/30/2027	7										
7	Provider Name	Episcop	al Community Se	ervices										
8	Program	EC	CS - Master Lease	<u> </u>										
9	F\$P Contract ID#		1000019778											
10	Contract Action		Amendment											
11	Effective Date		7/1/2025											
12	Budget Name	Alder - Support	Services											
13		Current	New											
14	Term Budget	\$ 2,185,551		15%										
15	Contingency	\$ 2,002,042	\$ 3,871,620	13/0										
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684											
17														
18					Y	ear 1		Year 2		Year 3		Year 4		Year 5
10					1 /1	1/2021 -	-	7/1/2021 -	_	7/1/2022 -	١.,	7/1/2023 -		7/1/2024 -
					•	30/2021 -		5/30/2021 -		5/30/2022 -		5/30/2024		6/30/2025
19						•	C		,		,			• •
20					А	ctuals		Actuals		Actuals	<u> </u>	Actuals		New
_	Expenditures					4== 00=		0=0.004		0.1.700		222.272	_	
-	Salaries & Benefits				\$	157,907	_	372,981		344,709	\$	383,873	\$	542,172
	Operating Expenses	<u> </u>			\$	18,559	_	, -	\$	56,714	\$	53,437	\$	53,132
-	Subtotal				\$	176,466	\$	414,383	\$	401,423	\$	437,310	\$	595,304
	Indirect Percentage				4	12.00%		12.00%	,	12.00%	_	12.00%	<u> </u>	13.337%
-	Indirect Cost (Line 2	'	+ 0/)		\$	21,176	\$	- , -	\$	48,171	\$	52,477 (100,772)	\$	79,397
	Other Expenses (No	t Subject to mair	ect %)		\$ <b>\$</b>	36,523	\$ \$	(26,039) <b>438,076</b>		449,594	\$ \$		\$ \$	
31	Total Expenditures				ð	234,165	Ą	458,076	Ą	449,594	Ą	389,015	Ą	674,701
-	HSH Revenues													
	HSH Fund				\$	197,642	\$	449,606	¢	498,113	\$	658,245	\$	674,701
	General Fund - Ong	oing			\$	14,086	\$	14,508		130,283	\$	036,243	\$	074,701
	Prop C	oms			\$	22,440	\$	17,308	\$	130,203	\$		\$	
_	One-Time Transfer				\$		\$		\$	(178,802)	\$	(168,458)	т	
	Adjustment to Actu	als			\$	(3)	_	(26,038)	т	(170,002)	\$	(100,772)		
46	Total HSH Revenue				Ś	234,165	\$	438,076	Ś	449,594	Ś	389,015	Ś	674,701
57	I III I I I I I I I I I I I I I I I	-			7		7	.55,070	7		7	200,020	7	27 4,7 01
58					-									
59	Prepared by		Tiffany Luong											
60	Phone	415.	.487.3300 ext. 12	19										
61	Email	<u>t</u>	luong@ecs-sf.org											

_	Δ.	Ъ		<u> </u>	V	V	A.1	1 A.I	AIC
_	A DEPARTMENT OF H	B OMELECCNESS A	C C	D	V	Y	Al	AJ	AK
_	APPENDIX B, BUDG		IND SUPPORTIVE	HOUSING					
	Document Date	4/7/2025	]						
۳	Document Date	4/1/2023		Duration	1				
4	Contract Term	Begin Date	End Date	(Years)					
5	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7	=				
7	Provider Name	Episcop	al Community Se	rvices	=				
8	Program	EC	CS - Master Lease	1					
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						
	Term Budget	\$ 2,185,551	\$ 3,534,953	15%					
15	Contingency	\$ 2,002,042	\$ 3,871,620	1370					
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					EXTENSION YEAR	EXTENSION YEAR			
18	1				Year 6	Year 7		All Years	
	1				7/1/2025 -	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
١.,					6/30/2026	6/30/2027	6/30/2025	6/30/2027	6/30/2027
19 20	-				New	New	Current	Amendment	New
_	Expenditures				11011	11011		7	110011
	Salaries & Benefits				d 526,225	\$ 536,325	4	\$ 1,072,650	\$ 2,874,292
					\$ 536,325	\$ 530,325	\$ 1,801,642	\$ 1,072,000	
23	Operating Expenses				\$ 536,325		/ /-	/- /	\$ 329,512
	Operating Expenses Subtotal				,		,,-	/- /	, ,- , -
24					\$ 53,134	\$ 53,134	\$ 223,244	\$ 106,268	\$ 329,512
24 25	Subtotal				\$ 53,134 \$ 589,459	\$ 53,134 \$ 589,459	\$ 223,244	\$ 106,268 \$ 1,178,918	\$ 329,512
24 25 26	Subtotal Indirect Percentage	4 X Line 25)	rect %)		\$ 53,134 \$ 589,459 14.461%	\$ 53,134 \$ 589,459 14.461%	\$ 223,244 \$ 2,024,886	\$ 106,268 \$ 1,178,918 \$ 170,484	\$ 329,512 \$ 3,203,804
24 25 26 27	Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No	4 X Line 25)	ect %)		\$ 53,134 \$ 589,459 14.461% \$ 85,242	\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$	\$ 223,244 \$ 2,024,886 \$ 250,953	\$ 106,268 \$ 1,178,918 \$ 170,484	\$ 329,512 \$ 3,203,804 \$ 421,437
24 25 26 27	Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No	4 X Line 25)	ect %)		\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$	\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$	\$ 223,244 \$ 2,024,886 \$ 250,953 \$ (90,288)	\$ 106,268 \$ 1,178,918 \$ 170,484 \$ -	\$ 329,512 \$ 3,203,804 \$ 421,437 \$ (90,288)
24 25 26 27 30 31 32	Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues	4 X Line 25)	ect %)		\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701	\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701	\$ 223,244 \$ 2,024,886 \$ 250,953 \$ (90,288) \$ 2,185,551	\$ 106,268 \$ 1,178,918 \$ 170,484 \$ - \$ 1,349,402	\$ 329,512 \$ 3,203,804 \$ 421,437 \$ (90,288) \$ 3,534,953
24 25 26 27 30 31 32 33	Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues HSH Fund	4 X Line 25) t Subject to Indir	ect %)		\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701	\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701	\$ 223,244 \$ 2,024,886 \$ 250,953 \$ (90,288) \$ 2,185,551 \$ 2,478,307	\$ 106,268 \$ 1,178,918 \$ 170,484 \$ - \$ 1,349,402 \$ 1,349,402	\$ 329,512 \$ 3,203,804 \$ 421,437 \$ (90,288) \$ 3,534,953 \$ 3,827,709
24 25 26 27 30 31 32 33	Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues HSH Fund General Fund - Ongo	4 X Line 25) t Subject to Indir	ect %)		\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ -	\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ -	\$ 223,244 \$ 2,024,886 \$ 250,953 \$ (90,288) <b>\$ 2,185,551</b> \$ 2,478,307 \$ 158,877	\$ 106,268 \$ 1,178,918 \$ 170,484 \$ - \$ 1,349,402 \$ -	\$ 329,512 \$ 3,203,804 \$ 421,437 \$ (90,288) <b>\$ 3,534,953</b> \$ 3,827,709 \$ 158,877
24 25 26 27 30 31 32 33 36 39	Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues HSH Fund General Fund - Ongo	4 X Line 25) t Subject to Indir	ect %)		\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ - \$ -	\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ - \$ -	\$ 223,244 \$ 2,024,886 \$ 250,953 \$ (90,288) <b>\$ 2,185,551</b> \$ 2,478,307 \$ 158,877 \$ 22,440	\$ 106,268 \$ 1,178,918 \$ 170,484 \$ - \$ 1,349,402 \$ 1,349,402 \$ - \$ -	\$ 329,512 \$ 3,203,804 \$ 421,437 \$ (90,288) <b>\$ 3,534,953</b> \$ 3,827,709 \$ 158,877 \$ 22,440
24 25 26 27 30 31 32 33 36 39 42	Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer	4 X Line 25) t Subject to Indir Ding	ect %)		\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ - \$ - \$ -	\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ - \$ - \$ -	\$ 223,244 \$ 2,024,886 \$ 250,953 \$ (90,288) <b>\$ 2,185,551</b> \$ 2,478,307 \$ 158,877 \$ 22,440 \$ (347,260)	\$ 106,268 \$ 1,178,918 \$ 170,484 \$ - \$ 1,349,402 \$ - \$ 1,349,402 \$ - \$ -	\$ 329,512 \$ 3,203,804 \$ 421,437 \$ (90,288) <b>\$ 3,534,953</b> \$ 3,827,709 \$ 158,877 \$ 22,440 \$ (347,260)
24 25 26 27 30 31 32 33 36 39 42 43	Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actus	4 X Line 25) t Subject to Indir  ping	ect %)		\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ - \$ - \$ - \$ -	\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ - \$ - \$ - \$ - \$ -	\$ 223,244 \$ 2,024,886 \$ 250,953 \$ (90,288) <b>\$ 2,185,551</b> \$ 2,478,307 \$ 158,877 \$ 22,440 \$ (347,260) \$ (126,813)	\$ 106,268 \$ 1,178,918 \$ 170,484 \$ - \$ 1,349,402 \$ - \$ - \$ - \$ - \$ -	\$ 329,512 \$ 3,203,804 \$ 421,437 \$ (90,288) <b>\$ 3,534,953</b> \$ 3,827,709 \$ 158,877 \$ 22,440 \$ (347,260) \$ (126,813)
24 25 26 27 30 31 32 33 36 39 42 43	Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actuation	4 X Line 25) t Subject to Indir  ping	ect %)		\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ - \$ - \$ -	\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ - \$ - \$ -	\$ 223,244 \$ 2,024,886 \$ 250,953 \$ (90,288) <b>\$ 2,185,551</b> \$ 2,478,307 \$ 158,877 \$ 22,440 \$ (347,260)	\$ 106,268 \$ 1,178,918 \$ 170,484 \$ - \$ 1,349,402 \$ - \$ 1,349,402 \$ - \$ -	\$ 329,512 \$ 3,203,804 \$ 421,437 \$ (90,288) <b>\$ 3,534,953</b> \$ 3,827,709 \$ 158,877 \$ 22,440 \$ (347,260)
24 25 26 27 30 31 32 33 36 39 42 43	Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actuat Total HSH Revenues	4 X Line 25) t Subject to Indir  ping	ect %)		\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ - \$ - \$ - \$ -	\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ - \$ - \$ - \$ - \$ -	\$ 223,244 \$ 2,024,886 \$ 250,953 \$ (90,288) <b>\$ 2,185,551</b> \$ 2,478,307 \$ 158,877 \$ 22,440 \$ (347,260) \$ (126,813)	\$ 106,268 \$ 1,178,918 \$ 170,484 \$ - \$ 1,349,402 \$ - \$ - \$ - \$ - \$ -	\$ 329,512 \$ 3,203,804 \$ 421,437 \$ (90,288) <b>\$ 3,534,953</b> \$ 3,827,709 \$ 158,877 \$ 22,440 \$ (347,260) \$ (126,813)
24 25 26 27 30 31 32 33 36 39 42 43 46 57	Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua Total HSH Revenues	4 X Line 25) t Subject to Indir  ping	rect %)		\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ - \$ - \$ - \$ -	\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ - \$ - \$ - \$ - \$ -	\$ 223,244 \$ 2,024,886 \$ 250,953 \$ (90,288) <b>\$ 2,185,551</b> \$ 2,478,307 \$ 158,877 \$ 22,440 \$ (347,260) \$ (126,813)	\$ 106,268 \$ 1,178,918 \$ 170,484 \$ - \$ 1,349,402 \$ - \$ - \$ - \$ - \$ -	\$ 329,512 \$ 3,203,804 \$ 421,437 \$ (90,288) <b>\$ 3,534,953</b> \$ 3,827,709 \$ 158,877 \$ 22,440 \$ (347,260) \$ (126,813)
24 25 26 27 30 31 32 33 36 39 42 43 46 57 58	Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua Total HSH Revenues	4 X Line 25) t Subject to Indir  Ding		19	\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ - \$ - \$ - \$ -	\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ - \$ - \$ - \$ - \$ -	\$ 223,244 \$ 2,024,886 \$ 250,953 \$ (90,288) <b>\$ 2,185,551</b> \$ 2,478,307 \$ 158,877 \$ 22,440 \$ (347,260) \$ (126,813)	\$ 106,268 \$ 1,178,918 \$ 170,484 \$ - \$ 1,349,402 \$ - \$ - \$ - \$ - \$ -	\$ 329,512 \$ 3,203,804 \$ 421,437 \$ (90,288) <b>\$ 3,534,953</b> \$ 3,827,709 \$ 158,877 \$ 22,440 \$ (347,260) \$ (126,813)
24 25 26 27 30 31 32 33 36 39 42 43 46 57 58 59 60	Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actus Total HSH Revenues  Prepared by	4 X Line 25) t Subject to Indir  ping  als 4 415.	Tiffany Luong	19	\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ - \$ - \$ - \$ -	\$ 53,134 \$ 589,459 14.461% \$ 85,242 \$ - \$ 674,701 \$ - \$ - \$ - \$ - \$ -	\$ 223,244 \$ 2,024,886 \$ 250,953 \$ (90,288) <b>\$ 2,185,551</b> \$ 2,478,307 \$ 158,877 \$ 22,440 \$ (347,260) \$ (126,813)	\$ 106,268 \$ 1,178,918 \$ 170,484 \$ - \$ 1,349,402 \$ - \$ - \$ - \$ - \$ -	\$ 329,512 \$ 3,203,804 \$ 421,437 \$ (90,288) <b>\$ 3,534,953</b> \$ 3,827,709 \$ 158,877 \$ 22,440 \$ (347,260) \$ (126,813)

	А	В		С	F		I		J	М		Р		Q	Т		W
1	DEPARTMENT OF HOME	LESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET																
3	SALARY & BENEFIT DETA		1														
	Document Date	4/7/2025															
_	Provider Name	Episcopal Community Services ECS - Master Lease															
7	Program F\$P Contract ID#	1000019778															
8	Budget Name	Alder - Support Services															
9	Dauget Hame	Audit Support Sci Vices	l														
10					Year 1					Year 2					Year 3		
			Λ.	anna.	For HSH	1/	1/2021 -		Agonou	For HSH	7,	/1/2021 -		Agonou	For HSH	7/	/1/2022 -
11			-	gency otals	Funded	6/	30/2021		Agency Totals	Funded	6,	/30/2022		Agency Totals	Funded	6/	/30/2023
12				Otais	Program		New		Totals	Program		New		Totals	Progarm		New
			Ann	nual Full	Adjusted			Λ.	nnual Full	Adjusted			۸r	nual Full	Adjusted		
				e Salary	Adjusted Budgeted	В	udgeted		me Salary	Adjusted Budgeted	В	udgeted		ne Salary	Adjusted Budgeted	В	udgeted
				1.00 FTE)	FTE		Salary		r 1.00 FTE)	FTE		Salary		1.00 FTE)	FTE		Salary
13	POSITION TITLE		`					(	. 2.00 2,				(				
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		\$	49,289	\$	60,175	0.22		13,175
16	Case Manager III - H91		\$	51,123	0.90		12,972	\$	51,629		\$	36,982	\$	52,369	0.69		36,369
17	Case Manager III Bilingual	- H112	\$	59,081	0.90		31,531	\$	61,156		\$	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. Direct	tor - H5	•	135,792	0.06	_	4,403	\$	145,975		\$	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 - H1	06	\$	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 Specialis	st			0.00		-			0.00	-	-			0.00		-
27	Director of Impact & Analyti	cs - A83		116,640	0.02		1,207	\$	127,433	0.02		2,638	\$	147,958	0.02	\$	2,249
28	Director of Healthy Aging -	SN34		120,235	0.01		812	\$	120,235		\$	1,623	\$	152,077	0.01	\$	1,901
29	Asset Manager-Master Lea	sed Operations	\$	84,296	0.15		6,335	\$	105,076	0.17		17,516			0.00		-
30	Sr. Director/Housing Dev &		\$	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	В	_	Х	AA		AD	I	AE	AH		AK	1	AL	AO		AR
		LESSNESS AND SUPPORTIVE HOUSING		^	AA		AD		AE	ΑП		AN		AL	AU		AK
2	APPENDIX B. BUDGET	22331123371112 3311 311112 113331113															
3	SALARY & BENEFIT DETA	AIL .	_														
4	Document Date	4/7/2025															
5	Provider Name	Episcopal Community Services															
6	Program	ECS - Master Lease															
7	F\$P Contract ID#	1000019778															
9	Budget Name	Alder - Support Services												,	EXTENSION YEA	\ D	
10					Year 4					Year 5					Year 6	4N	
10					For HSH	7/	/1/2023 -			For HSH	7/	1/2024 -			For HSH	7/	1/2025 -
11			Age	ncy Totals			•	Age	ency Totals			30/2025	Age	ncy Totals			30/2026
12				•	Progarm	-,	New		•	Progarm	-,	New		,	Progarm		New
				nual Full	Adjusted	В	udgeted		nnual Full	Adjusted	В	udgeted		nnual Full	Adjusted	В	udgeted
				ne Salary	Budgeted FTE		Salary		me Salary r 1.00 FTE)	Budgeted FTE		Salary		ne Salary	Budgeted FTE		Salary
13	POSITION TITLE		(101)	1.00 FTE)	FIL			(101)	1.00 FIE)	FIE			(101	1.00 FTE)	FIL		
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		\$	3,867	\$	77,332	0.05		3,867
19	Data Impact Analyst - H107		\$	74,300	0.05		3,715	_	74,300		\$	3,715	\$	74,300	0.05		3,715
20	Clinical Services Manager -	H6	\$	85,682	0.03		2,753		85,682		\$	2,753	\$	85,682	0.03		2,753
21	Case Manager I - H201		\$	59,926	0.25	\$	14,945	\$	59,926	0.75	\$	44,945	\$	59,926	0.75	\$	44,945
22	Housing Services Sr. Direct	tor - H5	\$	176,926	0.05		8,846	\$	176,926		\$	8,846	\$	176,926	0.05		8,846
23	Direct Support for Housing	Services Director - HA2	\$	121,764	0.17	\$	20,298	\$	121,764		\$	20,298	\$	121,764	0.17	\$	20,298
24	Compliance Specialist - H1	06	\$	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 Specialis	st			0.00		-	\$	97,344	0.05	\$	4,867	\$	97,344	0.05	\$	4,867
27	Director of Impact & Analyti	cs - 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 Leas	sed Operations			0.00		-	\$	-			-	\$	-	0.00		-
30	Sr. Director/Housing Dev &				0.00		-	\$	-	0.00	-	-	\$	-	0.00		-
35		TOTAL SALARIES				\$	290,813		Ī		\$	401,609		ĺ		\$	397,278
36		TOTAL FTE			3.76		00.05=1			5.26		05.05-1			5.23		05.05-1
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	В		AS	AV		AY		BU	I	BV		BW
1	DEPARTMENT OF HOME	LESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET												
_	SALARY & BENEFIT DETA		ì										
_	Document Date	4/7/2025											
-	Provider Name	Episcopal Community Services											
_	Program	ECS - Master Lease											
_	F\$P Contract ID# Budget Name	1000019778 Alder - Support Services											
9	buuget Name	Aluei - Support Services		F	KTENSION YEAR	2							
10					Year 7	<u>.                                     </u>				Δ	II Years		
10					For HSH	7/	1/2026 -	1	/1/2021 -	7,	/1/2024 -	1/	1/2021 -
11				Agency	Funded		/30/2027		/30/2025		/30/2027		30/2027
12				Totals	Progarm		New		Current	An	nendment		New
13	POSITION TITLE		Tin	nnual Full ne Salary · 1.00 FTE)	Adjusted Budgeted FTE	В	udgeted Salary	E	Budgeted Salary		Change	В	udgeted Salary
14	Support Services Manager -	- H10	\$	97,706	1.00	\$	97,706	\$	327,168	\$	195,412	\$	522,580
	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. Direct	or - H5	\$	176,926	0.05	\$	8,846	\$	41,099	\$	17,692	\$	58,791
23	Direct Support for Housing S	Services Director - HA2	\$	121,764	0.17	\$	20,298	\$	82,090	\$	40,596	\$	122,686
24	Compliance Specialist - H10	06	\$	81,422	0.06	\$	4,560	\$	27,818	\$	9,120	\$	36,938
25	Housing Services Director		\$	140,602	0.03	\$	3,937	\$	11,811	\$	7,874	\$	19,685
26	Sr. Program & QA Specialis	st	\$	97,344	0.05	\$	4,867	\$	4,867	\$	9,734	\$	14,601
27	Director of Impact & Analytic	cs - A83	\$	-	0.00	\$	-	\$	10,838	\$	-	\$	10,838
28	Director of Healthy Aging - S	SN34	\$	-	0.00	\$	-	\$	8,254	\$	-	\$	8,254
29	Asset Manager-Master Leas	sed Operations	\$	-	0.00	\$	-	\$	23,851	\$	-	\$	23,851
30	Sr. Director/Housing Dev &		\$	-	0.00	\$	-	\$	3,287	\$	-	\$	3,287
35		TOTAL SALARIES		İ		\$	397,278	\$	1,358,806	\$	794,556	\$ 7	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	2,874,292

	I A	В	Т	Е		Н	K		N		Q
1	, ,	NESS AND SUPPORTIVE HOUSING			_	• • • • • • • • • • • • • • • • • • • •	IX.		.,	_	<u> </u>
2	APPENDIX B, BUDGET										
3	OPERATING DETAIL										
4	Document Date	4/7/2025									
5	Provider Name	Episcopal Community Services									
6	Program	ECS - Master Lease									
7	F\$P Contract ID#	1000019778									
8	Budget Name	Alder - Support Services									
9											
10				Year 1		Year 2	Year 3		Year 4		Year 5
	1			1/1/2021 -		7/1/2021 -	7/1/2022 -		7/1/2023 -		7/1/2024 -
11				6/30/2021		6/30/2022	6/30/2023		6/30/2024		6/30/2025
12				Actuals		Actuals	Actuals		Actuals		New
				Budgeted		Budgeted	Budgeted		Budgeted		Budgeted
13	Operating Expenses			Expense		Expense	Expense		Expense		Expense
15	Utilities (Electricity, Water, Gas, F	Phone, Garbage and Waste Mgmt.)	\$	2,760	\$	8,844	\$ 10,262	\$	7,762	\$	7,762
16	Office Supplies/Furniture/Equipm	ent	\$	1,450	\$	2,900	\$ 3,234	\$	3,156	\$	5,234
18	Printing and Reproduction		\$	1,530	\$	4,020	\$ 6,520	\$	7,172	\$	7,172
19	Insurance		\$	4,297	\$	8,593	\$ 12,793	\$	15,392	\$	21,903
20	Staff Training		\$	1,172	\$	2,343	\$ 2,843	\$	4,343	\$	4,343
22	Recruitment Fee						\$ 9,360			\$	-
24	Licenses and Fees		\$	290	\$	580	\$ 580	\$	955	\$	580
25	Food and Food supplies		\$	3,535	\$	7,070	\$ 7,070	\$	5,597	\$	2,270
	Program Supplies		\$	3,526	\$	7,052	\$ 4,052	\$	3,983	\$	3,868
27	One-Time IT Equipment and Pho	nes for New Hire						\$	5,078	\$	-
49	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,								-,	Ť	
50	TOTAL OPERATING EXPENSES	3	\$	18,559	\$	41,402	\$ 56,714	\$	53,437	\$	53,132
51	-								, ,	·	,
	Other Expenses (Not Subject to I	ndirect Cost %)									
53			\$	14,086						\$	-
	One-Time Prop C Bonus Pay		•	\$22,440						\$	-
	Adjustment to Actuals		\$	(3)	\$	(26,039)		\$	(100,772)	_	_
68	, agastrione to / totalio		Ψ	(0)	Ψ	(20,000)		Ψ	(130,112)	Ψ	
	TOTAL OTHER EXPENSES		\$	36,523	\$	(26,039)	\$ -	\$	(100,772)	\$	-

	A	В	Т			W		AG		AH		Al
1	DEPARTMENT OF HOMELESSN	ESS AND SUPPORTIVE HOUSING	•									
2	APPENDIX B, BUDGET											
3	OPERATING DETAIL		_									
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
8	Budget Name	Alder - Support Services										
9			EXTENSION	YEAR	EX	TENSION YEAR						
10			Year	6		Year 7			A	All Years		
			7/1/202	25 -		7/1/2026 -	1	/1/2021 -	7	7/1/2024 -	1.	/1/2021 -
11			6/30/20	)26		6/30/2027	6	3/30/2025	6	5/30/2027	6	/30/2027
12			New	,		New		Current	An	nendment		New
			Budge			Budgeted		Budgeted				udgeted
	Operating Expenses		Expen			Expense		Expense		Change		xpense
	Utilities (Electricity, Water, Gas, P		+ '	7,762	\$	7,762	\$	37,390	\$	15,524	\$	52,914
16	Office Supplies/Furniture/Equipme	ent	1 -	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		\$ 2	1,903	\$	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 Phor	nes for New Hire	\$	-	\$	-	\$	5,078	\$	-	\$	5,078
49												·
50	TOTAL OPERATING EXPENSES		\$ 5	3,134	\$	53,134	\$	223,244	\$	106,268	\$	329,512
51										•		
52	Other Expenses (Not Subject to In	ndirect Cost %)										
53	CODB (to be allocated)		\$	-	\$	=	\$	14,086	\$	-	\$	14,086
54	One-Time Prop C Bonus Pay		\$	-	\$	-	\$	22,440	\$	-	\$	22,440
55	Adjustment to Actuals		\$		\$	-	\$	(126,814)	\$		\$	(126,814)
68				_								
69	TOTAL OTHER EXPENSES		\$	-	\$	-	\$	(90,288)	\$	-	\$	(90,288)

	А	В	С	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPOR	TIVE HOUSING	3		
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE	Fisca	l Year		
4	Alder - Support Services	FY2	5-26		
		Adjusted	5		
5	Salaries & Benefits	Budgeted FTE	Budgeted Salary	Justification	Calculation
	Support Services Manager - H10	1.00		Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$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
_	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
_	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
_	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

	Δ	В	С		D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTI				<u> </u>	
	APPENDIX B, BUDGET	VE 11005114	•			
	BUDGET NARRATIVE	Fisca	l Year			
3					]	
4	Alder - Support Services		25-26			
		<u>Adjusted</u>	Decidence			
_	Salaries & Benefits	Budgeted	<u>Budget</u> Salar		Justification	Coloulation
5	Housing Services Director	FTE 0.03		_	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20	<u>Calculation</u> \$140.607 x 0.03 FTE
	Housing Services Director	0.03	<b>ў</b> 3	,937	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.	\$140,007 X 0.03 FTE
17	Sr. Brogram & OA Specialist	0.05	¢ 4	067	The primary role of the Senior Program Assistant for is the oversight of day-to-day	\$97.340 x 0.05 FTE
	Sr. Program & QA Specialist	0.05	\$ 4	,867	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
18 27	TOTAL	5.23	¢ 207	,278	1,000	
	Employee Fringe Benefits	35.0%			Includes FICA, SSUI, Workers Compensation and Medical calculated at 35% of total salarie	
$\vdash$	TOTAL SALARIES & BENEFITS	33.0 /6		,325	includes FICA, 5501, Workers Compensation and Medical Calculated at 33% of total salarie	<u>85.</u>
	TOTAL SALARIES & BENEFITS		<b>\$</b> 550	,323		
30						
			Budget			
	Operating Expenses	lamt \	Expens		Justification  Telegommunication including Senie and TDV	<u>Calculation</u>
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste N	igmt.)			Telecommunication, including Sonic and TPX	\$647 x 12 months
35	Office Supplies/Furniture/Equipment Printing and Reproduction		•	,	Support Service office supplies for program staff including materials used with participants Leased copier	\$436 x 12 months \$1,283 x 12 months
0,	Insurance				Liability and umbrella agency insurance prorated	\$1,283 x 12 months \$1,825 x 12 months
	Licenses and Fees		•	,	Support Services license fees	\$1,825 x 12 months \$48 x 12 months
+3	Food and Food supplies		*		Using the SF Food Bank, the food items will supplement residents' own arrangements	\$189 x 12 months
44			· -	, ,		+
45	Program Supplies		\$ 3	,868	Includes bus passes, program materials, and snacks for resident activities.	\$322 x 12 months
	TOTAL OPERATING EXPENSES		\$ 53	,134		
70	Indirect Cost	14.461%	\$ 85	,242		

	Α	В	С	D	1	G		J	М	Р	S
1	DEPARTMENT OF H					Ū		Ū			
2	APPENDIX B, BUDG										
3	Document Date	4/7/2025									
				Duration	Ī						
4	Contract Term	Begin Date	End Date	(Years)	1						
5	Current Term	1/1/2021	6/30/2025	5	1						
6	Amended Term	1/1/2021	6/30/2027	7	1						
7	Provider Name	Episcop	al Community Ser	vices	1						
8	Program	EC	CS - Master Lease		1						
9	F\$P Contract ID#		1000019778		1						
10	Contract Action		Amendment		<u> </u>						
11	Effective Date		7/1/2025		1						
12	Budget Name	Crosby - Support		ı	<u> </u>						
13		Current	New								
	Term Budget	\$ 2,767,537	\$ 4,440,551	15%							
	Contingency	\$ 2,002,042	\$ 3,871,620								
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684								
17											
18					,	Year 1		Year 2	Year 3	Year 4	Year 5
					1/	1/2021 -	7,	/1/2021 -	7/1/2022 -	7/1/2023 -	7/1/2024 -
40						30/2021	•	/30/2022	6/30/2023	6/30/2024	6/30/2025
19					٠,٠	JU, _U_	٠,	30, 2022	0,50,2025	0,00,202.	0,00,2020
	1										
20					Þ	Actuals		Actuals	Actuals	Actuals	New
	Expenditures				P	Actuals		Actuals	Actuals	Actuals	New
21	<b>Expenditures</b> Salaries & Benefits				\$	Actuals 218,677	\$	<b>Actuals</b> 442,085	Actuals \$ 434,307	<b>Actuals</b> \$ 431,667	
21 22	•										\$ 652,746
21 22 23	Salaries & Benefits				\$	218,677	\$	442,085 44,837 486,922	\$ 434,307 \$ 52,588 \$ 486,895	\$ 431,667 \$ 69,319 \$ 500,986	\$ 652,746 \$ 86,922 \$ 739,668
21 22 23 24	Salaries & Benefits Operating Expenses				\$ \$	218,677 19,905 238,582 12.00%	\$	442,085 44,837 486,922 12.00%	\$ 434,307 \$ 52,588 \$ 486,895 12.00%	\$ 431,667 \$ 69,319 \$ 500,986 12.00%	\$ 652,746 \$ 86,922 \$ 739,668 13.099
21 22 23 24 25	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2	4 X Line 25)			\$ \$ \$	218,677 19,905 238,582	\$	442,085 44,837 486,922	\$ 434,307 \$ 52,588 \$ 486,895	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118	\$ 652,746 \$ 86,922 \$ 739,668 13.099 \$ 96,839
21 22 23 24 25 26 27	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No	4 X Line 25)	ect %)		\$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105	\$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ -	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063)	\$ 652,746 \$ 86,922 \$ 739,668 13.099 \$ 96,839
21 22 23 24 25 26 27 30	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2	4 X Line 25)	ect %)		\$ \$ \$	218,677 19,905 238,582 12.00% 28,630	\$ \$ \$	442,085 44,837 486,922 12.00%	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118	\$ 652,746 \$ 86,922 \$ 739,668 13.099 \$ 96,839
21 22 23 24 25 26 27 30 31	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures	4 X Line 25)	ect %)		\$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105	\$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ -	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063)	\$ 652,746 \$ 86,922 \$ 739,668 13.099 \$ 96,839
21 22 23 24 25 26 27 30 31 32	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues	4 X Line 25)	ect %)		\$ \$ \$ \$ <b>\$</b>	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b>	\$ \$ \$ \$ <b>\$</b>	442,085 44,837 486,922 12.00% 58,428 - 545,350	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041	\$ 652,746 \$ 86,922 \$ 739,668 \$ 13.099 \$ 96,839 \$ \$ \$ 836,507
21 22 23 24 25 26 27 30 31 32 33	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund	4 X Line 25) t Subject to Indire	ect %)		\$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b>	\$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - <b>545,350</b>	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ 816,104	\$ 652,746 \$ 86,922 \$ 739,668 \$ 13.099 \$ 96,839 \$ \$ \$ 836,507
21 22 23 24 25 26 27 30 31 32 33 36	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo	4 X Line 25) t Subject to Indire	ect %)		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966	\$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - 545,350	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ 816,104 \$ -	\$ 652,746 \$ 86,922 \$ 739,668 \$ 13.099 \$ 96,839 \$ \$ \$ 836,507
21 22 23 24 25 26 27 30 31 32 33 36 39	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C	4 X Line 25) t Subject to Indire	ect %)		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966 28,139	\$ \$ \$ \$ \$ <b>\$</b> \$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - <b>545,350</b>	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746 \$ -	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ 816,104 \$ - \$ -	\$ 652,746 \$ 86,922 \$ 739,668 \$ 13.099 \$ 96,839 \$ \$ 836,507 \$ \$ 836,507
21 22 23 24 25 26 27 30 31 32 33 36 39	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer	4 X Line 25) t Subject to Indire	ect %)		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966	\$ \$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - <b>545,350</b>	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746 \$ - \$ (233,775)	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ - \$ - \$ (255,000)	\$ 652,746 \$ 86,922 \$ 739,668 13.099 \$ 96,839 \$ \$ \$ 836,507 \$ \$
21 22 23 24 25 26 27 30 31 32 33 36 39 42	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua	4 X Line 25) t Subject to Indire	ect %)		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966 28,139	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - 545,350 526,845 18,505 - -	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746 \$ - \$ (233,775) \$ -	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ - \$ (255,000) \$ (34,063)	\$ 652,746 \$ 86,922 \$ 739,668 13.099 \$ 96,839 \$ \$ \$ 836,507 \$ \$
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer	4 X Line 25) t Subject to Indire	ect %)		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966 28,139	\$ \$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - <b>545,350</b>	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746 \$ - \$ (233,775)	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ - \$ (255,000) \$ (34,063)	\$ 652,746 \$ 86,922 \$ 739,668 13.099 \$ 96,839 \$ \$ \$ 836,507 \$ \$
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua	4 X Line 25) t Subject to Indire	ect %)		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966 28,139	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - 545,350 526,845 18,505 - -	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746 \$ - \$ (233,775) \$ -	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ - \$ (255,000) \$ (34,063)	\$ 652,746 \$ 86,922 \$ 739,668 13.099 \$ 96,839 \$ \$ \$ 836,507 \$ \$
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actual Total HSH Revenues	4 X Line 25) t Subject to Indire			\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966 28,139	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - 545,350 526,845 18,505 - -	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746 \$ - \$ (233,775) \$ -	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ - \$ (255,000) \$ (34,063)	\$ 652,746 \$ 86,922 \$ 739,668 13.099 \$ 96,839 \$ \$ \$ 836,507 \$ \$
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57 58	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua Total HSH Revenues  Prepared by	4 X Line 25) t Subject to Indire	Tiffany Luong	19	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966 28,139	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - 545,350 526,845 18,505 - -	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746 \$ - \$ (233,775) \$ -	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ - \$ (255,000) \$ (34,063)	\$ 652,746 \$ 86,922 \$ 739,668 13.099 \$ 96,839 \$ \$ \$ 836,507 \$ \$
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57 58 59 60	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actual Total HSH Revenues	4 X Line 25) t Subject to Indire		19	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	218,677 19,905 238,582 12.00% 28,630 46,105 <b>313,317</b> 267,212 17,966 28,139	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	442,085 44,837 486,922 12.00% 58,428 - 545,350 526,845 18,505 - -	\$ 434,307 \$ 52,588 \$ 486,895 12.00% \$ 58,427 \$ - \$ 545,322 \$ 635,351 \$ 143,746 \$ - \$ (233,775) \$ -	\$ 431,667 \$ 69,319 \$ 500,986 12.00% \$ 60,118 \$ (34,063) \$ 527,041 \$ - \$ (255,000) \$ (34,063)	\$ 652,746 \$ 86,922 \$ 739,668 13.099 \$ 96,839 \$ \$ \$ 836,507 \$ \$

	Α	В	С	D	V	Y	Al	AJ	AK
1	DEPARTMENT OF H		_			. ·			
2	APPENDIX B, BUDG	ET							
3	Document Date	4/7/2025							
				Duration	1				
4	Contract Term	Begin Date	End Date	(Years)					
5	Current Term	1/1/2021	6/30/2025	5	1				
6	Amended Term	1/1/2021	6/30/2027	7	1				
7	Provider Name		al Community Ser	vices	1				
8	Program	EC	CS - Master Lease		1				
9	F\$P Contract ID#		1000019778						
	Contract Action		Amendment		 <del> </del>				
	Effective Date		7/1/2025		<u> </u>				
_	Budget Name	Crosby - Support							
13		Current	New						
	Term Budget	\$ 2,767,537		15%					
	Contingency	\$ 2,002,042	\$ 3,871,620						
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684		]				
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7		All Years	
					7/1/2025 -	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
19					6/30/2026	6/30/2027	6/30/2025	6/30/2027	6/30/2027
13									
							_	_	
20					New	New	Current	Amendment	New
	Expenditures				New	New	Current	Amendment	New
21	<b>Expenditures</b> Salaries & Benefits				New \$ 645,422	<b>New</b> \$ 645,422			New \$ 3,470,325
21 22						\$ 645,422	\$ 2,179,481	\$ 1,290,844	
21 22 23	Salaries & Benefits				\$ 645,422	\$ 645,422 \$ 86,924	\$ 2,179,481 \$ 273,571	\$ 1,290,844	\$ 3,470,325
21 22 23 24 25	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage				\$ 645,422 \$ 86,924 \$ 732,346 14.223%	\$ 645,422 \$ 86,924 \$ 732,346	\$ 2,179,481 \$ 273,571 \$ 2,453,052	\$ 1,290,844 \$ 173,848	\$ 3,470,325 \$ 447,419 \$ 3,917,744
21 22 23 24 25	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2	4 X Line 25)			\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764
21 22 23 24 25 26 27	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No	4 X Line 25)	ct %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042
21 22 23 24 25 26 27 30	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2	4 X Line 25)	ct %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764
21 22 23 24 25 26 27 30 31	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures	4 X Line 25)	ct %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042
21 22 23 24 25 26 27 30 31 32	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues	4 X Line 25)	ct %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 \$ 2,767,537	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551
21 22 23 24 25 26 27 30 31 32	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues HSH Fund	4 X Line 25) t Subject to Indire	ct %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 \$ 2,767,537	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 4,755,033
21 22 23 24 25 26 27 30 31 32 33	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo	4 X Line 25) t Subject to Indire	ct %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ 836,507	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 \$ 2,767,537 \$ 3,082,019 \$ 180,217	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 <b>\$ 4,440,551</b> \$ 4,755,033 \$ 180,217
21 22 23 24 25 26 27 30 31 32 33 36 39	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C	4 X Line 25) t Subject to Indire	ct %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ 836,507 \$ - \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ 836,507	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 \$ 2,767,537 \$ 3,082,019 \$ 180,217 \$ 28,139	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ - \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 4,755,033 \$ 180,217 \$ 28,139
21 22 23 24 25 26 27 30 31 32 33 36 39	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer	4 X Line 25) t Subject to Indire	ct %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ 836,507 \$ - \$ - \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 \$ 2,767,537 \$ 3,082,019 \$ 180,217 \$ 28,139 \$ (488,775)	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ - \$ - \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 180,217 \$ 28,139 \$ (488,775)
21 22 23 24 25 26 27 30 31 32 33 36 39 42	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua	4 X Line 25) t Subject to Indire	ct %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ 836,507 \$ - \$ - \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ - \$ - \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 <b>\$ 2,767,537</b> \$ 3,082,019 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ - \$ - \$ - \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 4,755,033 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer	4 X Line 25) t Subject to Indire	ct %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ 836,507 \$ - \$ - \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 <b>\$ 2,767,537</b> \$ 3,082,019 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ - \$ - \$ - \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 180,217 \$ 28,139 \$ (488,775)
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua	4 X Line 25) t Subject to Indire	ct %)		\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ 836,507 \$ - \$ - \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ - \$ - \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 <b>\$ 2,767,537</b> \$ 3,082,019 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ - \$ - \$ - \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 4,755,033 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57 58	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actual Total HSH Revenues	4 X Line 25) t Subject to Indire			\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ 836,507 \$ - \$ - \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ - \$ - \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 <b>\$ 2,767,537</b> \$ 3,082,019 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ - \$ - \$ - \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 4,755,033 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57 58	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actua Total HSH Revenues	4 X Line 25) t Subject to Indire	Tiffany Luong	9	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ 836,507 \$ - \$ - \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ - \$ - \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 <b>\$ 2,767,537</b> \$ 3,082,019 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ - \$ - \$ - \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 4,755,033 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57 58 59 60	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ongo Prop C One-Time Transfer Adjustment to Actual Total HSH Revenues	4 X Line 25) t Subject to Indire		.9	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ 836,507 \$ - \$ - \$ -	\$ 645,422 \$ 86,924 \$ 732,346 14.223% \$ 104,161 \$ - \$ 836,507 \$ - \$ - \$ - \$ - \$ -	\$ 2,179,481 \$ 273,571 \$ 2,453,052 \$ 302,442 \$ 12,042 <b>\$ 2,767,537</b> \$ 3,082,019 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)	\$ 1,290,844 \$ 173,848 \$ 1,464,692 \$ 208,322 \$ - \$ 1,673,014 \$ - \$ - \$ - \$ -	\$ 3,470,325 \$ 447,419 \$ 3,917,744 \$ 510,764 \$ 12,042 \$ 4,440,551 \$ 4,755,033 \$ 180,217 \$ 28,139 \$ (488,775) \$ (34,063)

	А	В		С	F		ı		J	M		Р		Q	Т		W
1	DEPARTMENT OF HOMELES	SSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET																
3	SALARY & BENEFIT DETAIL		1														
4	Document Date	4/7/2025															
	Provider Name	Episcopal Community Services															
7	Program	ECS - Master Lease															
	F\$P Contract ID# Budget Name	1000019778  Crosby - Support Services															
9	buuget ivaille	crosby - Support Services	j														
10					Year 1					Year 2					Year 3		
					For HSH	1/	1/2021 -			For HSH	7/	1/2021 -			For HSH	7/	1/2022 -
11			1	gency otals	Funded	6/	30/2021	Age	ency Totals	Funded	6/	30/2022	Age	ncy Totals	Funded	6/	30/2023
12			ı	Otais	Program		New			Program		New			Program		New
			۸ س	ual Full	A divisto d			Δ	nnual Full	A divisto d			Δ	nual Full	A divisto d		
				ual Full e Salary	Adjusted Budgeted	В	udgeted		me Salary	Adjusted Budgeted	Вι	udgeted		nual Full ne Salary	Adjusted Budgeted	В	udgeted
				L.00 FTE)	FTE		Salary		r 1.00 FTE)	FTE		Salary		1.00 FTE)	FTE		Salary
13	POSITION TITLE		(.5.					,.01	. 1.00 ( 12)				,,,,,				
14	Support Services Manager (SS	S) - H70	\$	78,797	0.46	\$	35,853	\$	83,347	0.91	\$	75,846	\$	94,792	0.74	\$	69,792
15	Case Manager III (SS) - H95		\$	71,092	0.54	\$	38,191	\$	73,599	0.91	\$	66,975	\$	84,050	0.98	-	82,050
16	Case Manager III (SS) - H42		\$	54,709		\$	•	\$	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	l H43	\$	69,140	0.53			\$	69,140	0.48		32,917	\$	69,140	0.28		19,140
19	Data Impact Analyst - H51		\$	63,016	0.03		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	3	\$	78,900	0.02		1,268	\$	78,900	0.03	_	2,535	\$	85,682	0.03		2,753
22	Case Manager				0.00	\$	-			0.00	\$	-	\$	58,464	0.26	\$	15,078
23	Housing Services Sr. Director	- H5	•	135,792	0.03		4,403	\$	145,975	0.07		10,423	\$	171,627	0.07	\$	12,254
24	Direct Support for Housing Srv	c Director - H117	\$	94,332	0.06	\$	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		-	\$	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 - SN3	34		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 & Ass		\$	144,196	0.01		1,038	\$	140,538	0.02		2,249	\$	164,299	0.00		-
35		TOTAL SALARIES				\$	168,758		1		\$	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	В		Χ	AA		AD		AE	АН	AK			AL	AO		AR
1	DEPARTMENT OF HOMELES	SNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET																
3	SALARY & BENEFIT DETAIL		7														
4		4/7/2025															
		Episcopal Community Services	1														
6		ECS - Master Lease	_														
7		1000019778  Crosby - Support Services	i														
9	budget Name	crosby - support services	<u>l</u>												EXTENSION YE	AR	
10	1				Year 4					Year 5					Year 6		
				Agonou	For HSH	7/1	/2023 -			For HSH	7/1/202	4 -		Agonou	For HSH	7/	/1/2025 -
11				Agency Totals	Funded	6/3	0/2024	Age	ncy Totals	Funded	6/30/20	25		Agency Totals	Funded	6/	/30/2026
12				Totals	Program	1	New			Program	New			TOtals	Program		New
			۸ -	anual Full	Adjusted			۸۰۰	nual Full	A diustod			۸.	anual Full	Adjusted		
				nnual Full me Salary	Adjusted Budgeted	Bud	dgeted		nual Full ne Salary	Adjusted Budgeted	Budget	ed		nnual Full me Salary	Adjusted Budgeted	В	udgeted
				1.00 FTE)	FTE	S	alary		1.00 FTE)	FTE	Salar	/		r 1.00 FTE)	FTE		Salary
13	POSITION TITLE		(101)	1.001112)	116			(101	1.001112)	111			(101	1.00112)	116		
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		,650	\$	86,650	1.00	\$	86,650
16	Case Manager III (SS) - H42		\$	64,519	0.60	\$	38,999	\$	64,519	1.00	•	,519	\$	64,519	1.00		64,519
17	Case Manager III (SS) - H63		\$	64,519	1.00	\$	64,519	\$	64,519	1.00	•	,519	\$	64,519	1.00	\$	64,519
18	Case Manager III (SS) - OPEN	I H43	\$	64,519	0.72		46,519	\$	64,519	1.00	•	,519	\$	64,519	1.00		64,519
19	Data Impact Analyst - H51		\$	77,332	0.06		4,969	\$	77,332	0.06		,969	\$	77,332	0.06		4,969
20	Data Impact Analyst - H107		\$	74,300	0.06	-	4,775	\$	74,300	0.06	-	,775	\$	74,300	0.06		4,775
21	Clinical Services Manager - H6		\$	85,682	0.03		2,753	\$	85,682	0.03		,753	\$	85,682	0.03	\$	2,753
22	Case Manager		\$	60,218	0.10		6,131	\$	60,218	0.60	•	,131		60,218	0.60	_	36,131
23	Housing Services Sr. Director	- H5	\$	176,926	0.07	\$	12,633	\$	176,926	0.05		,846	\$	176,926	0.05		8,846
24	Direct Support for Housing Srvo	c Director - H117	\$	121,764	0.17	\$	20,298	\$	121,764	0.17		,298	\$	121,764	0.17	\$	20,298
25	Compliance Specialist - H106		\$	81,422	0.11	\$	8,631	\$	81,422	0.06		,560	\$	81,422	0.06	_	4,560
26	Housing Services Director		\$	140,602	0.03	\$	3,937	\$	140,602	0.03	•	,937	\$	140,602	0.03	\$	3,937
27	Sr. Program & QA Specialist			450015	0.00		-	\$	97,344	0.05		,867	\$	97,344	0.05		4,867
28	Director of Impact & Analytics -	A83	\$	156,045	0.02	\$	3,230	\$	156,045	0.02		,230	\$	-	0.00	\$	-
29	Director of Healthy Aging - SN3	34	\$	156,767	0.01	\$	2,116	\$	156,767	0.01		,116	<u> </u>	-	0.00	\$	-
30	Project Manager		\$	118,393	0.00		-	\$	-	0.00		-	\$	-	0.00		-
31	Sr. Director/Housing Dev & Ass		\$	164,299	0.00		-	\$	-	0.00		-	\$	-	0.00		-
35	-	TOTAL SALARIES				\$ 3	335,928		i		\$ 476	457	1			\$	471,111
36		TOTAL FTE			4.25					6.15			1		6.11		
37		FRINGE BENEFIT RATE					28.50%					.00%	1			<u> </u>	37.00%
38		EMPLOYEE FRINGE BENEFITS				_	95,739				\$ 176		1			\$	174,311
39		TOTAL SALARIES & BENEFITS				\$ 4	131,667				\$ 652	746				\$	645,422

	A	В		AS	AV		AY		BU		BV		BW
1		SSNESS AND SUPPORTIVE HOUSING		-					-				
2	APPENDIX B, BUDGET												
3	SALARY & BENEFIT DETAIL	T. 6. 6. 6. 6. 6. 6. 6. 6. 6. 6. 6. 6. 6.	7										
4	Document Date	4/7/2025	_										
5	Provider Name	Episcopal Community Services ECS - Master Lease	_										
6 7	Program F\$P Contract ID#	1000019778	_										
8	Budget Name	Crosby - Support Services											
9	J	, , , , ,		Е	XTENSION YEA	R							
10					Year 7						All Years		
			Age	ency	For HSH		1/2026 -		/1/2021 -		/1/2024 -	,	/1/2021 -
11			_	otals	Funded	6/	30/2027		/30/2025		/30/2027	6/	/30/2027
12					Program		New	-	Current	Ar	nendment	<u> </u>	New
			Annu	ual Full	Adjusted	D	udgeted	D	udgeted			D	udgeted
			Time	Salary	Budgeted		Salary	, D	Salary		Change		Salary
12	POSITION TITLE		(for 1.	.00 FTE)	FTE		, ,		,				,
	Support Services Manager (SS	S) - H70	\$	99,768	1.00	\$	99,768	\$	341,027	\$	199,536	\$	540,563
	Case Manager III (SS) - H95	5)-1170		86,650	1.00	\$	86,650	\$	330,516	\$	173,300	\$	503,816
	Case Manager III (SS) - H42			64,519	1.00	\$	64,519	\$	209,871	\$	129,038	\$	338,909
	Case Manager III (SS) - H63			64,519	1.00	\$	64,519	\$	244,788	\$	129,038	\$	373,826
		N11142		64,519	1.00	\$	64,519	\$	199,808	\$	129,038	\$	328,846
	Case Manager III (SS) - OPEN	N 1143		77,332	0.06	\$	4,969	\$	20,832	\$	9,938	\$	30,770
	Data Impact Analyst - H51  Data Impact Analyst - H107			74,300	0.06	\$	4,775	\$	18,989	\$	9,550	\$	28,539
	Clinical Services Manager - H6			85,682	0.03	\$	2,753	\$	12,062	\$	5,506	\$	17,568
	Case Manager			60,218	0.60	\$	36,131	\$	57,340	\$	72,262	\$	129,602
	Housing Services Sr. Director	- H5	\$ 1	.76,926	0.05	\$	8,846	\$	48,559	\$	17,692	\$	66,251
	Direct Support for Housing Srv		\$ 1	.21,764	0.17	\$	20,298	\$	82,087	\$	40,596	\$	122,683
25			\$	81,422	0.06	\$	4,560	\$	27,818	\$	9,120	\$	36,938
	Housing Services Director		\$ 1	.40,602	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 - SN:	34	\$	-	0.00	\$	-	\$	8,720	\$	-	\$	8,720
30	Project Manager		\$	-	0.00	\$	-	\$	23,851	\$	-	\$	23,851
31	Sr. Director/Housing Dev & As	set Mgmt.	\$	-	0.00	\$	-	\$	3,287	\$	-	\$	3,287
35		TOTAL SALARIES				\$	471,111	\$ :	1,659,601	\$	942,222	\$ 2	2,601,823
36		TOTAL FTE		ſ	6.11								
37		FRINGE BENEFIT RATE					37.00%						
38		EMPLOYEE FRINGE BENEFITS				\$	174,311	\$	519,880	\$	348,622	\$	868,502
39		TOTAL SALARIES & BENEFITS				\$	645,422	\$ 2	2,179,481	\$	1,290,844	\$3	3,470,325

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<b>-</b>	A	В		E		Н		K		N		Q
1		NESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET											
3	OPERATING DETAIL	4/7/2025	1									
<u>4</u> 5	Document Date Provider Name	† ' · '	1									
6	Provider Name Program	Episcopal Community Services ECS - Master Lease										
7	FSP Contract ID#	1000019778	1									
8	Budget Name	Crosby - Support Services										
9	budget Name	crosby - Support Services										
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, I	Phone, Garbage and Waste Mgmt.)	\$	2,760	\$	8,840	\$	9,840	\$	9,392	\$	13,192
16	Office Supplies/ Furniture/ Equipr	ment	\$	1,683	\$	3,365	\$	5,366	\$	4,276	\$	7,616
18	Printing and Reproduction		\$	1,791	\$	5,290	\$	6,425	\$	8,066	\$	7,451
19	Insurance		\$	4,599	\$	9,198	\$	13,327	\$	16,524	\$	31,627
20	Staff Training		\$	1,406	\$	2,812	\$	2,812	\$	5,051	\$	5,051
23	Licenses and Fees		\$	350	\$	700	\$	586	\$	578	\$	578
24	Food and Food Supplies		\$	3,605	\$	7,210	\$	10,310	\$	10,056	\$	12,156
25	Program Supplies		\$	3,711	\$	7,422	\$	3,922	\$	8,035	\$	9,251
	One-Time IT Equipment and Pho	nes for New Hire	Ť		Ť	,		-,-	\$	7,341	\$	-
49									, <del>,</del>	.,		
	TOTAL OPERATING EXPENSES	3	\$	19,905	\$	44.837	\$	52.588	\$	69,319	\$	86,922
51	TO THE OF ENVITING ENTERIOR		Ψ	10,000	Ψ	44,007	Ψ	02,000	Ψ	00,010	Ψ	00,022
	Other Expenses (Not Subject to I	ndirect Cost %)										
53	CODB (to be allocated)		\$	17,966							\$	-
54	One-Time Prop C Bonus Pay			\$28,139							\$	-
55	Adjustment to Actuals								\$	(34,063)	\$	-
69	TOTAL OTHER EXPENSES		\$	46,105	\$	-	\$	-	\$	(34,063)		-

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

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

	A	В	С	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPOR	RTIVE HOUSI	NG		
2	APPENDIX B. BUDGET				
3	BUDGET NARRATIVE	Fisca	l Year		
	Crosby - Support Services	FY2	5-26		
-	,,,,,	Adjusted		Justification (	
		Budgeted	Budgeted	<del></del>	
	Salaries & Benefits	<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	\$176,933 x 0.05 FTE
15				sites; develops proposals, negotiates and managers	
	Direct Support for Housing Srvc Director - H117	0.17	20,298	$Contracts, and \ reports \ contractual \ outcomes \ and \ activities \ to \ funders; \ develops \ strategic \ and$	\$121,764 x 0.17 FTE
16				practical relationships with community partners;	
	Compliance Specialist - H106	0.06	*	Provides staff training on department protocols and procedures;	\$81,425 x 0.06 FTE
	Housing Services Director	0.03	3,937	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20	\$140,607 x 0.03 FTE
				supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships	
				with community partners; provides direction and support in crisis or other problematic	
				situations; links individual sites to broader housing program efforts.	
18					
	Sr. Program & QA Specialist	0.05	4,867	The primary role of the Senior Program Assistant for is the oversight of day-to-day	\$97,340 x 0.05 FTE
				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	
19				Department.	
27	TOTAL	6.11	\$ 471,111		
28	Employee Fringe Benefits	37.0%		Includes FICA, SSUI, Workers Compensation and Medical calculated at 37% of total salaries.	
29	TOTAL SALARIES & BENEFITS	37.070	\$ 645,422	The data of the transfer of th	
30	TOTAL GALAKIES & BENEFITS		Ψ 0-10,-122		
31					
0.				Justification	
			Budgeted	<u></u>	
	Operating Expenses		Expense		<u>Calculation</u>
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Wast	e Mgmt.)		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	\$635 x 12 months
35 37	Drinting and Deproduction		¢ 7.450	and computers.	¢621 v 12 months
	Printing and Reproduction Insurance		. ,	Leased copier Liability and umbrella agency insurance prorated	\$621 x 12 months \$2,636 x 12 months
39	Staff Training		. ,-	Training expenses, including meeting supplies and conference	\$421 x 12 months
42	Licenses and Fees		. ,	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
	TOTAL OPERATING EXPENSES		\$ 86,924	-	
70	Indirect Cost	14.223%	\$ 104,162		

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$\vdash$	A DEDARTMENT OF H	B B	C	D	G	J	K	L	М	Р	S
2	_		ND SUPPORTIVE HOUS	ING							
-	APPENDIX B, BUDG Document Date	4/7/2025									
3	Document Date	4/1/2025		Duration							
4	Contract Term	Begin Date	End Date	(Years)							
5	Current Term	1/1/2021	6/30/2025	5							
6	Amended Term	1/1/2021	6/30/2027	7							
7	Provider Name	Episcop	oal Community Service	S							
8	Program		CS - Master Lease								
9	F\$P Contract ID#		1000019778								
10	<b>Contract Action</b>		Amendment								
11	Effective Date		7/1/2025								
12	Budget Name	Elm - Support Se	rvices								ļ
13		Current	New								
14	Term Budget	\$ 1,850,171	·	15%							
15	Contingency	\$ 2,002,042		1370							
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684								
17											
18					Year 1	Year 2		Year 3		Year 4	Year 5
				,	1/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2024 -
10					6/30/2021	6/30/2022	6/30/2023	6/30/2023	6/30/2023	6/30/2024	6/30/2025
19 20					Actuals	Actuals	Actuals	Amendment	Actuals	Actuals	New
	Expenditures				7 locadio	71000015	7 letuais	7 unchament	7101015	rteedals	11011
-	Salaries & Benefits				\$ 133,279	\$ 300,687	\$ 272,673	ś -	\$ 272,673	\$ 303,951	\$ 440,836
-	Operating Expenses				\$ 13,800	\$ 34,186	\$ 40,065		\$ 40,065		
	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 2	4 X Line 25)			\$ 17,649	\$ 40,187	\$ 37,529	\$ -	\$ 37,529	\$ 42,208	\$ 65,947
27	Other Expenses (No	t Subject to Indire	ect %)		\$ 25,770	\$ -	\$ -	\$ -	\$ -	\$ (8,775)	\$ -
	Total Expenditures				\$ 190,498	\$ 375,060	\$ 350,267	\$ -	\$ 350,267	\$ 385,167	\$ 549,179
31											
32	HSH Revenues										
	HSH Fund				\$ 164,729		\$ 420,060		\$ 420,060		
-	General Fund - Ongo	oing			\$ 11,878	\$ 12,235	\$ 91,428		\$ 91,428		\$ -
	Prop C				\$ 13,891	\$ -			\$ -	\$ -	\$ -
	One-Time Transfer				\$ -	\$ -	\$ (161,221)		\$ (161,221)		
	Adjustment to Actua				\$ -	\$ -			\$ -	\$ (8,775)	
	Total HSH Revenues	S			\$ 190,498	\$ 375,060	\$ 350,267	\$ -	\$ 350,267	\$ 385,167	\$ 549,179
57 58											
00	Prepared by		Tiffany Luong								
	Phone		.487.3300 ext. 1219								
61	Email		tluong@ecs-sf.org								

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<u> </u>	Α	В	С	D	V	Υ	Al	AJ	AK
	_		ND SUPPORTIVE HOUS	SING					
2	APPENDIX B, BUDG		1						
3	Document Date	4/7/2025		Duration	1				
4	Contract Term	Begin Date	End Date	(Years)					
	Current Term	1/1/2021	6/30/2025	5	1				
	Amended Term	1/1/2021	6/30/2027	7	1				
7	Provider Name		pal Community Service		-				
	Program		CS - Master Lease	-					
	F\$P Contract ID#		1000019778						
	Contract Action		Amendment		1				
11	Effective Date		7/1/2025		1				
12	Budget Name	Elm - Support Se	rvices						
13		Current	New						
14	Term Budget	\$ 1,850,171	\$ 2,948,529	450/					
15	Contingency	\$ 2,002,042	\$ 3,871,620	15%					
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7		All Years	
10					7/1/2025	7/1/2026	1/1/2021	7/1/2024	1 /1 /2021
					7/1/2025 -	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
					C /20 /202C	C /20 /2027	C /20 /202E		C /20 /2027
19					6/30/2026	6/30/2027	6/30/2025	6/30/2027	6/30/2027
20					6/30/2026 New	6/30/2027 <b>New</b>	6/30/2025 Current	6/30/2027  Amendment	6/30/2027 <b>New</b>
20 21	Expenditures				New	New	Current	Amendment	New
20 21 22	Salaries & Benefits				New \$ 433,619	<b>New</b> \$ 433,619	<b>Current</b> \$ 1,451,426	Amendment \$ 867,238	New \$ 2,318,664
20 21 22 23	Salaries & Benefits Operating Expenses				\$ 433,619 \$ 42,392	\$ 433,619 \$ 42,392	\$ 1,451,426 \$ 178,230	\$ 867,238 \$ 84,784	\$ 2,318,664 \$ 263,014
20 21 22 23 24	Salaries & Benefits Operating Expenses Subtotal				\$ 433,619 \$ 42,392 \$ 476,011	\$ 433,619 \$ 42,392 \$ 476,011	<b>Current</b> \$ 1,451,426	Amendment \$ 867,238	New \$ 2,318,664
20 21 22 23 24 25	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage				\$ 433,619 \$ 42,392 \$ 476,011 15.371%	\$ 433,619 \$ 42,392 \$ 476,011 15.371%	\$ 1,451,426 \$ 178,230 \$ 1,629,656	\$ 867,238 \$ 84,784 \$ 952,022	\$ 2,318,664 \$ 263,014 \$ 2,581,678
20 21 22 23 24 25 26	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2	4 X Line 25)	pet %1		\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168	\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168	\$ 1,451,426 \$ 178,230 \$ 1,629,656 \$ 203,520	\$ 867,238 \$ 84,784 \$ 952,022 \$ 146,336	\$ 2,318,664 \$ 263,014 \$ 2,581,678 \$ 349,856
20 21 22 23 24 25 26 27	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No	4 X Line 25)	ect %)		\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168 \$	\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168 \$	\$ 1,451,426 \$ 178,230 \$ 1,629,656 \$ 203,520 \$ 16,995	\$ 867,238 \$ 84,784 \$ 952,022 \$ 146,336 \$ -	\$ 2,318,664 \$ 263,014 \$ 2,581,678 \$ 349,856 \$ 16,995
20 21 22 23 24 25 26 27 30	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2	4 X Line 25)	ect %)		\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168	\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168	\$ 1,451,426 \$ 178,230 \$ 1,629,656 \$ 203,520	\$ 867,238 \$ 84,784 \$ 952,022 \$ 146,336	\$ 2,318,664 \$ 263,014 \$ 2,581,678 \$ 349,856
20 21 22 23 24 25 26 27 30 31	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures	4 X Line 25)	ect %)		\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168 \$	\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168 \$	\$ 1,451,426 \$ 178,230 \$ 1,629,656 \$ 203,520 \$ 16,995	\$ 867,238 \$ 84,784 \$ 952,022 \$ 146,336 \$ -	\$ 2,318,664 \$ 263,014 \$ 2,581,678 \$ 349,856 \$ 16,995
20 21 22 23 24 25 26 27 30 31 32	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues	4 X Line 25)	ect %)		\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168 \$ - \$ 549,179	\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168 \$ - \$ 549,179	\$ 1,451,426 \$ 178,230 \$ 1,629,656 \$ 203,520 \$ 16,995 \$ 1,850,171	\$ 867,238 \$ 84,784 \$ 952,022 \$ 146,336 \$ - \$ 1,098,358	\$ 2,318,664 \$ 263,014 \$ 2,581,678 \$ 349,856 \$ 16,995 \$ 2,948,529
20 21 22 23 24 25 26 27 30 31 32 33	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues HSH Fund	4 X Line 25) t Subject to Indire	ect %)		\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168 \$ - \$ 549,179	\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168 \$ - \$ 549,179	\$ 1,451,426 \$ 178,230 \$ 1,629,656 \$ 203,520 \$ 16,995 \$ 1,850,171	\$ 867,238 \$ 84,784 \$ 952,022 \$ 146,336 \$ - \$ 1,098,358	\$ 2,318,664 \$ 263,014 \$ 2,581,678 \$ 349,856 \$ 16,995 \$ 2,948,529 \$ 3,130,935
20 21 22 23 24 25 26 27 30 31 32 33	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues HSH Fund General Fund - Onge	4 X Line 25) t Subject to Indire	ect %)		\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168 \$ - \$ 549,179 \$	\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168 \$ - \$ 549,179 \$	\$ 1,451,426 \$ 178,230 \$ 1,629,656 \$ 203,520 \$ 16,995 <b>\$ 1,850,171</b> \$ 2,032,577 \$ 115,541	\$ 867,238 \$ 84,784 \$ 952,022 \$ 146,336 \$ - \$ 1,098,358 \$ -	\$ 2,318,664 \$ 263,014 \$ 2,581,678 \$ 349,856 \$ 16,995 \$ 2,948,529 \$ 3,130,935 \$ 115,541
20 21 22 23 24 25 26 27 30 31 32 33	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues HSH Fund	4 X Line 25) t Subject to Indire	ect %)		\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168 \$ - \$ 549,179 \$ 549,179	\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168 \$ - \$ 549,179 \$ - \$ -	\$ 1,451,426 \$ 178,230 \$ 1,629,656 \$ 203,520 \$ 16,995 <b>\$ 1,850,171</b> \$ 2,032,577 \$ 115,541 \$ 13,891	\$ 867,238 \$ 84,784 \$ 952,022 \$ 146,336 \$ - \$ 1,098,358 \$ - \$ 1,098,358	\$ 2,318,664 \$ 263,014 \$ 2,581,678 \$ 349,856 \$ 16,995 \$ 2,948,529 \$ 3,130,935 \$ 115,541 \$ 13,891
20 21 22 23 24 25 26 27 30 31 32 33 36 39	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues HSH Fund General Fund - Ong	4 X Line 25) t Subject to Indire	ect %)		\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168 \$ - \$ 549,179 \$ 549,179	New   \$ 433,619   \$ 42,392   \$ 476,011   15.371%   \$ 73,168   \$ - \$ 549,179   \$ 549,179   \$ - \$ - \$ - \$	\$ 1,451,426 \$ 178,230 \$ 1,629,656 \$ 203,520 \$ 16,995 <b>\$ 1,850,171</b> \$ 2,032,577 \$ 115,541	\$ 867,238 \$ 84,784 \$ 952,022 \$ 146,336 \$ - \$ 1,098,358 \$ - \$ 1,098,358	\$ 2,318,664 \$ 263,014 \$ 2,581,678 \$ 349,856 \$ 16,995 \$ 2,948,529 \$ 3,130,935 \$ 115,541 \$ 13,891
20 21 22 23 24 25 26 27 30 31 32 33 36 39 42	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ong Prop C One-Time Transfer	4 X Line 25) t Subject to Indire oing	ect %)		New   \$ 433,619   \$ 42,392   \$ 476,011   15.371%   \$ 73,168   \$ - \$ 549,179   \$ 549,179   \$ - \$ 5 -	New   \$ 433,619   \$ 42,392   \$ 476,011   15.371%   \$ 73,168   \$ - \$ 549,179   \$ 549,179   \$ - \$ - \$ - \$ - \$ - \$	\$ 1,451,426 \$ 178,230 \$ 1,629,656 \$ 203,520 \$ 16,995 \$ 1,850,171 \$ 2,032,577 \$ 115,541 \$ 13,891 \$ (303,063)	\$ 867,238 \$ 84,784 \$ 952,022 \$ 146,336 \$ - \$ 1,098,358 \$ - \$ 1,098,358	\$ 2,318,664 \$ 263,014 \$ 2,581,678 \$ 349,856 \$ 16,995 \$ 2,948,529 \$ 3,130,935 \$ 115,541 \$ 13,891 \$ (303,063)
20 21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Onge Prop C One-Time Transfer Adjustment to Actua	4 X Line 25) t Subject to Indire oing	ect %)		\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168 \$ - \$ 549,179 \$ - \$ - \$ - \$ -	New   \$ 433,619   \$ 42,392   \$ 476,011   15.371%   \$ 73,168   \$ - \$ 549,179   \$ 549,179   \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$	\$ 1,451,426 \$ 178,230 \$ 1,629,656 \$ 203,520 \$ 16,995 \$ 1,850,171 \$ 2,032,577 \$ 115,541 \$ 13,891 \$ (303,063) \$ (8,775)	\$ 867,238 \$ 84,784 \$ 952,022 \$ 146,336 \$ - \$ 1,098,358 \$ - \$ - \$ - \$ - \$ -	\$ 2,318,664 \$ 263,014 \$ 2,581,678 \$ 349,856 \$ 16,995 \$ 2,948,529 \$ 3,130,935 \$ 115,541 \$ 13,891 \$ (303,063) \$ (8,775)
20 21 22 23 24 25 26 27 30 31 32 33 36 39 42 43	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues HSH Fund General Fund - Onge Prop C One-Time Transfer Adjustment to Actua Total HSH Revenues	4 X Line 25) t Subject to Indire oing			\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168 \$ - \$ 549,179 \$ - \$ - \$ - \$ -	New   \$ 433,619   \$ 42,392   \$ 476,011   15.371%   \$ 73,168   \$ - \$ 549,179   \$ 549,179   \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$	\$ 1,451,426 \$ 178,230 \$ 1,629,656 \$ 203,520 \$ 16,995 \$ 1,850,171 \$ 2,032,577 \$ 115,541 \$ 13,891 \$ (303,063) \$ (8,775)	\$ 867,238 \$ 84,784 \$ 952,022 \$ 146,336 \$ - \$ 1,098,358 \$ - \$ - \$ - \$ - \$ -	\$ 2,318,664 \$ 263,014 \$ 2,581,678 \$ 349,856 \$ 16,995 \$ 2,948,529 \$ 3,130,935 \$ 115,541 \$ 13,891 \$ (303,063) \$ (8,775)
20 21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Onge Prop C One-Time Transfer Adjustment to Actua	4 X Line 25) t Subject to Indire	Tiffany Luong		\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168 \$ - \$ 549,179 \$ - \$ - \$ - \$ -	New   \$ 433,619   \$ 42,392   \$ 476,011   15.371%   \$ 73,168   \$ - \$ 549,179   \$ 549,179   \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$	\$ 1,451,426 \$ 178,230 \$ 1,629,656 \$ 203,520 \$ 16,995 \$ 1,850,171 \$ 2,032,577 \$ 115,541 \$ 13,891 \$ (303,063) \$ (8,775)	\$ 867,238 \$ 84,784 \$ 952,022 \$ 146,336 \$ - \$ 1,098,358 \$ - \$ - \$ - \$ - \$ -	\$ 2,318,664 \$ 263,014 \$ 2,581,678 \$ 349,856 \$ 16,995 \$ 2,948,529 \$ 3,130,935 \$ 115,541 \$ 13,891 \$ (303,063) \$ (8,775)
20 21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57 58 59 60	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues HSH Fund General Fund - Onge Prop C One-Time Transfer Adjustment to Actua Total HSH Revenues	4 X Line 25) t Subject to Indire			\$ 433,619 \$ 42,392 \$ 476,011 15.371% \$ 73,168 \$ - \$ 549,179 \$ - \$ - \$ - \$ -	New   \$ 433,619   \$ 42,392   \$ 476,011   15.371%   \$ 73,168   \$ - \$ 549,179   \$ 549,179   \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$	\$ 1,451,426 \$ 178,230 \$ 1,629,656 \$ 203,520 \$ 16,995 \$ 1,850,171 \$ 2,032,577 \$ 115,541 \$ 13,891 \$ (303,063) \$ (8,775)	\$ 867,238 \$ 84,784 \$ 952,022 \$ 146,336 \$ - \$ 1,098,358 \$ - \$ - \$ - \$ - \$ -	\$ 2,318,664 \$ 263,014 \$ 2,581,678 \$ 349,856 \$ 16,995 \$ 2,948,529 \$ 3,130,935 \$ 115,541 \$ 13,891 \$ (303,063) \$ (8,775)

	A	В	1	С	F		1		J	М		Р	l	Q	Т		W
1	DEPARTMENT OF HOMELESSNESS A								Ü			•		~			
2	APPENDIX B, BUDGET																
3	SALARY & BENEFIT DETAIL																
4	Document Date	4/7/2025															
5	Provider Name	Episcopal Community Services															
		ECS - Master Lease															
	•	1000019778															
	Budget Name	Elm - Support Services	l														
9										V2					V 2		
10					Year 1 For HSH	1/	4 /2024			Year 2 For HSH	7/	4 /2024			Year 3 For HSH	7/	1/2022
١.,١			۸۵۵۵	ov Totals	Funded		1/2021 -	۸۵۰	nov Totals	Funded		1/2021 -	۸۵۵	anay Totals	Funded		1/2022 -
11			Agen	icy Totals	Program	0/	/30/2021 New	Agei	ncy Totals	Program	0/	30/2022 New	Age	ency Totals	Program	0/	30/2023 New
12					Trogram		INCAA			<u> </u>		INCVV					146.44
				nual Full	Adjusted	Bı	udgeted		nual Full	Adjusted	Ві	udgeted		nnual Full	Adjusted	Ві	udgeted
				e Salary	Budgeted FTE		Salary		ne Salary	Budgeted		Salary		me Salary	Budgeted		Salary
13	POSITION TITLE		(for	1.00 FTE)	3		,	(for	1.00 FTE)	FTE		,	(fo	r 1.00 FTE)	FTE		,
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 S	ervices 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

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING 3 ALARY & SERIEFT OFTAIL		A	В	I	Х	AA	T	AD	I	AE	АН	AK	AL	AO		AR
Second   Company   Compa	1	DEPARTMENT OF HOMELESSNESS A	AND SUPPORTIVE HOUSING													
Decement Date		•														
Provider Name				7												
Formary   First   Formary   Formar	_		- ' -	-												
Position Title   1000019778   1000019778   1000019778   100019779   10001977				_												
Budget Name				-												
3   10   10   10   10   10   10   10		-														
Total Part   Tot		Dauget Hame	Ziiii Support Services											EXTENSION YE	AR	
For HSH   7/1/2024   Agency Totals   For HSH   7/1/2024   Agency Totals   Funded						Year 4					Year 5					
13   POSITION TITLE						For HSH	7,	/1/2023 -			For HSH	7/1/2024 -		For HSH	7/	1/2025 -
Annual Full Time Salary (for 1.00 FTE)   Budgeted Salary (for 1.	11			Age	ency Totals	Funded	6,	/30/2024	Age	ency Totals	Funded	6/30/2025	Agency Totals	Funded	6/	30/2026
No.   Position title   Support Services Manager - H28   Support Services Manager - H28   Support Services Manager - H28   Support Services Manager - H29   Support Services Manager - H29   Support Services Manager - H29   Support Services Manager - H29   Support Services Manager - H29   Support Services Manager - H29   Support Services Manager - H29   Support Services Manager III, Bilingual - H30   Support Services Manager III, Bilingual - H30   Support Services Manager III, Bilingual - H30   Support Services Manager III, Bilingual - H30   Support Services Manager III, Bilingual - H30   Support Services Manager III, Bilingual - H30   Support Services Manager III, Bilingual - H30   Support Services Manager III, Bilingual - H30   Support Services Manager III, Bilingual - H30   Support Services Manager III, Bilingual - H30   Support Services Manager III, Bilingual - H30   Support Services Manager - H26   Support Services Manager - H26   Support Services Manager - H26   Support Services Manager - H26   Support Services Manager - H26   Support Services Manager - H26   Support Services Manager - H26   Support Services Manager - H26   Support Services Manager - H26   Support Services Manager - H26   Support Services Manager - H26   Support Services Manager - H26   Support Services Manager - H26   Support Services Manager - H27   Support Services Manager - H27   Support Services Manager - H27   Support Services Manager - H27   Support Services Manager - H27   Support Services Manager - H27   Support Services Manager - H27   Support Services Manager - H27   Support Services Manager - H27   Support Services Manager - H28   Support Services Manager - H28   Support Services Manager - H28   Support Services Manager - H28   Support Services Manager - H29   Support Services Manager - H29   Support Services Manager - H29   Support Services Manager - H29   Support Services Manager - H29   Support Services Manager - H29   Support Services Manager - H29   Support Services Manager - H29   Support Services Manager - H29   Support	12					Program		New			Program	New		Program		New
No.   Position title				Ar	nnual Full				A	nnual Full	Adjusted		Annual Full	Adjusted		
Salary   Solition Title   Support Services Manager - H28   S 102,800   0.46   \$ 47,400   \$ 102,800   0.50   \$ 51,400   \$ 102,800   0.50   \$ 51,400   \$ 15,400   \$ 15,400   \$ 15,400   \$ 15,400   \$ 102,800   \$ 1						,	В	· ·			•	Budgeted Salary		1	Budg	eted Salary
14   Support Services Manager - H28	١.,	DOCITION TITLE			•	Budgeted FTE		Salary		,	_	,	•			,
15   Asst. Support Service Manager - H29   5   87,795   0.92   5   80,795   5   87,795   1.00   5   87,795   5   87,795   1.00   5   87,795   1.	1			ċ	102 900	0.46	ć	47.400	¢	102 800	0.50	\$ 51.400	\$ 102.800	0.50	¢	51 400
16 Case Manager III, Billingual - H30				•			-		÷	•		• •				
10   Case Manager III + H65   \$   66,398   0.20   \$   13,414   \$   66,398   0.94   \$   62,414   \$   62,41		.,		т			-	·	÷	•						
18   Data Impact Analyst - H51   S   77,322   0.06   S   4,969   S   77,322   0.06   S   4,775   S   74,300   0.06   S   7,753   S   85,692   0.03   S   5,692   0.03   S   5,692   0.03   S   5,692   0.03   S   5,692   0.00   S   5   S   8,846   S   76,926   0.05   S   8,846   S   76,926   0.05   S   8,846   S   76,926   0.05   S   8,846   S   76,926   0.05   S   8,846   S   76,926   0.05   S   8,846   S   76,926   0.05   S   8,846   S   76,	16	Case Manager III, Bilingual - H30		т			-	,	H÷.			. ,				
10   Data Impact Analyst - H107	17	Case Manager III - H65		•			-		-			·				
20 Clinical Services Manager - H6	18	Data Impact Analyst - H51			77,322	0.06		,	-	·			· ·			
21 Housing Services Sr. Director + H5 22 Associate. Direct Support for Housing Services Director - HA2 23 Compliance Specialist - H106 24 Housing Services Director 25 St. Program & QA Specialist 26 Director of Impact & Analytics - A88 27 Director of Healthy Aging - SN34 28 Project Manager 29 Director/Housing Dev & Asset Mgmt.  TOTAL SALARIES 30 TOTAL SALARIES 31 FRINGE BENEFIT RATE  11 Housing Services Sr. Director + H2 121,764 10.07 \$ 12,633 \$ 176,926 1.00.5 \$ 8,846 1.76,926 1.00.5 \$ 8,846 1.76,926 1.00.5 \$ 8,846 1.76,926 1.00.5 \$ 8,846 1.76,926 1.00.5 \$ 8,846 1.71,926 1.00.6 \$ 12,1764 1.00.7 \$ 20,298 1.21,764 1.00.7 \$ 20,298 1.21,764 1.01.7 \$ 20,298 1.21,764 1.00.00 \$ 121,764 1.00.00 \$ 121,764 1.00.00 \$ 121,764 1.00.00 \$ 121,764 1.00.00 \$ 121,764 1.00.00	19	Data Impact Analyst - H107		\$	74,300	0.06	\$	4,775	\$						ļ ·	
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   \$20,006   \$4,560	20	Clinical Services Manager - H6		\$	85,692	0.03	\$	2,753	\$	85,692	0.03	\$ 2,753				2,753
23 Compliance Specialist - H106	21	Housing Services Sr. Director - H5		\$	176,926	0.07	\$		\$	176,926	0.05	\$ 8,846	\$ 176,926	0.05	\$	8,846
24 Housing Services Director 24 Housing Services Director 25 Sr. Program & QA Specialist 26 Director of Impact & Analytics - A88 27 Director of Healthy Aging - SN34 28 Project Manager 29 Director/Housing Dev & Asset Mgmt.  TOTAL SALARIES 36 TOTAL SALARIES 37 FRINGE BENEFIT RATE 38 SOON	22	Associate. Direct Support for Housing S	ervices Director - HA2	\$	121,764	0.17	\$	20,298	\$				T/	_		
25 Sr. Program & QA Specialist 26 Director of Impact & Analytics - A88 27 Director of Healthy Aging - SN34 28 Project Manager 29 Director/Housing Dev & Asset Mgmt. 30 Director/Housing Dev & Asset Mgmt. 31 TOTAL SALARIES 32 FRINGE BENEFIT RATE 33 3.50% 33 0.00 \$ - \$ 97,344 0.05 \$ 4,867 \$ 97,344 0.05 \$ 4,867 \$ 0.00 \$ \$ - 0.00 \$ \$	23	Compliance Specialist - H106		\$	81,422	0.06	\$	5,232	\$	81,422	0.06	\$ 4,560	\$ 81,422	0.06	\$	4,560
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 \$ - \$ - 0.00 \$ - 29 Director/Housing Dev & Asset Mgmt. \$ 0.00 \$ - \$ - \$ - 0.00 \$ - \$ - 0.00 \$ - \$	24	Housing Services Director		\$	140,602	0.06	\$	7,874	\$	140,602	0.06	\$ 7,874	\$ 140,602	0.06	\$	7,874
27 Director of Healthy Aging - SN34 \$ 156,767 0.01 \$ 2,116 \$ 156,767 0.00 \$ - \$ 0.00 \$ 0.00 \$ - \$ 0.00 \$ 0.00 \$ - \$ 0.00 \$ 0.00 \$ - \$ 0.00 \$ 0.	25	Sr. Program & QA Specialist				0.00	\$	-	\$	97,344	0.05	\$ 4,867	\$ 97,344	0.05	\$	4,867
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         36 TOTAL FTE       2.48       3.95         37 FRINGE BENEFIT RATE       33.50%       35.00%	26	Director of Impact & Analytics - A88		\$	156,045	0.02	\$	3,230	\$	156,045	0.02	\$ 3,230	\$ -	0.00	\$	-
29   Director/Housing Dev & Asset Mgmt.	27	Director of Healthy Aging - SN34		\$	156,767	0.01	\$	2,116	\$	156,767	0.01	\$ 2,116	\$ -	0.00	\$	
35   TOTAL SALARIES   \$ 227,679   \$ 326,545   \$ 321,199	28	Project Manager				0.00	\$	-	\$	-	0.00	\$ -				-
35   TOTAL SALARIES   \$ 227,679   \$ 326,545   \$ 321,199	29	Director/Housing Dev & Asset Mamt.				0.00	\$	-	\$	-	0.00	\$ -	\$ -	0.00	\$	-
TOTAL FTE   2.48   3.95   3.92		<u> </u>	TOTAL SALARIES				\$	227,679		<u> </u>		\$ 326,545		•	\$	321,199
37 FRINGE BENEFIT RATE 33.50% 35.00% 35.00%			TOTAL FTE			2.48			1		3.95		•	3.92		
TARRIES PRINCE P			FRINGE BENEFIT RATE					33.50%	1	ı		35.00%				35.00%
			EMPLOYEE FRINGE BENEFITS				\$	76,272	ĺ			\$ 114,291			\$	112,420
39 TOTAL SALARIES & BENEFITS \$ 303,951 \$ 440,836 \$ 433,619							\$	•								

	Α	В	l .	AS	AV		ΑY	<u> </u>	BU	l	BV		BW
1	DEPARTMENT OF HOMELESSNESS A	AND SUPPORTIVE HOUSING		-		•							
2	APPENDIX B, BUDGET												
3	SALARY & BENEFIT DETAIL		7										
4	Document Date	4/7/2025	_										
5	Provider Name	Episcopal Community Services	_										
6	Program	ECS - Master Lease	_										
	F\$P Contract ID#	1000019778											
8	Budget Name	Elm - Support Services											
9					EXTENSION YE Year 7	AK					All Years		
10					For HSH	7/1/	2026 -		1/1/2021 -		7/1/2024 -	1	/1/2021 -
11			Δσο	ncy Totals	Funded		/2027		6/30/2025		6/30/2027		5/30/2027
12			Age	incy rotals	Program		ew		Current	_	mendment	- 0	New
				1 = 1:					-3				
				nnual Full	Adjusted		16.1				61		
				ne Salary	Budgeted	Budget	ed Salary	Bu	dgeted Salary		Change	Bud	geted Salary
13	POSITION TITLE		(101)	1.00 FTE)	FTE								
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 S	Services Director - HA2	\$	121,764	0.17	\$	20,298	\$	82,090	\$	40,596	\$	122,686
23	Compliance Specialist - H106		\$	81,422	0.06	\$	4,560	\$	23,945	\$	9,120	\$	33,065
24	Housing Services Director		\$	140,602	0.06	\$	7,874	\$	23,622	\$	15,748	\$	39,370
25	Sr. Program & QA Specialist		\$	97,344	0.05	\$	4,867	\$	4,867	\$	9,734	\$	14,601
26	Director of Impact & Analytics - A88		\$	-	0.00		-	\$	13,368	\$	-	\$	13,368
27	Director of Healthy Aging - SN34		\$	-	0.00		-	\$	8,720	\$	-	\$	8,720
28	Project Manager		\$	-	0.00	<u> </u>	-	\$	23,851	\$	-	\$	23,851
29	Director/Housing Dev & Asset Mgmt.		\$	-	0.00		-	\$	3,287	\$	-	\$	3,287
35		TOTAL SALARIES				\$	321,199	\$	1,100,934	\$	642,398	\$	1,743,332
36		TOTAL FTE			3.92								
37		FRINGE BENEFIT RATE		•			35.00%						
38		EMPLOYEE FRINGE BENEFITS				\$	112,420	\$	350,492	\$	224,840	\$	575,332
39		TOTAL SALARIES & BENEFITS				\$	433,619	\$	1,451,426	\$	867,238	\$	2,318,664

	A	В	Е		Н	K		N	I	Q
1	DEPARTMENT OF HOMELE	SSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET									
3	OPERATING DETAIL		_							
4	Document Date	4/7/2025	_							
5	Provider Name	Episcopal Community Services								
6	Program	ECS - Master Lease	-							
7	F\$P Contract ID#	1000019778								
8	Budget Name	Elm - Support Services								
9				1						
10			Year 1		Year 2	Year 3		Year 4		Year 5
			1/1/2021 -		7/1/2021 -	7/1/2022	-	7/1/2023 -		7/1/2024 -
11			6/30/2021		6/30/2022	6/30/2023	3	6/30/2024		6/30/2025
12			Actuals		Actuals	Actuals		Actuals		New
			Budgeted		Budgeted	Budgeted	ı	Budgeted		Budgeted
13	Operating Expenses		Expense		Expense	Expense		Expense		Expense
15	Utilities (Electricity, Water, Ga	as, Phone, Garbage and Waste Mgmt.)	\$ 2,760	\$	8,840	\$ 9,8	340	\$ 9,878	\$	8,000
16	Office Supplies/ Furniture/ Eq	uipment	\$ 950	\$	3,640	\$ 5,9	918	\$ 6,359	\$	5,000
18	Printing and Reproduction		\$ 1,247	\$	4,020	\$ 3,0	020	\$ 2,500	\$	2,500
19	Insurance		\$ 3,200	\$	6,400	\$ 9,0	000	\$ 11,245	\$	15,548
20	Staff Training		\$ 738	\$	1,476	\$ 3,4	177	\$ 2,000	\$	3,000
23	Licenses and Fees		\$ 230	\$	460	\$ 4	160	\$ 250	\$	250
24	Food and Food Supplies		\$ 3,125	\$	6,250	\$ 5,2	250	\$ 6,700	\$	4,000
25	Program Supplies		\$ 1,550	\$	3,100	\$ 3,	100	\$ 5,710	\$	4,098
26	One-Time IT Equipment and I	Phones for New Hire						\$ 3,141		
49										
50		SES	\$ 13,800	\$	34,186	\$ 40,0	065	\$ 47,783	\$	42,396
51										·
52		to Indirect Cost %)								
_	CODB (to be allocated)	•	\$ 11,879							
	One-Time Prop C Bonus Pay		\$ 13,891							
	Adjustment to Actuals							\$ (8,775)		
69	TOTAL OTHER EXPENSES		\$ 25,770	\$	-	\$	-	\$ (8,775)	\$	-

	A	В	1	T		W		AG		АН		Al
1	DEPARTMENT OF HOMELES	SSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET											
3	OPERATING DETAIL		_									
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
8	Budget Name	Elm - Support Services										
9			EXTEN	ISION YEAR	EXT	TENSION YEAR						
10			١	rear 6		Year 7			A	All Years		
			7/1	1/2025 -		7/1/2026 -		/1/2021 -	7	7/1/2024 -		/1/2021 -
11			6/3	30/2026		6/30/2027	6/	/30/2025	6	5/30/2027	6	/30/2027
12				New		New	(	Current	An	nendment		New
				udgeted		Budgeted		udgeted				Budgeted
13	Operating Expenses			xpense		Expense	E	xpense		Change	E	Expense
15	Utilities (Electricity, Water, Ga	s, Phone, Garbage and Waste Mgmt.)	\$	8,000	\$	8,000	\$	39,318	\$	16,000	\$	55,318
16	Office Supplies/ Furniture/ Equ	uipment	\$	5,000	\$	5,000	\$	21,867	\$	10,000	\$	31,867
18	Printing and Reproduction		\$	2,500	\$	2,500	\$	13,287	\$	5,000	\$	18,287
19	Insurance		\$	15,544	\$	15,544	\$	45,393	\$	31,088	\$	76,481
20	Staff Training		\$	3,000	\$	3,000	\$	10,691	\$	6,000	\$	16,691
23	Licenses and Fees		\$	250	\$	250	\$	1,650	\$	500	\$	2,150
24	Food and Food Supplies		\$	4,000	\$	4,000	\$	25,325	\$	8,000	\$	33,325
25	Program Supplies		\$	4,098	\$	4,098	\$	17,558	\$	8,196	\$	25,754
26	One-Time IT Equipment and F	Phones for New Hire					\$	3,141	\$		\$	3,141
49												
50	TOTAL OPERATING EXPENS	SES	\$	42,392	\$	42,392	\$	178,230	\$	84,784	\$	263,014
51												
52	Other Expenses (Not Subject	to Indirect Cost %)										
53	CODB (to be allocated)						\$	11,879	\$	-	\$	11,879
54	One-Time Prop C Bonus Pay						\$	13,891	\$	-	\$	13,891
55	Adjustment to Actuals						\$	(8,775)	\$	-	\$	(8,775)
69	TOTAL OTHER EXPENSES		\$	=	\$	-	\$	16,995	\$		\$	16,995

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

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

	Α	В	С	D	G	J	K	L	М	Р	S
1	DEPARTMENT OF H		ND SUPPORTIVE H	OUSING							
2	APPENDIX B, BUDG		Т								
3	Document Date	4/7/2025		Duration							
4	Contract Term	Begin Date	End Date	(Years)							
5	Current Term	1/1/2021	6/30/2025	5							
6	Amended Term	1/1/2021	6/30/2027	7							
7	Provider Name	Episcor	oal Community Ser	vices							
8	Program		CS - Master Lease								
9	F\$P Contract ID#		1000019778								
10	Contract Action		Amendment								
11	Effective Date		7/1/2025								
12	Budget Name	Hillsdale - Suppo	ort Services								
13		Current	New								
14	Term Budget	\$ 1,777,889		15%							
15	Contingency	\$ 2,002,042	\$ 3,871,620	15%							
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684								
17				_							
18					Year 1	Year 2		Year 3		Year 4	Year 5
					1/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2024 -
19					6/30/2021	6/30/2022	6/30/2023	6/30/2023	6/30/2023	6/30/2024	6/30/2025
20					Actuals	Actuals	Actuals	Amendment	Actuals	Actuals	New
21	Expenditures										
22	Salaries & Benefits				\$ 126,633	\$ 262,465	\$ 287,793	\$ -	\$ 287,793	\$ 327,268	\$ 398,127
23	Operating Expenses	i			\$ 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%
	Indirect Cost (Line 2				\$ 16,365	\$ 36,201	\$ 39,583	\$ -	\$ 39,583	\$ 44,677	\$ 61,474
27	Other Expenses (No	t Subject to Indire	ect %)		\$ 31,300	\$ -	\$ -	\$ -	\$ -	\$ (39,870)	
	Total Expenditures				\$ 184,037	\$ 337,893	\$ 369,442	\$ -	\$ 369,442	\$ 377,111	\$ 509,406
31	LICU Davis										
	HSH Revenues HSH Fund				\$ 152,737	\$ 326,566	\$ 200,002		\$ 388,893	\$ 496,981	\$ 509,406
33 36	General Fund - Ong	oing			\$ 152,737	\$ 326,566	\$ 388,893 \$ 85,552		\$ 388,893	\$ 496,981	\$ 509,406 \$ -
	Prop C	ung			\$ 20,303	\$ 11,327	255,552		\$ 65,552	\$ -	\$ -
	One-Time Transfer				\$ 20,303	\$ -	\$ (105,003)		\$ (105,003)		
43	Adjustment to Actu	als			\$ -	\$ -	(103,003)		\$ (103,003)	\$ (39,870)	
46	Total HSH Revenue				\$ 184,037	\$ 337,893	\$ 369,442	\$ -	\$ 369,442	\$ 377,111	\$ 509,406
57										,	
58	Droporod by	T	Tiffanyluana								
33	Prepared by		Tiffany Luong								
60	Phone		.487.3300 ext. 121	.9							
61	Email		tluong@ecs-sf.org	1							

	A	В	С	D	V	Y	Al	AJ	AK
1	DEPARTMENT OF H		ND SUPPORTIVE H	IOUSING					
2	APPENDIX B, BUDG		1						
3	Document Date	4/7/2025		Duration	7				
4	Contract Term	Begin Date	End Date	(Years)					
_	Current Term	1/1/2021	6/30/2025	5					
_	Amended Term	1/1/2021	6/30/2027	7					
7	Provider Name		oal Community Se	rvices					
_	Program		CS - Master Lease						
9	F\$P Contract ID#		1000019778						
10	Contract Action		Amendment						
11	Effective Date		7/1/2025						
12	<b>Budget Name</b>	Hillsdale - Suppo	rt Services						
13		Current	New						
14	Term Budget	\$ 1,777,889	\$ 2,796,701	15%					
15	Contingency	\$ 2,002,042		1376					
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					EXTENSION YEAR	EXTENSION YEAR			
18					Year 6	Year 7		All Years	
					7/1/2025 -	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
40					6/30/2026	6/30/2027	6/30/2025	6/30/2027	6/30/2027
19 20					0/30/2020	0/30/2027	0/30/2023		0,30,202,
					New	New	Current	Amendment	New
	Evnenditures				New	New	Current	Amendment	New
21	Expenditures Salaries & Benefits								
21 22	Salaries & Benefits				\$ 391,124	\$ 391,124	\$ 1,402,286	\$ 782,248	\$ 2,184,534
21 22 23	Salaries & Benefits Operating Expenses	:			\$ 391,124 \$ 49,802	\$ 391,124 \$ 49,802	\$ 1,402,286 \$ 185,873	\$ 782,248	\$ 2,184,534 \$ 285,477
21 22 23 24	Salaries & Benefits Operating Expenses Subtotal				\$ 391,124 \$ 49,802	\$ 391,124 \$ 49,802 \$ 440,926	\$ 1,402,286 \$ 185,873 \$ 1,588,159	\$ 782,248 \$ 99,604	\$ 2,184,534 \$ 285,477
21 22 23 24 25	Salaries & Benefits Operating Expenses				\$ 391,124 \$ 49,802 \$ 440,926	\$ 391,124 \$ 49,802 \$ 440,926	\$ 1,402,286 \$ 185,873 \$ 1,588,159	\$ 782,248 \$ 99,604 \$ 881,852	\$ 2,184,534 \$ 285,477
21 22 23 24 25	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage	.4 X Line 25)	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531%	\$ 391,124 \$ 49,802 \$ 440,926 15.531%	\$ 1,402,286 \$ 185,873 \$ 1,588,159	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960	\$ 2,184,534 \$ 285,477 \$ 2,470,011
21 22 23 24 25 26 27	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2	.4 X Line 25)	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260
21 22 23 24 25 26 27	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No	.4 X Line 25)	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ -	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570)	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570)
21 22 23 24 25 26 27 30 31	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues	.4 X Line 25)	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) \$ 2,796,701
21 22 23 24 25 26 27 30 31 32 33	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures HSH Revenues HSH Fund	4 X Line 25) t Subject to Indire	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) \$ 2,796,701 \$ 2,893,395
21 22 23 24 25 26 27 30 31 32 33	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ong	4 X Line 25) t Subject to Indire	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889 \$ 1,874,583 \$ 107,876	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ 1,018,812	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570 \$ 2,796,701 \$ 2,893,395 \$ 107,876
21 22 23 24 25 26 27 30 31 32 33 36 39	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ong Prop C	4 X Line 25) t Subject to Indire	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ 509,406	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ 509,406	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889 \$ 1,874,583 \$ 107,876 \$ 20,303	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ - \$ 1,018,812 \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) \$ 2,796,701 \$ 2,893,395 \$ 107,876 \$ 20,303
21 22 23 24 25 26 27 30 31 32 33 36 39 42	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ong Prop C One-Time Transfer	4 X Line 25) t Subject to Indire	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ 5,406	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ - \$ -	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889 \$ 1,874,583 \$ 107,876 \$ 20,303 \$ (185,003)	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ - \$ - \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) <b>\$ 2,796,701</b> \$ 2,893,395 \$ 107,876 \$ 20,303 \$ (185,003)
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ong Prop C One-Time Transfer Adjustment to Actu	4 X Line 25) t Subject to Indire	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ 5,509,406 \$ - \$ - \$ -	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ - \$ - \$ - \$ -	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889 \$ 1,874,583 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ - \$ - \$ - \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) \$ 2,796,701 \$ 2,893,395 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ong Prop C One-Time Transfer	4 X Line 25) t Subject to Indire	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ 5,406	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ - \$ -	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889 \$ 1,874,583 \$ 107,876 \$ 20,303 \$ (185,003)	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ - \$ - \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) <b>\$ 2,796,701</b> \$ 2,893,395 \$ 107,876 \$ 20,303 \$ (185,003)
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ong Prop C One-Time Transfer Adjustment to Actu	4 X Line 25) t Subject to Indire	ect %)		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ 5,509,406 \$ - \$ - \$ -	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ - \$ - \$ - \$ -	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889 \$ 1,874,583 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ - \$ - \$ - \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) \$ 2,796,701 \$ 2,893,395 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ong Prop C One-Time Transfer Adjustment to Actu	4 X Line 25) t Subject to Indire	ect %) Tiffany Luong		\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ 5,509,406 \$ - \$ - \$ -	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ - \$ - \$ - \$ -	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889 \$ 1,874,583 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ - \$ - \$ - \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) \$ 2,796,701 \$ 2,893,395 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ong Prop C One-Time Transfer Adjustment to Actu Total HSH Revenue  Prepared by	4 X Line 25) t Subject to Indire	Tiffany Luong	19	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ 5,509,406 \$ - \$ - \$ -	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ - \$ - \$ - \$ -	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889 \$ 1,874,583 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ - \$ - \$ - \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) \$ 2,796,701 \$ 2,893,395 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)
21 22 23 24 25 26 27 30 31 32 33 36 39 42 43 46 57 58	Salaries & Benefits Operating Expenses Subtotal Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Total Expenditures  HSH Revenues HSH Fund General Fund - Ong Prop C One-Time Transfer Adjustment to Actu Total HSH Revenue	4 X Line 25) t Subject to Indire		19	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ 5,509,406 \$ - \$ - \$ -	\$ 391,124 \$ 49,802 \$ 440,926 15.531% \$ 68,480 \$ - \$ 509,406 \$ - \$ - \$ - \$ - \$ -	\$ 1,402,286 \$ 185,873 \$ 1,588,159 \$ 198,300 \$ (8,570) \$ 1,777,889 \$ 1,874,583 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)	\$ 782,248 \$ 99,604 \$ 881,852 \$ 136,960 \$ - \$ 1,018,812 \$ - \$ - \$ - \$ -	\$ 2,184,534 \$ 285,477 \$ 2,470,011 \$ 335,260 \$ (8,570) \$ 2,796,701 \$ 2,893,395 \$ 107,876 \$ 20,303 \$ (185,003) \$ (39,870)

	А	В		С	F		1		.1	М		Р		Q	Т		W
1	DEPARTMENT OF HOMELESSNESS AND S						'		<u> </u>	IVI		'		ų į	'		**
$\vdash$	APPENDIX B. BUDGET																
3	SALARY & BENEFIT DETAIL																
4	Document Date	4/7/2025															
5	Provider Name	Episcopal Community Services															
	Program	ECS - Master Lease															
	F\$P Contract ID#	1000019778															
8	Budget Name	Hillsdale - Support Services															
9																	
10					Year 1					Year 2					Year 3		
				Agency	For HSH		/1/2021 -	1	Agency	For HSH		/2021 -		Agency	For HSH		1/2022 -
11				Totals	Funded	6,	/30/2021		Totals	Funded		0/2022		Totals	Funded	6/	30/2023
12					Program		New			Program		New			Program		New
			Δr	nnual Full	Adjusted			An	nual Full	Adjusted			Ar	nnual Full	Adjusted		
				me Salary	Budgeted	В	udgeted		ne Salary	Budgeted		dgeted		me Salary	Budgeted		udgeted
				r 1.00 FTE)	FTE		Salary		1.00 FTE)	FTE	S	alary		r 1.00 FTE)	FTE		Salary
13	POSITION TITLE			,				` -	,				` -	,			
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
	Data Impact Analyst - H51		\$	63,016	0.06	\$	2,025	\$	63,016	0.06	\$	4,049	\$	75,014	0.06	\$	4,820
-	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		i		\$	94,300		r		\$	203,359		,		\$	229,671
36		TOTAL FTE			2.88					2.95					2.74		
37		FRINGE BENEFIT RATE					34.29%					29.07%					25.31%
38		EMPLOYEE FRINGE BENEFITS				\$	32,333				\$	59,106				\$	58,122
39		TOTAL SALARIES & BENEFITS				\$	126,633				\$ :	262,465				\$	287,793

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1	DEPARTMENT OF HOMELESSNESS AND S			Λ	701		/\D		/\L	7111		7113		/\L	7.0		711
2	APPENDIX B. BUDGET	5.1. 5.1.112 1.005.110															
-	SALARY & BENEFIT DETAIL																
		4/7/2025															
5	Provider Name	Episcopal Community Services															
6	Program	ECS - Master Lease															
7	F\$P Contract ID#	1000019778															
8	Budget Name	Hillsdale - Support Services															
9														E	KTENSION YEA	AR	
10					Year 4					Year 5					Year 6		
				Agency	For HSH	7	/1/2023 -		Agency	For HSH	7/	1/2024 -		Agency	For HSH		/1/2025 -
11				Totals	Funded	6	/30/2024		Totals	Funded	6/	/30/2025		Totals	Funded	6/	/30/2026
12				. 0 (0.15	Program		New		. 0 ta 15	Program		New		. 0 (0.13	Program		New
			۸.	nnual Full	Adjusted			Λ	nnual Full	Adjusted			۸.	nnual Full	Adjusted		
				me Salary	Budgeted	Е	Budgeted		me Salary	Budgeted	Ві	udgeted		me Salary	Budgeted	В	udgeted
				r 1.00 FTE)	FTE		Salary		r 1.00 FTE)	FTE		Salary	l	r 1.00 FTE)	FTE		Salary
13	POSITION TITLE		(10	1 1.00 1 12)	1112			(101	1.001112)	112			(10	1.001112)	112		
14	Support Services Manager - H34		\$	98,708	0.50	\$	49,354	\$	98,708	0.50	\$	49,354	\$	98,708	0.50	\$	49,354
15	Case Manager III (Masters) - H37		\$	84,237	0.92	\$	77,552	\$	84,237	0.98	\$	82,552	\$	84,237	0.98	\$	82,552
16	Case Manager III - H35		\$	61,972	0.88	\$	54,733	\$	61,972	0.98	\$	60,733	\$	61,972	0.98	\$	60,733
17	Data Impact Analyst - H51		\$	75,143	0.06	_	4,829	\$	75,143	0.06	\$	4,829	\$	75,143	0.06		4,829
18	Data Impact Analyst - H107		\$	72,197	0.06		4,639	\$	72,197				\$		0.06		4,639
19	Clinical Services Manager - H6		\$	85,682	0.03		2,753		85,682			2,753		85,682	0.03	_	2,753
20	Housing Services Sr. Director - H5		\$	176,926	0.07	\$	12,633	\$	176,926	0.05	\$	8,846	\$	176,926	0.05	\$	8,846
21	Direct Support for Housing Services Director -	H88	\$	121,764	0.17	\$	20,298	\$	121,764	0.17	\$	20,298	\$	121,764	0.17	\$	20,298
22	Compliance Specialist - H106		\$	81,422	0.11	\$	8,631	\$	81,422	0.06	\$	4,527	\$	81,422	0.06	\$	4,527
23	Housing Services Director		\$	140,602	0.06	\$	7,874	\$	140,602	0.06	\$	7,874	\$	140,602	0.06	\$	7,874
24	Case Manager II - H200		\$	60,218	0.12	\$	7,296	\$	60,218	0.79	\$	47,296	\$	60,218	0.79		47,296
25	Sr. Program & QA Specialist				0.00	_	-	\$	97,344	0.05	\$	4,867	\$	97,344	0.05		4,867
26	Director of Impact & Analytics - A88		\$	156,045	0.02	\$	3,230	\$	156,045	0.02	\$	3,230	\$	-	0.00	_	-
27	Director of Healthy Aging - SN34		\$	156,767		\$	2,116	\$	156,767	0.01	\$	2,116	\$	-	0.00	<u>'</u>	-
28	Project Manager				0.00		-	\$	-	0.00	\$	-	\$	-	0.00	<u> </u>	-
29	Sr. Director/Housing Dev & Asset Mgmt.				0.00	_	-	\$	-	0.00	\$	-	\$	-	0.00		-
35		TOTAL SALARIES				\$	255,938		ı		\$	303,914		ĺ		\$	298,568
36		TOTAL FTE			3.02					3.82					3.78		
37		FRINGE BENEFIT RATE					27.87%			-		31.00%				<u> </u>	31.00%
38		EMPLOYEE FRINGE BENEFITS				\$	71,330				\$	94,213				\$	92,556
39		TOTAL SALARIES & BENEFITS				\$	327,268	<u> </u>			\$	398,127				\$	391,124

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

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1	DEPARTMENT OF HOMELESSNE					11		TX .		14		· ·
2	APPENDIX B, BUDGET											
3	OPERATING DETAIL											
4	Document Date	4/7/2025	Ī									
5	Provider Name	Episcopal Community Services	Ī									
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778	]									
8	Budget Name	Hillsdale - Support Services	ļ									
9	4											
10				Year 1		Year 2		Year 3		Year 4		Year 5
	1		1/	/1/2021 -		7/1/2021 -	•	7/1/2022 -		7/1/2023 -		7/1/2024 -
11	4		6/	/30/2021	(	6/30/2022	(	6/30/2023		6/30/2024		6/30/2025
12				Actuals		Actuals		Actuals		Actuals		New
			В	udgeted		Budgeted		Budgeted		Budgeted		Budgeted
13	Operating Expenses		Е	xpense		Expense		Expense		Expense		Expense
15	Utilities (Electricity, Water, Gas, Pho	one, Garbage and Waste Mgmt.)	\$	2,760	\$	8,800	\$	10,300	\$	8,692	\$	8,500
16	Office Supplies/ Furniture/ Equipme	nt	\$	1,320	\$	3,143	\$	4,144	\$	8,695	\$	8,761
18	Printing and Reproduction		\$	1,788	\$	4,020	\$	6,450	\$	5,440	\$	5,440
19	Insurance		\$	2,273	\$	7,668	\$	9,172	\$	10,652	\$	17,810
20	Staff Training		\$	974	\$	1,947	\$	2,447	\$	3,444	\$	1,944
23	Licenses and Fees		\$	170	\$	1,340	\$	340	\$	250	\$	250
24	Food and Food Supplies		\$	100	\$	8,000	\$	5,000	\$	3,800	\$	3,800
25	Program Supplies		\$	355	\$	4,309	\$	4,213	\$	4,000	\$	3,300
26	One-Time IT Equipment and Phone	s for New Hire							\$	63		
49												
50	TOTAL OPERATING EXPENSES		\$	9,739	\$	39,227	\$	42,066	\$	45,036	\$	49,805
51												
52	Other Expenses (Not Subject to Ind	irect Cost %)										
53	CODB (to be allocated)		\$	10,997								
54	One -Time Prop C Bonus Pay		\$	20,303								
55				,					\$	(39,870)		
68										, , , , , , ,		_
69	TOTAL OTHER EXPENSES		\$	31,300	\$	-	\$	-	\$	(39,870)	\$	-

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1	DEPARTMENT OF HOMELESSNE	SS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET											
3	OPERATING DETAIL		_									
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
8	Budget Name	Hillsdale - Support Services										
9	-		EXTEN	ISION YEAR	EX	TENSION YEAR						
10			Y	ear 6		Year 7			Α	II Years		
			7/1	/2025 -		7/1/2026 -	1/	/1/2021 -	7,	/1/2024 -	1,	1/2021 -
11			6/3	0/2026		6/30/2027	6	/30/2025	6	/30/2027	6	/30/2027
12				New		New		Current	An	nendment		New
				dgeted		Budgeted		udgeted				udgeted
	Operating Expenses			pense		Expense	Е	xpense	(	Change	E	xpense
15	Utilities (Electricity, Water, Gas, Ph	one, Garbage and Waste Mgmt.)	\$	8,500	\$	8,500	\$	39,052	\$	17,000	\$	56,052
16	Office Supplies/ Furniture/ Equipme	ent	\$	8,758	\$	8,758	\$	26,063	\$	17,516	\$	43,579
18	Printing and Reproduction		\$	5,440	\$	5,440	\$	23,138	\$	10,880	\$	34,018
19	Insurance		\$	17,810	\$	17,810	\$	47,575	\$	35,620	\$	83,195
20	Staff Training		\$	1,944	\$	1,944	\$	10,756	\$	3,888	\$	14,644
23	Licenses and Fees		\$	250	\$	250	\$	2,350	\$	500	\$	2,850
24	Food and Food Supplies		\$	3,800	\$	3,800	\$	20,700	\$	7,600	\$	28,300
25	Program Supplies		\$	3,300	\$	3,300	\$	16,176	\$	6,600	\$	22,776
26	One-Time IT Equipment and Phone	s for New Hire					\$	63	\$		\$	63
49												
50	TOTAL OPERATING EXPENSES		\$	49,802	\$	49,802	\$	185,873	\$	99,604	\$	285,477
51			•	-,		-,		,-	•	,	-	
52	Other Expenses (Not Subject to Ind	irect Cost %)										
53	CODB (to be allocated)						\$	10,997	\$	-	\$	10,997
54	One -Time Prop C Bonus Pay						\$	20,303	\$	-	\$	20,303
55	Adjustment to Actuals						\$	(39,870)	\$	-	\$	(39,870)
68												
69	TOTAL OTHER EXPENSES		\$	-	\$	-	\$	(8,570)	\$	-	\$	(8,570)

	А	В		С	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPO	RTIVE HOU	SING		7	_
2	APPENDIX B, BUDGET					
	BUDGET NARRATIVE	Fisca	al Ye	ar		
4	Hillsdale - Support Services	FY2	25-26			
4	оприменения в применения в прим	Adjusted				
		Budgeted	Bu	dgeted		
5	Salaries & Benefits	FTE	<u>s</u>	alary	<u>Justification</u>	<u>Calculation</u>
6	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
7	Case Manager III (Masters) - H37	0.98	\$	82,552	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$84,237 x 0.98 FTE
8	Case Manager III - H35	0.98	\$	60,733	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$61,972 x 0.98 FTE
9	Data Impact Analyst - H51	0.06	\$	4,829	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$75,143 x 0.06 FTE
10	Data Impact Analyst - H107	0.06	\$	4,639	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$72,197 x 0.06 FTE
	Clinical Services Manager - H6	0.03	\$	2,753	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	\$85,682 x 0.03 FTE
11	Housing Services Sr. Director - H5	0.05	\$	8,846	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	\$176,920 x 0.05 FTE
13	Direct Support for Housing Services Director - H88	0.17	\$	20,298	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and managers.	\$121,764 x 0.17 FTE
14	Compliance Specialist - H106	0.06	\$	4,527	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners.	\$81,419 x 0.06 FTE
15	Housing Services Director	0.06	\$	7,874	Provides staff training on department protocols and procedures.	\$140,602 x 0.06 FTE
	Case Manager II - H200	0.79	\$	47,296	To assist Sr. Director of Hsg Svs with the administration and supervision to ECS's 20 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links individual sites to broader housing program efforts.	\$60,218 x 0.79 FTE
16	Sr. Program & QA Specialist	0.05	\$	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	3.78	\$	298,568		
28	Employee Fringe Benefits	31.0%	\$	92,556	Includes FICA, SSUI, Workers Compensation and Medical calculated at 31% of total salaries	
29	TOTAL SALARIES & BENEFITS		\$	391,124		

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

	A	В	С	D	I	G		J		M		Р		S
1	DEPARTMENT OF H		_	_		<u> </u>		J		IVI		Г		
<u> </u>	APPENDIX B, BUDG		AD SOLLOWING	10031110										
	Document Date	4/7/2025												
Ť		., . ,		Duration										
4	Contract Term	Begin Date	End Date	(Years)										
5	Current Term	1/1/2021	6/30/2025	5										
6	Amended Term	1/1/2021	6/30/2027	7										
7	Provider Name	Episcopa	Community Serv	ices										
8	Program	ECS	- Master Lease											
9	F\$P Contract ID#		1000019778		_									
10	Contract Action		Amendment											
11	Effective Date		7/1/2025											
12	Budget Name	Mentone - Suppo	ort Services											
13		Current	New											
14	Term Budget	\$ 1,757,134	\$ 2,731,820	15%										
15	Contingency	\$ 2,002,042	\$ 3,871,620	1370										
16	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684											
17														
18						Year 1		Year 2		Year 3		Year 4		Year 5
<u> </u>					1/	/1/2021 -		7/1/2021 -		7/1/2022 -		7/1/2023 -		7/1/2024 -
						/30/2021		6/30/2022		6/30/2023		6/30/2024		6/30/2025
19								· · ·						
20	F				4	Actuals		Actuals		Actuals		Actuals		New
_	Expenditures				\$	122 610	۲	256.067	\$	292,283	\$	202.220	Ċ	201 202
	Salaries & Benefits Operating Expenses				\$	133,610 18,058	\$		\$	44,869	\$	302,238 50,849	\$	381,282 46,741
	Subtotal				\$	151,668	\$		\$	337,152	Ś	353,087	\$	428,023
	Indirect Percentage				ې	12.00%	ڔ	12.00%	ې	12.00%	ې	12.00%	ڔ	13.859%
	Indirect Fercentage Indirect Cost (Line 2	1 Y Line 25)			\$	18,200	\$		\$	40,458	\$	42,370	\$	59,320
27	Other Expenses (No		rct %)		\$	11,853	\$	,	\$		\$	(17,034)		
_	Total Expenditures	t subject to mane			\$	181,721	\$		\$	377,610	\$	378,423	\$	487,343
31	TOTAL EXPONENTIAL CO				Ψ		Ť	002,007	<u> </u>	071,020	<u> </u>	0.0,.20	T	101,010
	HSH Revenues													
	HSH Fund				\$	169,868	\$	321,055	\$	377,037	\$	475,457	\$	487,343
	General Fund - Ongo	oing			\$	10,662	\$		\$	76,860	\$	-	\$	
_	Prop C				\$	1,192	\$	,	\$	-	\$	-	\$	-
	One-Time Transfer				\$	-	\$		\$	(76,287)	\$	(80,000)	\$	
43	Adjustment to Actua	als			\$	(1)	\$	(11,987)	\$	-	\$	(17,034)	_	-
46	Total HSH Revenue:	s			\$	181,721	\$	332,037	\$	377,610	\$	378,423	\$	487,343
57														
58	D d b	T	-:		1									
59	Prepared by		iffany Luong											
60	Phone		87.3300 ext. 1219	)	_									
61	Email	tlue	ong@ecs-sf.org											

-	A	В	С	D	V				
-	DEPARIMENT OF H	OMFLESSNESS AN	ID SUPPORTIVE H	OUSING	•		Al	AJ	AK
	APPENDIX B, BUDGI			0031110					
-	Document Date	4/7/2025							
		, ,		Duration					
4 (	Contract Term	Begin Date	End Date	(Years)					
5 (	Current Term	1/1/2021	6/30/2025	5					
6	Amended Term	1/1/2021	6/30/2027	7					
7 F	Provider Name	Episcopal	Community Servi	ces					
8	Program	ECS	- Master Lease						
9 <b>F</b>	F\$P Contract ID#	1	1000019778						
10	Contract Action	A	Amendment						
11 I	Effective Date		7/1/2025						
-	Budget Name	Mentone - Suppo	ort Services						
13		Current	New						
-	Term Budget		\$ 2,731,820	15%					
-	Contingency	\$ 2,002,042	\$ 3,871,620	1370					
16 I	Not-To-Exceed	\$ 47,159,399	\$ 72,297,684						
17					<b>EXTENSION YEAR</b>	<b>EXTENSION YEAR</b>			
18					Year 6	Year 7		All Years	
					7/1/2025 -	7/1/2026 -	1/1/2021 -	7/1/2024 -	1/1/2021 -
					6/30/2026	6/30/2027	6/30/2025	6/30/2027	6/30/2027
19					New	New	Current	Amendment	New
20	Expenditures				New	New	Current	Amendment	New
-	Salaries & Benefits				\$ 374,065	\$ 374,065	\$ 1,366,380	\$ 748,130	\$ 2,114,510
-	Operating Expenses				\$ 46,740	\$ 46,740		\$ 93,480	\$ 293,495
_	Subtotal				\$ 420,805	\$ 420,805		\$ 841,610	\$ 2,408,005
	Indirect Percentage				15.812%	15.812%	+ -//	ψ 0.12,020	φ 2).00,000
_	Indirect Cost (Line 24	1 X Line 25)			\$ 66,538	\$ 66,538	+	\$ 133,076	\$ 328,996
	Other Expenses (Not	•	ct %)		\$ -	\$ -	\$ (5,181)		\$ (5,181)
-	Total Expenditures	•	•		\$ 487,343	\$ 487,343		\$ 974,686	\$ 2,731,820
31									
32 <b>I</b>	HSH Revenues								
33 l	HSH Fund				\$ 487,343	\$ 487,343	\$ 1,830,760	\$ 974,686	\$ 2,805,446
	General Fund - Ongo	ing			\$ -	\$ -	\$ 98,504	\$ -	\$ 98,504
39 I	Prop C				\$ -	\$ -	\$ 13,179	\$ -	\$ 13,179
-	One-Time Transfer				\$ -	\$ -	\$ (156,287)		\$ (156,287)
43	Adjustment to Actua	ls			\$ -	\$ -	\$ (29,022)		\$ (29,022)
	Total HSH Revenues				\$ 487,343	\$ 487,343	\$ 1,757,134	\$ 974,686	\$ 2,731,820
57 58									
-	Prepared by	Т	iffany Luong						
_	Phone	415.48	37.3300 ext. 1219						
-	Email		ong@ecs-sf.org						

	Α	В	С	l F	l i	J	M	Р	Q	Т	V	v
1	DEPARTMENT OF HOMELESSNESS	AND SUPPORTIVE HOUSING	Ü									
2	APPENDIX B, BUDGET											
3	SALARY & BENEFIT DETAIL											
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
-	Program	ECS - Master Lease										
-	F\$P Contract ID#	1000019778										
	Budget Name	Mentone - Support Services										
9												
10				Year 1			Year 2			Year 3		
l			Agency	For HSH	1/1/2021	Agency	For HSH	7/1/2021 -	Agency	For HSH	7/1/2	
11			Totals	Funded	6/30/2022	Totals	Funded	6/30/2022	Totals	Funded	6/30/	
12			. 3.0.3	Program	New	. 5.0.0	Program	New		Program	Ne	3W
			Annual Fu	I Adiusted		Annual Full	Adjusted		Annual Full	Adjusted		
			Time Salar	Budgeted	Budgeted	Time Salary	Budgeted	Budgeted	Time Salary	Budgeted	Budg	
			(for 1.00	FTE	Salary	(for 1.00	FTE	Salary	(for 1.00 FTE)	FTE	Sala	ary
$\vdash$	POSITION TITLE		FTE)		ć 40.000	FTE)		ć 27.00F	` ′		<b>ċ</b>	20.640
14	Support Services Manager		\$ 83,48				0.46		\$ 95,929	0.30		28,649
15	Case Manager III		\$ 66,31				0.91		\$ 80,964	1.00	,	80,964
16	Case Manager III		\$ 54,24		. ,			' '	\$ 62,640	1.13		70,998
17	Data Impact Analyst - H51		\$ 63,01				0.06	\$ 4,049	\$ 74,326	0.05	\$	3,576
18	Data Impact Analyst - H107		\$ 50,42		\$ 1,621		0.06	<u>'</u>	\$ 70,605	0.06	\$	4,537
19	Clinical Services Manager - H6		\$ 78,90		\$ 1,268		0.03	\$ 2,535	\$ 85,692	0.02	\$	1,753
20	Housing Services Sr. Director - H5		\$ 135,79	0.06	\$ 4,404	\$ 145,975	0.07	\$ 10,423	\$ 170,053	0.05	\$	8,336
21	Compliance Specialist - H106		\$ 64,99	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		\$ 94,38	0.13	\$ 6,070	\$ 94,383	0.17	\$ 15,734	\$ 117,037	0.16	\$ 1	18,696
24	Sr. Program & QA Specialist			0.00	\$		0.00	\$ -		0.00	\$	-
25	Director of Impact & Analytics - A88		\$ 116,64	0.02	\$ 1,208	\$ 127,433	0.02	\$ 2,638	\$ 146,600	0.02	\$	3,035
26	Director of Healthy Aging - SN34		\$ 120,23	0.01	\$ 812	\$ 120,235	0.01	\$ 1,623	\$ 150,682	0.01	\$	2,034
27	Sr. Director/Housing Dev & Asset Mgr	nt.	\$ 144,19	0.01			0.02	, , ,		0.00	\$	-
28	Project Manager		\$ 84,29	0.15	\$ 6,335	\$ 105,076	0.17	\$ 17,516		0.00	\$	-
35		TOTAL SALARIES			\$ 100,459			\$ 201,337			\$ 23	30,394
36		TOTAL FTE		2.88			2.94			2.91		
37		FRINGE BENEFIT RATE			33.009	6		27.63%			2	26.86%
38		EMPLOYEE FRINGE BENEFITS			\$ 33,151			\$ 55,630			\$ 6	61,889
39		TOTAL SALARIES & BENEFITS			\$ 133,610			\$ 256,967			\$ 29	92,283

	A	В	Π	Х	AA		AD		AE	AH		AK
1	DEPARTMENT OF HOMELESSNESS	1										
2	APPENDIX B, BUDGET											
3	SALARY & BENEFIT DETAIL		_									
4	Document Date	4/7/2025										
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
8	Budget Name	Mentone - Support Services										
9					Voca 4					V F		
10	-				Year 4	7/	4 /2022			Year 5		/4 /2024
44			,	Agency	For HSH		1/2023 -		Agency	For HSH		/1/2024 -
11				Totals	Funded	0/.	30/2024		Totals	Funded	0	/30/2025
12					Program		New			Program		New
			An	nual Full	Adjusted	_		Ar	nual Full	Adjusted	_	
			Tin	ne Salary	Budgeted		udgeted	Tir	me Salary	Budgeted	E	Budgeted
40	POSITION TITLE		(for	1.00 FTE)	FTE		Salary	(for	1.00 FTE)	FTE		Salary
	Support Services Manager		\$	102,801	0.46	\$	47,401	\$	102,801	0.50	\$	51,401
	Case Manager III		\$	78,541	0.69		54,043	\$	78,541	0.93		73,043
	Case Manager III		\$	66,398	0.94	\$	62,625	\$	66,398	1.40	\$	92,625
	Data Impact Analyst - H51		\$	77,332	0.06	\$	4,969	\$	77,332	0.06	\$	4,969
	Data Impact Analyst - H107		\$	74,300	0.06	\$	4,775	\$	74,300	0.06	\$	4,775
	Clinical Services Manager - H6		\$	85,692	0.03	\$	2,753	\$	85,692	0.03	\$	2,753
20			\$	176,926	0.07	\$	12,633	\$	176,926	0.05	\$	8,846
21	Compliance Specialist - H106		\$	81,422	0.06	\$	5,232	\$	81,422	0.06	\$	5,232
22	Housing Services Director		\$	140,602	0.04	\$	5,074	\$	140,602	0.06	\$	7,874
23	Support for Housing Services Directo	r	\$	121,764	0.17	\$	20,700	\$	121,764	0.17	\$	20,700
24	Sr. Program & QA Specialist				0.00	\$	-	\$	97,344	0.05	\$	4,867
25	Director of Impact & Analytics - A88		\$	156,045	0.02	\$	3,230	\$	156,045	0.02	\$	3,230
26	Director of Healthy Aging - SN34		\$	156,767	0.01		2,116	\$	156,767	0.01	\$	2,116
27	Sr. Director/Housing Dev & Asset Mg	mt.			0.00	_	-	\$	-	0.00	'	-
28	Project Manager				0.00		-	\$	-	0.00		-
35		TOTAL SALARIES				\$	225,551			•	\$	282,431
36		TOTAL FTE			2.63					3.41		
37		FRINGE BENEFIT RATE					34.00%					35.00%
38		EMPLOYEE FRINGE BENEFITS				\$	76,687				\$	98,851
39		TOTAL SALARIES & BENEFITS				\$	302,238				\$	381,282

	A	В	Ι	AL	AO	AR	Т	AS	AV	AY	<u> </u>	BU		BV		BW
1	DEPARTMENT OF HOMELESSNESS			/\L	710	7117	_	7.0	7.0	7(1		ВО		DV .	_	DW
2	APPENDIX B, BUDGET															
3	SALARY & BENEFIT DETAIL															
4	Document Date	4/7/2025														
5	Provider Name	Episcopal Community Services														
6	Program	ECS - Master Lease														
7	F\$P Contract ID#	1000019778														
8	Budget Name	Mentone - Support Services														
9					EXTENSION YE	AR			EXTENSION YE	AR						
10					Year 6				Year 7	-1:1	L.,			All Years	_	
١			4	Agency	For HSH	7/1/2025 -		Agency	For HSH	7/1/2026 -		1/2021 -		/1/2024 -		/1/2021 -
11				Totals	Funded	6/30/2026	+	Totals	Funded	6/30/2027		30/2025		/30/2027	6/	/30/2027
12					Program	New			Program	New	(	Current	An	nendment		New
			An	nual Full	Adjusted		А	nnual Full	Adjusted							
				ne Salary	-	Budgeted Salary		ime Salary	Budgeted	Budgeted Salary		udgeted		Change	В	udgeted
	DOCUTION TITLE			1.00 FTE)	FTE			r 1.00 FTE)		,		Salary		ŭ		Salary
	POSITION TITLE		\$	102,801	0.50	\$ 51,401	\$	102,801	0.50	\$ 51,401	\$	184,429	\$	102,802	\$	287,231
	Support Services Manager		\$	78,541	0.93		<u> </u>	78,541	0.93			298,574	\$	146,086	\$	444,660
15	Case Manager III						<u> </u>							•	-	· ·
16	Case Manager III		\$	66,398	1.40		1-	66,398	1.40		\$	289,476	\$	185,250	\$	474,726
17	Data Impact Analyst - H51		\$	77,332	0.06		<u> </u>	77,332	0.06		\$	19,589	\$	9,938	\$	29,527
18	Data Impact Analyst - H107		\$	74,300	0.06	\$ 4,775	\$	74,300	0.06	\$ 4,775	\$	18,948	\$	9,550	\$	28,498
19	Clinical Services Manager - H6		\$	85,692	0.03	\$ 2,753	\$	85,692	0.03	\$ 2,753	\$	11,062	\$	5,506	\$	16,568
20	Housing Services Sr. Director - H5		\$	176,926	0.05	\$ 8,846	\$	176,926	0.05	\$ 8,846	\$	44,641	\$	17,692	\$	62,333
21	Compliance Specialist - H106		\$	81,422	0.06	\$ 5,232	\$	81,422	0.06	\$ 5,232	\$	24,546	\$	10,464	\$	35,010
	Housing Services Director		\$	140,602	0.06	\$ 7,874	\$	140,602	0.06	\$ 7,874	\$	12,948	\$	15,748	\$	28,696
	Support for Housing Services Director	r	\$	121,764	0.17	\$ 20,700	\$	121,764	0.17	\$ 20,700	\$	81,900	\$	41,400	\$	123,300
	Sr. Program & QA Specialist		\$	97,344	0.05	\$ 4,867	\$	97,344	0.05	\$ 4,867	\$	4,867	\$	9,734	\$	14,601
	Director of Impact & Analytics - A88		\$	-	0.00	\$ -	\$	-	0.00	\$ -	\$	13,340	\$	-	\$	13,340
	Director of Healthy Aging - SN34		\$	-	0.00	\$ -	\$	-	0.00	\$ -	\$	8,701	\$	-	\$	8,701
	Sr. Director/Housing Dev & Asset Mgr	mt.	\$	-	0.00	\$ -	\$	-	0.00	\$ -	\$	3,299	\$	-	\$	3,299
	Project Manager		\$	-	0.00	\$ -	\$	-	0.00	\$ -	\$	23,851	\$	-	\$	23,851
35	-,	TOTAL SALARIES				\$ 277,085			ı	\$ 277,085	\$1	,040,171	\$	554,170	\$	1,594,341
36		TOTAL FTE			3.38		1		3.38							
37		FRINGE BENEFIT RATE		!		35.00%	ó			35.00%						
38		EMPLOYEE FRINGE BENEFITS				\$ 96,980	1			\$ 96,980	\$	326,208	\$	193,960	\$	520,168
39		TOTAL SALARIES & BENEFITS				\$ 374,065	†			\$ 374,065		,366,380	\$	748,130	•	2,114,510
55						, 5, 1,505	1			, 3,033	7-	, ,	-		<u> </u>	,,

	A	В		E	Н		K	N		Q
1	DEPARTMENT OF HOMELESSNE	SS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET									
3	OPERATING DETAIL									
4	Document Date	4/7/2025								
5	Provider Name	Episcopal Community Services								
6	Program	ECS - Master Lease								
7	F\$P Contract ID#	1000019778								
8	Budget Name	Mentone - Support Services								
9										
10				Year 1	Year 2		Year 3	Year 4		Year 5
11				/1/2021 - /30/2021	7/1/2021 - 6/30/2022	-	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024		7/1/2024 - 6/30/2025
12				Actuals	Actuals		Actuals	Actuals		New
			В	udgeted	Budgeted	Е	Budgeted	Budgeted		
13	Operating Expenses			xpense	Expense		Expense	Expense	Bud	geted Expense
15	Utilities (Electricity, Water, Gas, Ph	one, Garbage and Waste Mgmt.)	\$	2,760	\$ 8,860	\$	10,500	\$10,446	\$	11,747
16	Office Supplies/ Furniture/ Equipme	nt	\$	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										
-	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	3									-
69	TOTAL OTHER EXPENSES			11,853	\$ -	\$	-	\$ (17,034)	\$	=

	A	В	1	Т	1	W		AG		AH		AI
1	DEPARTMENT OF HOMELESSNE			ı		VV		AG		AH		Al
2	APPENDIX B, BUDGET	and sort outile hoosing										
3	OPERATING DETAIL											
4	Document Date	4/7/2025	1									
5	Provider Name	Episcopal Community Services										
6	Program	ECS - Master Lease										
7	F\$P Contract ID#	1000019778										
8	Budget Name	<b>Mentone - Support Services</b>										
9	4		EXTE	NSION YEAR	EXT	TENSION YEAR						
10				Year 6		Year 7			Α	II Years		
	1		7,	/1/2025 -		7/1/2026 -	1/	/1/2021 -	7,	/1/2024 -	1,	1/2021 -
11	1		6,	/30/2026		6/30/2027	6/	/30/2025	6	/30/2027	6	30/2027
12	]			New		New	(	Current	An	nendment		New
			В	udgeted		Budgeted	В	udgeted			В	udgeted
	Operating Expenses		E	Expense		Expense	E	xpense	(	Change	E	xpense
15	Utilities (Electricity, Water, Gas, Ph	none, Garbage and Waste Mgmt.)	\$	11,747	\$	11,747	\$	44,313	\$	23,494	\$	67,807
16	Office Supplies/ Furniture/ Equipme	ent	\$	5,792	\$	5,792	\$	24,912	\$	11,584	\$	36,496
18	Printing and Reproduction		\$	6,600	\$	6,600	\$	26,322	\$	13,200	\$	39,522
19	Insurance		\$	10,996	\$	10,996	\$	37,556	\$	21,992	\$	59,548
20	Staff Training/Recruitments		\$	2,600	\$	2,600	\$	12,085	\$	5,200	\$	17,285
23	Licenses and Fees		\$	1,250	\$	1,250	\$	3,155	\$	2,500	\$	5,655
24	Food and Food Supplies		\$	4,500	\$	4,500	\$	28,812	\$	9,000	\$	37,812
25	Program Supplies		\$	3,255	\$	3,255	\$	22,860	\$	6,510	\$	29,370
50	TOTAL OPERATING EXPENSES		\$	46,740	\$	46,740	\$	200,015	\$	93,480	\$	293,495
51												
52	Other Expenses (Not Subject to Inc	direct Cost %)										
53			\$	=	\$	-	\$	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	В	С	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPO	ORTIVE HOUS	ING		
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE	Fiscal	Year	_	
4	Mentone - Support Services	FY2	5-26		
		Adjusted			
_	Salaries & Benefits	Budgeted FTE	Budgeted Salary	Justification	Calculation
6	Support Services Manager	0.50		Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.	\$102,802 x 0.50 FTE
7	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
8	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
9	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
10	Data Impact Analyst - H107	0.06	\$ 4,775	Enter data into ECS and external systems; Quality control of data and files; Train staff on best practices for client files, data entry, and reporting; Create reports and provide regular internal and external updates on progress toward contract objectives	\$74,308 x 0.06 FTE
	Clinical Services Manager - H6	0.03	\$ 2,753	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	\$85,682 x 0.03 FTE
12	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.	\$176,926 x 0.05 FTE
13	Compliance Specialist - H106	0.06	\$ 5,232	Provides staff training on department protocols and procedures.	\$81,419 x 0.06 FTE
14	Housing Services Director	0.06	\$ 7,874	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
	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
16	Sr. Program & QA Specialist	0.05		The primary role of the Senior Program Assistant for is the oversight of day-to-day operations and overall administration of ECS's Housing Services Department, including the management of reporting to funders, overseeing the processing of important documents such as Critical Incident Reports, well-being check logs, etc. This position also supervises the Program Assistant / Quality Assurance Specialist(s) assigned to the Housing Services Department.	\$97,340 x 0.05 FTE
27	TOTAL	3.38			
28	Employee Fringe Benefits	<u>35.0%</u>		Includes FICA, SSUI, Workers Compensation and Medical calculated at 35% of total	salaries.
29	TOTAL SALARIES & BENEFITS		\$ 374,065		

	A	В	С	D	Е
1	DEPARTMENT OF HOMELESSNESS AND SUPP	ORTIVE HOUS	ING		
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE	Fisca	l Year		
4	Mentone - Support Services	FY2	5-26		
30				-	
31					
			Budgeted		
32	Operating Expenses		Expense	Justification	Calculation
	Utilities (Electricity, Water, Gas, Phone, Garbage and Wa	aste Mgmt.)		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
	Printing and Reproduction		\$ 6.600	Leased copier	\$550 x 12 months
	Insurance		\$ 10,996	•	\$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: <a href="https://contracts.sfhsa.org">https://contracts.sfhsa.org</a>.
- 2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
- 3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
- 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
- 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
- Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special written approval from the HSH Contracts Manager.
- F. <u>Line Item Variance</u> There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, Indirect and/or Capital), per the HSH Budget Revision Policy and Procedure: <a href="http://hsh.sfgov.org/overview/provider-updates/">http://hsh.sfgov.org/overview/provider-updates/</a>.

#### G. Spend Down:

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

- and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
- 3. Failure to spend Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

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

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

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

#### **III.** Advances or Prepayments:

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

#### A. Advance Requirements:

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

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

#### B. Advance Request Process:

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

- B, Budget(s) of this Agreement. Requests for greater than one month of the ongoing annualized budget amount may be considered on a case-by-case basis only.
- 3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

#### C. Advance Repayment Process:

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

#### IV. Timely Submission of Reports and Compliance:

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

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

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

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

Department of Homelessness and Supportive Housing	Hillsdale Hotel EMP	January 1, 2025 - June 30, 2026	\$1,017,789
Department of Homelessness and Supportive Housing	Homeless Storage	December 1, 2020 - June 30, 2029	\$6,462,910
Department of Homelessness and Supportive Housing	Hotel Diva	August 1, 2021 - June 30, 2027	\$5,208,598
Department of Homelessness and Supportive Housing	Housing Navigation	July 1, 2021 - June 30, 2026	\$16,694,903
Department of Homelessness and Supportive Housing	Interfaith Winter Shelter	July 1, 2021 - June 30, 2027	\$3,827,306
Department of Homelessness and Supportive Housing	Mainstream Voucher & Adult Rapid Rehousing	July 1, 2020 - June 30, 2026	\$8,586,482
Department of Homelessness and Supportive Housing	Mentone Hotel EMP	January 1, 2025 - June 30, 2026	\$884,216
Department of Homelessness and Supportive Housing	Minna Lee Hotel	May 1, 2018 - June 30, 2026	\$3,418,795
Department of Homelessness and Supportive Housing	Post Hotel	July 1, 2024 - September 30, 2026	\$8,840,064
Department of Homelessness and Supportive Housing	Rose Hotel & Canon Kip	July 1, 2020 - December 31, 2026	\$5,730,205
Department of Homelessness and Supportive Housing	Sanctuary Shelter	July 1, 2021 - June 30, 2026	\$25,755,271
Department of Homelessness and Supportive Housing	Tahanan Apartments	August 1, 2021 - June 30, 2027	\$5,774,635
Department of Public Health	Adult MH OP - SF Start	July 3, 2018 - June 30, 2025	\$9,351,483
Human Services Agency	Congregate Meals for Adults with Disabilities	July 1, 2021 - June 30, 2025	\$471,940
Human Services Agency	Congregate Meals for Older Adults (with NCQA)	July 1, 2021 - June 30, 2025	\$2,420,484
Human Services Agency	Homeless Employment Services FY24-27	July 1, 2023 - June 30, 2027	\$1,764,096
Human Services Agency	Aging and Disability Resource Ctr – Canon Kip	July1, 2024 - June 30, 2026	\$302,608
Human Services Agency - Department of Disability and Aging Services	Senior Services – Community Services	January 1, 2021 - June 30, 2027	\$1,388,891
Human Services Agency - Department of Disability and Aging Services	Case Management	July 1, 2023 - June 30, 2027	\$1,593,557

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



# **Episcopal Community Services: Master Lease Hotels**

Grant Agreement 2nd Amendment

Budget and Finance Committee | May 21, 2025



# **Proposed Amendment Details**

**race 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

## **Alder Hotel**

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



Common Area at the Alder Hotel



## **Crosby Hotel**



Common Area at the Crosby Hotel



Tenant room at the Crosby

### **Crosby Hotel**

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



Exterior of the Crosby Hotel



## **Elm Hotel**



Tenant room at the Elm Hotel



Exterior of the Elm Hotel

### **Elm Hotel**

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



Common Area of the Elm Hotel



## Hillsdale Hotel



Exterior of the Hillsdale Hotel





Tenant room at the Hillsdale

### Hillsdale Hotel

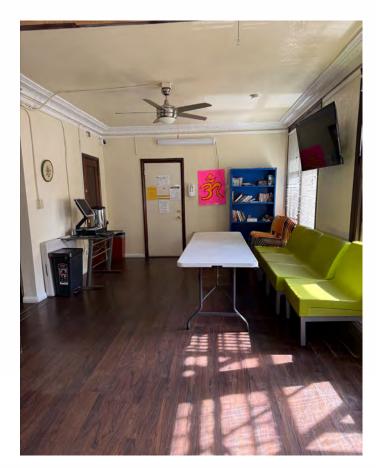
- 51 6th Street
- District 6
- 75 units
- Opened as PSH in 2005



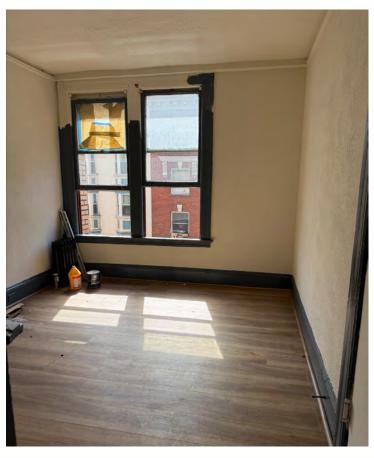
Common Area at the Hillsdale Hotel



## **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





## Questions?

Thank you!

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### 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

- **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

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- 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).
- (1) "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

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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.
- **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

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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

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**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

- 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

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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

- **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

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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

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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,

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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,

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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

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- 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

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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;

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- (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.
- 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")

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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

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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

**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, 3<sup>rd</sup> 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.

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- (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

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- 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

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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.

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#### 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

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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 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.

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- **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:

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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 <a href="https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF">https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF</a> 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 for 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 <a href="https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20F">https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20F</a> orce/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.

**GRANTEE** 

CITY

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

EPISCOPAL COMMUNITY SERVICES

DocuSigned by:

Aligail Stewart-Kahn

Abigail Stewart-Kahn Interim Director By Mary Elizabeth Stokes

Mary Elizabeth Stokes
Executive Director

City Supplier Number: 0000020568

Approved as to Form:

DocuSigned by:

Virginia Dario Elizando

By:

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. <u>Program Applicant Selection and Intake</u>: Grantee shall follow the processes agreed upon by Grantee, HSH, property owner, housing subsidy administrators, and/or other entities involved with referrals.
- B. <u>Annual Tenant Re-certification</u>: As required by rental subsidy type, Grantee shall recertify tenant income after each year of residence. This is generally done on the anniversary of a tenant's move-in date.
- C. <u>Residential Lease Set-Up</u>: 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. <u>Collection of Rents, Security Deposits, and Other Receipts</u>: 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. <u>Building Service Payments</u>: 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. <u>Building Maintenance</u>: 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. <u>Front Desk Coverage</u>: Grantee shall provide front desk coverage 24 hours per day, seven days per week.
- J. <u>Program Exit Planning</u>: 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 <sup>th</sup> 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 <sup>th</sup> Street	75
5. Mentone Hotel	387 Ellis Street	68
Total		463

## VI. Service Requirements

- A. <u>Coordination with Other Service Providers</u>: 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. <u>Possession of Licenses/Permits</u>: 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. <u>Language and Interpretation Services</u>: 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. <u>Critical Incidents</u>: 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. <u>Grievance Procedure</u>: 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:

- 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:

- 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. <u>Disaster and Emergency Response Plan</u>: 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. <u>Good Neighbor Policies:</u> 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. <u>Compliance with Funding Source Requirements</u>: 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. <u>Compliance with Regulations</u>: 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 15<sup>th</sup> of the following month, including:
  - 1. Occupancy rate; and
  - 2. Number of new placements made for the month, broken down by funding source.
- C. 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 15<sup>th</sup> of the month following the end of the quarter, including:
  - 1. Average number of days to turn over units;
  - 2. Number of tenant lease violations that were resolved without loss of housing to tenants; and
  - 3. Number of tenants who exit housing or move to other permanent housing, or are provided with more appropriate placements.
- D. 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 15<sup>th</sup> of the month following the end of the program year, including:

- 1. Number and percentage of tenants who completed an annual Tenant Satisfaction Survey;
- 2. Number and percentage of Tenant Satisfaction Survey respondents who indicated they were satisfied or very satisfied with program services; and
- 3. Number and percentage of surviving tenants who maintain their housing for a minimum of 12 months.
- E. 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. <u>Program Monitoring</u>: 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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 incomeeligible 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. <u>Outreach</u>: 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. <u>Intake and Assessment</u>: 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. <u>Case Management</u>: 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. <u>Wellness Checks</u>: 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. <u>Housing Stability Support</u>: 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. <u>Supervision</u>: Grantee shall ensure that on-site Support Services staff has access to bimonthly 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 <sup>th</sup> 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 <sup>th</sup> Street	75
5. Mentone Hotel	387 Ellis Street	68
Total		463

# VI. Service Requirements

- A. <u>Possession of Licenses/Permits</u>: 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. <u>Language and Interpretation Services</u>: 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. <u>Health Screening and Certifications</u>: Grantee shall obtain and maintain all required staff health screenings and certifications required by law.
- D. <u>Case Conferences</u>: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- E. <u>Admission Policy</u>: 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. <u>Grievance Procedure</u>: 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. <u>Critical Incidents</u>: 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. <u>Disaster and Emergency Response Plan</u>: 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. <u>Good Neighbor Policies</u>: 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. <u>Record Keeping and Files</u>: 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:

- 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 15<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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. <u>Program Monitoring</u>: 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

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2	APPENDIX B. BUDG	ET																_	
3	Document Date	10/20/2020		D															
١. ١	Contract Term			Duration															
4	Current Term	Begin Date	End Date	(Years)															
5	Amended Term	1/1/2021	2/29/2024	4															
7	Amenaea Term	1/1/2021	2/29/2024																
6	Provider Name Program		Community Serving First Hotels CN																
0	F\$P Contract ID#		.000019778																
10	Action (select)		w Agreement																
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17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
18					New		New	New		New	New		New	New		New	New		New
19	Expenditures																		
20	Salaries & Benefits				\$ -	\$ 889,355	\$ 889,355	Ş -	\$ 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 Subtotal				\$ -	\$ 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 \$ 13,232,741	\$ 7,600,161
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27	Admin Cost (HLID O	nlv)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Š -	\$ -	\$ -	\$ -	\$ -	š -	š -	\$ -
28	Total Expenditures				š -	\$ 4,782,500	\$ 4,782,500	ś -	\$ 9,564,998	\$ 9,564,998	š -	\$ 9,564,998	\$ 9,564,998	Š -	\$ 6,376,334	\$ 6,376,334	\$ -	\$ 30,288,827	\$ 30,288,827
29					•		.,,		,,	,,			,,	•		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	*		,,
30	HSH Revenues (sele	ct)																i	
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
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41	Revenues)				,	\$ 1.068.022	\$ 1.068.022	ć	\$ 2,136,043	\$ 2.136.043		\$ 2,136,043	\$ 2.136.043	ć	\$ 1,424,029	\$ 1.424.029	خ	\$ 6.764.136	\$ 6.764.136
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43	Private Revenue				ς -	\$ 2597	\$ 2,597	Š	\$ 5193	\$ 5,193	ς -	\$ 5193	\$ 5,193	\$	\$ 3,462	\$ 3,462	ς -	\$ 16.445	\$ 16,445
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52	Total Adjusted Salar	ry FIE (All Budgets)					15.59	1		15.59		l .	15.59			15.59			
54	Prepared by		oby McCarthy																
55	Phone		28.652.7770																
56	Email	robert.j.n	nccarthy@sfgov.or	g															

1 1	DEPARTMENT OF I	HOMELESSNESS A	ND SUPPORTIVE I	HOUSING	•			•	•										
2	APPENDIX B. BUDG	GET	7																
	Document Date	10/20/2020		Duration															
1,4	Contract Term	Begin Date	End Date	(Years)															
5	Current Term	1/1/2021	2/29/2024	4															
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	\$P Contract ID#		1000019778	-															
	Action (select)	N	ew Agreement																
11	ffective Date		1/1/2021																
12	Budget Name	Alder - Property																	
13		Current	New																
14	Term Budget	\$ -	\$ 4,366,339																
	Contingency	Ś -	\$ 2,821,364	12%															
	Not-To-Exceed	\$ -	\$ 26,329,610			Year 1			Year 2			Year 3			Year 4			All Years	
10	.oo-LACCEU	1 7	÷ 20,323,010	1	4 /4 /2024		4 /4 /2024	7/4/2024		7/4/2024	7/4/2022		7/4/2022	7/4/2022		7/4/2022	4/4/2024		4 /4 /2024
					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
17 18					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
18					New		New	New		New	New		New	New		New	New		New
19	xpenditures						1												
20	Salaries & Benefits Operating Expense				\$ -	<u> </u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	<b>\$</b> -	\$ -
21 (	Operating Expense	!			ş -	\$ 240,612	\$ 240,612	\$ -	\$ 481,224	\$ 481,224	Ş -	\$ 481,224	\$ 481,224	\$ -	9 520,750	\$ 320,756	Ş -	\$ 1,523,816	\$ 1,523,816
22	Subtotal ndirect Percentage ndirect Cost (Line )				\$ -	\$ 240,612	\$ 240,612	\$ -	\$ 481,224	\$ 481,224		\$ 481,224	\$ 481,224	\$ -	\$ 320,756	\$ 320,756	\$ -	\$ 1,523,816	\$ 1,523,816
23 I	ndirect Percentage	e			12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%			
24	ndirect Cost (Line :	21 X Line 22)			\$ -	\$ 28,873	\$ 28,873	\$ -	\$ 57,747	\$ 57,747	\$ -	\$ 57,747	\$ 57,747	\$ -	\$ 38,491	\$ 38,491	\$ -	\$ 182,858	\$ 182,858
25 (	Other Expenses (No Capital Expenditure	ot subject to indire	ect %)		\$ -	\$ 669,491	\$ 669,491	\$ -	\$ 1,338,981	\$ 1,338,981	\$ -	7 1,550,501	\$ 1,338,981	\$ -	\$ 892,654	\$ 892,654	\$ -	\$ 4,240,107	\$ 4,240,107
26	Capital Expenditure	9			\$ -	<u> </u>	Ş -	Ş -	\$ -	Ş -	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	ş -
	Admin Cost (HUD A					Ş -			\$ -			\$ -			<u> </u>		,	\$ -	<u>\$</u> -
28	Total Expenditures	5			\$ -	\$ 938,976	\$ 938,976	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,251,901	\$ 1,251,901	\$ -	\$ 5,946,780	\$ 5,946,780
29	HSH Revenues (sele																		
30	HSH Revenues (sele CNC Fund	ect)				\$ 639.433							\$ 1 278 865		\$ 852 577			\$ 4.049.739	
31 (	Additional GF					\$ 639,433			\$ 1,278,865	\$ 1,278,865		J 1,270,003	J 1,270,003		\$ 852,577	\$ 852,577	\$ -	7 1,015,755	\$ 4,049,739
	Additional GF					\$ 50,000	\$ 50,000		\$ 100,000	\$ 100,000		\$ 100,000	\$ 100,000		\$ 66,600	\$ 66,600		\$ 316,600 \$	\$ 316,600
33							\$ -			\$ -			\$ -			\$ -		\$ - \$ -	\$ -
34							\$ -			\$ -			S -			\$ -		\$ - \$ -	\$ -
35							S -			5 -			5 -			\$ -		\$ - \$ -	5 -
37							\$ -	<del> </del>	<del>                                     </del>	ė -		<del> </del>	ė -	-		ė -		\$ -	<u> </u>
38							ė	<del>                                     </del>		ė -			ė	<b> </b>		ė -	,	\$ -	\$ -
33 34 35 36 37 38 39							\$ -	1		ė -			· ·			<u>-</u>	,	\$ -	<del>3</del> -
	Total HSH Revenue	as .			¢	\$ 689,433	\$ 689,433	¢	\$ 1.378.865	\$ 1,378,865	¢	\$ 1,378,865	\$ 1,378,865	¢	\$ 919,177	\$ 919.177		\$ 4.366.339	\$ 4,366,339
	Other Revenues (to		nditures & Reduce	P HSH □	· -	Ç 005,433	000,433		2,370,803	, 1,5,0,003		2 1,570,803	J 1,370,803		J.J,177	y 515,177	_	7,500,533	Ţ 7,500,533
41	Revenues)	J JJCL TOTAL EXPE	arcs & neduct																
42	Rental Income					\$ 249.544	\$ 249,544		\$ 499.087	\$ 499.087		\$ 499.087	\$ 499.087		\$ 332,725	\$ 332,725	Ś -	\$ 1,580,442	\$ 1,580,442
43						2.13,344	\$ -		1,55,007	\$ .55,007		.55,007	\$ .55,567		- 552,725	\$ -	Š -	\$ -	\$ -
44					İ		Ś -		İ	\$ -			Ś -			\$ -	\$ -	\$ -	Š -
43 44 45					ĺ		\$ -			\$ -			\$ -	j		\$ -	\$ -	\$ -	\$ -
46					ĺ		\$ -			\$ -			\$ -	j		\$ -	\$ -	\$ -	\$ -
47	Total Other Reven	ues			\$ -	\$ 249,544	\$ 249,544	\$ -	\$ 499,087	\$ 499,087	\$ -	\$ 499,087	\$ 499,087	\$ -	\$ 332,725	\$ 332,725	\$ -	\$ 1,580,442	\$ 1,580,442
48	Total HSH + Other					***	1	İ											
40	Total USU + Othor	Povonuos			\$ -	\$ 938,976	\$ 938,976	ė	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,877,952	\$ 1,877,952	ė	\$ 1,251,901	\$ 1,251,901	ė	\$ 5,946,781	\$ 5,946,781
49	otal non + other	nevenues			· -	0/6,055 د	2 230,976	,	1,077,952 پ	ş 1,0//,952	, -	2 1,077,952	y 1,0//,952	· -	1,۷51,901 ب	÷ 1,251,301	,	۶ 5,540,781	\$ 3,340,781
50 I	Rev-Exp (Budget M	latch Check)			\$ -		15 -	- ا	l	٠ -	٠ -	l	٠ -	5 -		\$ -	\$ -	Į.	٠ -
92	Prepared by		obby McCarthy	1															
53	repared by																		
54	Phone Email		628.652.7770	***															
55	mail	торен.	.mccarthy@sfgov.o	ıy															

	A	В	С	D			G	Н			l v		М	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTI	_	C	D D		,		"	'	J	I K		IVI	Λι	Α0	All
	OPERATING DETAIL	VE HOUSING														
2	Document Date	10/20/2020		1												
	Provider Name	Episcopal Comm	nunity Services													
5	Program	Housing First Ho														
6	F\$P Contract ID#	1000019778	DIEIS CIVC													
	Budget Name		y Management													
8				•												
9			Year 1			Year 2			Year 3			Year 4			All Years	
9		1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
10		6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
ш		Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted	Woullication	Budgeted
12	Operating Expenses	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense
13	Rental of Property	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 76,545	\$ 76,545		\$ 153,089	\$ 153,089		\$ 153,089	\$ 153,089		\$ 102,059	\$ 102,059	s -	\$ 484,782	\$ 484,782
	Office Supplies, Postage		\$ 7,980	\$ 7,980		\$ 15,960	\$ 15,960		\$ 15,960	\$ 15,960		\$ 10,640		s -	\$ 50,540	
	Building Maintenance Supplies and Repair		\$ 88.615	\$ 88,615		\$ 177,231	\$ 177,231		\$ 177,231	\$ 177,231		\$ 118.094		s -	\$ 561.171	
	Printing and Reproduction	s -	\$ -	\$ -	1	\$,201	\$,201		\$ -	\$,201	İ	\$ -	\$	\$ -	\$ -	\$
	Insurance	٠ -	s -	•	1	s -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
	Staff Training		\$ -	\$ -		Ť	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	s -	\$ -
	Staff Travel-(Local & Out of Town)	5 -	s -	\$ -		\$ -	s -		\$ -	s -		\$ -	\$ -	5 -	\$ -	\$ -
	Rental of Equipment	5 -	s -	5 -	1	\$ -	5 -		• -	5 -		• -	5 -	5 -	\$ -	5 -
		\$ -	Ť	\$ -		\$ -	\$ -		¥	\$ -		¥	\$ -	5 -	Ψ -	\$ -
	Management/booking Fees		\$ 48,372	\$ 48,372	-	\$ 96,744	\$ 96,744		\$ 96,744	\$ 96,744		\$ 64,496		\$ -	\$ 306,356	
	Legal Fees		\$ 6,600	\$ 6,600	1	\$ 13,200	\$ 13,200		\$ 13,200	\$ 13,200		\$ 8,800	\$ 8,800	\$ -	\$ 41,800	
24		\$ -	\$ -		<b></b>	\$ -			\$ -			\$ -	ļ	\$ -	\$ -	\$ -
	Consultants	\$ -	\$ -			\$ -			\$ -	<b>.</b>		\$ -	<u> </u>	\$ -	\$ -	\$ -
43		\$ -	\$ -			\$ -			\$ -	1		\$ -		\$ -	\$ -	\$ -
	Subcontractors	\$ -	\$ -			\$ -			\$ -			\$ -	ļ	\$ -	\$ -	\$ -
	Office Salaries-Desk Clerks/contract (first \$25k)		\$ 12,500	\$ 12,500		\$ 25,000	\$ 25,000		\$ 25,000	\$ 25,000		\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
56			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
67							<u> </u>									
	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																
	Other Expenses (not subject to indirect cost %)	ĺ													1	
71	Rental Expenses		\$ 450,960	\$ 450,960		\$ 901,920	\$ 901,920		\$ 901,920	\$ 901,920		\$ 601,280	\$ 601,280	s -	\$ 2,856,080	\$ 2,856,080
	Office Salaries-Desk Clerks/contract		\$ 81,223	\$ 81,223	1	\$ 162,445	\$ 162,445		\$ 162,445		1	\$ 108,297		9	\$ 514,409	
	Manager Salaries-Hotel Director/manager	1	\$ 36,172	\$ 36,172	1	\$ 72,343	\$ 72,343		\$ 72,343	\$ 72,343	1	\$ 48.229		9	\$ 229.086	
	Janitor Contract-Regular/Extra Services		\$ 40,000	\$ 40,000	1	\$ 72,343	\$ 80,000		\$ 72,343	\$ 80,000		\$ 53,333		•	\$ 253,333	\$ 253,333
	Repairs Payroll		\$ 40,000	\$ 27,040	<del>                                     </del>	\$ 54,080	\$ 54,080		\$ 54,080	\$ 54,080		\$ 36,053		ę -	\$ 253,333	\$ 253,333
70	Repairs Payroll Benefits			\$ 27,040					<b>v</b> 0.,000					э - •	\$ 1/1,253 \$ 215.945	
76	benefits		\$ 34,097	\$ 34,09 <i>7</i>	<del>                                     </del>	\$ 68,193	\$ 68,193		* 00,100	\$ 68,193	-	¥ 10,102	\$ 45,462	<b>3</b> -	a 215,945	\$ 215,945
77 83			\$ -	<u> </u>	<b>-</b>	\$ -			\$ -	1		\$ -	<u> </u>	\$ -	\$ -	- 5
			1.	1.	1				Τ.	1.	1	1.	Τ.	1	1	
	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		ĺ														
86	Capital Expenses				<u> </u>										<u> </u>	
87			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
88			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
94																
	TOTAL CAPITAL EXPENSES	s -	s -	s -	s -	s -	\$ -	\$ -	s -	\$ -	s -	s -	\$ -	s -	s -	s -
96		-			-	T	Ŧ	Ť	1 7	1 7	Ť	1 7	1 7	Ť		
		ĺ														
97	HSH #3													Temp	late last modified	1/22/2020

A		В	С	D	F	F	G	Н
1 BUDGET NARRATIVE	•	Fiscal Y		5		'	•	Fiscal Term End
2 Alder - Property Ma		FY20-		<- Select from the drop-down list the fiscal year in which the proposed budget	changes will first become effective	re	7/1/2020	6/30/2021
50 Operati	in		Budgeted	historica	Coloulation			
53 Utilities(Elec, Water, Gas	Phone Scavenger)	\$	Expense 76,545	<u>Justification</u> Utilities (electricity, water, gas, telephone and scavenger service):	<u>Calculation</u> =\$76,545/6 =\$12,758 per month			
Office Supplies, Postage		\$	7,980	Diffice 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				
Building Maintenance Su 58	pplies and Repair	\$		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			
60 Management/booking Fe	es	\$		Property management (116 Units) @ \$ 61.00 PUPM, and bookkeeping fees \$ 9.50 I				
62 Legal Fees		\$		1 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	=\$6,600/6 =\$1,100 per month			
Office Salaries-Desk Cle 71 83	rks/contract (first \$25k	() <b>\$</b>		Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage only \$25K allows indirect cost	=\$12,500/6 =\$2,084 per month			
84 TOTAL OPERATING EX	PENSES	\$	240,612					
85 Indirect Cost		12.0% \$	28,873					
86 87								
88 Other Expenses (no 89 Rental Expenses	t subject to indirec	ct cost %)	Amount 450,960	Justification The lease is written for 120 units	<u>Calculation</u> =\$450,960/6 =\$75,160 per month			
90 Office Salaries-Desk Cle		\$	81,223		=\$81,223/6 =\$13,538 per month			
91 92 Janitor Contract-Regular	-	\$		with program director for insuring safety of participants and security of facility	=\$36,172/6 =\$6,028 per month			
<ul><li>92 Janitor Contract-Regular/</li><li>93 Repairs Payroll</li></ul>	Extra Services	\$			=\$40,000/6 =\$6,666 per month =\$27,040/6 =\$4,506 per month			
94 Benefits		3			=\$34,097/6=\$5,682 per month			
102		4	5 54,037	78 based from personner from above	_φο 1,007/0=φο,002 μοι πιοπαί			
103 TOTAL OTHER EXPENS	ES	\$	669,491					
1771 1772 1773 1774 1775 1776 1777 1788 1811 182 183 184 185 187 188 189 190 191 191 192 193 194 195 197 198 199 200 201 200 201 202 203 204 205 206								

1	DEPARTMENT OF H	IOMELESSNESS AI	ND SUPPORTIVE H	IOUSING								•							
2	APPENDIX B. BUDG	ET	1																
	Document Date	10/20/2020	-	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	2/29/2024	4															
7	Provider Name	Episcopa	Community Serv	ices															
8	Program	Housin	ng First Hotels CN	C															
9	F\$P Contract ID#		1000019778																
10	Action (select)	Ne	ew Agreement																
11	Effective Date		1/1/2021																
12	Budget Name	Alder - Support S																	
13	Term Budget	Current	New	<del>                                     </del>															
		\$ -	\$ 1,486,813	420/															
15	Contingency	\$ -	\$ 2,821,364	12%													•		
16	Not-To-Exceed	\$ -	\$ 26,329,610		,	Year 1			Year 2			Year 3			Year 4			All Years	
					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
17 18					New		New	New		New	New		New	New		New	New		New
19	Expenditures					· ·			, The second sec										
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 Indirect Cost (Line 2				12.00%	\$ 25,153	12.00%	12.00%	\$ 50.306	12.00%	12.00%	\$ 50,306	12.00%	12.00%	\$ 33.537	12.00%	4	\$ 159 301	450.004
24	Other Expenses (No	21 X Line 22)	-+ 0/\		\$ -	\$ 25,153 \$ -	7 -0,-00	\$ -	+,	\$ 50,306	\$ -	\$ 50,306	\$ 50,306	\$ -	7	\$ 33,537	\$ -	\$ 159,301	\$ 159,301
25	Capital Expenses (No	t subject to indire	(Ct %)		\$ -	\$ -		\$ -		\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD A	groomonts Only)			3 -	\$ -	ş -	7	\$ -	ş -		\$ -	ş -	ş -	<del>\$ -</del>	3 -	ċ -	-	\$ -
28	Total Expenditures				\$ -	\$ 234,760	\$ 234,760	٠ .	\$ 469.520	\$ 469,520	<b>\$</b> -	\$ 469,520	\$ 469.520	٠ .	\$ 313,013	\$ 313,013	š .	\$ 1,486,813	Ÿ
29	HSH Revenues (sele				Ť	201,700	251,700	•	,03,320	103,520	*	103,320	405/520		0 010,010	010,010	· ·	0 1,100,015	ŷ <u>1) 100,015</u>
30	HSH Revenues (sele	ect)																	
31	CNC Fund Additional GF					\$ 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						\$ -			\$ -			\$ -			\$ -	\$ -	7	\$ -
33							\$ -			\$ -			\$ -			\$ -	\$ -		\$ -
34							\$ -			\$ -			\$ -			\$ -	\$ -		\$ -
35							\$ -			\$ -			\$ -			\$ -	\$ -		\$ -
33 34 35 36 37 38 39							\$ -	-		\$ -			5 -			\$ -	\$ -	7	\$ - \$ -
3/				-			\$ -			\$ -			\$ -			\$ -	\$ -		\$ - \$ -
30							3 - ¢			\$ -			<u>-</u>			\$ -	\$ - \$	7	\$ -
40	Total HSH Revenue	es			\$ -	\$ 234,760	\$ 234,760	\$ -	\$ 469,520	\$ 469.520	\$ -	\$ 469,520	\$ 469.520	\$ -	\$ 313,013	\$ 313.013	ś -	\$ 1,486,813	7
	Other Revenues (to		nditures & Reduce	e HSH	-	25.,700	25.,700		.03,320	105,520	•	105,520	100,020		- 515,015	515,015		1,100,013	- 1,.00,013
44	n \															1			
42	Rental Income						\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
43		•					\$ -			\$ -			\$ -		•	\$ -	\$ -		\$ -
44						· ·	\$ -			\$ -			\$ -			\$ -	\$ -		\$ -
45	Rental Income						\$ -			\$ -			\$ -			\$ -	\$ -		\$ -
46							\$ -			\$ -			S -			\$ -	\$ -		\$ -
	Total Other Revenu	ues			Ş -	\$ -	\$ -	5 -	\$ -	\$ -	5 -	\$ -	\$ -	\$ -	\$ -	\$ -	5 -	\$ -	\$ -
48																			
49	Total HSH + Other I	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 Ma	atch Check)			\$ -		\$ -	\$ -	, and the second	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -
52	Dranarad hu		hhu McCarth																
53	Prepared by Phone		bby McCarthy																
54	Phone		528.652.7770																
55	Email	robert.j.	mccarthy@sfgov.or	g															

					_		0				- 1	_	IVI				y	- 1		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	ISING													-					
	SALARY & BENEFIT DETAIL		1																	
3	Document Date Provider Name	10/20/2020																		
- 4	Program	Episcopal Comr Housing First H		ces																
6	F\$P Contract ID#	1000019778	Dieis CNC																	
7		Alder - Support																		
8					Yea	ar 1						Yea	ar 2						Year	3
	POSITION TITLE			For HSH	Funded	1/1/2021 -	1/1/2021 -	1/1/2021 -			For HSH	l Funded	7/1/2021 -	7/1/2021 -	7/1/2021 -			For HSH	Funded	7/1/2022 -
9	I OSINON INLE	Agency	Totals	Prog		6/30/2021	6/30/2021	6/30/2021	Agency	Totals		gram	6/30/2022	6/30/2022	6/30/2022	Agency T	otals	Prog		6/30/2023
9 10	·		1			New		New		1		,	New		New		1			New
	l '	Annual Full	Position	% FTE	Adjusted				Annual Full	Position	% FTE	Adjusted				Annual Full Time	Position	% FTE	Adjusted	
	l '	Time Salary	FTE	funded by	Budgeted	Budgeted Salary	Change	<b>Budgeted Salary</b>	Time Salary	FTE	funded by	Budgeted	<b>Budgeted Salary</b>	Change	<b>Budgeted Salary</b>	Salary (for 1.00	FTE	funded by	Budgeted	<b>Budgeted Salary</b>
11	l '	(for 1.00 FTE)		this budget	FTE				(for 1.00 FTE)	115	this budget	FTE				FTE)		this budget	FTE	
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 Celilla-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		\$ 51,123	1.00	90%	0.90	
15	Espinoza, Rosa-CM III Bilingual	\$ 59,081	1.00	90%	0.90		\$ 26,586	\$ 26,586		1.00	90%	0.90		\$ 53,173			1.00		0.90	
16	Ecker, Scott Housing Srvc Director	\$ 135,792	1.00	6%	0.06		\$ 4,403	\$ 4,403		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		\$ 94,383	1.00	13%	0.13	
18	Holmes, Maggie-Project manager	\$ 84,296	1.00	15%	0.15		\$ 6,335	\$ 6,335		1.00	15%	0.15		\$ 12,670		\$ 84,296	1.00	15%	0.15	
19	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	\$ 144,196	1.00	1%	0.01		\$ 1,038	\$ 1,038		1.00	1%	0.01		\$ 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		1.00	6%	0.06		\$ 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		1.00	6%	0.06		\$ 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		1.00	6%	0.06		\$ 4,177			1.00	6%	0.06	
23	OPEN-Clinical Services Mgr	\$ 78,900	1.00	3%	0.03		\$ 1,268	\$ 1,268		1.00	3%	0.03		\$ 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		\$ 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							*	\$ -						\$ -	\$ -					
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26 27 28 29 30 31 32 33 34 35 36 37 38					L SALARIES	ļ ·	\$ 135,880	\$ 135,880				L SALARIES		\$ 271,760	\$ 271,760				L SALARIES	\$ -
34				TOTAL FTE	4.24				]		TOTAL FTE	4.24				]		TOTAL FTE		
35				FRINGE BEI		40.60%		40.60%				NEFIT RATE	40.60%		40.60%				NEFIT RATE	40.60%
36				LOYEE FRING			\$ 55,169	\$ 55,169			PLOYEE FRING			\$ 110,337	\$ 110,337				E BENEFITS	
37		<u> </u>	TOTA	AL SALARIES 8	& BENEFITS	\$ -	\$ 191,049	\$ 191,049	<u> </u>	TOTA	AL SALARIES	& BENEFITS	\$ -	\$ 382,097	\$ 382,097		TOTA	AL SALARIES 8	& BENEFITS	\$ -
38	<del>                                     </del>																			
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Н	A DEPARTMENT OF HOME PROPERTY HOW	В	С	D	E	U	V	W	Х	Υ	Z	AA	AB	AC	BT	BU	B∖	
_	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	SING															Ь	-
	SALARY & BENEFIT DETAIL		1															
3	Document Date Provider Name	10/20/2020	-															
-4		Episcopal Comr Housing First H		æs														
	F\$P Contract ID#	1000019778	oters cive															
		Alder - Support																
8	a a a a a a a a a a a a a a a a a a a	Auder Support	1		Yea						Yea	r 4				All Years		
						7/1/2022 -	7/1/2022 -					7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/20	021 -
9	POSITION TITLE	Agency 1	Totals		Funded	6/30/2023	6/30/2023	Agency To	otals	For HSH		2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2	
10				Prog	gram	-,,	New			Prog	arm	New		New	New	Modification	Nev	w
		Annual Full		% FTE	A al:aa a al			Assessed Full Times		% FTE	A alt							
		Annual Full	Position		Adjusted	Channa	D. deskad Calam	Annual Full Time	Position		Adjusted	Dodestad Calami	Channa	Dudastad Calami	Dodestad Calami	Channa	D danska	d Calam.
		Time Salary (for 1.00 FTE)	FTE	funded by this budget	Budgeted FTE	Change	buugeteu salai y	Salary (for 1.00 FTE)	FTE	funded by this budget	Budgeted FTE	Budgeted Salary	Change	buugeteu salai y	Budgeted Salary	Change	Budgeted	J Salal y
11				tills buuget	FIE													
12	Madeira, Ronaldo- Support Services Mgr	\$ 78,361	1.00	91%	0.91		\$ 71,309		1.00	91%	0.91		\$ 47,539	\$ 47,539		\$ 225,810		25,810
13	Rounds, Marceline Celilla-Case Manager III	\$ 52,311	1.00	91%	0.91		\$ 47,603	\$ 52,311	1.00	91%	0.91		\$ 31,735	\$ 31,735	Ş -	\$ 150,743		.50,743
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	\$ 1	45,492
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		.68,381
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/Hsg 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		1.00	3%	0.03		\$ 1,690			\$ 8,028		8,028
24	OPEN-Director of Impact & Analytics	\$ 116,640	1.00	2%	0.02		\$ 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						\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$	-
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31						\$ -	\$ -						\$ -	\$ -	7	\$ -	\$	-
32						\$ -	\$ -						\$ -	\$ -		\$ -	\$	-
33				TOTA	AL SALARIES	\$ 271,760	\$ 271,760			TOTA	L SALARIES	\$ -	\$ 181,173	\$ 181,173	\$ -	\$ 860,574	\$ 80	60,574
34				TOTAL FTE	4.24					TOTAL FTE	4.24							
35 36					NEFIT RATE		40.60%			FRINGE BEI		40.60%		40.60%				
36			EMP	LOYEE FRING	GE BENEFITS	\$ 110,337	\$ 110,337			LOYEE FRING		-	\$ 73,558	\$ 73,558	\$ -	\$ 349,401		49,401
37			TOTA	AL SALARIES	& BENEFITS	\$ 382,097	\$ 382,097		TOTA	L SALARIES 8	& BENEFITS	\$ -	\$ 254,732	\$ 254,732	\$ -	\$ 1,209,975	\$ 1,20	09,975
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4 .	DEPARTMENT OF HOMELESSNESS AND SUPPORTI		C	U			G		'	J	I.	L	IVI	AF	AG	АП
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3 L	Provider Name	10/20/2020		-												
4 1	Provider Name Program		munity Services	-												
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5 1	\$P Contract ID#	1000019778														
/ E	Budget Name	Alder - Support	Services													
9			V4			V0										
9			Year 1			Year 2			Year 3			Year 4			All Years	
		1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
10		6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
		Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted
12 (	Operating Expenses	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense
13			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
14 L	Jtilities(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
	Office Supplies/furnitures equipment		\$ 1,450	\$ 1,450		\$ 2,900	\$ 2,900		\$ 2,900	\$ 2,900		\$ 1,933	\$ 1,933	s -	\$ 9.183	\$ 9.183
	ood and Food supplies		\$ 3,535			\$ 7,070	\$ 7,070		\$ 7,070	\$ 7,070		\$ 4,713	\$ 4,713		\$ 22,388	\$ 22,388
	Program Supplies		\$ 3,526			\$ 7,052	\$ 7,052		\$ 7,052	\$ 7,052		\$ 4,701	\$ 4,701	6	\$ 22,331	\$ 22,331
						Ψ 1,002						Ψ -,,,,,,		5 -		
	rinting and Reproduction		\$ 1,530	, , , , , , , , , , , , , , , , , , , ,		\$ 3,059	\$ 3,059		\$ 3,059	\$ 3,059		2,000	\$ 2,039		\$ 9,687	\$ 9,687
_	nsurance		\$ 4,297	\$ 4,297		\$ 8,593	\$ 8,593		\$ 8,593	\$ 8,593		* -,:==	\$ 5,729		\$ 27,211	
	Staff Training/Recruiment		\$ 1,172			\$ 2,343	\$ 2,343		\$ 2,343	\$ 2,343		\$ 1,562	\$ 1,562		\$ 7,420	\$ 7,420
	icenses and fees		\$ 290	\$ 290		\$ 580	\$ 580		\$ 580	\$ 580		\$ 387	\$ 387	\$ -	\$ 1,837	\$ 1,837
22			\$ -	\$ -		\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
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30 0	Consultants		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
31			s -			\$			\$ -			s -		s -	s -	\$ -
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37	ADDEDTITUDE OF STREET		•			\$ -			•			\$ -		6	s -	
49			-	l						l		· -	Į	ъ -	<b>3</b> -	Φ -
	OTAL OPERATING EXPENSES		6 40		•	6 07::-				6 07.11	•		n 047:-			0 447.50-
	UTAL OPERATING EXPENSES	<b>5</b> -	\$ 18,559	\$ 18,559	<b>5</b> -	\$ 37,117	\$ 37,117	<b>5</b> -	\$ 37,117	\$ 37,117	<b>&gt;</b> -	\$ 24,745	\$ 24,745	\$ -	\$ 117,537	\$ 117,537
51 52 C	Other Expenses (not subject to indirect cost %)															
	<u> </u>		s -			s -			s -			s -		s -	s -	\$ -
53 54			s -			s -			s -			s -		s -	\$ -	4
65							1			•		-		_		
	COTAL OTHER EXPENDED				•		\$ -				•	•				\$ -
	OTAL OTHER EXPENSES	<b>5</b> -	-	-	<b>5</b> -	-	\$ -	<b>5</b> -	-	<b>a</b> -	<b>&gt;</b> -	-	φ -	<b>5</b> -	<b>&gt;</b> -	<b>5</b> -
67		ĺ														
	Capital Expenses															
69			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
70			s -			s -			s -			s -		s -	s -	\$ -
76				•											1	
	OTAL CAPITAL EXPENSES	¢	e	¢	¢	e	q	¢	e	e	¢	•	¢	q	•	ę
	OTAL OAT TIAL EXPENSES	Ψ -	ΙΨ -		Ψ -	<u>-</u>	Ψ -	Ψ -	<u>-</u>	Ψ -	Ψ -	-		Ψ -		Ψ -
78		ĺ														
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Salaries Reserving  Salari		A	В	С	D	I E	F	G	Н
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Solaries Beredit  Solaries Rem					<- Select from the drop-down list the fiscal year in which the proposed budge	et changes will first become ef	fective		
Source, Related Support Devotors by B.   50,0000	-		Adjusted					ī	
Made   Route   Expendent   E	- 1								
spathy, as well as incoders attaly, boding storation, and movis all anxion/apment.  Counts, Marceline Cellis Casis Monager II  2.28 2.28 2.28 2.28 2.28 2.28 2.28 2.2	3	Salaries & Benefits	<u>FTE</u>	Salary					
Reports, Marceline Cotto Cose heanger II  Op 1	7	Madeira, Ronaldo- Support Services Mgr	0.91 \$	35,654		=\$35,654/6 =\$5,942 per month	Madeira, Ronaldo- Support Services Mgr		
Source, Manager III Mazines  OPEN Case Nanager III Mazines  OP	- 1								
to scheme eithor and long-time processed goods, in his medical to schild processed by the first in the matters to schild processed by the schild of particular schild of particular schild of the pa	4								
vocational and other model resources to help for the materies improved personal values of the materials and production and assessment on resources for resident.  set and materials as size, places and assessment on resources for resident.  set and materials as size, places and assessment of residents and assessment of residents and assessment of residents.  Set and the materials as size, places and assessment of residents and assessment and assessment and assessment and assessment and assessment and assessment and assessment and assessment and assessment and assessment and assessment and assessment and assessment and assessment and assessment and assessment and assessment and assessment and ass	ŀ	Rounds, Marceline Celilla-Case Manager I	0.91 \$	23,802	carries resident caseload, supporting clients in their efforts to retain nousing and	=\$23,802/6 =\$3,967 per month	Rounds, Marceline Celilla-Case Manager III		
health and 15th quality, develop and teaths community-pulsating crists and politics to minimal and politics of the minimal politics of the minimal and politics of the minimal politics with community portrace.  Where the minimal politics of the minimal politics with community portrace.  Where the politics of the minimal politics of the minimal politics with community portrace.  Where the politics with politics of the minimal politics with community portrace.  Where the politics with pol	- 1								
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to active and force the personal process in this reduction to children to children to children to children to children to children to children to children to children to children to children to children and children to children and childre	Ť	DPENI-Case Manager III Masters	0.90 \$	22,972		=\$22.972/6 =\$3.829 per month	OPENI-Case Manager III Masters		
vocational and off offer needed relocutes to high them achieve improved personal has been made when will be plant of the part of the plant of the part of the plant of the part of the plan	ľ		*	,		4			
set and maintain a safet, pleasant and discours more aim recomment for residence.  Ceptions, Responding Service that is a safety literature of the control of the safety of the proposed personal behalf of the safety of the proposed personal behalf of the safety of the proposed personal behalf of the safety of	- 1								
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vocational and other received resources to help them authives in providing personal hand file quality-design and floate aproximaty building data uniforms and visible and file quality-design and file and provides and visible and other personal hand for quality-design and file and provides and visible and the provides and visible and the provides and visible and the provides and visible and provides and visible and provides and visible and provides and visible and provides and visible and provides and visible and provides and visible and provides and visible and provides and visible and provides and visible and v	E	Espinoza, Rosa-CM III Bilingual	0.90 \$	26,586		=\$26,586/6 =\$4,431 per month	Espinoza, Rosa-CM III Bilingual		
health and life quality, develops and leads community building clara activities to wind maintain a size of maintain and size of maintai	- 1								
Edw. Scott Housing Sive Director  O. S. 4.407  Provides roveral lacebrary, actimizations and agenouses not Size 1 ten  4.4009 #5794 per month  4.5009 #5010 per month  4.5009 provides darf faminical directions; inches  4.5009 #5010 per month  4.5009 provides darf faminical direction in produces  4.5009 #5010 per month	- 1								
Sear   Sear Neuronal She Chinector   Sear   Sear Neuronal Sear   Sear Neuronal Sear   Sear Neuronal Sear   Sear Neuronal Sear   Sear Neuronal Sea Neuronal Sea Neuro	, I							1	
Immitton, Transis-Direct Support for Houser  0.15 \$ 6,335 contents, and impacts and managers  visitions, Maggie-Proport manager  1.03 \$ 6,035 contents, and impacts and advantes to furthering, 649/e694 \$-31,022 per morth  1.03 contents, and impacts of the contents and impacts of the protein and support in rollists or other proteins intention, links  1.03 contents, and impacts of the contents of the proteins of t	Ч,	cker Scott Housing Styc Director	2 30.0	4 403		=\$4 403/6 =\$734 per month	Ecker Scott Housing Styc Director	1	
Immitten   Traise-Direct Support for Houser   0.13   0.038   continued, and reports confinencial distinctiones and community partners   540,0356 +51,012 per month individual after   545,0356 +51,012 per month individual after   545,0356 +51,0356 per month individual after   545,0356 per	8 <b>ľ</b>	London, Cook Housing Give Director	υ.υυ φ	4,400		-ψ., .33/0 -ψ/ 34 por month	Zonor, Cook Housing GIVE Director	1	
Tromes, Maggie-Project namager  10 15   5.35 provides discisoring of the procedurate illusticities, links   45,3356 +51,056 per morth   10 15 provides   10 15	٦	Hamilton, Travis-Direct Support for Housin	0.13 \$	6,069		=\$6,069/6 =\$1,012 per month	Hamilton, Travis-Direct Support for Housing	Srvc Director	
Nome, May-pi-report manager   0.15   8   0.35   provider direction and support in crisis or other problematic situations; links   4.50   4.5	9	,	•	-,			l		
Procock, Liz-Director/ling Dev & Asset May	٦,	Holmes, Maggie-Project manager	0.15 \$	6,335	provides direction and support in crisis or other problematic situations; links	=\$6,335/6 =\$1,056 per month	Holmes, Maggie-Project manager	1	
demokrin, Inving, Distakasa Specialist A C. 00 5 5 2 000 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 2 000 5 5 2 000 5 5 2 000	10				individual sites to broader Housing program efforts.				
ambolin, Irving- Database Specialist & C. 0.06 \$ 1.05 Evaluates H5N-formatic compliance conducts resident chart reviews; 42.025% =5337 per month of provides the first fraining on department protocols and procedures; 45.025% =5337 per month of provides the first fraining on department protocols and procedures; 45.025% =5337 per month of provides the provides the state of the provides the provi	F	Pocock, Liz-Director/Hsg Dev & Asset Mgr	0.01 \$	1,038	developes strategic and practical relationships with community partners ; provides	=\$1,038/6 =\$173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		
Sambolin, Niving- Dashbase Specialist & Compliance (Conducts resident chart reviews, 1997)   Compliance Menior   Compliance	- 1								
OPEN-Dambases Specialist A Compliance Monitor   Two-Designer organisms   Specialist A Compliance Monitor   Two-Designer organisms   Specialist A Compliance Monitor   Two-Designer organisms   Specialist A Compliance Monitor   Two-Designer organisms   Specialist A Compliance Monitor   Two-Designer organisms   Specialist Compliance Monitor   Two-Designer organisms   Specialist Compliance Monitor   Two-Designer organisms   Specialist Compliance Monitor   Two-Designer organisms   Specialist Compliance Monitor   Specialist Compliance   Specialist Complianc	11							1	
Total   September Compliance Specialist   O.0.8   \$ 2.088   provides tast fraining on department protocols and procedures:				-,					
OPEN-Clinical Services Mgr   0.03 \$ 1,268 Provides case consultation and clinical direction to on-site staff to ensure highest -\$1,2686 -\$211 per month functioning of residents, perturbution of difficult clinic issues; provides crisis intervention and resolution; leads staff clinical education and training programs.  OPEN-Director of Impact & Analytics   0.02 \$ 1.207 Designs and administration programs and services meet its standards. Works with program manager to and coranization-wide.  ECS programs and services meet its standards. Works with program manager to and coranization-wide.  ECS programs and services meet its standards. Works with program manager to and coranization-wide.  Tarzon, Mary-Director of Healthy Aging   0.01 \$ 12 coverall program direction and operations of CKSL as well as leadershape to programs, with a focus on senior engagement, agreement, agreement   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Mary   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy Aging   1 arzon, Mary-Director of Healthy								onitor	
functioning of residents; partners with staff for resolution; leds for resolution; leds fast disinct education and straining programs or resolution; leds fast disincted education and straining programs.  OPEN-Director of Impact & Analytics  Tarcon, May-Director of Healthy Aging  Tarcon, May									
provides crisis intervention and resolution; leads staff clinical education and training programs.  OPEN-Director of impact & Analytics  OPEN-Director of impact & Analytics  OPEN-Director of impact & Analytics  OPEN-Director of impact & Analytics  CSS programs and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, dept arzon, Mary-Director of Healthy Aging  1 arzon, Mary-Director of Healthy Aging  1 arzon, Mary-Director of Healthy Aging  1 arzon, Mary-Director of Healthy Aging  1 arzon, Mary-Director of Healthy Aging  1 arzon, Mary-Director of Healthy Aging  1 arzon, Mary-Director of Healthy Aging  2 arzon, Mary-Director of Healthy Aging  2 arzon, Mary-Director of Healthy Aging  3 arzon, Mary-Director of Healthy Aging  3 arzon, Mary-Director of Healthy Aging  4 arzon, Mary-Director of Healthy Aging  4 arzon, Mary-Director of Healthy Aging  5	ľ	DPEN-Cillical Services lvigi	0.03 \$	1,200		=\$1,266/6 =\$211 per month	OPEN-Clinical Services Wgi		
training programs.  1.207 Designs and implements continuous quality improvement program to ensure that s1.2076 s201 per month CCS's programs and services meet its standards. Works with program manager to develop quality assurance prolicies, collecting date for analysis by program, dept and organization-vides.  1.207 Designs program direction and operations of CKSC as well as leadership for seniors s812.6 s135per month aging in pipels bring date for analysis by program. dept and organization-vides.  1.207 Designs program direction and operations of CKSC as well as leadership for seniors s812.6 s135per month aging in pipels bring date for analysis by program. With a flocus on serior engagement, and organization-vides.  1.207 Designs programs.  1.207 Designs programs.  1.207 Designs programs.  1.207 Designs programs.  1.207 Designs programs.  2.208 Standards programs.  2.208 Standards programs.  2.208 Standards programs.  2.208 Standards programs.  2.208 Standards programs.  2.208 Standards programs.  2.208 Standards programs.  2.208 Standards programs.  2.208 Standards programs.  2.208 Standards programs.  2.208 Standards programs.  2.208 Standards programs.  2.208 Standards programs.  2.209	- 1								
ECS's programs and services meet its standards. Work with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.  Tazon, Mary-Director of Healthy Aging  1 on 10	15								
ECS's programs and services meet its standards. Work with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.  Tazon, Mary-Director of Healthy Aging  1 on 10		OPEN-Director of Impact & Analytics	0.02 \$	1.207		=\$1,207/6 =\$201 per month	OPEN-Director of Impact & Analytics		
develop qualify assurance policies, collecting data for analysis by program, dept and organization-wide and organization-wide and organization-wide and place throughout all of our programs, with a focus on senior engagement, safety. health and independence seniors engagement, safety. Health and independence includes FICA, SSUI, Workers Compensation and Medical calculated at 40,64% of s55,16916 s9,195 per month includes FICA, SSUI, Workers Compensation and Medical calculated at 40,64% of s55,16916 s9,195 per month includes FICA, SSUI, Workers Compensation and Medical calculated at 40,64% of s55,16916 s9,195 per month includes FICA, SSUI, Workers Compensation and Medical calculated at 40,64% of s55,16916 s9,195 per month including state in the senior of the supplies for programs and including materials used with s1,4500 s242 per month safety supplies for program staff including materials used with s1,4500 s242 per month safety supplies for program staff including materials used with s1,4500 s242 per month safety supplies for program staff including materials used with s1,4500 s242 per month safety supplies for program staff including materials used with s1,4500 s242 per month safety supplies for program staff including materials used with s2,5500 safety s255 per month s1,5500 safety safety safety s1,5500 safety s255 per month s1,5500 sa		, , , , , , , , , , ,					,		
and organization-wide.  Tarzon, Mary-Director of Healthy Aging  Tarzon, Mary-Director of Septings  Tarzon, Mary-Director of Septings  Tarzon, Mary-Director of Septing									
aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence  ### August   State	16				and organization-wide.				
STOTAL   4.24   \$ 135,890	1	arzon, Mary-Director of Healthy Aging	0.01 \$	812		=\$812/6 =\$135per month	Tarzon, Mary-Director of Healthy Aging		
Total					aging in place throughout all of our programs, with a focus on senior engagement,				
Employee Fringe Benefits  40.60% \$ 5.51.18  Salaries & Benefits Total  Selaries & Benefits Total  Derating Expenses Utilities (Elec, Water, Gas, Phone, Scavenger) Office Supplies/Unitures equipment Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food Benefits Food Benefi	17	-	101.6	405.000	safety, health and independence			4	
Salaries & Benefits Total  Salaries & Benefits T	10	· · · · ·	4.24 \$	135,880		0== 100/0 00 10=			
Salaries & Benefits Total  District Supplies Turnitures equipment  Diffice Supplies Turnitures equipment  Food and Food supplies  Salaries A Benefits Total  District Supplies Turnitures equipment  Food and Food supplies  Salaries A Benefits Total  District Supplies Supplies Salaries  Salaries A Benefits Total  District Supplies Salaries  Salaries A Benefits Total  District Supplies Salaries  Salaries A Benefits Total  District Supplies Salaries  Salaries A Benefits Total  District Salaries A B	19	mployee Fringe Benefits	40 60% ¢	EE 100		=\$55,169/6 =\$9,195 per month			
Derating Expenses Utilities(Elec, Water, Gas, Phone, Scavenger) Utilic Supplies/furnitures equipment Utilities Supplies/furnitures equipment Utilities Supplies/furnitures equipment Utilities Supplies/furnitures equipment Utilities Supplies/furnitures equipment Utilities Supplies/furnitures equipment Utilities Supplies/furnitures equipment Utilities Supplies/furnitures equipment Utilities Supplies/furnitures equipment Utilities Supplies/furnitures equipment Utilities/furnitures furnitures/f		Solorios & Bonofita Total			total salaries.	-		1	
Operating Expenses Expenses   Budgeted   Expense   Subject   Expense   Subject   Expense   Subject   Subje	21	dalaries & Derients Total	Ψ	131,043					
Utilities(Elec, Water, Gas, Phone, Scavenger)  Utilities(Elec, Water, Ga	$\dagger$						ī		
3 Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment Office Supplies/furnitures equipment Support Service office supplies for program staff including materials used with participants and computers articipants and computers Support Service office supplies for program staff including materials used with participants and computers Supplies Support Service office supplies for program staff including materials used with participants and computers Supplies Support Service office supplies for program staff including materials used with participants and computers Supplies Support Service office supplies for program staff including materials used with participants and computers Supplies Support Service office supplies for program staff including materials used with participants and computers Supplies Support Service office supplies for program staff including materials used with supplies of supplies on a supplies of program staff including materials used with supplies of supplies of supplies for program staff including materials used with supplies of supplies of supplies for program staff including materials used with supplies of supplies of supplies for program staff including materials used with supplies of supplies for program staff including materials used with supplies of supplies of supplies for program staff including materials used with supplies of supplies for program staff including materials used with supplies of supplies for program staff including materials used with supplies of supplies for program staff including materials used with supplies for program staff including materials used with supplies of supplies of supplies for program staff including materials used with supplies and some articipant supplies and supplies and supplies supplies and supplies and supplies supplies and supplies and supplies supplies supplies and supplies supplies supplies supplies supplies supplies supplies supplies supplies supplies supplies supplies supplies supplies supplies supplies supplies su	- 1		<u> 1</u>	Budgeted			l		
Office Supplies/furnitures equipment  \$ 1,450 Support Service office supplies for program staff including materials used with participants and computers  \$ 7,550 Surger Supplies  \$ 3,555 Surger Supplies  \$ 3,556 Supplies  \$ 5,566 Supplies  \$ 5,556 Supplies  \$ 5,556 Supplies  \$ 5,556 Supplies  \$ 5,566 Supplies  \$ 5,566 Supplies  \$ 5,566 Supplies  \$ 5,566 Supplies  \$ 5,566 Suppl	22						l		
participants and computers    Social and Food supplies   Social S									
Social and Food supplies   \$ 3,535   Using the SF Food Bank, the food items will supplement resident's own arrangemer   \$3,5356   \$589 per month	. (	Office Supplies/furnitures equipment	\$	1,450		=\$1,450/6 =\$242 per month			
Program Supplies   \$ 3,526   Includes bus passes, program materials and snacks for resident activities, substituting and Reproduction   \$ 1,530   leased copier   \$3,526/6 =\$255 per month   \$3,526/6 =\$255 per month   \$4,297/6 =\$716 per	4						l		
Printing and Reproduction									
Insurance							l		
Staff Training/Recruiment							l		
D Licenses and fees \$ 290 Support Services licenses fee =\$290/6 =\$48 per month  7 TOTAL OPERATING EXPENSES \$ 18,559  8 Indirect Cost 12.0% \$ 2,227  3 Indirect Cost 12.0% \$ 2,227  5 Indirect Cost 12.0% \$ 2,227  5 Indirect Cost 12.0% \$ 2,227							l		
7 TOTAL OPERATING EXPENSES \$ 18,559	30 L	icenses and fees	\$				I		
Indirect Cost 12.0% \$ 2,227  Indirect Cost 12	77		\$				l		
33	8	ndirect Cost	12.0% \$	2,227			$\mathbf{l}$		
44	63						-		
56 16 17 18 18 18 18 18 18 18 18 18 18 18 18 18	64								
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1	DEPARTMENT OF H	HOMELESSNESS A	ND SUPPORTIVE	HOUSING																
2	APPENDIX B. BUDG Document Date	10/20/2020	7																	
		10/20/2020		Duration																
4	Contract Term Current Term	Begin Date	End Date	(Years)																
5	Current Term	1/1/2021	2/29/2024	4																
6	Amended Term	1/1/2021	2/29/2024	4																
7	Provider Name		al Community Serv																	
8	Program		ing First Hotels CN	IC																
9	F\$P Contract ID#		1000019778																	
10	Action (select)	N	lew Agreement																	
11	Effective Date		1/1/2021																	
12	Budget Name		ty Management																	
	Tama Budas	Current	New	<del>                                     </del>																
14	Term Budget	\$ -	\$ 3,611,317																	
	Contingency	\$ -	\$ 2,821,364	12%																
16	Not-To-Exceed	\$ -	\$ 26,329,610			Year 1			Year 2			Year 3			Year 4			All Years		
					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1,	/2021 -
17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/2	9/2024
18				ſ	New		New	New		New	New		New	New		New	New			New
19	Expenditures																			
20	Salaries & Benefits Operating Expense				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	
21	Operating Expense				\$ -	\$ 269,899	\$ 269,899	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 359,806	\$ 359,806	\$ -	\$ 1,709,300	\$	1,709,300
22	Subtotal Indirect Percentage Indirect Cost (Line 2				\$ -	\$ 269,899	\$ 269,899	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 359,806	\$ 359,806	\$ -	\$ 1,709,300	\$	1,709,300
23	Indirect Percentage	e			12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%				
24	Indirect Cost (Line 2	21 X Line 22)			\$ -	\$ 32,388	\$ 32,388	\$ -	\$ 64,776	\$ 64,776	\$ -	\$ 64,776	\$ 64,776	\$ -	\$ 43,177	\$ 43,177	\$ -	\$ 205,116	\$	205,116
25	Other Expenses (No Capital Expenditure	ot subject to indir	ect %)		\$ -	\$ 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
26	Capital Expenditure	2			\$ -	\$ -	\$ -	\$ -	7	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
	Admin Cost (HUD A					\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$	
28	Total Expenditures	5			\$ -	\$ 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
29	HSH Revenues (sele																			
30	CNC Fund	ect)		-		\$ 520.219	\$ 520,219		\$ 1.040.437	\$ 1,040,437		\$ 1.040.437	\$ 1,040,437		\$ 693,625	\$ 693,625	^	\$ 3.294.717	ć .	3,294,717
31	Additional GF					\$ 520,219	\$ 520,219		\$ 1,040,437			\$ 1,040,437	\$ 1,040,437		\$ 66,600	\$ 66,600	· -	\$ 3,294,717		316,600
32	Additional Gr					\$ 50,000	\$ 50,000		\$ 100,000	\$ 100,000 \$		3 100,000	\$ 100,000 ¢		3 00,000	\$ 66,600	ė -		Ś	310,000
34							\$ .			\$ -			\$ .			\$ -	\$ -	Ÿ	Ś	
35							\$ -			\$ -			Ś -			\$ -	š -	-	Ś	_
36							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	Ś	-
33 34 35 36 37 38							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	
38			•				\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
39							\$ -			\$ -			\$ -		-	\$ -	J.	Ÿ	\$	-
	Total HSH Revenue				\$ -	\$ 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
	Other Revenues (to	o offset Total Expe	enditures & Reduc	e HSH					l											
41	Revenues) Rental Income											l				l				
42	Rental Income					\$ 299,783	\$ 299,783		\$ 599,566	\$ 599,566		\$ 599,566	\$ 599,566		\$ 399,711	\$ 399,711	5 -	\$ 1,898,626		1,898,626
43 44 45 46							5 -			\$ -			\$ -			\$ -	5 -	\$ -	\$	
44 4E				-			\$ -		+	\$ -			\$ -			\$ -	\$ -	÷ -	\$	
45							\$ -		ł	\$ -			٥ - د			\$ -	\$ -	\$ -	\$	
40	Total Other Revenu	HOS			¢		\$ 299,783	¢	\$ 599,566	\$ 599,566	¢	\$ 599,566	\$ 599,566	¢	\$ 399,711	\$ 399,711	÷ -	\$ 1,898,626	Y	1,898,626
48	Total Other Revent	uca		-	ý -	y 233,703	y 233,763	· -	000,550 پ	000,000 ب	· -	900,666 پ	55,500 ب	· -	y 333,/11	y 333,/11	· -	y 1,030,020	٠	.,030,020
48	T-4-1 HCH + 0/1	D			_	ć 070.000	ć 070.000		ć 4.740.000	ć 4.740.000	^	ć 4.740.000	ć 4.740.000	^	A 1150 005	A 450 000		A F. F. F. G. C. C. C.		
49	Total HSH + Other	Kevenues			\$ -	\$ 870,002	\$ 870,002	\$ -	\$ 1,740,003	\$ 1,740,003	<u> -</u>	\$ 1,740,003	\$ 1,740,003	<b>&gt;</b> -	\$ 1,159,935	\$ 1,159,935	\$ -	\$ 5,509,943	\$ !	5,509,943
50	Rev-Exp (Budget Ma	latch Check)			\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$	
52	Rev-Exp (Budget Manage		obby McCarthy																	
53	- repared by	Ь в																		
54	Phone Email		628.652.7770 i.mccarthy@sfgov.o	ora .																
55	<u>Email</u>	iobert.	i.mccartiny@sigov.o	лy																

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTI		, ,	, ,							IX.		IVI	74	ΛO	
_	OPERATING DETAIL	VE 110031140														
	Document Date	10/20/2020		1												
	Provider Name		nunity Services													
	Program	Housing First He														
	F\$P Contract ID#	1000019778	010.0 0.10													
	Budget Name		rty Management													
8		,	-,													
			Year 1			Year 2			Year 3			Year 4			All Years	
9		1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
10		6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
11		New	0,00,-0	New	New	0.00	New	New	0,00,000	New	New		New	New	Modification	New
															Wodification	
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
_	Rental of Property	Lxperise	e Change	c Lxperise	Lxperise	¢ Change	e Lxperise	Lxperise	¢ Change	e LAPETISE	Lxperise	¢ Change	e Lxperise	e Lxperise	e Change	e Lyperise
			6 404.040	φ -		¢ 202.000	e 202.000		¢ 202.000	Φ 202.222		¢ 425 700	e 405 700		\$ 644.996	\$ 644.996
	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 101,842			\$ 203,683 \$ 15,780	\$ 203,683		\$ 203,683			\$ 135,789		<b>3</b> -		
	Office Supplies/renting fee		\$ 7,890	\$ 7,890		Ψ 10,700	\$ 15,780		\$ 15,780			\$ 10,520	\$ 10,520	\$ -	\$ 49,970	\$ 49,970
	Building Maintenance Supplies and Repair		\$ 88,615			\$ 177,231	\$ 177,231		\$ 177,231	\$ 177,231		\$ 118,094	\$ 118,094	\$ -	\$ 561,171	\$ 561,171
	Management/booking Fees		\$ 52,452			\$ 104,904	\$ 104,904		\$ 104,904	\$ 104,904		\$ 69,936	\$ 69,936	\$ -	\$ 332,196	\$ 332,196
_	Legal Fees		\$ 6,600	\$ 6,600		\$ 13,200	\$ 13,200		\$ 13,200	\$ 13,200		\$ 8,800	\$ 8,800	\$ -	\$ 41,800	\$ 41,800
19			\$ -			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
24	Consultants		\$ -			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
25			\$ -			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
31	Subcontractors		\$ -			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
	Office Salaries-Desk Clerks		\$ 12,500	\$ 12,500		\$ 25,000	\$ 25,000		\$ 25,000	\$ 25,000		\$ 16,667	\$ 16,667	s -	\$ 79.167	\$ 79.167
33			\$ -	,		\$ -			\$ -			\$ -	,	\$ -	\$ -	\$ -
34			\$ -			\$ -			\$ -			s -		\$ -	\$ -	\$ -
35			1 *						•	1		*		•	Ť	<u> </u>
_	TOTAL OPERATING EXPENSES	6	\$ 269,899	\$ 269,899	6	\$ 539,798	\$ 539,798	c	\$ 539.798	\$ 539,798	¢	\$ 359,806	\$ 359,806	¢	\$ 1,709,300	\$ 1,709,300
37	TOTAL OF ERATING EXPENSES	Ψ	ψ 209,099	ψ 203,033	Ψ -	ψ 339,790	ψ 559,790	- ·	ψ 553,730	ψ 339,790	Ψ -	ψ 339,000	ψ 333,000	Ψ -	\$ 1,709,300	ψ 1,709,300
_	01 - 5 (															
	Other Expenses (not subject to indirect cost %)										<del> </del>			•		0 0 1 0 0 1
_	Rental of Property		\$ 344,050			\$ 688,100	\$ 688,100		\$ 688,100			\$ 458,733	\$ 458,733	\$ -	\$ 2,178,983	\$ 2,178,983
	Office Salaries-Desk Clerks		\$ 81,223	\$ 81,223		\$ 162,445	\$ 162,445		\$ 162,445			\$ 108,297		\$ -		\$ 514,409
	Manager Salaries-Hotel Director/manager		\$ 42,000	\$ 42,000		\$ 84,000	\$ 84,000		\$ 84,000			\$ 56,000	\$ 56,000	\$ -		\$ 266,000
	Janitor payroll		\$ 19,105			\$ 38,210	\$ 38,210		\$ 38,210			\$ 25,473		\$ -		\$ 120,998
	Janitor Contract-Regular/Extra Services		\$ 20,000	\$ 20,000		\$ 40,000	\$ 40,000		\$ 40,000			\$ 26,667	\$ 26,667	\$ -	\$ 126,667	\$ 126,667
44	Repairs Payroll		\$ 24,960	\$ 24,960		\$ 49,920	\$ 49,920		\$ 49,920			\$ 33,280	\$ 33,280	\$ -	\$ 158,080	\$ 158,080
45	Benefits		\$ 36,378	\$ 36,378		\$ 72,755	\$ 72,755		\$ 72,755	\$ 72,755		\$ 48,503	\$ 48,503	\$ -	\$ 230,391	\$ 230,391
46			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
47																
48	TOTAL OTHER EXPENSES	s -	\$ 567.715	\$ 567.715	\$ -	\$ 1.135,430	\$ 1,135,430	\$ -	\$ 1.135.430	\$ 1,135,430	\$ -	\$ 756.953	\$ 756.953	s -	\$ 2.694.121	\$ 3,595,528
49		7			7	- 1,100,400	+ 1,100,400	T	+ 1,100,400	1,100,400	1	+ .00,000		7	, 2,00-1,121	<del>+ 0,000,020</del>
	Capital Expenses														Ī	
	Capital Expenses		T_	1		1_			_	ı	<del> </del>		1	•	-	
51			\$ -	-		\$ -			\$ -			\$ -	-	\$ -	*	\$ -
52			\$ -	L		\$ -			\$ -			\$ -	L	\$ -	\$ -	\$ -
58			1							1	ļ .					
59	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60																
	HSH #3													Ta	late last modified	1/22/2020
ΟI	11011#3							<u> </u>						remp	iate iast inodified	1/22/2020

	А	ВС	D	Е	F	G	Н
1	BUDGET NARRATIVE	Fiscal Year				Fiscal Term Start	Fiscal Term End
2	Crosby - Property Management	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget	changes will first become effect	etive	7/1/2020	6/30/2021
50 51	Operating Expenses	Budgeted Expense	<u>Justification</u>	<u>Calculation</u>			
52	Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/renting fee	\$ 7,890	<u>Utilities (electricity, water, gas, telephone and scavenger service):</u> 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	=\$101,842/6 =\$16,974 per month =\$7,890/6 =\$1,315 per month			
	Building Maintenance Supplies and Repair		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 60	Management/booking Fees Legal Fees Office Salaries-Desk Clerks	\$ 6,600	Property management (126 Units) @ \$61.00 PUPM, and bookkeeping fees \$9.50 property management legal expenses and credit report Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage.only \$25K allows indirect cost	=\$6,600/6 =\$1,100 per month			
76	TOTAL OPERATING EXPENSES	\$ 269,899					
77	Indirect Cost	12.0% \$ 32,388					
78 79	Other Expenses (not subject to indirect of	cost %) Amount	Justification	Calculation			
	Rental of Property		The lease is written for 126 units including office	=\$344,050/6 =\$57,342 per month			
	Office Salaries-Desk Clerks		Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage	=\$81,223/6 =\$13,537 per month			
83	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			
	Janitor payroll		Responsible for building cleaning up, includes holidays/overtime coverage	=\$19,105/6 =\$3,184 per month			
	Janitor Contract-Regular/Extra Services		Responsible for building cleaning up, place trash bins	=\$20,000/6 =\$3,333 per month			
	Repairs Payroll		Responsible for repair and maintenance of the building	=\$24,960/6 =\$4,160 per month			
93	Benefits		% based from personnel from above	=\$36,378/6 =\$6,063 per month			
	TOTAL OTHER EXPENSES	\$ 567,715					
162 163							
164 165							
166 167							
168 169 170 171							
170 171							
172 173							
174							

1	DEPARTMENT OF H	HOMELESSNESS A	ND SUPPORTIVE I	HOUSING	•							•		•						
2	APPENDIX B. BUDG	SET	1																	
	Document Date	10/20/2020	-	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	2/29/2024	4																
7	Provider Name	Episcopa	l Community Serv	rices																
8	Program	Housi	ng First Hotels CN	С																
	F\$P Contract ID#		1000019778																	
10	Action (select)	N	ew Agreement																	
	Effective Date		1/1/2021																	
	Budget Name	Crosby - Suppor																		
13		Current	New	<del></del>																
	Term Budget	\$ -	\$ 1,896,450	4 1																
	Contingency	\$ -	\$ 2,821,364	12%																
16	Not-To-Exceed	\$ -	\$ 26,329,610			Year 1		_	Year 2			Year 3			Year 4			All Years		
					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2	2021 -
17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29	/2024
18				Γ	New		New	New		New	New		New	New		New	New		N	ew
40	Expenditures			1																
20	Salaries & Benefits Operating Expense Subtotal Indirect Percentage Indirect Cost (Line 2				\$ -	\$ 247,451	\$ 247,451	\$ -	\$ 494,903	\$ 494,903	\$ -	\$ 494,903	\$ 494,903	\$ -	\$ 329,935	\$ 329,935	\$ -	\$ 1,567,191		567,191
21	Operating Expense				\$ -	\$ 19,906	\$ 19,906	\$ -	\$ 39,811	\$ 39,811	\$ -	\$ 39,811	\$ 39,811	\$ -	\$ 26,541	\$ 26,541	\$ -	\$ 126,068		126,068
22	Subtotal				\$ -	\$ 267,357	\$ 267,357	\$ -	\$ 534,714	\$ 534,714	\$ -	\$ 534,714	\$ 534,714	\$ -	\$ 356,476	\$ 356,476	\$ -	\$ 1,693,259	\$ 1	693,259
23	Indirect Percentage	e			12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%				
24	Indirect Cost (Line 2	21 X Line 22)			\$ -	\$ 32,083	\$ 32,083	\$ -	\$ 64,166	\$ 64,166	\$ -	\$ 64,166	\$ 64,166	\$ -	\$ 42,777	\$ 42,777	\$ -	\$ 203,191	\$	203,191
25	Other Expenses (No	ot subject to indire	ect %)		\$ -	Ÿ	\$ -	\$ -	-	\$ -	Ÿ	\$ -	\$ -	\$ -	7	\$ -	\$ -	\$ -	\$	-
26	Other Expenses (No Capital Expenditure Admin Cost (HUD A	9			Ş -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	Ş -	<u>\$</u>	\$ -	\$ -	\$ -	\$	-
27	Admin Cost (HUD A Total Expenditures	Agreements Only)			•	\$ -	4 200 440		\$ 598.879	A		\$ 598,879	4 500.000	4	5 -	¢ 200.252	\$ -	\$ 1.896.450	~	-
28	Total Expenditures	5			\$ -	\$ 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 (sele	oct)																		
31	CNC Fund	ecti				\$ 299,440	\$ 299,440		\$ 598.879	\$ 598,879		\$ 598.879	\$ 598.879		\$ 399.253	\$ 399,253	ė	\$ 1.896.450	¢ 1	896,450
32	Additional GF					3 233,440	\$ 233,440		3 338,873	\$ 338,873		3 338,873	\$ 338,873		3 333,233	\$ 399,233	\$ -	2 2,050,150	ς .	,850,430
33	Additional Gi						\$ -			\$ -			\$ -			\$ -	\$ -	Ÿ	Ś	_
34							\$ -			\$ -			Š -			Š -	š -		Ś	-
35							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
36							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
37							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
33 34 35 36 37 38 39							\$ -		, The second sec	\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
	Total HSH Revenue				\$ -	\$ 299,440	\$ 299,440	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 399,253	\$ 399,253	\$ -	\$ 1,896,450	\$ 1	896,450
	Other Revenues (to	o offset Total Expe	nditures & Reduce	e HSH																
41	Revenues) Rental Income																			
42	Kental Income						\$ -	<b>-</b>		\$ -		-	5 -	-		\$ -	\$ -	\$ -	\$	
43 44 45 46				-			\$ -	+		\$ -		1	\$ -	1		\$ -	\$ -	Ÿ	\$	-
44							\$ -	1		è -		<del> </del>	ė -	ŀ		\$ -	ė -		\$	
46							\$ -	<b> </b>		\$ -			ς -	t		\$ -	ς .	Ÿ	Ś	
47	Total Other Revenu	ues			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	s -	\$ -	\$ -	\$ -	\$ -	\$ -	Ś	
47	. o.a. oaier nevent				¥ -	*	· -	<u> </u>	· -	Ÿ -	· -	-	<u> </u>	,	<del>*</del> -		Ť	· -	Y	_
48	Total HSH + Other	Davianuas			\$ -	ć 200.440	ć 200.440	ć	ć F00.070	\$ 598.879	ć	ć F00.070	\$ 598.879	\$ -	é 200.252	\$ 399.253	ć	\$ 1.896.450		906 450
49	TOTAL HSH + Other	nevenues			<b>?</b>	\$ 299,440	\$ 299,440	ə -	\$ 598,879	\$ 598,879	ş -	\$ 598,879	\$ 598,879	ş -	\$ 399,253	\$ 399,253	ş -	\$ 1,896,450	\$ 1	896,450
50	Rev-Exp (Budget M	latch Check)			5 -		٠ -	\$ -		\$ -	٠ -	<u> </u>	- ا	٠ -		- ا	\$ -	1	\$	
52	Prepared by	Rr	obby McCarthy																	
53	Dhono		628.652.7770																	
54	Phone Email		b28.b52.7770 .mccarthy@sfgov.o	ra																
55	Liliail	-coert.j																		

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	ICINIC					G		<del> </del>	J	K		IVI	IN			ų ų	K		
	SALARY & BENEFIT DETAIL	JSING																		
	Document Date	10/20/2020	1																	
	Provider Name	Episcopal Comi		icos																
5		Housing First H		ices																
	FSP Contract ID#	1000019778																		
	Budget Name	Crosby - Suppo																		
8		,,			Ye	ar 1						Yea	ır 2						Year	3
				5 116		1/1/2021 -	1/1/2021 -	1/1/2021 -			F 1161		7/1/2021 -	7/1/2021 -	7/1/2021 -			5 1161		7/1/2022 -
9	POSITION TITLE	Agency -	Totals		H Funded	6/30/2021	6/30/2021	6/30/2021	Agency	Totals		l Funded	6/30/2022	6/30/2022	6/30/2022	Agency T	otals		H Funded	6/30/2023
10				Pro	gram	New	3,00,000	New	1 ,		Prog	gram	New	5,55,252	New	1 ,		Prog	garm	New
		Assert Full		0/ 575	Adjusted				Annual Full		% FTE	A 41:				Annual Full Time		% FTE	Adjusted	
		Annual Full Time Salary	Position	% FTE funded by		Budgeted Salary	Change	Budgeted Salar		Position	funded by	Adjusted Budgeted	Budgeted Salary	Change	Dudested Cales	Salary (for 1.00	Position	funded by		Budgeted Salary
		(for 1.00 FTE)	FTE		_	buugeteu salai y	Change	buugeteu salai	(for 1.00 FTE)	FTE	this budget		buugeteu salai y	Change	buugeteu salai y	, ,	FTE	this budget		buugeteu salai y
11		(TOT 1.00 FTE)		this budge	t FTE						this budget	FIE				FTE)		this budget	FTE	
12	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	
13	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	
14	OPEN-Case Manager III (SS)	\$ 54,709	1.00	90%	6 0.90		\$ 24,637	\$ 24,637	\$ 54,709	1.00	90%	0.90		\$ 49,273	\$ 49,273	\$ 54,709	1.00	90%	0.90	
15	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	
16	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	
17	Ecker, Scott Housing Srvc Director	\$ 135,792	1.00	6.49%	0.06	;	\$ 4,403	\$ 4,403		1.00	6.49%	0.06		\$ 8,807	\$ 8,807		1.00	6.49%	0.06	
18	Brown, Shelly-Direct Support for Housing Srvc Director	\$ 94,332	1.00	12.86%	0.13	:	\$ 6,066	\$ 6,066		1.00	12.86%	0.13		\$ 12,132	\$ 12,132		1.00	12.86%	0.13	
19	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	,
20	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	\$ 144,196	1.00	1.44%	6 0.01		\$ 1,038	\$ 1,038		1.00	1.44%	0.01		\$ 2,076			1.00	1.44%	0.01	
21	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06	i	\$ 2,025	\$ 2,025		1.00	6.43%	0.06		\$ 4,049			1.00	6.43%	0.06	
22	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06	i	\$ 1,620	\$ 1,620		1.00	6.43%	0.06		\$ 3,240	\$ 3,240		1.00	6.43%	0.06	
23	Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6.43%	0.06	i	\$ 2,088	\$ 2,088		1.00	6.43%	0.06		\$ 4,177	\$ 4,177		1.00	6.43%	0.06	
24	OPEN-Clinical Services Mgr	\$ 78,900	1.00	3.21%	0.03	1	\$ 1,268	\$ 1,268		1.00	3.21%	0.03		\$ 2,535			1.00	3.21%	0.03	
25	OPEN-Director of Impact & Analytics	\$ 116,640	1.00	2.07%	0.02		\$ 1,207	\$ 1,207		1.00	2.07%	0.02		\$ 2,414	\$ 2,414		1.00	2.07%	0.02	
	Tarzon, Mary-Director of Healthy Aging	\$ 120,235	1.00	1.35%	0.01		\$ 812		\$ 120,235	1.00	1.35%	0.01		\$ 1,623	\$ 1,623	\$ 120,235	1.00	1.35%	0.01	
27							\$ -	\$ -						\$ -	\$ -					1
33 34 35 36 37				тот	AL SALARIES	\$ -	\$ 175,995	\$ 175,995			TOTA	AL SALARIES	\$ -	\$ 351,991	\$ 351,991		,	TOTA	AL SALARIES	\$ -
34				TOTAL FT	5.14				1		TOTAL FTE	5.14				]		TOTAL FTE	5.14	
35				FRINGE B	ENEFIT RATE	40.60%		40.609	6		FRINGE BE	NEFIT RATE	40.60%		40.60%			FRINGE BE	NEFIT RATE	40.60%
36			EMI	PLOYEE FRIN	GE BENEFITS	\$ -	\$ 71,456	\$ 71,456		EMF	LOYEE FRING	GE BENEFITS	\$ -	\$ 142,912	\$ 142,912		EMP	LOYEE FRING	GE BENEFITS	\$ -
37			тот	AL SALARIES	& BENEFITS	\$ -	\$ 247,451	\$ 247,451		TOT	AL SALARIES	& BENEFITS	\$ -	\$ 494,903	\$ 494,903		TOTA	L SALARIES	& BENEFITS	\$ -
38																				
39																				
40																				

	A	В	С	D	Е	U	V	W	Х	Υ	Z	AA	AB	AC	BT	BU	B\	V
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	SING	•							•	•	•		•				
2	SALARY & BENEFIT DETAIL																	
	Document Date	10/20/2020																
4	Provider Name	<b>Episcopal Comr</b>		ces														
	Program	Housing First H	otels CNC															
	F\$P Contract ID#	1000019778																
8	Budget Name	Crosby - Suppo			Yea						Yea	r 4				All Years		
Ů						7/1/2022 -	7/1/2022 -			F 1161		7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/20	021 -
9	POSITION TITLE	Agency	Totals		Funded	6/30/2023	6/30/2023	Agency T	otals		l Funded	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2	
10				gorq	gram		New			Proj	garm	New		New	New	Modification	Ne	ew .
		Annual Full		% FTE	Adjusted			Annual Full Time		% FTE	Adjusted						1	
		Time Salary	Position	funded by	Budgeted	Change	Budgeted Salary	Salary (for 1.00	Position	funded by	Budgeted	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted	d Salary
11		(for 1.00 FTE)	FTE	this budget	FTE	Ü	,	FTE)	FTE	this budget	FTE	,	ŭ	,	,			,
	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	\$ 2	27,067
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	\$ 2	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	\$ 1	156,031
	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	\$ 1	61,751
	Karlos Barlow-Case Manager III (SS)	\$ 69,140	1.00	90%		\$ 62,226	\$ 62,226	\$ 69,140	1.00	90%	0.90		\$ 41,484	\$ 41,484	\$ -	\$ 197,049	\$ 1	97,049
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
	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				TOTA	L SALARIES	\$ 351,991	\$ 351,991			TOTA	AL SALARIES	\$ -	\$ 234,661	\$ 234,661	\$ -	\$ 1,114,637	\$ 1,1	14,637
34				TOTAL FTE	5.14					TOTAL FTE	5.14							
33 34 35 36 37				FRINGE BE	NEFIT RATE		40.60%			FRINGE BE	NEFIT RATE	40.60%		40.60%				
36			EMP	LOYEE FRING	SE BENEFITS	\$ 142,912	\$ 142,912		EMP	LOYEE FRING	GE BENEFITS	\$ -	\$ 95,275	\$ 95,275	\$ -	\$ 452,554	\$ 4	152,554
37			TOTA	L SALARIES	& BENEFITS	\$ 494,903	\$ 494,903		TOTA	AL SALARIES	& BENEFITS	\$ -	\$ 329,935	\$ 329,935	\$ -	\$ 1,567,191	\$ 1,5	67,191
38																		
39 40																		
40																		

	A	В	С	D	E	F	G	Н		J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTI	VE HOUSING														
2	OPERATING DETAIL														-	
3	Document Date	10/20/2020														
4	Provider Name	<b>Episcopal Comm</b>	nunity Services													
	Program	Housing First Ho	otels CNC													
6	F\$P Contract ID#	1000019778														
7	Budget Name	Crosby - Suppor	rt Services													
8																
9			Year 1			Year 2			Year 3			Year 4			All Years	
		1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
10		6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
40	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	Operating Expenses	Expense	Change	Expense	Expense	change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense
			<b>a</b> -			Ψ			<b>a</b>			-		<b>э</b> -	<b>a</b> -	<b>3</b> -
	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 2,760			\$ 5,520	\$ 5,520		\$ 5,520	\$ 5,520		\$ 3,680	\$ 3,680	\$ -	\$ 17,480	\$ 17,480
	Office Supplies/furnitures equipment		\$ 1,683	\$ 1,683		\$ 3,366	\$ 3,366		\$ 3,366	\$ 3,366		\$ 2,244	\$ 2,244	\$ -	\$ 10,659	\$ 10,659
	Food and Food supplies		\$ 3,605	\$ 3,605	-	\$ 7,210	\$ 7,210		\$ 7,210	\$ 7,210		\$ 4,807	\$ 4,807	\$ -	\$ 22,832	\$ 22,832
17	Program Supplies		\$ 3,711	\$ 3,711		\$ 7,422	\$ 7,422		\$ 7,422			\$ 4,948	\$ 4,948	\$ -	\$ 23,503	\$ 23,503
18	Printing and Reproduction		\$ 1,792	\$ 1,792		\$ 3,583	\$ 3,583		\$ 3,583	\$ 3,583		\$ 2,389	\$ 2,389	\$ -	\$ 11,346	\$ 11,346
19	Insurance		\$ 4,599	\$ 4,599		\$ 9,198	\$ 9,198		\$ 9,198	\$ 9,198		\$ 6,132	\$ 6,132	\$ -	\$ 29,127	\$ 29,127
20	Staff Training/recruitment		\$ 1,406	\$ 1,406		\$ 2,812	\$ 2,812		\$ 2,812	\$ 2,812		\$ 1,875	\$ 1,875	\$ -	\$ 8,905	\$ 8,905
21	Licenses and fees		\$ 350	\$ 350		\$ 700	\$ 700		\$ 700	\$ 700		\$ 467	\$ 467	s -	\$ 2,217	\$ 2,217
22				\$ -		s -			\$ -			s -	*	\$ -	s -	\$ -
23			¢ -	Ψ		s -			•			s -		¢ .	\$ -	\$ -
	Consultants		•		-	s -			•			•		•	Ť	\$ -
30	Consularits		\$ -			s -			<b>3</b> -			•		3 -	*	s -
			\$ -			T			\$ -					\$ -	\$ -	Ť
31			\$ -			\$ -			\$ -			\$ -		\$ -	Ÿ	\$ -
	Subcontractors		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
42			- \$	l .		\$ -			\$ -	l		\$ -		\$ -	\$ -	\$ -
54			,						1	,						
	TOTAL OPERATING EXPENSES	\$ -	\$ 19,906	\$ 19,906	\$ -	\$ 39,811	\$ 39,811	\$ -	\$ 39,811	\$ 39,811	\$ -	\$ 26,541	\$ 26,541	\$ -	\$ 126,068	\$ 126,068
56																
57	Other Expenses (not subject to indirect cost %)															
58			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
59			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
70				•												
	TOTAL OTHER EXPENSES	s -	s -	\$ -	s -	s -	s -	s .	s -	\$ -	\$ -	s -	s -	s -	s -	s -
72	TO THE STREET ENGLO	*	· ·	. ·	· -	·	<u> </u>	Ψ -	· ·	ΙΨ -	·	Ţ	Ψ	Ψ	· ·	¥ -
	0.115														ī	
	Capital Expenses		1.	1	1	. 1		1		1	ļ				ļ	
74			\$ -			\$ -			\$ -			\$ -		\$ -		\$ -
75			\$ -	l .		\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
81			ı						1	ı					ļ .	
82	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83																
84	HSH #3													Temn	late last modified	1/22/2020
04											L			remp	ato aot mounteu	1/22/2020

	A	В	С	D	E	F	G	Н
1	BUDGET NARRATIVE	Fiscal Ye	ear		_		Fiscal Term Start	Fiscal Term End
2	Crosby - Support Services	FY20-2		<- Select from the drop-down list the fiscal year in which the proposed budget	changes will first become effect	tive	7/1/2020	6/30/2021
		Adjusted					1	
			Budgeted					
3	Salaries & Benefits	FTE	Salary	<u>Justification</u>	Calculation	Employee Name		
	Ullom, Kristin-Support Services Manager (	0.91 \$	35,853	Provides team leadership, management and supervision to ensure	=\$35,853/6 =\$5,975 per month	Ullom, Kristin-Support Services Manager (SS)	5975.439	
				program quality, as well as resident safety, housing retention, and				
				individual development; supervises staff; coordinates and leads partner				
4				efforts.  Carries resident caseload, supporting clients in their efforts to retain				
	Swenson, Phil-Case Mgr III (SS)	0.90 \$	31,991	housing and to achieve short-and long-term personal goals; links residents	=\$31,991/6 =\$5,332 per month	Swenson, Phil-Case Mgr III (SS)		
				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				
5				more environment for residents.				
<u> </u>	OPEN-Case Manager III (SS)	0.90 \$	24.637	Carries resident caseload, supporting clients in their efforts to retain housing and to	=\$24.637/6 =\$4.106 per month	OPEN-Case Manager III (SS)		
	(,		,	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				
6				maintain a safe, pleasant and secure more environment for residents.				
	Megan Marie Kolda-Case Mgr III (SS)	0.91 \$	25,540	Carries resident caseload, supporting clients in their efforts to retain housing and to	=\$25,540/6 =\$4,256 per month	Megan Marie Kolda-Case Mgr III (SS)		
				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				
7				maintain a safe, pleasant and secure more environment for residents.				
$\vdash$	Karlos Barlow-Case Manager III (SS)	0.90 \$	31,113	Carries resident caseload, supporting clients in their efforts to retain housing and to	=\$31,113/6 =\$5,185 per month	Karlos Barlow-Case Manager III (SS)		
				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				
8				maintain a safe, pleasant and secure more environment for residents.		L		
	Ecker, Scott Housing Srvc Director	0.06 \$	4,403		=\$4,403/6 =\$734 per month	Ecker, Scott Housing Srvc Director		
9	Danier Challe Direct Consent for Herming C	0.40	0.000	supportive housing sites; develops proposals, negotiates and managers	\$0.000/0 \$4.040	Barrier Challe Disease Comment for Hermite Comp Disease		
40	Brown, Shelly-Direct Support for Housing §	0.13 \$	6,066	contracts, and reports contractual outcomes and activities to funders;	=\$6,069/6 =\$1,012 per month	Brown, Shelly-Direct Support for Housing Srvc Director		
10	Holmes, Maggie-Project manager	0.15 \$	6 225	developes strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links	-\$6 235/6 -\$1 056 per month	Holmes, Maggie-Project manager		
11	nomies, maggie-rroject manager	0.13 \$	0,333	individual sites to broader Housing program efforts.	=\$0,333/0 =\$1,030 per month	nomes, wagge-rioject manager		
Н	Pocock, Liz-Director/Hsg Dev & Asset Mgm	0.01 \$	1 038	developes strategic and practical relationships with community partners; provides	=\$1 038/6 =\$173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		
	r doddi, Ele Birddoi, riog Bor a riodd mgir	0.01	1,000	direction and support in crisis or other problematic situations; links individual sites	=\$1,000/0 =\$170 por monar	1 0000K, Ele Bilockom log Bov a / look mgmk		
12				to broader Housing program efforts.				
	Sambolin, Irving- Database Specialist & Cc	0.06 \$		Evaluates HSH contract compliance; conducts resident chart reviews;	=\$2,025/6 =\$337 per month	Sambolin, Irving- Database Specialist & Compliance Moni	itor	
	OPEN- Database Specialist & Compliance	0.06 \$		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		=\$2,088/6 =\$348 per month	Tuvera, Desiree-Compliance Specialist		
	OPEN-Clinical Services Mgr	0.03 \$		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;	=\$1,268/6 =\$211 per month	OPEN-Clinical Services Mgr		
				provides crisis intervention and resolution; leads staff clinical education and				
16				training programs.				
	OPEN-Director of Impact & Analytics	0.02 \$	1,207		=\$1,207/6 =\$201 per month	OPEN-Director of Impact & Analytics		
				ECS's programs and services meet its standards. Works with program manager to				
				develop quality assurance policies, collecting data for analysis by program, dept				
17				and organization-wide.				
	Tarzon, Mary-Director of Healthy Aging	0.01 \$	812	overall program direction and operations of CKSC as well as leadership for seniors	=\$812/6 =\$135per month	Tarzon, Mary-Director of Healthy Aging		
18				aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence				
28	TOTAL	5.14 \$	175,995	saisty, risaitir and independence			1	
20	Employee Fringe Benefits	σ ψ	5,000	Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of	=\$71,456/6 =\$11.909 per month	1	1	
29	, , , , , , , , , , , , , , , , , , ,	40.60% \$	71.456	total salaries.	. , 1,000 por month			
30	Salaries & Benefits Total		247,451		•	-		
31				<u>-                                      </u>		_		
00	On and the second		Budgeted	hand the action	0-11			
32	Operating Expenses	<u> </u>	xpense	<u>Justification</u>	Calculation			
34	Utilities(Elec, Water, Gas, Phone, Scavenger	) \$	2 760	Telecommunication, including Sonic and TPX	=\$2,760/6 =\$460 per month			
34	Office Supplies/furnitures equipment	) \$ \$		Support Service office supplies for program staff including materials used with	=\$1,683/6 =\$281 per month			
35	I Immercant adams and a factor of the state of th	Ψ	.,000	participants and computers				
36 37	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			
37	Program Supplies	\$		Includes bus passes, program materials and snacks for resident activities,	=\$3,711/6 =\$619 per month			
38	Printing and Reproduction	\$		leased copier	=\$1,792/6 =\$299 per month			
39	Insurance	\$	4,599	liability and umbrella agency insurance prorated	=\$4,599/6 =\$767 per month			
40	Staff Training/recruitment Licenses and fees	\$		training and recruitment expenses, including meeting suppliesand conference	=\$1,406/6 =\$234 per month =\$350/6 =\$58 per month			
42	LICENSES AND IEES	\$ \$	350	Support Services licenses fee	-φοσοίο =φοο per monur			
43		Φ	-					
88	TOTAL OPERATING EXPENSES	\$	19,906	•				
	Indirect Cost	12.0% \$	2,389			<u>1</u>		

Process of the   10   10   10   10   10   10   10   1	AK
April	AIN
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Contract Turn   Regin Data   Ford Iran	
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A mended   17/10/201   17/10/201   17/10/201   1   1   1   1   1   1   1   1   1	
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Second Control   Seco	\$ 154,707
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Contact Expenditures   S	\$ 2,021,043
Contact Expenditures   S	ć
30   15   15   15   17   15   17   15   17   15   17   15   17   15   17   17	\$ 4,065,774
30   15   15   15   17   15   17   15   17   15   17   15   17   15   17   17	\$ 4,065,774
All Revenues	
All Revenues     S   171.764   S   343.528   S   343.528   S   343.528   S   343.528   S   229.019   S   229.019   S   2   2   2   2   2   2   2   2   2	
All   Revenues	\$ 2,644,892
All   Revenues	\$ 316,600
All Revenues     S   171.764   S   343.528   S   343.528   S   343.528   S   343.528   S   229.019   S   229.019   S   2   2   2   2   2   2   2   2   2	\$ -
All Revenues     S   171.764   S   343.528   S   343.528   S   343.528   S   343.528   S   229.019   S   229.019   S   2   2   2   2   2   2   2   2   2	\$ -
All Revenues     S   171.764   S   343.528   S   343.528   S   343.528   S   343.528   S   229.019   S   229.019   S   2   2   2   2   2   2   2   2   2	\$ -
All Revenues     S   171.764   S   343.528   S   343.528   S   343.528   S   343.528   S   229.019   S   229.019   S   2   2   2   2   2   2   2   2   2	\$ -
All Revenues	\$ 2,961,492
All Revenues	,502,752
45	
45	\$ 1,087,839
45	کررروں, د خ
45	÷ 46.11
48 49 Total HSH+ Other Revenues \$ - \$ 641,975 \$ 641,975 \$ - \$ 1,283,950 \$ - \$ 1,283,950 \$ - \$ 1,283,950 \$ - \$ 855,900 \$ 855,900 \$ - \$ 4,065,775	\$ 16,445
48	<u> </u>
48	Ş -
48 49 Total HSH+ Other Revenues \$ - \$ 641,975 \$ 641,975 \$ - \$ 1,283,950 \$ - \$ 1,283,950 \$ - \$ 1,283,950 \$ - \$ 855,900 \$ 855,900 \$ - \$ 4,065,775	\$ 1,104,283
4g Total HSH+Other Revenues \$ - \$ 641,975 \$ 641,975 \$ - \$ 1,283,950 \$ 1,283,950 \$ 1,283,950 \$ - \$ 855,900 \$ 855,900 \$ - \$ 4,065,775	
	\$ 4,065,775
<u>SU New Exp.   Douglet match Chieck                                     </u>	÷ -,000,770
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Promoved by Dokky McCosthy	
53         Prepared by         Bobby McCarthy           54         Phone         628.652.7770           55         Email         robert, inccarthy@stgov.org	
54 Phone 628.652.7770	
55 Email robert.j.mccarthy@sfgov.org	

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	DEPARTMENT OF HOMELESSNESS AND SUPPORTI OPERATING DETAIL	VE HOUSING														
	Document Date	10/20/2020		7												
4	Provider Name	Episcopal Comm	nunity Sarvicas													
5	Program	Housing First Ho														
6	F\$P Contract ID#	1000019778	otels cive													
	Budget Name	Elm - Property I	Management													
8			7	_												
9			Year 1			Year 2			Year 3			Year 4			All Years	
3		1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
10		6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
		Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted
12	Operating Expenses	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense
13	Rental of Property		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 69,506	\$ 69,506		\$ 139,011	\$ 139,011		\$ 139,011	\$ 139,011		\$ 92,674	\$ 92,674	\$ -	\$ 440,202	\$ 440,202
	Office expenses/renting fee		\$ 6,710	\$ 6,710		\$ 13,420	\$ 13,420		\$ 13,420	\$ 13,420		\$ 8,947	\$ 8,947	\$ -	\$ 42,497	\$ 42,497
16	Building Maintenance Supplies and Repair		\$ 66,215	\$ 66,215		\$ 152,431	\$ 152,431		\$ 152,431	\$ 152,431		\$ 101,561	\$ 101,561	\$ -	\$ 472,638	\$ 472,638
	Management/booking Fees		\$ 33,840			\$ 67,680	\$ 67,680		\$ 67,680	\$ 67,680		\$ 45,120	\$ 45,120	\$ -	\$ 214,320	\$ 214,320
	Legal Fees		\$ 14,800	\$ 14,800		\$ 9,600	\$ 9,600		\$ 9,600	\$ 9,600		\$ 6,400	\$ 6,400	\$ -	\$ 40,400	\$ 40,400
19	•		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
20			s -			s -			s -			s -		\$ -	s -	\$ -
	Consultants		s -			s -			s -			s -		\$ -		\$ -
23			s -			s -			s -			s -		\$ -	s -	\$ -
24			s -			\$ -			s -			s -		\$ -		\$ -
	Subcontractors		s -			s -			\$ -			\$ -		\$ -	*	\$ -
	Office Salaries-Desk Clerks/contract (first \$25k)		\$ 12,500	\$ 12,500		\$ 25,000	\$ 25,000		\$ 25,000	\$ 25,000		\$ 16,667	\$ 16,667	¢ .	\$ 79,167	
29	Office Galaries Desk Olerks contract (Ilist \$20k)		\$ 12,500	Ψ 12,000		\$ 25,000	Ψ 20,000		\$ 25,000	ψ 25,000		\$ 10,007	Ψ 10,007	¢ .	\$ 75,107	\$ 75,107
20			. •						•					ų.	_	Ψ
30 31																
	TOTAL OPERATING EXPENSES	6	\$ 203.571	\$ 203.571	•	\$ 407.142	\$ 407.142	•	\$ 407.142	\$ 407.142	•	\$ 271.369	\$ 271.369	¢.	\$ 1,289,223	\$ 1.289.223
33	TOTAL OPERATING EXPENSES	ş <u>-</u>	\$ 203,571	\$ 203,571	5 -	\$ 407,142	\$ 407,142	\$ -	\$ 407,142	\$ 407,142	5 -	\$ 271,369	\$ 271,369	ъ -	\$ 1,289,223	\$ 1,289,223
	04 5 4 4 11 44 15 4 400															
35	Other Expenses (not subject to indirect cost %)		1.	1		s -										_
			\$ -			Ť								\$ -	\$ -	\$ -
	Rental of Property		\$ 213,346			\$ 426,691	\$ 426,691		\$ 426,691	\$ 426,691		\$ 284,461	\$ 284,461	\$ -	\$ 1,351,188	\$ 1,351,188
	Office Salaries-Desk Clerks/contract		\$ 81,223			\$ 162,445	\$ 162,445		\$ 162,445	\$ 162,445		\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409
	Manager Salaries-Hotel Director/manager		\$ 29,120			\$ 58,240	\$ 58,240		\$ 58,240	\$ 58,240		\$ 38,827	\$ 38,827	\$ -	\$ 184,427	\$ 184,427
	Janitor Contract-Regular/Extra Services		\$ 30,000	\$ 30,000		\$ 60,000	\$ 60,000		\$ 60,000	\$ 60,000		\$ 40,000	\$ 40,000	\$ -	\$ 190,000	\$ 190,000
	Repairs Payroll	l	\$ 23,920			\$ 47,840	\$ 47,840		\$ 47,840	\$ 47,840		\$ 31,893	\$ 31,893	\$ -	\$ 151,493	\$ 151,493
	Benefits	l	\$ 36,368	\$ 36,368		\$ 72,735	\$ 72,735		\$ 72,735	\$ 72,735		\$ 48,490	\$ 48,490	\$ -	\$ 230,328	\$ 230,328
42			- \$	1		\$ -			\$ -	1			1	\$ -	\$ -	\$ -
47			1	1		1				1					1	
	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															-	
	Capital Expenses															
51			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
52	Elevator Repairs		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
53			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
58				•												
59	TOTAL CAPITAL EXPENSES	s -	s -	\$	\$ -	s -	s -	\$ -	s -	\$	\$ -	s -	\$ -	\$ -	s -	s -
60		T		. 7	Ť		· ·	-		. <del>.</del>	Ť			*		-
υÜ	HSH #3															
61	HSH #3													Temp	late last modified	1/22/2020

	Α	В	С	D	E	F	G	Н
1	BUDGET NARRATIVE	Fiscal Ye	_		<u> </u>	•	•	Fiscal Term End
2	Elm - Property Management	FY20-21		<- Select from the drop-down list the fiscal year in which the proposed budget ch	nanges will first become effective	•	7/1/2020	6/30/2021
	Operating Expenses Utilities(Elec, Water, Gas, Phone, Scavenger Office expenses/renting fee	<u>E</u>		<u>Justification</u> <u>Utilities (electricity, water, gas, telephone and scavenger service):</u> 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	<u>Calculation</u> =\$69,506/6 =\$11,584 per month =\$6,710/6 =\$1,118 per month			
57 59	Building Maintenance Supplies and Repair  Management/booking Fees Legal Fees	\$ \$ \$	33,840	background check/renting fee estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, ect. Property management (86 Units) @ \$61.00 PUPM, and bookkeeping fees \$9.50 PUP property management legal expenses and credit report	=\$76,215/6 =\$12,703 per month  =\$33,840/6 =\$,5640 per month =\$14,800/6 =\$2,467 per month			
72 77	Office Salaries-Desk Clerks/contract (first \$25	5k) \$	12,500 203,571	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage only \$25K allows indirect cost	=\$12,500/6 =\$2,083 per month			
78 79 80	Indirect Cost	12.0% \$	24,429					
81	Other Expenses (not subject to indire	ct cost %) A	mount	<u>Justification</u>	<u>Calculation</u>			
83 84	Rental of Property Office Salaries-Desk Clerks/contract Manager Salaries-Hotel Director/manager	\$ \$ \$	81,223	The lease is written for 86 units including at \$35,558 per month for 12 months Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	=\$213,346/6 =\$35,557 per month =\$81,223/6 =\$13,537 per month =\$29,120/6 =\$4,853 per month			
87 88	Janitor Contract-Regular/Extra Services Repairs Payroll Benefits	\$ \$ \$	23,920	Responsible for building cleaning up, place trash bins Responsible for repair and maintenance of the building % based from personnel from above	=\$30,000/6 =\$5,000 per month =\$23,920/6 =\$3,986 per month =\$36,368/6 =\$6,061 per month			
96 97	TOTAL OTHER EXPENSES	\$	413,976					
98 99 100 101	Capital Expenses  Elevator Repairs		mount #N/A -	<u>Justification</u>	Calculation			
107 108 164	TOTAL CAPITAL EXPENSES		#N/A					
165 166 167								
168								
169 170 171 172 173 174 175								
175 176								

1	DEPARTMENT OF H	HOMELESSNESS A	AND SUPPORTIVE I	HOUSING																
2	APPENDIX B. BUDG Document Date	10/20/2020	7																	
		10/20/2020		Duration																
4	Contract Term Current Term	Begin Date	End Date	(Years)																
5	Current Term	1/1/2021	2/29/2024	4																
6	Amended Term	1/1/2021	2/29/2024	4																
7	Provider Name	Episcop	al Community Serv	rices																
8	Program		ing First Hotels CN	C																
9	F\$P Contract ID#		1000019778																	
10	Action (select)	N	lew Agreement																	
11	Effective Date		1/1/2021																	
12	Budget Name	Elm - Support S																		
	Tama Budast	Current	New	<del>                                     </del>																
14	Term Budget	\$ -	\$ 1,253,832																	
	Contingency	\$ -	\$ 2,821,364	12%																
16	Not-To-Exceed	\$ -	\$ 26,329,610			Year 1			Year 2			Year 3			Year 4			All Years		
II 7					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/20	.021 -
17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2	2024
18				ſ	New		New	New		New	New		New	New		New	New		Ne	
19	Expenditures																			
20	Salaries & Benefits Operating Expense				\$ -	\$ 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 Indirect Percentage Indirect Cost (Line 2				\$ -	\$ 176,763	\$ 176,763	\$ -	\$ 353,525	\$ 353,525	\$ -	\$ 353,525	\$ 353,525	\$ -	\$ 235,683	\$ 235,683	\$ -	\$ 1,119,496	\$ 1,1	119,496
23	Indirect Percentage	e			12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%			<u> </u>	
24	Indirect Cost (Line 2	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 (No	ot subject to indir	ect %)		\$ -	\$ -	T	\$ -	7	\$ -	7	\$ -	\$ -	\$ -	7	\$ -	\$ -	\$ -	\$	-
26	Other Expenses (No Capital Expenditure Admin Cost (HUD O	2			\$ -	\$ -	\$ -	\$ -	7	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	T	\$	-
27	Admin Cost (HUD O	Only)				\$ -			\$ -			\$ -			\$ -		\$ -	Ÿ	\$	
28	Total Expenditures	5			\$ -	\$ 197,974	\$ 197,974	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 263,965	\$ 263,965	\$ -	\$ 1,253,832	\$ 1,7	253,832
29	HSH Revenues (sele																		1	
30	HSH Revenues (sele CNC Fund	ect)				\$ 197.974	4 407.074		\$ 395,947	4 205.047		\$ 395.947	4 205.047		\$ 263,965	A 252.055	4 407.074	\$ 1.253.832	<u> </u>	252.022
31	Additional GF			-		\$ 197,974	\$ 197,974		\$ 395,947	\$ 395,947		\$ 395,947	\$ 395,947		\$ 263,965	\$ 263,965	\$ 197,974		\$ 1,2	.253,832
32	Additional GF						\$ -			\$ -			\$ -			\$ -	\$ -	Ÿ	\$	
3/1							\$ -			<u>.</u>			ė -			\$ -	ė -	Ÿ	Ś	
35							\$ -			\$ -			\$ .			\$ -	\$ -	-	Ś	
36							\$ -			\$ -			\$ -			ς -	\$ -	-	Ś	
37							Š -			\$ -			Ś -			\$ -	\$ -	-	Ś	-
33 34 35 36 37 38							\$ -			\$ -			\$ -			\$ -	\$ -		\$	-
39							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
	Total HSH Revenue				\$ -	\$ 197,974	\$ 197,974	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 263,965	\$ 263,965	\$ -	\$ 1,253,832	\$ 1,	253,832
1	Other Revenues (to	offset Total Expe	enditures & Reduc	e HSH																
41	Revenues) Rental Income								l										i	
42	Rental Income						\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
43 44 45 46							\$ -			\$ -			\$ -			\$ -	\$ -		\$	
44							\$ -		1	\$ -			S -			\$ -	\$ -		\$	
45							\$ -			\$ -			\$ -	-		\$ -	\$ -		\$	-
46	Total Other Berra				ć		\$ -	ć		\$ - \$ -	ć	ć	\$ -	ć	ć	, v	\$ -	-	\$	
	Total Other Revenu	ues			\$ -	<b>&gt;</b> -	\$ -	\$ -	\$ -	<b>&gt;</b> -	> -	\$ -	\$ -	<b>&gt;</b> -	> -	\$ -	\$ -	\$ -	\$	
48																ļ			<del></del>	
49	Total HSH + Other	Revenues			\$ -	\$ 197,974	\$ 197,974	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 263,965	\$ 263,965	\$ -	\$ 1,253,832	\$ 1,2	253,832
50	Rev-Exp (Budget Ma	latch Check)			\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$	
52	Rev-Exp (Budget Ma	т -																		
53	Prepared by	В	obby McCarthy																	
54	Phone Email		628.652.7770																	
55	Email	robert	j.mccarthy@sfgov.o	<u>rg</u>																

	A	В	С	D	-		G		Н			K		M	N	0	P	Q	R	S	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU		C			, r	G	_	п		J	, N		IVI	IN	U	, r	Ų	K		-
	SALARY & BENEFIT DETAIL	51140																			
	Document Date	10/20/2020	Ì																		
4	Provider Name	Episcopal Comn	nunity Servi	ices																	
5	Program	Housing First Ho																			
	F\$P Contract ID#	1000019778																			
	Budget Name	Elm - Support S																			
8					Yea								Yea							Year	
	POSITION TITLE	l		For HSH	l Funded	1/1/2021 -	1/1/20		1/1/2021 -	_		For HSH	l Funded	7/1/2021 -	7/1/2021 -	7/1/2021 -			For HSH	I Funded	7/1/2022 -
10		Agency T	otais	Prog	gram	6/30/2021	6/30/2	021	6/30/2021	Agency	lotals	Prog	gram	6/30/2022	6/30/2022	6/30/2022	Agency	lotals	Prog	garm	6/30/2023
10			1		-	New			New		1			New		New		1		1	New
		Annual Full	Position	% FTE	Adjusted					Annual Full	Position	% FTE	Adjusted				Annual Full Time	Position	% FTE	Adjusted	
		Time Salary	FTE	funded by	Budgeted	Budgeted Salary	Chan	ge	<b>Budgeted Salary</b>	Time Salary	FTE	funded by		Budgeted Salary	Change	Budgeted Salar	y Salary (for 1.00	FTE	funded by		Budgeted Salary
11		(for 1.00 FTE)		this budget	FTE					(for 1.00 FTE)		this budget	FTE				FTE)		this budget	FTE	i
12	Bussey, Keith-Support Services Manager	\$ 83,482	1.00	46%	0.46			8,992	\$ 18,992	\$ 83,482	1.00	46%	0.46		\$ 37,984	1		1.00	46%	0.46	
13	Susan Stone-Asst. Support Service Manager	\$ 69,436	1.00	91%	0.91		\$ 3	1,593	\$ 31,593	\$ 69,436	1.00	91%	0.91		\$ 63,187			1.00	91%	0.91	
14	Quant-Lumbi, Maria- Case Mgr III, Bilingual	\$ 58,529	1.00	90%	0.90		\$ 2	6,338	\$ 26,338	\$ 58,529	1.00	90%	0.90		\$ 52,676	\$ 52,676	\$ 58,529	1.00	90%	0.90	l
15	OPEN-Case Mgr III	\$ 53,776	1.00	45%	0.45		\$ 1	2,116	\$ 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	1
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	l
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			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							\$	-	\$ -						\$ -	\$ -					l
27							\$		\$ -						\$ -	\$ -					i
28							\$	-	\$ -						\$ -	\$ -					1
29							\$	-	\$ -						\$ -	\$ -					
30							\$	-	\$ -						\$ -	\$ -					
31							\$	-	\$ -						\$ -	\$ -					
32							\$	-	\$ -						\$ -	\$ -					
33				TOTA	AL SALARIES	\$ -	\$ 11	5,905	\$ 115,905			TOTA	AL SALARIES	\$ -	\$ 231,809	\$ 231,809			TOTA	L SALARIES	\$ -
				TOTAL FTE	3.33							TOTAL FTE	3.33		•	•			TOTAL FTE	3.33	
34 35 36 37 38 39				FRINGE BE	NEFIT RATE	40.60%			40.60%			FRINGE BE	NEFIT RATE	40.60%		40.609	6		FRINGE BE	NEFIT RATE	40.60%
36		ĺ	EMP	PLOYEE FRING	GE BENEFITS	\$ -	\$ 4	7,058	\$ 47,058		EMP	LOYEE FRING	GE BENEFITS	\$ -	\$ 94,117	\$ 94,117		EMF	LOYEE FRING	GE BENEFITS	\$ -
37			TOTA	AL SALARIES	& BENEFITS	\$ -	\$ 16	2,963	\$ 162,963		TOTA	AL SALARIES	& BENEFITS	\$ -	\$ 325,926	\$ 325,926	<u>.                                    </u>	<u>T</u> OT/	AL SALARIES	& BENEFITS	\$ -
38																					
40																					

_																	_	
Н	A	В	С	D	E	U	V	W	Х	Y	Z	AA	AB	AC	BT	BU	—	BV
	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	JSING															_	
	SALARY & BENEFIT DETAIL		1															
	Document Date	10/20/2020																
4	Provider Name	Episcopal Comr		ces														
	Program	Housing First H	otels CNC															
6	F\$P Contract ID#	1000019778																
	Budget Name	Elm - Support S	<u> </u>															
8					Yea						Yea					All Years		
	POSITION TITLE			For HSH	l Funded	7/1/2022 -	7/1/2022 -	_		For HSF	H Funded	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -		1/1/2021 -
9		Agency 1	otais	Prog	gram -	6/30/2023	6/30/2023	Agency To	otals	Pro	garm	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2	2/29/2024
10					0 1		New					New		New	New	Modification	4	New
		Annual Full		% FTE	Adjusted			Annual Full Time		% FTE	Adjusted							
		Time Salary	Position	funded by	Budgeted	Change	<b>Budgeted Salary</b>	Salary (for 1.00	Position	funded by	Budgeted	<b>Budgeted Salary</b>	Change	Budgeted Salary	<b>Budgeted Salary</b>	Change	Bud	dgeted Salary
II I		(for 1.00 FTE)	FTE	this budget	-	· ·	,	FTE)	FTE	this budget		,		,	,	•		,
11					ļJ			,									4	
12	Bussey, Keith-Support Services Manager	\$ 83,482	1.00	46%	0.46		\$ 37,984	\$ 83,482	1.00	46%	0.46		\$ 25,323	\$ 25,323	\$ -	\$ 120,284		120,284
13	Susan Stone-Asst. Support Service Manager	\$ 69,436	1.00	91%	0.91		\$ 63,187	\$ 69,436	1.00	91%	0.91		\$ 42,125	\$ 42,125	\$ -	\$ 200,09		200,091
14	Quant-Lumbi, Maria- Case Mgr III, Bilingual	\$ 58,529	1.00	90%	0.90	\$ 52,676	\$ 52,676	\$ 58,529	1.00	90%	0.90		\$ 35,117	\$ 35,117	\$ -	\$ 166,808	\$	166,808
	OPEN-Case Mgr III	\$ 53,776	1.00	45%	0.45	\$ 24,231	\$ 24,231	\$ 53,776	1.00	45%	0.45		\$ 16,154	\$ 16,154	Ś -	\$ 76,732	Ś	76,732
	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
	Hamilton, Travis-Direct Support for Housing Srvc Director	\$ 94,383	1.00	12.86%	0.13		\$ 12,139	\$ 94,383	1.00	12.86%	0.13		\$ 8,092	\$ 8,092	\$ -	\$ 38,439	s	38,439
	Holmes, Maggie-Project manager	\$ 84,296	1.00	15.03%	0.15		\$ 12,670	\$ 84,296	1.00	15.03%	0.15		\$ 8,446	\$ 8,446	\$ -	\$ 40,12		40,121
	Pocock, Liz-Director/Hsq Dev & Asset Mgmt	\$ 144,196	1.00	1.44%	0.01		\$ 2,076	\$ 144,196	1.00	1.44%	0.01		\$ 1,384	\$ 1,384	\$ -	\$ 6,57	\$	6,575
	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06		\$ 4,049	\$ 63,016	1.00	6.43%	0.06		\$ 2,700	\$ 2,700	\$ -	\$ 12,82	\$	12,823
21	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06		\$ 3,240	\$ 50,425	1.00	6.43%	0.06		\$ 2,160	\$ 2,160	\$ -	\$ 10,26	. \$	10,261
22	Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6.43%	0.06		\$ 4,177	\$ 64,999	1.00	6.43%	0.06		\$ 2,785	\$ 2,785	\$ -	\$ 13,22	7 \$	13,227
23	OPEN-Clinical Services Mgr	\$ 78,900	1.00	3.21%	0.03		\$ 2,535	\$ 78,900	1.00	3.21%	0.03		\$ 1,690	\$ 1,690	\$ -	\$ 8,028	\$	8,028
24	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		\$ -	\$ 7,646	\$	7,646
25	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
26						\$ -	\$ -						\$ -	\$ -	\$ -	\$	- \$	-
27						\$ -	\$ -						\$ -	\$ -	\$ -	\$	- \$	-
28						\$ -	\$ -						\$ -	\$ -	\$ -	\$	- \$	-
29						\$ -	\$ -						\$ -	\$ -	\$ -	\$	- \$	-
30						\$ -	\$ -						\$ -	\$ -	\$ -	\$	- \$	-
31						\$ -	\$ -						\$ -	\$ -	\$ -	\$	- \$	-
32						\$ -	\$ -						\$ -	\$ -	\$ -	\$	\$	-
32 33				TOTA	AL SALARIES	\$ 231,809	\$ 231,809			тоти	AL SALARIES	\$ -	\$ 154,540	\$ 154,540	\$ -	\$ 734,063	\$	734,063
				TOTAL FTE	3.33					TOTAL FTE	3.33							
34 35 36 37 38 39				FRINGE BE	NEFIT RATE		40.60%			FRINGE BE	NEFIT RATE	40.60%		40.60%				
36			EMP	LOYEE FRING	GE BENEFITS	\$ 94,117	\$ 94,117		EMP	LOYEE FRING	GE BENEFITS	\$ -	\$ 62,745	\$ 62,745	\$ -	\$ 298,037	7 \$	298,037
37			TOTA	AL SALARIES	& BENEFITS	\$ 325,926	\$ 325,926		TOTA	L SALARIES	& BENEFITS	\$ -	\$ 217,284	\$ 217,284	\$ -	\$ 1,032,100	\$	1,032,100
38																		
39																		
40																		

	A	В	С	D	E	F	G	Н	I	J	K	L	М	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE	VE HOUSING														
2	OPERATING DETAIL														-	
3	Document Date	10/20/2020														
4	Provider Name	<b>Episcopal Comr</b>	munity Services													
	Program	Housing First H	otels CNC													
	F\$P Contract ID#	1000019778														
		Elm - Support S	Services													
8																
9			Year 1			Year 2			Year 3			Year 4			All Years	
	1	1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
10		6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
		Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted
	Operating Expenses	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense
13			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
	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
	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
	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			\$ -	\$ -		s -			\$ -			s -		\$ -	s -	\$ -
23			s -	*		s -			\$ -			s -		s -	s -	\$ -
	Consultants		¢ .			\$ -			¢ -			· .		s .	¢ .	\$ .
43			s -			s -			¢ -			•		<u> </u>	s -	\$ -
	Subcontractors		•			s -			¢ -			٠ .		•	Ť	\$ -
55			\$ -			\$ -			\$ -			\$ -		<u> </u>	¥	\$ -
67			-			\$ -			<b>5</b> -			-		\$ -	\$ -	5 -
		•	\$ 13,800	A 40.000		\$ 27.599	\$ 27.599	•	\$ 27.599	\$ 27.599	•	\$ 18.399	\$ 18.399	•	\$ 87.397	0.7007
69	TOTAL OPERATING EXPENSES	<b>9</b>	\$ 13,800	\$ 13,800	φ -	φ 21,599	φ 21,599	<b>a</b> -	φ 21,599	φ 21,599	φ -	φ 15,399	φ 10,399	φ -	\$ 87,397	\$ 87,397
	Other Expenses (not subject to indirect cost %)		1.	1	<del>                                     </del>			1			1	_		•	, ,	
71			\$ -	l		\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
83			1	ı	,	1		1	ı			1			ı	
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
85	j															
86	Capital Expenses															
87			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
88			s -			\$ -			\$ -			s -		s -	s -	\$ -
94			1 T		†	-		,	7			Ŧ		7	7	*
	TOTAL CAPITAL EXPENSES	\$ -	s -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96					1			-				-				
	HSH #3													<b>-</b>		1/22/2020
9/	non #3													rempl	ate last modified	1/22/2020

	Α	В	C	D	F	F G H
1	BUDGET NARRATIVE	Fiscal \	/ear		_	Fiscal Term Start Fiscal Term End
2	Elm - Support Services	FY20-	21	<- Select from the drop-down list the fiscal year in which the proposed budget	changes will first become effect	7/1/2020 6/30/2021
		Adjusted				
			Budgeted			
3	Salaries & Benefits	FTE	Salary	<u>Justification</u>	Calculation	Employee Name
	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;	=\$18,992/6 =\$3,165 per month	Bussey, Keith-Support Services Manager
4				supervises staff; coordinates and leads partner efforts.		
H	Susan Stone-Asst. Support Service Manag	0.91 \$	31,593	Provides team leadership, management and supervision to ensure program quality,	=\$31,593/6 =\$5,265 per month	Susan Stone-Asst. Support Service Manager
				as well as resident safety, housing retention, and individual development;		
5				supervises staff; coordinates and leads partner efforts.		
	Quant-Lumbi, Maria- Case Mgr III, Bilingua	0.90 \$	26,338	Carries resident caseload, supporting clients in their efforts to retain housing and to	=\$26,338/6 =\$4,389 per month	Quant-Lumbi, Maria- Case Mgr III, Bilingual
				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		
6				maintain a safe, pleasant and secure more environment for residents.		
	OPEN-Case Mgr III	0.45 \$	12,116	Carries resident caseload, supporting clients in their efforts to retain housing and to	=\$12,116/6 =\$2,019 per month	OPEN-Case Mgr III
				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		
<b>+</b>	Ecker, Scott Housing Srvc Director	0.06 \$	4 403	maintain a safe, pleasant and secure more environment for residents.  Provides overall leadership, administration and supervision to ECS's ten supportive	=\$4.403/6 =\$734 per month	Ecker, Scott Housing Srvc Director
8	, cook nodoing divo bilector	σ.σσ φ	4,400	housing sites; develops proposals, negotiates and managers	+ ., 100/0 - \$10 i poi montii	
П	Hamilton, Travis-Direct Support for Housing	0.13 \$	6,069	contracts, and reports contractual outcomes and activities to funders; developes	=\$6,069/6 =\$1,012 per month	Hamilton, Travis-Direct Support for Housing Srvc Director
9				strategic and practical relationships with community partners;		
	Holmes, Maggie-Project manager	0.15 \$	6,335	provides direction and support in crisis or other problematic situations; links	=\$6,335/6 =\$1,056 per month	Holmes, Maggie-Project manager
10	Pocock, Liz-Director/Hsq Dev & Asset Mgr	0.01 \$	1 030	individual sites to broader Housing program efforts. developes strategic and practical relationships with community partners; provides	=\$1,038/6 =\$173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt
	. SSSSA, ELZ-DIRECTOR ISY DEV & ASSET WIGH	J.U I \$	1,030	direction and support in crisis or other problematic situations; links individual sites	1,000/0 170 per month	. 6555K, E.E. Director/Flag Dev & Asset Might
11				to broader Housing program efforts.		
	Sambolin, Irving- Database Specialist & Co	0.06 \$		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 \$		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 \$	,	provides staff training on department protocols and procedures;	=\$2,088/6 =\$348 per month	Tuvera, Desiree-Compliance Specialist
	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;	=\$1,268/6 =\$211 per month	OPEN-Clinical Services Mgr
				provides crisis intervention and resolution; leads staff clinical education and		
15				training programs.		
	OPEN-Director of Impact & Analytics	0.02 \$	1,207	Designs and implements continuous quality improvement program to ensure that	=\$1,207/6 =\$201 per month	OPEN-Director of Impact & Analytics
				ECS's programs and services meet its standards. Works with program manager to		
40				develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.		
10	Tarzon, Mary-Director of Healthy Aging	0.01 \$	812	overall program direction and operations of CKSC as well as leadership for seniors	=\$812/6 =\$135per month	Tarzon, Mary-Director of Healthy Aging
	,,,,,			aging in place throughout all of our programs, with a focus on senior engagement,	***************************************	,,,gg
17	_			safety, health and independence		
23	TOTAL	3.33 \$	115,905		0.17.050/0.07.010	
24	Employee Fringe Benefits	40.60% \$	47.058	Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.	=\$47,058/6 =\$7,843per month	
25	Salaries & Benefits Total	<del>40.0070</del> \$		total salaries.	=	
26			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
			Desile 1 1			]
27	Operating Expenses		Budgeted Expense	Justification	Coloulation	
29	Operating Expenses Utilities(Elec, Water, Gas, Phone, Scavenger			Telecommunication, including Sonic and TPX	Calculation =\$2,760/6 =\$460 per month	
20	Office Supplies/furnitures equipment	, s		Support Service office supplies for program staff including materials used with	=\$950/6 =\$158 per month	
30		·		participants and computers		
	Food and Food supplies	\$		Using the SF Food Bank, the food items will supplement resident's own arrangemen		
	Program Supplies Printing and Reproduction	\$		Includes bus passes, program materials and snacks for resident activities,	=\$1,550/6 =\$258 per month =\$1,247/6 =\$208 per month	
33	Insurance	\$		leased copier liability and umbrella agency insurance prorated	=\$1,247/6 =\$208 per month =\$3,200/6 =\$533 per month	
35	Staff Training/recruitment	\$		training and recruitment expenses, including meeting suppliesand conference	=\$738/6 =\$123 per month	
36	Licenses and fees	\$		Support Services licenses fee	=\$230/6 =\$38 per month	
	TOTAL OPERATING EXPENSES	\$	13,800			-
	Indirect Cost	12.0% \$	1,656			J
150						
152						
153						
154						
155						
151 152 153 154 155 156 157 158 159						
158						
159						
160						
161						
162						

4 Contract Term Begin Date End Date (	ation ears)														
Du															
4 Contract Term Begin Date End Date (1															
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 F\$P Contract ID# 1000019778															
10 Action (select)         New Agreement           11 Effective Date         1/1/2021															
11 Effective Date 1/1/2021															
12 Budget Name Hillsdale - Property Management 13 Current New															
14 Term Budget \$ - \$ 2,689,510															
	2%		1										•		
16 Not-To-Exceed \$ - \$ 26,329,610		Year 1			Year 2			Year 3			Year 4			All Years	
	1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
17	6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
18	New		New	New		New	New		New	New		New	New		New
19 Expenditures															
20 Salaries & Benefits 21 Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21 Operating Expense	\$ -	7 105,000	\$ 185,080	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 370,161	\$ 370,161		\$ 246,715		\$ -		\$ 1,172,116
22 Subtotal 23 Indirect Percentage 24 Indirect Cost (Line 21 X Line 22)	\$ -	\$ 185,080	\$ 185,080	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 370,161	\$ 370,161		\$ 246,715	\$ 246,715	\$ -	\$ 1,172,116	\$ 1,172,116
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)	\$ -	\$ 22,210	\$ 22,210	\$ -	\$ 44,419	\$ 44,419	\$ -	\$ 44,419	\$ 44,419	\$ -	\$ 29,606	\$ 29,606	\$ -	\$ 140,654	\$ 140,654
25 Other Expenses (Not subject to indirect %) 26 Capital Expenditure	ş -	\$ 398,503	\$ 398,503	Ş -	\$ 797,005	\$ 797,005	<u> </u>	\$ 797,005	\$ 797,005	Ş -	\$ 531,337	\$ 531,337	\$ -	\$ 2,523,849	\$ 2,523,849
26 Capital Expenditure 27 Admin Cost (HUD Agreements Only)	Ş -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27 Admin Cost (HUD Agreements Univ) 28 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
28 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
29 30 HSH Revenues (select)															
31 CNC Fund		\$ 374,670	\$ 374,670		\$ 749.340	\$ 749.340		\$ 749.340	\$ 749,340		\$ 499,560	\$ 499,560	¢ .	\$ 2,372,910	\$ 2,372,910
32 Additional GF		\$ 50,000	\$ 50,000		\$ 100,000			\$ 100,000	\$ 100,000		\$ 66,600	\$ 66,600		\$ 316,600	
33			\$ -		100,000	\$ -		3 100,000	\$ -		00,000	\$ -	Ś -		\$ 510,000
33 34 35 36 37			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
35			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
36			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
37			\$ -			\$ -			\$ -			\$ -	\$ -	Ÿ	\$ -
38			\$ -			\$ -			\$ -			\$ -	\$ -	-	\$ -
39			\$ -			\$ -			\$ -			\$ -	\$ -	Ÿ	\$ -
40 Total HSH Revenues	\$ -	\$ 424,670	\$ 424,670	5 -	\$ 849,340	\$ 849,340	\$ -	\$ 849,340	\$ 849,340	5 -	\$ 566,160	\$ 566,160	\$ -	\$ 2,689,510	\$ 2,689,510
Other Revenues (to offset Total Expenditures & Reduce HS	-											1			
41 Revenues) 42 Rental Income		\$ 181.123	\$ 181,123		\$ 362,245	\$ 362,245		\$ 362,245	\$ 362,245		\$ 241,497	\$ 241,497	ė	\$ 1.147.109	\$ 1,147,109
43		2 101,123	\$ 101,123 \$	-	J 302,245	\$ 302,245 \$		<i>⇒</i> 302,245	\$ 302,245 \$		<i>⇒</i> 241,497	\$ 241,497	ć		\$ 1,147,109
44			\$ -	+	<u> </u>	ς -			\$ .			\$ -	ς .	Ÿ	\$ -
45			\$ -		Ì	\$ -			Ś -			\$ -	Ś -	Ÿ	\$ -
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															
40 Total HSH + Other Revenues	\$ -	\$ 605,793	\$ 605,793	\$ -	\$ 1,211,585	\$ 1,211,585	\$ -	\$ 1,211,585	\$ 1,211,585	\$ -	\$ 807,657	\$ 807,657	s -	\$ 3,836,619	\$ 3,836,619
50 Rev-Evn (Budget Match Check)	¢	Ç 003,733	\$ 003,733	<u>,                                     </u>	y 1,211,383	¢ 1,211,363	¢ -	y 1,211,383	¢ 1,211,363	¢ -	Ç 007,037	\$ 807,037	¢ ·	y 3,030,013	\$ 3,030,019
52 Nev-Lap (Budget Water Creek)	- I 2			3 -	I.	<i>J</i> -	<i>y</i> -		-	· -		-		1	-
So															
54 <b>Phone</b> 628.652,7770															
55 <b>Email</b> <u>robert.j.mccarthy@sfgov.org</u>															

	A	В	С	D	E	F	G	Н	ı	J	К	L	M	AF	AG	AH
1 [	EPARTMENT OF HOMELESSNESS AND SUPPORT	VE HOUSING			_					-			***			
_	PERATING DETAIL															
	ocument Date	10/20/2020		1												
4	rovider Name	Episcopal Comm	nunity Services													
	rogram	Housing First Ho	otels CNC													
	\$P Contract ID#	1000019778														
	udget Name	Hillsdale - Prop	erty Managemei													
8																
9			Year 1			Year 2			Year 3			Year 4			All Years	
		1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
10		6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
		Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted
	perating Expenses	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense
_	ental of Property		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
	tilities(Elec, Water, Gas, Phone, Scavenger)	ļ	\$ 53,230	\$ 53,230		\$ 106,460	\$ 106,460		\$ 106,460	\$ 106,460	1	\$ 70,973	\$ 70,973	\$ -	\$ 337,123	\$ 337,123
	ffice expenses/renting fee		\$ 6,610	\$ 6,610		\$ 13,220	\$ 13,220		\$ 13,220	\$ 13,220		\$ 8,813	\$ 8,813	\$ -	\$ 41,863	\$ 41,863
	uilding Maintenance Supplies and Repair		\$ 66,215	\$ 66,215		\$ 152,431	\$ 152,431		\$ 152,431	\$ 152,431		\$ 101,561	\$ 101,561	\$ -	\$ 472,638	\$ 472,638
	lanagement/booking Fees	ļ	\$ 31,725	\$ 31,725		\$ 63,450	\$ 63,450		\$ 63,450	\$ 63,450	1	\$ 42,300	\$ 42,300	\$ -	\$ 200,925	\$ 200,925
_	egal Fees		\$ 14,800	\$ 14,800		\$ 9,600	\$ 9,600		\$ 9,600	\$ 9,600		\$ 6,400	\$ 6,400	\$ -	\$ 40,400	\$ 40,400
19			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
20			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
	onsultants		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
25			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
	ubcontractors		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
	ffice Salaries-Desk Clerks /contract (first \$25k)		\$ 12,500	\$ 12,500		\$ 25,000	\$ 25,000		\$ 25,000	\$ 25,000		\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
30			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
33									1	1						
	OTAL 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																
	ther Expenses (not subject to indirect cost %)															
37			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
	ental of Property		\$ 194,910	\$ 194,910		\$ 389,820	\$ 389,820		\$ 389,820	\$ 389,820		\$ 259,880	\$ 259,880	\$ -	\$ 1,234,430	\$ 1,234,430
	ffice Salaries-Desk Clerks /contract		\$ 81,223	\$ 81,223		\$ 162,445	\$ 162,445		\$ 162,445	\$ 162,445		\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409
	lanager Salaries-Hotel Director/manager		\$ 29,120	\$ 29,120		\$ 58,240	\$ 58,240		\$ 58,240	\$ 58,240		\$ 38,827	\$ 38,827	\$ -	\$ 184,427	\$ 184,427
_	anitor payroll		\$ 18,367	\$ 18,367		\$ 36,733	\$ 36,733		\$ 36,733	\$ 36,733		\$ 24,489	\$ 24,489	\$ -	\$ 116,321	\$ 116,321
	anitor Contract-Regular/Extra Services		\$ 12,500	\$ 12,500		\$ 25,000	\$ 25,000		\$ 25,000	\$ 25,000		\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
	epairs Payroll		\$ 23,920	\$ 23,920		\$ 47,840	\$ 47,840		\$ 47,840	\$ 47,840		\$ 31,893	\$ 31,893	\$ -	\$ 151,493	\$ 151,493
	enefits		\$ 38,464	\$ 38,464		\$ 76,927	\$ 76,927		\$ 76,927	\$ 76,927		\$ 51,285	\$ 51,285	\$ -	\$ 243,602	\$ 243,602
45			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
49						,									-	
50	OTAL 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									·	·						
	apital Expenses	ĺ														
53			s -			s -			s -			s -		s -	\$ -	\$ -
54			s -			\$ -			\$ -			s -		s -	\$ -	\$ -
60										1						-
	OTAL CAPITAL EXPENSES	s -	s -	\$ -	s -	s -	s -	s -	\$ -	\$ -	s -	s -	s -	s -	\$ -	\$ -
	OTHE OTH TIME EM EMOCO		<u> </u>	, ·	_		-		· ·	· ·		- I			<del>-</del>	<u> </u>
62	SH #3	ĺ												] _		
63	SH #3										l			Templ	ate last modified	1/22/2020

	А	В	С	D	E	F	G	Н
1	BUDGET NARRATIVE	Fiscal	Year					Fiscal Term End
2	Hillsdale - Property Management	FY20	0-21	<- Select from the drop-down list the fiscal year in which the proposed budge	t changes will first become effect	ive	7/1/2020	6/30/2021
50	Operating Expenses		Budgeted Expense	<u>Justification</u>	Calculation			
	Utilities(Elec, Water, Gas, Phone, Scavenger) Office expenses/renting fee		\$ 6,610	<u>Utilities (electricity, water, gas, telephone and scavenger service):</u> 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	=\$53,230/6 =\$8,872 per month =\$6,610/6 =\$1,101 per month			
57	Building Maintenance Supplies and Repair			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			
60	Management/booking Fees Legal Fees Office Salaries-Desk Clerks /contract (first \$25		\$ 14,800	Property management (84 Units) @ \$61.00 PUPM, and bookkeeping fees \$9.50 Property management legal expenses and credit report Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage,	=\$14,800/6 =\$2,467 per month			
	TOTAL OPERATING EXPENSES		\$ 185,080 \$ 22,210	only \$25K allows indirect cost	·			
76 77			, , , , , , , , , , , , , , , , , , , ,					
78 79	Other Expenses (not subject to indirect	ct cost %)	Amount	<u>Justification</u>	Calculation			
80 81	Rental of Property Office Salaries-Desk Clerks /contract Manager Salaries-Hotel Director/manager		\$ 81,223 \$ 29,120	The lease is written for 84 units at \$32,485 per month for 12 months Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage Oversees housing site, prorated half time. Responsible for rent up the property with program director for insuring safety of participants and security of facility.	=\$194,910/6 =\$32,485 per month =\$81,223/6 =\$13,537 per month =\$29,120/6 =\$4,853 per month			
84 85 86	Janitor payroll Janitor Contract-Regular/Extra Services Repairs Payroll		\$ 18,367 \$ 12,500 \$ 23,920	Responsible for building cleaning up, includes holidays/overtime coverage Regular Services, place trash bins Responsible for repair and maintenance of the building	=\$18,367/6 =\$3,061 per month =\$12,500/6 =\$2,083 per month =\$23,920/6 =\$3,987 per month			
93	Benefits TOTAL OTHER EXPENSES		\$ 38,464 \$ 398,503	% based from personnel from above	=\$38,464/6 =\$6,411 per month			
161 162 163								
164 165 166								
167 168								
169 170 171								
172 173								

1	DEPARTMENT OF H	IOMELESSNESS AI	ND SUPPORTIVE H	IOUSING	•									•		•			
2	APPENDIX B. BUDG Document Date	10 (20 (202	1																
		10/20/2020		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	2/29/2024	4															
7	Provider Name	Episcopa	Community Serv	ices															
	Program	Housin	ng First Hotels CN	С															
	F\$P Contract ID#		1000019778																
10	Action (select)	Ne	ew Agreement																
	Effective Date		1/1/2021																
	Budget Name	Hillsdale - Suppo																	
13		Current	New																
	Term Budget	\$ -	\$ 1,160,802																
	Contingency	\$ -	\$ 2,821,364	12%															
16	Not-To-Exceed	\$ -	\$ 26,329,610			Year 1			Year 2			Year 3			Year 4			All Years	
					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
18				ſ	New		New	New		New	New		New	New		New	New		New
40	Expenditures																		
20	Salaries & Benefits Operating Expense Subtotal Indirect Percentage Indirect Cost (Line 2				\$ -	\$ 146,646	\$ 146,646	\$ -	\$ 293,293	\$ 293,293	\$ -	\$ 293,293	\$ 293,293	\$ -	\$ 195,529	\$ 195,529	\$ -	\$ 928,761	\$ 928,761
21	Operating Expense				\$ -	\$ 17,001	\$ 17,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 22,667	\$ 22,667	\$ -	\$ 107,670	\$ 107,670
22	Subtotal				\$ -	\$ 163,647	\$ 163,647	\$ -	\$ 327,294	\$ 327,294	\$ -	\$ 327,294	\$ 327,294	\$ -	\$ 218,196	\$ 218,196	\$ -	\$ 1,036,430	\$ 1,036,430
23	Indirect Percentage				12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%			
24	Indirect Cost (Line 2	21 X Line 22)			\$ -	\$ 19,638	\$ 19,638	\$ -	\$ 39,275	\$ 39,275	\$ -	\$ 39,275	\$ 39,275	\$ -	\$ 26,184	\$ 26,184	\$ -	\$ 124,372	\$ 124,372
25	Other Expenses (No Capital Expenditure	t subject to indire	ect %)		\$ -	Ÿ	\$ -	\$ -	·	\$ -	Ÿ	\$ -	\$ -	\$ -	7	\$ -	\$ -	\$ -	\$ -
26	Capital Expenditure Admin Cost (HUD A				\$ -	\$ -	\$ -	\$ -	\$ -	Ş -		\$ -	Ş -	Ş -	\$ -	\$ -	\$ -	\$ -	\$ -
	Admin Cost (HUD A)  Total Expenditures				^	\$ 183.285	\$ 183,285		\$ 366,569	\$ 366,569	<u>^</u>	\$ 366,569	\$ 366,569		\$ - 244.270	\$ 244,379	\$ -	\$ 1,160,802	Ÿ
28	Total Expenditures				\$ -	\$ 183,285	\$ 183,285	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 244,379	\$ 244,379	\$ -	\$ 1,160,802	\$ 1,160,802
30	HSH Revenues (sele	oct)																	
31	CNC Fund	cti				\$ 183,285	\$ 183,285		\$ 366,569	\$ 366,569		\$ 366,569	\$ 366,569		\$ 244,379	\$ 244,379	¢ .	\$ 1,160,802	\$ 1,160,802
32	Additional GF					\$ 103,203	\$ 183,283		3 300,309	\$ 300,309		3 300,303	\$ 300,303		3 244,373	\$ 244,373	\$ -	-//	\$ 1,100,802
33	Additional Gr						\$ -			\$ -			Ś -			\$ -	Š -	\$ -	\$ -
34							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
35							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
36							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
33 34 35 36 37 38 39							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
38							\$ -			\$ -		<b></b>	\$ -			\$ -	\$ -	\$ -	\$ -
							\$ -			\$ -			\$ -	l		\$ -	\$ -	\$ -	\$ -
	Total HSH Revenue		i: 0.5 :		S -	\$ 183,285	\$ 183,285	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 244,379	\$ 244,379	S -	\$ 1,160,802	\$ 1,160,802
	Other Revenues (to	orrset Total Expe	naitures & Reduce	e HSH															
41	Revenues) Rental Income						ė			ė			ć				ć	ė	<u>.</u>
42	nemai income						\$ -			è -		<del> </del>	ė -	<del>                                     </del>		\$ -	ė -	è -	\$ -
43 44 45 46							\$ -	1		\$ -		<b>-</b>	\$ -	l		\$ -	ς .	Ÿ	\$ -
45							\$ -			\$ -			\$ -	i 1		\$ -	Ś -		\$ -
46							\$ -	İ		\$ -			\$ -	i i		\$ -	\$ -	Ÿ	\$ -
47	Total Other Revenu	ues			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48						•		·				Ť.		ľ		i i			
40	Total HSH + Other I	Revenues			\$ -	\$ 183,285	\$ 183,285	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 366,569	\$ 366,569	s -	\$ 244,379	\$ 244,379	\$ .	\$ 1,160,802	\$ 1,160,802
49 50	Pov Evo (Budget MA	atch Chack)			ė	y 103,203	¢ 103,203	ċ -	\$ 300,309	¢ 300,309	ċ	÷ 300,309	¢ 300,309	ė	y 244,379	\$ 244,379	ć	y 1,100,002	¢ 1,100,002
52	Rev-Exp (Budget Ma	attii CHELKI			<u> </u>		, -	J -		- د	· -	1	· -			-	· ·	1	· -
53	Prepared by	Вс	bby McCarthy																
54	Phone		528.652.7770																
55	Phone Email		mccarthy@sfgov.or	rg															
- 55				_															

	A	В	С	D	E	F	G	Н		J	K	L	M	N	0	P	Q	R	S	T
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	JSING		•						•	•								•	
2	SALARY & BENEFIT DETAIL																			
	Document Date	10/20/2020																		
4	Provider Name	Episcopal Comi	munity Servi	ces																
	Program	Housing First H																		
	F\$P Contract ID#	1000019778																		
	Budget Name	Hillsdale - Supp																		
8					Ye	ar 1						Yea							Year	
	POSITION TITLE			For HSF	l Funded	1/1/2021 -	1/1/2021 -	1/1/2021 -	_		For HSH	l Funded	7/1/2021 -	7/1/2021 -	7/1/2021 -	_		For HSH	Funded	7/1/2022 -
10		Agency	rotais	Pro	gram	6/30/2021	6/30/2021	6/30/2021	Agency 1	otais	Prog	gram	6/30/2022	6/30/2022	6/30/2022	Agency T	otais	Prog	arm	6/30/2023
10						New		New					New		New		1			New
		Annual Full	Position	% FTE	Adjusted				Annual Full	Position	% FTE	Adjusted				Annual Full Time	Position	% FTE	Adjusted	
		Time Salary	FTE	funded by	Budgeted	<b>Budgeted Salary</b>	Change	Budgeted Salary	Time Salary	FTE	funded by	Budgeted	<b>Budgeted Salary</b>	Change	<b>Budgeted Salary</b>	Salary (for 1.00	FTF			<b>Budgeted Salary</b>
11		(for 1.00 FTE)	1112	this budget	FTE				(for 1.00 FTE)	1112	this budget	FTE				FTE)	TIL	this budget	FTE	
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/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			1.00	1.44%	0.01	
19	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06		\$ 2,025		\$ 63,016	1.00	6.43%	0.06		\$ 4,049			1.00	6.43%	0.06	
20	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06		\$ 1,620		\$ 50,425	1.00	6.43%	0.06		\$ 3,240			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			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		1.00	2.07%	0.02	
	Tarzon, Mary-Director of Healthy Aging	\$ 120,235	1.00	1.35%	0.01		\$ 812		\$ 120,235	1.00	1.35%	0.01		\$ 1,623	\$ 1,623	\$ 120,235	1.00	1.35%	0.01	
25							\$ -	\$ -						\$ -	\$ -				1	
30				TOTA	AL SALARIES	\$ -	\$ 104,300	\$ 104,300			TOTA	AL SALARIES	\$ -	\$ 208,599	\$ 208,599			TOTA	AL SALARIES	\$ -
30 31 32 33 34 35				TOTAL FTE	2.88						TOTAL FTE	2.88	-			]		TOTAL FTE	2.88	
32					NEFIT RATE	40.60%		40.60%				NEFIT RATE	40.60%		40.60%			FRINGE BE	L	40.60%
33			EMF	PLOYEE FRING	GE BENEFITS	\$ -	\$ 42,347	\$ 42,347		EMP	LOYEE FRING	GE BENEFITS	\$ -	\$ 84,693	\$ 84,693		EMP	LOYEE FRING	SE BENEFITS	\$ -
34			TOT	AL SALARIES	& BENEFITS	\$ -	\$ 146,646	\$ 146,646		TOTA	AL SALARIES	& BENEFITS	\$ -	\$ 293,293	\$ 293,293	1	TOTA	L SALARIES 8	& BENEFITS	\$ -
35																				
36 37																				
37																				

	Δ	R	С	D	F	U	V	W	X	Y	7	AA	AB	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	SING					•	••	^	·	_	701	7.0	7.0			
	SALARY & BENEFIT DETAIL																
	Document Date	10/20/2020															
4	Provider Name	<b>Episcopal Comr</b>	munity Servi	ces													
	Program	Housing First H	otels CNC														
	F\$P Contract ID#	1000019778															
7	Budget Name	Hillsdale - Supp														All Years	
8				1	Yea	7/1/2022 -	7/1/2022 -				Yea	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
9	POSITION TITLE	Agency	Totals	For HSH	l Funded	6/30/2023	6/30/2023	Agency T	otals	For HSF	l Funded	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
10		/ igency		Prog	gram	0/30/2023	0/30/2023 New	Agency	otais	Pro	garm	2/29/2024 New	2/29/2024	New	2/29/2024 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	Change	Budgeted Salar
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	\$ 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	\$ 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	\$ 84,296	1.00	15.03%	0.15		\$ 8,446	\$ 8,446	\$ -	\$ 40,121	\$ 40,121
18	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	\$ 144,196	1.00	1.44%	0.01		\$ 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		1.00	6.43%	0.06		\$ 2,160		\$ -	\$ 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	\$ 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				TOTA	AL SALARIES	208,599	\$ 208,599			TOTA	AL SALARIES	\$ -	\$ 139,066	\$ 139,066	\$ -	\$ 660,565	\$ 660,565
30 31 32 33 34 35				TOTAL FTE	2.88					TOTAL FTE	2.88						
32				FRINGE BE	NEFIT RATE		40.60%			FRINGE BE	NEFIT RATE	40.60%		40.60%			
33			EMP	LOYEE FRING	SE BENEFITS	84,693	\$ 84,693		EMP	LOYEE FRING	GE BENEFITS	\$ -	\$ 56,462	\$ 56,462	\$ -	\$ 268,196	\$ 268,196
34			TOTA	L SALARIES	& BENEFITS	\$ 293,293	\$ 293,293		TOTA	L SALARIES	& BENEFITS	\$ -	\$ 195,529	\$ 195,529	\$ -	\$ 928,761	\$ 928,761
35	<u> </u>																
36 37																	
37																	

	A	В	С	D	E	F	G	Н	1	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTI	VE HOUSING														
	OPERATING DETAIL														•	
3	Document Date	10/20/2020														
4	Provider Name	<b>Episcopal Comm</b>														
5	Program	Housing First Ho	tels CNC													
6	F\$P Contract ID#	1000019778														
7	Budget Name	Hillsdale - Supp	ort Services													
8																
9			Year 1			Year 2			Year 3			Year 4			All Years	
9 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	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
	Rental of Property	Expondo	e	¢ Expense	Едропоо	¢ -	\$ _	Expondo	e	e		¢ .	¢	e		¢ _
	Utilities(Elec, Water, Gas, Phone, Scavenger)	e	\$ 2,760	\$ 2,760		\$ 5.520	\$ 5.520		\$ 5.520	\$ 5.520		\$ 3,680	\$ 3,680	ф <u>-</u>	\$ 17.480	\$ 17.480
	Office Supplies/furnitures equipment	ф -	\$ 2,760 \$ 1,320	\$ 2,760			\$ 5,520 \$ 2,640		\$ 5,520 \$ 2,640	\$ 5,520		\$ 3,680 \$ 1,760	,	ъ - е		\$ 17,480
	Office Supplies/rumitures equipment Food and Food supplies	ф - e	\$ 1,320 \$ 4,000	\$ 1,320 \$ 4,000		\$ 2,640 \$ 8,000	\$ 2,640		\$ 2,640	\$ 2,640		\$ 1,760 \$ 5,333	\$ 1,760 \$ 5,333	ф - е	\$ 8,360	\$ 25,333
		<b>5</b> -												5 -		
	Program Supplies	\$ -	\$ 2,655	\$ 2,655		\$ 5,309 \$ 3,577	\$ 5,309		\$ 5,309	\$ 5,309	+	ψ 0,000	\$ 3,539	\$ -	\$ 16,812	\$ 16,812
	Printing and Reproduction	\$ -	\$ 1,789	\$ 1,789		ψ 0,011	\$ 3,577		\$ 3,577	\$ 3,577		Ψ 2,000	\$ 2,385	\$ -	\$ 11,327	\$ 11,327
	Insurance	\$ -	\$ 3,334	\$ 3,334		\$ 6,668	\$ 6,668		\$ 6,668	\$ 6,668		\$ 4,445	\$ 4,445	\$ -	\$ 21,115	
	Staff Training/recruitment	\$ -	\$ 974	\$ 974		\$ 1,947	\$ 1,947		\$ 1,947	\$ 1,947		\$ 1,298	\$ 1,298	\$ -	\$ 6,166	
	Licenses and fees	\$ -	\$ 170	\$ 170		\$ 340	\$ 340		\$ 340	\$ 340		\$ 227	\$ 227	\$ -	\$ 1,077	\$ 1,077
22			\$ -	\$ -		\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
23			\$ -			\$ -			\$ -			\$ -		\$ -		\$ -
	Consultants		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
43			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
	<u>Subcontractors</u>		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
55			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
67																
	TOTAL OPERATING EXPENSES	\$ -	\$ 17,001	\$ 17,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 22,667	\$ 22,667	\$ -	\$ 107,670	\$ 107,670
69																
	Other Expenses (not subject to indirect cost %)															
71			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
83			_							_			_	_		
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
85																
	Capital Expenses															
87			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
94																
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96	HSH #3															
97	HSH #3													Temp	late last modified	1/22/2020

_	А	B			D		F G H
1	BUDGET NARRATIVE		al Year	,	U		Fiscal Term Start Fiscal Term End
_	Hillsdale - Support Services		20-21		<- Select from the drop-down list the fiscal year in which the proposed budget	changes will first become effe	
_	-	Adjusted					
ı		Budgeted					
3	Salaries & Benefits	FTE	Sala	ary_	Justification  Provides team leadership, management and aurentiaion to ensure program	Calculation	Employee Name
- 1	Burkle, Margaret-Support Services Manager	0.46	<b>3</b> 1		Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development;	=\$19,416/6 =\$3,236 per month	Burkle, Margaret-Support Services Manager
,					supervises staff; coordinates and leads partner efforts.		
4	OPEN-Case Mgr III Masters	0.91		29,402	Carries resident caseload, supporting clients in their efforts to retain housing and	=\$29,402/6 =\$4,900 per month	OPEN-Case Mgr III Masters
ı	OPEN-Case Mgr III Masters	0.91	<b>Ф</b> 2		to achieve short-and long-term personal goals; links residents to clinical,	=\$29,402/6 =\$4,900 per month	OPEN-Case Migr III Masters
ı					vocational and other needed resources to help them achieve improved personal		
ı					health and life quality; develops and leads community-building client activities to		
5					set and maintain a safe, pleasant and secure more environment for residents.		
٦	Hair, Ramona-Case Manager III	0.90	\$ 2		Carries resident caseload, supporting clients in their efforts to retain housing and	=\$28,620/6 =\$4,770 per month	Hair, Ramona-Case Manager III
- 1					to achieve short-and long-term personal goals; links residents to clinical,		
- 1					vocational and other needed resources to help them achieve improved personal		
ı					health and life quality; develops and leads community-building client activities to		
6					set and maintain a safe, pleasant and secure more environment for residents.		
	Ecker, Scott Housing Srvc Director	0.06	\$		Provides overall leadership, administration and supervision to ECS's ten	=\$4,403/6 =\$734 per month	Ecker, Scott Housing Srvc Director
7					supportive housing sites; develops proposals, negotiates and managers		
- 1	Brown, Shelly-Direct Support for Housing Sr	0.13	\$		contracts, and reports contractual outcomes and activities to funders; developes	=\$6,069/6 =\$1,012 per month	Brown, Shelly-Direct Support for Housing Srvc Director
8					strategic and practical relationships with community partners;		
	Holmes, Maggie-Project manager	0.15	\$	6,335	provides direction and support in crisis or other problematic situations; links	=\$6,335/6 =\$1,056 per month	Holmes, Maggie-Project manager
9			•		individual sites to broader Housing program efforts.	04 000/0 0470	B
ı	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	0.01	\$			=\$1,038/6 =\$173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt
!					direction and support in crisis or other problematic situations; links individual sites		
0			•		to broader Housing program efforts.	00 005/0 0007 //	
	Sambolin, Irving- Database Specialist & Con OPEN- Database Specialist & Compliance N	0.06			Evaluates HSH contract compliance; conducts resident chart reviews;	=\$2,025/6 =\$337 per month	Sambolin, Irving- Database Specialist & Compliance Monitor OPEN- Database Specialist & Compliance Monitor
	Tuvera, Desiree-Compliance Specialist	0.06			provides staff training on department protocols and procedures;	=\$1,620/6 =\$270 per month	
	OPEN-Clinical Services Mgr	0.06			provides staff training on department protocols and procedures; Provides case consultation and clinical direction to on-site staff to ensure highest	=\$2,088/6 =\$348 per month =\$1,268/6 =\$211 per month	Tuvera, Desiree-Compliance Specialist OPEN-Clinical Services Mgr
ı	OF EN-Cillical Services Wgi	0.03	φ		functioning of residents; partners with staff for resolution of difficult client issues;	-\$1,200/0 -\$211 per month	OF EN-Clinical Services ivigi
ı					provides crisis intervention and resolution; leads staff clinical education and		
14					training programs.		
-	OPEN-Director of Impact & Analytics	0.02	\$		Designs and implements continuous quality improvement program to ensure that	=\$1,207/6 =\$201 per month	OPEN-Director of Impact & Analytics
ı	21 En Brooker et impact a vinalyace	0.02	•		ECS's programs and services meet its standards. Works with program manager	-\$1,20770 -\$201 por monar	or are arranged a relative
ı					to develop quality assurance policies, collecting data for analysis by program, dept		
15					and organization-wide.		
	Tarzon, Mary-Director of Healthy Aging	0.01	\$		overall program direction and operations of CKSC as well as leadership for seniors	=\$812/6 =\$135per month	Tarzon, Mary-Director of Healthy Aging
					aging in place throughout all of our programs, with a focus on senior engagement,		
- 1	i				safety, health and independence		
16	<u> </u>			04,300			
	TOTAL	2.88	\$ 10				
-	TOTAL Employee Fringe Benefits	2.88	\$ 10		Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of	=\$42,347/6 =\$7,058 per month	
20	Employee Fringe Benefits	2.88 40.60%	\$ 4		Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.	=\$42,347/6 =\$7,058 per month	
20			\$ 4	42,347 46,646		_=\$42,347/6 =\$7,058 per month	
10	Employee Fringe Benefits		\$ 4			=\$42,347/6 =\$7,058 per month	
0 1 2	Employee Fringe Benefits		\$ 4 \$ 14	46,646		_=\$42,347/6 =\$7,058 per month	1
1 2 3	Employee Fringe Benefits Salaries & Benefits Total		\$ 4 \$ 14	46,646 geted	total salaries.	_	]
1 2 3	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses	40.60%	\$ 4 \$ 14 <u>Budg</u> <u>Expe</u>	46,646 geted ense	total salaries.  Justification	Calculation	]
0 1 2 3 4 6	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses Utilities(Elec, Water, Gas, Phone, Scavenger)	40.60%	\$ 4 \$ 14 Budg Expe	qeted ense 2,760	total salaries.  Justification  Telecommunication, including Sonic and TPX	<u>Calculation</u> =\$2,760/6 =\$460 per month	
0 1 2 3 4	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses	40.60%	\$ 4 \$ 14 Budg Expe	qeted ense 2,760	total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with	Calculation	
0 1 2 3 4 6	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/furnitures equipment	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$	qeted ense 2,760 1,320	total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers	<u>Calculation</u> =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month	
11 12 13 14 16	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies	40.60%	\$ 4 \$ 14 Budg <u>Expe</u> \$ 2 \$	geted ense 2,760 1,320 4,000	total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month nl =\$4,000/6 =\$667 per month	
0 1 2 3 4 6 7 8	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment Food and Food supplies Program Supplies Program Supplies	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 2	geted ense 2,760 1,320 4,000 2,655	Usual salaries.  Justification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities,	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month	
20 21 22 23 23 24 26 27 28 29	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/furnitures equipment  Food and Food supplies  Priogram Supplies  Printing and Reproduction	40.60%	\$ 4 \$ 14 <u>Budg</u> <u>Expe</u> \$ 2 \$ 3	geted ense 2,760 1,320 4,000 2,655 1,789	Using the SF rood Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and computers  Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month ≈1 =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month	
21 22 23 24 26 27 28 29	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Program Supplies Printing and Reproduction Insurance	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3	qeted ense 2,760 1,320 4,000 2,655 1,789 3,334	Justification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$556 per month	
20 21 22 23 23 24 26 27 28 29 31 32 2	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/furnitures equipment  Food and Food supplies  Priogram Supplies  Printing and Reproduction	40.60%	\$ 4 \$ 14 <u>Budg</u> <u>Expe</u> \$ 2 \$ 3	46,646 ense 2,760 1,320 4,000 2,655 1,789 3,334 974	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month ≈1 =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month	
0 1 2 3 4 6 7 8 9 0 1 2 3	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/furnitures equipment  Food and Food supplies  Program Supplies  Printing and Reproduction Insurance  Staff Training/recruitment	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 5 \$ 5 \$ 5	46,646 ense 2,760 1,320 4,000 2,655 1,789 3,334 974	Justification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
11 12 13 13 14 16 16 17 18 18 19 10 10 11 10 10 10 10 10 10 10 10 10 10	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities (Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Priogram Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646 ense 2,760 1,320 4,000 2,655 1,789 3,334 974 170	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
11 22 33 44 66 77 88 9 9 10 11 12 13 14 14 14 14 14 14 14 14 14 14 14 14 14	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$4,000/6 =\$667 per month =\$1,789/6 =\$298 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
21 22 22 23 24 24 26 29 80 29 80 31 32 33 33 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$4,000/6 =\$667 per month =\$1,789/6 =\$298 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
21 22 22 23 24 24 26 29 80 29 80 31 32 33 33 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$4,000/6 =\$667 per month =\$1,789/6 =\$298 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
221 222 223 224 226 227 228 229 330 331 332 333 600 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$4,000/6 =\$667 per month =\$1,789/6 =\$298 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
221 222 223 224 226 227 228 229 330 331 332 333 600 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$4,000/6 =\$667 per month =\$1,789/6 =\$298 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
221 222 223 224 226 227 228 229 330 331 332 333 600 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$4,000/6 =\$667 per month =\$1,789/6 =\$298 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
221 222 223 224 226 227 228 229 330 331 332 333 600 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$4,000/6 =\$667 per month =\$1,789/6 =\$298 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
221 222 223 224 226 227 228 229 330 331 332 333 600 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$4,000/6 =\$667 per month =\$1,789/6 =\$298 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
20 21 22 23 23 24 24 26 29 33 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$4,000/6 =\$667 per month =\$1,789/6 =\$298 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
221 222 223 224 226 227 228 229 330 331 332 333 600 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$4,000/6 =\$667 per month =\$1,789/6 =\$298 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
21 22 22 23 24 24 26 29 80 29 80 31 32 33 33 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$4,000/6 =\$667 per month =\$1,789/6 =\$298 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	

1	DEPARTMENT OF H	HOMELESSNESS	AND SUPPORTIVE	HOUSING																
2	APPENDIX B. BUDG Document Date	10/20/2020	7																	
		10/20/2020		Duration																
4	Contract Term Current Term	Begin Date	End Date	(Years)																
5	Current Term	1/1/2021	2/29/2024	4																
6	Amended Term	1/1/2021	2/29/2024	4																
7	Provider Name		al Community Serv																	
8	Program	Hous	ing First Hotels CN	IC																
9	F\$P Contract ID#		1000019778																	
10	Action (select) Effective Date		New Agreement																	
11	Effective Date		1/1/2021																	
12	Budget Name		perty Managemen	it																
	Tama Budasa	Current	New	<del>                                     </del>																
14	Term Budget	\$ -	\$ 2,956,280																	
	Contingency	\$ -	\$ 2,821,364	12%																
16	Not-To-Exceed	\$ -	\$ 26,329,610			Year 1			Year 2			Year 3			Year 4			All Years		
					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/	2021 -
17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29	/2024
18				ſ	New		New	New		New	New		New	New		New	New			ew
19	Expenditures																			
20	Salaries & Benefits Operating Expense				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
21	Operating Expense				\$ -	\$ 214,234	\$ 214,234	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 285,586	\$ 285,586	\$ -	\$ 1,356,755	\$ 1	,356,755
22	Subtotal Indirect Percentage Indirect Cost (Line 2				\$ -	\$ 214,234	\$ 214,234	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 285,586	\$ 285,586	\$ -	\$ 1,356,755	\$ 1	,356,755
23	Indirect Percentage	e			12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%				
24	Indirect Cost (Line 2	21 X Line 22)			\$ -	\$ 25,708	\$ 25,708	\$ -	\$ 51,416	\$ 51,416	\$ -	\$ 51,416	\$ 51,416	\$ -	\$ 34,270	\$ 34,270	\$ -	\$ 162,811	\$	162,811
25	Other Expenses (No Capital Expenditure	ot subject to indi	rect %)		\$ -	7 332,030	\$ 392,658	\$ -	\$ 785,316	\$ 785,316	\$ -	\$ 785,316	\$ 785,316	\$ -	\$ 523,544	\$ 523,544	\$ -	\$ 2,486,834	\$ 2	,486,834
26	Capital Expenditure	2			\$ -	\$ -	\$ -	\$ -	7	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
	Admin Cost (HUD A					\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$	-
28	Total Expenditures	5			\$ -	\$ 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
29	HSH Revenues (sele																			
30	HSH Revenues (sele CNC Fund	ect)				\$ 416.792	\$ 416.792		\$ 833,583	A 000 F00		\$ 833,583	4 000 500		\$ 555,722	A 555 700		\$ 2,639,680		.639.680
31	Additional GF			-		\$ 416,792 \$ 50.000	\$ 416,792 \$ 50,000		\$ 833,583	\$ 833,583 \$ 100,000		\$ 833,583	\$ 833,583 \$ 100,000		\$ 555,722 \$ 66,600	\$ 555,722 \$ 66,600	\$ -	\$ 2,639,680		316,600
32	Additional GF					\$ 50,000	\$ 50,000		5 100,000	\$ 100,000		\$ 100,000	\$ 100,000		\$ 66,600	\$ 66,600	\$ -		Ś	316,600
3/1							\$ -			<u>-</u> د			ė -			\$ -	ė -	Ÿ	Ś	
35							\$ -			š -			\$ -			ς -	\$ -	-	Ś	_
36							\$ -			\$ -			Ś -			\$ -	\$ -	\$ -	Ś	-
33 34 35 36 37 38							\$ -		j	\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
38							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	_
39							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
	Total HSH Revenue				\$ -	\$ 466,792	\$ 466,792	\$ -	\$ 933,583	\$ 933,583	\$ -	\$ 933,583	\$ 933,583	\$ -	\$ 622,322	\$ 622,322	\$ -	\$ 2,956,280	\$ 2	,956,280
	Other Revenues (to	offset Total Exp	enditures & Reduc	e HSH					l										l	
41	Revenues) Rental Income																		l .	
42	Rental Income					\$ 165,809	\$ 165,809		\$ 331,617	\$ 331,617		\$ 331,617	\$ 331,617		\$ 221,078	\$ 221,078	\$ -	\$ 1,050,121		,050,121
43 44 45 46							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
44							\$ -			\$ -			\$ -	-		\$ -	\$ -	\$ -	\$	-
45							\$ -			S -			5 -			\$ -	5 -	\$ -	\$	
46	Total Other Revenu			-	ć		\$ 165,809	ć	\$ 331,617	\$ - \$ 331.617	ć	\$ 331,617	\$ -	ć	ć 221.070	\$ 221,078	\$ -	•	~	,050,121
	TOTAL OTHER REVEN	ues			ş -	\$ 165,809	908,601 د	ş -	\$ 351,01/	\$ 331,617	ə -	φ 331,01/	\$ 331,617	ş -	\$ 221,078	ş 221,078	ş -	φ 1,050,121	ə 1	,000,121
48		_																	<u> </u>	
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 Ma	latch Check)			\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$	-
52	Rev-Exp (Budget Ma Prepared by		) - l- l																	
53	rrepared by		Bobby McCarthy																	
54	Phone	g-1	628.652.7770																	
55	Email	rober	.j.mccarthy@sfgov.c	org																

_							G	Н					M	AF	AG	AH
_	ARTMENT OF HOMELESSNESS AND SUPPORTIVE	/E HOUSING	•	•		•					•	•				
2 IOPFI	RATING DETAIL															
	ument Date	10/20/2020		1												
	vider Name	Episcopal Comm	nunity Services													
5 Prog		Housing First Ho														
	Contract ID#	1000019778	310.5 0.10													
	get Name	Mentone - Prop	orty Managem													
8	get Name	Wientone - Frop	erty ivianagenii													
			Year 1			Year 2			Year 3			Year 4			All Years	
9																
40		1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 - 2/29/2024	1/1/2021 -
10		6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024		2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
		Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted
12 Open	rating Expenses	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense
13 Renta	tal of Property		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
14 Utiliti	ies(Elec, Water, Gas, Phone, Scavenger)	-	\$ 85,230	\$ 85,230		\$ 170,460	\$ 170,460		\$ 170,460	\$ 170,460		\$ 113,640	\$ 113,640	\$ -	\$ 539,790	\$ 539,790
	ce Supplies/renting fee		\$ 6,720	\$ 6,720		\$ 13,440	\$ 13,440		\$ 13,440	\$ 13,440		\$ 8.960	\$ 8,960	s -	\$ 42,560	\$ 42,560
_	ding Maintenance Supplies and Repair		\$ 66,220	\$ 66,220	l .	\$ 152,440	\$ 152,440		\$ 152,440	\$ 152,440	1	\$ 101,567	\$ 101,567	9	\$ 472.667	\$ 472,667
			¥,		<del> </del>						<del>                                     </del>			•	, ,,,,	
	agement/Booking Fees		ψ ±0,104	\$ 28,764		\$ 57,528	\$ 57,528		\$ 57,528	\$ 57,528		\$ 38,352	\$ 38,352	\$ -	\$ 182,172	\$ 182,172
	al Fee		\$ 14,800	\$ 14,800		\$ 9,600	\$ 9,600		\$ 9,600	\$ 9,600		\$ 6,400	\$ 6,400	\$ -	\$ 40,400	\$ 40,400
19			\$ -	<b>.</b>		\$ -			\$ -			\$ -	<b></b>	\$ -	\$ -	\$ -
20			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
21 Cons	sultants_		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
22		-	\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
	contractors		s -			\$ -			s -			s -		\$ -	\$ -	\$ -
	ce Salaries-Desk Clerks/contract (first \$25k)		\$ 12,500	\$ 12.500	İ	\$ 25,000	\$ 25,000		\$ 25,000	\$ 25,000		\$ 16,667	\$ 16,667	s -	\$ 79.167	\$ 79.167
27	So Calando Bosh Olomoroomilaot (mat \$20K)		\$ 12,300	Ψ 12,300	İ	\$ 20,000	20,000		\$ 20,000	20,000		\$ 10,007	10,007	9	\$ 75,107	¢ 73,107
28			\$ -	<del>                                     </del>	<del> </del>	÷ -			•	<del> </del>	<del>                                     </del>	• -	<del>                                     </del>	•	÷ -	
31				I	-	<b>-</b>			<b>a</b> -	l	1		I	<b>a</b> -	<b>-</b>	ъ -
			1							1		1				
	AL 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											ĺ					
34 Other	er Expenses (not subject to indirect cost %)				<u></u>											
35			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
	tal of Property		\$ 192,529	\$ 192,529		\$ 385,057	\$ 385.057		\$ 385,057	\$ 385,057		\$ 256,705	\$ 256,705	\$	\$ 1,219,347	\$ 1,219,347
	ce Salaries-Desk Clerks/contract		\$ 81,223	\$ 81,223	İ	\$ 162,445	\$ 162,445		\$ 162,445	\$ 162,445		\$ 108,297	\$ 108,297	9	\$ 514.409	\$ 514.409
			\$ 29,120	\$ 29,120	1	\$ 58,240	\$ 58,240		\$ 58,240	\$ 58,240		\$ 38,827	\$ 38,827	6	\$ 184,427	\$ 184,427
	ager Salaries-Hotel Director/manager		¥ 20,120		-						<b>-</b>			9 -	•	
_	tor Contract-Regular/Extra Services		\$ 30,000	\$ 30,000		\$ 60,000	\$ 60,000		\$ 60,000	\$ 60,000		\$ 40,000	\$ 40,000	\$ -	\$ 190,000	\$ 190,000
	airs Payroll		\$ 23,920	\$ 23,920		\$ 47,840	\$ 47,840		\$ 47,840	\$ 47,840		\$ 31,893	\$ 31,893	\$ -	\$ 151,493	\$ 151,493
41 Bene	efits		\$ 35,867	\$ 35,867		\$ 71,734	\$ 71,734		\$ 71,734	\$ 71,734		\$ 47,823	\$ 47,823	\$ -	\$ 227,158	\$ 227,158
42																
43												-				
44 TOT/	AL OTHER EXPENSES	s -	\$ 392.658	\$ 392,658	\$ -	\$ 785.316	\$ 785.316	s -	\$ 785.316	\$ 785.316	\$ -	\$ 523,544	\$ 523,544	s -	\$ 2.486.834	\$ 2,486,834
45		¥			Ť	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, ,,,,,,,,	-	, ,,,,,,,,,	, , , , , , , , , , , , , , , , , , , ,	T	, 020,044		7	÷ =,.00,004	÷ 2,100,004
	=										ĺ					
	ital Expenses		1							1		1				
47			\$ -	1		\$ -			\$ -			\$ -	<u> </u>	\$ -	\$ -	\$ -
54			1							ı		1				,
55 TOT/	AL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						•										
56 57 <b>HSH</b>	1.10													l		4 (00) (00
5/ HSH	1#3										l			Templ	ate last modified	1/22/2020

	А	В	С	D	E	F	G	Н
1	BUDGET NARRATIVE	Fiscal	Year					Fiscal Term End
2	Mentone - Property Management	FY20	0-21	<- Select from the drop-down list the fiscal year in which the proposed budge	t changes will first become effecti	ive	7/1/2020	6/30/2021
			Budgeted					
50	Operating Expenses		Expense	Justification	Calculation			
	Utilities(Elec, Water, Gas, Phone, Scavenger)			Utilities (electricity, water, gas, telephone and scavenger service):	=\$85,230/6 =\$14,205 per month			
	Office Supplies/renting fee			PM office supplies are including on site supplies, postage/copiers, payroll	=\$6,720/6 =\$1,120 per month			
	3		• •,.=•	expenses; staffing training, computer tech and supplies, as well as Cable TV and	, , , , , , , , , , , , , , , , , , , ,			
54				tenant background check/renting fee				
	Building Maintenance Supplies and Repair		\$ 66,220	estimated cost from property management provided information, including fire	=\$76,220/6 =\$12,703 per month			
57				protection, plumbing, electrical and elevator repairs and furnishing, ect.				
	Management/Booking Fees			Property management (71 Units) @ \$61.00 PUPM, and bookkeeping fees \$9.50 B				
	Legal Fee			property management legal expenses and credit report	=\$4,800/6 =\$800 per month			
	Office Salaries-Desk Clerks/contract (first \$25k)		\$ 12,500	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage;	=\$12,500/6 =\$2,083 per month			
69 74	TOTAL OPERATING EXPENSES		\$ 214,234	only \$25K allows indirect cost				
	Indirect Cost	12.0%						
76	mairect Cost	12.070	φ 25,700					
77								
<del>  '  </del>								
78	Other Expenses (not subject to indirect	cost %)	Amount	<u>Justification</u>	Calculation			
79								
	Rental of Property			The lease is written for 71 units @32,088 per month for 12 months	=\$192,529/6 =\$32,088 per month			
	Office Salaries-Desk Clerks/contract			Coverage 24/7 for residents of the Hillsdale; 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	=\$29,120/6 =\$4,853 per month			
83				with program director for insuring safety of participants and security of facility.				
	Janitor Contract-Regular/Extra Services			Regular Services, place trash bins	=\$30,000/6 =\$5,000 per month			
	Repairs Payroll			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			
	TOTAL OTHER EXPENSES		\$ 392,658					
161	TOTAL OTHER EXICENSES		ψ 552,050					
162								
163								
164								
165								
166								
167								
168								
166 167 168 169 170								
170								
171								
172 173								
1/3								

1	DEPARTMENT OF H	HOMELESSNESS A	AND SUPPORTIVE	HOUSING																
2	APPENDIX B. BUDG Document Date		7																	
		10/20/2020	+	Duration																
4	Contract Term Current Term	Begin Date	End Date	(Years)																
5	Current Term	1/1/2021	2/29/2024	4																
6	Amended Term	1/1/2021	2/29/2024	4																
7	Provider Name	Episcopa	al Community Serv	vices																
8	Program		ing First Hotels CN	IC																
9	F\$P Contract ID#		1000019778																	
10	Action (select) Effective Date	N	lew Agreement																	
11	Effective Date		1/1/2021																	
12	Budget Name	Mentone - Supp																		
	T Dd4	Current	New	<del> </del>																
14	Term Budget	\$ -	\$ 1,125,411																	
	Contingency	\$ -	\$ 2,821,364	12%																
16	Not-To-Exceed	\$ -	\$ 26,329,610			Year 1			Year 2			Year 3			Year 4			All Years		
l T					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/	/2021 -
17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29	9/2024
18				ſ	New		New	New		New	New		New	New		New	New			New
19	Expenditures																			
20	Salaries & Benefits Operating Expense				\$ -	\$ 141,245	\$ 141,245	\$ -	\$ 282,490	\$ 282,490	\$ -	\$ 282,490	\$ 282,490	\$ -	\$ 188,327	\$ 188,327	\$ -	\$ 894,553	\$	894,553
21	Operating Expense				\$ -	\$ 17,413	\$ 17,413	\$ -	\$ 34,825	\$ 34,825	\$ -	\$ 34,825	\$ 34,825	\$ -	\$ 23,217	\$ 23,217	\$ -	\$ 110,279	\$	110,279
22	Subtotal Indirect Percentage Indirect Cost (Line 2				\$ -	\$ 158,658	\$ 158,658	\$ -	\$ 317,315	\$ 317,315	\$ -	\$ 317,315	\$ 317,315	\$ -	\$ 211,544	\$ 211,544	\$ -	\$ 1,004,832	\$ 1	1,004,832
23	Indirect Percentage	9			12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%				
24	Indirect Cost (Line 2	21 X Line 22)			\$ -	\$ 19,039	\$ 19,039	\$ -	\$ 38,078	\$ 38,078	\$ -	\$ 38,078	\$ 38,078	\$ -	\$ 25,385	\$ 25,385	\$ -	\$ 120,580	\$	120,580
25	Other Expenses (No Capital Expenditure	ot subject to indir	ect %)		\$ -	\$ -	Ÿ	\$ -	Ÿ	\$ -	т	\$ -	\$ -	\$ -	T	\$ -	\$ -	\$ -	\$	-
26	Capital Expenditure	2			\$ -	\$ -	\$ -	\$ -	7	\$ -		\$ -	\$ -	\$ -	<u> </u>	\$ -	\$ -	\$ -	\$	-
27	Admin Cost (HUD A	greements Only)				\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$	
28	Total Expenditures	i			\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ -	\$ 1,125,411	\$ 1	1,125,411
29	HSH Revenues (sele																			
30	<u>HSH Revenues (sele</u> CNC Fund	ect)				\$ 177.697	4 477 507		\$ 355,393	4 255 202		\$ 355.393	A 255 202		\$ 236,929	A 225 020	4 477.007	4 4405 444		
32	LNC Fund			-		\$ 1/7,697	\$ 177,697		\$ 355,393	\$ 355,393		\$ 355,393	\$ 355,393	+	\$ 236,929	\$ 236,929	\$ 177,697	\$ 1,125,411	\$ 1	1,125,411
32							\$ -			\$ -			· -			\$ -	\$ -	Ÿ	Ś	
3/1							\$ -			ċ -			ė			\$ -	ċ -	· ·	Ś	
35							\$ -			\$ -			¢ .			\$ -	Ġ .	-	Ś	
36							\$ -			\$ -			\$ -			\$ -	ς -	\$ -	Ś	
33 34 35 36 37 38							\$ -			Š -			ś -			ś -	š -	ś -	Ś	-
38							\$ -			\$ -		İ	\$ -			\$ -	\$ -	\$ -	\$	
39							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
	Total HSH Revenue				\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ -	\$ 1,125,411	\$ 1	1,125,411
ΙĪ	Other Revenues (to	offset Total Expe	enditures & Reduc	e HSH																
41	Revenues) Rental Income												l .					l .		
42	Rental Income						\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	
43							\$ -			\$ -			\$ -			\$ -	\$ -		\$	
44							\$ -			\$ -		-	5 -	-		\$ -	\$ -		\$	-
43 44 45 46							\$ - \$ -	-		\$ - \$ -			5 -	<b> </b>		\$ -	5 -		\$	
46	Total Other Revenu			-	ć		-	ć		\$ - \$ -	ć	\$ -	\$ -	ć	¢	\$ -	\$ -	\$ - \$ -	_	
	iotai Other Kevent	ues			ş -	ə -	\$ -	ş -	ə -	ş -	ş -	· -	ə -	ş -	<del>,</del> -	ə -	ə -	ə -	\$	
48		_																	<u> </u>	
49	Total HSH + Other I	Revenues			\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ -	\$ 1,125,411	\$ 1	1,125,411
50	Rev-Exp (Budget Ma	atch Check)			\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$	_
52	Rev-Exp (Budget Ma		- la la constant																	
53	rrepared by	В	obby McCarthy																	
54	Phone Email		628.652.7770																	
55	Email	robert.	j.mccarthy@sfgov.o	лg																

	A	В	С	D	E	F	G	Н		J	K	L	M	N	0	Р	Q	R	S	Т
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	JSING									,									
2	SALARY & BENEFIT DETAIL		_																	
	Document Date	10/20/2020																		
4	Provider Name	Episcopal Comr		ices																
	Program	Housing First H	otels CNC																	
	F\$P Contract ID#	1000019778																		
	Budget Name	Mentone - Sup																		
8					Ye	ar 1						Yea							Year	
	POSITION TITLE	Agency	Totals	For HSF	l Funded	1/1/2021 -	1/1/2021 -	1/1/2021 -		T-4-1-	For HSH	l Funded	7/1/2021 -	7/1/2021 -	7/1/2021 -	A		For HSH	l Funded	7/1/2022 -
9 10		Agency	IUlais	Pro	gram	6/30/2021 New	6/30/2021	6/30/2021 New	Agency	rotais	Prog	gram	6/30/2022 New	6/30/2022	6/30/2022 New	Agency T	otais	Prog	garm	6/30/2023 New
10						inew		New					New		New					inew
		Annual Full	Position	% FTE	Adjusted				Annual Full	Position	% FTE	Adjusted				Annual Full Time	Position	% FTE	Adjusted	
		Time Salary	FTE	funded by	Budgeted	Budgeted Salary	Change	Budgeted Salary	,	FTE	funded by	_	Budgeted Salary	Change	Budgeted Salary	Salary (for 1.00	FTE			<b>Budgeted Salary</b>
11		(for 1.00 FTE)		this budget	FTE				(for 1.00 FTE)		this budget	FTE				FTE)		this budget	FTE	
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/Hsg 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		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			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			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							\$ -	\$ -						\$ -	\$ -				i	
40				TOT	AL SALARIES	\$ -	\$ 100,458	\$ 100,458			TOTA	AL SALARIES	\$ -	\$ 200,916	\$ 200,916			TOTA	AL SALARIES	\$ -
40 41				TOTAL FTE	2.88						TOTAL FTE	2.88						TOTAL FTE	2.88	
42				FRINGE BE	NEFIT RATE	40.60%		40.60%	S		FRINGE BE	NEFIT RATE	40.60%		40.60%			FRINGE BE	NEFIT RATE	40.60%
43			EMF	PLOYEE FRIN	GE BENEFITS	\$ -	\$ 40,787	\$ 40,787		EMP	LOYEE FRING	GE BENEFITS	\$ -	\$ 81,574	\$ 81,574		EMP	LOYEE FRING	GE BENEFITS	\$ -
42 43 44 45			тот	AL SALARIES	& BENEFITS	\$ -	\$ 141,245	\$ 141,245		тот	AL SALARIES	& BENEFITS	\$ -	\$ 282,490	\$ 282,490		TOTA	L SALARIES	& BENEFITS	\$ -
46 47																				
47																				

П	A	В	С	D	E	U	V	W	Х	Y	Z	AA	AB	AC	BT	BU	Т —	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	SING	•						•					•			1	
2	SALARY & BENEFIT DETAIL																	
	Document Date	10/20/2020																
4	Provider Name	Episcopal Comi		ces														
		Housing First H																
	F\$P Contract ID#	1000019778																
	Budget Name	Mentone - Sup																
8					Yea						Year					All Years		
	POSITION TITLE	Agonou	Totals	For HSH	l Funded	7/1/2022 -	7/1/2022 -	A		For HSH	Funded	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -		/2021 -
10		Agency	IUlais	Prog	gram	6/30/2023	6/30/2023 New	Agency T	otais	Prog	garm	2/29/2024 New	2/29/2024	2/29/2024 New	2/29/2024	2/29/2024		9/2024 New
10							New					inew		New	New	Modification	+-	ivew
		Annual Full	Position	% FTE	Adjusted			Annual Full Time	Position	% FTE	Adjusted						/ /	
		Time Salary	FTE	funded by	Budgeted	Change	<b>Budgeted Salary</b>	, ,	FTE	funded by	-	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budge	ted Salary
11		(for 1.00 FTE)		this budget	FTE			FTE)		this budget	FTE						/ /	
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/Hsg 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		\$ -	\$ 6,651	\$	6,651
19	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06			\$ 63,016	1.00	6.43%	0.06		\$ 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		1.00	3.21%	0.03		\$ 1,691	1	\$ -	\$ 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				TOTA	AL SALARIES	\$ 200,916	\$ 200,916			TOTA	L SALARIES	\$ -	\$ 133,944	\$ 133,944	\$ -	\$ 636,235	\$	636,235
41				TOTAL FTE	2.88	- L				TOTAL FTE	2.88			•			-	
25 40 41 42 43 44				FRINGE BE	NEFIT RATE		40.60%			FRINGE BE	NEFIT RATE	40.60%		40.60%				
43			EMP	LOYEE FRING	GE BENEFITS	\$ 81,574	\$ 81,574		EMP	LOYEE FRING	E BENEFITS	\$ -	\$ 54,383	\$ 54,383	\$ -	\$ 258,318	\$	258,318
44			TOTA	L SALARIES	& BENEFITS	\$ 282,490	\$ 282,490		TOTA	AL SALARIES	& BENEFITS	\$ -	\$ 188,327	\$ 188,327	\$ -	\$ 894,553	\$	894,553
45	<u>'</u>																	
46 47																		
47																		

A	В	С	D	F	F	G	Н		-	К		М	AF	AG	AH
1 DEPARTMENT OF HOMELESSNESS AND SUPPORT							''		-	IX.		141	74	/\C	741
2 OPERATING DETAIL	145 110031140													Ų	
3 Document Date	10/20/2020		1												
4 Provider Name		munity Services													
5 Program	Housing First H														
6 F\$P Contract ID#	1000019778		1												
7 Budget Name	Mentone - Sup	port 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	6/30/2021	0/30/2021 New	New	0/30/2022	0/30/2022 New	0/30/2023 New	6/30/2023	New	New	2/29/2024	New	New	Modification	New
<del>                                     </del>	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted	Modification	Budgeted
12 Operating Expenses	Expense	Change	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 eqipment		\$ 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		\$ -	\$ -		\$ -			\$ -	\$ -		\$ -	\$ -	\$ -	s -	\$ -
23		s -			\$ -			\$ -			s -		s -	s -	\$ -
24		s -			s -			s -			s -		s -	s -	s -
25		s -			s -			\$ -			s -		s -	s -	\$ -
26 Consultants		s -			s -			s -			s -		s -	s -	\$ -
27		s -			\$ -			\$ -			\$ -		\$ -	s -	\$ -
38 Subcontractors		s -			\$ -			\$ -			\$ -		\$ -	•	\$ -
39		\$ -			\$ -			\$ -			\$ -		\$ -	s -	\$ -
51	1	1 *		1	Ŧ		ĺ	1 7		i			*	-	
52 TOTAL OPERATING EXPENSES	s -	- \$ 17.413	\$ 17,413	s -	\$ 34,825	\$ 34,825	s -	\$ 34.825	\$ 34,825	\$ -	\$ 23,217	\$ 23,217	\$ -	\$ 110,279	\$ 110,279
53	Ť	1,410	,410	,	÷ 0.1,020	÷ 01,520	T	÷ 0.,320	÷ 0.,020	T	+ LU,E11	+ L0,217	Ť	,210	÷ 1.0,2.0
54 Other Expenses (not subject to indirect cost %)	1														
55	1	s -		1	\$ -		ĺ	\$ -		i	s -		s -	\$ -	s -
67	1	1 7		<u> </u>	· -			- <u>-  </u>			· ·	1	·	_	-
68 TOTAL OTHER EXPENSES	\$ -	- \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69		•	•								•	•			
70 Capital Expenses														<u> </u>	
71		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
78															
79 TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
80 81 HSH #3	1														
81 HSH #3	1												Temp	late last modified	1/22/2020
													· cinp	uot moumbu	.,, _020

	A	В	С	D	E	F	G	Н
1	BUDGET NARRATIVE	Fiscal	Year	<del>-</del>	<del>-</del>	•	Fiscal Term Start	Fiscal Term End
	Mentone - Support Services	FY20		<- Select from the drop-down list the fiscal year in which the proposed budget	changes will first become effe	ctive	7/1/2020	6/30/2021
۷,	mentone Support Services	Adjusted					1	
ŀ		Budgeted	Budgeted					
3	Salaries & Benefits	FTE	Salary	Justification	Calculation	Employee Name		
	Bussey, Keith-Support Services Manager	0.46		Provides team leadership, management and supervision to ensure program quality,		Bussey, Keith-Support Serv	rices Manager	
- 1				as well as resident safety, housing retention, and individual development;				
4				supervises staff; coordinates and leads partner efforts.				
- 1	Alpough, Katherine-Case Mgr III	0.91	\$ 30,175	Carries resident caseload, supporting clients in their efforts to retain housing and to	=\$30,175/6 =\$5,029 per month	Alpough, Katherine-Case M	lgr III	
,				achieve short-and long-term personal goals; links residents to clinical, vocational				
- 1				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.				
3	Eman-Ghiasi, Marcus Armon-Case Manager II	0.90	\$ 24.409	Carries resident caseload, supporting clients in their efforts to retain housing and to	=\$24 409/6 =\$4 068 per month	Eman-Ghiasi, Marcus Armo	n-Case Manager III	
- 1	Zinan Onaoi, marodo / inion Odoo managor ii	0.00	Ψ 21,100	achieve short-and long-term personal goals; links residents to clinical, vocational	-φ2 1, 100/0 =φ 1,000 por monar	Email Omaoi, Marodo / imic	ni odoo managoi iii	
- 1				and other needed resources to help them achieve improved personal health and				
- 1				life quality; develops and leads community-building client activities to set and				
6				maintain a safe, pleasant and secure more environment for residents.				
	Ecker, Scott Housing Srvc Director	0.06	\$ 4,404	Provides overall leadership, administration and supervision to ECS's ten	=\$4,403/6 =\$734 per month	Ecker, Scott Housing Srvc I	Director	
7				supportive housing sites; develops proposals, negotiates and managers				
١	Hamilton, Travis-Direct Support for Housing Su	0.13	\$ 6,070	contracts, and reports contractual outcomes and activities to funders; developes	=\$6,069/6 =\$1,012 per month	Hamilton, Travis-Direct Sup	port for Housing Srvo	Director
ö	Holmon Maggio Design	0.45	• ^ ^ -	strategic and practical relationships with community partners;	\$6.33E/6 \$4.0E0	Halman Massis Desis :		
٥	Holmes, Maggie-Project manager	0.15	ф 6,335	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 ma	anager	
J	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	0.01	\$ 1.050	developes strategic and practical relationships with community partners; provides	=\$1,050/6 =\$175 per month	Pocock, Liz-Director/Hsg D	ev & Asset Momt	
- 1	. coods, Ele-birotoiri isg boy a reset wight	0.01	Ψ 1,000	direction and support in crisis or other problematic situations; links individual sites	-ψ.,σσσ/σ =ψ1/σ per montu	. 5556K, EIZ-Director/Hay Di	or a nooce mignit	
10				to broader Housing program efforts.				
11	Sambolin, Irving- Database Specialist & Comp	0.06	\$ 2,025	Evaluates HSH contract compliance; conducts resident chart reviews;	=\$2,025/6 =\$337 per month	Sambolin, Irving- Database	Specialist & Complia	nce 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 Specialis	t & Compliance Monit	or
13	Tuvera, Desiree-Compliance Specialist	0.06		provides staff training on department protocols and procedures;	=\$2,089/6 =\$348 per month	Tuvera, Desiree-Compliano		
	OPEN-Clinical Services Mgr	0.03	\$ 1,268	Provides case consultation and clinical direction to on-site staff to ensure highest	=\$1,268/6 =\$211 per month	OPEN-Clinical Services Mg	ır	
- 1				functioning of residents; partners with staff for resolution of difficult client issues;				
				provides crisis intervention and resolution; leads staff clinical education and				
14	ODEN Discours of Issue of B Asset disc	0.00	<b>f</b> 4000	training programs.	#4 000/C #004	ODEN Discrete of Issues A	A b si	
- 1	OPEN-Director of Impact & Analytics	0.02	\$ 1,208	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to	=\$1,208/6 =\$201 per month	OPEN-Director of Impact &	Analytics	
- 1				develop quality assurance policies, collecting data for analysis by program, dept				
15				and organization-wide				
15	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812	and organization-wide. overall program direction and operations of CKSC as well as leadership for seniors	=\$812/6 =\$135 per month	Tarzon, Mary-Director of He	ealthy Aging	
15	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812	and organization-wide.  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,	=\$812/6 =\$135 per month	Tarzon, Mary-Director of He	ealthy Aging	
	_			overall program direction and operations of CKSC as well as leadership for seniors	=\$812/6 =\$135 per month	Tarzon, Mary-Director of He	ealthy Aging	
	TOTAL -	2.88		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		Tarzon, Mary-Director of He	ealthy Aging	
	_	2.88	\$ 100,458	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of		Tarzon, Mary-Director of He	ealthy Aging	
19	TOTAL  Employee Fringe Benefits	2.88 40.60%	\$ 100,458 \$ 40,787	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		Tarzon, Mary-Director of He	ealthy Aging	
19 20 21	TOTAL -	2.88 40.60%	\$ 100,458	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of		Tarzon, Mary-Director of He	ealthy Aging	
19 20 21	TOTAL  Employee Fringe Benefits	2.88 40.60%	\$ 100,458 \$ 40,787	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of		Tarzon, Mary-Director of He	ealthy Aging	
19 20 21	TOTAL  Employee Fringe Benefits	2.88 40.60%	\$ 100,458 \$ 40,787 \$ 141,245	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of		Tarzon, Mary-Director of He	ealthy Aging	
19 20 21 22	TOTAL  Employee Fringe Benefits	2.88 40.60%	\$ 100,458 \$ 40,787	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of		Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)	2.88 40.60%	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 22 23	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with	=\$40,787/6 =\$6,798 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/fumitures eqipment	2.88 40.60%	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month	Tarzon, Mary-Director of He	ealthy Aging	
19 20 21 22 23 24	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month	Tarzon, Mary-Director of He	ealthy Aging	
19 20 21 22 23 24 25	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/fumitures eqipment  Food and Food supplies  Program Supplies	2.88 40.60%	\$ 100,458 \$ 40,787 \$ 141,245	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangemer Includes bus passes, program materials and snacks for resident activities,	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$3,863/6 =\$644 per month =\$2,700/6 =\$450 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/fruitures eqipment  Food and Food supplies  Priorgam Supplies  Printing and Reproduction	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,781	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangemen includes bus passes, program materials and snacks for resident activities, leased copier	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$3,863/6 =\$644 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance	2.88 40.60%	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,781 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$3,863/6 =\$644 per month =\$1,781/6 =\$297 per month =\$2,802/6 =\$450 per month =\$1,781/6 =\$297 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/furnitures eqipment  Food and Food supplies  Program Supplies  Printing and Reproduction Insurance  Staff Training/Recruitments	2.88 40.60%	\$ 100,458 \$ 40,787 \$ 141,245	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees	2.88 40.60%	\$ 100,458 \$ 40,787 \$ 141,245	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$3,863/6 =\$644 per month =\$1,781/6 =\$297 per month =\$2,802/6 =\$450 per month =\$1,781/6 =\$297 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/furnitures eqipment  Food and Food supplies  Program Supplies  Printing and Reproduction Insurance  Staff Training/Recruitments	2.88 40.60%	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 1,781 \$ 1,781 \$ 1,077 \$ 1,077 \$ 17,075	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 39	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 1,781 \$ 1,781 \$ 1,077 \$ 1,077 \$ 17,075	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89 90	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89 90	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
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20 21 22 23 24 25 26 27 28 29 30 31 60 61 89	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89 90	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	

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

- I. <u>Actual Costs</u>: 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. <u>Timelines</u>: 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. <u>Invoicing System</u>:

- 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. <u>Line Item Variance</u>: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice 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

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

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but

not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.

- a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
- b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
  - 1) Program Monitoring;
  - 2) Fiscal and Compliance Monitoring;
  - 3) Year End Invoice Review;
  - 4) Monthly Invoice Review;
  - 5) As needed per HSH request; and/or
  - 6) As needed 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	Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the agreement and invoice period each time an invoice is submitted.			
	Documentation 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.			
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			
	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.			
	Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.			
Capital and/or	Grantee shall maintain and provide documentation for all			
One-Time	approved Capital and/or One-Time Funding costs included in			
Funding	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			
	revenue expenses that offset the costs in the Appendix B,			
	Budget(s) covered by the agreement each time an invoice is submitted.			

III. <u>Timely Submission of Reports and Compliance</u>: 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

DHSH - Interim Housing - Winter InterFaith	City Department or Commission	Date of Grant	Amount of
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 Solving   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   2,143,395     DHSH - Housing - The Rose Hotel   7/1/20 - 6/30/23   188,778     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 - Henry Hotel   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 (GESH)   7/1/20-6/30/21   119,855     DHSH - Rapid Rehousing (ESG)   7/1/20-6/30/21   53,943     DAS - Healthy Aging - Case Management   7/1/18 - 6/30/21   53,943     DAS - Healthy Aging - Case Management   7/1/18 - 6/30/21   53,943     DAS - Congregate Meals/Seniors   7/1/17 - 6/30/21   114,738     MOHCD - CHEFS - OEWD - CDBG   7/1/20 - 6/30/21   114,738     MOHCD - CHEFS - OEWD - CDBG   7/1/20 - 6/30/21   114,738     MOHCD - CHEFS - OEWD - CDBG   7/1/20 - 6/30/21   114,738     DHSH - Housing - The Rose/SHP   1/1/21-12/31/20   339,420     DHSH - Housing - The Rose/SHP   1/1/21-12/31/20   51,390     DHSH - Housing - The Rose/SHP   1/1/21-12/31/20   51,11,396     DHSH - Bhavioral Health Services   Behavioral Health   7/1/18 - 6/30/21   1,25,000     DHSH - Housing - The Rose/SHP   1/1/21-12/31/20   51,11,396     DHSH - Housing - The Rose/SHP   1/1/21-12/31/20   51,11,396     DHSH - Housing - Canon Kip/SHP   1/1/21-12/31/20   51,11,396     DHSH - Housing - The Rose/SHP   1/1/21-12/31/20   51,11,396     DHSH - Hous			Grant
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 Solving   7/1/20 - 6/30/23   1,499,118   DHSH - Housing - Canon Barcus   7/1/20 - 6/30/23   2,143,395   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   964,332   DHSH - Housing - The Rose Hotel   7/1/20 - 6/30/23   348,778   DHSH - Housing - 1180 4th Street Housing   7/1/14 - 12/31/20   2,584,431   DHSH - Housing - 1455 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   4,249,484   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   114,738   MOHCD - CHEFS - OEWD - CDBG   7/1/20 - 6/30/21   125,000   DHSH - Housing - Canon Kip/SHP   1/2/15-12/31/20   813,61   DHSH - Housing - Canon Kip/SHP   1/2/15-12/31/20   813,61   DHSH - Housing - Canon Kip/SHP   1/2/15-12/31/20   517,390   DHSH - Housing - The Rose/SHP   1/2/15-12/31/20   517,390   DHSH - Housing - Minna Lee   4/1/18 - 6/30/21   113,896   DHSH - Bhavioral Health Services   Bhavioral Health   7/1/18 - 6/30/21   1,227,839   DPH - Behavioral Health Services - Behavioral Health   7/1/18 - 1/30/21   4,648,341   DHSH - Canon Kip - COC Rental Assistance   1/2/1/18 - 11/30/21   4,648,341   DHSH - Canon Kip - COC Rental Assistance   1/2/1/18 - 11/30/21   4,648,341   DHSH - Canon Kip - COC Rental Assistance   1/2/1/18 - 11/30/21   4,648,341   DHSH - Canon			
DHSH - Coordinated Entry - Housing Stabilization   7/1/20 - 6/30/21   1,421,257	<u> </u>		7,353,238
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   2,143,395     DHSH - Housing - The Rose Hotel   7/1/20 - 6/30/23   188,778     DHSH - Housing - The Rose Hotel   7/1/20 - 6/30/23   188,778     DHSH - Housing - 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   114,738     MOHCD - CHEFS - OEWD - CDBG   7/1/20 - 6/30/21   114,738     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   813,61     DHSH - Housing - The Rose/SHP   1/2/15-12/31/20   81,361     DHSH - Housing - Minna Lee   4/1/18 - 6/30/23   1,846,060     DHSH - Housing - Minna Lee   4/1/18 - 6/30/21   1,127,839     DHSH - Bhavioral Health Services - Behavioral Health   7/1/18 - 12/31/22   5,119,806     DHSH - Behavioral Health Services - Behavioral Health   7/1/18 - 12/31/22   5,119,806     DHSH - Henry Hotel - CoC Rental Assistance   8/1/18 - 1/30/21   4,648,341     DHSH - Canon Kip - CoC Rental Assistance   12/1/18 - 11/30/21   4,648,341     DHSH - Canon Kip - CoC Rental Assistance   12/1/18 - 11/30/21   4,648,341     DHSH - Canon Kip - CoC Rental Assistance   12/1/18 - 11/30/21   4,648,341     DHSH - Cano	DHSH – Coordinated Entry – Access Points	7/1/20 - 6/30/21	3,849,574
DHSH - Housing - Canon Barcus   7/1/20 - 6/30/23   1,499,118	DHSH – Coordinated Entry – Housing Stabilization	7/1/20 – 6/30/21	1,421,257
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/Seniors   7/1/17 - 6/30/21   114,738   MOHCD - CHEFS - OEWD - 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   1/2/15-12/31/20   517,390   DHSH - Housing - The Rose/SHP   1/2/15-12/31/20   881,361   DHSH - Housing - The Rose/SHP   1/2/15-12/31/20   5,111,651   HSA - Employment Services   2/1/18 - 6/30/21   1,227,839   DHSH - Housing - Bryant Navigation Center Storage   12/1/18 - 11/30/20   5,111,651   HSA - Employment Services   Behavioral Health   7/1/18 - 16/30/21   4,648,341   DHSH - Houry Hotel - CoC Rental Assistance   12/1/18 - 11/30/21   4,648,341		7/1/20 - 6/30/21	810,648
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   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 - The Rose/SHP   1/2/15-12/31/20   517,390     DHSH - Housing - The Rose/SHP   1/2/15-12/31/20   881,361     DHSH - Housing - The Rose/SHP   1/2/15-12/31/20   51,11,651     HSA - Employment Services   2/1/18 - 6/30/21   1,227,839     DPH - Behavioral Health Services - Behavioral Health   7/1/18 - 1/30/21   4,648,341     DHSH - Canon Kip - CoC Rental Assistance   12/1/18 - 11/30/21   4,648,341	DHSH - Housing - Canon Barcus	7/1/20 - 6/30/23	1,499,118
DHSH - Housing - The Rose Hotel		7/1/20 - 6/30/23	2,143,395
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 - 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 - 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   2,2901,702     DHSH - Henry Hotel - CoC Rental Assistance   12/1/18 - 11/30/21   4,648,341     DHSH - Canon Kip - COC Rental Assistance   12/1/18 - 11/30/21   4,648,341	DHSH – Housing – Canon Kip Community House	7/1/20 - 6/30/23	964,332
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         275,902           DHSH - Rapid Rehousing (ESG)         7/1/20-6/30/21         275,902           DHSH - Rapid Rehousing (ESG)         7/1/18 - 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 - 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 – The Rose Hotel	7/1/20 - 6/30/23	188,778
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 - The Rose/SHP         1/2/15-12/31/23         339,420           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 - Housing - 1180 4th Street Housing	7/1/14 - 12/31/20	2,584,431
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 - The Rose/SHP         1/2/15-12/31/23         339,420           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 – Housing – 455 Fell Street	5/15/19 - 6/30/22	840,179
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 – The Rose/SHP         1/1/21-12/31/23         339,420           DHSH – Housing – The Rose/SHP         1/1/21-12/31/23         357,830           DHSH – Housing – The Rose/SHP         1/1/12-1-12/31/23         357,830           DHSH – Interim Housing – Bryant Navigation Center Storage         1/2/1/18 – 11/30/20         1		7/1/19 – 6/30/22	6,408,789
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 - 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         5,111,651           HSA - Employment Services         2/1/18 - 6/30/21         1,22		7/1/17 - 6/30/21	
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 – The Rose/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 – Interim Housing – Bryant Navigation Center Storage         1/2/1/18-11/30/20         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			
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 – Bryant Navigation Center Storage         1/2/1/18-11/30/20         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/			
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/			
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 </td <td></td> <td></td> <td></td>			
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 Assista			,
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         1/2/15-12/31/23         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			
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			
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			
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		7/1/20 - 6/30/21	•
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 - 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		1/2/15-12/31/20	· ·
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	<u> </u>	1/1/21-12/31/23	339,420
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		1/2/15-12/31/20	
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			1
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			
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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			
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 – 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	1 7		
DHSH – Canon Kip – CoC Rental Assistance 12/1/18 – 11/30/21 4,648,341			
1 DIBIT - Canon Darcus - COC Rental Assistance   1/1/20 - 0/30/23   1.978.149	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

- **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

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- 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).
- (1) "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

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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.
- **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

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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

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**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

- 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

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- 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

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- **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

- **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

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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

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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

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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,

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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,

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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

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- 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

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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

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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;

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- (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.
- 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")

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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

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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.

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# ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS

**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, 3<sup>rd</sup> 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.

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- (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

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- 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

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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.

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#### 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

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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 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

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- **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.

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- **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:

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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 <a href="https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF">https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF</a> 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

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- recommends that departments distribute the finalized procedure to their nonprofit Grantees. Any questions for 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 <a href="https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20F">https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20F</a> orce/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.

**GRANTEE** 

CITY

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

EPISCOPAL COMMUNITY SERVICES

DocuSigned by:

Aligail Stewart-Kahn

Abigail Stewart-Kahn Interim Director By Mary Elizabeth Stokes

Mary Elizabeth Stokes
Executive Director

City Supplier Number: 0000020568

Approved as to Form:

DocuSigned by:

Virginia Dario Elizando

By:

Virginia Dario Elizondo Deputy City Attorney

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# 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. <u>Program Applicant Selection and Intake</u>: Grantee shall follow the processes agreed upon by Grantee, HSH, property owner, housing subsidy administrators, and/or other entities involved with referrals.
- B. <u>Annual Tenant Re-certification</u>: As required by rental subsidy type, Grantee shall recertify tenant income after each year of residence. This is generally done on the anniversary of a tenant's move-in date.
- C. <u>Residential Lease Set-Up</u>: 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. <u>Collection of Rents, Security Deposits, and Other Receipts</u>: 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. <u>Building Service Payments</u>: 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. <u>Building Maintenance</u>: 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. <u>Front Desk Coverage</u>: Grantee shall provide front desk coverage 24 hours per day, seven days per week.
- J. <u>Program Exit Planning</u>: 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 <sup>th</sup> 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 <sup>th</sup> Street	75
5. Mentone Hotel	387 Ellis Street	68
Total	463	

#### VI. Service Requirements

- A. <u>Coordination with Other Service Providers</u>: 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. <u>Possession of Licenses/Permits</u>: 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. <u>Language and Interpretation Services</u>: 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. <u>Critical Incidents</u>: 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. <u>Grievance Procedure</u>: 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:

- 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:

- 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. <u>Disaster and Emergency Response Plan</u>: 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. <u>Good Neighbor Policies:</u> 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. <u>Compliance with Funding Source Requirements</u>: 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. <u>Compliance with Regulations</u>: 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 15<sup>th</sup> of the following month, including:
  - 1. Occupancy rate; and
  - 2. Number of new placements made for the month, broken down by funding source.
- C. 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 15<sup>th</sup> of the month following the end of the quarter, including:
  - 1. Average number of days to turn over units;
  - 2. Number of tenant lease violations that were resolved without loss of housing to tenants; and
  - 3. Number of tenants who exit housing or move to other permanent housing, or are provided with more appropriate placements.
- D. 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 15<sup>th</sup> of the month following the end of the program year, including:

- 1. Number and percentage of tenants who completed an annual Tenant Satisfaction Survey;
- 2. Number and percentage of Tenant Satisfaction Survey respondents who indicated they were satisfied or very satisfied with program services; and
- 3. Number and percentage of surviving tenants who maintain their housing for a minimum of 12 months.
- E. 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. <u>Program Monitoring</u>: 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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 incomeeligible 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. <u>Outreach</u>: 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. <u>Intake and Assessment</u>: 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. <u>Case Management</u>: 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. <u>Housing Stability Support</u>: 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. <u>Supervision</u>: Grantee shall ensure that on-site Support Services staff has access to bimonthly 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 <sup>th</sup> 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 <sup>th</sup> Street	75
5. Mentone Hotel	387 Ellis Street	68
Total		463

## VI. Service Requirements

- A. <u>Possession of Licenses/Permits</u>: 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. <u>Language and Interpretation Services</u>: 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. <u>Health Screening and Certifications</u>: Grantee shall obtain and maintain all required staff health screenings and certifications required by law.
- D. <u>Case Conferences</u>: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- E. <u>Admission Policy</u>: 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. <u>Grievance Procedure</u>: 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. <u>Critical Incidents</u>: 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. <u>Disaster and Emergency Response Plan</u>: 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. <u>Good Neighbor Policies</u>: 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. <u>Record Keeping and Files</u>: 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:

- 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 15<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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. <u>Program Monitoring</u>: 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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 H	IOMELESSNESS AN	D SUPPORTIVE H	HOUSING															
2	APPENDIX B. BUDG	ET																_	
3	Document Date	10/20/2020		D															
١. ١	Contract Term			Duration															
4	Current Term	Begin Date	End Date	(Years)															
5	Amended Term	1/1/2021	2/29/2024	4															
7	Amenaea Term	1/1/2021	2/29/2024																
6	Provider Name Program		Community Serving First Hotels CN																
0	F\$P Contract ID#		.000019778																
10	Action (select)		w Agreement																
11	Action (select) Effective Date		1/1/2021																
ш	Lilective Date	Alder - Property N		der -															
		Support Services,																	
		Management, Cro																	
		Elm - Property Ma																	
	Budget Names	Services, Hillsdale																	
		Hillsdale - Suppor		agement,															
		i illisaale - Sappoi	Cocivices																
12																			
13		Current	New																
14	Term Budget	\$ -	\$ 23,508,246																
15	Contingency	\$	\$ 2,821,364	12%															
_	Not-To-Exceed	Ś -	\$ 26,329,610			Year 1			Year 2			Year 3			Year 4			All Years	
10	TO EXCCCU	ı <del>-</del> 1	- 20,525,010	_	1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2024		7/1/2024	7/1/2022	7/1/2022 -	7/1/2022	7/1/2022	7/1/2023 -	7/4/2022	1/1/2024		1/1/2024
								7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -		7/1/2022 -	7/1/2023 -		7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
18					New		New	New		New	New		New	New		New	New		New
19	Expenditures																		
20	Salaries & Benefits				\$ -	\$ 889,355	\$ 889,355	Ş -	\$ 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 Subtotal				\$ -	\$ 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 \$ 13,232,741	\$ 7,600,161
22	Subtotal Indirect Percentage			-	\$ -	\$ 2,089,427	\$ 2,089,427	-	\$ 4,178,854	\$ 4,178,854	\$ -	\$ 4,178,854	\$ 4,178,854	5 -	\$ 2,785,606	\$ 2,785,606	\$ -	\$ 13,232,741	\$ 13,232,741
24	Indirect Percentage	11 V Line 22\			ć	\$ 250.731	\$ 250.731	ć	\$ 501,461	\$ 501,461	ć	\$ 501,461	\$ 501,461	ć	\$ 334.273	\$ 334,273	ć		\$ 1,587,927
25	Other Evpenses (No	t subject to indirec	+ 9/1		ė -	\$ 2,00,731	\$ 2,442,342	ė -	\$ 4884683	\$ 4,884,683	ė -	\$ 1881683	\$ 4,884,683	ė -	\$ 2.756.455	\$ 3,256,455	÷ -	¢ 15 /60 163	\$ 15,468,163
26	Indirect Percentage Indirect Cost (Line 2 Other Expenses (No Capital Expenditure Admin Cost (HUD Or	t subject to munec	70)		\$ -	\$ 2,442,342	\$ 2,442,342	Ġ .	\$ 4,884,083	\$ 4,884,083	\$ -	\$ 4,004,003	\$ 4,004,003	\$ .	\$ 3,230,433	\$ 3,230,433	\$ -	\$ 13,408,103	\$ 13,400,103
27	Admin Cost (HLID O	nlv)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Š -	\$ -	\$ -	\$ -	\$ -	š -	š -	\$ -
28	Total Expenditures				š -	\$ 4,782,500	\$ 4,782,500	ś -	\$ 9,564,998	\$ 9,564,998	š -	\$ 9,564,998	\$ 9,564,998	Š -	\$ 6,376,334	\$ 6,376,334	\$ -	\$ 30,288,827	\$ 30,288,827
29					•		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		,,	,,			,,	•		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	*		,,
30	HSH Revenues (sele	ct)																i	
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	Admin Cost (HUD Or Total Expenditures HSH Revenues (sele: CNC Fund Additional GF				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$	\$ -	\$ -	\$ -
35					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-	\$ -	\$ -	,	\$ -
36					\$ -	<b>Y</b>	\$ -	\$ -	\$ -	\$ -	\$ -	•	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
37					Ş -		\$ -	S -	\$ -	\$ -	\$ -	<u>\$</u>	\$ -		•	\$ -	7	\$ -	Ş -
37 38 39					5 -		\$ -	5 -	\$ -	5 -	\$ -		5 -		\$ -	5 -		\$ -	5 -
39	T-4-LUCU D	_			<u>&gt;</u> -	<b>Y</b>	Ÿ	<u> </u>	\$ 7.423.762	\$ -	> -	\$ 7.423.762	\$ -	-	\$ 4.948.841	\$ -	<u> </u>	J -	\$ 23.508.246
40	Total HSH Revenue	offset Total Func-	diturns O Dod	LUCU	<b>&gt;</b> -	\$ 3,/11,881	\$ 3,711,881	٠ -	5 7,423,762	\$ 7,423,762	٠ -	\$ 7,423,762	\$ 7,423,762	٠ -	\$ 4,948,841	\$ 4,948,841	٠ -	\$ 23,508,246	\$ 23,508,246
	Other Revenues (to	onset rotal expen	uitures & Reduce	Hcn:							I								
41	Revenues)				,	\$ 1.068.022	\$ 1.068.022	ć	\$ 2,136,043	\$ 2.136.043		\$ 2,136,043	\$ 2.136.043	ć	\$ 1,424,029	\$ 1.424.029	خ	\$ 6.764.136	\$ 6.764.136
43	Rental Income				3 - ċ	\$ 1,068,022 <b>¢</b>	\$ 1,068,022 \$	ė -	\$ 2,136,043	2,136,043 c	ė -	2,130,043	\$ 2,130,043 c	ė -	\$ 1,424,029	5 1,424,029 c	\$ -	5 b,/b4,13b	\$ 0,704,13b
43	Private Revenue				ς -	\$ 2597	\$ 2,597	Š	\$ 5193	\$ 5,193	ς -	\$ 5193	\$ 5,193	\$	\$ 3,462	\$ 3,462	ς -	\$ 16.445	\$ 16,445
45	atc nevenue				\$ -	\$ -	\$ -	Ś -	\$ -	\$ 5,193	Š -	\$ -	\$ 5,153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45 46					\$ -	\$ -	\$ -	Š -	ś -	s -	Š -	š -	Š -		\$ -	\$ -		\$ -	\$ -
	Total Other Revenu	ies			\$ -	\$ 1,070,618	\$ 1,070,618	Ś -	\$ 2,141,236	\$ 2,141,236	Ś -	\$ 2,141,236	\$ 2,141,236	\$ -	\$ 1,427,491	\$ 1,427,491	\$ -		\$ 6,780,581
48						, 2,1.1,010	,:::,:::			,,_	l	,,_,_	,_,_,_,		. 2,:2:,132	, , 132		,,,	,,
46	Total HSH + Other F	Povonuos			ć	¢ 4702400	¢ 4702400	ė	¢ 0.564.000	¢ 0.54.000	ė	¢ 0.564.000	¢ 0.564.000	ė	¢ 6276222	¢ 6276222	ć	\$ 20,200,027	\$ 20,200,027
					<b>&gt;</b> -	\$ 4,782,499	\$ 4,782,499	ş -	\$ 9,564,998	\$ 9,564,998	ə -	\$ 9,564,998	\$ 9,564,998	ə -	\$ 6,376,332	\$ 6,376,332	ş -	\$ 30,288,827	\$ 30,288,827
50	Rev-Exp (Budget Ma	atcn Check)			\$ -		3 -	٠ -	-	3 -	٠ -	<b> </b>	3 -	٠ -		\$ -	\$ -		5 -
52	Total Adjusted Salar	ry FIE (All Budgets)					15.59	1		15.59		l .	15.59			15.59			
54	Prepared by		oby McCarthy																
55	Phone		28.652.7770																
56	Email	robert.j.n	nccarthy@sfgov.or	g															

1 1	DEPARTMENT OF I	HOMELESSNESS A	ND SUPPORTIVE I	HOUSING	•			•	•										
2	APPENDIX B. BUDG	GET	7																
	Document Date	10/20/2020		Duration															
1,4	Contract Term	Begin Date	End Date	(Years)															
5	Current Term	1/1/2021	2/29/2024	4															
6	Amended Term	1/1/2021	2/29/2024	4															
7 1	Provider Name		I Community Serv																
	Program		ng First Hotels CN																
	\$P Contract ID#		1000019778	-															
	Action (select)	N	ew Agreement																
11	ffective Date		1/1/2021																
12	Budget Name	Alder - Property																	
13		Current	New																
14	Term Budget	\$ -	\$ 4,366,339																
	Contingency	Ś -	\$ 2,821,364	12%															
	Not-To-Exceed	\$ -	\$ 26,329,610			Year 1			Year 2			Year 3			Year 4			All Years	
10	.oo-LACCEU	1 7	÷ 20,323,010	1	4 /4 /2024		4 /4 /2024	7/4/2024		7/4/2024	7/4/2022		7/4/2022	7/4/2022		7/4/2022	4/4/2024		4 /4 /2024
					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
17 18					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
18					New		New	New		New	New		New	New		New	New		New
19	xpenditures						1												
20	Salaries & Benefits Operating Expense				\$ -	<u> </u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	<b>\$</b> -	\$ -
21 (	Operating Expense	!			ş -	\$ 240,612	\$ 240,612	\$ -	\$ 481,224	\$ 481,224	Ş -	\$ 481,224	\$ 481,224	\$ -	9 520,750	\$ 320,756	Ş -	\$ 1,523,816	\$ 1,523,816
22	Subtotal ndirect Percentage ndirect Cost (Line )				\$ -	\$ 240,612	\$ 240,612	\$ -	\$ 481,224	\$ 481,224		\$ 481,224	\$ 481,224	\$ -	\$ 320,756	\$ 320,756	\$ -	\$ 1,523,816	\$ 1,523,816
23 I	ndirect Percentage	e			12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%			
24	ndirect Cost (Line :	21 X Line 22)			\$ -	\$ 28,873	\$ 28,873	\$ -	\$ 57,747	\$ 57,747	\$ -	\$ 57,747	\$ 57,747	\$ -	\$ 38,491	\$ 38,491	\$ -	\$ 182,858	\$ 182,858
25 (	Other Expenses (No Capital Expenditure	ot subject to indire	ect %)		\$ -	\$ 669,491	\$ 669,491	\$ -	\$ 1,338,981	\$ 1,338,981	\$ -	7 1,550,501	\$ 1,338,981	\$ -	\$ 892,654	\$ 892,654	\$ -	\$ 4,240,107	\$ 4,240,107
26	Capital Expenditure	9			\$ -	<u> </u>	Ş -	Ş -	\$ -	Ş -	\$ -	\$ -	\$ -	\$ -		Ş -		\$ -	ş -
	Admin Cost (HUD A					Ş -			\$ -			\$ -			<u> </u>		,	\$ -	<u>\$</u> -
28	Total Expenditures	5			\$ -	\$ 938,976	\$ 938,976	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,251,901	\$ 1,251,901	\$ -	\$ 5,946,780	\$ 5,946,780
29	HSH Revenues (sele																		
30	HSH Revenues (sele CNC Fund	ect)				\$ 639.433							\$ 1 278 865		\$ 852 577			\$ 4.049.739	
31 (	Additional GF					\$ 639,433			\$ 1,278,865	\$ 1,278,865		J 1,270,003	J 1,270,003		\$ 852,577	\$ 852,577	\$ -	7 1,015,755	\$ 4,049,739
	Additional GF					\$ 50,000	\$ 50,000		\$ 100,000	\$ 100,000		\$ 100,000	\$ 100,000		\$ 66,600	\$ 66,600		\$ 316,600 \$	\$ 316,600
33							\$ -			\$ -			\$ -			\$ -		\$ - \$ -	\$ -
34							\$ -			\$ -			S -			\$ -		\$ - \$ -	\$ -
35							S -			5 -			5 -			\$ -		\$ - \$ -	5 -
37							\$ -	<del> </del>	<del>                                     </del>	ė -		<del> </del>	ė -	-		ė -		\$ -	<u> </u>
38							ė	<del>                                     </del>		ė -			ė	<b> </b>		ė -	,	\$ -	\$ -
33 34 35 36 37 38 39							\$ -	1		ė -			· ·			<u>-</u>	,	\$ -	<del>3</del> -
	Total HSH Revenue	as .			¢	\$ 689,433	\$ 689,433	¢	\$ 1.378.865	\$ 1,378,865	¢	\$ 1,378,865	\$ 1,378,865	¢	\$ 919,177	\$ 919.177		\$ 4.366.339	\$ 4,366,339
	Other Revenues (to		nditures & Reduce	P HSH □	· -	Ç 005,433	000,433		2,370,803	, 1,5,0,003		2 1,570,803	J 1,370,803		J.J,177	y 515,177	_	7,500,533	Ţ 7,500,533
41	Revenues)	J JJCL TOTAL EXPE	arcs & neduct																
42	Rental Income					\$ 249.544	\$ 249,544		\$ 499.087	\$ 499.087		\$ 499.087	\$ 499.087		\$ 332,725	\$ 332,725	Ś -	\$ 1,580,442	\$ 1,580,442
43						2.13,344	\$ -		1,55,007	\$ .55,007		.55,007	\$ .55,567		- 552,725	\$ -	Š -	\$ -	\$ -
44					İ		Ś -		İ	\$ -			Ś -			\$ -	\$ -	\$ -	Š -
43 44 45					ĺ		\$ -			\$ -			\$ -	j		\$ -	\$ -	\$ -	\$ -
46					ĺ		\$ -			\$ -			\$ -	j		\$ -	\$ -	\$ -	\$ -
47	Total Other Reven	ues			\$ -	\$ 249,544	\$ 249,544	\$ -	\$ 499,087	\$ 499,087	\$ -	\$ 499,087	\$ 499,087	\$ -	\$ 332,725	\$ 332,725	\$ -	\$ 1,580,442	\$ 1,580,442
48	Total HSH + Other					***	1	İ											
40	Total USU + Othor	Povonuos			\$ -	\$ 938,976	\$ 938,976	ė	\$ 1,877,952	\$ 1,877,952	\$ -	\$ 1,877,952	\$ 1,877,952	ė	\$ 1,251,901	\$ 1,251,901	ė	\$ 5,946,781	\$ 5,946,781
49	otal non + other	nevenues			· -	0/6,055 د	2 230,976	,	1,077,952 پ	ş 1,0//,952	, -	2 1,077,952	y 1,0//,952	· -	1,۷51,901 ب	÷ 1,251,301	,	۶ 5,540,781	\$ 3,340,781
50 I	Rev-Exp (Budget M	latch Check)			\$ -		15 -	- ا	l	٠ -	٠ -	l	٠ -	5 -		\$ -	\$ -	Į.	٥ -
92	Prepared by		obby McCarthy	1															
53	repared by																		
54	Phone Email		628.652.7770	***															
55	mail	торен.	.mccarthy@sfgov.o	ıy															

	A	В	С	D			G	Н			l v		М	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTI	_	C	D D		,		"		J	I K		IVI	Λι	Α0	All
	OPERATING DETAIL	VE HOUSING														
2	Document Date	10/20/2020		1												
	Provider Name	Episcopal Comm	nunity Services													
5	Program	Housing First Ho														
6	F\$P Contract ID#	1000019778	DIEIS CIVC													
	Budget Name		y Management													
8				•												
9			Year 1			Year 2			Year 3			Year 4			All Years	
9		1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
10		6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
ш		Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted	Woullication	Budgeted
12	Operating Expenses	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense
13	Rental of Property	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 76,545	\$ 76,545		\$ 153,089	\$ 153,089		\$ 153,089	\$ 153,089		\$ 102,059	\$ 102,059	s -	\$ 484,782	\$ 484,782
	Office Supplies, Postage		\$ 7,980	\$ 7,980		\$ 15,960	\$ 15,960		\$ 15,960	\$ 15,960		\$ 10,640		s -	\$ 50,540	
	Building Maintenance Supplies and Repair		\$ 88.615	\$ 88,615		\$ 177,231	\$ 177,231		\$ 177,231	\$ 177,231		\$ 118.094		s -	\$ 561.171	
	Printing and Reproduction	s -	\$ -	\$ -	1	\$,201	\$,201		\$ -	\$,201	İ	\$ -	\$	\$ -	\$ -	\$
	Insurance	٠ -	s -	· ·	1	s -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
	Staff Training		\$ -	\$ -		Ť	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	s -	\$ -
	Staff Travel-(Local & Out of Town)		s -	\$ -		\$ -	s -		\$ -	s -		\$ -	\$ -	5 -	\$ -	\$ -
	Rental of Equipment	5 -	s -	5 -	1	\$ -	5 -		• -	5 -		• -	5 -	5 -	\$ -	5 -
		\$ -	Ť	\$ -		\$ -	\$ -		¥	\$ -		¥	\$ -	5 -	Ψ -	\$ -
	Management/booking Fees		\$ 48,372	\$ 48,372	-	\$ 96,744	\$ 96,744		\$ 96,744	\$ 96,744		\$ 64,496		\$ -	\$ 306,356	
	Legal Fees	ļ	\$ 6,600	\$ 6,600	1	\$ 13,200	\$ 13,200		\$ 13,200	\$ 13,200		\$ 8,800	\$ 8,800	\$ -	\$ 41,800	
24		\$ -	\$ -		<b></b>	\$ -			\$ -			\$ -	ļ	\$ -	\$ -	\$ -
	Consultants	\$ -	\$ -			\$ -			\$ -	<b>.</b>		\$ -	<u> </u>	\$ -	\$ -	\$ -
43		\$ -	\$ -			\$ -			\$ -	1		\$ -		\$ -	\$ -	\$ -
	Subcontractors	\$ -	\$ -			\$ -			\$ -			\$ -	ļ	\$ -	\$ -	\$ -
	Office Salaries-Desk Clerks/contract (first \$25k)		\$ 12,500	\$ 12,500		\$ 25,000	\$ 25,000		\$ 25,000	\$ 25,000		\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167
56			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
67							<u> </u>									
	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																
	Other Expenses (not subject to indirect cost %)	ĺ													1	
71	Rental Expenses		\$ 450,960	\$ 450,960		\$ 901,920	\$ 901,920		\$ 901,920	\$ 901,920		\$ 601,280	\$ 601,280	s -	\$ 2,856,080	\$ 2,856,080
	Office Salaries-Desk Clerks/contract		\$ 81,223	\$ 81,223	1	\$ 162,445	\$ 162,445		\$ 162,445		1	\$ 108,297		9 -	\$ 514,409	
	Manager Salaries-Hotel Director/manager	1	\$ 36,172	\$ 36,172	1	\$ 72,343	\$ 72,343		\$ 72,343	\$ 72,343	1	\$ 48.229		9	\$ 229.086	
	Janitor Contract-Regular/Extra Services		\$ 40,000	\$ 40,000	1	\$ 72,343	\$ 80,000		\$ 72,343	\$ 80,000		\$ 53,333		•	\$ 253,333	\$ 253,333
	Repairs Payroll		\$ 40,000	\$ 27,040	<del>                                     </del>	\$ 54,080	\$ 54,080		\$ 54,080	\$ 54,080		\$ 36,053		ę -	\$ 253,333	\$ 253,333
70	Repairs Payroll Benefits			\$ 27,040					<b>v</b> 0.,000					э - •	\$ 1/1,253 \$ 215.945	
76	benefits		\$ 34,097	\$ 34,09 <i>7</i>	<del>                                     </del>	\$ 68,193	\$ 68,193		* 00,100	\$ 68,193	-	¥ 10,102	\$ 45,462	<b>3</b> -	a 215,945	\$ 215,945
77 83			\$ -	<u> </u>	<b>-</b>	\$ -			\$ -	1		\$ -	<u> </u>	\$ -	\$ -	- 5
			1.	1.	1	1.			Τ.	1.	1	1.	Τ.	1	1	
	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		ĺ														
86	Capital Expenses				<u> </u>										<u> </u>	
87			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
88			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
94																
	TOTAL CAPITAL EXPENSES	s -	s -	s -	s -	s -	\$ -	\$ -	s -	\$ -	s -	s -	\$ -	s -	s -	s -
96		-			-	T	Ŧ	Ť	1 7	1 7	Ť	1 7	1 7	Ť		
		ĺ														
97	HSH #3													Temp	late last modified	1/22/2020

A		В	С	D	F	F	G	Н
1 BUDGET NARRATIVE	•	Fiscal Y		5		'	•	Fiscal Term End
2 Alder - Property Ma		FY20-		<- Select from the drop-down list the fiscal year in which the proposed budget	changes will first become effective	re	7/1/2020	6/30/2021
50 Operati	in		Budgeted	historica	Coloulation			
53 Utilities(Elec, Water, Gas	Phone Scavenger)	\$	Expense 76,545	<u>Justification</u> Utilities (electricity, water, gas, telephone and scavenger service):	<u>Calculation</u> =\$76,545/6 =\$12,758 per month			
Office Supplies, Postage		\$	7,980	Diffice 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				
Building Maintenance Su 58	pplies and Repair	\$		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			
60 Management/booking Fe	es	\$		Property management (116 Units) @ \$ 61.00 PUPM, and bookkeeping fees \$ 9.50 I				
62 Legal Fees		\$		1 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	=\$6,600/6 =\$1,100 per month			
Office Salaries-Desk Cle 71 83	rks/contract (first \$25k	() <b>\$</b>		Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage only \$25K allows indirect cost	=\$12,500/6 =\$2,084 per month			
84 TOTAL OPERATING EX	PENSES	\$	240,612					
85 Indirect Cost		12.0% \$	28,873					
86 87								
88 Other Expenses (no 89 Rental Expenses	t subject to indirec	ct cost %)	Amount 450,960	Justification The lease is written for 120 units	<u>Calculation</u> =\$450,960/6 =\$75,160 per month			
90 Office Salaries-Desk Cle		\$	81,223		=\$81,223/6 =\$13,538 per month			
91 92 Janitor Contract-Regular	-	\$		with program director for insuring safety of participants and security of facility	=\$36,172/6 =\$6,028 per month			
<ul><li>92 Janitor Contract-Regular/</li><li>93 Repairs Payroll</li></ul>	Extra Services	\$			=\$40,000/6 =\$6,666 per month =\$27,040/6 =\$4,506 per month			
94 Benefits		3			=\$34,097/6=\$5,682 per month			
102		4	5 54,037	78 based from personner from above	_φο 1,007/0=φο,002 μοι πιοπαί			
103 TOTAL OTHER EXPENS	ES	\$	669,491					
1771 1772 1773 1774 1775 1776 1777 1788 1811 182 183 184 185 187 188 189 190 191 191 192 193 194 195 197 198 199 200 201 200 201 202 203 204 205 206								

1	DEPARTMENT OF H	IOMELESSNESS A	ND SUPPORTIVE H	IOUSING								•							
2	APPENDIX B. BUDG	ET	1																
	Document Date	10/20/2020	-	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	2/29/2024	4															
7	Provider Name	Episcopa	Community Serv	ices															
8	Program	Housin	ng First Hotels CN	C															
9	F\$P Contract ID#		1000019778																
10	Action (select)	Ne	ew Agreement																
11	Effective Date		1/1/2021																
12	Budget Name	Alder - Support S																	
13	Term Budget	Current	New	<del>                                     </del>															
		\$ -	\$ 1,486,813	420/															
15	Contingency	\$ -	\$ 2,821,364	12%													•		
16	Not-To-Exceed	\$ -	\$ 26,329,610		,	Year 1			Year 2			Year 3			Year 4			All Years	
					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
17 18					New		New	New		New	New		New	New		New	New		New
19	Expenditures					· ·			, The second sec										
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 Indirect Cost (Line 2				12.00%	\$ 25,153	12.00%	12.00%	\$ 50.306	12.00%	12.00%	\$ 50,306	12.00%	12.00%	\$ 33.537	12.00%	4	\$ 159 301	450.004
24	Other Expenses (No	21 X Line 22)	-+ 0/\		\$ -	\$ 25,153 \$ -	7 -0,-00	\$ -	+,	\$ 50,306	\$ -	\$ 50,306	\$ 50,306	\$ -	7	\$ 33,537	\$ -	\$ 159,301	\$ 159,301
25	Capital Expenses (No	t subject to indire	(Ct %)		\$ -	\$ -		\$ -		\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD A	groomonts Only)			3 -	\$ -	ş -	7	\$ -	ş -		\$ -	ş -	ş -	<del>\$ -</del>	3 -	ċ -	-	\$ -
28	Total Expenditures				\$ -	\$ 234,760	\$ 234,760	٠ .	\$ 469.520	\$ 469,520	<b>\$</b> -	\$ 469,520	\$ 469.520	٠ .	\$ 313,013	\$ 313,013	š .	\$ 1,486,813	Ÿ
29	HSH Revenues (sele				Ť	201,700	251,700	•	103,320	103,520	*	103,320	405/520		0 010,010	010,010	· ·	0 1,100,015	ŷ <u>1) 100,015</u>
30	HSH Revenues (sele	ect)																	
31	CNC Fund Additional GF					\$ 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						\$ -			\$ -			\$ -			\$ -	\$ -	7	\$ -
33							\$ -			\$ -			\$ -			\$ -	\$ -		\$ -
34							\$ -			\$ -			\$ -			\$ -	\$ -		\$ -
35							\$ -			\$ -			\$ -			\$ -	\$ -		\$ -
33 34 35 36 37 38 39							\$ -	-		\$ -			5 -			\$ -	\$ -	7	\$ - \$ -
3/				-			\$ -			\$ -			\$ -			\$ -	\$ -		\$ - \$ -
30							3 - ¢			\$ -			<u>-</u>			\$ -	\$ -	7	\$ -
40	Total HSH Revenue	es			\$ -	\$ 234,760	\$ 234,760	\$ -	\$ 469,520	\$ 469.520	\$ -	\$ 469,520	\$ 469.520	\$ -	\$ 313,013	\$ 313.013	ś -	\$ 1,486,813	7
	Other Revenues (to		nditures & Reduce	e HSH	-	25.,700	25.,700		.03,320	105,520	•	105,520	100,020		- 515,015	515,015		1,100,013	- 1,.00,013
44	n \															1			
42	Rental Income						\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
43		•					\$ -			\$ -			\$ -		•	\$ -	\$ -		\$ -
44						· ·	\$ -			\$ -			\$ -			\$ -	\$ -		\$ -
45	Rental Income						\$ -			\$ -			\$ -			\$ -	\$ -		\$ -
46							\$ -			\$ -			S -			\$ -	\$ -		\$ -
	Total Other Revenu	ues			Ş -	\$ -	\$ -	5 -	\$ -	\$ -	5 -	\$ -	\$ -	\$ -	\$ -	\$ -	5 -	\$ -	\$ -
48																			
49	Total HSH + Other I	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 Ma	atch Check)			\$ -		\$ -	\$ -	, and the second	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -
52	Dranarad hu		hhu McCarth																
53	Prepared by Phone		bby McCarthy																
54	Phone		528.652.7770																
55	Email	robert.j.	mccarthy@sfgov.or	g															

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	ISING													-					
	SALARY & BENEFIT DETAIL		1																	
3	Document Date Provider Name	10/20/2020																		
- 4	Program	Episcopal Comr Housing First H		ces																
6	F\$P Contract ID#	1000019778	Dieis CNC																	
7		Alder - Support																		
8					Yea	ar 1						Yea	ar 2						Year	3
	POSITION TITLE			For HSH	Funded	1/1/2021 -	1/1/2021 -	1/1/2021 -			For HSH	l Funded	7/1/2021 -	7/1/2021 -	7/1/2021 -			For HSH	Funded	7/1/2022 -
9	I OSINON INLE	Agency	Totals	Prog		6/30/2021	6/30/2021	6/30/2021	Agency	Totals		gram	6/30/2022	6/30/2022	6/30/2022	Agency T	otals	Prog		6/30/2023
9 10	·		1			New		New		1		,	New		New		1			New
	l '	Annual Full	Position	% FTE	Adjusted				Annual Full	Position	% FTE	Adjusted				Annual Full Time	Position	% FTE	Adjusted	
	l '	Time Salary	FTE	funded by	Budgeted	Budgeted Salary	Change	<b>Budgeted Salary</b>	Time Salary	FTE	funded by	Budgeted	<b>Budgeted Salary</b>	Change	<b>Budgeted Salary</b>	Salary (for 1.00	FTE	funded by	Budgeted	<b>Budgeted Salary</b>
11	l '	(for 1.00 FTE)		this budget	FTE				(for 1.00 FTE)	115	this budget	FTE				FTE)		this budget	FTE	
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 Celilla-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		\$ 51,123	1.00	90%	0.90	
15	Espinoza, Rosa-CM III Bilingual	\$ 59,081	1.00	90%	0.90		\$ 26,586	\$ 26,586		1.00	90%	0.90		\$ 53,173			1.00		0.90	
16	Ecker, Scott Housing Srvc Director	\$ 135,792	1.00	6%	0.06		\$ 4,403	\$ 4,403		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		\$ 94,383	1.00	13%	0.13	
18	Holmes, Maggie-Project manager	\$ 84,296	1.00	15%	0.15		\$ 6,335	\$ 6,335		1.00	15%	0.15		\$ 12,670		\$ 84,296	1.00	15%	0.15	
19	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	\$ 144,196	1.00	1%	0.01		\$ 1,038	\$ 1,038		1.00	1%	0.01		\$ 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		1.00	6%	0.06		\$ 4,049 \$ 3,240		\$ 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 \$															\$ 50,425	1.00	6%	0.06	
22	Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6%	0.06		\$ 2,088	\$ 2,088		1.00	6%	0.06		\$ 4,177			1.00	6%	0.06	
23	OPEN-Clinical Services Mgr	\$ 78,900	1.00	3%	0.03		\$ 1,268	\$ 1,268		1.00	3%	0.03		\$ 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		\$ 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							\$ -	\$ -						\$ -	\$ -					
26 27 28 29 30 31 32 33 34 35 36 37 38					L SALARIES	ļ ·	\$ 135,880	\$ 135,880				L SALARIES		\$ 271,760	\$ 271,760				L SALARIES	\$ -
34				TOTAL FTE	4.24				]		TOTAL FTE	4.24				1		TOTAL FTE		
35				FRINGE BEI		40.60%		40.60%				NEFIT RATE	40.60%		40.60%				NEFIT RATE	40.60%
36				LOYEE FRING			\$ 55,169	\$ 55,169			PLOYEE FRING			\$ 110,337	\$ 110,337				E BENEFITS	
37		<u> </u>	TOTA	AL SALARIES 8	& BENEFITS	\$ -	\$ 191,049	\$ 191,049	<u> </u>	TOTA	AL SALARIES	& BENEFITS	\$ -	\$ 382,097	\$ 382,097		TOTA	AL SALARIES 8	& BENEFITS	\$ -
38	<del>                                     </del>																			
38	1																			

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Н	A DEPARTMENT OF HOME PROPERTY HOW	В	С	D	E	U	V	W	Х	Υ	Z	AA	AB	AC	BT	BU	B∖	
_	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	SING															Ь	-
	SALARY & BENEFIT DETAIL		1															
3	Document Date Provider Name	10/20/2020	-															
-4		Episcopal Comr Housing First H		æs														
	F\$P Contract ID#	1000019778	oters cive															
		Alder - Support																
8	a a a a a a a a a a a a a a a a a a a	Auder Support	1		Yea						Yea	r 4				All Years		
						7/1/2022 -	7/1/2022 -					7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/20	021 -
9	POSITION TITLE	Agency 1	Totals		Funded	6/30/2023	6/30/2023	Agency To	otals	For HSH		2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2	
10				Prog	gram	-,,	New			Prog	arm	New		New	New	Modification	Nev	w
		Annual Full		% FTE	A al:aa a al			Assessed Full Times		% FTE	A al:aa a al							
		Annual Full	Position		Adjusted	Channa	D. deskad Calam	Annual Full Time	Position		Adjusted	Dodestad Calami	Channa	Dudastad Calami	Dodestad Calami	Channa	D danska	d Calam.
		Time Salary (for 1.00 FTE)	FTE	funded by this budget	Budgeted FTE	Change	buugeteu salai y	Salary (for 1.00 FTE)	FTE	funded by this budget	Budgeted FTE	Budgeted Salary	Change	buugeteu salai y	Budgeted Salary	Change	Budgeted	J Salal y
11				tills buuget	FIE													
12	Madeira, Ronaldo- Support Services Mgr	\$ 78,361	1.00	91%	0.91		\$ 71,309		1.00	91%	0.91		\$ 47,539	\$ 47,539		\$ 225,810		25,810
13	Rounds, Marceline Celilla-Case Manager III	\$ 52,311	1.00	91%	0.91		\$ 47,603	\$ 52,311	1.00	91%	0.91		\$ 31,735	\$ 31,735	Ş -	\$ 150,743		.50,743
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	\$ 1	45,492
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		.68,381
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/Hsg 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 0.06	\$ 4,049 \$ 3,240	\$ 4,049 \$ 3,240	\$ 63,016 \$ 50,425	1.00	6%	0.06		\$ 2,700	\$ 2,700		\$ 12,823		12,823
21	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6%	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		1.00	3%	0.03		\$ 1,690			\$ 8,028		8,028
24	OPEN-Director of Impact & Analytics	\$ 116,640	1.00	2%	0.02		\$ 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	<u> </u>					\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$	-
31						\$ -	\$ -						\$ -	\$ -	7	\$ -	\$	-
32						\$ -	\$ -						\$ -	\$ -		\$ -	\$	-
33	TOTAL SALARIES \$ 271,760 \$ 271,760 TOTAL SALARIES \$ - \$ 181,173 \$ 181,173 \$ - \$ 860,574 \$ 860,574														60,574			
34		TOTAL FTE 4.24 TOTAL FTE 4.24																
35 36					NEFIT RATE		40.60%			FRINGE BEI		40.60%		40.60%				
36			EMP	LOYEE FRING	GE BENEFITS	\$ 110,337	\$ 110,337			LOYEE FRING		-	\$ 73,558	\$ 73,558	\$ -	\$ 349,401		49,401
37			TOTA	AL SALARIES	& BENEFITS	\$ 382,097	\$ 382,097		TOTA	L SALARIES 8	& BENEFITS	\$ -	\$ 254,732	\$ 254,732	\$ -	\$ 1,209,975	\$ 1,20	09,975
38																		
39																		1
40																		1

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4 .	DEPARTMENT OF HOMELESSNESS AND SUPPORTI		C	U			G		'	J	I.	L	IVI	AF	AG	АП
		VE HOUSING														
	DERATING DETAIL	/ /		1												
3 L	Provider Name	10/20/2020		-												
4 1	Provider Name Program		munity Services	-												
		Housing First H	otels CNC	-												
5 1	\$P Contract ID#	1000019778														
/ E	Budget Name	Alder - Support	Services													
9			V4			V0										
9			Year 1			Year 2			Year 3			Year 4			All Years	
		1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
10		6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
		Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted
12 (	Operating Expenses	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense
13			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
14 L	Jtilities(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
	Office Supplies/furnitures equipment		\$ 1,450	\$ 1,450		\$ 2,900	\$ 2,900		\$ 2,900	\$ 2,900		\$ 1,933	\$ 1,933	s -	\$ 9.183	\$ 9.183
	ood and Food supplies		\$ 3,535			\$ 7,070	\$ 7,070		\$ 7,070	\$ 7,070		\$ 4,713	\$ 4,713		\$ 22,388	\$ 22,388
	Program Supplies		\$ 3,526			\$ 7,052	\$ 7,052		\$ 7,052	\$ 7,052		\$ 4,701	\$ 4,701	6	\$ 22,331	\$ 22,331
						Ψ 1,002						Ψ -,,,,,,		5 -		
	rinting and Reproduction		\$ 1,530	, , , , , , , , , , , , , , , , , , , ,		\$ 3,059	\$ 3,059		\$ 3,059	\$ 3,059		2,000	\$ 2,039		\$ 9,687	\$ 9,687
	nsurance		\$ 4,297	\$ 4,297		\$ 8,593	\$ 8,593		\$ 8,593	\$ 8,593		* -,:==	\$ 5,729		\$ 27,211	
	Staff Training/Recruiment		\$ 1,172			\$ 2,343	\$ 2,343		\$ 2,343	\$ 2,343		\$ 1,562	\$ 1,562		\$ 7,420	\$ 7,420
	icenses and fees		\$ 290	\$ 290		\$ 580	\$ 580		\$ 580	\$ 580		\$ 387	\$ 387	\$ -	\$ 1,837	\$ 1,837
22			\$ -	\$ -		\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
23			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
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	OTAL OPERATING EXPENSES		6 40		•	6 07::-				6 07.11	•		n 047:-			0 447.50-
	UTAL OPERATING EXPENSES	<b>5</b> -	\$ 18,559	\$ 18,559	<b>5</b> -	\$ 37,117	\$ 37,117	<b>5</b> -	\$ 37,117	\$ 37,117	<b>&gt;</b> -	\$ 24,745	\$ 24,745	\$ -	\$ 117,537	\$ 117,537
51 52 C	Other Expenses (not subject to indirect cost %)															
	<u> </u>		s -			s -			s -			s -		s -	s -	\$ -
53 54			s -			s -			s -			s -		s -	\$ -	4
65							1			•				_		
	COTAL OTHER EXPENDED				•		\$ -				•	•				\$ -
	OTAL OTHER EXPENSES	<b>5</b> -	-	-	<b>5</b> -	-	\$ -	<b>5</b> -	-	<b>a</b> -	<b>&gt;</b> -	-	φ -	<b>5</b> -	<b>&gt;</b> -	<b>5</b> -
67		ĺ														
	Capital Expenses															
69			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
70			s -			s -			s -			s -		s -	s -	\$ -
76				•									•		1	
	OTAL CAPITAL EXPENSES	¢	e	¢	¢	e	q	¢	e	e	¢	•	¢	q	•	ę
	OTAL OAT TIAL EXPENSES	Ψ -	ΙΨ -		Ψ -	<u>-</u>	Ψ -	Ψ -	<u>-</u>	Ψ -	Ψ -	-		Ψ -		Ψ -
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79 I	ISH #3													Temp	late last modified	1/22/2020

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Solaries Beredit  Solaries Rem					<- Select from the drop-down list the fiscal year in which the proposed budge	et changes will first become ef	fective		
Source, Related Support Devotors by B.   50,0000	-		Adjusted					ī	
Made   Route   Expendent   E	- 1								
spathy, as well as incoders attaly, boding storation, and movis all anxion/apment.  Counts, Marceline Cellis Casis Monager II  2.28 2.28 2.28 2.28 2.28 2.28 2.28 2.2	3	Salaries & Benefits	<u>FTE</u>	Salary					
Reports, Marceline Cotto Cose heanger II  Op 1	7	Madeira, Ronaldo- Support Services Mgr	0.91 \$	35,654		=\$35,654/6 =\$5,942 per month	Madeira, Ronaldo- Support Services Mgr		
Source, Manager III Mazines  OPEN Case Nanager III Mazines  OP	- 1								
to scheme eithor and long-time processed goods, in his medical to schild processed by the first in the matters to schild processed by the schild of particular schild of particular schild of the pa	4								
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health and 15th quality, develop and teaths community-pulsating crists and politics to minimal and politics of the minimal politics of the minimal and politics of the minimal politics with community portrace.  Where the minimal politics of the minimal politics with community portrace.  Where the politics of the minimal politics of the minimal politics with community portrace.  Where the politics with politics of the minimal politics with community portrace.  Where the politics with the	- 1								
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to active and force the personal process in this reduction to children to children to children to children to children to children to children to children to children to children to children to children and children to children and childre	Ť	DPENI-Case Manager III Masters	0.90 \$	22,972		=\$22.972/6 =\$3.829 per month	OPENI-Case Manager III Masters		
vocational and off offer needed relocutes to high them achieve improved personal has been made when will be plant of the part of the plant of the part of the plant of the part of the plan	ľ		*	,		4			
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health and life quality, develops and leads community building clara activities to wind maintain a size of maintain and size of maintai	- 1								
Edw. Scott Housing Sive Director  O. S. 4.407  Provides roveral lacebrary, actimizations and agenouses not Size 1 ten  4.4009 #5794 per month  4.5009 #5010 per month  4.5009 provides darf faminical directions; inches  4.5009 #5010 per month  4.5009 provides darf faminical direction in produces  4.5009 #5010 per month	- 1								
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Immitten   Traise-Direct Support for Houser   0.13   0.038   continued, and reports confinencial distinctiones and community partners   540,0356 +51,012 per month individual after   545,0356 +51,012 per month individual after   545,0356 +51,0356 per month individual after   545,0356 per	8 <b>ľ</b>	London, Cook Housing Give Director	υ.υυ φ	4,400		-ψ., .33/0 -ψ/ 34 por month	Zonor, Cook Housing GIVE Director	1	
Tromes, Maggie-Project namager  10 15   5.35 provides discisoring of the procedurate illusticities, links   45,3356 +51,056 per morth   10 15 provides   10 15	٦	Hamilton, Travis-Direct Support for Housin	0.13 \$	6,069		=\$6,069/6 =\$1,012 per month	Hamilton, Travis-Direct Support for Housing	Srvc Director	
Nome, May-pi-report manager   0.15   8   0.35   provider direction and support in crisis or other problematic situations; links   4.50   4.5	9	,	•	-,			l		
Procock, Liz-Director/ling Dev & Asset May	٦,	Holmes, Maggie-Project manager	0.15 \$	6,335	provides direction and support in crisis or other problematic situations; links	=\$6,335/6 =\$1,056 per month	Holmes, Maggie-Project manager	1	
demokrin, Inving, Distakasa Specialist A C. 00 5 5 2 000 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 5 2 000 5 2 000 5 5 2 000 5	10				individual sites to broader Housing program efforts.				
ambolin, Irving- Database Specialist & C. 0.06 \$ 1.05 Evaluates H5N-formatic compliance conducts resident chart reviews; 42.025% =5337 per month of provides tend framing on department protocols and procedures; 45.025% =5337 per month of provides tend framing on department protocols and procedures; 45.025% =5327 per month of provides tend framing on department protocols and procedures; 45.025% =5327 per month of provides tends intervention and resident start of tenders tenders and procedures; 45.025% =5327 per month of provides tenders intervention and residents start of onserve highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and start of tenders and programs.  OPEN-Director of Impact & Analytics	F	Pocock, Liz-Director/Hsg Dev & Asset Mgr	0.01 \$	1,038	developes strategic and practical relationships with community partners ; provides	=\$1,038/6 =\$173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		
Sambolin, Niving- Dashbase Specialist & Compliance (Conducts resident chart reviews, 1997)   Compliance Menior   Compliance	- 1								
OPEN-Dambases Specialist A Compliance Monitor   Two-Designer organisms   Specialist A Compliance Monitor   Two-Designer organisms   Specialist A Compliance Monitor   Two-Designer organisms   Specialist A Compliance Monitor   Two-Designer organisms   Specialist A Compliance Monitor   Two-Designer organisms   Specialist Compliance Monitor   Two-Designer organisms   Specialist Compliance Monitor   Two-Designer organisms   Specialist Compliance Monitor   Two-Designer organisms   Specialist Compliance Monitor   Specialist Compliance   Specialist Complianc	11							1	
Total   September Compliance Specialist   O.0.8   \$ 2.088   provides tast fraining on department protocols and procedures:				-,					
OPEN-Clinical Services Mgr   0.03 \$ 1,268 Provides case consultation and clinical direction to on-site staff to ensure highest -\$1,2686 -\$211 per month functioning of residents, perturbution of difficult clinic issues; provides crisis intervention and resolution; leads staff clinical education and training programs.  OPEN-Director of Impact & Analytics   0.02 \$ 1.207 Designs and administration programs and services meet its standards. Works with program manager to and coranization-wide.  ECS programs and services meet its standards. Works with program manager to and coranization-wide.  ECS programs and services meet its standards. Works with program manager to and coranization-wide.  Tarzon, Mary-Director of Healthy Aging   0.01 \$ 12 coverall program direction and operations of CKSL as well as leadershape to programs, with a focus on senior engagement, agriculture and coranization-wide.  To TOTAL   2.2 \$ 135,881   Includes FICA. SSUI, Workers Compensation and Medical calculated at 40,64% of -\$55,1696 439,195 per month including standards.  To the standard operation of CKSL as a service of the supplies of program staff including materials used with program operations and standards.  Distinct Elements   2.2700 5-840 per month programs and services of the supplies for program staff including materials used with program operation and standards. Program operation and standards and snacks for resident activities.   2.3,006 -8580 per month participation and computers and computers and computers and computers and computers and computers and computers and computers and computers   2.4,297 includes bus passes, program materials and snacks for resident activities.   2.3,006 -8580 per month   2.3,006 -8580 per month   2.3,006 -8580 per month   2.3,006 -8580 per month   2.3,006 -8580 per month   2.3,006 -8580 per month   2.3,006 -8580 per month   2.3,006 -8580 per month   2.3,006 -8580 per month   2.3,006 -8580 per month   2.3,006 -8580 per month   2.3,006 -8580 per month   2.3,006 -8580 per month   2.3,006 -8580 per month								onitor	
functioning of residents; partners with staff for resolution; leds for resolution; leds fast disinct education and straining programs or resolution; leds fast disincted education and straining programs.  OPEN-Director of Impact & Analytics  Tarcon, May-Director of Healthy Aging  Tarcon, May									
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training programs.  1.207 Designs and implements continuous quality improvement program to ensure that s1.2076 s201 per month CCS's programs and services meet its standards. Works with program manager to develop quality assurance prolecties, collecting date for analysis by program. dept and organization-vide.  1.207 Designs program direction and operations of CKSC as well as leadership for seniors s812.6 s5135per month aging in pipels bring the program direction and operations of CKSC as well as leadership for seniors s812.6 s5135per month aging in pipels bring the program direction and operations of CKSC as well as leadership for seniors s812.6 s5135per month and independence in the program of the program of the program direction and operations of CKSC as well as leadership for seniors s812.6 s5135per month and independence seniors senior engagement.  1.207 STOTAL	- 1								
ECS's programs and services meet its standards. Work with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.  Tazon, Mary-Director of Healthy Aging  1 of 1 of 1 of 1 of 1 of 1 of 1 of 1 o	15								
ECS's programs and services meet its standards. Work with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.  Tazon, Mary-Director of Healthy Aging  1 of 1 of 1 of 1 of 1 of 1 of 1 of 1 o		OPEN-Director of Impact & Analytics	0.02 \$	1.207		=\$1,207/6 =\$201 per month	OPEN-Director of Impact & Analytics		
develop qualify assurance policies, collecting data for analysis by program, dept and organization-wide and organization-wide and organization-wide and place throughout all of our programs, with a focus on senior engagement, safety. health and independence seniors engagement, safety. Health and independence includes FICA, SSUI, Workers Compensation and Medical calculated at 40,64% of s55,16916 s9,195 per month includes FICA, SSUI, Workers Compensation and Medical calculated at 40,64% of s55,16916 s9,195 per month includes FICA, SSUI, Workers Compensation and Medical calculated at 40,64% of s55,16916 s9,195 per month includes FICA, SSUI, Workers Compensation and Medical calculated at 40,64% of s55,16916 s9,195 per month including state in the senior of the supplies for programs and including materials used with s1,4500 s242 per month safety supplies for program staff including materials used with s1,4500 s242 per month safety supplies for program staff including materials used with s1,4500 s242 per month safety supplies for program staff including materials used with s1,4500 s242 per month safety supplies for program staff including materials used with s1,4500 s242 per month safety supplies for program staff including materials used with s2,5500 safety s255 per month s1,5500 safety safety safety s1,5500 safety s255 per month s1,5500 sa		, , , , , , , , , , ,					,		
and organization-wide.  Tarzon, Mary-Director of Healthy Aging  Tarzon, Mary-Director of Septings  Tarzon, Mary-Director of Septings  Tarzon, Mary-Director of Septing									
aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence  ### August   ### Aug	16				and organization-wide.				
STOTAL   4.24   \$ 135,890	1	arzon, Mary-Director of Healthy Aging	0.01 \$	812		=\$812/6 =\$135per month	Tarzon, Mary-Director of Healthy Aging		
Total					aging in place throughout all of our programs, with a focus on senior engagement,				
Employee Fringe Benefits  40.60% \$ 5.51.18  Salaries & Benefits Total  Selaries & Benefits Total  Derating Expenses Utilities (Elec, Water, Gas, Phone, Scavenger) Office Supplies/Unitures equipment Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food and Food supplies Food Benefits Food Benefi	17	-	101.6	405.000	safety, health and independence			4	
Salaries & Benefits Total  Salaries & Benefits T	10	· · · · ·	4.24 \$	135,880		0== 100/0 00 10=			
Salaries & Benefits Total  District Supplies Turnitures equipment  Diffice Supplies Turnitures equipment  Food and Food supplies  Total Production  Food and Food supplies  Salaries  Sala	19	mployee Fringe Benefits	40 60% ¢	EE 100		=\$55,169/6 =\$9,195 per month			
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Operating Expenses Expenses   Budgeted   Expense   Subject   Expense   Subject   Expense   Subject   Subje	21	dalaries & Derients Total	Ψ	131,043					
Utilities(Elec, Water, Gas, Phone, Scavenger)  Utilities(Elec, Water, Ga	$\dagger$						ī		
3 Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment Office Supplies/furnitures equipment Support Service office supplies for program staff including materials used with participants and computers articipants and computers Support Service office supplies for program staff including materials used with participants and computers Supplies Support Service office supplies for program staff including materials used with participants and computers Supplies Support Service office supplies for program staff including materials used with participants and computers Supplies Support Service office supplies for program staff including materials used with participants and computers Supplies Support Service office supplies for program staff including materials used with participants and computers Supplies Support Service office supplies for program staff including materials used with supplies of supplies on a supplies of program staff including materials used with supplies of supplies of supplies for program staff including materials used with supplies of supplies of supplies for program staff including materials used with supplies of supplies of supplies for program staff including materials used with supplies of supplies for program staff including materials used with supplies of supplies of supplies for program staff including materials used with supplies of supplies for program staff including materials used with supplies of supplies for program staff including materials used with supplies of supplies for program staff including materials used with supplies for program staff including materials used with supplies supplies on a supplies of supplies and supplies and supplies and supplies and supplies and supplies supplies and supplies supplies and supplies supplies supplies supplies supplies supplies and supplies s	- 1		<u> 1</u>	Budgeted			l		
Office Supplies/furnitures equipment  \$ 1,450 Support Service office supplies for program staff including materials used with participants and computers  \$ 7,550 Food and Food supplies  \$ 3,555 Using the SF Food Bank, the food items will supplement resident's own arrangemer =\$3,535/6 =\$589 per month  \$ 7,550 Food Bank, the food items will supplement resident's own arrangemer =\$3,536/6 =\$589 per month  \$ 7,550 Food Bank, the food items will supplement resident's own arrangemer =\$3,536/6 =\$589 per month  \$ 3,550 Food Bank, the food items will supplement resident's own arrangemer =\$3,536/6 =\$589 per month  \$ 7,550 Food Bank, the food items will supplement resident's own arrangemer =\$3,536/6 =\$589 per month  \$ 7,550 Food Bank, the food items will supplement resident's own arrangemer =\$3,536/6 =\$589 per month  \$ 7,550 Food Bank, the food items will supplement resident's own arrangemer =\$3,536/6 =\$589 per month  \$ 7,550 Food Bank, the food items will supplement resident's own arrangemer =\$3,536/6 =\$589 per month  \$ 7,550 Food Bank, the food items will supplement resident's own arrangemer =\$3,536/6 =\$589 per month  \$ 7,550 Food Bank, the food items will supplement resident's own arrangemer =\$3,536/6 =\$589 per month  \$ 7,550 Food Bank, the food items will supplement resident's own arrangemer =\$3,536/6 =\$589 per month  \$ 7,550 Food Bank, the food items will supplement resident's own arrangemer =\$3,536/6 =\$589 per month  \$ 7,550 Food Bank, the food items will supplement resident's own arrangemer =\$3,536/6 =\$589 per month  \$ 7,550 Food Bank, the food Items will supplement resident's own arrangemer =\$3,536/6 =\$589 per month  \$ 7,550 Food Bank, the food Items will supplement resident's own arrangemer =\$3,536/6 =\$589 per month  \$ 7,550 Food Bank, the food Bank, the food Items will supplement resident's own arrangemer =\$3,526/6 =\$589 per month  \$ 7,550 Food Bank, the food Bank, the food Items will supplement resident's own arrangemer =\$3,526/6 =\$48 per month  \$ 7,50 Food Bank, the food Bank, the food Bank, the food Bank, the	22						l		
participants and computers    Social and Food supplies   Social S									
Social and Food supplies   \$ 3,535   Using the SF Food Bank, the food items will supplement resident's own arrangemer   \$3,5356   \$589 per month	. (	Office Supplies/furnitures equipment	\$	1,450		=\$1,450/6 =\$242 per month			
Program Supplies   \$ 3,526   Includes bus passes, program materials and snacks for resident activities, substituting and Reproduction   \$ 1,530   leased copier   \$3,526/6 =\$255 per month   \$3,526/6 =\$255 per month   \$4,297/6 =\$716 per	4						l		
Printing and Reproduction									
Insurance							l		
Staff Training/Recruiment							l		
D Licenses and fees \$ 290 Support Services licenses fee =\$290/6 =\$48 per month  7 TOTAL OPERATING EXPENSES \$ 18,559  8 Indirect Cost 12.0% \$ 2,227  3 Indirect Cost 12.0% \$ 2,227  5 Indirect Cost 12.0% \$ 2,227  5 Indirect Cost 12.0% \$ 2,227							l		
7 TOTAL OPERATING EXPENSES \$ 18,559	30 L	icenses and fees	\$				I		
Indirect Cost 12.0% \$ 2,227  Indirect Cost 12	77		\$				l		
33	8	ndirect Cost	12.0% \$	2,227			$\mathbf{l}$		
44	63						-		
56 16 17 18 18 18 18 18 18 18 18 18 18 18 18 18	64								
	65								
27 88 89 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	66								
	67								
	68								
9 1 2 3 4 4	69								
	/U								
	72								
	73								
<u> </u>	74								
	75								

1	DEPARTMENT OF H	HOMELESSNESS A	ND SUPPORTIVE	HOUSING																
2	APPENDIX B. BUDG Document Date	10/20/2020	7																	
		10/20/2020		Duration																
4	Contract Term Current Term	Begin Date	End Date	(Years)																
5	Current Term	1/1/2021	2/29/2024	4																
6	Amended Term	1/1/2021	2/29/2024	4																
7	Provider Name		al Community Serv																	
8	Program		ing First Hotels CN	IC																
9	F\$P Contract ID#		1000019778																	
10	Action (select)	N	lew Agreement																	
11	Effective Date		1/1/2021																	
12	Budget Name		ty Management																	
	Tama Budas	Current	New	<del>                                     </del>																
14	Term Budget	\$ -	\$ 3,611,317																	
	Contingency	\$ -	\$ 2,821,364	12%																
16	Not-To-Exceed	\$ -	\$ 26,329,610			Year 1			Year 2			Year 3			Year 4			All Years		
1					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1	/2021 -
17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/2	9/2024
18				Ī	New		New	New		New	New		New	New		New	New			New
19	Expenditures																			
20	Salaries & Benefits Operating Expense				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
21	Operating Expense				\$ -	\$ 269,899	\$ 269,899	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 359,806	\$ 359,806	\$ -	\$ 1,709,300	\$	1,709,300
22	Subtotal Indirect Percentage Indirect Cost (Line 2				\$ -	\$ 269,899	\$ 269,899	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 539,798	\$ 539,798	\$ -	\$ 359,806	\$ 359,806	\$ -	\$ 1,709,300	\$	1,709,300
23	Indirect Percentage	e			12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%				
24	Indirect Cost (Line 2	21 X Line 22)			\$ -	\$ 32,388	\$ 32,388	\$ -	\$ 64,776	\$ 64,776	\$ -	\$ 64,776	\$ 64,776	\$ -	\$ 43,177		\$ -	\$ 205,116	\$	205,116
25	Other Expenses (No Capital Expenditure	ot subject to indir	ect %)		\$ -	\$ 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
26	Capital Expenditure	2			\$ -	\$ -	\$ -	\$ -	7	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
	Admin Cost (HUD A					\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$	
28	Total Expenditures	5			\$ -	\$ 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
29	HSH Revenues (sele																			
30	CNC Fund	ect)		-		\$ 520.219	\$ 520,219		\$ 1.040.437	\$ 1,040,437		\$ 1.040.437	\$ 1,040,437	+	\$ 693,625	\$ 693,625	ć	\$ 3,294,717	ć	3,294,717
31	Additional GF					\$ 520,219	\$ 520,219		\$ 1,040,437			\$ 1,040,437	\$ 1,040,437		\$ 66,600	\$ 66,600		\$ 3,294,717		316,600
32	Additional Gr					\$ 50,000	\$ 50,000		\$ 100,000	\$ 100,000 \$		\$ 100,000	\$ 100,000 ¢		\$ 66,600	\$ 66,600	ċ -		Ś	310,000
34							\$ .			\$ -			¢ .			\$ .	\$ -	Ÿ	Ś	
35							\$ -			\$ -			š -			Š -	Š -	· -	Ś	-
36							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	Ś	-
33 34 35 36 37 38							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
38			•				\$ -			\$ -			\$ -		•	\$ -	\$ -	\$ -	\$	-
39							\$ -			\$ -			\$ -			\$ -	7	Ÿ	\$	-
	Total HSH Revenue				\$ -	\$ 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
	Other Revenues (to	o offset Total Expe	enditures & Reduc	e HSH															l	
41	Revenues) Rental Income																L		١.	
42	Rental Income					\$ 299,783	\$ 299,783		\$ 599,566	\$ 599,566		\$ 599,566	\$ 599,566	-	\$ 399,711	\$ 399,711	5 -	\$ 1,898,626		1,898,626
43 44 45 46							\$ - \$ -	-		\$ -		-	5 -	<b>-</b>		\$ -	\$ -	<u>\$</u> -	\$	-
44 4E				-			\$ -		+	\$ -		1	\$ -	+		\$ -	\$ -	<del>&gt; -</del>	Ś	-
45							\$ -		ł	\$ -			S -	+		\$ -	۶ - د	\$ -	\$	-
40	Total Other Revenu	HOS			¢		\$ 299,783	¢	\$ 599,566	\$ 599,566	¢	\$ 599,566	\$ 599,566	¢	\$ 399,711	\$ 399,711	Ġ	\$ 1,898,626	· ·	1,898,626
48	Total Other Revent	uca		-	ý -	y 233,703	y 233,763	· -	000,550 پ	995,550 ب	7	995,500 پ	9 عورودو	-	y 333,/11	y 333,/11	-	y 1,050,020	٠	1,030,020
48	T-4-1 HCH + 0/1	D			_	ć 070.000	ć 070.000		ć 4.740.000	ć 4.740.000		¢ 4.740.000	ć 4.740.000		A 450.005	£ 4450.005		¢ = ==================================		F F00 043
49	Total HSH + Other	Kevenues			\$ -	\$ 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 Ma	latch Check)			\$ -		\$ -	\$ -		\$ -	\$ -	l		\$ -		\$ -	\$ -		\$	-
52	Rev-Exp (Budget Manage		obby McCarthy																	
53	- repared by	Ь в																		
54	Phone Email		628.652.7770 i.mccarthy@sfgov.o	ora .																
55	<u>Email</u>	iobert.	i.mccartiny@sigov.o	лy																

	Α	В	С	D	F	F	G	н	1	1 .	К		M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTI			, ,							IX.		IVI	74	ΛO	
_	OPERATING DETAIL	VE 110031140														
	Document Date	10/20/2020		1												
	Provider Name		nunity Services													
	Program	Housing First He														
	F\$P Contract ID#	1000019778	010.0 0.10													
	Budget Name		rty Management													
8		,	.,	•												
			Year 1			Year 2			Year 3			Year 4			All Years	
9		1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
10		6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
11		New	0,00,00	New	New	3,00,000	New	New	0,00,00	New	New		New	New	Modification	New
															Wodification	
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
_	Rental of Property	Lxperise	change	r Lxperise	Lxperise	e Change	e Lxperise	Lxperise	¢ Change	e Liperise	Lxperise	¢ Change	e Lxperise	e Lxperise	e Change	e Lyperise
			6 404.040	Φ 404.040		¢ 202.000	e 202.000		¢ 202.000	Φ 202.222		¢ 425 700	e 405 700		\$ 644.996	\$ 644.996
	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 101,842			\$ 203,683 \$ 15,780	\$ 203,683		\$ 203,683			\$ 135,789		<b>3</b> -		
	Office Supplies/renting fee		\$ 7,890			Ψ 15,700	\$ 15,780		\$ 15,780			\$ 10,520	\$ 10,520	\$ -	\$ 49,970	\$ 49,970
	Building Maintenance Supplies and Repair		\$ 88,615			\$ 177,231	\$ 177,231		\$ 177,231	\$ 177,231		\$ 118,094	\$ 118,094	\$ -	\$ 561,171	\$ 561,171
	Management/booking Fees		\$ 52,452			\$ 104,904	\$ 104,904		\$ 104,904	\$ 104,904		\$ 69,936	\$ 69,936	\$ -	\$ 332,196	\$ 332,196
	Legal Fees		\$ 6,600	\$ 6,600		\$ 13,200	\$ 13,200		\$ 13,200	\$ 13,200		\$ 8,800	\$ 8,800	\$ -	\$ 41,800	\$ 41,800
19			\$ -			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
24	Consultants		\$ -			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
25			\$ -			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
31	Subcontractors		\$ -			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
	Office Salaries-Desk Clerks		\$ 12,500	\$ 12.500		\$ 25,000	\$ 25,000		\$ 25,000	\$ 25,000		\$ 16,667	\$ 16.667	s -	\$ 79.167	\$ 79.167
33			s -	,		\$ -			\$ -			\$ -	,	\$ -	\$ -	\$ -
34			s -			\$ -			\$ -			s -		\$ -	\$ -	\$ -
35				1		•			•	1		*		•	Ť	<u> </u>
_	TOTAL OPERATING EXPENSES	6	\$ 269,899	\$ 269,899	6	\$ 539.798	\$ 539,798	c	\$ 539.798	\$ 539,798	¢	\$ 359,806	\$ 359,806	¢	\$ 1,709,300	\$ 1,709,300
37	TOTAL OF ERATING EXPENSES	Ψ	ψ 203,033	ψ 203,033	Ψ -	ψ 339,790	ψ 559,790	- ·	ψ 553,730	ψ 339,790	Ψ -	ψ 339,000	ψ 333,000	Ψ -	\$ 1,709,300	ψ 1,709,300
	01 - 5 (															
	Other Expenses (not subject to indirect cost %)										<del> </del>			•		0 0 1 0 0 1
	Rental of Property		\$ 344,050			\$ 688,100	\$ 688,100		\$ 688,100			\$ 458,733	\$ 458,733	\$ -	\$ 2,178,983	\$ 2,178,983
	Office Salaries-Desk Clerks		\$ 81,223			\$ 162,445	\$ 162,445		\$ 162,445			\$ 108,297		\$ -		\$ 514,409
	Manager Salaries-Hotel Director/manager		\$ 42,000	, , , , , , , , , , , , , , , , , , , ,		\$ 84,000	\$ 84,000		\$ 84,000			\$ 56,000	\$ 56,000	\$ -		\$ 266,000
	Janitor payroll		\$ 19,105			\$ 38,210	\$ 38,210		\$ 38,210			\$ 25,473		\$ -		\$ 120,998
	Janitor Contract-Regular/Extra Services		\$ 20,000	\$ 20,000		\$ 40,000	\$ 40,000		\$ 40,000			\$ 26,667	\$ 26,667	\$ -	\$ 126,667	\$ 126,667
44	Repairs Payroll		\$ 24,960	\$ 24,960		\$ 49,920	\$ 49,920		\$ 49,920			\$ 33,280	\$ 33,280	\$ -	\$ 158,080	\$ 158,080
45	Benefits		\$ 36,378	\$ 36,378		\$ 72,755	\$ 72,755		\$ 72,755	\$ 72,755		\$ 48,503	\$ 48,503	\$ -	\$ 230,391	\$ 230,391
46			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
47																
48	TOTAL OTHER EXPENSES	s -	\$ 567.715	\$ 567.715	\$ -	\$ 1.135.430	\$ 1,135,430	\$ -	\$ 1.135.430	\$ 1,135,430	\$ -	\$ 756.953	\$ 756.953	s -	\$ 2.694.121	\$ 3,595,528
49		7			7	- 1,100,400	+ 1,100,400	T	+ 1,100,400	1,100,400	1	+ .00,000		7	, 2,00-1,121	<del>+ 0,000,020</del>
	Capital Expenses														Ī	
	Capital Expenses		1	1		1_			_	ı	<del> </del>		1	•	-	
51			\$ -			\$ -			\$ -			\$ -	-	\$ -	*	\$ -
52			- \$			\$ -			\$ -			\$ -	L	\$ -	\$ -	\$ -
58			1	1		1				1	ļ .					
59	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60																
	HSH #3													Ta	late last modified	1/22/2020
ΟI	11011#3							<u> </u>						remp	iate iast inodified	1/22/2020

	А	ВС	D	Е	F	G	Н
1	BUDGET NARRATIVE	Fiscal Year				Fiscal Term Start	Fiscal Term End
2	Crosby - Property Management	FY20-21	<- Select from the drop-down list the fiscal year in which the proposed budget	changes will first become effect	etive	7/1/2020	6/30/2021
50 51	Operating Expenses	Budgeted Expense	<u>Justification</u>	<u>Calculation</u>			
52	Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/renting fee		<u>Utilities (electricity, water, gas, telephone and scavenger service):</u> 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	=\$101,842/6 =\$16,974 per month =\$7,890/6 =\$1,315 per month			
	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 60	Management/booking Fees Legal Fees Office Salaries-Desk Clerks	\$ 6,600	Property management (126 Units) @ \$61.00 PUPM, and bookkeeping fees \$9.50 property management legal expenses and credit report Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage.only \$25K allows indirect cost	=\$6,600/6 =\$1,100 per month			
76	TOTAL OPERATING EXPENSES	\$ 269,899					
77	Indirect Cost	12.0% \$ 32,388					
78 79	Other Expenses (not subject to indirect of	cost %) Amount	Justification	Calculation			
	Rental of Property		The lease is written for 126 units including office	=\$344,050/6 =\$57,342 per month			
	Office Salaries-Desk Clerks		Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage	=\$81,223/6 =\$13,537 per month			
83	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			
	Janitor payroll		Responsible for building cleaning up, includes holidays/overtime coverage	=\$19,105/6 =\$3,184 per month			
	Janitor Contract-Regular/Extra Services		Responsible for building cleaning up, place trash bins	=\$20,000/6 =\$3,333 per month			
	Repairs Payroll		Responsible for repair and maintenance of the building	=\$24,960/6 =\$4,160 per month			
93	Benefits		% based from personnel from above	=\$36,378/6 =\$6,063 per month			
	TOTAL OTHER EXPENSES	\$ 567,715					
162 163							
164 165							
166 167							
168							
168 169 170 171							
172							
173 174							

1	DEPARTMENT OF H	IOMELESSNESS AI	ND SUPPORTIVE H	IOUSING	•							•		•		•				
2	APPENDIX B. BUDG	ET	1																	
	Document Date	10/20/2020		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	2/29/2024	4																
7	Provider Name	Episcopa	Community Serv	ices																
8	Program	Housin	ng First Hotels CNO	С																
	F\$P Contract ID#		1000019778																	
10	Action (select)	Ne	ew Agreement																	
	Effective Date		1/1/2021																	
	Budget Name	Crosby - Support																		
13		Current	New	<u> </u>																
	Term Budget	\$ -	\$ 1,896,450																	
	Contingency	\$ -	\$ 2,821,364	12%																
16	Not-To-Exceed	\$ -	\$ 26,329,610			Year 1		_	Year 2			Year 3			Year 4			All Years		
					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/	2021 -
17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29	/2024
18				Г	New		New	New		New	New		New	New		New	New		N	ew
40	Expenditures																			
20	Salaries & Benefits Operating Expense Subtotal Indirect Percentage Indirect Cost (Line 2				\$ -	\$ 247,451	\$ 247,451	\$ -	\$ 494,903	\$ 494,903	\$ -	\$ 494,903	\$ 494,903	\$ -	\$ 329,935	\$ 329,935	\$ -	\$ 1,567,191	\$ 1	,567,191
21	Operating Expense				\$ -	\$ 19,906	\$ 19,906	\$ -	\$ 39,811	\$ 39,811	\$ -	\$ 39,811	\$ 39,811	\$ -	\$ 26,541	\$ 26,541	\$ -	\$ 126,068		126,068
22	Subtotal				\$ -	\$ 267,357	\$ 267,357	\$ -	\$ 534,714	\$ 534,714	\$ -	\$ 534,714	\$ 534,714	\$ -	\$ 356,476	\$ 356,476	\$ -	\$ 1,693,259	\$ 1	,693,259
23	Indirect Percentage	<u> </u>			12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%				
24	Indirect Cost (Line 2	21 X Line 22)			\$ -	\$ 32,083	\$ 32,083	\$ -	\$ 64,166	\$ 64,166	\$ -	\$ 64,166	\$ 64,166	\$ -	\$ 42,777	\$ 42,777	\$ -	\$ 203,191	\$	203,191
25	Other Expenses (No	t subject to indire	ect %)		\$ -	Ÿ	\$ -	\$ -	-	\$ -	Ÿ	\$ -	\$ -	\$ -	7	\$ -	\$ -	\$ -	\$	-
26	Other Expenses (No Capital Expenditure Admin Cost (HUD A	·			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
27	Admin Cost (HUD A Total Expenditures	greements Only)				\$ -			, -			\$ -			\$ -	\$ 200.252	\$ -	, -	\$	
28	Total Expenditures				\$ -	\$ 299,440	\$ 299,440	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 399,253	\$ 399,253	\$ -	\$ 1,896,450	\$ 1	,896,450
29	HSH Revenues (sele	net)																		
30	CNC Fund	ect)				\$ 299,440	\$ 299,440		\$ 598.879	\$ 598,879		\$ 598.879	\$ 598.879		\$ 399.253	\$ 399,253	ć	\$ 1.896.450	ć 1	,896,450
32	Additional GF					3 299,440	\$ 299,440 ¢		3 390,079	\$ 396,679 ¢		3 390,079	\$ 390,079 ¢		\$ 599,255	\$ 399,233	ė -	2 2,050,150	\$ 1	,690,430
33	Additional Gr						\$ -			\$ -			¢ .			\$ -	\$ -	Ÿ	Ś	
34							\$ -			\$ -			\$ -			\$ -	\$ -		Ś	_
33 34 35 36 37 38 39							\$ -	İ		\$ -		İ	\$ -			\$ -	\$ -	-	\$	-
36							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
37							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
38							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
	Total HSH Revenue				\$ -	\$ 299,440	\$ 299,440	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 598,879	\$ 598,879	\$ -	\$ 399,253	\$ 399,253	\$ -	\$ 1,896,450	\$ 1	,896,450
	Other Revenues (to	offset Total Expe	nditures & Reduce	e HSH																
41	Revenues) Rental Income																			
42	Kental Income						\$ -	<b>-</b>		\$ -		-	5 -	-		\$ -	\$ -	\$ -	\$	
43 44 45 46				-			\$ -	+		\$ -		1	\$ -	1		\$ -	\$ -	Ÿ	\$	-
44							\$ -	1		è -		<del> </del>	ė -	ŀ		\$ -	ė -		\$	
46				1			\$ -	<b> </b>		\$ -			ς -	t		\$ -	ς .	Ÿ	Ś	
47	Total Other Revenu	ues			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Ś -	Ś -	\$ -	\$ -	Ś -	\$ -	Ś	-
47				1	7	<del>-</del>	T	Ť	Ŧ -	т	T	-	<u> </u>	T	<del>-</del>	T	_	Ŧ	7	
48	Total HSH + Other	Povonuos			\$ -	\$ 299,440	\$ 299,440	ė	\$ 598,879	\$ 598,879	ė	\$ 598,879	\$ 598,879	\$ -	\$ 399,253	\$ 399,253	ć	\$ 1,896,450	\$ 1	,896,450
49	Day For (Dodge : **	nevellues			,	ب 299, <del>44</del> 0	÷ 233,440	,	لا/6,68C <i>ډ</i>	\$ 330,879	,	9/8,085 ب	÷ 530,879	· -	253,853 ب	\$ 399,253	· -	y 1,030,450	<del>2</del> 1	,050,450
52	Rev-Exp (Budget M	aten Check)			5 -		-	5 -		\$ -	-	1	-	٠ -		-	\$ -	1	5	-
52	Prepared by	Rr.	bby McCarthy																	
53	Dhono		528.652.7770																	
54	Phone Email		mccarthy@sfgov.or	ra																
55	Liliail	iobeit.j.	gov.or																	

	٨	D	C	В	-	-	G		T 1	T 1	V		М	N	0	В	0	В	9	T
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	ICINIC					G		<del> </del>	J	K		IVI	IN			ų ų	K		
	SALARY & BENEFIT DETAIL	JSING																		
	Document Date	10/20/2020	1																	
	Provider Name	Episcopal Com	_	icos																
5	Program	Housing First H		ices																
	FSP Contract ID#	1000019778																		
	Budget Name	Crosby - Suppo	-																	
8		,	•		Ye	ar 1						Yea	ır 2						Year	3
				5 116		1/1/2021 -	1/1/2021 -	1/1/2021 -			F 1161		7/1/2021 -	7/1/2021 -	7/1/2021 -			5 1161		7/1/2022 -
9	POSITION TITLE	Agency	Totals		H Funded	6/30/2021	6/30/2021	6/30/2021	Agency	Totals		l Funded	6/30/2022	6/30/2022	6/30/2022	Agency T	otals		H Funded	6/30/2023
10				Pro	gram	New	3,00,000	New	1 ,		Prog	gram	New		New	,		Prog	garm	New
		Americal Full		0/ 575	Adjusted				Annual Full		% FTE	A 41:				Annual Full Time		% FTE	Adjusted	
		Annual Full Time Salary	Position	% FTE funded by		Budgeted Salary	Change	Budgeted Salar		Position	funded by	Adjusted Budgeted	Budgeted Salary	Change	D d t - d C - l	Salary (for 1.00	Position	funded by		Budgeted Salary
		(for 1.00 FTE)	FTE		_	buugeteu salai y	Change	buugeteu salai	(for 1.00 FTE)	FTE	this budget		buugeteu salai y	Change	buugeteu salary	, ,	FTE	this budget		buugeteu salai y
11		(TOT 1.00 FTE)		this budge	t FTE						this budget	FIE				FTE)		this budget	FTE	
12	Ullom, Kristin-Support Services Manager (SS)	\$ 78,797	1.00	919	0.91		\$ 35,853	\$ 35,853	\$ 78,797	1.00	91%	0.91		\$ 71,705	\$ 71,705	\$ 78,797	1.00	91%	0.91	
13	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	
14	OPEN-Case Manager III (SS)	\$ 54,709	1.00	90%	6 0.90		\$ 24,637	\$ 24,637	\$ 54,709	1.00	90%	0.90		\$ 49,273	\$ 49,273	\$ 54,709	1.00	90%	0.90	
15	Megan Marie Kolda-Case Mgr III (SS)	\$ 56,131	1.00	919	0.91		\$ 25,540	\$ 25,540	\$ 56,131	1.00	91%	0.91		\$ 51,079	\$ 51,079	\$ 56,131	1.00	91%	0.91	
16	Karlos Barlow-Case Manager III (SS)	\$ 69,140	1.00	909	0.90		\$ 31,113	\$ 31,113	\$ 69,140	1.00	90%	0.90		\$ 62,226	\$ 62,226	\$ 69,140	1.00	90%	0.90	
17	Ecker, Scott Housing Srvc Director	\$ 135,792	1.00	6.49%	0.06	;	\$ 4,403	\$ 4,403		1.00	6.49%	0.06		\$ 8,807	\$ 8,807	\$ 135,792	1.00	6.49%	0.06	
18	Brown, Shelly-Direct Support for Housing Srvc Director	\$ 94,332	1.00	12.869	0.13	:	\$ 6,066	\$ 6,066		1.00	12.86%	0.13		\$ 12,132	\$ 12,132		1.00	12.86%	0.13	
19	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	,
20	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	\$ 144,196	1.00	1.449	6 0.01		\$ 1,038	\$ 1,038		1.00	1.44%	0.01		\$ 2,076	\$ 2,076	\$ 144,196	1.00	1.44%	0.01	
21	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.439	0.06	i	\$ 2,025	\$ 2,025		1.00	6.43%	0.06		\$ 4,049			1.00	6.43%	0.06	
22	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.439	0.06	i	\$ 1,620	\$ 1,620		1.00	6.43%	0.06		\$ 3,240	\$ 3,240		1.00	6.43%	0.06	
23	Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6.439	0.06	i	\$ 2,088	\$ 2,088		1.00	6.43%	0.06		\$ 4,177	\$ 4,177	\$ 64,999	1.00	6.43%	0.06	
24	OPEN-Clinical Services Mgr	\$ 78,900	1.00	3.219	0.03	1	\$ 1,268	\$ 1,268		1.00	3.21%	0.03		\$ 2,535	\$ 2,535		1.00	3.21%	0.03	
25	OPEN-Director of Impact & Analytics	\$ 116,640	1.00	2.07%	0.02		\$ 1,207	\$ 1,207		1.00	2.07%	0.02		\$ 2,414	\$ 2,414		1.00	2.07%	0.02	
	Tarzon, Mary-Director of Healthy Aging	\$ 120,235	1.00	1.35%	0.01		\$ 812		\$ 120,235	1.00	1.35%	0.01		\$ 1,623	\$ 1,623	\$ 120,235	1.00	1.35%	0.01	
27							\$ -	\$ -						\$ -	\$ -					1
33 34 35 36 37		\$ 175,995			TOTA	AL SALARIES	\$ -	\$ 351,991	\$ 351,991		,	TOTA	AL SALARIES	\$ -						
34		TOTAL FTE 5.14																TOTAL FTE	5.14	
35				FRINGE B	ENEFIT RATE	40.60%		40.609	6		FRINGE BE	NEFIT RATE	40.60%		40.60%			FRINGE BE	NEFIT RATE	40.60%
36			EMI	PLOYEE FRIN	GE BENEFITS	\$ -	\$ 71,456	\$ 71,456		EMF	LOYEE FRING	GE BENEFITS	\$ -	\$ 142,912	\$ 142,912		EMP	LOYEE FRING	GE BENEFITS	\$ -
37			TOT	AL SALARIES	& BENEFITS	\$ -	\$ 247,451	\$ 247,451		TOT	AL SALARIES	& BENEFITS	\$ -	\$ 494,903	\$ 494,903		TOTA	L SALARIES	& BENEFITS	\$ -
38																				
39																				
40																				

	A	В	С	D	Е	U	V	W	Х	Υ	Z	AA	AB	AC	BT	BU	B\	V
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	SING	•							•	•	•		•				
2	SALARY & BENEFIT DETAIL																	
	Document Date	10/20/2020																
4	Provider Name	<b>Episcopal Comr</b>		ces														
	Program	Housing First H	otels CNC															
	F\$P Contract ID#	1000019778																
8	Budget Name	Crosby - Suppo			Yea						Yea	r 4				All Years		
Ľ						7/1/2022 -	7/1/2022 -					7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/20	021 -
9	POSITION TITLE	Agency	Totals		Funded	6/30/2023	6/30/2023	Agency To	otals		l Funded	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2	
10				Prog	gram		New			Pro	garm	New		New	New	Modification	Ne	ew
		Annual Full		% FTE	Adjusted			Annual Full Time		% FTE	Adjusted						1 /	
		Time Salary	Position	funded by	Budgeted	Change	Budgeted Salary	Salary (for 1.00	Position	funded by	Budgeted	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted	d Salary
11		(for 1.00 FTE)	FTE	this budget	FTE	Ü	,	FTE)	FTE	this budget	FTE	,	ŭ	,	,			,
	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	\$ 2	27,067
	Swenson, Phil-Case Mgr III (SS)	\$ 71,092	1.00	90%	0.90		\$ 63,983	\$ 71,092	1.00	90%	0.90		\$ 42,655	\$ 42,655	\$ -	\$ 202,612	\$ 2	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	\$ 1	56,031
	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	\$ 1	61,751
	Karlos Barlow-Case Manager III (SS)	\$ 69,140	1.00	90%		\$ 62,226	\$ 62,226	\$ 69,140	1.00	90%	0.90		\$ 41,484	\$ 41,484	\$ -	\$ 197,049	\$ 1	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
	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				TOTA	L SALARIES	\$ 351,991	\$ 351,991			TOTA	AL SALARIES	\$ -	\$ 234,661	\$ 234,661	\$ -	\$ 1,114,637	\$ 1,1	14,637
34				TOTAL FTE	5.14		_			TOTAL FTE	5.14			_				
33 34 35 36 37				FRINGE BE	NEFIT RATE	·	40.60%				NEFIT RATE	40.60%		40.60%				
36			EMP	LOYEE FRING	SE BENEFITS	\$ 142,912	\$ 142,912		EMP	LOYEE FRING	GE BENEFITS	\$ -	\$ 95,275	\$ 95,275	\$ -	\$ 452,554	\$ 4	152,554
37			TOTA	L SALARIES	& BENEFITS	\$ 494,903	\$ 494,903		TOTA	AL SALARIES	& BENEFITS	\$ -	\$ 329,935	\$ 329,935	\$ -	\$ 1,567,191	\$ 1,5	67,191
38																		
39 40																		
40																		

	A	В	С	D	E	F	G	Н	1	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTI	VE HOUSING														
2	OPERATING DETAIL														-	
3	Document Date	10/20/2020														
4	Provider Name	<b>Episcopal Comm</b>	nunity Services													
	Program	Housing First Ho	otels CNC													
6	F\$P Contract ID#	1000019778														
7	Budget Name	Crosby - Suppor	rt Services													
8																
9			Year 1			Year 2			Year 3			Year 4			All Years	
		1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
10		6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
40	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	Operating Expenses	Expense	Change	Expense	Expense	¢ -	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense
			\$ -			Ψ -			\$ -			-		\$ -	\$ -	\$ -
	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 2,760			\$ 5,520	\$ 5,520		\$ 5,520	\$ 5,520		\$ 3,680	\$ 3,680	\$ -	\$ 17,480	\$ 17,480
	Office Supplies/furnitures equipment		\$ 1,683	\$ 1,683		\$ 3,366	\$ 3,366		\$ 3,366	\$ 3,366		\$ 2,244	\$ 2,244	\$ -	\$ 10,659	\$ 10,659
	Food and Food supplies		\$ 3,605	\$ 3,605		\$ 7,210	\$ 7,210		\$ 7,210	\$ 7,210		\$ 4,807	\$ 4,807	\$ -	\$ 22,832	\$ 22,832
17	Program Supplies		\$ 3,711	\$ 3,711		\$ 7,422	\$ 7,422		\$ 7,422	\$ 7,422		\$ 4,948	\$ 4,948	\$ -	\$ 23,503	\$ 23,503
18	Printing and Reproduction		\$ 1,792	\$ 1,792		\$ 3,583	\$ 3,583		\$ 3,583	\$ 3,583		\$ 2,389	\$ 2,389	\$ -	\$ 11,346	\$ 11,346
19	Insurance		\$ 4,599	\$ 4,599		\$ 9,198	\$ 9,198		\$ 9,198	\$ 9,198		\$ 6,132	\$ 6,132	\$ -	\$ 29,127	\$ 29,127
20	Staff Training/recruitment		\$ 1,406	\$ 1,406		\$ 2,812	\$ 2,812		\$ 2,812	\$ 2,812		\$ 1,875	\$ 1,875	\$ -	\$ 8,905	\$ 8,905
21	Licenses and fees		\$ 350	\$ 350		\$ 700	\$ 700		\$ 700	\$ 700		\$ 467	\$ 467	s -	\$ 2,217	\$ 2,217
22				\$ -		\$ -			\$ -	, , , , ,		s -	*	\$ -	s -	\$ -
23			\$ -	Ψ		\$ -			•			s -		•	\$ -	\$ -
	Consultants		•			\$ -			•			•		•	Ť	\$ -
30	Consultants		\$ -			\$ - \$ -			•			•		3 -	*	\$ -
			\$ -			7			\$ -			-		\$ -	\$ -	Ÿ
31			\$ -			\$ -			\$ -			\$ -		\$ -	Ÿ	\$ -
	Subcontractors		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
42			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
54			,							1						
	TOTAL OPERATING EXPENSES	\$ -	\$ 19,906	\$ 19,906	\$ -	\$ 39,811	\$ 39,811	\$ -	\$ 39,811	\$ 39,811	\$ -	\$ 26,541	\$ 26,541	\$ -	\$ 126,068	\$ 126,068
56																
57	Other Expenses (not subject to indirect cost %)															
58	-		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
59			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
70				•												
	TOTAL OTHER EXPENSES	<b>e</b> -	s -	\$ -	٠	\$ -	s -	<b>s</b> .	s -	\$ -	¢ .	s -	¢ .	¢ -	s -	¢ -
	TOTAL OTTILIN EAR ENGLO	-	<u> </u>	-	Ψ -	Ψ -	· -	Ψ -	Ψ -	Ψ -	Ψ -	· -	Ψ -	Ψ -	Ψ -	· -
72															ı	
	Capital Expenses		1	1												
74			\$ -			\$ -			\$ -			\$ -		\$ -		\$ -
75			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
81			1			-						,			ļ	
82	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83																
84	HSH #3													Temp	late last modified	1/22/2020
نت																0

	A	В	С	D	E	F	G	Н
1	BUDGET NARRATIVE	Fiscal Ye	ear		_		Fiscal Term Start	Fiscal Term End
2	Crosby - Support Services	FY20-2		<- Select from the drop-down list the fiscal year in which the proposed budget	changes will first become effect	tive	7/1/2020	6/30/2021
		Adjusted					1	
			Budgeted					
3	Salaries & Benefits	FTE	Salary	<u>Justification</u>	Calculation	Employee Name		
	Ullom, Kristin-Support Services Manager (	0.91 \$	35,853	Provides team leadership, management and supervision to ensure	=\$35,853/6 =\$5,975 per month	Ullom, Kristin-Support Services Manager (SS)	5975.439	
				program quality, as well as resident safety, housing retention, and				
				individual development; supervises staff; coordinates and leads partner				
4				efforts.  Carries resident caseload, supporting clients in their efforts to retain				
	Swenson, Phil-Case Mgr III (SS)	0.90 \$	31,991	housing and to achieve short-and long-term personal goals; links residents	=\$31,991/6 =\$5,332 per month	Swenson, Phil-Case Mgr III (SS)		
				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				
5				more environment for residents.				
<u> </u>	OPEN-Case Manager III (SS)	0.90 \$	24.637	Carries resident caseload, supporting clients in their efforts to retain housing and to	=\$24.637/6 =\$4.106 per month	OPEN-Case Manager III (SS)		
	(,		,	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				
6				maintain a safe, pleasant and secure more environment for residents.				
	Megan Marie Kolda-Case Mgr III (SS)	0.91 \$	25,540	Carries resident caseload, supporting clients in their efforts to retain housing and to	=\$25,540/6 =\$4,256 per month	Megan Marie Kolda-Case Mgr III (SS)		
				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				
7				maintain a safe, pleasant and secure more environment for residents.				
$\vdash$	Karlos Barlow-Case Manager III (SS)	0.90 \$	31,113	Carries resident caseload, supporting clients in their efforts to retain housing and to	=\$31,113/6 =\$5,185 per month	Karlos Barlow-Case Manager III (SS)		
				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				
8				maintain a safe, pleasant and secure more environment for residents.		L		
	Ecker, Scott Housing Srvc Director	0.06 \$	4,403		=\$4,403/6 =\$734 per month	Ecker, Scott Housing Srvc Director		
9	Danier Challe Direct Consent for Herming C	0.40	0.000	supportive housing sites; develops proposals, negotiates and managers	\$0.000/0 \$4.040	Barrier Challe Disease Comment for Hermite Comp Disease		
40	Brown, Shelly-Direct Support for Housing §	0.13 \$	6,066	contracts, and reports contractual outcomes and activities to funders;	=\$6,069/6 =\$1,012 per month	Brown, Shelly-Direct Support for Housing Srvc Director		
10	Holmes, Maggie-Project manager	0.15 \$	6 225	developes strategic and practical relationships with community partners; provides direction and support in crisis or other problematic situations; links	-\$6 235/6 -\$1 056 per month	Holmes, Maggie-Project manager		
11	nomies, maggie-rroject manager	0.13 \$	0,333	individual sites to broader Housing program efforts.	=\$0,333/0 =\$1,030 per month	nomes, wagge-rioject manager		
Н	Pocock, Liz-Director/Hsg Dev & Asset Mgm	0.01 \$	1 038	developes strategic and practical relationships with community partners; provides	=\$1 038/6 =\$173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt		
	r doddi, Ele Birddoi, riog Bor a riodd mgir	0.01	1,000	direction and support in crisis or other problematic situations; links individual sites	=\$1,000/0 =\$170 por monar	1 0000K, Ele Bilockom log Bov a / look mgmk		
12				to broader Housing program efforts.				
	Sambolin, Irving- Database Specialist & Cc	0.06 \$		Evaluates HSH contract compliance; conducts resident chart reviews;	=\$2,025/6 =\$337 per month	Sambolin, Irving- Database Specialist & Compliance Moni	itor	
	OPEN- Database Specialist & Compliance	0.06 \$		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		=\$2,088/6 =\$348 per month	Tuvera, Desiree-Compliance Specialist		
	OPEN-Clinical Services Mgr	0.03 \$		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;	=\$1,268/6 =\$211 per month	OPEN-Clinical Services Mgr		
				provides crisis intervention and resolution; leads staff clinical education and				
16				training programs.				
	OPEN-Director of Impact & Analytics	0.02 \$	1,207		=\$1,207/6 =\$201 per month	OPEN-Director of Impact & Analytics		
				ECS's programs and services meet its standards. Works with program manager to				
				develop quality assurance policies, collecting data for analysis by program, dept				
17				and organization-wide.				
	Tarzon, Mary-Director of Healthy Aging	0.01 \$	812	overall program direction and operations of CKSC as well as leadership for seniors	=\$812/6 =\$135per month	Tarzon, Mary-Director of Healthy Aging		
18				aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence				
28	TOTAL	5.14 \$	175,995	saisty, risaitir and independence			1	
20	Employee Fringe Benefits	σ ψ	5,000	Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of	=\$71,456/6 =\$11.909 per month	1	1	
29	, , , , , , , , , , , , , , , , , , ,	40.60% \$	71.456	total salaries.	. , 1,000 por month			
30	Salaries & Benefits Total		247,451		•	-		
31				<u>-                                      </u>		_		
00	On and the second		Budgeted	hand the section	0-11			
32	Operating Expenses	E	xpense	<u>Justification</u>	Calculation			
34	Utilities(Elec, Water, Gas, Phone, Scavenger	) \$	2 760	Telecommunication, including Sonic and TPX	=\$2,760/6 =\$460 per month			
34	Office Supplies/furnitures equipment	) \$ \$		Support Service office supplies for program staff including materials used with	=\$1,683/6 =\$281 per month			
35		Ψ	.,000	participants and computers				
36 37	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			
37	Program Supplies	\$		Includes bus passes, program materials and snacks for resident activities,	=\$3,711/6 =\$619 per month			
38	Printing and Reproduction	\$		leased copier	=\$1,792/6 =\$299 per month			
39	Insurance	\$	4,599	liability and umbrella agency insurance prorated	=\$4,599/6 =\$767 per month			
40	Staff Training/recruitment Licenses and fees	\$		training and recruitment expenses, including meeting suppliesand conference	=\$1,406/6 =\$234 per month =\$350/6 =\$58 per month			
42	LICENSES AND IEES	\$ \$	350	Support Services licenses fee	-φοσοίο =φοο per monur			
43		Φ	-					
88	TOTAL OPERATING EXPENSES	\$	19,906	•				
	Indirect Cost	12.0% \$	2,389			<u>1</u>		

		В	· ·	D	F	-	G	н			V		M	N	0	P	Al	AJ	AK
1 DEDARTME	NT OF "	OMELESSNESS AF	ND CHIDDODT"		-		Ü			J	15		IVI	14	Ü	'	Al	/N/	AIX
2 APPENDIX	D DUDGE	JIVIELESSINESS AI	ND SUPPORTIVE	HOUSING															
3 Document	B. BUDGE		1																
3 Document	Date	10/20/2020		Duration															
4 Contract Te		Basin Data	End Date																
4 Contract 16	erm	Begin Date		(Years)															
5 Current Ter 6 Amended T	rm	1/1/2021	2/29/2024	4															
6 Amended 1	Term	1/1/2021	2/29/2024																
7 Provider Na	ame		I Community Se																
8 Program		Housir	ng First Hotels C	NC															
9 F\$P Contra	ct ID#		1000019778																
10 Action (sele	ect)	Ne	ew Agreement																
11 Effective D	ate		1/1/2021																
12 Budget Nar	me I	Elm - Property N																	
12 Budget Nar 13		Current	New																
14 Term Budge		\$ -	\$ 2,961,492	,															
15 Contingend	y	\$ -	\$ 2,821,364	1 12%															
16 Not-To-Exc	eed	\$ -	\$ 26,329,610	)		Year 1			Year 2			Year 3			Year 4			All Years	
				,	1 /1 /2021	1/1/2021	1/1/2021	7/1/2021	7/1/2021	7/1/2021	7/1/2022	7/1/2022	7/1/2022	7/1/2023 -	7/1/2022	7/1/2022	1/1/2021	1/1/2021	1/1/2021
i i					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -		7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
18					New		New	New		New	New		New	New		New	New		New
	es																		
19 Expenditur 20 Salaries & E 21 Operating E 22 Subtotal 23 Indirect Per 24 Indirect Co: 25 Other Expe 26 Capital Exp 27 Admin Cost	Benefits				\$ -	\$ -	Ś -	\$ -	Ś -	\$ -	\$ -	Ś -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21 Operating F	Expense				\$ -	\$ 203,571	\$ 203,571	\$ -	\$ 407.142	\$ 407,142	\$ -	\$ 407,142	\$ 407,142	ς -	\$ 271,369	\$ 271,369	\$ -	\$ 1,289,223	\$ 1,289,223
22 Subtotal	LAPCHIC				ć <u>.</u>	\$ 203,571		\$ -			ė .	\$ 407,142		\$ -			ć .	\$ 1,289,223	
22 Indirect Per	rcontago				12.00%	3 203,371	12.00%	12.00%	3 407,142	12.00%	12.00%	3 407,142	12.00%	12.00%	3 2/1,303	12.00%	, -	\$ 1,205,223	3 1,203,223
24 Indirect Co.	et /Line 21	1 V Line 22\				\$ 24,429			\$ 48.857	\$ 48,857	12.00% خ	\$ 48,857		\$ -	\$ 32,564		ć	\$ 154,707	ć 154.707
24 Indirect Cos	st (Line 21	I X Line 22)	. 0()		\$ -			\$ -			\$ -						\$ -	\$ 2.621.845	\$ 154,707
25 Other Expe	nses (Not	subject to indire	ect %)		\$ -	,		\$ -		\$ 827,951	\$ -	\$ 827,951		\$ -		\$ 551,967	7		\$ 2,621,845
26 Capital Exp	enditure				\$ -	<u> </u>	\$ -	\$ -	7	\$ -	\$ -	\$ -	\$ -	\$ -	-T	\$ -		\$ -	Ş -
27 Admin Cost	t (HUD Ag	reements Only)				\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
20 Total Exper	naitures				\$ -	\$ 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 HSH Reveni	ues (selec	:t)																	
31 CNC Fund						\$ 417,615	\$ 417,615		\$ 835,229	\$ 835,229		\$ 835,229	\$ 835,229		\$ 556,819	\$ 556,819	\$ -	\$ 2,644,892	\$ 2,644,892
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							Š -			ė .			\$ -			Š -		š -	ć .
36							\$ -			ς -			Š -			Š -		š -	ć
27							\$ -			\$ -	1		\$ -			\$ -		\$ -	· ·
31							\$ -			· -	1					\$ -		\$ -	2 -
38							\$ -			> -	-		\$ -			\$ -			5 -
39							,			5 -	l		, -			J		\$ -	5 -
29 30 HSH Reveni 31 CNC Fund 32 Additional ( 33 additional ( 34 additional ( 35 additional ( 36 additional ( 37 additional ( 38 additional ( 38 additional ( 38 additional ( 38 additional ( 38 additional ( 38 additional ( 38 additional ( 38 additional ( 39 additional ( 39 additional ( 39 additional ( 39 additional ( 30 additional ( 3	Revenues				\$ -	\$ 467,615	\$ 467,615	\$ -	\$ 935,229	\$ 935,229	\$ -	\$ 935,229	\$ 935,229	\$ -	\$ 623,419	\$ 623,419	\$ -	\$ 2,961,492	\$ 2,961,492
Other neve	nues (to c	offset Total Expe	nditures & Redu	ice HSH															
41 Revenues)																			
41 Revenues) 42 Rental Inco 43 44 Private reve	me					\$ 171,764	\$ 171,764		\$ 343,528	\$ 343,528		\$ 343,528	\$ 343,528		\$ 229,019	\$ 229,019	\$ -	\$ 1,087,839	\$ 1,087,839
43							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -
44 Private reve	enue					\$ 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							\$ -			\$ -		,,	\$ -			\$ -	\$ -	\$ -	\$ -
46							\$ -			\$ -			\$ -			\$ -		\$ -	\$ -
47 Total Other	r Revenue	95			\$ -	\$ 174,361	\$ 174,361	\$ -	\$ 348,721	\$ 348,721	¢ -	\$ 348,721	\$ 348,721	¢ .	\$ 232,481	\$ 232,481		\$ 1,104,283	\$ 1,104,283
	evenue				· -	y 174,301	y 1/7,301	,	y 340,721	y 340,721	, ,	y 340,721	y 340,721	· .	y 232,401	y 232,401	,	y 1,104,283	y 1,107,203
48																			
49 Total HSH +	+ Other Re	evenues			\$ -	\$ 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 (Bu	udget Mat	tch Check)			\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -
52								•	- U		•	•	• •				•		`
53 Prepared b 54 Phone 55 Email	V	Bo	bby McCarthy																
54 Phone	-		528.652.7770																
54 Prione				000															
55 Email		ionett.j.	.mccarthy@sfgov	.uig															

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_	A	В	С	D	Е	F	G	Н	l l	J	K	L	M	AF	AG	AH
	DEPARTMENT OF HOMELESSNESS AND SUPPORTI OPERATING DETAIL	VE HOUSING														
	Document Date	10/20/2020		7												
4	Provider Name	Episcopal Comm	nunity Sarvicas													
5	Program	Housing First Ho														
6	F\$P Contract ID#	1000019778	otels cive													
	Budget Name	Elm - Property I	Management													
8			7	_												
9			Year 1			Year 2			Year 3			Year 4			All Years	
3		1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
10		6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
		Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted
12	Operating Expenses	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense
13	Rental of Property		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 69,506	\$ 69,506		\$ 139,011	\$ 139,011		\$ 139,011	\$ 139,011		\$ 92,674	\$ 92,674	\$ -	\$ 440,202	\$ 440,202
	Office expenses/renting fee		\$ 6,710	\$ 6,710		\$ 13,420	\$ 13,420		\$ 13,420	\$ 13,420		\$ 8,947	\$ 8,947	\$ -	\$ 42,497	\$ 42,497
16	Building Maintenance Supplies and Repair		\$ 66,215	\$ 66,215		\$ 152,431	\$ 152,431		\$ 152,431	\$ 152,431		\$ 101,561	\$ 101,561	\$ -	\$ 472,638	\$ 472,638
	Management/booking Fees		\$ 33,840			\$ 67,680	\$ 67,680		\$ 67,680	\$ 67,680		\$ 45,120	\$ 45,120	\$ -	\$ 214,320	\$ 214,320
	Legal Fees		\$ 14,800	\$ 14,800		\$ 9,600	\$ 9,600		\$ 9,600	\$ 9,600		\$ 6,400	\$ 6,400	\$ -	\$ 40,400	\$ 40,400
19	•		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
20			s -			s -			s -			s -		\$ -	s -	\$ -
	Consultants		s -			s -			s -			s -		\$ -		\$ -
23			s -			s -			s -			s -		\$ -	s -	\$ -
24			s -			\$ -			s -			s -		\$ -		\$ -
	Subcontractors		s -			s -			\$ -			\$ -		\$ -	*	\$ -
	Office Salaries-Desk Clerks/contract (first \$25k)		\$ 12,500	\$ 12,500		\$ 25,000	\$ 25,000		\$ 25,000	\$ 25,000		\$ 16,667	\$ 16,667	¢ .	\$ 79,167	
29	Office Galaries Desk Olerks contract (Ilist \$20k)		\$ 12,500	Ψ 12,000		\$ 25,000	Ψ 20,000		\$ 25,000	ψ 25,000		\$ 10,007	Ψ 10,007	¢ .	\$ 75,107	\$ 75,107
20			. •						•					ų.	_	Ψ
30 31																
	TOTAL OPERATING EXPENSES	6	\$ 203.571	\$ 203.571	•	\$ 407.142	\$ 407.142	•	\$ 407.142	\$ 407.142	•	\$ 271.369	\$ 271.369	¢.	\$ 1,289,223	\$ 1,289,223
33	TOTAL OPERATING EXPENSES	ş <u>-</u>	\$ 203,571	\$ 203,571	5 -	\$ 407,142	\$ 407,142	\$ -	\$ 407,142	\$ 407,142	5 -	\$ 271,369	\$ 271,369	ъ -	\$ 1,289,223	\$ 1,289,223
	04 5 4 4 11 44 15 4 400															
35	Other Expenses (not subject to indirect cost %)		1.	1		s -										_
			\$ -			Ť								\$ -	\$ -	\$ -
	Rental of Property		\$ 213,346			\$ 426,691	\$ 426,691		\$ 426,691	\$ 426,691		\$ 284,461	\$ 284,461	\$ -	\$ 1,351,188	\$ 1,351,188
	Office Salaries-Desk Clerks/contract		\$ 81,223			\$ 162,445	\$ 162,445		\$ 162,445	\$ 162,445		\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409
	Manager Salaries-Hotel Director/manager		\$ 29,120			\$ 58,240	\$ 58,240		\$ 58,240	\$ 58,240		\$ 38,827	\$ 38,827	\$ -	\$ 184,427	\$ 184,427
	Janitor Contract-Regular/Extra Services		\$ 30,000	\$ 30,000		\$ 60,000	\$ 60,000		\$ 60,000	\$ 60,000		\$ 40,000	\$ 40,000	\$ -	\$ 190,000	\$ 190,000
	Repairs Payroll	l	\$ 23,920			\$ 47,840	\$ 47,840		\$ 47,840	\$ 47,840		\$ 31,893	\$ 31,893	\$ -	\$ 151,493	\$ 151,493
	Benefits	l	\$ 36,368	\$ 36,368		\$ 72,735	\$ 72,735		\$ 72,735	\$ 72,735		\$ 48,490	\$ 48,490	\$ -	\$ 230,328	\$ 230,328
42			- \$	1		\$ -			\$ -	1			1	\$ -	\$ -	\$ -
47			1	1		1				1					1	
	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															-	
	Capital Expenses															
51			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
52	Elevator Repairs		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
53			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
58				•												
59	TOTAL CAPITAL EXPENSES	s -	s -	\$	\$ -	s -	s -	\$ -	s -	\$	\$ -	s -	\$ -	\$ -	s -	s -
60		T		. 7	Ť		· ·	-		. <del>.</del>	Ť			*		-
υÜ	HSH #3															
61	HSH #3													Temp	late last modified	1/22/2020

	Α	В	С	D	E	F	G	Н
1	BUDGET NARRATIVE	Fiscal Ye	_		<u> </u>	•	•	Fiscal Term End
2	Elm - Property Management	FY20-21		<- Select from the drop-down list the fiscal year in which the proposed budget ch	nanges will first become effective	•	7/1/2020	6/30/2021
	Operating Expenses Utilities(Elec, Water, Gas, Phone, Scavenger Office expenses/renting fee	<u>E</u>		<u>Justification</u> <u>Utilities (electricity, water, gas, telephone and scavenger service):</u> 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	<u>Calculation</u> =\$69,506/6 =\$11,584 per month =\$6,710/6 =\$1,118 per month			
57 59	Building Maintenance Supplies and Repair  Management/booking Fees Legal Fees	\$ \$ \$	33,840	background check/renting fee estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, ect. Property management (86 Units) @ \$61.00 PUPM, and bookkeeping fees \$9.50 PUP property management legal expenses and credit report	=\$76,215/6 =\$12,703 per month  =\$33,840/6 =\$,5640 per month =\$14,800/6 =\$2,467 per month			
72 77	Office Salaries-Desk Clerks/contract (first \$25	5k) \$	12,500 203,571	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage only \$25K allows indirect cost	=\$12,500/6 =\$2,083 per month			
78 79 80	Indirect Cost	12.0% \$	24,429					
81	Other Expenses (not subject to indire	ct cost %) A	mount	<u>Justification</u>	<u>Calculation</u>			
83 84	Rental of Property Office Salaries-Desk Clerks/contract Manager Salaries-Hotel Director/manager	\$ \$ \$	81,223	The lease is written for 86 units including at \$35,558 per month for 12 months Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	=\$213,346/6 =\$35,557 per month =\$81,223/6 =\$13,537 per month =\$29,120/6 =\$4,853 per month			
87 88	Janitor Contract-Regular/Extra Services Repairs Payroll Benefits	\$ \$ \$	23,920	Responsible for building cleaning up, place trash bins Responsible for repair and maintenance of the building % based from personnel from above	=\$30,000/6 =\$5,000 per month =\$23,920/6 =\$3,986 per month =\$36,368/6 =\$6,061 per month			
96 97	TOTAL OTHER EXPENSES	\$	413,976					
98 99 100 101	Capital Expenses  Elevator Repairs		mount #N/A -	<u>Justification</u>	Calculation			
107 108 164	TOTAL CAPITAL EXPENSES		#N/A					
165 166 167								
168								
169 170 171 172 173 174 175								
175 176								

1	DEPARTMENT OF H	HOMELESSNESS A	AND SUPPORTIVE I	HOUSING																
2	APPENDIX B. BUDG Document Date	10/20/2020	7																	
		10/20/2020		Duration																
4	Contract Term Current Term	Begin Date	End Date	(Years)																
5	Current Term	1/1/2021	2/29/2024	4																
6	Amended Term	1/1/2021	2/29/2024	4																
7	Provider Name	Episcop	al Community Serv	rices																
8	Program		ing First Hotels CN	C																
9	F\$P Contract ID#		1000019778																	
10	Action (select)	N	lew Agreement																	
11	Effective Date		1/1/2021																	
12	Budget Name	Elm - Support S																		
	Tama Budast	Current	New	<del>                                     </del>																
14	Term Budget	\$ -	\$ 1,253,832																	
	Contingency	\$ -	\$ 2,821,364	12%																
16	Not-To-Exceed	\$ -	\$ 26,329,610			Year 1			Year 2			Year 3			Year 4			All Years		
II 7					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/20	.021 -
17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2	2024
18				ſ	New		New	New		New	New		New	New		New	New		Ne	
19	Expenditures																			
20	Salaries & Benefits Operating Expense				\$ -	\$ 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 Indirect Percentage Indirect Cost (Line 2				\$ -	\$ 176,763	\$ 176,763	\$ -	\$ 353,525	\$ 353,525	\$ -	\$ 353,525	\$ 353,525	\$ -	\$ 235,683	\$ 235,683	\$ -	\$ 1,119,496	\$ 1,1	119,496
23	Indirect Percentage	е			12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%			<u> </u>	
24	Indirect Cost (Line 2	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 (No	ot subject to indir	ect %)		\$ -	\$ -	T	\$ -	7	\$ -	7	\$ -	\$ -	\$ -	7	\$ -	\$ -	\$ -	\$	-
26	Other Expenses (No Capital Expenditure Admin Cost (HUD O	2			\$ -	\$ -	\$ -	\$ -	7	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	T	\$	-
27	Admin Cost (HUD O	Only)				\$ -			\$ -			\$ -			\$ -		\$ -	Ÿ	\$	
28	Total Expenditures	5			\$ -	\$ 197,974	\$ 197,974	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 263,965	\$ 263,965	\$ -	\$ 1,253,832	\$ 1,7	253,832
29	HSH Revenues (sele																		1	
30	HSH Revenues (sele CNC Fund	ect)				\$ 197.974	4 407.074		\$ 395,947	4 205.047		\$ 395.947	4 205.047		\$ 263,965	A 252.055	4 407.074	\$ 1.253.832	<u> </u>	252.022
31	Additional GF			-		\$ 197,974	\$ 197,974		\$ 395,947	\$ 395,947		\$ 395,947	\$ 395,947		\$ 263,965	\$ 263,965	\$ 197,974		\$ 1,2	.253,832
32	Additional GF						\$ -			\$ -			\$ -			\$ -	\$ -	Ÿ	\$	
3/1							\$ -			<u>.</u>			ė -			\$ -	ė -	Ÿ	Ś	
35							\$ -			\$ -			\$ .			\$ -	\$ -	-	Ś	
36							\$ -			\$ -			\$ -			ς -	\$ -	-	Ś	
37							Š -			\$ -			Ś -			\$ -	\$ -	-	Ś	-
33 34 35 36 37 38							\$ -			\$ -			\$ -			\$ -	\$ -		\$	-
39							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
	Total HSH Revenue				\$ -	\$ 197,974	\$ 197,974	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 263,965	\$ 263,965	\$ -	\$ 1,253,832	\$ 1,	253,832
1	Other Revenues (to	offset Total Expe	enditures & Reduc	e HSH																
41	Revenues) Rental Income								l										i	
42	Rental Income						\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
43 44 45 46							\$ -			\$ -			\$ -			\$ -	\$ -		\$	
44							\$ -		1	\$ -			S -			\$ -	\$ -		\$	
45							\$ -			\$ -			\$ -	-		\$ -	\$ -		\$	-
46	Total Other Berra				ć		\$ -	ć		\$ - \$ -	ć	ć	\$ -	ć	ć	, v	\$ -	-	\$	
	Total Other Revenu	ues			\$ -	<b>&gt;</b> -	\$ -	\$ -	\$ -	<b>&gt;</b> -	> -	\$ -	\$ -	<b>&gt;</b> -	> -	\$ -	\$ -	\$ -	\$	
48																ļ			<del></del>	
49	Total HSH + Other	Revenues			\$ -	\$ 197,974	\$ 197,974	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 395,947	\$ 395,947	\$ -	\$ 263,965	\$ 263,965	\$ -	\$ 1,253,832	\$ 1,2	253,832
50	Rev-Exp (Budget Ma	latch Check)			\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$	
52	Rev-Exp (Budget Ma	т -																		
53	Prepared by	В	obby McCarthy																	
54	Phone Email		628.652.7770																	
55	Email	robert	j.mccarthy@sfgov.o	<u>rg</u>																

	A	В	С	D	-		G		Н			K		M	N	0	P	Q	R	S	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU		C			, r	G	_	п		J	, N		IVI	IN	U	, r	Ų	K		-
	SALARY & BENEFIT DETAIL	51140																			
	Document Date	10/20/2020	Ì																		
4	Provider Name	Episcopal Comn	nunity Servi	ices																	
5	Program	Housing First Ho																			
	F\$P Contract ID#	1000019778																			
	Budget Name	Elm - Support S																			
8					Yea								Yea							Year	
	POSITION TITLE	l		For HSH	l Funded	1/1/2021 -	1/1/20		1/1/2021 -	_		For HSH	l Funded	7/1/2021 -	7/1/2021 -	7/1/2021 -			For HSH	I Funded	7/1/2022 -
10		Agency T	otais	Prog	gram	6/30/2021	6/30/2	021	6/30/2021	Agency	lotals	Prog	gram	6/30/2022	6/30/2022	6/30/2022	Agency	lotals	Prog	garm	6/30/2023
10			1		-	New			New		1			New		New		1		1	New
		Annual Full	Position	% FTE	Adjusted					Annual Full	Position	% FTE	Adjusted				Annual Full Time	Position	% FTE	Adjusted	
		Time Salary	FTE	funded by	Budgeted	Budgeted Salary	Chan	ge	<b>Budgeted Salary</b>	Time Salary	FTE	funded by		Budgeted Salary	Change	Budgeted Salar	y Salary (for 1.00	FTE	funded by		Budgeted Salary
11		(for 1.00 FTE)		this budget	FTE					(for 1.00 FTE)		this budget	FTE				FTE)		this budget	FTE	i
12	Bussey, Keith-Support Services Manager	\$ 83,482	1.00	46%	0.46			8,992	\$ 18,992	\$ 83,482	1.00	46%	0.46		\$ 37,984	1		1.00	46%	0.46	
13	Susan Stone-Asst. Support Service Manager	\$ 69,436	1.00	91%	0.91		\$ 3	1,593	\$ 31,593	\$ 69,436	1.00	91%	0.91		\$ 63,187			1.00	91%	0.91	
14	Quant-Lumbi, Maria- Case Mgr III, Bilingual	\$ 58,529	1.00	90%	0.90		\$ 2	6,338	\$ 26,338	\$ 58,529	1.00	90%	0.90		\$ 52,676	\$ 52,676	\$ 58,529	1.00	90%	0.90	l
15	OPEN-Case Mgr III	\$ 53,776	1.00	45%	0.45		\$ 1	2,116	\$ 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	1
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	1
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			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							\$	-	\$ -						\$ -	\$ -					l
27							\$		\$ -						\$ -	\$ -					i
28							\$	-	\$ -						\$ -	\$ -					1
29							\$	-	\$ -						\$ -	\$ -					
30							\$	-	\$ -						\$ -	\$ -					
31							\$	-	\$ -						\$ -	\$ -					
32							\$	-	\$ -						\$ -	\$ -					
33		\$ 11	5,905	\$ 115,905			TOTA	AL SALARIES	\$ -	\$ 231,809	\$ 231,809			TOTA	L SALARIES	\$ -					
													TOTAL FTE	3.33							
34 35 36 37 38 39				FRINGE BE	NEFIT RATE	40.60%			40.60%			FRINGE BE	NEFIT RATE	40.60%		40.609	6		FRINGE BE	NEFIT RATE	40.60%
36		ĺ	EMP	PLOYEE FRING	GE BENEFITS	\$ -	\$ 4	7,058	\$ 47,058		EMP	LOYEE FRING	GE BENEFITS	\$ -	\$ 94,117	\$ 94,117		EMF	LOYEE FRING	GE BENEFITS	\$ -
37			TOTA	AL SALARIES	& BENEFITS	\$ -	\$ 16	2,963	\$ 162,963		TOTA	AL SALARIES	& BENEFITS	\$ -	\$ 325,926	\$ 325,926	<u>.                                    </u>	<u>T</u> OT/	AL SALARIES	& BENEFITS	\$ -
38																					
40																					

_																	_	
Н	A	В	С	D	E	U	V	W	Х	Y	Z	AA	AB	AC	BT	BU	—	BV
	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	JSING															_	
	SALARY & BENEFIT DETAIL		1															
	Document Date	10/20/2020																
4	Provider Name	Episcopal Comr		ces														
	Program	Housing First H	otels CNC															
6	F\$P Contract ID#	1000019778																
	Budget Name	Elm - Support S	<u> </u>															
8					Yea						Yea					All Years	_	
	POSITION TITLE			For HSH	l Funded	7/1/2022 -	7/1/2022 -	_		For HSF	H Funded	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -		1/1/2021 -
9		Agency 1	otais	Prog	gram -	6/30/2023	6/30/2023	Agency To	otals	Pro	garm	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2	2/29/2024
10					0 1		New					New		New	New	Modification	4	New
		Annual Full		% FTE	Adjusted			Annual Full Time		% FTE	Adjusted							
		Time Salary	Position	funded by	Budgeted	Change	<b>Budgeted Salary</b>	Salary (for 1.00	Position	funded by	Budgeted	<b>Budgeted Salary</b>	Change	Budgeted Salary	<b>Budgeted Salary</b>	Change	Bud	dgeted Salary
II I		(for 1.00 FTE)	FTE	this budget	-	· ·	,	FTE)	FTE	this budget		,		,	,	•		,
11					ļJ			,									4	
12	Bussey, Keith-Support Services Manager	\$ 83,482	1.00	46%	0.46		\$ 37,984	\$ 83,482	1.00	46%	0.46		\$ 25,323	\$ 25,323	\$ -	\$ 120,284		120,284
13	Susan Stone-Asst. Support Service Manager	\$ 69,436	1.00	91%	0.91		\$ 63,187	\$ 69,436	1.00	91%	0.91		\$ 42,125	\$ 42,125	\$ -	\$ 200,09		200,091
14	Quant-Lumbi, Maria- Case Mgr III, Bilingual	\$ 58,529	1.00	90%	0.90	\$ 52,676	\$ 52,676	\$ 58,529	1.00	90%	0.90		\$ 35,117	\$ 35,117	\$ -	\$ 166,808	\$	166,808
	OPEN-Case Mgr III	\$ 53,776	1.00	45%	0.45	\$ 24,231	\$ 24,231	\$ 53,776	1.00	45%	0.45		\$ 16,154	\$ 16,154	Ś -	\$ 76,732	Ś	76,732
	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
	Hamilton, Travis-Direct Support for Housing Srvc Director	\$ 94,383	1.00	12.86%	0.13		\$ 12,139	\$ 94,383	1.00	12.86%	0.13		\$ 8,092	\$ 8,092	\$ -	\$ 38,439	s	38,439
	Holmes, Maggie-Project manager	\$ 84,296	1.00	15.03%	0.15		\$ 12,670	\$ 84,296	1.00	15.03%	0.15		\$ 8,446	\$ 8,446	\$ -	\$ 40,12		40,121
	Pocock, Liz-Director/Hsq Dev & Asset Mgmt	\$ 144,196	1.00	1.44%	0.01		\$ 2,076	\$ 144,196	1.00	1.44%	0.01		\$ 1,384	\$ 1,384	\$ -	\$ 6,57	\$	6,575
	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06		\$ 4,049	\$ 63,016	1.00	6.43%	0.06		\$ 2,700	\$ 2,700	\$ -	\$ 12,82	\$	12,823
21	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06		\$ 3,240	\$ 50,425	1.00	6.43%	0.06		\$ 2,160	\$ 2,160	\$ -	\$ 10,26	. \$	10,261
22	Tuvera, Desiree-Compliance Specialist	\$ 64,999	1.00	6.43%	0.06		\$ 4,177	\$ 64,999	1.00	6.43%	0.06		\$ 2,785	\$ 2,785	\$ -	\$ 13,22	7 \$	13,227
23	OPEN-Clinical Services Mgr	\$ 78,900	1.00	3.21%	0.03		\$ 2,535	\$ 78,900	1.00	3.21%	0.03		\$ 1,690	\$ 1,690	\$ -	\$ 8,028	\$	8,028
24	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		\$ -	\$ 7,646	\$	7,646
25	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
26						\$ -	\$ -						\$ -	\$ -	\$ -	\$	- \$	-
27						\$ -	\$ -						\$ -	\$ -	\$ -	\$	- \$	-
28						\$ -	\$ -						\$ -	\$ -	\$ -	\$	- \$	-
29						\$ -	\$ -						\$ -	\$ -	\$ -	\$	- \$	-
30						\$ -	\$ -						\$ -	\$ -	\$ -	\$	- \$	-
31						\$ -	\$ -						\$ -	\$ -	\$ -	\$	- \$	-
32						\$ -	\$ -						\$ -	\$ -	\$ -	\$	\$	-
32 33				TOTA	AL SALARIES	\$ 231,809	\$ 231,809			тоти	AL SALARIES	\$ -	\$ 154,540	\$ 154,540	\$ -	\$ 734,063	\$	734,063
				TOTAL FTE	3.33					TOTAL FTE	3.33							
34 35 36 37 38 39				FRINGE BE	NEFIT RATE		40.60%			FRINGE BE	NEFIT RATE	40.60%		40.60%				
36			EMP	LOYEE FRING	GE BENEFITS	\$ 94,117	\$ 94,117		EMP	LOYEE FRING	GE BENEFITS	\$ -	\$ 62,745	\$ 62,745	\$ -	\$ 298,037	7 \$	298,037
37			TOTA	AL SALARIES	& BENEFITS	\$ 325,926	\$ 325,926		TOTA	L SALARIES	& BENEFITS	\$ -	\$ 217,284	\$ 217,284	\$ -	\$ 1,032,100	\$	1,032,100
38																		
39																		
40																		

	A	В	С	D	E	F	G	Н	I	J	K	L	М	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE	VE HOUSING														
2	OPERATING DETAIL														•	
3	Document Date	10/20/2020														
4	Provider Name	<b>Episcopal Comr</b>	munity Services													
	Program	Housing First H	otels CNC													
	F\$P Contract ID#	1000019778														
		Elm - Support S	Services													
8																
9			Year 1			Year 2			Year 3			Year 4			All Years	
	1	1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
10		6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
		Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted
	Operating Expenses	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense
13			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
	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
	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
	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			\$ -	\$ -		\$ -			\$ -			\$ -		\$ -	s -	\$ -
23			s -	*		s -			s -			s -		s -	s -	s -
	Consultants		¢ .			\$ -			¢ -			¢ .		s .	¢ .	\$ .
43			s -			\$ -			¢ -			•		<u> </u>	\$ -	\$ -
	Subcontractors		•			\$ -			\$ -			\$ .		•	Ť	\$ -
55			\$ -			\$ -			\$ -			\$ -		<u> </u>	¥	\$ -
67			-			\$ -			<b>5</b> -			-		\$ -	\$ -	5 -
		•	\$ 13,800	A 40.000		\$ 27.599	\$ 27.599	•	\$ 27.599	\$ 27.599		\$ 18,399	\$ 18.399	•	\$ 87.397	â 07.007
69	TOTAL OPERATING EXPENSES	<b>9</b>	\$ 13,800	\$ 13,800	φ -	φ ∠1,599	φ 21,599	<b>a</b> -	φ 21,599	φ 21,599	φ -	φ 15,399	φ 10,399	φ -	\$ 87,397	\$ 87,397
	Other Expenses (not subject to indirect cost %)		1.	1	<del>                                     </del>			1			ļ	_		•	_	_
71			\$ -	l		\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
83			1	1	<del>                                     </del>	1		1			ļ	1			1	
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
85	j															
	Capital Expenses															
87			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
88			s -			\$ -			\$ -			s -		s -	s -	\$ -
94			1 T		†	T			7			7		7	-	*
	TOTAL CAPITAL EXPENSES	\$ -	s -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96					1		-	-								
	HSH #3													<b>-</b>	-1-11	1/22/2020
9/	non #3				<u> </u>									rempl	ate last modified	1/22/2020

	Α	В	C	D	F	F G H
1	BUDGET NARRATIVE	Fiscal Year			_	Fiscal Term Start Fiscal Term End
2	Elm - Support Services	FY20-	21	<- Select from the drop-down list the fiscal year in which the proposed budget	changes will first become effect	7/1/2020 6/30/2021
		Adjusted				
			Budgeted			
3	Salaries & Benefits	FTE	Salary	<u>Justification</u>	Calculation	Employee Name
	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;	=\$18,992/6 =\$3,165 per month	Bussey, Keith-Support Services Manager
4				supervises staff; coordinates and leads partner efforts.		
H	Susan Stone-Asst. Support Service Manag	0.91 \$	31,593	Provides team leadership, management and supervision to ensure program quality,	=\$31,593/6 =\$5,265 per month	Susan Stone-Asst. Support Service Manager
				as well as resident safety, housing retention, and individual development;		
5				supervises staff; coordinates and leads partner efforts.		
	Quant-Lumbi, Maria- Case Mgr III, Bilingua	0.90 \$	26,338	Carries resident caseload, supporting clients in their efforts to retain housing and to	=\$26,338/6 =\$4,389 per month	Quant-Lumbi, Maria- Case Mgr III, Bilingual
				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		
6				maintain a safe, pleasant and secure more environment for residents.		
	OPEN-Case Mgr III	0.45 \$	12,116	Carries resident caseload, supporting clients in their efforts to retain housing and to	=\$12,116/6 =\$2,019 per month	OPEN-Case Mgr III
				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		
<b>+</b>	Ecker, Scott Housing Srvc Director	0.06 \$	4 403	maintain a safe, pleasant and secure more environment for residents.  Provides overall leadership, administration and supervision to ECS's ten supportive	=\$4.403/6 =\$734 per month	Ecker, Scott Housing Srvc Director
8	, cook 1.000.ng 5140 bileotoi	υ.υυ φ	4,400	housing sites; develops proposals, negotiates and managers	+ ., 100/0 - \$10 i poi montii	
П	Hamilton, Travis-Direct Support for Housing	0.13 \$	6,069	contracts, and reports contractual outcomes and activities to funders; developes	=\$6,069/6 =\$1,012 per month	Hamilton, Travis-Direct Support for Housing Srvc Director
9				strategic and practical relationships with community partners;		
	Holmes, Maggie-Project manager	0.15 \$	6,335	provides direction and support in crisis or other problematic situations; links	=\$6,335/6 =\$1,056 per month	Holmes, Maggie-Project manager
10	Pocock, Liz-Director/Hsq Dev & Asset Mgn	0.01 \$	1 029	individual sites to broader Housing program efforts. developes strategic and practical relationships with community partners; provides	=\$1,038/6 =\$173 per month	Pocock, Liz-Director/Hsq Dev & Asset Mgmt
	. 5555., Elz Directorring Dev & Asset Nigil	υ.υ ι φ	1,030	direction and support in crisis or other problematic situations; links individual sites	1,000/0 170 per month	. 5555K, E.E. SHOOLOWING DOV & Master Highlit
11				to broader Housing program efforts.		
	Sambolin, Irving- Database Specialist & Co	0.06 \$		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 \$		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 \$	,	provides staff training on department protocols and procedures;	=\$2,088/6 =\$348 per month	Tuvera, Desiree-Compliance Specialist
	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;	=\$1,268/6 =\$211 per month	OPEN-Clinical Services Mgr
				provides crisis intervention and resolution; leads staff clinical education and		
15				training programs.		
	OPEN-Director of Impact & Analytics	0.02 \$	1,207	Designs and implements continuous quality improvement program to ensure that	=\$1,207/6 =\$201 per month	OPEN-Director of Impact & Analytics
				ECS's programs and services meet its standards. Works with program manager to		
4.0				develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.		
10	Tarzon, Mary-Director of Healthy Aging	0.01 \$	812	overall program direction and operations of CKSC as well as leadership for seniors	=\$812/6 =\$135per month	Tarzon, Mary-Director of Healthy Aging
	,,,,,	•		aging in place throughout all of our programs, with a focus on senior engagement,	***************************************	,,,gg
17	_			safety, health and independence		
23	TOTAL	3.33 \$	115,905	<del></del>	0.17.050/0.07.010	
24	Employee Fringe Benefits	40.60% \$	47.058	Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.	=\$47,058/6 =\$7,843per month	
25	Salaries & Benefits Total	<del>40.00%</del> \$		total salanes.	=	
26			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
			Desile 1 1			
27	Operating Expenses		Budgeted Expense	Justification	Coloulation	
29	Operating Expenses Utilities(Elec, Water, Gas, Phone, Scavenger			Telecommunication, including Sonic and TPX	Calculation =\$2,760/6 =\$460 per month	
20	Office Supplies/furnitures equipment	\$		Support Service office supplies for program staff including materials used with	=\$950/6 =\$158 per month	
30		·		participants and computers		
	Food and Food supplies	\$		Using the SF Food Bank, the food items will supplement resident's own arrangemen		
	Program Supplies Printing and Reproduction	\$		Includes bus passes, program materials and snacks for resident activities,	=\$1,550/6 =\$258 per month =\$1,247/6 =\$208 per month	
33	Insurance	\$		leased copier liability and umbrella agency insurance prorated	=\$1,247/6 =\$208 per month =\$3,200/6 =\$533 per month	
35	Staff Training/recruitment	\$		training and recruitment expenses, including meeting suppliesand conference	=\$738/6 =\$123 per month	
36	Licenses and fees	\$		Support Services licenses fee	=\$230/6 =\$38 per month	
	TOTAL OPERATING EXPENSES	\$	13,800			1
	Indirect Cost	12.0% \$	1,656			
150						
152						
153						
154						
155						
151 152 153 154 155 156 157 158 159						
158						
159						
160						
161						
162						

1	DEPARTMENT OF H	HOMELESSNESS A	AND SUPPORTIVE	HOUSING																
2	APPENDIX B. BUDG Document Date	10/20/2020	7																	
		10/20/2020	+	Duration																
4	Contract Term Current Term	Begin Date	End Date	(Years)																
5	Current Term	1/1/2021	2/29/2024	4																
6	Amended Term	1/1/2021	2/29/2024	4																
7	Provider Name		al Community Sen																	
8	Program	Hous	ing First Hotels CN	IC																
9	F\$P Contract ID#		1000019778																	
10	Action (select) Effective Date	1	New Agreement																	
11	Effective Date		1/1/2021																	
12	Budget Name		erty Managemen	t																
	Tama Budasa	Current	New	<del>                                     </del>																
14	Term Budget	\$ -	\$ 2,689,510	I I																
	Contingency	\$ -	\$ 2,821,364	12%																
16	Not-To-Exceed	\$ -	\$ 26,329,610			Year 1			Year 2			Year 3			Year 4		All Years			
II T					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1,	/2021 -
17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/2	9/2024
18				ſ	New		New	New		New	New		New	New		New	New			New
19	Expenditures																			
20	Salaries & Benefits Operating Expense				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
21	Operating Expense				\$ -	\$ 185,080	\$ 185,080	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 246,715	\$ 246,715	\$ -	\$ 1,172,116	\$	1,172,116
22	Subtotal Indirect Percentage Indirect Cost (Line 2				\$ -	\$ 185,080	\$ 185,080	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 370,161	\$ 370,161	\$ -	\$ 246,715	\$ 246,715	\$ -	\$ 1,172,116	\$	1,172,116
23	Indirect Percentage	е			12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%				
24	Indirect Cost (Line 2	21 X Line 22)			\$ -	\$ 22,210	\$ 22,210	\$ -	\$ 44,419	\$ 44,419	\$ -	\$ 44,419	\$ 44,419	\$ -	\$ 29,606	\$ 29,606	\$ -	\$ 140,654	\$	140,654
25	Other Expenses (No Capital Expenditure	ot subject to indi	rect %)		\$ -	\$ 398,503	\$ 398,503	\$ -	\$ 797,005	\$ 797,005	\$ -	\$ 797,005	\$ 797,005	\$ -	\$ 531,337	\$ 531,337	\$ -	\$ 2,523,849	\$ :	2,523,849
26	Capital Expenditure	2			\$ -	\$ -	\$ -	\$ -	7	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
	Admin Cost (HUD A					\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$	
28	Total Expenditures	5			\$ -	\$ 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
29	HSH Revenues (sele																			
30	HSH Revenues (sele CNC Fund	ect)				\$ 374.670	¢ 274.670		\$ 749.340	\$ 749.340		\$ 749.340	4 740.040		\$ 499,560	\$ 499.560	A	\$ 2.372.910		2 272 040
31	Additional GF					\$ 374,670	\$ 374,670 \$ 50,000		\$ 749,340			\$ 749,340	\$ 749,340 \$ 100,000		\$ 499,560 \$ 66,600	\$ 499,560		\$ 2,372,910		2,372,910 316,600
32	Additional GF						\$ 50,000		5 100,000	\$ 100,000		\$ 100,000	\$ 100,000		\$ 66,600	\$ 66,600	\$ -		\$	316,600
34							\$ -			\$ -			\$ .			Ġ .	Ġ .	Ÿ	Ś	
35							\$ -			\$ -			\$ -			ς .	ς -	-	Ś	
36							\$ -			Š -			Ś -			Ś -	Ś -	Š -	Ś	-
37							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	Ś	-
33 34 35 36 37 38							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	
39		•					\$ -			\$ -			\$ -			\$ -	\$ -	· ·	\$	
	Total HSH Revenue				\$ -	\$ 424,670	\$ 424,670	\$ -	\$ 849,340	\$ 849,340	\$ -	\$ 849,340	\$ 849,340	\$ -	\$ 566,160	\$ 566,160	\$ -	\$ 2,689,510	\$ 7	2,689,510
	Other Revenues (to	offset Total Exp	enditures & Reduc	e HSH					l							1				
41	Revenues) Rental Income															1.		l .	l .	
42	Rental Income					\$ 181,123	\$ 181,123		\$ 362,245	\$ 362,245		\$ 362,245	\$ 362,245		\$ 241,497	\$ 241,497	\$ -	\$ 1,147,109		1,147,109
43 44 45 46							\$ -		1	Ş -			S -			<u> </u>	\$ -	<u> </u>	\$	
44							\$ -			> -			5 -	1		\$ -	\$ -	\$ -	\$	
45							\$ -	-	+	\$ -			\$ -	+		\$ -	\$ -	7	\$	
40	Total Other Revenu	uor			ė		\$ 181,123	ė	\$ 362,245	\$ 362,245	ė	\$ 362,245	\$ 362,245	ė	\$ 241,497	\$ 241,497	è -	7	Y	1,147,109
	rotal Other Revent	ues			- د	101,123 پ	101,123 پ	- د	پ 302,245	پ 302,245 پ	, -	پ 302,245 پ	φ 302,245	- ب	241,497 پ	/ 241,497	- ب	1,147,109 چ	٠,	.,147,109
48	=	_		-		A	4	•	A 4044 E	A 4 244 E		4 4 9 4 5 5 5	A 4 544 5		4 007	A 000		A 0000		2 222 242
49	Total HSH + Other	Revenues			5 -	\$ 605,793	\$ 605,793	5 -	\$ 1,211,585	\$ 1,211,585	5	\$ 1,211,585	\$ 1,211,585	5 -	\$ 807,657	\$ 807,657	\$ -	\$ 3,836,619	\$ :	3,836,619
50	Rev-Exp (Budget Ma	latch Check)			\$ -		\$ -	\$ -		\$ -	\$ -	l	\$ -	\$ -		\$ -	\$ -	l	\$	
52	Dranarad by	1 -	ahhu MaCarth	1																
53	Rev-Exp (Budget Ma Prepared by Phone	<u> </u>	Bobby McCarthy																	
54	Phone	gala aut	628.652.7770	ara .																
55	Email	robert	.j.mccarthy@sfgov.c	лg																

	A	В	С	D	E	F	G	Н	ı	J	К	L	М	AF	AG	AH	
1 [	EPARTMENT OF HOMELESSNESS AND SUPPORT	VE HOUSING			_					-							
_	PERATING DETAIL																
	ocument Date	10/20/2020		1													
4	rovider Name	Episcopal Comm	nunity Services														
	rogram	Housing First Ho	otels CNC														
	\$P Contract ID#	1000019778															
	udget Name	Hillsdale - Prop	erty Managemei														
8															All Years		
9			Year 1			Year 2	Year 2		Year 3		Year 4						
		1/1/2021 -	1/1/2021 -			7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -	
10		6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	
11		New		New	New		New	New		New	New		New	New	Modification	New	
		Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	
	perating Expenses	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	
_	ental of Property		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
	tilities(Elec, Water, Gas, Phone, Scavenger)	ļ	\$ 53,230	\$ 53,230		\$ 106,460	\$ 106,460		\$ 106,460	\$ 106,460	1	\$ 70,973	\$ 70,973	\$ -	\$ 337,123	\$ 337,123	
	ffice expenses/renting fee		\$ 6,610	\$ 6,610		\$ 13,220	\$ 13,220		\$ 13,220	\$ 13,220		\$ 8,813	\$ 8,813	\$ -	\$ 41,863	\$ 41,863	
	uilding Maintenance Supplies and Repair		\$ 66,215	\$ 66,215		\$ 152,431	\$ 152,431		\$ 152,431	\$ 152,431		\$ 101,561	\$ 101,561	\$ -	\$ 472,638	\$ 472,638	
	lanagement/booking Fees	ļ	\$ 31,725	\$ 31,725		\$ 63,450	\$ 63,450		\$ 63,450	\$ 63,450	1	\$ 42,300	\$ 42,300	\$ -	\$ 200,925	\$ 200,925	
_	egal Fees		\$ 14,800	\$ 14,800		\$ 9,600	\$ 9,600		\$ 9,600	\$ 9,600		\$ 6,400	\$ 6,400	\$ -	\$ 40,400	\$ 40,400	
19			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -	
20			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -	
	onsultants		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -	
25			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -	
	ubcontractors		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -	
	ffice Salaries-Desk Clerks /contract (first \$25k)		\$ 12,500	\$ 12,500		\$ 25,000	\$ 25,000		\$ 25,000	\$ 25,000		\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167	
30			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -	
33										1							
	OTAL 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																	
	ther Expenses (not subject to indirect cost %)																
37			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	
	ental of Property		\$ 194,910	\$ 194,910		\$ 389,820	\$ 389,820		\$ 389,820	\$ 389,820		\$ 259,880	\$ 259,880	\$ -	\$ 1,234,430	\$ 1,234,430	
	ffice Salaries-Desk Clerks /contract		\$ 81,223	\$ 81,223		\$ 162,445	\$ 162,445		\$ 162,445	\$ 162,445		\$ 108,297	\$ 108,297	\$ -	\$ 514,409	\$ 514,409	
	lanager Salaries-Hotel Director/manager		\$ 29,120	\$ 29,120		\$ 58,240	\$ 58,240		\$ 58,240	\$ 58,240		\$ 38,827	\$ 38,827	\$ -	\$ 184,427	\$ 184,427	
_	anitor payroll		\$ 18,367	\$ 18,367		\$ 36,733	\$ 36,733		\$ 36,733	\$ 36,733		\$ 24,489	\$ 24,489	\$ -	\$ 116,321	\$ 116,321	
	anitor Contract-Regular/Extra Services		\$ 12,500	\$ 12,500		\$ 25,000	\$ 25,000		\$ 25,000	\$ 25,000		\$ 16,667	\$ 16,667	\$ -	\$ 79,167	\$ 79,167	
	epairs Payroll		\$ 23,920	\$ 23,920		\$ 47,840	\$ 47,840		\$ 47,840	\$ 47,840		\$ 31,893	\$ 31,893	\$ -	\$ 151,493	\$ 151,493	
	enefits		\$ 38,464	\$ 38,464		\$ 76,927	\$ 76,927		\$ 76,927	\$ 76,927		\$ 51,285	\$ 51,285	\$ -	\$ 243,602	\$ 243,602	
45			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -	
49									,								
50	OTAL 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									·	·			·				
	apital Expenses																
53			s -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -	
54			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -	
60				•								I			- 1		
	OTAL CAPITAL EXPENSES	s -	s -	\$ -	s -	s -	s -	\$ -	\$ -	\$ -	s -	s -	s -	s -	\$ -	s -	
	OTHE OTH TIME EM EMOCO		<u> </u>	. ·	_		-	<del>-</del>	· -	· ·		- 1	<u> </u>	,	· -		
62	SH #3	ĺ												_			
63	SH #3										I			Templ	ate last modified	1/22/2020	

	A         B         C           BUDGET NARRATIVE         Fiscal Year		С	D	Е	F	G	Н
	BUDGET NARRATIVE	Fiscal	Year	•				Fiscal Term End
2	Hillsdale - Property Management	FY20	-21	<- Select from the drop-down list the fiscal year in which the proposed budge	t changes will first become effec	tive	7/1/2020	6/30/2021
50	Operating Expenses		Budgeted Expense	Justification	Calculation			
	Utilities(Elec, Water, Gas, Phone, Scavenger)			Utilities (electricity, water, gas, telephone and scavenger service):	=\$53,230/6 =\$8,872 per month			
	Office expenses/renting fee			PM office supplies are including on site supplies, postage/copiers, payroll	=\$6,610/6 =\$1,101 per month			
	- · · · · · · · · · · · · · · · · · · ·		, 0,0.0	expenses; staffing training, computer tech and supplies, as well as Cable TV and	<b>4</b> -,			
54				tenant background check/renting fee				
	Building Maintenance Supplies and Repair	;	\$ 66,215	estimated cost from property management provided information, including fire	=\$76,215/6 =\$12,703 per month			
57				protection, plumbing, electrical and elevator repairs and furnishing, ect.				
	Management/booking Fees	9	\$ 31.725	Property management (84 Units) @ \$61.00 PUPM, and bookkeeping fees \$9.50 l	P =\$31.725/6 =\$5.287 per month			
	Legal Fees			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 Hillsdale; includes holidays/overtime coverage,	=\$12,500/6 =\$2,083 per month			
69				only \$25K allows indirect cost				
	TOTAL OPERATING EXPENSES		185,080					
	Indirect Cost	12.0%	22,210					
76 77								
′′								
78	Other Expenses (not subject to indirect of	cost %)	Amount	<u>Justification</u>	Calculation			
79								
	Rental of Property	;		The lease is written for 84 units at \$32,485 per month for 12 months	=\$194,910/6 =\$32,485 per month			
	Office Salaries-Desk Clerks /contract			Coverage 24/7 for residents of the Hillsdale; 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	=\$29,120/6 =\$4,853 per month			
83 84	Janitor payroll		18.367	with program director for insuring safety of participants and security of facility.  Responsible for building cleaning up, includes holidays/overtime coverage	=\$18,367/6 =\$3,061 per month			
	Janitor Contract-Regular/Extra Services			Regular Services, place trash bins	=\$12,500/6 =\$2,083 per month			
	Repairs Payroll			Responsible for repair and maintenance of the building	=\$23,920/6 =\$3,987 per month			
	Benefits			% based from personnel from above	=\$38,464/6 =\$6,411 per month			
93	TOTAL OTHER EXPENSES	(	398,503	·				
161						•		
162								
163								
64 65								
166								
166 167								
168								
169								
168 169 170 171 172								
171								
1/2								

1	DEPARTMENT OF H	IOMELESSNESS AI	ND SUPPORTIVE H	IOUSING	•									•		•				
2	APPENDIX B. BUDG Document Date	ET	1																	
		10/20/2020		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	2/29/2024	4																
7	Provider Name	Episcopa	Community Serv	ices																
	Program	Housin	ng First Hotels CN	С																
	F\$P Contract ID#		1000019778																	
10	Action (select)	Ne	ew Agreement																	
	Effective Date		1/1/2021																	
	Budget Name	Hillsdale - Suppo																		
13		Current	New	<del>                                     </del>																
	Term Budget	\$ -	\$ 1,160,802																	
	Contingency	\$ -	\$ 2,821,364	12%																
16	Not-To-Exceed	\$ -	\$ 26,329,610			Year 1			Year 2			Year 3			Year 4		All Years			
					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -	
17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	
18				[	New		New	New		New	New		New	New		New	New		New	
19	Expenditures	•													•					
20	Salaries & Benefits				\$ -	\$ 146,646	\$ 146,646	\$ -	\$ 293,293	\$ 293,293	\$ -	\$ 293,293	\$ 293,293	\$ -	\$ 195,529	\$ 195,529	\$ -	\$ 928,761	\$ 928,761	
21	Salaries & Benefits Operating Expense Subtotal Indirect Percentage Indirect Cost (Line 2				\$	\$ 17,001	\$ 17,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 22,667	\$ 22,667	\$	\$ 107,670	\$ 107,670	
22	Subtotal				\$ -	\$ 163,647	\$ 163,647	\$ -	\$ 327,294	\$ 327,294	\$ -	\$ 327,294	\$ 327,294	\$ -	\$ 218,196	\$ 218,196	\$ -	\$ 1,036,430	\$ 1,036,430	
23	Indirect Percentage				12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%				
24	Indirect Cost (Line 2	21 X Line 22)			\$ -	\$ 19,638	\$ 19,638	\$ -	\$ 39,275	\$ 39,275	\$ -	\$ 39,275	\$ 39,275	\$ -	\$ 26,184		\$ -	\$ 124,372	\$ 124,372	
25	Other Expenses (No Capital Expenditure	t subject to indire	ect %)		Ş -	Ÿ	\$ -	\$ -	·	\$ -	7	\$ -	Ş -	Ş -	7	\$ -	\$ -	\$ -	Ş -	
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27 Admin Cost (HUD Agreements Only) 28 Total Expenditures				ć	\$ 183,285	\$ 183,285	ć	\$ 366,569	\$ 366,569	ć	\$ 366,569	\$ 366,569	ć	\$ 244,379	\$ 244,379	\$ -	\$ 1,160,802	7		
20	Total Expenditures				3 -	\$ 183,285	\$ 183,285	3 -	\$ 300,509	\$ 366,569	<u> </u>	\$ 300,509	\$ 366,569	3 -	5 244,379	\$ 244,379		5 1,160,802	\$ 1,160,802	
30	HSH Revenues (sele	oct)																		
31	CNC Fund					\$ 183,285	\$ 183,285		\$ 366,569	\$ 366,569		\$ 366 569	\$ 366,569		\$ 244,379	\$ 244,379	ς -	\$ 1,160,802	\$ 1,160,802	
32	Additional GF					0 100,200	\$ -		5 500,503	\$ -		\$ 500,505	\$ -		211,575	\$ -	Ś -	-//	\$ -	
33							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -	
34							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -	
33 34 35 36 37 38 39							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -	
36							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -	
37							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -	
38							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -	
							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -	
	Total HSH Revenue		i: 0.5 :	11611	\$ -	\$ 183,285	\$ 183,285	5 -	\$ 366,569	\$ 366,569	5 -	\$ 366,569	\$ 366,569	\$ -	\$ 244,379	\$ 244,379	\$ -	\$ 1,160,802	\$ 1,160,802	
	Other Revenues (to	orrset Total Expe	naitures & Reduce	e HSH																
41	Revenues) Rental Income						ė			ć			ć			ć	ć		ć	
42	nemai income						\$ -			э - ė			ė -			S -	è -	ė -	\$ -	
43 44 45 46				1			\$ -	1		ς -			\$ -	1		\$ -	ς -	•	\$ -	
45							\$ -			š -			\$ -			\$ -	Ś -		\$ -	
46							\$ -	İ		\$ -			\$ -	İ		\$ -	\$ -	•	\$ -	
47	Total Other Revenu	ues			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
48						•		·		•						·	i ·			
40	Total HSH + Other I	Revenues		1	\$ -	\$ 183,285	\$ 183,285	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 366,569	\$ 366,569	\$ -	\$ 244,379	\$ 244,379	\$ -	\$ 1,160,802	\$ 1,160,802	
50	Dov Evn (Budget NA	atch Chack)			ė	y 105,285	¢ 103,283	ć	\$ 500,509	¢ 300,309	· ·	2 300,303	¢ 300,303	ċ	y 244,373	¢ 244,375	ċ	y 1,100,802	¢ 1,100,302	
52	Rev-Exp (Budget Ma	attii CHELKI		ı	<u>- ا</u>		, -	J -			<i>3</i> -			J -		12 -	, -		J -	
53	Prepared by	Вс	bby McCarthy																	
54	Phone		528.652.7770																	
55	Phone Email		mccarthy@sfgov.or	rg																
- 55																				

	A	В	С	D	E	F	G	Н		J	K	L	M	N	0	P	Q	R	S	Т		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	JSING								•	•								•			
2	SALARY & BENEFIT DETAIL																					
	Document Date	10/20/2020																				
4	Provider Name	Episcopal Comi	munity Servi	ices																		
	Program	Housing First H																				
	F\$P Contract ID#	1000019778																				
	Budget Name	Hillsdale - Supp																				
8				,	Ye	ar 1			Year 2								Year 3					
	POSITION TITLE	Agency Totals		For HSI	H Funded	1/1/2021 -	1/1/2021 -	1/1/2021 -	_		For HSH	l Funded	7/1/2021 -	7/1/2021 -	7/1/2021 -			For HSH Funded		7/1/2022 -		
10				Program		6/30/2021	6/30/2021	6/30/2021	Agency Totals		Program		6/30/2022 6/30/2022		6/30/2022	Agency T	otais	Progarm		6/30/2023		
10						New		New					New		New		1	1		New		
		Annual Full	Position	% FTE	Adjusted				Annual Full	Position	% FTE	Adjusted				Annual Full Time	Position	% FTE	Adjusted			
		Time Salary	FTE	funded by	Budgeted	<b>Budgeted Salary</b>	Change	Budgeted Salary	Time Salary	FTE	funded by	Budgeted	<b>Budgeted Salary</b>	Change	<b>Budgeted Salary</b>	Salary (for 1.00	FTF			<b>Budgeted Salary</b>		
11		(for 1.00 FTE)	1112	this budget	FTE				(for 1.00 FTE)	1112	this budget	FTE				FTE)	TIL	this budget	FTE			
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/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			1.00	1.44%	0.01			
19	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06		\$ 2,025		\$ 63,016	1.00	6.43%	0.06		\$ 4,049			1.00	6.43%	0.06			
20	OPEN- Database Specialist & Compliance Monitor	\$ 50,425	1.00	6.43%	0.06		\$ 1,620		\$ 50,425	1.00	6.43%	0.06		\$ 3,240			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			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		1.00	2.07%	0.02			
	Tarzon, Mary-Director of Healthy Aging	\$ 120,235	1.00	1.35%	0.01		\$ 812		\$ 120,235	1.00	1.35%	0.01		\$ 1,623	\$ 1,623	\$ 120,235	1.00	1.35%	0.01			
25							\$ -	\$ -						\$ -	\$ -				1			
30				TOT	AL SALARIES	\$ -	\$ 104,300	\$ 104,300			TOTA	AL SALARIES	\$ -	\$ 208,599	\$ 208,599			TOTA	AL SALARIES	\$ -		
30 31 32 33 34 35				TOTAL FTE	2.88						TOTAL FTE	2.88	-			]		TOTAL FTE	2.88			
32				FRINGE BI	NEFIT RATE	40.60%		40.60%				NEFIT RATE	40.60%		40.60%	<u>.</u>		FRINGE BE	L	40.60%		
33			EMF	PLOYEE FRIN	GE BENEFITS	\$ -	\$ 42,347	\$ 42,347	EMPLOYEE FRINGE			DYEE FRINGE BENEFITS \$ - \$ 84,69		\$ 84,693	\$ 84,693			LOYEE FRING	E BENEFITS	\$ -		
34			TOT	AL SALARIES	& BENEFITS	\$ -	\$ 146,646	\$ 146,646		TOTA	TOTAL SALARIES & BENEFITS \$ - \$			\$ 293,293	\$ 293,293	TOTAL SALARIES & BENEFITS \$			\$ -			
35																						
36 37																						
37																						

	Δ	R	С	D	F	U	V	W	X	Y	7	AA	AB	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	SING					•	••	^	·	_	701	7.0	7.0			
	SALARY & BENEFIT DETAIL																
	Document Date	10/20/2020															
4	Provider Name	<b>Episcopal Comr</b>	munity Servi	ces													
	Program	Housing First H	otels CNC														
	F\$P Contract ID#	1000019778															
7	Budget Name	Hillsdale - Supp														All Years	
8				1	Yea	7/1/2022 -	7/1/2022 -				Yea	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
9	POSITION TITLE	Agency	Totals	For HSH	l Funded	6/30/2023	6/30/2023	Agency T	otals	For HSF	l Funded	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024
10		/ igency		Prog	gram	0/30/2023	0/30/2023 New	Agency	otais	Pro	garm	2/29/2024 New	2/29/2024	New	2/29/2024 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	Change	Budgeted Salar
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	\$ 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	\$ 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	\$ 84,296	1.00	15.03%	0.15		\$ 8,446	\$ 8,446	\$ -	\$ 40,121	\$ 40,121
18	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	\$ 144,196	1.00	1.44%	0.01		\$ 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		1.00	6.43%	0.06		\$ 2,160		\$ -	\$ 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	\$ 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				TOTA	AL SALARIES	208,599	\$ 208,599			TOTA	AL SALARIES	\$ -	\$ 139,066	\$ 139,066	\$ -	\$ 660,565	\$ 660,565
30 31 32 33 34 35				TOTAL FTE	2.88					TOTAL FTE	2.88						
32				FRINGE BE	NEFIT RATE		40.60%			FRINGE BE	NEFIT RATE	40.60%		40.60%			
33			EMP	LOYEE FRING	SE BENEFITS	84,693	\$ 84,693		EMP	LOYEE FRING	GE BENEFITS	\$ -	\$ 56,462	\$ 56,462	\$ -	\$ 268,196	\$ 268,196
34			TOTA	L SALARIES	& BENEFITS	\$ 293,293	\$ 293,293		TOTA	L SALARIES	& BENEFITS	\$ -	\$ 195,529	\$ 195,529	\$ -	\$ 928,761	\$ 928,761
35	<u> </u>																
36 37																	
37																	

	A	В	С	D	E	F	G	Н	1	J	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTI	VE HOUSING														
	OPERATING DETAIL														•	
3	Document Date	10/20/2020														
4	Provider Name	<b>Episcopal Comm</b>														
5	Program	Housing First Ho	tels CNC													
6	F\$P Contract ID#	1000019778														
7	Budget Name	Hillsdale - Supp	ort Services													
8																
9			Year 1			Year 2			Year 3			Year 4			All Years	
9 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
	Rental of Property	Expondo	e	¢ Expense	Едропоо	¢ -	\$ _	Expondo	e	e		¢ .	¢	e		¢ _
	Utilities(Elec, Water, Gas, Phone, Scavenger)	e	\$ 2,760	\$ 2,760		\$ 5.520	\$ 5.520		\$ 5.520	\$ 5.520		\$ 3,680	\$ 3,680	ф <u>-</u>	\$ 17.480	\$ 17.480
	Office Supplies/furnitures equipment	ф -	\$ 2,760 \$ 1,320	\$ 2,760			\$ 5,520 \$ 2,640		\$ 5,520 \$ 2,640	\$ 5,520		\$ 3,680 \$ 1,760	,	ъ - е		\$ 17,480
	Office Supplies/rumitures equipment Food and Food supplies	ф - e	\$ 1,320 \$ 4,000	\$ 1,320 \$ 4,000		\$ 2,640	\$ 2,640		\$ 2,640	\$ 2,640		\$ 1,760 \$ 5,333	\$ 1,760 \$ 5,333	ф - e	\$ 8,360	\$ 25,333
		<b>5</b> -												5 -		
	Program Supplies	\$ -	\$ 2,655	\$ 2,655		\$ 5,309 \$ 3,577	\$ 5,309		\$ 5,309	\$ 5,309	+	Ψ 0,000	\$ 3,539	\$ -	\$ 16,812	\$ 16,812
	Printing and Reproduction	\$ -	\$ 1,789	\$ 1,789		ψ 0,011	\$ 3,577		\$ 3,577	\$ 3,577		Ψ 2,000	\$ 2,385	\$ -	\$ 11,327	\$ 11,327
	Insurance	\$ -	\$ 3,334	\$ 3,334		\$ 6,668	\$ 6,668		\$ 6,668	\$ 6,668		\$ 4,445	\$ 4,445	\$ -	\$ 21,115	
	Staff Training/recruitment	\$ -	\$ 974	\$ 974		\$ 1,947	\$ 1,947		\$ 1,947	\$ 1,947		\$ 1,298	\$ 1,298	\$ -	\$ 6,166	
	Licenses and fees	\$ -	\$ 170	\$ 170		\$ 340	\$ 340		\$ 340	\$ 340		\$ 227	\$ 227	\$ -	\$ 1,077	\$ 1,077
22			\$ -	\$ -		\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
23			\$ -			\$ -			\$ -			\$ -		\$ -		\$ -
	Consultants		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
43			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
	<u>Subcontractors</u>		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
55			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
67																
	TOTAL OPERATING EXPENSES	\$ -	\$ 17,001	\$ 17,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 34,001	\$ 34,001	\$ -	\$ 22,667	\$ 22,667	\$ -	\$ 107,670	\$ 107,670
69																
	Other Expenses (not subject to indirect cost %)															
71			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
83			_					_		_			_	_		
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
85																
	Capital Expenses															
87			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
94																
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96	HSH #3															
97	HSH #3													Temp	late last modified	1/22/2020

_	А	B			D		F G H
1	BUDGET NARRATIVE		al Year	,	U		Fiscal Term Start Fiscal Term End
_	Hillsdale - Support Services		20-21		<- Select from the drop-down list the fiscal year in which the proposed budget	changes will first become effe	
_	-	Adjusted					
ı		Budgeted					
3	Salaries & Benefits	FTE	Sala	ary_	Justification  Provides team leadership, management and aurentiaion to ensure program	Calculation	Employee Name
- 1	Burkle, Margaret-Support Services Manager	0.46	<b>3</b> 1		Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development;	=\$19,416/6 =\$3,236 per month	Burkle, Margaret-Support Services Manager
,					supervises staff; coordinates and leads partner efforts.		
4	OPEN-Case Mgr III Masters	0.91		29,402	Carries resident caseload, supporting clients in their efforts to retain housing and	=\$29,402/6 =\$4,900 per month	OPEN-Case Mgr III Masters
ı	OPEN-Case Mgr III Masters	0.91	<b>Ф</b> 2		to achieve short-and long-term personal goals; links residents to clinical,	=\$29,402/6 =\$4,900 per month	OPEN-Case Migr III Masters
ı					vocational and other needed resources to help them achieve improved personal		
ı					health and life quality; develops and leads community-building client activities to		
5					set and maintain a safe, pleasant and secure more environment for residents.		
٦	Hair, Ramona-Case Manager III	0.90	\$ 2		Carries resident caseload, supporting clients in their efforts to retain housing and	=\$28,620/6 =\$4,770 per month	Hair, Ramona-Case Manager III
- 1					to achieve short-and long-term personal goals; links residents to clinical,		
- 1					vocational and other needed resources to help them achieve improved personal		
ı					health and life quality; develops and leads community-building client activities to		
6					set and maintain a safe, pleasant and secure more environment for residents.		
	Ecker, Scott Housing Srvc Director	0.06	\$		Provides overall leadership, administration and supervision to ECS's ten	=\$4,403/6 =\$734 per month	Ecker, Scott Housing Srvc Director
7					supportive housing sites; develops proposals, negotiates and managers		
- 1	Brown, Shelly-Direct Support for Housing Sr	0.13	\$		contracts, and reports contractual outcomes and activities to funders; developes	=\$6,069/6 =\$1,012 per month	Brown, Shelly-Direct Support for Housing Srvc Director
8					strategic and practical relationships with community partners;		
	Holmes, Maggie-Project manager	0.15	\$	6,335	provides direction and support in crisis or other problematic situations; links	=\$6,335/6 =\$1,056 per month	Holmes, Maggie-Project manager
9			•		individual sites to broader Housing program efforts.	04 000/0 0470	B
ı	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	0.01	\$			=\$1,038/6 =\$173 per month	Pocock, Liz-Director/Hsg Dev & Asset Mgmt
!					direction and support in crisis or other problematic situations; links individual sites		
0			•		to broader Housing program efforts.	00.005/0.0007	
	Sambolin, Irving- Database Specialist & Con OPEN- Database Specialist & Compliance N	0.06			Evaluates HSH contract compliance; conducts resident chart reviews;	=\$2,025/6 =\$337 per month	Sambolin, Irving- Database Specialist & Compliance Monitor OPEN- Database Specialist & Compliance Monitor
	Tuvera, Desiree-Compliance Specialist	0.06			provides staff training on department protocols and procedures;	=\$1,620/6 =\$270 per month	
	OPEN-Clinical Services Mgr	0.06 0.03			provides staff training on department protocols and procedures; Provides case consultation and clinical direction to on-site staff to ensure highest	=\$2,088/6 =\$348 per month =\$1,268/6 =\$211 per month	Tuvera, Desiree-Compliance Specialist OPEN-Clinical Services Mgr
ı	OF EN-Cillical Services Wgi	0.03	φ		functioning of residents; partners with staff for resolution of difficult client issues;	-\$1,200/0 -\$211 per month	OF EN-Clinical Services ivigi
ı					provides crisis intervention and resolution; leads staff clinical education and		
14					training programs.		
-	OPEN-Director of Impact & Analytics	0.02	\$		Designs and implements continuous quality improvement program to ensure that	=\$1,207/6 =\$201 per month	OPEN-Director of Impact & Analytics
ı	21 En Brooker et impact a vinalyace	0.02	•		ECS's programs and services meet its standards. Works with program manager	-\$1,20770 -\$201 por monar	or are arranged a relative
ı					to develop quality assurance policies, collecting data for analysis by program, dept		
15					and organization-wide.		
	Tarzon, Mary-Director of Healthy Aging	0.01	\$		overall program direction and operations of CKSC as well as leadership for seniors	=\$812/6 =\$135per month	Tarzon, Mary-Director of Healthy Aging
					aging in place throughout all of our programs, with a focus on senior engagement,		
- 1	i				safety, health and independence		
16	<u> </u>			04,300			
	TOTAL	2.88	\$ 10				
-	TOTAL Employee Fringe Benefits	2.88	\$ 10		Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of	=\$42,347/6 =\$7,058 per month	
20	Employee Fringe Benefits	2.88 40.60%	\$ 4		Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.	=\$42,347/6 =\$7,058 per month	
20			\$ 4	42,347 46,646		_=\$42,347/6 =\$7,058 per month	
10	Employee Fringe Benefits		\$ 4			=\$42,347/6 =\$7,058 per month	
0 1 2	Employee Fringe Benefits		\$ 4 \$ 14	46,646		_=\$42,347/6 =\$7,058 per month	1
1 2 3	Employee Fringe Benefits Salaries & Benefits Total		\$ 4 \$ 14	46,646 geted	total salaries.	_	]
1 2 3	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses	40.60%	\$ 4 \$ 14 <u>Budg</u> <u>Expe</u>	46,646 geted ense	total salaries.  Justification	Calculation	]
0 1 2 3 4 6	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses Utilities(Elec, Water, Gas, Phone, Scavenger)	40.60%	\$ 4 \$ 14 Budg Expe	qeted ense 2,760	total salaries.  Justification  Telecommunication, including Sonic and TPX	<u>Calculation</u> =\$2,760/6 =\$460 per month	
0 1 2 3 4	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses	40.60%	\$ 4 \$ 14 Budg Expe	qeted ense 2,760	total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with	Calculation	
0 1 2 3 4 6	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/furnitures equipment	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$	qeted ense 2,760 1,320	total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers	<u>Calculation</u> =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month	
11 12 13 14 16	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies	40.60%	\$ 4 \$ 14 Budg <u>Expe</u> \$ 2 \$	geted ense 2,760 1,320 4,000	total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month nl =\$4,000/6 =\$667 per month	
0 1 2 3 4 6 7 8	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment Food and Food supplies Program Supplies	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 2	geted ense 2,760 1,320 4,000 2,655	Usual salaries.  Justification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities,	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month	
20 21 22 23 23 24 26 27 28 29	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/furnitures equipment  Food and Food supplies  Priogram Supplies  Printing and Reproduction	40.60%	\$ 4 \$ 14 <u>Budg</u> <u>Expe</u> \$ 2 \$ 3	geted ense 2,760 1,320 4,000 2,655 1,789	Using the SF rood Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and computers  Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month ≈1 =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month	
21 22 23 24 26 27 28 29	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Program Supplies Printing and Reproduction Insurance	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3	qeted ense 2,760 1,320 4,000 2,655 1,789 3,334	Justification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$556 per month	
20 21 22 23 23 24 26 27 28 29 31 32 2	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/furnitures equipment  Food and Food supplies  Priogram Supplies  Printing and Reproduction	40.60%	\$ 4 \$ 14 <u>Budg</u> <u>Expe</u> \$ 2 \$ 3	46,646 ense 2,760 1,320 4,000 2,655 1,789 3,334 974	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month ≈1 =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month	
0 1 2 3 4 6 7 8 9 0 1 2 3	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/furnitures equipment  Food and Food supplies  Program Supplies  Printing and Reproduction Insurance  Staff Training/recruitment	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 5 \$ 5 \$ 5	46,646 ense 2,760 1,320 4,000 2,655 1,789 3,334 974	Justification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
11 12 13 13 14 16 16 17 18 18 19 10 10 11 10 10 10 10 10 10 10 10 10 10	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities (Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Priogram Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646 ense 2,760 1,320 4,000 2,655 1,789 3,334 974 170	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
11 22 33 44 66 9 60 61 61 64 7	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
21 22 22 23 24 24 26 29 80 29 80 31 32 33 33 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
21 22 22 23 24 24 26 29 80 29 80 31 32 33 33 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
221 222 223 224 226 227 228 229 330 331 332 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
221 222 223 224 226 227 228 229 330 331 332 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
221 222 223 224 226 227 228 229 330 331 332 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
221 222 223 224 226 227 228 229 330 331 332 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
221 222 223 224 226 227 228 229 330 331 332 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
20 21 22 23 23 24 24 26 27 28 29 33 31 32 33 36 60 61	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
221 222 223 224 226 227 228 229 330 331 332 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	
21 22 22 23 24 24 26 29 80 29 80 31 32 33 33 47	Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures equipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/recruitment Licenses and fees TOTAL OPERATING EXPENSES	40.60%	\$ 4 \$ 14 Budg Expe \$ 2 \$ 3 \$ 3 \$ 3 \$ 5 \$ 5	46,646  geted ense 2,760 1,320  4,000 2,655 1,789 3,334 974 170 17,001	Ustification Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangeme Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated training and recruitment expenses, including meeting suppliesand conference	Calculation =\$2,760/6 =\$460 per month =\$1,320/6 =\$220 per month =\$4,000/6 =\$667 per month =\$2,655/6 =\$442 per month =\$1,789/6 =\$298 per month =\$3,334/6 =\$565 per month	

1	DEPARTMENT OF H	HOMELESSNESS	AND SUPPORTIVE	HOUSING																
2	APPENDIX B. BUDG Document Date	10/20/2020	7																	
		10/20/2020		Duration																
4	Contract Term Current Term	Begin Date	End Date	(Years)																
5	Current Term	1/1/2021	2/29/2024	4																
6	Amended Term	1/1/2021	2/29/2024	4																
7	Provider Name		al Community Serv																	
8	Program	Hous	ing First Hotels CN	IC																
9	F\$P Contract ID#		1000019778																	
10	Action (select) Effective Date		New Agreement																	
11	Effective Date		1/1/2021																	
12	Budget Name		perty Managemen	it																
	Tama Budasa	Current	New	<del>                                     </del>																
14	Term Budget	\$ -	\$ 2,956,280																	
	Contingency	\$ -	\$ 2,821,364	12%																
16	Not-To-Exceed	\$ -	\$ 26,329,610			Year 1			Year 2			Year 3			Year 4			All Years		
					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/	2021 -
17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29	/2024
18				ſ	New		New	New		New	New		New	New		New	New			ew
19	Expenditures																			
20	Salaries & Benefits Operating Expense				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
21	Operating Expense				\$ -	\$ 214,234	\$ 214,234	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 285,586	\$ 285,586	\$ -	\$ 1,356,755	\$ 1	,356,755
22	Subtotal Indirect Percentage Indirect Cost (Line 2				\$ -	\$ 214,234	\$ 214,234	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 428,468	\$ 428,468	\$ -	\$ 285,586	\$ 285,586	\$ -	\$ 1,356,755	\$ 1	,356,755
23	Indirect Percentage	e			12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%				
24	Indirect Cost (Line 2	21 X Line 22)			\$ -	\$ 25,708	\$ 25,708	\$ -	\$ 51,416	\$ 51,416	\$ -	\$ 51,416	\$ 51,416	\$ -	\$ 34,270	\$ 34,270	\$ -	\$ 162,811	\$	162,811
25	Other Expenses (No Capital Expenditure	ot subject to indi	rect %)		\$ -	7 332,030	\$ 392,658	\$ -	\$ 785,316	\$ 785,316	\$ -	\$ 785,316	\$ 785,316	\$ -	\$ 523,544	\$ 523,544	\$ -	\$ 2,486,834	\$ 2	,486,834
26	Capital Expenditure	2			\$ -	\$ -	\$ -	\$ -	7	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
	Admin Cost (HUD A					\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$	-
28	Total Expenditures	5			\$ -	\$ 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
29	HSH Revenues (sele																			
30	HSH Revenues (sele CNC Fund	ect)				\$ 416.792	\$ 416.792		\$ 833,583	A 000 F00		\$ 833,583	4 000 500		\$ 555,722	A 555 700		\$ 2,639,680		.639.680
31	Additional GF			-		\$ 416,792 \$ 50.000	\$ 416,792 \$ 50,000		\$ 833,583	\$ 833,583 \$ 100,000		\$ 833,583	\$ 833,583 \$ 100,000		\$ 555,722 \$ 66,600	\$ 555,722 \$ 66,600	\$ -	\$ 2,639,680		316,600
32	Additional GF					\$ 50,000	\$ 50,000		5 100,000	\$ 100,000		\$ 100,000	\$ 100,000		\$ 66,600	\$ 66,600	\$ -		\$	316,600
3/1							\$ -			<u>-</u> د			ė -			\$ -	ė -	Ÿ	Ś	
35							\$ -			š -			\$ -			ς -	\$ -	-	Ś	_
36							\$ -			\$ -			Ś -			\$ -	\$ -	\$ -	Ś	-
33 34 35 36 37 38							\$ -		j	\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
38							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	_
39							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
	Total HSH Revenue				\$ -	\$ 466,792	\$ 466,792	\$ -	\$ 933,583	\$ 933,583	\$ -	\$ 933,583	\$ 933,583	\$ -	\$ 622,322	\$ 622,322	\$ -	\$ 2,956,280	\$ 2	,956,280
	Other Revenues (to	offset Total Exp	enditures & Reduc	e HSH					l										l	
41	Revenues) Rental Income																		l .	
42	Rental Income					\$ 165,809	\$ 165,809		\$ 331,617	\$ 331,617		\$ 331,617	\$ 331,617		\$ 221,078	\$ 221,078	\$ -	\$ 1,050,121		,050,121
43 44 45 46							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
44							\$ -			\$ -			\$ -	-		\$ -	\$ -	\$ -	\$	-
45							\$ -			S -			5 -			\$ -	5 -	\$ -	\$	
46	Total Other Revenu			-	ć		\$ 165,809	ć	\$ 331,617	\$ - \$ 331.617	ć	\$ 331,617	\$ -	ć	ć 221.070	\$ 221,078	\$ -	•	~	,050,121
	TOTAL OTHER REVEN	ues			ş -	\$ 165,809	908,601 د	ş -	\$ 351,01/	\$ 331,617	ə -	φ 331,01/	\$ 331,617	ş -	\$ 221,078	ş 221,078	ş -	φ 1,050,121	ə 1	,000,121
48		_																	<u> </u>	
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 Ma	latch Check)			\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$	-
52	Rev-Exp (Budget Ma Prepared by		) - l- l																	
53	rrepared by		Bobby McCarthy																	
54	Phone	g-1	628.652.7770																	
55	Email	rober	.j.mccarthy@sfgov.c	org																

_							G	Н					M	AF	AG	AH
_	ARTMENT OF HOMELESSNESS AND SUPPORTIVE	/E HOUSING	•	•		•					•	•				
2 IOPFI	RATING DETAIL															
	ument Date	10/20/2020		1												
	vider Name	Episcopal Comm	nunity Services													
5 Prog		Housing First Ho														
	Contract ID#	1000019778	310.5 0.10													
	get Name	Mentone - Prop	orty Managem													
8	get Name	Wientone - Frop	erty ivianagenii													
			Year 1			Year 2			Year 3			Year 4			All Years	
9																
40		1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 - 2/29/2024	1/1/2021 -
10		6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024		2/29/2024
11		New		New	New		New	New		New	New		New	New	Modification	New
		Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted
12 Open	rating Expenses	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense
13 Renta	tal of Property		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
14 Utiliti	ies(Elec, Water, Gas, Phone, Scavenger)	-	\$ 85,230	\$ 85,230		\$ 170,460	\$ 170,460		\$ 170,460	\$ 170,460		\$ 113,640	\$ 113,640	\$ -	\$ 539,790	\$ 539,790
	ce Supplies/renting fee		\$ 6,720	\$ 6,720		\$ 13,440	\$ 13,440		\$ 13,440	\$ 13,440		\$ 8.960	\$ 8,960	s -	\$ 42,560	\$ 42,560
	ding Maintenance Supplies and Repair		\$ 66,220	\$ 66,220	l .	\$ 152,440	\$ 152,440		\$ 152,440	\$ 152,440	1	\$ 101,567	\$ 101,567	9	\$ 472.667	\$ 472,667
			¥,		<del> </del>						<del>                                     </del>			•	, ,,,,	
	agement/Booking Fees		ψ ±0,104	\$ 28,764		\$ 57,528	\$ 57,528		\$ 57,528	\$ 57,528		\$ 38,352	\$ 38,352	\$ -	\$ 182,172	\$ 182,172
	al Fee		\$ 14,800	\$ 14,800		\$ 9,600	\$ 9,600		\$ 9,600	\$ 9,600		\$ 6,400	\$ 6,400	\$ -	\$ 40,400	\$ 40,400
19			\$ -	<b>.</b>		\$ -			\$ -			\$ -	<b></b>	\$ -	\$ -	\$ -
20			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
21 Cons	sultants_		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
22		-	\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
	contractors		s -			\$ -			s -			s -		\$ -	\$ -	\$ -
	ce Salaries-Desk Clerks/contract (first \$25k)		\$ 12,500	\$ 12.500	İ	\$ 25,000	\$ 25,000		\$ 25,000	\$ 25,000		\$ 16,667	\$ 16,667	s -	\$ 79.167	\$ 79.167
27	So Calando Bosk Olotkoroditidot (Iliat WZOK)		\$ 12,300	Ψ 12,300	İ	\$ 20,000	20,000		\$ 20,000	20,000		\$ 10,007	10,007	9	\$ 75,107	¢ 73,107
28			\$ -	<del>                                     </del>	<del> </del>	÷ -			•	<del> </del>	<del>                                     </del>	• -	<del>                                     </del>	•	÷ -	
31				I	-	<b>-</b>			<b>a</b> -	l	1		I	<b>a</b> -	<b>-</b>	ъ -
			1							1		1				
	AL 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											ĺ					
34 Other	er Expenses (not subject to indirect cost %)				<u></u>											
35			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
	tal of Property		\$ 192,529	\$ 192,529		\$ 385,057	\$ 385.057		\$ 385,057	\$ 385,057		\$ 256,705	\$ 256,705	\$	\$ 1,219,347	\$ 1,219,347
	ce Salaries-Desk Clerks/contract		\$ 81,223	\$ 81,223	İ	\$ 162,445	\$ 162,445		\$ 162,445	\$ 162,445		\$ 108,297	\$ 108,297	9	\$ 514.409	\$ 514.409
			\$ 29,120	\$ 29,120	1	\$ 58,240	\$ 58,240		\$ 58,240	\$ 58,240		\$ 38,827	\$ 38,827	6	\$ 184,427	\$ 184,427
	ager Salaries-Hotel Director/manager		¥ 20,120		-						<b>-</b>			9 -		
_	tor Contract-Regular/Extra Services		\$ 30,000	\$ 30,000		\$ 60,000	\$ 60,000		\$ 60,000	\$ 60,000		\$ 40,000	\$ 40,000	\$ -	\$ 190,000	\$ 190,000
	airs Payroll		\$ 23,920	\$ 23,920		\$ 47,840	\$ 47,840		\$ 47,840	\$ 47,840		\$ 31,893	\$ 31,893	\$ -	\$ 151,493	\$ 151,493
41 Bene	efits		\$ 35,867	\$ 35,867		\$ 71,734	\$ 71,734		\$ 71,734	\$ 71,734		\$ 47,823	\$ 47,823	\$ -	\$ 227,158	\$ 227,158
42																
43												-				
44 TOT/	AL OTHER EXPENSES	s -	\$ 392.658	\$ 392,658	\$ -	\$ 785.316	\$ 785.316	s -	\$ 785.316	\$ 785.316	\$ -	\$ 523,544	\$ 523,544	s -	\$ 2.486.834	\$ 2,486,834
45		¥			Ť	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, ,,,,,,,,	-	, ,,,,,,,,,	, , , , , , , , , , , , , , , , , , , ,	T	, 020,044		7	÷ =,.00,004	÷ 2,100,004
	=										ĺ					
	ital Expenses		1							1		1				
47			\$ -	1		\$ -			\$ -			\$ -	<u> </u>	\$ -	\$ -	\$ -
54			1							ı		1				,
55 TOT/	AL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						•										
56 57 <b>HSH</b>	1 1/0													l		4 (00) (00
5/ HSH	1#3										l			Templ	ate last modified	1/22/2020

	А	В	С	D	E	F	G	Н
1	BUDGET NARRATIVE	Fiscal	Year					Fiscal Term End
2	Mentone - Property Management	FY20	0-21	<- Select from the drop-down list the fiscal year in which the proposed budge	t changes will first become effecti	ive	7/1/2020	6/30/2021
			Budgeted					
50	Operating Expenses		Expense	Justification	Calculation			
	Utilities(Elec, Water, Gas, Phone, Scavenger)			Utilities (electricity, water, gas, telephone and scavenger service):	=\$85,230/6 =\$14,205 per month			
	Office Supplies/renting fee			PM office supplies are including on site supplies, postage/copiers, payroll	=\$6,720/6 =\$1,120 per month			
	3		• •,.=•	expenses; staffing training, computer tech and supplies, as well as Cable TV and	, , , , , , , , , , , , , , , , , , , ,			
54				tenant background check/renting fee				
	Building Maintenance Supplies and Repair		\$ 66,220	estimated cost from property management provided information, including fire	=\$76,220/6 =\$12,703 per month			
57				protection, plumbing, electrical and elevator repairs and furnishing, ect.				
	Management/Booking Fees			Property management (71 Units) @ \$61.00 PUPM, and bookkeeping fees \$9.50 B				
	Legal Fee			property management legal expenses and credit report	=\$4,800/6 =\$800 per month			
	Office Salaries-Desk Clerks/contract (first \$25k)		\$ 12,500	Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage;	=\$12,500/6 =\$2,083 per month			
69 74	TOTAL OPERATING EXPENSES		\$ 214,234	only \$25K allows indirect cost				
	Indirect Cost	12.0%						
76	mairect Cost	12.070	φ 25,700					
77								
<del>  '  </del>								
78	Other Expenses (not subject to indirect	cost %)	Amount	<u>Justification</u>	Calculation			
79								
	Rental of Property			The lease is written for 71 units @32,088 per month for 12 months	=\$192,529/6 =\$32,088 per month			
	Office Salaries-Desk Clerks/contract			Coverage 24/7 for residents of the Hillsdale; 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	=\$29,120/6 =\$4,853 per month			
83				with program director for insuring safety of participants and security of facility.				
	Janitor Contract-Regular/Extra Services			Regular Services, place trash bins	=\$30,000/6 =\$5,000 per month			
	Repairs Payroll			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			
	TOTAL OTHER EXPENSES		\$ 392,658					
161	TOTAL OTHER EXICENSES		ψ 552,050					
162								
163								
164								
165								
166								
167								
168								
166 167 168 169 170								
170								
171								
172 173								
1/3								

1	DEPARTMENT OF H	HOMELESSNESS A	AND SUPPORTIVE	HOUSING																
2	APPENDIX B. BUDG Document Date		7																	
		10/20/2020	+	Duration																
4	Contract Term Current Term	Begin Date	End Date	(Years)																
5	Current Term	1/1/2021	2/29/2024	4																
6	Amended Term	1/1/2021	2/29/2024	4																
7	Provider Name	Episcopa	al Community Serv	vices																
8	Program		ing First Hotels CN	IC																
9	F\$P Contract ID#		1000019778																	
10	Action (select) Effective Date	N	lew Agreement																	
11	Effective Date		1/1/2021																	
12	Budget Name	Mentone - Supp																		
	T Dd4	Current	New	<del> </del>																
14	Term Budget	\$ -	\$ 1,125,411																	
	Contingency	\$ -	\$ 2,821,364	12%																
16	Not-To-Exceed	\$ -	\$ 26,329,610			Year 1			Year 2			Year 3			Year 4			All Years		
l T					1/1/2021 -	1/1/2021 -	1/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2021 -	7/1/2022 -	7/1/2022 -	7/1/2022 -	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -	1/1/	/2021 -
17					6/30/2021	6/30/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2023	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29/2024	2/29	9/2024
18				ſ	New		New	New		New	New		New	New		New	New			New
19	Expenditures																			
20	Salaries & Benefits Operating Expense				\$ -	\$ 141,245	\$ 141,245	\$ -	\$ 282,490	\$ 282,490	\$ -	\$ 282,490	\$ 282,490	\$ -	\$ 188,327	\$ 188,327	\$ -	\$ 894,553	\$	894,553
21	Operating Expense				\$ -	\$ 17,413	\$ 17,413	\$ -	\$ 34,825	\$ 34,825	\$ -	\$ 34,825	\$ 34,825	\$ -	\$ 23,217	\$ 23,217	\$ -	\$ 110,279	\$	110,279
22	Subtotal Indirect Percentage Indirect Cost (Line 2				\$ -	\$ 158,658	\$ 158,658	\$ -	\$ 317,315	\$ 317,315	\$ -	\$ 317,315	\$ 317,315	\$ -	\$ 211,544	\$ 211,544	\$ -	\$ 1,004,832	\$ 1	1,004,832
23	Indirect Percentage	9			12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%				
24	Indirect Cost (Line 2	21 X Line 22)			\$ -	\$ 19,039	\$ 19,039	\$ -	\$ 38,078	\$ 38,078	\$ -	\$ 38,078	\$ 38,078	\$ -	\$ 25,385	\$ 25,385	\$ -	\$ 120,580	\$	120,580
25	Other Expenses (No Capital Expenditure	ot subject to indir	ect %)		\$ -	\$ -	Ÿ	\$ -	Ÿ	\$ -	т	\$ -	\$ -	\$ -	T	\$ -	\$ -	\$ -	\$	-
26	Capital Expenditure	2			\$ -	\$ -	\$ -	\$ -	7	\$ -		\$ -	\$ -	\$ -	<u> </u>	\$ -	\$ -	\$ -	\$	-
27	Admin Cost (HUD A	greements Only)				\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$	
28	Total Expenditures	i			\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ -	\$ 1,125,411	\$ 1	1,125,411
29	HSH Revenues (sele																			
30	<u>HSH Revenues (sele</u> CNC Fund	ect)				\$ 177.697	4 477 507		\$ 355,393	4 255 202		\$ 355.393	A 255 202		\$ 236,929	A 225 020	4 477.007	4 4405 444		
32	LNC Fund			-		\$ 1/7,697	\$ 177,697		\$ 355,393	\$ 355,393		\$ 355,393	\$ 355,393	+	\$ 236,929	\$ 236,929	\$ 177,697	\$ 1,125,411	\$ 1	1,125,411
32							\$ -			\$ -			· -			\$ -	\$ -	Ÿ	Ś	
3/1							\$ -			ċ -			ė			\$ -	ċ -	· ·	Ś	
35							\$ -			\$ -			¢ .			\$ -	Ġ .	-	Ś	
36							\$ -			\$ -			\$ -			\$ -	ς -	\$ -	Ś	
33 34 35 36 37 38							\$ -			Š -			ś -			ś -	š -	ś -	Ś	-
38							\$ -			\$ -		İ	\$ -			\$ -	\$ -	\$ -	\$	
39							\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	-
	Total HSH Revenue				\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ -	\$ 1,125,411	\$ 1	1,125,411
ΙĪ	Other Revenues (to	offset Total Expe	enditures & Reduc	e HSH																
41	Revenues) Rental Income												l .					l .		
42	Rental Income						\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$	
43							\$ -			\$ -			\$ -			\$ -	\$ -		\$	
44							\$ -			\$ -		-	5 -	-		\$ -	\$ -		\$	-
43 44 45 46							\$ - \$ -	-		\$ - \$ -			5 -	<b> </b>		\$ -	5 -		\$	
46	Total Other Revenu			-	ć		-	ć		\$ - \$ -	ć	\$ -	\$ -	ć	¢	\$ -	\$ -	\$ - \$ -	_	
	iotai Other Kevent	ues			ş -	ə -	\$ -	ş -	ə -	ş -	ş -	· -	ə -	ş -	<del>,</del> -	ə -	ə -	ə -	\$	
48		_																	<u> </u>	
49	Total HSH + Other I	Revenues			\$ -	\$ 177,697	\$ 177,697	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 355,393	\$ 355,393	\$ -	\$ 236,929	\$ 236,929	\$ -	\$ 1,125,411	\$ 1	1,125,411
50	Rev-Exp (Budget Ma	atch Check)			\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$	_
52	Rev-Exp (Budget Ma		- la la contra del la contra del la contra del la contra de la contra del la contra de la contra de la contra del la contra																	J
53	rrepared by	В	obby McCarthy																	
54	Phone Email		628.652.7770																	
55	Email	robert.	j.mccarthy@sfgov.o	лg																

	A	В	С	D	E	F	G	Н		J	K	L	M	N	0	Р	Q	R	S	Т
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	JSING									,									
2	SALARY & BENEFIT DETAIL		_																	
	Document Date	10/20/2020																		
4	Provider Name	Episcopal Comr		ices																
	Program	Housing First H	otels CNC																	
	F\$P Contract ID#	1000019778																		
	Budget Name	Mentone - Sup																		
8					Ye	ar 1						Yea							Year	
	POSITION TITLE	Agency	Totals	For HSF	l Funded	1/1/2021 -	1/1/2021 -	1/1/2021 -		T-4-1-	For HSH	l Funded	7/1/2021 -	7/1/2021 -	7/1/2021 -	A 7		For HSH	l Funded	7/1/2022 -
9 10		Agency	IOLAIS	Pro	gram	6/30/2021 New	6/30/2021	6/30/2021 New	Agency	rotais	Prog	gram	6/30/2022 New	6/30/2022	6/30/2022 New	Agency T	otais	Prog	garm	6/30/2023 New
10						inew		New					New		New					inew
		Annual Full	Position	% FTE	Adjusted				Annual Full	Position	% FTE	Adjusted				Annual Full Time	Position	% FTE	Adjusted	
		Time Salary	FTE	funded by	Budgeted	Budgeted Salary	Change	Budgeted Salary	,	FTE	funded by	_	Budgeted Salary	Change	Budgeted Salary	Salary (for 1.00	FTE			<b>Budgeted Salary</b>
11		(for 1.00 FTE)		this budget	FTE				(for 1.00 FTE)		this budget	FTE				FTE)		this budget	FTE	
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/Hsg 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		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			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			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							\$ -	\$ -						\$ -	\$ -				i	
40				TOT	AL SALARIES	\$ -	\$ 100,458	\$ 100,458			TOTA	AL SALARIES	\$ -	\$ 200,916	\$ 200,916			TOTA	AL SALARIES	\$ -
40 41				TOTAL FTE	2.88						TOTAL FTE	2.88						TOTAL FTE	2.88	
42				FRINGE BE	NEFIT RATE	40.60%		40.60%	S		FRINGE BE	NEFIT RATE	40.60%		40.60%			FRINGE BE	NEFIT RATE	40.60%
43			EMF	PLOYEE FRIN	GE BENEFITS	\$ -	\$ 40,787	\$ 40,787		EMP	LOYEE FRING	GE BENEFITS	\$ -	\$ 81,574	\$ 81,574		EMP	LOYEE FRING	GE BENEFITS	\$ -
42 43 44 45			тот	AL SALARIES	& BENEFITS	\$ -	\$ 141,245	\$ 141,245		тот	AL SALARIES	& BENEFITS	\$ -	\$ 282,490	\$ 282,490		TOTA	L SALARIES	& BENEFITS	\$ -
46 47																				
47																				

П	A	В	С	D	E	U	V	W	Х	Y	Z	AA	AB	AC	BT	BU	Т —	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOU	SING	•						•			•		•			1	
2	SALARY & BENEFIT DETAIL																	
	Document Date	10/20/2020																
4	Provider Name	Episcopal Comi		ces														
		Housing First H																
	F\$P Contract ID#	1000019778																
	Budget Name	Mentone - Sup																
8					Yea						Year					All Years		
	POSITION TITLE	Agonou	Totals	For HSH	l Funded	7/1/2022 -	7/1/2022 -	A		For HSH	Funded	7/1/2023 -	7/1/2023 -	7/1/2023 -	1/1/2021 -	1/1/2021 -		/2021 -
10		Agency	IUlais	Prog	gram	6/30/2023	6/30/2023 New	Agency T	otais	Prog	garm	2/29/2024 New	2/29/2024	2/29/2024 New	2/29/2024	2/29/2024		9/2024 New
10							New					inew		New	New	Modification	+-	ivew
		Annual Full	Position	% FTE	Adjusted			Annual Full Time	Position	% FTE	Adjusted						/ /	
		Time Salary	FTE	funded by	Budgeted	Change	<b>Budgeted Salary</b>	, ,	FTE	funded by	-	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budge	ted Salary
11		(for 1.00 FTE)		this budget	FTE			FTE)		this budget	FTE						/ /	
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/Hsg 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		\$ -	\$ 6,651	\$	6,651
19	Sambolin, Irving- Database Specialist & Compliance Monitor	\$ 63,016	1.00	6.43%	0.06			\$ 63,016	1.00	6.43%	0.06		\$ 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		1.00	3.21%	0.03		\$ 1,691	1	\$ -	\$ 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				TOTA	AL SALARIES	\$ 200,916	\$ 200,916			TOTA	L SALARIES	\$ -	\$ 133,944	\$ 133,944	\$ -	\$ 636,235	\$	636,235
41				TOTAL FTE	2.88	- L				TOTAL FTE	2.88			•			-	
25 40 41 42 43 44				FRINGE BE	NEFIT RATE		40.60%			FRINGE BE	NEFIT RATE	40.60%		40.60%				
43			EMP	LOYEE FRING	GE BENEFITS	\$ 81,574	\$ 81,574		EMP	LOYEE FRING	E BENEFITS	\$ -	\$ 54,383	\$ 54,383	\$ -	\$ 258,318	\$	258,318
44			TOTA	L SALARIES	& BENEFITS	\$ 282,490	\$ 282,490		TOTA	AL SALARIES	& BENEFITS	\$ -	\$ 188,327	\$ 188,327	\$ -	\$ 894,553	\$	894,553
45	<u>'</u>																	
46 47																		
47																		

A	В	С	D	F	F	G	Н		-	К		М	AF	AG	AH
1 DEPARTMENT OF HOMELESSNESS AND SUPPORT							''		-	IX.		141	74	/\C	741
2 OPERATING DETAIL	145 110031140													Ų	
3 Document Date	10/20/2020		1												
4 Provider Name		munity Services													
5 Program	Housing First H														
6 F\$P Contract ID#	1000019778		1												
7 Budget Name	Mentone - Sup	port 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	6/30/2021	0/30/2021 New	New	0/30/2022	0/30/2022 New	0/30/2023 New	6/30/2023	New	New	2/29/2024	New	New	Modification	New
<del>                                     </del>	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted		Budgeted	Budgeted	Modification	Budgeted
12 Operating Expenses	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	Expense	Expense	Change	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 eqipment		\$ 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		\$ -	\$ -		\$ -			\$ -	\$ -		\$ -	\$ -	\$ -	s -	\$ -
23		s -			\$ -			\$ -			s -		s -	s -	\$ -
24		s -			s -			s -			s -		s -	s -	s -
25		s -			s -			\$ -			s -		s -	s -	\$ -
26 Consultants		s -			s -			s -			s -		s -	s -	\$ -
27		s -			\$ -			\$ -			\$ -		\$ -	s -	\$ -
38 Subcontractors		s -			\$ -			\$ -			\$ -		\$ -	•	\$ -
39		\$ -			\$ -			\$ -			\$ -		\$ -	s -	\$ -
51	1	1 *		1	Ŧ		ĺ	1 7		i			*	-	
52 TOTAL OPERATING EXPENSES	s -	- \$ 17.413	\$ 17,413	s -	\$ 34,825	\$ 34,825	s -	\$ 34.825	\$ 34,825	\$ -	\$ 23,217	\$ 23,217	\$ -	\$ 110,279	\$ 110,279
53	Ť	1,410	,410	,	÷ 0.1,020	÷ 01,520	T	÷ 0.,320	÷ 0.,020	<del>-</del>	+ LU,E11	+ L0,217	Ť	,210	÷ 1.0,2.0
54 Other Expenses (not subject to indirect cost %)	1														
55	1	s -		1	\$ -		ĺ	\$ -		i	s -		s -	\$ -	s -
67	1			<u> </u>	· -			- <u>-  </u>			· ·	1	·	_	-
68 TOTAL OTHER EXPENSES	\$ -	- \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69		•	•								•	•			
70 Capital Expenses														<u> </u>	
71		\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
78															
79 TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
80 81 HSH #3	1														
81 HSH #3	1												Temp	late last modified	1/22/2020
													· cinp	uot moumbu	.,, _020

	A	В	С	D	E	F	G	Н
1	BUDGET NARRATIVE	Fiscal	Year	<del>-</del>	<del>-</del>	•	Fiscal Term Start	Fiscal Term End
	Mentone - Support Services	FY20		<- Select from the drop-down list the fiscal year in which the proposed budget	changes will first become effe	ctive	7/1/2020	6/30/2021
۷,	mentone Support Services	Adjusted					1	
ŀ		Budgeted	Budgeted					
3	Salaries & Benefits	FTE	Salary	Justification	Calculation	Employee Name		
	Bussey, Keith-Support Services Manager	0.46		Provides team leadership, management and supervision to ensure program quality,		Bussey, Keith-Support Serv	rices Manager	
- 1				as well as resident safety, housing retention, and individual development;				
4				supervises staff; coordinates and leads partner efforts.				
- 1	Alpough, Katherine-Case Mgr III	0.91	\$ 30,175	Carries resident caseload, supporting clients in their efforts to retain housing and to	=\$30,175/6 =\$5,029 per month	Alpough, Katherine-Case M	lgr III	
,				achieve short-and long-term personal goals; links residents to clinical, vocational				
- 1				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.				
3	Eman-Ghiasi, Marcus Armon-Case Manager II	0.90	\$ 24.409	Carries resident caseload, supporting clients in their efforts to retain housing and to	=\$24 409/6 =\$4 068 per month	Eman-Ghiasi, Marcus Armo	n-Case Manager III	
- 1	Zinan Onaoi, marodo / inion Odoo managor ii	0.00	Ψ 21,100	achieve short-and long-term personal goals; links residents to clinical, vocational	-ψ2 1, 100/0 =ψ 1,000 por monar	Email Omaoi, Marodo / imic	ni odoo managoi iii	
- 1				and other needed resources to help them achieve improved personal health and				
- 1				life quality; develops and leads community-building client activities to set and				
6				maintain a safe, pleasant and secure more environment for residents.				
	Ecker, Scott Housing Srvc Director	0.06	\$ 4,404	Provides overall leadership, administration and supervision to ECS's ten	=\$4,403/6 =\$734 per month	Ecker, Scott Housing Srvc I	Director	
7				supportive housing sites; develops proposals, negotiates and managers				
١	Hamilton, Travis-Direct Support for Housing Su	0.13	\$ 6,070	contracts, and reports contractual outcomes and activities to funders; developes	=\$6,069/6 =\$1,012 per month	Hamilton, Travis-Direct Sup	port for Housing Srvo	Director
ö	Holmon Maggio Design	0.45	• ^ ^ -	strategic and practical relationships with community partners;	\$6.33E/6 \$4.0E0	Halman Massis Desis :		
٥	Holmes, Maggie-Project manager	0.15	ф 6,335	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 ma	anager	
J	Pocock, Liz-Director/Hsg Dev & Asset Mgmt	0.01	\$ 1.050	developes strategic and practical relationships with community partners; provides	=\$1,050/6 =\$175 per month	Pocock, Liz-Director/Hsg D	ev & Asset Momt	
- 1	. coods, Ele-birotoiri isg boy a reset wight	0.01	Ψ 1,000	direction and support in crisis or other problematic situations; links individual sites	-ψ.,σσσ/σ =ψ1/σ per montu	. 5556K, EIZ-Director/Hay Di	or a nooce mignit	
10				to broader Housing program efforts.				
11	Sambolin, Irving- Database Specialist & Comp	0.06	\$ 2,025	Evaluates HSH contract compliance; conducts resident chart reviews;	=\$2,025/6 =\$337 per month	Sambolin, Irving- Database	Specialist & Complia	nce 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 Specialis	t & Compliance Monit	or
13	Tuvera, Desiree-Compliance Specialist	0.06		provides staff training on department protocols and procedures;	=\$2,089/6 =\$348 per month	Tuvera, Desiree-Compliano		
	OPEN-Clinical Services Mgr	0.03	\$ 1,268	Provides case consultation and clinical direction to on-site staff to ensure highest	=\$1,268/6 =\$211 per month	OPEN-Clinical Services Mg	ır	
- 1				functioning of residents; partners with staff for resolution of difficult client issues;				
				provides crisis intervention and resolution; leads staff clinical education and				
14	ODEN Discours of Issue of B Asset disc	0.00	f 4000	training programs.	#4 000/C #004	ODEN Discrete of Issues A	A b si	
- 1	OPEN-Director of Impact & Analytics	0.02	\$ 1,208	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to	=\$1,208/6 =\$201 per month	OPEN-Director of Impact &	Analytics	
- 1				develop quality assurance policies, collecting data for analysis by program, dept				
15				and organization-wide				
15	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812	and organization-wide. overall program direction and operations of CKSC as well as leadership for seniors	=\$812/6 =\$135 per month	Tarzon, Mary-Director of He	ealthy Aging	
15	Tarzon, Mary-Director of Healthy Aging	0.01	\$ 812	and organization-wide.  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,	=\$812/6 =\$135 per month	Tarzon, Mary-Director of He	ealthy Aging	
	_			overall program direction and operations of CKSC as well as leadership for seniors	=\$812/6 =\$135 per month	Tarzon, Mary-Director of He	ealthy Aging	
	TOTAL -	2.88		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		Tarzon, Mary-Director of He	ealthy Aging	
	_	2.88	\$ 100,458	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of		Tarzon, Mary-Director of He	ealthy Aging	
19	TOTAL  Employee Fringe Benefits	2.88 40.60%	\$ 100,458 \$ 40,787	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		Tarzon, Mary-Director of He	ealthy Aging	
19 20 21	TOTAL -	2.88 40.60%	\$ 100,458	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of		Tarzon, Mary-Director of He	ealthy Aging	
19 20 21	TOTAL  Employee Fringe Benefits	2.88 40.60%	\$ 100,458 \$ 40,787	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of		Tarzon, Mary-Director of He	ealthy Aging	
19 20 21	TOTAL  Employee Fringe Benefits	2.88 40.60%	\$ 100,458 \$ 40,787 \$ 141,245	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of		Tarzon, Mary-Director of He	ealthy Aging	
19 20 21 22	TOTAL  Employee Fringe Benefits	2.88 40.60%	\$ 100,458 \$ 40,787	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of		Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)	2.88 40.60%	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 22 23	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with	=\$40,787/6 =\$6,798 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/fumitures eqipment	2.88 40.60%	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month	Tarzon, Mary-Director of He	ealthy Aging	
19 20 21 22 23 24	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month	Tarzon, Mary-Director of He	ealthy Aging	
19 20 21 22 23 24 25	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/fumitures eqipment  Food and Food supplies  Program Supplies	2.88 40.60%	\$ 100,458 \$ 40,787 \$ 141,245	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangemer Includes bus passes, program materials and snacks for resident activities,	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$3,863/6 =\$644 per month =\$2,700/6 =\$450 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/fruitures eqipment  Food and Food supplies  Priorgam Supplies  Printing and Reproduction	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,781	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangemen includes bus passes, program materials and snacks for resident activities, leased copier	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$3,863/6 =\$644 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance	2.88 40.60%	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,781 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$3,863/6 =\$644 per month =\$1,781/6 =\$297 per month =\$2,802/6 =\$450 per month =\$1,781/6 =\$297 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/furnitures eqipment  Food and Food supplies  Program Supplies  Printing and Reproduction Insurance  Staff Training/Recruitments	2.88 40.60%	\$ 100,458 \$ 40,787 \$ 141,245	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees	2.88 40.60%	\$ 100,458 \$ 40,787 \$ 141,245	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement Includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$3,863/6 =\$644 per month =\$1,781/6 =\$297 per month =\$2,802/6 =\$450 per month =\$1,781/6 =\$297 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger)  Office Supplies/furnitures eqipment  Food and Food supplies  Program Supplies  Printing and Reproduction Insurance  Staff Training/Recruitments	2.88 40.60%	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 1,781 \$ 1,781 \$ 1,077 \$ 1,077 \$ 17,413	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 39	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,07	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 1,781 \$ 1,781 \$ 1,077 \$ 1,077 \$ 17,413	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89 90	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89 90	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89 90	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89 90	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,181/6 =\$297 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89 90	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,1781/6 =\$298 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	
20 21 22 23 24 25 26 27 28 29 30 31 60 61 89	TOTAL  Employee Fringe Benefits  Salaries & Benefits Total  Operating Expenses  Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies/furnitures eqipment  Food and Food supplies Program Supplies Prigram Supplies Prigram Supplies Printing and Reproduction Insurance Staff Training/Recruitments Licenses and fees TOTAL OPERATING EXPENSES Indirect Cost	2.88	\$ 100,458 \$ 40,787 \$ 141,245 Budgeted Expense \$ 2,760 \$ 2,260 \$ 3,863 \$ 2,700 \$ 1,707 \$ 1,077 \$ 1,077 \$ 17,413 \$ 2,802 \$ 174,413 \$ 2,802	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  Includes FICA, SSUI, Workers Compensation and Medical calculated at 40.64% of total salaries.  Justification  Telecommunication, including Sonic and TPX Support Service office supplies for program staff including materials used with participants and computers Using the SF Food Bank, the food items will supplement resident's own arrangement includes bus passes, program materials and snacks for resident activities, leased copier liability and umbrella agency insurance prorated	=\$40,787/6 =\$6,798 per month  Calculation =\$2,760/6 =\$460 per month =\$2,260/6 =\$377 per month =\$2,700/6 =\$450 per month =\$2,700/6 =\$450 per month =\$1,781/6 =\$297 per month =\$1,1781/6 =\$298 per month =\$1,077/6 =\$180 per month	Tarzon, Mary-Director of He	ealthy Aging	

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

- I. <u>Actual Costs</u>: 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. <u>Timelines</u>: 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. <u>Invoicing System</u>:

- 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. <u>Line Item Variance</u>: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice 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

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

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but

not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.

- a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
- b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
  - 1) Program Monitoring;
  - 2) Fiscal and Compliance Monitoring;
  - 3) Year End Invoice Review;
  - 4) Monthly Invoice Review;
  - 5) As needed per HSH request; and/or
  - 6) As needed 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	<b>Instructions and Examples of Documentation</b>	
Salaries & Benefits	Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the agreement and invoice period each time an invoice is submitted.	
	Documentation 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.	
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		
	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.		
	Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.		
Capital and/or	Grantee shall maintain and provide documentation for all		
One-Time	approved Capital and/or One-Time Funding costs included in		
Funding	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		
	revenue expenses that offset the costs in the Appendix B,		
	Budget(s) covered by the agreement each time an invoice is submitted.		

III. <u>Timely Submission of Reports and Compliance</u>: 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

DHSH - Interim Housing - Winter InterFaith	City Department or Commission	Date of Grant	Amount of
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 Solving   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   2,143,395     DHSH - Housing - The Rose Hotel   7/1/20 - 6/30/23   188,778     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 - Henry Hotel   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 (GESH)   7/1/20-6/30/21   119,855     DHSH - Rapid Rehousing (ESG)   7/1/20-6/30/21   53,943     DAS - Healthy Aging - Case Management   7/1/18 - 6/30/21   53,943     DAS - Healthy Aging - Case Management   7/1/18 - 6/30/21   53,943     DAS - Congregate Meals/Seniors   7/1/17 - 6/30/21   114,738     MOHCD - CHEFS - OEWD - CDBG   7/1/20 - 6/30/21   114,738     MOHCD - CHEFS - OEWD - CDBG   7/1/20 - 6/30/21   114,738     MOHCD - CHEFS - OEWD - CDBG   7/1/20 - 6/30/21   125,000     DHSH - Housing - The Rose/SHP   1/1/21-12/31/20   339,420     DHSH - Housing - The Rose/SHP   1/1/21-12/31/20   51,390     DHSH - Housing - The Rose/SHP   1/1/21-12/31/20   51,390     DHSH - Housing - The Rose/SHP   1/1/21-12/31/20   51,11,396     DHSH - Housing - Canon Kip/SHP   1/1/21-12/31/20   51,11,396     DHSH - Housing - The Rose/SHP   1/1/21-12/31/20   51,11,396     DHSH - Housing - The Rose/SHP   1/1/21-12/31/20   51,11,396     DHSH - Housing - Canon Kip/SHP   1/1/21-12/31/20   51,11,396     DHSH - Housing - Canon Kip/SHP   1/1			Grant
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 Solving   7/1/20 - 6/30/23   1,499,118   DHSH - Housing - Canon Barcus   7/1/20 - 6/30/23   2,143,395   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   964,332   DHSH - Housing - The Rose Hotel   7/1/20 - 6/30/23   348,778   DHSH - Housing - 1180 4th Street Housing   7/1/14 - 12/31/20   2,584,431   DHSH - Housing - 1455 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   4,249,484   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   114,738   MOHCD - CHEFS - OEWD - CDBG   7/1/20 - 6/30/21   125,000   DHSH - Housing - Canon Kip/SHP   1/2/15-12/31/20   813,61   DHSH - Housing - Canon Kip/SHP   1/2/15-12/31/20   813,61   DHSH - Housing - Canon Kip/SHP   1/2/15-12/31/20   517,390   DHSH - Housing - The Rose/SHP   1/2/15-12/31/20   517,390   DHSH - Housing - Minna Lee   4/1/18 - 6/30/21   113,896   DHSH - Bhavioral Health Services   Bhavioral Health   7/1/18 - 6/30/21   1,227,839   DPH - Behavioral Health Services - Behavioral Health   7/1/18 - 1/30/21   4,648,341   DHSH - Canon Kip - COC Rental Assistance   1/2/1/18 - 11/30/21   4,648,341   DHSH - Canon Kip - COC Rental Assistance   1/2/1/18 - 11/30/21   4,648,341   DHSH - Canon Kip - COC Rental Assistance   1/2/1/18 - 11/30/21   4,648,341   DHSH - Canon			
DHSH - Coordinated Entry - Housing Stabilization   7/1/20 - 6/30/21   1,421,257	<u> </u>		7,353,238
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   2,143,395     DHSH - Housing - Canon Kip Community House   7/1/20 - 6/30/23   188,778     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   114,738     MOHCD - CHEFS - OEWD - CDBG   7/1/20 - 6/30/21   114,738     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   813,61     DHSH - Housing - The Rose/SHP   1/2/15-12/31/20   81,361     DHSH - Housing - Minna Lee   4/1/18 - 6/30/23   1,846,060     DHSH - Housing - Minna Lee   4/1/18 - 6/30/21   1,227,839     DHSH - Bhavioral Health Services - Behavioral Health   7/1/18 - 12/31/22   5,119,806     DHSH - Henry Hotel - CoC Rental Assistance   8/1/18 - 1/30/21   4,648,341     DHSH - Canon Kip - CoC Rental Assistance   12/1/18 - 11/30/21   4,648,341	DHSH – Coordinated Entry – Access Points	7/1/20 - 6/30/21	3,849,574
DHSH - Housing - Canon Barcus   7/1/20 - 6/30/23   1,499,118	DHSH – Coordinated Entry – Housing Stabilization	7/1/20 – 6/30/21	1,421,257
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/Seniors   7/1/17 - 6/30/21   114,738   MOHCD - CHEFS - OEWD - 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   1/2/15-12/31/20   517,390   DHSH - Housing - The Rose/SHP   1/2/15-12/31/20   881,361   DHSH - Housing - The Rose/SHP   1/2/15-12/31/20   5,111,651   HSA - Employment Services   2/1/18 - 6/30/21   1,227,839   DHSH - Housing - Bryant Navigation Center Storage   12/1/18 - 11/30/20   5,111,651   HSA - Employment Services   Behavioral Health   7/1/18 - 16/30/21   4,648,341   DHSH - Houry Hotel - CoC Rental Assistance   12/1/18 - 11/30/21   4,648,341		7/1/20 - 6/30/21	810,648
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   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 - The Rose/SHP   1/2/15-12/31/20   517,390     DHSH - Housing - The Rose/SHP   1/2/15-12/31/20   881,361     DHSH - Housing - The Rose/SHP   1/2/15-12/31/20   51,11,651     HSA - Employment Services   2/1/18 - 6/30/21   1,227,839     DPH - Behavioral Health Services - Behavioral Health   7/1/18 - 1/30/21   4,648,341     DHSH - Canon Kip - CoC Rental Assistance   12/1/18 - 11/30/21   4,648,341	DHSH - Housing - Canon Barcus	7/1/20 - 6/30/23	1,499,118
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         1169,319           DHSH - Rapid Rehousing (GF)         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 - The Rose/SHP         1/1/21-12/31/23         337,830 <td></td> <td>7/1/20 - 6/30/23</td> <td>2,143,395</td>		7/1/20 - 6/30/23	2,143,395
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         1169,319           DHSH - Rapid Rehousing (GF)         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 - The Rose/SHP         1/1/21-12/31/23         337,830 <td>DHSH – Housing – Canon Kip Community House</td> <td>7/1/20 - 6/30/23</td> <td>964,332</td>	DHSH – Housing – Canon Kip Community House	7/1/20 - 6/30/23	964,332
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         275,902           DHSH - Rapid Rehousing (ESG)         7/1/20-6/30/21         275,902           DHSH - Rapid Rehousing (ESG)         7/1/18 - 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 - The Rose/SHP         1/2/15-12/31/20         881,361           DHSH - Housing - The Rose/SHP         1/1/21-12/31/23         357,830		7/1/20 - 6/30/23	188,778
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 - The Rose/SHP         1/2/15-12/31/23         339,420           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 - Housing - 1180 4th Street Housing	7/1/14 - 12/31/20	2,584,431
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 - The Rose/SHP         1/2/15-12/31/23         339,420           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 – Housing – 455 Fell Street	5/15/19 - 6/30/22	840,179
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 – The Rose/SHP         1/1/21-12/31/23         339,420           DHSH – Housing – The Rose/SHP         1/1/21-12/31/23         357,830           DHSH – Housing – The Rose/SHP         1/1/12-1-12/31/23         357,830           DHSH – Interim Housing – Bryant Navigation Center Storage         1/2/1/18 – 11/30/20         1		7/1/19 – 6/30/22	6,408,789
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 - 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         5,111,651           HSA - Employment Services         2/1/18 - 6/30/21         1,22		7/1/17 - 6/30/21	
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 – The Rose/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 – Interim Housing – Bryant Navigation Center Storage         1/2/1/18-11/30/20         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			
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 – Bryant Navigation Center Storage         1/2/1/18-11/30/20         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/			
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/			
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 </td <td></td> <td></td> <td></td>			
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 Assista			,
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         1/2/15-12/31/23         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			
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			
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			
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		7/1/20 - 6/30/21	•
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 - 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		1/2/15-12/31/20	· ·
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	<u> </u>	1/1/21-12/31/23	339,420
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		1/2/15-12/31/20	
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			1
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 – 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			
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			
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 – 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	1 7		
DHSH – Canon Kip – CoC Rental Assistance 12/1/18 – 11/30/21 4,648,341			
1 DIBIT - Canon Darcus - COC Rental Assistance   1/1/20 - 0/30/23   1.978.149	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.

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- (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.
- **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: <a href="https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors">https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors</a>.
- (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).
- **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

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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

Department of Homelessness and Supportive Housing

City:

Contracts Unit 440 Turk Street

San Francisco, CA 94102 hshcontracts@sfgov.org

If to Grantee: Episcopal Community Services

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

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

Mary Elizabeth Stokes Executive Director

City Supplier Number: 0000020568

Approved as to Form: David Chiu City Attorney

By:

Alam Palte

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

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

# VI. Service Requirements

- A. <u>Facilities</u>: 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. <u>Admission Policy</u>: 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. <u>Housing First</u>: 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. <u>Harm Reduction</u>: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the <u>HSH Overdose Prevention Policy</u>. Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. <u>Language and Interpretation Services</u>: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <a href="https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers">https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers</a>.
- F. <u>Case Conferences</u>: Grantee shall 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 (<a href="https://hshgrievances@sfgov.org">hshgrievances@sfgov.org</a>) 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. <u>City Communications, Trainings and Meetings:</u>

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. <u>Coordination with Other Service Providers</u>: 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. <u>Critical Incidents</u>: Grantee shall report critical incidents in accordance with HSH policies/procedures. Critical incidents shall be reported using the online <u>Critical Incident Report form</u> 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. <u>Disaster and Emergency Response Plan</u>: 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. <u>Good Neighbor Policies</u>: 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. <u>Record Keeping and Files</u>: 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 standard<sup>1</sup>
- 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 15<sup>th</sup> of the month following the month of service.
  - 1. The occupancy rate; and
  - 2. The number of new placements.
- C. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each quarter:
  - 1. 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 15<sup>th</sup> of the month following the end of each year:
  - 1. The number and percentage of tenants who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
  - 2. The number of program exits;
  - 3. The number and percentage of tenants who completed a written survey to provide feedback on the type and quality of program services;
  - 4. The tenant satisfaction survey results; and
  - 5. The number of households showing housing instability that remained housed.
- 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 (<a href="https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf">https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf</a>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by 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.

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- 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 <a href="https://codelibrary.amlegal.com/codes/san\_francisco/latest/sf\_admin/0-0-0-11877">https://codelibrary.amlegal.com/codes/san\_francisco/latest/sf\_admin/0-0-0-11877</a>, as instructed by HSH.
- 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. <u>Program Monitoring</u>: 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. <u>Outreach</u>: 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. <u>Intake and Assessment</u>: 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 movein 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. <u>Case Management</u>: 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. <u>Coordination with Property Management</u>: 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. <u>Exit Planning</u>: 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	<b>Site Location</b>
1. Alder Hotel	175 6 <sup>th</sup> Street
2. Crosby Hotel	516 O'Farrell Street
3. Elm Hotel	364 Eddy Street
4. Hillsdale Hotel	51 6 <sup>th</sup> Street
5. Mentone Hotel	387 Ellis Street

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

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

# VI. Service Requirements

- A. <u>Case Management Ratio:</u> Grantee shall maintain a maximum 25:1 ratio of units to case management staff.
- B. <u>Supervision</u>: Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants.
- C. <u>Housing First</u>: 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, lowbarrier access to housing and services.
- D. <u>Harm Reduction</u>: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the <u>HSH Overdose Prevention Policy</u>. Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. <u>Language and Interpretation Services</u>: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <a href="https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers">https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers</a>.
- F. <u>Case Conferences</u>: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's progress.
- G. <u>Admission Policy</u>: 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 (<a href="https://hshgrievances@sfgov.org">hshgrievances@sfgov.org</a>) 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. <u>City Communications, Trainings and Meetings:</u>

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. <u>Coordination with Other Service Providers</u>: Grantee shall establish written agreements with Property Management and other service providers that are part of the site care team to formalize collaboration and roles and responsibilities.
- L. <u>Critical Incidents</u>: Grantee shall report critical incidents in accordance with HSH policies/procedures. Critical incidents shall be reported using the online <u>Critical Incident Report (CIR) form</u> 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. <u>Disaster and Emergency Response Plan</u>: 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

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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. <u>Record Keeping and Files</u>: Grantee shall maintain confidential tenant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
  - 1. Grantee shall maintain client program enrollment, annual status updates and program exit information in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
  - 2. Grantee shall maintain a program roster of all current tenants in the ONE System.
  - 3. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
  - 4. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.

#### O. Data Standards:

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

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

## 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 15<sup>th</sup> of the month following the month of service.
  - 1. The total number of unduplicated households who resided at the site during the month and the number of unduplicated households actively outreached to at least once during the month; and
  - 2. The total number of new move-ins during the month.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each quarter:
  - 1. The number and percentage of households Grantee outreached to complete an assessment for primary medical care, mental health, and substance use treatment needs within 60 days of move-in;
  - 2. The number and percentage of households Grantee outreached to complete a benefits assessment within 60 days of move-in;
  - 3. The number of lease/program rule violations Property Management issued and shared with Support Services for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services; and
  - 4. The number and percentage of households with planned exits from the program who were outreached to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- C. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each year:
  - 1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
  - 2. The number 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 <a href="https://codelibrary.amlegal.com/codes/san\_francisco/latest/sf\_admin/0-0-0-11877">https://codelibrary.amlegal.com/codes/san\_francisco/latest/sf\_admin/0-0-0-11877</a>, as instructed by HSH.
- 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. <u>Program Monitoring</u>: Grantee is subject to program monitoring and/or audits, including, but not limited to review of the following: tenant files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

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

	А	В	С	D								
1	<b>DEPARTMENT OF H</b>	<b>IOMELESSNESS</b>	<b>AND SUPPORT</b>	IVE HOUSING								
2	APPENDIX B, BUDG	ET										
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 H	Hotels CNC									
8	F\$P Contract ID#	1000019778										
9												
10	Approved Subcontractors											
11	Caritas Managemer	nt Corporation										

	Α	В	С	D	Е	F	G	Н	Ι	J	K		L	М	N	0	Р	Q	R	S	ΑI
1	DEPARTMENT OF HO	OMELESSNESS AN	ID SUPPORTIVE	HOUSING																	
2	APPENDIX B, BUDGE	ET	_																		
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 Ho	tels CNC																		
8	F\$P Contract ID#	1000019778																			
9																					
10	NUMBER SERVED (N	IUMBER OF UNIT	S)			Year 1	L	,	Year 2	2		Ye	ar 3			Year	4		Year	5	
11	Service	Site	Service I	Location	-	1/202 30/20		-	1/202 30/20				2022 /202		-	1/202 30/20			1/202 30/20		
12	Alder Hotel		175 6th Street			111			119			1	13			113			113		
13	Crosby Hotel		516 O'Farrell St	reet		136			141			1	27			127			127		
14	Elm Hotel		364 Eddy Street	-		76			89			7	79			79			79		
15	Hillsdale Hotel		51 6th Street			68			85			7	75			75			75		
16	Mentone Hotel		387 Ellis Street			78			77			7	70			70			70		
17				Total		469			511			4	64			464			464		
18																					
19																					
20																					
21																					
22																					

Ļ	A DEDARTMENT OF U	B	C	D	Е	Н		K		Р		S		AK
	DEPARTMENT OF H APPENDIX B, BUDG		ND SUPPORTIVE I	HOUSING										
	Document Date	11/1/2023												
	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		Community Serv											
-	Program		ng First Hotels CN	С										
-	F\$P Contract ID#		1000019778											
-	Action (select)	,	Amendment											
11	Effective Date		7/1/2023											
		Alder - Property	Management, Al	der -										
		Support Services	, Crosby - Proper	ty										
	Budget Names	Management, Cr	osby - Support Se	ervices,										
	buuget Names	Elm - Property N	_											
			e - Property Man	agement,										
40		Hillsdale - Suppo	rt Services											
12 13		Current	New											
	Term Budget	\$ 26,292,909	43,987,627											
	Contingency	\$ 36,701	\$ 3,171,772	15%										
-10	Not-To-Exceed	\$ 26,329,610		1										
-10		÷ 20,323,010	لالادرورير, <del>ب</del> ب	]						TENCION VETE		TENGLES		
17				İ	V4	V2		V2	EX	TENSION YEAR	EX	TENSION YEAR		All Vasus
18					Year 1	Year 2		Year 3		Year 4		Year 5		All Years
					1/1/2021 -	7/1/2021 -		7/1/2022 -		7/1/2023 -		7/1/2024 -		L/1/2021 -
19					6/30/2021	6/30/2022		6/30/2023		6/30/2024	(	6/30/2025	6	5/30/2025
20					Actuals	Actuals		Actuals		New		New		New
_	Expenditures						١.							
	Salaries & Benefits				\$ 770,105	\$ 1,635,184			\$	2,468,261	\$	2,468,261	\$	9,124,422
23	Operating Expenses	i			\$ 1,138,759	\$ 2,428,317	_	3,123,043	\$	2,664,253	\$	2,664,253	\$	12,018,625
	Subtotal				\$ 1,908,864	\$ 4,063,501	_	4,905,654	\$	5,132,514	\$	5,132,514	\$	21,143,047
-	Indirect Cost	A	-+ 0/\		\$ 229,063	\$ 487,619			\$	615,901	\$	615,901	\$	2,537,164
$\overline{}$	Other Expenses (No		ct %)		\$ 2,953,244	\$ 5,273,382 \$ 61.520		5,992,813	\$	5,956,500	\$	5,956,500	\$	26,132,440
28	Capital Expenditure  Total Expenditures				\$ 5,091,171	\$ 61,520 \$ 9,886,022	\$	11,487,146	\$	277,410 <b>11,982,325</b>	\$ \$	11,704,915	\$ <b>\$</b>	338,930 <b>50,151,579</b>
30	Total Expelluitures				3,031,171	3 3,880,022	Ą	11,467,140	۶	11,362,323	Ą	11,704,913	۲	30,131,379
-	HSH Revenues*													
	CNC Fund				ć 2.464.000	¢ 7.040.475	,	7.007.053	ć	0.470.000	٠.	0.470.000	Ś	25 465 225
	CNC Fund - CODB				\$ 3,461,880 \$ -	\$ 7,646,475	\$	7,097,052	\$	8,479,909 402,796		8,479,909 402,796	Ś	35,165,225 805,592
34 35	General Fund - Ong	oing - HSH Fund S	unnlement		\$ -	\$ -	\$	1,057,083	\$	402,796	\$	402,796	\$	1,057,083
	General Fund - Ong		аррістісті		\$ 472,712		+ :-	1,152,038	-	547,998		547,998		3,023,284
-	General Fund - COD				\$ -	\$ 302,330	Ś	-	\$	26,031		26,031	\$	52,062
_	General Fund - One				\$ -	\$ -	Ś	-	\$	277,410		-	\$	277,410
_	Prop C				\$ 85,965	\$ 933,030	\$	670,408	\$	948,674		948,674	\$	3,586,752
	Prop C - COLA				\$ -	\$ -	\$	-	\$	28,460		28,460	\$	56,920
	Prop C - One-Time (				\$ -	\$ (179,518)	\$	179,518	\$	-	\$	-	\$	-
43	CNC Fund - One-Tin	ne Carryforward			\$ -	\$ 19,082		-	\$	-	\$	-	\$	19,082
-	Adjustment to Actu				\$ (4)			-	\$	-	\$	-	\$	(55,782)
46	Total HSH Revenue	S			\$ 4,020,553	\$ 8,665,829	\$	10,156,099	\$	10,711,278	\$	10,433,868	\$	43,987,627
47	Other Revenues								L		L		L	
48	Rental Income				\$ 1,068,022	\$ 1,215,000	\$			1,265,854	\$	1,265,854	\$	6,140,584
40	Dubusts Mastels	<del></del> _			\$ 2,597	\$ 5,193			\$	5,193	\$	5,193	\$	23,369
49	Private Match				\$ 1,070,618	\$ 1,220,193	\$	1,331,047	\$	1,271,047	\$	1,271,047	\$	6,163,952
_	Total Other Revenu	ies			\$ 1,070,018	Ŷ 1)220)233	_						1	
53 54	Total Other Revenu				. ,	Ψ 1/220/130								
53 54					\$ 5,091,171	\$ 9,886,022	\$	11,487,146	\$	11,982,325	\$	11,704,915	\$	50,151,579
53 54 55	Total Other Revenu	Revenues	5)				_	<b>11,487,146</b> 13.83	\$	<b>11,982,325</b> 19.87	\$	<b>11,704,915</b> 19.69	\$	50,151,579
53 54 55 58 59	Total Other Revenu Total HSH + Other I Total Adjusted Salar	Revenues ry FTE (All Budgets			\$ 5,091,171	\$ 9,886,022	_		\$		\$		\$	50,151,579
53 54 55 58 59 60	Total Other Revenu Total HSH + Other I Total Adjusted Sala Prepared by	Revenues ry FTE (All Budgets	iffany Luong		\$ 5,091,171	\$ 9,886,022	_		\$		\$		\$	50,151,579
53 54 55 58 59 60	Total Other Revenu Total HSH + Other I Total Adjusted Salar	Revenues ry FTE (All Budgets 1 415.4:	Fiffany Luong 87.3300 ext. 1219	)	\$ 5,091,171	\$ 9,886,022	_		\$		\$		\$	50,151,579
53 54 55 58 59 60 61	Total Other Revenu Total HSH + Other I Total Adjusted Sala Prepared by	Revenues ry FTE (All Budgets 1 415.4:	iffany Luong	)	\$ 5,091,171	\$ 9,886,022	_		\$		\$		\$	50,151,579
53 54 55 58 59 60 61	Total Other Revenu Total HSH + Other I Total Adjusted Salar Prepared by Phone	Revenues ry FTE (All Budgets 1 415.4:	Fiffany Luong 87.3300 ext. 1219	)	\$ 5,091,171	\$ 9,886,022	_		\$		\$		\$	50,151,579
53 54 55 58 59 60 61 62	Total Other Revenu Total HSH + Other I Total Adjusted Salar Prepared by Phone	Revenues ry FTE (All Budgets 1 415.4:	Fiffany Luong 87.3300 ext. 1219 ong@ecs-sf.org		\$ 5,091,171	\$ 9,886,022	_		\$		\$		\$	50,151,579
53 54 55 58 59 60 61 62	Total Other Revenu Total HSH + Other I Total Adjusted Salar Prepared by Phone Email	Revenues TY FTE (All Budgets 415.4: tlue ets typically projec	Fiffany Luong 87.3300 ext. 1219 ong@ecs-sf.org ct out revenue lev	els across	\$ 5,091,171	\$ 9,886,022	_		\$		\$		\$	50,151,579
53 54 55 58 59 60 61 62	Total Other Revenue  Total HSH + Other I  Total Adjusted Salai  Prepared by  Phone  Email  * NOTE: HSH budge	Revenues TY FTE (All Budgets 415.4: tluets typically projectly for budget-plai	Fiffany Luong 87.3300 ext. 1219 ong@ecs-sf.org ct out revenue lev nning purposes. A	els across	\$ 5,091,171	\$ 9,886,022	_		\$		\$		\$	50,151,579
53 54 55 58 59 60 61 62 63	Total Other Revenue  Total HSH + Other I  Total Adjusted Salai  Prepared by  Phone  Email  * NOTE: HSH budge multiple years, strice	Revenues TY FTE (All Budgets 415.4: tluets typically projectly for budget-plain year are subject	Fiffany Luong 87.3300 ext. 1219 ong@ecs-sf.org ct out revenue lev nning purposes. A to Mayoral / Boa	els across Ill program rd of	\$ 5,091,171	\$ 9,886,022	_		\$		\$		\$	50,151,579
53 54 55 58 59 60 61 62 63	Total Other Revenue  Total HSH + Other I  Total Adjusted Salar  Prepared by  Phone  Email  * NOTE: HSH budge multiple years, strick budgets at any give	Revenues TY FTE (All Budgets 415.4: tluets typically projectly for budget-plain year are subject on and funding av	Fiffany Luong  87.3300 ext. 1219  ong@ecs-sf.org  ct out revenue lev  nning purposes. A  to Mayoral / Boa  railability, and are	rels across Ill program rd of not	\$ 5,091,171	\$ 9,886,022	_		\$		\$		\$	50,151,579

	^	В	С	D	E	<b>I</b> н	_	K	Р	S		AK
_	A DEPARTMENT OF H				E	Н		r.	l P	8		AK
1			ND SUPPORTIVE H	IOOSING								
2	APPENDIX B, BUDG											
3	Document Date	11/1/2023	1	Duration								
4	Contract Term	Begin Date	End Date	(Years)								
				4								
5	Current Term	1/1/2021	2/29/2024	5								
	Amended Term	1/1/2021	6/30/2025									
7	Provider Name		Community Servi									
	Program		ng First Hotels CNO	Ü								
	F\$P 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		15%								
15	Contingency	\$ 36,701	\$ 3,171,772	13/0								
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399									
17		-	-						EXTENSION YEAR	EXTENSION YEAR		
<b>-</b>					Year 1	Year 2		Year 3	Year 4	Year 5		All Years
18												
					1/1/2021 -	7/1/2021 -		7/1/2022 -	7/1/2023 -	7/1/2024 -		./1/2021 -
19					6/30/2021	6/30/2022		6/30/2023	6/30/2024	6/30/2025	6	5/30/2025
20					Actuals	Actuals		Actuals	New	New		New
21	Expenditures											
22	Salaries & Benefits				\$ -	\$	- \$	30,169	\$ 28,647	\$ 28,647	\$	87,463
	Operating Expenses				\$ 200,612	\$ 467,99	97 \$	•	\$ 485,090		\$	2,140,120
	Subtotal				\$ 200,612	\$ 467,99					\$	2,227,583
	Indirect Percentage				12.00%	12.0		12.00%	12.00%	12.00%	т	
	Indirect Cost (Line 2				\$ 24,073	\$ 56,16			\$ 61,648		\$	267,309
_	Other Expenses (No		ort %)		\$ 741,820	\$ 1,483,02			\$ 1,628,347		\$	6,995,029
	Capital Expenditure				\$ -	\$ 1,400,00	- \$		\$ 63,400		¢	63,400
30	Total Expenditures				\$ 966,505	\$ 2,007,17			\$ 2,267,132		\$	9,553,322
	Total Expellultures				\$ 900,303	\$ 2,007,1	70 Y	2,100,774	3 2,207,132	3 2,203,732	Ą	9,555,522
31	HSH Revenues (sele	ct)										
	CNC Fund	ctj			\$ 625,595	\$ 1,465,23	31 \$	1,462,837	\$ 1,482,951	\$ 1,482,951	\$	6,519,565
	CNC Fund - CODB				\$ 023,333	\$ 1,403,23	sı ş	<u> </u>	\$ 70,440		\$	
		-1			ć 04.266	ć 47.24	т т				_	140,880
	General Fund - Ongo				\$ 91,366	\$ 47,28			\$ 132,032		\$	554,857
	General Fund - COD					\$	- \$		\$ 6,272		\$	12,544
	General Fund - One	- i irne				ć 402.0	\$		\$ 63,400		\$	63,400
	Prop C					\$ 193,98					\$	796,717
	Prop C - COLA						\$		\$ 6,027	\$ 6,027	\$	12,054
	One-Time Transfer					<b>A</b>	\$	. , -,		\$ -	\$	(27,219)
	Adjustment to Actu					\$ (4,42			\$ -	\$ -	\$	(4,421)
46	Total HSH Revenues	5			\$ 716,961	\$ 1,702,0	78 \$	1,788,674	\$ 1,962,032	\$ 1,898,632	Ş	8,068,377
47	Other Revenues (se	lect)										
48	Rental Income				\$ 249,544	\$ 305,10	00 \$	320,100	\$ 305,100	\$ 305,100	\$	1,484,944
53	Total Other Revenu	es			\$ 249,544				\$ 305,100		\$	1,484,944
54						,			,	,		
	Total HSH + Other R	Povonuos			\$ 966,505	\$ 2,007,17	78 \$	2 100 774	\$ 2,267,132	\$ 2.202.722	\$	0 552 224
55	TOLAI NOM + OTNER K	evenues			\$ 966,505	\$ 2,007,17	0 3	2,108,774	2,207,132	\$ 2,203,732	ş	9,553,321
58	Prepared by	-	iffany Lucas									
59			iffany Luong									
	Phone		87.3300 ext. 1219									
61	Email	tluc	ong@ecs-sf.org									

A	В	Q		T	U	X	AA	AD	AE	AH	AK	BU	BV	BW
1 DEPARTMENT OF HOMEL	ESSNESS AND SUPPORTIVE HOUSING													
2 SALARY & BENEFIT DETAI	L	<u></u>												
3 Document Date	11/1/2023													
4 Provider Name	<b>Episcopal Community Services</b>													
5 Program	Housing First Hotels CNC													
6 F\$P Contract ID#	1000019778													
7 Budget Name	Alder - Property Management													
8						EXT	ENSION YEA	AR .	EX	TENSION YE	AR			
9			,	Year 3			Year 4			Year 5			All Years	
			F	or HSH	7/1/2022 -		For HSH	7/1/2023 -		For HSH	7/1/2024 -	1/1/2021 -	1/1/2021 -	1/1/2021
10		Agency To	tals F	unded	6/30/2023	Agency Totals	Funded	6/30/2024	Agency Totals	Funded	6/30/2025	2/29/2024	6/30/2025	6/30/202
11			Pr	rogram	Current		Program	New		Program	New	Current	Amendment	New
		Annual Full	Time A	djusted		Annual Full Time	Adjusted		Annual Full Time	Adjusted				
		Salary (for	-	-		Salary (for 1.00		Budgeted		,	Budgeted Salary	Budgeted	Change	Budgeted Sa
		, ,	1.00	FTE	buugeteu salai y		Budgeted FTE	Salary		FTE	buugeteu salai y	Salary	Change	Buugeteu 3a
12 POSITION TITLE		FTE)		FIE		FTE)	FIE		FTE)	FIE				
13 Sr.Director/Hsg Dev & Asset	t Mamt.	\$ 164	,299	0.01	\$ 2,300	\$ 164,299	0.01	\$ 2,300	\$ 164,299	0.01	\$ 2,300	\$ 3,084	\$ 3,816	\$ 6,9
14 Asset Manager-Master Leas		\$ 118,	,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 26,461	\$ 32,747	\$ 59,2
34			TOTAL SA	ALARIES	\$ 22,036	TOTA	L SALARIES	\$ 22,036	TOTA	L SALARIES	\$ 22,036	\$ 26,461	\$ 32,747	\$ 59,
35		TOTA	L FTE	0.18		TOTAL FTE	0.18		TOTAL FTE	0.18			1	ı
		FRI	NGE BENE		36.91%		ENEFIT RATE	30.009	ERINGE R	ENEFIT RATE	30.00%	1		
36													T	T
37		EMPLOYE	E FRINGE I	BENEFITS	\$ 8,133	EMPLOYEE FRIN	IGE BENEFITS	,.	EMPLOYEE FRIN	IGE BENEFITS		\$ 11,060		
38		TOTAL SAL	ARIFS & P	RENEFITS	\$ 30.169	TOTAL SALARIES	& RENEFITS	\$ 28,647	TOTAL SALARIES	& RENEFITS	\$ 28,647	\$ 40,605	\$ 46.859	\$ 87,

	A	В	Т	С	Ι	F	Π	ı		N	Г	Q		AI
1	DEPARTMENT OF HO	MELESSNESS AND SUPPORTIVE HOUSING					•							
2	OPERATING DETAIL													
3	Document Date	11/1/2023												
4	Provider Name	Episcopal Community Services												
	Program	Housing First Hotels CNC												
Ť	F\$P Contract ID#	1000019778												
	Budget Name	Alder - Property Management												
8									ΕX		EX	TENSION YEAR		
9				Year 1		Year 2		Year 3		Year 4		Year 5		All Years
1				1/1/2021 -		7/1/2021 -		7/1/2022 -		7/1/2023 -		7/1/2024 -		1/1/2021 -
10				6/30/2021		6/30/2022		6/30/2023		6/30/2024		6/30/2025	_	6/30/2025
11				Actuals		Actuals Budgeted		Actuals		New		New		New
12	Operating Expenses			Budgeted Expense		Expense		Budgeted Expense		Budgeted Expense	Bu	dgeted Expense		Budgeted Expense
		ter, Gas, Phone, Garbage and Waste Mgmt.)	\$	76,545	\$	158,089	\$	228,943	\$	216,050	\$	216,050	\$	895,677
	Office Supplies, Postage		\$	7,980	\$	18,573	\$	15,903	\$	11,044	\$	11,044	\$	64,544
	Building Maintenance S		\$	48,615	\$	145,231	\$	107,905	\$	105,548	\$	105,548	\$	512,847
	Printing and Reproduction		\$	-10,010	\$	1-10,201	\$	500	\$	539	\$	539	\$	1,578
	Management/Booking F		\$	48,372	\$	96,744	\$	100,920	\$	101,537	\$	101,537	\$	449,110
	Legal Fees	000	\$	6,600	\$	24,360	\$	11,860	\$	16,771	\$	16,771	\$	76,362
			\$	0,000	\$	24,300	\$	1,800	\$	1,710		1,710	\$	5,220
$\vdash$		Processing Fee/Admin Misc.	\$		\$		\$	1,800	\$	1,260		1,710	\$	4,320
	Payroll Processing Fee	1 Tocessing Tee/Admir Misc.	\$		\$		\$	4,800	\$	4,995	\$	4,995	\$	14,790
	Staff Training/Meeting S	Supplies	\$		\$		\$	500	\$	33	\$	33	\$	566
	Renting Fee	oupplies	\$		Ψ		\$	1,400	\$	603	\$	603	\$	2,606
48	Subcontractors:		Φ				φ	1,400	φ	003	φ	003	φ	2,000
		erks/Contract (first \$25k)	\$	12,500	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	112,500
54	TOTAL OPERATING EX		\$		\$		\$	501,331	\$	485,090	\$	485,090	\$	2,140,120
55	TOTAL OF ERATING EA	AFEINSES	Ф	200,612	Ф	467,997	Ф	501,551	Ф	465,090	Ф	465,090	Ф	2,140,120
	Other Expenses (not sul	hight to indirect past 0()												
	Rental Expenses	bject to manect cost 70]	\$	466,673	\$	939,386	\$	953,406		\$962,062	\$	962,062	\$	4,283,589
	Office Salaries-Desk Cl	orks (Contract	\$	89,099	\$	217,445		211,633		\$229,431	\$	229,431	\$	977,039
	Manager Salaries-Hotel		\$		\$					\$74,513			\$	
60			\$	36,172 40,000	\$	82,343 84,800	\$	72,880 109,840		\$112,726	\$	74,513 112,726	\$	340,421 460,092
	,	I/Extra Services	\$		\$		\$						\$	
	Repairs Payroll  Benefits		\$	27,040 41,472	\$	64,080 99,389	\$	54,784 110,950	$\vdash$	\$55,679 \$111,197	\$	55,679 111,197	\$	257,262 474,205
	CODB (to be allocated)		\$	41,472	φ	33,309	\$	110,950	\$	76,712		76,712	\$	194,790
	,		Φ	41,300			Φ		\$		\$		\$	
	Prop C COLA  Adjustment to Actuals				\$	(4,421)	\$		\$	6,027	\$	6,027	\$	12,054 (4,421)
		1050							φ				Ť	, , , , ,
	TOTAL OTHER EXPEN	ISES	\$	741,820	\$	1,483,022	\$	1,513,493	_	\$1,628,347	\$	1,628,347	\$	6,995,029
71														
	Capital Expenses										_			
	Capital Needs - Bathroo								\$	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 - Plumbir	ng System							\$	5,000		-	\$	5,000
77	Capital Needs - Pest Ma	anagement							\$	7,500	\$	-	\$	7,500
	Capital Needs - Vanity S	Sinks							\$	13,500	\$	-	\$	13,500
80											_			
81	TOTAL CAPITAL EXPE	NSES	\$	-	\$	-	\$	-	\$	63,400	\$	_	\$	63,400

	Α	В	С	;	D	E
1	BUDGET NARRATIVE	Fiscal Year				
2	Alder - Property Management	FY23-24				
		Adjusted				
		Budgeted	Budge	eted		
3	Salaries & Benefits	FTE	Sala	ary	<u>Justification</u>	<u>Calculat</u>
	Sr.Director/Hsg Dev & Asset Mgmt.	0.01	\$ 2	2,300 De	Develops strategic and practical relationships with community partners; provides direction and	\$164,299 x 0.01 FTE
				SU	support in crisis or other problematic situations; links individual sites to broader Housing program	
4				ef	efforts.	
	Asset Manager-Master Leased Operations	0.17	\$ 19		Provides direction and support in crisis or other problematic situations; links individual sites to	\$118,393 x 0.17 FTE
5					oroader Housing program efforts.	
28	TOTAL	0.17	\$ 19	9,736		
29	Employee Fringe Benefits	0.30	\$ 6	6,611 In	ncludes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries.	
30	TOTAL SALARIES & BENEFITS		\$ 26	26,347		
31						
32	Operating Expenses		<u>Budge</u> Exper		Justification	Calculat
32	Operating Expenses		Budge Exper		<u>Justification</u>	<u>Calculat</u>
	Utilities (Electricity, Water, Gas, Phone,		Exper	nse	<u>Justification</u> Itilities (electricity, water, gas, telephone and scavenger service):	Calculat
35	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		<b>Exper</b> \$ 216	ense 6,050 Ut	Itilities (electricity, water, gas, telephone and scavenger service):	\$18,004 x 12 months
35 36	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.) Office Supplies, Postage		<b>Exper</b> \$ 216 \$ 11	ense 6,050 Ut	Utilities (electricity, water, gas, telephone and scavenger service):  On office supplies are including on site supplies	\$18,004 x 12 months \$920 x 12 months
35 36	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)		<b>Exper</b> \$ 216 \$ 11	6,050 Ut 1,044 PM 05,548 Es	Utilities (electricity, water, gas, telephone and scavenger service):  PM office supplies are including on site supplies Estimated cost from property management provided information, including fire protection, plumbing, electrical	\$18,004 x 12 months \$920 x 12 months
35 36 37	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.) Office Supplies, Postage Building Maintenance Supplies and Repair		<b>Exper</b> \$ 216 \$ 11	1,044 PM 05,548 Es	Utilities (electricity, water, gas, telephone and scavenger service):  PM office supplies are including on site supplies Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc	\$18,004 x 12 months \$920 x 12 months \$8,796 x 12 months
35 36 37 38	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction		Exper \$ 216 \$ 11 \$ 105	1,044 PM 05,548 Es an 539 Co	Utilities (electricity, water, gas, telephone and scavenger service):  PM office supplies are including on site supplies Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc  Covers copier usage	\$18,004 x 12 month \$920 x 12 months \$8,796 x 12 months \$45 x 12 months
35 36 37 38 43	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Management/Booking Fees		\$ 216 \$ 216 \$ 105 \$ 105	1,044 PM 05,548 Es an 539 Co 01,537 Pr	Utilities (electricity, water, gas, telephone and scavenger service):  PM office supplies are including on site supplies Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc  Covers copier usage Property management (116 Units) @ \$ 63.00 PUPM, and bookkeeping fees \$ 9.50 PUPM	\$18,004 x 12 months \$920 x 12 months \$8,796 x 12 months \$45 x 12 months \$8,461 x 12 months
35 36 37 38 43 44	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Management/Booking Fees Legal Fees		\$ 216 \$ 216 \$ 105 \$ 105 \$ 101 \$ 16	1,044 PM 05,548 Es an 539 Cc 01,537 Pr 6,771 Cc	Dilities (electricity, water, gas, telephone and scavenger service):  PM office supplies are including on site supplies Estimated cost from property management provided information, including fire protection, plumbing, electrical ind elevator repairs and furnishing, etc  Covers copier usage Property management (116 Units) @ \$ 63.00 PUPM, and bookkeeping fees \$ 9.50 PUPM  Covers legal fees	\$18,004 x 12 months \$920 x 12 months \$8,796 x 12 months \$45 x 12 months \$8,461 x 12 months \$1,398 x 12 months
35 36 37 38 43 44 45	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Management/Booking Fees Legal Fees Cable TV	nin Misc.	\$ 216 \$ 216 \$ 105 \$ 105 \$ 101 \$ 16	1,044 PM 15,548 Es an 539 Cc 01,537 Pr 6,771 Cc 1,710 Di	Atilities (electricity, water, gas, telephone and scavenger service):  PM office supplies are including on site supplies Estimated cost from property management provided information, including fire protection, plumbing, electrical ind elevator repairs and furnishing, etc  Covers copier usage Property management (116 Units) @ \$ 63.00 PUPM, and bookkeeping fees \$ 9.50 PUPM  Covers legal fees  Direct TV monthly fee	\$18,004 x 12 months \$920 x 12 months \$8,796 x 12 months \$45 x 12 months \$8,461 x 12 months \$1,398 x 12 months \$142 x 12 months
35 36 37 38 43 44 45 46	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Management/Booking Fees Legal Fees Cable TV Wire /Website Support Processing Fee/Adm	nin Misc.	\$ 216 \$ 216 \$ 105 \$ 105 \$ 101 \$ 16 \$ 1	1,044 PM 15,548 Es an 539 Cc 01,537 Pr 6,771 Cc 1,710 Di 1,260 Cc	Atilities (electricity, water, gas, telephone and scavenger service):  PM office supplies are including on site supplies Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc  Covers copier usage Property management (116 Units) @ \$ 63.00 PUPM, and bookkeeping fees \$ 9.50 PUPM  Covers legal fees Direct TV monthly fee Covers bank wire and website support fee	\$18,004 x 12 months \$920 x 12 months \$8,796 x 12 months \$45 x 12 months \$8,461 x 12 months \$1,398 x 12 months
35 36 37 38 43 44 45 46 47	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Management/Booking Fees Legal Fees Cable TV Wire /Website Support Processing Fee/Adm Payroll Processing Fee	nin Misc.	\$ 216 \$ 216 \$ 105 \$ 105 \$ 101 \$ 16 \$ 1	1,044 PN 05,548 Es an 539 Cc 01,537 Pr 6,771 Cc 1,710 Di 1,260 Cc 4,995 Cc	Ditilities (electricity, water, gas, telephone and scavenger service):  PM office supplies are including on site supplies Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc  Covers copier usage Property management (116 Units) @ \$ 63.00 PUPM, and bookkeeping fees \$ 9.50 PUPM  Covers legal fees Direct TV monthly fee  Covers bank wire and website support fee  Covers monthly payroll fee	\$18,004 x 12 months \$920 x 12 months \$8,796 x 12 months \$45 x 12 months \$45 x 12 months \$1,398 x 12 months \$142 x 12 months \$105 x 12 months \$416 x 12 months
35 36 37 38 43 44 45 46 47 48	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Management/Booking Fees Legal Fees Cable TV Wire /Website Support Processing Fee/Adm Payroll Processing Fee Staff Training/Meeting Supplies	nin Misc.	Exper \$ 216 \$ 11 \$ 105 \$ \$ 101 \$ 16 \$ 11 \$ 12 \$ 12 \$ 12 \$ 12 \$ 12 \$ 1	1,044 Ph 15,548 Es an 539 Cc 1,537 Pr 6,771 Cc 1,710 Di 1,260 Cc 4,995 Cc	Ditilities (electricity, water, gas, telephone and scavenger service):  M office supplies are including on site supplies Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc  Covers copier usage Property management (116 Units) @ \$ 63.00 PUPM, and bookkeeping fees \$ 9.50 PUPM  Covers legal fees  Direct TV monthly fee  Covers bank wire and website support fee  Covers monthly payroll fee  Covers staff training and meeting snack and supplies	\$18,004 x 12 months \$920 x 12 months \$8,796 x 12 months \$45 x 12 months \$45 x 12 months \$1,398 x 12 months \$142 x 12 months \$105 x 12 months
35 36 37 38 43 44 45 46 47 48 49	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Management/Booking Fees Legal Fees Cable TV Wire /Website Support Processing Fee/Adm Payroll Processing Fee	nin Misc.	Exper \$ 216 \$ 11 \$ 105 \$ \$ \$ 101 \$ 16 \$ \$ 1 \$ 1 \$ \$ \$ 1 \$ \$ 1 \$ \$ \$ 1 \$ \$ \$ 1 \$ \$ \$ \$ 1 \$	1,044 Ph 15,548 Es an 539 Cc 1,537 Pr 6,771 Cc 1,710 Di 1,260 Cc 4,995 Cc	Ditilities (electricity, water, gas, telephone and scavenger service):  PM office supplies are including on site supplies Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc  Covers copier usage Property management (116 Units) @ \$ 63.00 PUPM, and bookkeeping fees \$ 9.50 PUPM  Covers legal fees Direct TV monthly fee  Covers bank wire and website support fee  Covers monthly payroll fee	\$18,004 x 12 months \$920 x 12 months \$8,796 x 12 months \$45 x 12 months \$1,398 x 12 months \$142 x 12 months \$105 x 12 months \$416 x 12 months \$3 x 12 months
35 36 37 38 43 44 45 46 47 48 49 69	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Management/Booking Fees Legal Fees Cable TV Wire /Website Support Processing Fee/Adm Payroll Processing Fee Staff Training/Meeting Supplies Renting Fee		\$ 216 \$ 216 \$ 105 \$ 105 \$ 101 \$ 16 \$ 1	1,044 PM 15,548 Es 539 Cc 1,710 Di 1,260 Cc 4,995 Cc 603 Cc	Ditilities (electricity, water, gas, telephone and scavenger service):  M office supplies are including on site supplies Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc  Covers copier usage Property management (116 Units) @ \$ 63.00 PUPM, and bookkeeping fees \$ 9.50 PUPM  Covers legal fees  Direct TV monthly fee  Covers bank wire and website support fee  Covers monthly payroll fee  Covers staff training and meeting snack and supplies	\$18,004 x 12 months \$920 x 12 months \$8,796 x 12 months \$45 x 12 months \$45 x 12 months \$1,398 x 12 months \$142 x 12 months \$105 x 12 months \$416 x 12 months \$3 x 12 months

	Α	В	С	D D	E
1	BUDGET NARRATIVE	Fiscal Year		<u> </u>	
2	Alder - Property Management	FY23-24			
77				•	
	Other Expenses (not subject to				
78	indirect cost %)		Amount	<u>Justification</u>	Calculation
79	Rental Expenses		\$ 962,06	2 The lease is written for 120 units	\$80,172 x 12 months
80	Office Salaries-Desk Clerks/Contract		\$ 229,43	1 Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage	\$21,203 x 12 months
	Manager Salaries-Hotel Director/Manager		\$ 74,51	3 Oversees housing site, prorated half time. Responsible for rent up the property, with program director for	
81				insuring safety of participants and security of facility	\$6,209 x 12 months
82	Janitor Contract-Regular/Extra Services		\$ 112,72	6 Responsible for building cleaning up, place trash bins	\$9,394 x 12 months
83	Repairs Payroll		\$ 55,67	9 Responsible for repair and maintenance of the building	\$4,640 x 12 months
84	Benefits		\$ 111,19	7 % based from personnel from above	\$9,266 x 12 months
85	CODB (to be allocated)		\$ 76,71	2 4.75% Cost of doing business on GF and CNC funding for FY 24	4.75%
	Prop C COLA		\$ 6,02	7 3% Cost of Living Adjustment (COLA) on Prop C funding for FY24	3.00%
92					
93	TOTAL OTHER EXPENSES		\$ 1,628,34	7	
94					
95					
	Capital Expenses		Amount	<u>Justification</u>	<u>Calculation</u>
	Capital Needs - Bathroom Exhaust Fans		. ,	Add bathroom exhaust fans total of 80 estimated at \$400 each, for better ventilation of units.	\$32,000
98	Capital Needs - Exterior Doors			0 Replacement of 2 hollow metal doors @ \$1200 per door .	\$1,200 x 2 doors
99	Capital Needs - Garage Door			0 Replacement of 2 garage doors @ \$1500 each	\$1,500 x 2 garage door
100	Capital Needs - Plumbing System		\$ 5,00	0 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		\$ 7,50	D Engage a pest control management company to develop a plan for ongoing service for huge outbreak (mice, roaches, bed bugs etc.)	\$7,500
_	Capital Needs - Vanity Sinks		\$ 13,50	Replacement of 30 vanity sinks, vanity cabinets, p-trap, faucet, and angle stops in unit sinks.	\$13,500

	Α .	В	С	D		E		Н		М		Р		S		AK
1	DEPARTMENT OF H	OMELESSNESS AN	ND SUPPORTIVE HO	USING												
2	APPENDIX B, BUDG	ET	-													
3	Document Date	11/1/2023														
				Duration												
	Contract Term	Begin Date	End Date	(Years)												
_	Current Term	1/1/2021	2/29/2024	4												
_	Amended Term	1/1/2021	6/30/2025	5												
	Provider Name		oal Community Serv													
	Program	Hou	sing First Hotels CNO	<u> </u>												
_	F\$P Contract ID#		1000019778													
-	Action (select)		Amendment													
	Effective Date	0 1 0 .	7/1/2023													
	Budget Name	Crosby - Property		1												
3	Tamas Bardand	Current	New	-												
	Term Budget	\$ 4,611,819 \$ 36,701	\$ 7,547,226 \$ 3,171,772	15%												
	Contingency	· · · · · · · · · · · · · · · · · · ·		-												
6	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399		]											
7											EXT	TENSION YEAR	EXT	TENSION YEAR		
8					Ye	ear 1		Year 2		Year 3		Year 4		Year 5		All Yea
					1/1/	/2021 -		7/1/2021 -		7/1/2022 -		7/1/2023 -	-	7/1/2024 -	1	/1/202
9					6/30	0/2021		6/30/2022		6/30/2023		6/30/2024		6/30/2025	6	/30/20
)					Δς	tuals		Actuals		New		New		New		New
_	Expenditures				Ac	tuuis		Actuals		14000		1400		1404		IVCVV
_	Salaries & Benefits				Ś	_	Ś		Ś	31,512	\$	29,074	\$	29,074	\$	8
	Operating Expenses				\$	272,785	\$	543,402	\$	725,462	\$	634,706	\$	634,706	\$	2,81
	Subtotal	,			\$	272,785	\$	543,402	\$	756,974	\$	663,780	\$	663,780	\$	2,90
_	Indirect Percentage	ı			Ÿ	12.00%	Ψ	12.00%	Υ	12.00%	Υ	12.00%	7	12.00%	<u> </u>	_,50
	Indirect Cost (Line 2				\$	32,734	\$	65,208	\$	90,837	\$	79,654	\$	79,654	Ś	34
	Other Expenses (No		rct %)		\$	647,750	\$	1,252,840	\$	1,402,035	\$	1,357,886	\$	1,357,886	\$	6,01
	Capital Expenditure	-			\$	-	Ś	-	\$	-	\$	87,000	\$	-	Ś	8
	Total Expenditures	<u> </u>			Ś	953,269	Ś	1,861,450	\$	2,249,847	Ś	2,188,321	\$	2,101,321	Ś	9,35
1	ротополого				-		7		7		7			_,,		-,
	HSH Revenues														l	
	CNC Fund				\$	569,273	\$	1,249,650	\$	1,209,891	\$	1,207,664	\$	1,207,664	\$	5,44
	CNC Fund - CODB							, .,	\$	-	\$	57,364	\$	57,364	\$	11
	General Fund - Ong	oing - HSH Fund S	upplement						\$	278,266	\$	- ,	\$	- ,	\$	27
	General Fund - Ong				\$	84,213	\$	38,782	\$	137,875	\$	140,102	\$	140,102	\$	54
	General Fund - COD	-							\$	-	\$	6,655	\$	6,655	\$	1
В	General Fund - One	-Time							\$	-	\$	87,000	\$	-	\$	8
	Prop C						\$	278,266	\$	7,400	\$	285,666	\$	285,666	\$	85
О	Prop C - COLA								\$	-	\$	8,570	\$	8,570	\$	1
1	Prop C - One-Time (	Carryforward					\$	(26,548)	\$	26,548	\$		\$	-	\$	
	One-Time Transfer								\$	194,567	\$	-	\$	-	\$	19
5									\$	-	\$		\$	-	\$	
	Total HSH Revenue	s			\$	653,486	\$	1,540,150	\$	1,854,547	\$	1,793,021		1,706,021	\$	7,54
	Other Revenues															
7	Rental Income				\$	299,783	\$	321,300	\$	395,300		395,300	\$	395,300	\$	1,80
_		ies		<u>-</u>	\$	299,783	\$	321,300	\$	395,300	\$	395,300	\$	395,300	\$	1,80
8	Total Other Revenu						_	4 004 450		2 242 245	4	2 400 224	_			0.25
8	Total Other Revenu Total HSH + Other F	Revenues			\$	953,269	Ş	1,861,450	\$	2,249,847	\$	2,188,321	\$	2,101,321	٠,	9,35
8 3 5		Revenues			\$	953,269	\$	1,861,450	\$	2,249,847	Ş	2,188,321	\$	2,101,321	\$	9,35
8 3 5 8		Revenues	Tiffany Luong		\$ 	953,269	\$	1,861,450	\$	2,249,847	\$	2,188,321	\$	2,101,321	\$	9,35

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

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A DEDARTMENT OF U	OMELESSNESS AND SUPPORTIVE HOUSING	Q		U	Х	AA	AD	AE	AH	AK	BU	BV	BW
2 SALARY & BENEFIT													
3 Document Date	11/1/2023	$\neg$											
4 Provider Name	Episcopal Community Services												
5 Program	Housing First Hotels CNC												
6 FSP Contract ID#	1000019778												
7 Budget Name	Crosby - Property Management												
g Dauget Name	Crosby - Property Wanagement				FY	CTENSION YE	ΛR	FY	TENSION YE	AR			
9			Year 3		1	Year 4	AIX .	LA	Year 5	AIL		All Years	
9			For HSH	7/1/2022 -		For HSH	7/1/2023 -		For HSH	7/1/2024 -	1/1/2021 -	1/1/2021 -	1/1/202
		Agency Totals	Funded	6/30/2023	Agency Totals	Funded	6/30/2024	Agency Totals	Funded	6/30/2025	2/29/2024	6/30/2025	6/30/20
<u>10</u> 11		Agency rotals		Current	Agency rotals		0/30/2024 New	Agency rotals		New	Current	Amendment	0/30/20 New
11			Program	Current		Program	ivew		Program	ivew	Current	Amendment	New
		Annual Full Time	Adjusted		Annual Full Time	Adjusted		Annual Full Time	Adjusted				
		Salary (for 1.00	Budgeted	<b>Budgeted Salary</b>	Salary (for 1.00	Budgeted	<b>Budgeted Salary</b>	Salary (for 1.00	Budgeted	<b>Budgeted Salary</b>	<b>Budgeted Salary</b>	Change	Budgeted S
12	POSITION TITLE	FTE)	FTE		FTE)	FTE		FTE)	FTE				
		\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 3,525	\$ 4,362	\$ 7
13 Sr. Director/Housing D		\$ 118,393	0.17				. ,	\$ 118,393	0.17				
14 Asset Manager-Maste	r Leased Operations							ÿ 110,333				, ,	
34		TOTA	L SALARIES	\$ 22,365	TOTA	AL SALARIES	\$ 22,365		282,692	\$ 22,365	\$ 30,119	\$ 36,976	\$ 67
35		TOTAL FTE	0.18		TOTAL FTE	0.18		TOTAL FTE	0.18				
36		FRINGE B	ENEFIT RATE	40.90%	FRINGE B	ENEFIT RATE	30.00%	FRINGE B	ENEFIT RATE	30.00%			
		EMPLOYEE FRIN	CE DENIEUTS	\$ 9,147	EMPLOYEE FRIN	OF DENIFFIE	\$ 6,709	EMPLOYEE FRIN	CE DENIEEITS	\$ 6,709	\$ 12,319	\$ 10,248	\$ 22
37		EIVIPLOTEE FRIN	GE DEINELLIS	\$ 3,147	EIVIPLOTEE FRIIN	NGE BENEFITS	Ş 0,703	EIVIPLOTEE FRIN	GE BENEFITS	و 5,705	۶ 12,31 <i>3</i>	۶ 10,240	7 22

_	A	В		С		F				N		Q		Al
1	DEPARTMENT OF H	IOMELESSNESS AND SUPPORTIVE HOUSING												
2	OPERATING DETAIL													
_	Document Date	11/1/2023												
	Provider Name	Episcopal Community Services												
	Program	Housing First Hotels CNC												
-	F\$P Contract ID#	1000019778												
7	Budget Name	Crosby - Property Management							FYT	ENSION YEAR	FYT	ENSION YEAR		
				Year 1		Year 2		Year 3	LXII	Year 4	LAI	Year 5	-	All Year
9				1/1/2021 -		7/1/2021 -	-	7/1/2022 -	7	/1/2023 -	7	7/1/2024 -	1	/1/2021
10			- 1	6/30/2021		6/30/2022		6/30/2023	6	/30/2024	6	6/30/2025	6	6/30/202
11				Actuals		Actuals		Actuals		New		New		New
12	Operating Expenses			Budgeted Expense		Budgeted Expense		Budgeted Expense		Budgeted Expense		Budgeted Expense		Budgete Expens
14	Utilities (Electricity, W	/ater, Gas, Phone, Garbage and Waste Mgmt.)	\$	106,841	\$	203,683	\$	277,874	\$	223,874	\$	223,874	\$	1,036
15	Office Supplies, Post	age	\$	7,890	\$	15,780	\$	14,280	\$	14,280	\$	14,280	\$	66
16	<b>Building Maintenance</b>	Supplies and Repair	\$	76,502	\$	143,659	\$	267,295	\$	215,539	\$	215,539	\$	918
17	Printing and Reprodu	ction					\$	1,000	\$	1,000	\$	1,000	\$	3
19	Staff Training/Meeting	g Supplies					\$	500	\$	1,000	\$	1,000	\$	2
22	Management/Booking	y Fees	\$	52,452	\$	104,904	\$	104,904	\$	104,904	\$	104,904	\$	472
23	Legal Fees		\$	16,600	\$	32,859	\$	26,109	\$	41,609	\$	41,609	\$	158
24	Cable TV						\$	1,900	\$	1,200	\$	1,200	\$	4
25	Security				\$	17,517	\$		\$	-	\$	-	\$	17
		rt Processing Fee/Admin Misc.					\$	800	\$	1,000	\$	1,000	\$	2
	Payroll Processing Fe						\$	4,800	\$	4,800	\$	4,800	\$	14
28	Renting Fee						\$	1,000	\$	500	\$	500	\$	2
33	Subcontractors													
34	Office Salaries-Desk	Clerks	\$	12,500	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	112
36														
37	TOTAL OPERATING	EXPENSES	\$	272,785	\$	543,402	\$	725,462	\$	634,706	\$	634,706	\$	2,811
38				,				-,-		,		,		
	Other Expenses (not	subject to indirect cost %)												
	Rental of Property	subject to maneet ecot 707	\$	344,050	\$	712,058	\$	722,686	\$	722,686	\$	722,686	\$	3,224
	Office Salaries-Desk	Clerks	\$	81,222	\$	217,445		229,892	\$	186,702	\$	186,702	\$	901
	Manager Salaries-Ho		\$	39,109	\$	89,000	_	89,960	\$	76,960	\$	76,960	\$	371
	Janitor Payroll	tor Birodol/Managor	\$	19,105	\$	38,210		47,840	\$	47,840			\$	200
	Janitor Contract-Regu	Jar/Evtra Sarvicas	\$	48,713	\$	50,000		95,750	\$	71,750	\$	71,750	\$	337
	Repairs Payroll	Jiai/Extra Gervices	\$	24,960	\$	49,920		60,320	\$	60,320		60,320	\$	255
			\$		\$		_		\$		_		_	
_	Benefits	.0	\$	56,378	Ъ	122,755	Ф	129,039	_	119,039		119,039	\$	546
	CODB (to be allocate	<u>a)</u>	\$	34,213					\$	64,019		64,019	\$	162
	Prop C COLA				_	(22.542)	_	22 5 42	\$	8,570	\$	8,570	\$	8
49 50	One-Time Carryforwa	ird			\$	(26,548)	\$	26,548					\$	
	TOTAL OTHER EXPI	ENSES	\$	647,750	\$	1,252,840	\$	1,402,035	\$	1,357,886	\$	1,357,886	\$	6,009
52														
53	Capital Expenses													
54	Capital Needs - Plun	nbing Evaluation							\$	5,000	\$	-	\$	5
55	Capital Needs - Base	ement Ventilation							\$	20,000	\$	-	\$	20
56	Capital Needs - Smol	ke Detectors							\$	62,000	\$	-	\$	62
61														
	-	PENSES	\$		\$		\$		\$	87,000				

	A	В		С	D	F
1	BUDGET NARRATIVE	Fiscal Year	-	<u> </u>	<u> </u>	<u> </u>
-	Crosby - Property Management	FY23-24				
	i roporty management	· ·-• -·	R	udgeted		
3	Salaries & Benefits	Adjusted Budgeted FTE		Salary	Justification	Calculation
Ħ	Sr. Director/Housing Dev & Asset Mgmt.	0.02			Develops strategic and practical relationships with community partners; provides direction	\$164,299 X 0.02 FTE
1.1	•				and support in crisis or other problematic situations; links individual sites to broader Housing	
4	Asset Manager Mante - Large - 1 Oct.	- ·-	, e	40.700	program efforts.	\$440,202 \ 0.47 FTF
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.	\$110,393 X U.17 FTE
22	TOTAL	0.18	3 \$	22,365	resource program on once	
23	Employee Fringe Benefits	0.30	) \$	6,709	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries	<u>.</u>
	TOTAL SALARIES & BENEFITS		\$	29,074		_
25						
			-			
00	O		_	udgeted	Land Contraction	Onlandadan
-	Operating Expenses Rental of Property		\$ \$	xpense	<u>Justification</u>	<u>Calculation</u>
-	Rental of Property Utilities (Electricity, Water, Gas, Phone, Ga	rhage and Waste Momt \	\$		Utilities (electricity, water, gas, telephone and scavenger service):	\$18,656 x 12 months
	Office Supplies, Postage	und	\$		PM office supplies are including on site supplies	\$1,190 x 12 months
	Building Maintenance Supplies and Repair		\$		Estimated cost from property management provided information, including fire protection,	\$17,962 x 12 months
30					plumbing, electrical and elevator repairs and furnishing, etc	
	Printing and Reproduction		\$		Covers copier usage	\$83 x 12 months
	Staff Training/Meeting Supplies Management/Booking Fees		\$ \$		Covers staff training and meeting snack and supplies  Covers management for 124 units at \$63/unit /booking fees \$9.50/units	\$83 x 12 months \$8,742 x 12 months
	Legal Fees		\$ \$		Covers management for 124 units at \$63/unit /b00king fees \$9.50/units  Covers legal fees	\$8,742 x 12 months \$2,176 x 12 months
	Cable TV		\$		Direct TV monthly fee	\$100 x 12 months
	Wire /Website Support Processing Fee/Adr	nin Misc.	\$		Covers bank wire and website support fee	\$83 x 12 months
	Payroll Processing Fee		\$		Covers monthly payroll fee	\$400 x 12 months
-	Renting Fee		\$	500	Covers Tenant background check	\$42 x 12 months
47	Subcontractors Office Calculate Basic Clarks		•	05.000	First COFL of Coding Management Comparation in a superstanding the start of the sta	005.000
48 50	Office Salaries-Desk Clerks		\$	25,000	First \$25k of Caritas Management Corporation's suncontracted services that'seligible for	\$25,000
	TOTAL OPERATING EXPENSES		\$	634,706		
-	Indirect Cost	12.0%		79,654		
55						
56	Other Francisco (n et est le et t					
F7	Other Expenses (not subject to			\mai····	luctification	Calculation
	indirect cost %) Rental of Property		\$ <u>#</u>	722 686	Justification The lease is written for 126 units including office	<u>Calculation</u> \$60,224 x 12 months
	Office Salaries-Desk Clerks		\$		Coverage 24/7 for residents of the Crosby; includes holidays/overtime coverage	\$17,642 x 12 months
	Manager Salaries-Hotel Director/Manager		\$		Oversees housing site, prorated half time. Responsible for rent up the property, with	\$6,413 x 12 months
60					program director for insuring safety of participants and security of facility	
61	Janitor Payroll		\$	,	Responsible for building cleaning up, includes holidays/overtime coverage	\$3,987 x 12 months
62 63	Janitor Contract-Regular/Extra Services Repairs Payroll		\$ \$		Responsible for building cleaning up, place trash bins Responsible for repair and maintenance of the building	\$5979 x 12 months
-	Repairs Payroll Benefits		\$		• •	\$5,027 x 12 months \$9,920 x 12 months
	CODB (to be allocated)		\$	- ,	4.75% Cost of doing business on GF and CNC funding for FY 24	4.75%
	Prop C COLA		\$		3% Cost of Living Adjustment (COLA) on Prop C funding for FY24	3.00%
70			\$	-		
	TOTAL OTHER EXPENSES		\$	1,357,886		
72						
73 74	Capital Expenses			Amount	Justification	Calculation
14	Capital Expenses Capital Needs - Plumbing Evaluation		\$ <u>*</u>		Full inspection and analysis of plumbing by a plumbing engineer, including recommendations	
	Capital 110000 Trainbing Evaluation		Ψ	5,000	and rough cost for improvement of constant leaks within the building.	40,000
75						
76	Capital Needs - Basement Ventilation		\$		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	TOTAL CARITAL EVENING		•	07.000		
83	TOTAL CAPITAL EXPENSES		\$	87,000		

	А	В	С	D		Е		Н		K		Р		S		AK
	DEPARTMENT OF H		ND SUPPORTIVE	HOUSING												
	APPENDIX B, BUDG		7													
3	Document Date	11/1/2023		Duration	1											
4	Contract Term	Begin Date	End Date	(Years)												
	Current Term	1/1/2021	2/29/2024	4												
	Amended Term	1/1/2021	6/30/2025	5												
	Provider Name	1	l Community Serv													
	Program		ng First Hotels CN													
	F\$P Contract ID#		1000019778													
	Action (select)		Amendment													
_	Effective Date		7/1/2023													
	Budget Name	Elm - Property N														
13		Current	New													
14	Term Budget	\$ 3,721,024		1												
	Contingency	\$ 36,701		15%												
	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399													
17				1	4						FY.	TENSION YEAR	FY	TENSION VEAR		
						Year 1		Year 2		Year 3		Year 4	^	Year 5		All Year
18																
						1/1/2021 -		7/1/2021 -		7/1/2022 -		7/1/2023 -		7/1/2024 -		/1/202:
19						6/30/2021		6/30/2022		6/30/2023		6/30/2024		6/30/2025	6	/30/20
20						Actuals		Actuals		Actuals		New		New		New
	Expenditures															
	Salaries & Benefits				\$	-	\$	-	\$	30,193	\$	29,074	\$	29,074	\$	88
	Operating Expenses	S			\$	212,285	\$	474,602	\$	565,898	\$	495,355	\$	495,355	\$	2,243
_	Subtotal				\$	212,285	\$	474,602	\$	596,091	\$	524,429	\$	524,429	\$	2,331
_	Indirect Percentage					12.00%		12.00%		12.00%		12.00%	_	12.00%		
	Indirect Cost (Line 2				\$	25,474	\$	56,952	\$	71,531	\$	62,931	\$	62,931	\$	279
	Other Expenses (No		ect %)		\$	487,185	\$	889,869		1,073,262	\$	957,602	\$	957,602	\$	4,365
	Capital Expenditure				\$	-	\$	33,702	\$	-	\$	29,540	\$	-	\$	63
	Total Expenditures				\$	724,945	\$	1,455,125	\$	1,740,884	\$	1,574,502	\$	1,544,962	\$	7,040
31																
	HSH Revenues					472.527	_	1 000 005	_	000.404	_	4 000 000		1 222 252	_	4.57
-	CNC Fund				\$	472,527	\$	1,088,286	\$	992,184	\$	1,009,069	_	1,009,069	\$	4,57
	CNC Fund - CODB				\$	70.057	۸.	F2.264	۲.	111 500	\$	47,931	\$	47,931	\$	95
	General Fund - Ong				\$	78,057	\$	53,261	\$	114,503	\$	97,618	_	97,618	\$	44:
	General Fund - COE										\$	4,637	\$	4,637	\$	29
	General Fund - One Prop C	- mile					\$	135,628	\$	140,402	\$	29,540 140,402	\$	140,402	\$	
	Prop C - COLA						ڔ	133,028	۲	140,402	ç	4,212	\$	4,212	\$	550
	Prop C - COLA	Carryforward					\$	(40,893)	\$	40,893	\$	4,212	\$	4,212	\$	•
	One-Time Transfer	can yror waru					٧	(40,033)	\$	211,809	\$		\$		\$	21:
	CNC Fund - One-Tin	ne Carryforward					\$	19,082	٧	211,009	\$		\$		\$	19
	Adjustment to Actu						\$	(13,332)			\$		\$	-	\$	(13
	Total HSH Revenue				Ś	550,584	\$	1,242,032	\$	1,499,791	\$	1,333,409		1,303,869		5,929
		-				230,304	_	-,_ + <u>-,</u> -	_	_, .55,751	<u> </u>	_,030,403	7	_,000,000	<u> </u>	-,5=
_	Other Revenues					45.50	_	207-207	_	207.00	_	207.22	_	207.00	_	4 000
_	Rental Income				\$	171,764		207,900	_	235,900		235,900	_	235,900		1,087
	Private Match				\$	2,597	_	5,193		5,193		5,193		5,193		23
53	Total Other Revenu	ies			\$	174,361	Ş	213,093	Ş	241,093	\$	241,093	\$	241,093	\$	1,110
54																
55	Total HSH + Other	Revenues			\$	724,945	\$	1,455,125	\$	1,740,884	\$	1,574,502	\$	1,544,962	\$	7,040
58		1			1											
59	Prepared by		Fiffany Luong 87.3300 ext. 121		1											
	Phone			1												

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

Α	В	Q	T	U	X	AA	AD	AE	AH	AK	BU	BV	BW
1 DEPARTMENT OF HOM	ELESSNESS AND SUPPORTIVE HOUSING												
2 SALARY & BENEFIT DET	AIL												
3 Document Date	11/1/2023												
4 Provider Name	<b>Episcopal Community Services</b>												
5 Program	Housing First Hotels CNC												
6 F\$P Contract ID#	1000019778												
7 Budget Name	Elm - Property Management												
8		<u></u>			EX	CTENSION YE	AR	EX	TENSION YE	AR			
9			Year 3			Year 4			Year 5			All Years	
7			For HSH	7/1/2022 -		For HSH	7/1/2023 -		For HSH	7/1/2024 -	1/1/2021 -	1/1/2021 -	1/1/2021
0		Agency Totals	Funded	6/30/2023	Agency Totals	Funded	6/30/2024	Agency Totals	Funded	6/30/2025	2/29/2024	6/30/2025	6/30/202
1		<i>o</i> ,	Progarm	Current	ŭ ,	Progarm	New	<i>o</i> ,	Progarm	New	Current	Amendment	New
		Annual Full Time	.,		Annual Full Time			Annual Full Time	•				
		Salary (for 1.00	_	Budgeted Salary	Salary (for 1.00	_	Budgeted Salary	* *	_	Budgeted Salary	Budgeted Salary	Change	Budgeted Sa
2 POSITION TITLE		FTE)	FTE		FTE)	FTE		FTE)	FTE				
3 Sr. Director/Housing Dev	& Asset Mamt	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 164,299	0.02	\$ 2,629	\$ 3,525	\$ 4,362	\$ 7,
4 Asset Manager-Master Le		\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 118,393	0.17	\$ 19,736	\$ 26,462	\$ 32,747	\$ 59,
44		TOTA	L SALARIES	\$ 22,365	TOTA	L SALARIES	\$ 22,365	TOTA	L SALARIES	\$ 22,365	\$ 29,986	\$ 37,109	\$ 67,
35		TOTAL FTE	0.18		TOTAL FTE	0.18		TOTAL FTE	0.00			I.	ı
.0		FRINGE B	ENEFIT RATE	35.00%	FRINGE B	ENEFIT RATE	30.00%	FRINGE B	ENEFIT RATE	30.00%	1		
16													
9 <u>6</u> 97		EMPLOYEE FRIN	IGE BENEFITS	\$ 7,828	EMPLOYEE FRIN	IGE BENEFITS	\$ 6,709	EMPLOYEE FRIN	GE BENEFITS	\$ 6,709	\$ 10,495	\$ 10,752	\$ 21,

	A	<b>l</b> B		С		F				N		Q		Al
2	DEPARTMENT OF HOM OPERATING DETAIL	ELESSNESS AND SUPPORTIVE HOUSING												
3	Document Date	11/1/2023												
4	Provider Name	Episcopal Community Services												
	Program	Housing First Hotels CNC												
6	F\$P Contract ID#	1000019778												
	Budget Name	Elm - Property Management												
8									EXT	ENSION YEAR	EXTE	NSION YEAR		
9				Year 1		Year 2		Year 3		Year 4		Year 5	1	All Years
			1	/1/2021 -		7/1/2021 -		7/1/2022 -	7	7/1/2023 -		1/2024 -		/1/2021 -
10			- 6	5/30/2021		6/30/2022		6/30/2023	6	6/30/2024	6/	30/2025	6	/30/2025
11				Actuals		Actuals		Actuals		New		New		New
			E	Budgeted		Budgeted		Budgeted		Budgeted		udgeted		Budgeted
12	Operating Expenses			Expense		Expense		Expense		Expense	E	xpense	ı	Expense
14	Utilities (Electricity, Water,	Gas, Phone, Garbage and Waste Mgmt.)	\$	86,363	\$	169,189	\$	227,169	\$	199,169	\$	199,169	\$	881,0
15	Office Expenses/ Postage		\$	6,710	\$	15,059	\$	10,643	\$	7,443	\$	7,443	\$	47,2
16	Building Maintenance Sup	plies and Repair	\$	50,073	\$	143,502	\$	184,930	\$	166,016	\$	166,016	\$	710,5
17	Printing and Reproduction						\$	1,000	\$	1,000	\$	1,000	\$	3,0
19	Staff Training/Meeting Sup	pplies					\$	400	\$	1,000	\$	1,000	\$	2,4
22	Wire /Website Support Pro	ocessing Fee/Admin Misc.					\$	1,500	\$	1,000	\$	1,000	\$	3,5
23	Payroll Processing Fee						\$	5,800	\$	4,800	\$	4,800	\$	15,4
24	Management/Booking Fee	S	\$	33,840	\$	67,680	\$	67,680	\$	67,680	\$	67,680	\$	304,5
25	Legal Fees		\$	22,800	\$	54,171	\$	37,476	\$	20,547	\$	20,547	\$	155,5
	Cable TV				Ť		\$	1,800	\$	1,200	\$	1,200	\$	4,2
	Rental Fee						\$	2,500	\$	500	\$	500	\$	3,50
43	Subcontractors						<u> </u>	2,000	Ť		_			0,0
44	Office Salaries-Desk Clerk	rs/Contract (first \$25k)	\$	12,500	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	112,50
58	TOTAL OPERATING EXP	,	\$	212,285	\$	474,602	_	565,898	\$	495,355	\$	495,355	\$	2,243,4
59	TOTAL OF LIVATING EX		Ψ	212,200	Ψ	717,002	Ψ	303,030	Ψ	400,000	Ψ	+50,000	Ψ	2,240,4
	Other Expenses (not subje	et to indirect cost 9/)												
	Other Expenses (not subje	ect to indirect cost %)	\$	212 246	\$	426 424	\$	444 400	•	444 422	\$	444 400	¢.	1 002 0
	Rental of Property Office Salaries-Desk Clerk	and Company	\$	213,346	_	436,434	\$	444,422	\$	444,422		444,422		1,983,0
				91,223	\$	242,845	_	260,472	\$	205,225		205,225	\$	1,004,9
	Manager Salaries-Hotel Di		\$	29,120	\$	68,240	\$	74,820	\$	65,520		65,520	\$	303,2
64	Janitor Contract-Regular/E	extra Services	\$	50,153	\$	70,000	\$	97,840	\$	52,840		52,840	\$	323,6
	Repairs Payroll		\$	23,920	\$	47,840	\$	51,080	\$	54,080		54,080	\$	231,0
	Benefits		\$	51,368	\$	78,735	\$	103,735	\$	78,735		78,735	\$	391,3
	CODB (to be allocated)		\$	28,057					\$	52,568		52,568	\$	133,1
	Prop C COLA								\$	4,212	\$	4,212	\$	8,4
	One-Time Carryforward				\$	(40,893)		40,893					\$	
	Adjustment to Actuals				\$	(13,332)							\$	(13,3
76	TOTAL OTHER EXPENSE	ES	\$	487,185	\$	889,869	\$	1,073,262	\$	957,602	\$	957,602	\$	4,365,5
77														
78	Capital Expenses													
		Carryforward of Unspent Funds from F\$P 1000017622)			\$	19,082							\$	19,0
	Elevator & Leak repairs	•			\$	14,620							\$	14,62
	Capital Needs - Flooring								\$	8,540			\$	8,5
	Capital Needs - Fire Escar	pes							\$	5,000			\$	5,0
	Capital Needs - Electrical								\$	6,000			\$	6,0
	Capital Needs - Shared Ba								\$	10,000			\$	10,0
86	Capital Nocus - Ollaieu De	2011001110							Ψ	10,000			Ψ	10,00

_	А	В		С	D	E
1	BUDGET NARRATIVE	Fiscal	Yea	ar		
2	Elm - Property Management	FY2:	3-24			
_	Ziiii 110porty managomont	Adjusted				
		Budgeted	B	udgeted		
3	Salaries & Benefits	FTE		Salary	Justification	Calculation
0	Sr. Director/Housing Dev & Asset Mgmt	0.02			Provides overall leadership, administration and supervision to ECS's 18 supportive housing sites;	
	or. Director/Housing Dev & Asset Might	0.02	Ψ	2,023	develops proposals; negotiates and manages contracts; reports contractual outcomes and	\$104,299 X 0.021 TE
					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	
4					broader housing program efforts.	
	Asset Manager-Master Leased Operations	0.17	\$	19,736	Contracts, and reports contractual outcomes and activities to funders; develops strategic and	\$118,393 X 0.17FTE
5					practical relationships with community partners;	
7	TOTAL	0.18	\$	44,730		
_	Employee Fringe Benefits	0.30	_	6,709	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salar	ies.
9	TOTAL SALARIES & BENEFITS		\$	51,439		
0						
			_			
,	Onereting Evapores		_	udgeted	lugéiéi a aéi a m	Coloulation
1	Operating Expenses Utilities (Electricity, Water, Gas, Phone, Garl	hage and	\$ \$	xpense	<u>Justification</u> Hilitias (electricity water are telephone and scavenner service):	Calculation
3	Waste Mgmt.)	Jaye and	Ф	199,169	Utilities (electricity, water, gas, telephone and scavenger service):	\$16,597 X 12 months
4	Office Expenses/ Postage		\$	7 443	PM office supplies are including on site supplies	\$620 X 12 months
÷	Building Maintenance Supplies and Repair		\$	,	Estimated cost from property management provided information, including fire protection,	\$13,835 X 12 months
5	g		•		plumbing, electrical and elevator repairs and furnishing, etc	***************************************
6	Printing and Reproduction		\$	1,000	Covers copier usage	\$83 X 12 months
8	Staff Training/Meeting Supplies		\$	1,000	Covers staff training and meeting snack and supplies	\$83 X 12 months
1	Wire /Website Support Processing Fee/Adm	ıin Misc.	\$	1,000	Covers bank wire and website support fee	\$83 X 12 months
2	Payroll Processing Fee		\$	4,800	Covers monthly payroll fee	\$400 X 12 months
3	Management/Booking Fees		\$	67,680	Property Management for 80 units @ \$ 63.00 PUPM, and bookkeeping fees \$ 9.50 PUPM	\$5,640 X 12 months
4	Legal Fees		\$	20,547	Property Management legal expenses and credit report	\$1,712 X 12 months
5	Cable TV		\$	1,200	Direct TV monthly fee	\$100 X 12 months
6	Rental Fee		\$	500	Covers Tenant background check	\$42 X 12 months
32	Subcontractors					
	Office Salaries-Desk Clerks/Contract (first \$	25k)	\$	25,000	First \$25k of Caritas Management Corporation's suncontracted services that's eligible for Indirect	\$25,000
3					Cost Rate	
3	TOTAL OPERATING EXPENSES	12.0%	\$ \$	495,355 65,615		
4	Indirect Cost	12.0 /6	Þ	03,013		
5						
_						
	Other Expenses (not subject to indire	ct cost %)	4	Amount	Justification	Calculation
6	Adjustment to Actuals				<del></del>	
7	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
7	Rental of Property Office Salaries-Desk Clerks/Contract		\$	205,225	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage	\$37,035 X 12 months \$19,185 X 12 months
7 8 9				205,225	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with program	\$19,185 X 12 months
7 8 9	Office Salaries-Desk Clerks/Contract Manager Salaries-Hotel Director/Manager		\$	205,225 65,520	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility	\$19,185 X 12 months \$5,460 X 12 months
7 8 9 0	Office Salaries-Desk Clerks/Contract Manager Salaries-Hotel Director/Manager Janitor Contract-Regular/Extra Services	_	\$ \$ \$	205,225 65,520 52,840	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility  Covers janitor contract	\$19,185 X 12 months \$5,460 X 12 months \$4,403 X 12 months
7 8 9 0 1	Office Salaries-Desk Clerks/Contract Manager Salaries-Hotel Director/Manager Janitor Contract-Regular/Extra Services Repairs Payroll		\$ \$ \$ \$	205,225 65,520 52,840 54,080	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility  Covers janitor contract  Responsible for building cleaning up, place trash bins	\$19,185 X 12 months \$5,460 X 12 months \$4,403 X 12 months \$4,507 X 12 months
7 8 9 80 81 82	Office Salaries-Desk Clerks/Contract Manager Salaries-Hotel Director/Manager Janitor Contract-Regular/Extra Services Repairs Payroll Benefits		\$ \$ \$ \$	205,225 65,520 52,840 54,080 78,735	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility  Covers janitor contract  Responsible for building cleaning up, place trash bins  Responsible for repair and maintenance of the building	\$19,185 X 12 months \$5,460 X 12 months \$4,403 X 12 months \$4,507 X 12 months \$6,561 X 12 months
7 8 9 0 1 2 3 4	Office Salaries-Desk Clerks/Contract Manager Salaries-Hotel Director/Manager  Janitor Contract-Regular/Extra Services Repairs Payroll Benefits CODB (to be allocated)		\$ \$ \$ \$ \$	205,225 65,520 52,840 54,080 78,735 52,568	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility  Covers janitor contract  Responsible for building cleaning up, place trash bins  Responsible for repair and maintenance of the building  4.75% Cost of doing business on GF and CNC funding for FY 24	\$19,185 X 12 months \$5,460 X 12 months \$4,403 X 12 months \$4,507 X 12 months \$6,561 X 12 months 4.75%
7 8 9 0 1 2 3 4	Office Salaries-Desk Clerks/Contract Manager Salaries-Hotel Director/Manager  Janitor Contract-Regular/Extra Services Repairs Payroll Benefits CODB (to be allocated) Prop C COLA		\$ \$ \$ \$ \$ \$ \$ \$ \$	205,225 65,520 52,840 54,080 78,735 52,568 4,212	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility  Covers janitor contract  Responsible for building cleaning up, place trash bins  Responsible for repair and maintenance of the building	\$19,185 X 12 months \$5,460 X 12 months \$4,403 X 12 months \$4,507 X 12 months \$6,561 X 12 months
7 8 9 8 1 8 1 8 1 1 1	Office Salaries-Desk Clerks/Contract Manager Salaries-Hotel Director/Manager  Janitor Contract-Regular/Extra Services Repairs Payroll Benefits CODB (to be allocated)		\$ \$ \$ \$ \$	205,225 65,520 52,840 54,080 78,735 52,568	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility  Covers janitor contract  Responsible for building cleaning up, place trash bins  Responsible for repair and maintenance of the building  4.75% Cost of doing business on GF and CNC funding for FY 24	\$19,185 X 12 months \$5,460 X 12 months \$4,403 X 12 months \$4,507 X 12 months \$6,561 X 12 months 4.75%
7 8 9 80 81 83 85 91	Office Salaries-Desk Clerks/Contract Manager Salaries-Hotel Director/Manager  Janitor Contract-Regular/Extra Services Repairs Payroll Benefits CODB (to be allocated) Prop C COLA		\$ \$ \$ \$ \$ \$ \$ \$ \$	205,225 65,520 52,840 54,080 78,735 52,568 4,212	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility  Covers janitor contract  Responsible for building cleaning up, place trash bins  Responsible for repair and maintenance of the building  4.75% Cost of doing business on GF and CNC funding for FY 24	\$19,185 X 12 months \$5,460 X 12 months \$4,403 X 12 months \$4,507 X 12 months \$6,561 X 12 months 4.75%
7 8 9 8 8 8 8 8 8 9 8 9 8 9 8 9 8 1 1 1 1	Office Salaries-Desk Clerks/Contract Manager Salaries-Hotel Director/Manager  Janitor Contract-Regular/Extra Services Repairs Payroll Benefits CODB (to be allocated) Prop C COLA		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	205,225 65,520 52,840 54,080 78,735 52,568 4,212	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility  Covers janitor contract  Responsible for building cleaning up, place trash bins  Responsible for repair and maintenance of the building  4.75% Cost of doing business on GF and CNC funding for FY 24  3% Cost of Living Adjustment (COLA) on Prop C funding for FY24	\$19,185 X 12 months \$5,460 X 12 months \$4,403 X 12 months \$4,507 X 12 months \$6,561 X 12 months 4.75%
7 8 9 0 1 2 3 4 1 2 3 4	Office Salaries-Desk Clerks/Contract Manager Salaries-Hotel Director/Manager Janitor Contract-Regular/Extra Services Repairs Payroll Benefits CODB (to be allocated) Prop C COLA TOTAL OTHER EXPENSES		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	205,225 65,520 52,840 54,080 78,735 52,568 4,212 <b>957,602</b>	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility  Covers janitor contract  Responsible for building cleaning up, place trash bins  Responsible for repair and maintenance of the building  4.75% Cost of doing business on GF and CNC funding for FY 24	\$19,185 X 12 months \$5,460 X 12 months \$4,403 X 12 months \$4,507 X 12 months \$6,561 X 12 months 4.75% 3.00%
7 8 9 80 81 82 83 84 85 91 92 97	Office Salaries-Desk Clerks/Contract Manager Salaries-Hotel Director/Manager  Janitor Contract-Regular/Extra Services Repairs Payroll Benefits CODB (to be allocated) Prop C COLA TOTAL OTHER EXPENSES  Capital Expenses		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	205,225 65,520 52,840 54,080 78,735 52,568 4,212 <b>957,602</b> Amount 8,540	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility  Covers janitor contract  Responsible for building cleaning up, place trash bins  Responsible for repair and maintenance of the building  4.75% Cost of doing business on GF and CNC funding for FY 24  3% Cost of Living Adjustment (COLA) on Prop C funding for FY24  Justification	\$19,185 X 12 months \$5,460 X 12 months \$4,403 X 12 months \$4,507 X 12 months \$6,561 X 12 months 4.75% 3.00%
7 8 9 8 8 8 8 8 9 8 9 8 9 8 9 8 9 8 9 8	Office Salaries-Desk Clerks/Contract Manager Salaries-Hotel Director/Manager Janitor Contract-Regular/Extra Services Repairs Payroll Benefits CODB (to be allocated) Prop C COLA TOTAL OTHER EXPENSES  Capital Expenses Capital Needs - Flooring		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	205,225 65,520 52,840 54,080 78,735 52,568 4,212 <b>957,602</b> Amount 8,540 5,000	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility  Covers janitor contract  Responsible for building cleaning up, place trash bins  Responsible for repair and maintenance of the building  4.75% Cost of doing business on GF and CNC funding for FY 24  3% Cost of Living Adjustment (COLA) on Prop C funding for FY24   Justification  Replacement of vinyl flooring for 6 units per year.	\$19,185 X 12 months \$5,460 X 12 months \$4,403 X 12 months \$4,507 X 12 months \$6,561 X 12 months 4.75% 3.00% Calculation \$8,540
77 78 79 80 81 82 83 84 85 91 92 98 99	Office Salaries-Desk Clerks/Contract Manager Salaries-Hotel Director/Manager Janitor Contract-Regular/Extra Services Repairs Payroll Benefits CODB (to be allocated) Prop C COLA TOTAL OTHER EXPENSES  Capital Expenses Capital Needs - Flooring Capital Needs - Fire Escapes Capital Needs - Electrical System Capital Needs - Shared Bathrooms		\$\$\$ \$	205,225 65,520 52,840 54,080 78,735 52,568 4,212 <b>957,602</b> Amount 8,540 5,000 6,000	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility  Covers janitor contract  Responsible for building cleaning up, place trash bins  Responsible for repair and maintenance of the building  4.75% Cost of doing business on GF and CNC funding for FY 24  3% Cost of Living Adjustment (COLA) on Prop C funding for FY24   Lustification  Replacement of vinyl flooring for 6 units per year.  Full evaluation of fire escape for safety, remove rust, make repairs, bolts, and welding Evaluation of electrical systems.  Replacement of old hanging lavatory sinks in each shared bathroom, replacement of vinyl flooring,	\$19,185 X 12 months \$5,460 X 12 months \$4,403 X 12 months \$4,507 X 12 months \$6,561 X 12 months 4.75% 3.00% Calculation \$8,540 \$5,000 \$6,000
7 8 9 0 1 2 3 4 1 7 8 9	Office Salaries-Desk Clerks/Contract Manager Salaries-Hotel Director/Manager Janitor Contract-Regular/Extra Services Repairs Payroll Benefits CODB (to be allocated) Prop C COLA TOTAL OTHER EXPENSES  Capital Expenses Capital Needs - Flooring Capital Needs - Fire Escapes Capital Needs - Electrical System Capital Needs - Shared Bathrooms		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	205,225 65,520 52,840 54,080 78,735 52,568 4,212 <b>957,602</b> Amount 8,540 5,000 6,000	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility  Covers janitor contract  Responsible for building cleaning up, place trash bins  Responsible for repair and maintenance of the building  4.75% Cost of doing business on GF and CNC funding for FY 24  3% Cost of Living Adjustment (COLA) on Prop C funding for FY24   Justification  Replacement of vinyl flooring for 6 units per year.  Full evaluation of fire escape for safety, remove rust, make repairs, bolts, and welding Evaluation of electrical systems.	\$19,185 X 12 months \$5,460 X 12 months \$4,403 X 12 months \$4,507 X 12 months \$6,561 X 12 months 4.75% 3.00% Calculation \$8,540 \$5,000 \$6,000
7 8 9 0 1 2 3 4 7 8 9 00 02	Office Salaries-Desk Clerks/Contract Manager Salaries-Hotel Director/Manager Janitor Contract-Regular/Extra Services Repairs Payroll Benefits CODB (to be allocated) Prop C COLA TOTAL OTHER EXPENSES  Capital Expenses Capital Needs - Flooring Capital Needs - Fire Escapes Capital Needs - Electrical System Capital Needs - Shared Bathrooms		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	205,225 65,520 52,840 54,080 78,735 52,568 4,212 <b>957,602</b> Amount 8,540 5,000 6,000 10,000	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility  Covers janitor contract  Responsible for building cleaning up, place trash bins  Responsible for repair and maintenance of the building  4.75% Cost of doing business on GF and CNC funding for FY 24  3% Cost of Living Adjustment (COLA) on Prop C funding for FY24   Lustification  Replacement of vinyl flooring for 6 units per year.  Full evaluation of fire escape for safety, remove rust, make repairs, bolts, and welding Evaluation of electrical systems.  Replacement of old hanging lavatory sinks in each shared bathroom, replacement of vinyl flooring,	\$19,185 X 12 months \$5,460 X 12 months \$4,403 X 12 months \$4,507 X 12 months \$6,561 X 12 months 4.75% 3.00% Calculation \$8,540 \$5,000 \$6,000
7 8 9 0 1 2 3 4 7 8 9 0 0 1 2	Office Salaries-Desk Clerks/Contract Manager Salaries-Hotel Director/Manager Janitor Contract-Regular/Extra Services Repairs Payroll Benefits CODB (to be allocated) Prop C COLA TOTAL OTHER EXPENSES  Capital Expenses Capital Needs - Flooring Capital Needs - Fire Escapes Capital Needs - Electrical System Capital Needs - Shared Bathrooms		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	205,225 65,520 52,840 54,080 78,735 52,568 4,212 <b>957,602</b> Amount 8,540 5,000 6,000	Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with program director for insuring safety of participants and security of facility  Covers janitor contract  Responsible for building cleaning up, place trash bins  Responsible for repair and maintenance of the building  4.75% Cost of doing business on GF and CNC funding for FY 24  3% Cost of Living Adjustment (COLA) on Prop C funding for FY24   Lustification  Replacement of vinyl flooring for 6 units per year.  Full evaluation of fire escape for safety, remove rust, make repairs, bolts, and welding Evaluation of electrical systems.  Replacement of old hanging lavatory sinks in each shared bathroom, replacement of vinyl flooring,	\$19,185 X 12 months \$5,460 X 12 months \$4,403 X 12 months \$4,507 X 12 months \$6,561 X 12 months 4.75% 3.00% Calculation \$8,540 \$5,000 \$6,000

PARTMENT OF I PENDIX B, BUDG cument Date  Intract Term Interest Term Int	11/1/2023  Begin Date 1/1/2021 1/1/2021 Episcopal Housin	End Date  2/29/2024  6/30/2025  I Community Serving First Hotels CNi 1000019778  Amendment  7/1/2023  rty Management  New  \$ 5,517,593  \$ 3,171,772	Duration (Years) 4 5 rices												
ntract Term rrent Term rrent Term rended Term ovider Name ovider Name ovider Name ovider Name ovider Name ovider Name ovider Name ovider Name ovider Name ovider Name ovider Name ovider Name ovider Name ovider Name	### 13/1023    Begin Date	2/29/2024 6/30/2025 I Community Serving First Hotels CN: 1000019778 Amendment 7/1/2023 rty Management New \$ 5,517,593 \$ 3,171,772	(Years) 4 5 cices												
ntract Term rrent Term nended Term ovider Name ogram P Contract ID# tion (select) ective Date dget Name rm Budget ntingency	Begin Date  1/1/2021  1/1/2021  Episcopal  Housin  Hillsdale - Proper  Current  \$ 3,403,485  \$ 36,701	2/29/2024 6/30/2025 I Community Serving First Hotels CN: 1000019778 Amendment 7/1/2023 rty Management New \$ 5,517,593 \$ 3,171,772	(Years) 4 5 cices												
rrent Term nended Term ovider Name ogram P Contract ID# tion (select) ective Date dget Name rm Budget ntingency	1/1/2021 1/1/2021 Episcopal Housin  Hillsdale - Proper Current \$ 3,403,485 \$ 36,701	2/29/2024 6/30/2025 I Community Serving First Hotels CN: 1000019778 Amendment 7/1/2023 rty Management New \$ 5,517,593 \$ 3,171,772	(Years) 4 5 cices												
rrent Term nended Term ovider Name ogram P Contract ID# tion (select) ective Date dget Name rm Budget ntingency	1/1/2021 1/1/2021 Episcopal Housin  Hillsdale - Proper Current \$ 3,403,485 \$ 36,701	2/29/2024 6/30/2025 I Community Serving First Hotels CN: 1000019778 Amendment 7/1/2023 rty Management New \$ 5,517,593 \$ 3,171,772	4 5 sices C												
nended Term ovider Name ogram O Contract ID# tion (select) ective Date dget Name orm Budget ntingency	1/1/2021  Episcopal  Housin  Hillsdale - Proper  Current  \$ 3,403,485  \$ 36,701	6/30/2025 I Community Serving First Hotels CN: 1000019778 Amendment 7/1/2023 rty Management New \$ 5,517,593 \$ 3,171,772	5 rices												
ovider Name ogram  Contract ID# tion (select) ective Date dget Name rm Budget ntingency	Hillsdale - Proper Current \$ 3,403,485 \$ 36,701	Community Serving First Hotels CN: 1000019778	rices												
ogram  Contract ID# tion (select) ective Date dget Name rm Budget ntingency	Hillsdale - Proper Current \$ 3,403,485 \$ 36,701	ng First Hotels CN 1000019778 Amendment 7/1/2023 rty Management New \$ 5,517,593 \$ 3,171,772	С												
O Contract ID# tion (select) ective Date dget Name rm Budget ntingency	Hillsdale - Proper Current \$ 3,403,485 \$ 36,701	1000019778 Amendment 7/1/2023 rty Management New \$ 5,517,593 \$ 3,171,772													
tion (select) ective Date dget Name rm Budget ntingency	Hillsdale - Proper Current \$ 3,403,485 \$ 36,701	Amendment 7/1/2023  **rty Management New \$ 5,517,593 \$ 3,171,772		-											
ective Date dget Name rm Budget ntingency	Hillsdale - Proper Current \$ 3,403,485 \$ 36,701	7/1/2023  rty Management  New  \$ 5,517,593  \$ 3,171,772													
dget Name rm Budget ntingency	Current \$ 3,403,485 \$ 36,701	rty Management													
rm Budget ntingency	Current \$ 3,403,485 \$ 36,701	New           \$ 5,517,593           \$ 3,171,772													
ntingency	\$ 3,403,485 \$ 36,701	\$ 5,517,593 \$ 3,171,772	15%												
ntingency	\$ 36,701	\$ 3,171,772	15%												
	1														
t-10-Exceed	\$ 26,329,610	\$ 47,159,399													
				4											
										EX	TENSION YEAR	EXT	TENSION YEAR		
					Year 1		Year 2		Year 3		Year 4		Year 5		All Years
				1,	/1/2021 -	-	7/1/2021 -	7	//1/2022 -		7/1/2023 -	7	7/1/2024 -	1	1/1/2021 -
				6,	/30/2021	(	6/30/2022	6	/30/2023		6/30/2024	6	6/30/2025	$\epsilon$	5/30/2025
					Actuals		Actuals		Actuals		New		New		New
enditures					71000010		7101000		7100000						
aries & Benefits				\$	-	Ś	-	\$	29,074	Ś	29,074	Ś	29,074	Ś	87,2
erating Expense	5			\$	172,964	\$	356,790	\$	494,072	\$		\$	375,004	_	1,773,8
ototal	<u>,                                      </u>			\$	172,964	\$	356,790	Ś	523,146	\$	404,078	\$	404,078	Ś	1,861,0
lirect Percentage				т	12.00%	т	12.00%	т	12.00%	-	12.00%	т	12.00%	т	
lirect Cost (Line				\$	20,756	\$	42,815	\$	62,778	\$		\$	48,489	\$	223,3
	ot subject to indire			\$	484,879	\$	839,839	\$	1,037,389	\$	982,967	_	982,967	\$	4,328,0
oital Expenditure		,		\$	-	\$	13,448	\$	-	\$	56,750		_	\$	70,1
tal Expenditures				Ś	678,599	Ś	1,252,893	Ś	1,623,314	Ś	1,492,285		1,435,535	\$	6,482,6
					,		, , , , , , , ,		, , .		, - ,				
H Revenues															
C Fund				\$	421,996	\$	888,820	\$	901,065	\$	914,446	\$	914,446	\$	4,040,7
C Fund - CODB					·					\$	43,436	\$	43,436	\$	86,8
neral Fund - Onยู	oing			\$	75,480	\$	46,486	\$	113,335	\$	99,954	\$	99,954	\$	435,2
neral Fund - COI					·		·		·	\$	4,748	\$	4,748	\$	9,4
neral Fund - One	-Time							\$	-	\$	56,750	\$	-	\$	56,7
р С						\$	159,745	\$	164,221	\$	164,221	\$	164,221	\$	652,4
							·	\$	-	\$	4,927	\$	4,927	\$	9,8
p C - COLA	Carryforward					\$	(44,659)	\$	44,659	\$	-	\$	-	\$	
								\$	226,231	\$	-	\$	-	\$	226,2
p C - COLA				\$	497,476	\$	1,050,393	\$	1,449,511	\$	1,288,482	\$	1,231,732	\$	5,517,5
op C - COLA op C - One-Time	s														
op C - COLA op C - One-Time e-Time Transfer tal HSH Revenue	S			ć	101 172	ċ	202 500	ć	172 902	ć	202 802	ć	202 802	ć	965,0
op C - COLA op C - One-Time e-Time Transfer tal HSH Revenue ner Revenues	!S			•								_			965,0
pp C - COLA pp C - One-Time e-Time Transfer tal HSH Revenue ner Revenues ntal Income				۲	101,123	Ą	202,300	ې	1/3,603	ڔ	203,003	ې	203,003	٧	903,0
op C - COLA op C - One-Time e-Time Transfer tal HSH Revenue ner Revenues													1		
pp C - COLA pp C - One-Time e-Time Transfer tal HSH Revenue ner Revenues ntal Income tal Other Revenue	ues					_									
pp C - COLA pp C - One-Time e-Time Transfer tal HSH Revenue ner Revenues ntal Income	ues			\$	678,599	\$	1,252,893	\$	1,623,314	\$	1,492,285	\$	1,435,535	\$	6,482,6
op C op C e-Ti tal F	ISH Revenue			Income	Income \$	Income \$ 181,123	Income \$ 181,123 \$	Income \$ 181,123 \$ 202,500	Income \$ 181,123 \$ 202,500 \$	Income \$ 181,123 \$ 202,500 \$ 173,803	Income \$ 181,123 \$ 202,500 \$ 173,803 \$	Income \$ 181,123 \$ 202,500 \$ 173,803 \$ 203,803	Income \$ 181,123 \$ 202,500 \$ 173,803 \$ 203,803 \$	Income \$ 181,123 \$ 202,500 \$ 173,803 \$ 203,803 \$ 203,803	Income \$ 181,123 \$ 202,500 \$ 173,803 \$ 203,803 \$ 203,803 \$

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

	A	В	Q	T	U	X	AA	AD	AE	AH	AK	BU	BV	BW
1	DEPARTMENT OF HOMELESSN	ESS 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 - Property Management												
8						EX	TENSION YE	AR	EX	TENSION YE	AR			
9				Year 3			Year 4			Year 5			All Years	
				For HSH	7/1/2022 -		For HSH	7/1/2023 -		For HSH	7/1/2024 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
10			Agency Totals	Funded	6/30/2023	Agency Totals	Funded	6/30/2024	Agency Totals	Funded	6/30/2025	2/29/2024	6/30/2025	6/30/2025
11				Program	Current		Program	New		Program	New	Current	Amendment	New
			Annual Full Time	Adjusted		Annual Full Time	Adjusted		Annual Full Time	Adjusted				
			Salary (for 1.00		Budgeted Salary		•	Rudgeted Salary	Salary (for 1.00		Budgeted Salary	Rudgeted Salary	Change	Budgeted Salary
			FTE)	FTE	budgeted salary	FTE)	FTE	budgeted salary	FTE)	FTE	Budgeted Salary	baagetea salary	Change	budgeted Salary
12	POSITION TITLE		1111			rit)			FIL)	FIL				
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 Op	perations	\$ 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			TOTA	L SALARIES	\$ 22,365	TOTA	L SALARIES	\$ 22,365	TOTA	L SALARIES	\$ 22,365	\$ 29,986	\$ 37,109	\$ 67,095
35			TOTAL FTE	0.18		TOTAL FTE	0.18		TOTAL FTE	0.18				
36			FRINGE B	ENEFIT RATE	30.00%	FRINGE B	ENEFIT RATE	30.00%	FRINGE B	ENEFIT RATE	30.00%			
37			EMPLOYEE FRIN	IGE BENEFITS	\$ 6,709	EMPLOYEE FRIN	GE BENEFITS	\$ 6,709	EMPLOYEE FRIN	IGE BENEFITS	\$ 6,709	\$ 9,803	\$ 10,325	\$ 20,128
37 38			TOTAL SALARIES	& BENEFITS	\$ 29,074	TOTAL SALARIES	& BENEFITS	\$ 29,074	TOTAL SALARIES	& BENEFITS	\$ 29,074	\$ 39,790	\$ 47,434	\$ 87,223

	A	В		С		F		ı		N		Q		ΑI
1	DEPARTMENT OF I	IOMELESSNESS AND SUPPORTIVE HOUSING												
2	OPERATING DETAIL	<u>L</u>												
	Document Date	11/1/2023												
	Provider Name	Episcopal Community Services	_											
	Program	Housing First Hotels CNC	_											
	F\$P Contract ID#	1000019778												
8	Budget Name	Hillsdale - Property Management							EXTE	NSION YEAR	EX	TENSION YEAR		
9				Year 1		Year 2		Year 3		Year 4		Year 5	1	All Year
10				1/1/2021 - 5/30/2021		7/1/2021 - 6/30/2022		7/1/2022 - 6/30/2023		/1/2023 - /30/2024		7/1/2024 - 6/30/2025		1/1/2021 6/30/202
11	1			Actuals		Actuals		Actuals	,	New		New		New
				Budgeted		Budgeted		Budgeted				Budgeted		Budgete
12	Operating Expenses			Expense		Expense		Expense	Budge	eted Expense		Expense		Expens
14	Utilities (Electricity, V	Vater, Gas, Phone, Garbage and Waste Mgmt.)	\$	53,230	\$	106,460	\$	161,574	\$	106,460	\$	106,460	\$	534
15	Office Expenses/ Pos	stage	\$	6,610	\$	16,064	\$	9,064	\$	6,564	\$	6,564	\$	44
16	Building Maintenance	Supplies and Repair	\$	54,099	\$	124,931	\$	187,031	\$	152,430	\$	152,430	\$	670
17	Printing and Reprodu	ection					\$	500	\$	1,000	\$	1,000	\$	2
19	Staff Training/Meetin	g Supplies					\$	500	\$	1,000	\$	1,000	\$	2
22	Cable TV						\$	1,600	\$	1,200	\$	1,200	\$	4
23	Payroll Processing F	ee					\$	4,800	\$	4,800	\$	4,800	\$	14
24	Legal Fees		\$	14,800	\$	20,886	\$	37,753	\$	11,600	\$	11,600	\$	96
25	Wire /Website Suppo	ort Processing Fee/Admin Misc.					\$	1,500	\$	1,000	\$	1,000	\$	3
26	Management/Booking	a Fees	\$	31,725	\$	63,450	\$	63,450	\$	63,450		63,450	\$	285
27	Renting Fee						\$	1,300	\$	500	\$	500	\$	2
40	Subcontractors													
41	Office Salaries-Desk	Clerks /Contract (First \$25k)	\$	12,500	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	112
51		, ,		·				·		·		·		
52	TOTAL OPERATING	EXPENSES	\$	172,964	\$	356,790	\$	494,072		375,004	\$	375,004	\$	1,773
53						<u> </u>		·		·		·		
54	Other Expenses (not	subject to indirect cost %)												
56	Rental of Property	<u> </u>	\$	194,910	\$	389,820	\$	402,533	\$	402,532	\$	402,532	\$	1,792
57	Office Salaries-Desk	Clerks /contract	\$	117,190	\$	169,238	\$	239,612	\$	203,972	\$	203,972	\$	933
	Manager Salaries-Ho		\$	29,120	\$	58,240	\$	65,520	\$	65,520		65,520	\$	283
59		· ·	\$	18,367	\$	55,500	\$	47,840	\$	47,840	_	47,840	_	217
60	1 ' '	ular/Extra Services	\$	16,214	\$	35,000	\$	50,500	\$	23,500	Ė	\$23,500		148
	Repairs Payroll		\$	23,920	\$	51,300	\$	54,080	\$	54,080	\$	54,080		237
	Benefits		\$	59,679	\$	125,400	\$	132,645	\$	132,412		132,412		582
	CODB (to be allocate	rd)	\$	25,480		.20,100	\$		\$	48,184		48,184	\$	121
	Prop C COLA	<del>-,</del>	- 4	20,400			Ψ.		\$	4,927		4,927	\$	12
	One-Time Carryforwa	ard			\$	(44,659)	\$	44,659	\$	-,521	Ψ	7,021	\$	
66	Adjustment to Actuals				<b>*</b>	(11,000)	<b>*</b>	1,000	\$				\$	
67	judament to notual	-							. *				,	
	TOTAL OTHER EVE	ENGES	•	194 970	6	839,839	6	1,037,389	¢	092.067	¢	002.067	¢	4 220
	TOTAL OTHER EXP	LINULU	\$	484,879	à	039,039	Φ	1,037,389	Φ	982,967	Þ	982,967	Ф	4,328
69	1												l	
	Capital Expenses				H						-		<u> </u>	
	Elevator Repair				\$	13,448			<u> </u>		_		\$	13
	Capital Needs - Fire								\$	5,000	-		\$	5
	Capital Needs - Pain								\$	18,000	_		\$	18
	Capital Needs - Vani	ty Sinks							\$	33,750			\$	33
77											-		\$	
78											1		ı	

	A	В	(	2	D	E
1	BUDGET NARRATIVE	Fiscal Yea			<u> </u>	
	Hillsdale - Property Management	FY23-24				
2	Hillsdale - Property Management					
	Colonias & Domestica	Adjusted Budgeted		geted	1	Calaulatian
	Sr. Director/Housing Dev & Asset Mgmt.	<u>FTE</u>		ary	<u>Justification</u>	Calculation
	Sr. Director/Housing Dev & Asset Mgmt.	0.02	Ф	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	\$164,299 x 0.02 FTE
4					program efforts.	
$\vdash$	Asset Manager-Master Leased Operations	0.17	\$	19 736	Provides direction and support in crisis or other problematic situations; links individual sites	\$118 399 x 0 17 FTF
5	7.000t Managor Master Edadou Operations	0.17	Ψ	10,700	to broader Housing program efforts.	\$110,000 X 0.17 1 12
28	TOTAL	0.18	\$ 2	22,365	<u> </u>	
	Employee Fringe Benefits	0.30	\$	6.709	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries	S.
	TOTAL SALARIES & BENEFITS	,		29,074		
31						
			Budg	geted		
32	Operating Expenses		Expe	ense	<u>Justification</u>	<u>Calculation</u>
34	Utilities (Electricity, Water, Gas, Phone, Garbag	ge and Waste Mgmt.)	\$ 10		Utilities (electricity, water, gas, telephone and scavenger service):	\$8,872 x 12 months
35	Office Expenses/ Postage		\$		PM office supplies are including on site supplies	\$547 x 12 months
	Building Maintenance Supplies and Repair		\$ 15	52,430	Estimated cost from property management provided information, including fire protection,	
36					plumbing, electrical and elevator repairs and furnishing, etc	\$12,703 x 12 months
	Printing and Reproduction		\$		Covers copier usage	\$83 x 12 months
	Staff Training/Meeting Supplies		\$		Covers staff training and meeting snack and supplies	\$83 x 12 months
42	Cable TV		\$		Direct TV monthly fee	\$100 x 12 months
	Payroll Processing Fee		\$		Covers monthly payroll fee	\$400 x 12 months
-	Legal Fees				Covers legal fees	\$967 x 12 months
45	Wire /Website Support Processing Fee/Admin I	Misc.	\$		Covers bank wire and website support fee	\$83 x 12 months
	Management/Booking Fees				Covers management for 75 units @ \$63/units, booking fees @\$9.50/units	\$5,288 x 12 months
47	Renting Fee	-ı \	\$		Covers Tenant background check	\$42 x 12 months
61	Office Salaries-Desk Clerks /Contract (First \$25	ok)	\$ 2	25,000	First \$25k of Caritas Management Corporation's suncontracted services that's eligible for Indirect Cost Rate	\$25,000
	TOTAL OPERATING EXPENSES		\$ 37	75,004	- Indirect Cost Nate	
-	Indirect Cost	12.0%		48,489		
70						
71						
	Other Expenses (not subject to indirect of	cost %)	Ame	<u>ount</u>	<u>Justification</u>	<u>Calculation</u>
73	Destal of Description			00 500	The lease is written for 0.4 write	000 544 40
	Rental of Property				The lease is written for 84 units	\$33,544 x 12 months
75	Office Salaries-Desk Clerks /contract				Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage  Oversees housing site, prorated half time. Responsible for rent up the property, with	\$19,081 x 12 months
76	Manager Salaries-Hotel Director/manager		\$ (	ნე,ე∠0	program director for insuring safety of participants and security of facility	\$5,460 x 12 months
	Janitor payroll		\$ 4	47 840	Responsible for building cleaning up, includes holidays/overtime coverage	\$3,987 x 12 months
78	Janitor Contract-Regular/Extra Services				Responsible for building cleaning up, place trash bins	\$1,958 x 12 months
	Repairs Payroll				Responsible for repair and maintenance of the building	\$4,507 x 12 months
	Benefits				% based from personnel from above	\$11,034 x 12 months
	CODB (to be allocated)				4.75% Cost of doing business on GF and CNC funding for FY 24	4.75%
	Prop C COLA		\$		3% Cost of Living Adjustment (COLA) on Prop C funding for FY24	3.00%
	One-Time Carryforward		\$	-	2 - 4	
84	Adjustment to Actuals		\$	-		
85	· ·					
86	TOTAL OTHER EXPENSES		\$ 98	82,967		
87						
88						
89	Capital Expenses			<u>ount</u>	<u>Justification</u>	Calculation
C4	Capital Needs - Fire Escapes		\$	5,000	Fire escape full safety inspection, rust removing, and repairs replacing nuts, bolts, and	\$5,000
91	Capital Needs - Pointing		œ ·	10 000	welding.	¢19,000
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
-	TOTAL CAPITAL EXPENSES		\$ :	56,750		
98				-0.750		

-	n Envelope ID: 45	В	С	D	1	E		Н		K		Р		S		Α
1	DEPARTMENT OF H	OMELESSNESS AF	ND SUPPORTIVE	HOUSING												
2	APPENDIX B, BUDG	iET														
3	Document Date	11/1/2023														
				Duration	1											
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	Episcopa	I Community Ser	/ices	Ī											
8	Program	Housir	ng First Hotels CN	С	Ī											
9	F\$P Contract ID#		1000019778													
10	Action (select)		Amendment													
	Effective Date		7/1/2023													
	Budget Name	Mentone - Prope	erty Managemen	t												
13		Current	New													
14	Term Budget	\$ 3,504,791	\$ 5,735,215	1 .												
	Contingency	\$ 36,701		15%												
16		\$ 26,329,610														
	1	7 20,323,010	ψ 47,133,333		J											
17	4										EX	TENSION YEAR	E	XTENSION YEAR	_	
18	]				١ ١	ear 1		Year 2		Year 3		Year 4	lacksquare	Year 5	<u> </u>	All Ye
					1/1	./2021 -	-	7/1/2021 -		7/1/2022 -		7/1/2023 -		7/1/2024 -	1	L/1/20
19						30/2021	6	6/30/2022		6/30/2023		6/30/2024		6/30/2025	$\epsilon$	5/30/2
20			А	ctuals		Actuals		Actuals		New		New		Ne		
	Expenditures											71011	-	71011		
22					\$		Ś		\$	29,897	\$	29,074	Ś	29,074	\$	
_	Operating Expenses				\$	200,051	Ś	386,374	\$	599,977	_	455,162	<u> </u>	455,162	\$	2,0
	Subtotal	<u> </u>			\$	200,051	\$	386,374	\$	629,874	_	484,236	_	484,236	_	2,
	Indirect Percentage				7	12.00%	7	12.00%	٧	12.00%	7	12.00%	_	12.00%		۷,.
	Indirect Cost (Line 2				\$	24,006	Ś	46,365	\$	75,585	Ś	58,108	-	58,108	Ś	- :
	Other Expenses (No		act %)		\$	440,060	\$	833,851	\$	966,634		894,450	_	894,450	\$	4,0
28			CCC 70J		\$		\$	14,370	\$	300,034	\$	40,720		- 054,450	\$	7,0
_	Total Expenditures				\$	664,117	Ś	1,280,960	Ś	1,672,092	Ś	1,477,514		1,436,794	Ś	6,5
31	Total Expellultures				Ą	004,117	٦	1,280,900	٠	1,072,032	۲	1,477,314	7	1,430,734	<del>,</del>	0,-
	HSH Revenues														l	
	CNC Fund				\$	420,301	\$	967,590	\$	990,438	\$	1,018,456	-	1,018,456	\$	4,4
	CNC Fund - CODB				Ą	420,301	ې	907,390	Ş	990,436	\$	48,377		48,377		4,4
	General Fund - Ong	roing			Ś	78,007	Ś	49,171	\$	106,310	\$	78,292	_	78,292	\$	3
	General Fund - COD				Ş	76,007	ې	45,1/1	ې	100,310	\$	3,719	_	3,719	\$	
	General Fund - COD										\$	40,720	_	3,/19	\$	
	Prop C	- mile					Ś	152 417	ċ	157.475	_		_	157.475	Y	6
							Ş	153,417	\$	157,475	\$	157,475	\$	157,475	\$	- (
	Prop C - COLA	Corneton					Ś	(67.440)	ċ	67.410	\$	4,724	_	4,724	\$	
	Prop C - One-Time (	Jairyiorward					Ş	(67,418)	\$	67,418	\$		\$	-	\$	
	One-Time Transfer								>	149,700	\$		\$	-	\$	1
45						100.000		4 462	_	4.4=	\$	4 251 51	\$	- 4 244 042	\$	
	Total HSH Revenue	<u>s</u>			\$	498,308	\$	1,102,760	\$	1,471,341	\$	1,351,763	\$	1,311,043	\$	5,7
46	Other Revenues											ļ	i			
		\$	165,809	\$	178,200	\$	200,751	\$	125,751	\$	125,751	\$	-			
47	Rental Income							178,200	\$	200,751	\$	125,751	_	125,751	\$	-
47 48		ies			5	The XIII										
47 48 53	Rental Income Total Other Revenu	ies			\$	165,809	\$	170,200	7		<u> </u>		÷		<u> </u>	
47 48					\$	664,117	Ś	1,280,960	Ś	1,672,092	Ś	1,477,514		1,436,794	\$	6,5

59	Prepared by	Tiffany Luong
60	Phone	415.487.3300 ext. 1219
61	Fmail	tluona@ecs-sf.ora

	A	В	Q	Т	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	F\$P Contract ID#	1000019778												
7	Budget Name	Mentone - Property Management												
8						EX	TENSION YE	AR	E)	TENSION YE	AR			
9				Year 3			Year 4			Year 5			All Years	
				For HSH	7/1/2022 -		For HSH	7/1/2023 -		For HSH	7/1/2024 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
10			Agency Totals	Funded	6/30/2023	Agency Totals	Funded	6/30/2024	Agency Totals	Funded	6/30/2025	2/29/2024	6/30/2025	6/30/2025
11				Program	Current		Program	New		Program	New	Current	Amendment	New
			Annual Full Time	Adjusted		Annual Full Time	Adjusted		Annual Full Time	Adjusted				
				•		Salary (for 1.00	,	Budgeted Salary		,	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
			FTE)	FTE	,	FTE)	FTE	,	FTE)	FTE	,	,		,
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	·		TOTA	L SALARIES	\$ 22,341	TOTA	L SALARIES	\$ 22,365	TOTA	TOTAL SALARIES		\$ 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 B	ENEFIT RATE	30.00%	FRINGE B	ENEFIT RATE	30.00%			
37			EMPLOYEE FRIN	GE BENEFITS	\$ 7,556	EMPLOYEE FRIN	IGE 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	В		С		F			N		Q		
	OF HOMELESSNESS AND SUPPORTI	VE HOUSING										
2 OPERATING												
3 Document D												
4 Provider Nan		vices										
5 Program	Housing First Hotels CNC											
6 F\$P Contract												
7 Budget Name 8	Mentone - Property Man	agement					EVT	ENSION VEAD	EVT	ENSION YEAR		
0		Ī	V4		V0				EXI			
9			Year 1		Year 2	Year 3		Year 4		Year 5		All
40			1/1/2021 -		7/1/2021 -	7/1/2022 -		/1/2023 -		7/1/2024 -		1/1/
10		ŀ	6/30/2021	-	6/30/2022	6/30/2023	6,	/30/2024	(	6/30/2025	6	6/30
11			Actuals	1	Actuals	Actuals		New		New		Ν
40 0 " 5			Budgeted		Budgeted	Budgeted		Budgeted		Budgeted		Buc
12 Operating Exp		. 14	Expense		Expense	Expense		Expense		Expense		Exp
	city, Water, Gas, Phone, Garbage and W	asie ivigmt.)	\$ 95,230	\$	189,870		\$	192,585	\$	192,585	\$	
15 Office Expense		-	\$ 6,720	\$	14,308	\$ 11,008	\$	4,808	\$	4,808	\$	
	nance Supplies and Repair		\$ 42,037	\$	77,440	\$ 238,097	\$	152,440	\$	152,440	\$	
17 Printing and R						\$ 500	\$	1,000	\$	1,000	\$	
19 Staff Training/I						\$ 400	\$	1,000	\$		\$	
22 Management/E	ooking Fees		\$ 28,764	\$	57,528	\$ 57,528	\$	57,529	\$	57,529	\$	
23 Legal Fee			\$ 14,800	\$	22,229	\$ 19,106	\$	13,300	\$	13,300	\$	
24 Cable TV						\$ 1,800	\$	1,200	\$	1,200	\$	
25 Wire /Website	support processing fee/adm misc.					\$ 1,500	\$	1,000	\$	1,000	\$	
26 Payroll Proces	sing Fee					\$ 4,800	\$	4,800	\$	4,800	\$	
27 Renting Fee						\$ 700	\$	500	\$	500	\$	
37 Subcontractors												
38 Office Salaries	Desk Clerks/contract (first \$25k)		\$ 12,500	\$	25,000	\$ 25,000	\$	25,000	\$	25,000	\$	
39											\$	
43 TOTAL OPER	ATING EXPENSES		\$ 200,051	\$	386,374	\$ 599,977	\$	455,162	\$	455,162	\$	2
44												_
45 Other Expense	s (not subject to indirect cost %)								L		L	
47 Rental of Prop	erty		\$ 192,529	\$	391,010	\$ 398,830	\$	398,830	\$	398,830	\$	1,
48 Office Salaries	Desk Clerks/contract		\$ 81,223	\$	222,445			173,514	\$	173,514	\$	
	es-Hotel Director/manager		\$ 29,120	\$	68,240	\$ 38,252	\$	61,152	\$	61,152	\$	
	t-Regular/Extra Services		\$ 43,714	\$	80,000		\$	57,840	\$	57,840	\$	
51 Repairs Payro			\$ 23,920	\$	47,840	\$ 42,000	\$	52,000	\$	52,000	\$	
52 Benefits			\$ 41,547	\$	91,734	,	\$	94,294	\$	94,294	\$	
53 One-Time Car	vforward	İ	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	\$	(67,418)	,	Ė	. , • .	Ė	- ,	\$	
54 CODB (to be a			\$ 28,007	ĺ	(51,1.0)	,.10	\$	52,096	\$	52,096	\$	
55 Prop C COLA	,		20,007				\$	4,724	\$	4,724	\$	
	DEVDENCES		¢ 440.000	•	022.054	¢ 000.004					<u> </u>	4
56 TOTAL OTHE	EAPENSES		\$ 440,060	\$	833,851	\$ 966,634	\$	894,450	\$	894,450	Ф	4,
		l										
58 Capital Expens	<u>es</u>			•	14.070				$\vdash$			
59 Leak Repairs				\$	14,370		_	4.000	-		\$	
60 Capital Needs							\$	1,020	$\vdash$		\$	
	- Plumbing Evaluation						\$	5,000	<b>!</b>		\$	
	Pest Management						\$	7,500	<b>—</b>		\$	
CO   Conital Nacada	- Bathroom Exhaust Fans						\$	27,200			\$	
65 Capital Needs												

83A	FF-2775-4198-ABE5-D76D0C23					_
	A	В	C	)	D	E
1	BUDGET NARRATIVE	Fiscal `	Year			
2	Mentone - Property Management	FY23-	-24			
		Adjusted	Budg	geted		
3	Salaries & Benefits	Budgeted FTE	Sala		<u>Justification</u>	<u>Calculation</u>
	Sr. Director/Housing Dev & Asset Mgmt.	0.02	\$	2,629	Develops strategic and practical relationships with community partners; provides direction	\$162,791 x 0.02 FTE
١.					and support in crisis or other problematic situations; links individual sites to broader Housing	
4	<b>.</b>				program efforts.	
5	Asset Manager-Master Leased Operations	0.17	\$ 1	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
Ť	TOTAL	0.18	¢ 2	22,365	to broader Housing program enorts.	
27				-	Includes FICA CCIII Washers Companyation and Madical calculated at 200/ of total calculated	
28 29	Employee Fringe Benefits TOTAL SALARIES & BENEFITS	0.30		6,709 <b>29.074</b>	Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries	<u>.                                    </u>
30			<b>₹</b>	29,074		
30						
			Budg	geted		
31	Operating Expenses		Expe		Justification	Calculation
	Utilities (Electricity, Water, Gas, Phone, Gar	rbage and Waste	\$ 19	92,585	Utilities (electricity, water, gas, telephone and scavenger service):	\$16,049 x 12 months
33	Mgmt.)					
34					PM office supplies are including on site supplies	\$401 x 12 months
	Building Maintenance Supplies and Repair		\$ 15	52,440	Estimated cost from property management provided information, including fire protection,	\$12,703 x 12 months
35	4				plumbing, electrical and elevator repairs and furnishing, etc	
	Printing and Reproduction				Covers copier usage	\$83 x 12 months
38					Covers staff training and meeting snack and supplies	\$83 x 12 months
41	Management/Booking Fees		\$ 5	57,529	Property management for 68 units @ \$ 63.00 PUPM, and bookkeeping fees \$ 9.50 PUPM	\$4,794 x 12 months
	Legal Fee		\$ 1	12 200	Property Management legal expenses and credit report	\$1,108 x 12 months
43					Direct TV monthly fee	\$100 x 12 months
	Wire /Website support processing fee/adm	misc	•		Covers bank wire and website support fee	\$83 x 12 months
	Payroll Processing Fee	111100.			Covers monthly payroll fee	\$400 x 12 months
	Renting Fee		\$		Covers Tenant background check	\$42 x 12 months
56			·			
	Office Salaries-Desk Clerks/contract (first \$	25k)	\$ 2	25,000	First \$25k of Caritas Management Corporation's suncontracted services that's eligible for	\$25,000
57					Indirect Cost Rate	
62		10.00/		55,162		
63	Indirect Cost	12.0%	\$ 5	58,108		
64 65						
03						
66	Other Expenses (not subject to indire	ect cost %)	Amo	ount	Justification	Calculation
	Rental of Property		\$ 39	98,830	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				Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage	\$16,543 x 12 months
	Manager Salaries-Hotel Director/manager		\$ 6	61,152	Oversees housing site, prorated half time. Responsible for rent up the property, with	\$5,096 x 12 months
70	1				program director for insuring safety of participants and security of facility	
71	- ~				Regular Services, place trash bins	\$4,820 x 12 months
	Repairs Payroll				Responsible for repair and maintenance of the building	\$4,333 x 12 months
73					% based on personnel payroll above	\$7,858 x 12 months
	CODB (to be allocated)				4.75% Cost of doing business on GF and CNC funding for FY 24 3% Cost of Living Adjustment (COLA) on Prop C funding for FY24	4.75%
76	Prop C COLA TOTAL OTHER EXPENSES			4,724 <b>94,450</b>	370 COSE OF LIVING AUJUSTINEITE (COLA) OF FTOP C TURINING FOF FT24	3.00%
78			φ <b>6</b> 5	7 <del>4</del> ,430		
79						
	Capital Expenses		Amo	ount	Justification	Calculation
82	Capital Needs - Microwaves				To purchase microaves for community usage for all tenants within the building.	\$1,020
83					Inspection and analysis by a plumbing engineer.	\$5,000
	Capital Needs - Pest Management				Engage in pest control management company to develop a plan for ongoing service for huge	
84	]				outbreaks (mice, roaches, bed bugs etc.)	
	Capital Needs - Bathroom Exhaust Fans		\$ 2	27,200	Replacement of bathroom exhaust fans total of 68 units @ \$400 each. Supporting better	\$400 x 68 units
85	4				ventilation inside units when utilizing bathroom.	
88				10 =0-		
89	TOTAL CAPITAL EXPENSES		\$ 4	40,720		

		С		1	E		Н		K		Р	S	Щ	AK
1 DEPARTMENT OF		ND SUPPORTIVE	HOUSING											
2 APPENDIX B, BUD		1												
3 Document Date	11/1/2023		Donation	-										
4 Contract Term	Begin Date	End Date	Duration (Years)											
	•	2/29/2024	(Tears)	-										
5 Current Term 6 Amended Term	1/1/2021		5	-										
7 Provider Name	1/1/2021	6/30/2025		-										
		al Community Se sing First Hotels (		-										
8 Program 9 F\$P Contract ID#	Hous	1000019778	UNC	-										
10 Action (select)		Amendment		-										
11 Effective Date		7/1/2023		-										
12 Budget Name	Alder - Support													
13 Budget Name	Current	New												
14 Term Budget														
15 Contingency	\$ 36,701	\$ 2,438,323	15%	1										
16 Not-To-Exceed	gener,			1										
17							Year 2		Year 3	E)	Year 4	Year 5		All Ye
18					Year 1									
					./1/2021 -		/1/2021 -		7/1/2022 -		7/1/2023 -	7/1/2024 -		1/1/20
19				$\epsilon$	5/30/2021	6	/30/2022	6/30/2023			6/30/2024	6/30/2025	(	6/30/2
20					Actuals		Actuals		Actuals		New	New		Ne
21 Expenditures													Ш	
22 Salaries & Benefits	i			\$	157,907		372,980	\$	344,709	_	512,262		\$	1,9
23 Operating Expense	es .			\$	18,559		41,402	\$	56,714	_	48,806		\$	2
24 Subtotal				\$	176,466	\$	414,382	\$	401,423	\$	561,068	\$ 561,068	\$	2,1
25 Indirect Percentage					12.00%		12.00%		12.00%		12.00%	12.00%	<u> </u>	
26 Indirect Cost (Line				\$	21,176		49,732	\$	48,171	_	67,328		\$	2
27 Other Expenses (N		ect %)		\$	36,523	\$	(26,039)		-	\$	29,849	\$ 29,849	\$	
30 Total Expenditure:	5			\$	234,165	\$	438,076	\$	449,594	\$	658,245	\$ 658,245	\$	2,4
31													i	
32 HSH Revenues						ļ.,				Ļ			L	
33 CNC Fund				\$	197,642	\$	449,606	\$	304,202	_	628,396	\$ 628,396	\$	2,2
34 CNC Fund - CODB										\$	29,849	\$ 29,849	\$	
35 General Fund - On		Supplement		ļ.,		<u> </u>		\$	193,911	\$	-	\$ -	\$	1
36 General Fund - On	going			\$	14,086	\$	14,508	\$	130,283			\$ -	\$	1
39 Prop C				\$	22,440					\$	-	\$ -	\$	
42 One-Time Transfer				<b>!</b>		<u> </u>		\$	(178,802)	_		\$ -	\$	(1
44 Adjustment to Act				\$ <b>\$</b>	(3) <b>234,165</b>	\$ <b>\$</b>	(26,038)			\$		\$ -	\$	
46 Total HSH Revenue							438,076	\$	449,594	_	658,245	\$ 658,245	\$	2,4
55	Total HSH + Other Revenues					\$	438,076	\$	449,594	\$	658,245	\$ 658,245	\$	2,4
58	1	Tiffany Luong		7										
		THIGHTY LUONS		1										
59 Prepared by		, ,		+										
59 Prepared by 60 Phone 61 Email		.487.3300 ext. 12												

A B	С	F	G	J	М	N	Q	Т	U
1 DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSII	NG								
2 SALARY & BENEFIT DETAIL									
3 <b>Document Date</b> 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		Year 1			Year 2			Year 3	
		For HSH	1/1/2021 -	Agency	For HSH	7/1/2021 -		For HSH	7/1/2022 -
10	Agency Totals		6/30/2021	Totals	Funded	6/30/2022	Agency Totals	Funded	6/30/2023
11		Program	Current		Program	Current		Progarm	Current
12 POSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
13 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		\$ 54,164	0.91	\$ 49,289	\$ 60,175	0.22	
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	тоти	L SALARIES	\$ 120,825	TOTA	AL SALARIES	\$ 280,230	TOTA	AL 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	29.92%	
37	EMPLOYEE FR	INGE BENEFITS	\$ 37,082	EMPLOYEE FR	INGE BENEFITS	\$ 92,751	EMPLOYEE FRINGE BENE		\$ 79,379
38	TOTAL SALARI	ES & BENEFITS	\$ 157,907	TOTAL SALARI	ES & BENEFITS	\$ 372,980	TOTAL SALARII	ES & BENEFITS	\$ 344,709

	A B		Χ	AA	AD		AE	АН	AK		BU		BV		BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	SALARY & BENEFIT DETAIL	1													
3	Document Date 11/1/2023														
4	Provider Name Episcopal Community Services														
	Program Housing First Hotels CNC														
7	F\$P Contract ID# 1000019778  Budget Name Alder - Support Services														
8	Budget Name Alder - Support Services		FX	TENSION YE	ΔR		FXT	TENSION YEA	AR.						
9				Year 4			EX.	Year 5				Α	II Years		
٦				For HSH	7/1/2023 -			For HSH	7/1/2024 -	1	/1/2021 -	1/	/1/2021 -	1/	1/2021 -
10		Age	ncy Totals	Funded	6/30/2024	Α	Agency Totals	Funded	6/30/2025		2/29/2024	,	/30/2025		/30/2025
11			·	Progarm	New			Progarm	New		Current	Am	nendment		New
			nual Full	Adjusted	Budgeted		inual Full Time	Adjusted	Budgeted	Ι,	Budgeted			B	udgeted
			ne Salary	Budgeted	Salary	Sa	alary (for 1.00	Budgeted	Salary		Salary	(	Change		Salary
		(for	1.00 FTE)	FTE	22.0.,		FTE)	FTE			1				,
	POSITION TITLE	Ś	94,490	1.00	\$ 94,490	ć	94,490	1.00	\$ 94,490	\$	214,040	\$	156,696	\$	370,736
	Support Services Manager - H10	\$		1.00			,			Ľ			•		
14	Case Manager III - H40		64,206					1.00	1	\$	106,772	\$	107,906	\$	214,678
15	Case Manager III - H91	\$	59,926	1.00		4—	59,926	1.00	\$ 59,926	\$	104,169	\$	102,006	\$	206,176
16	Case Manager III Bilingual - H112	\$	69,621	1.00			69,621	1.00	\$ 69,621	\$	178,305	\$	114,812	\$	293,117
17	Database Specialist & Compliance Monitor - H51	\$	74,779	0.05	<u> </u>	_	74,779	0.05		\$	11,103	\$	6,200	\$	17,303
18	Database Specialist & Compliance Monitor - H107	\$	71,847	0.05	* *		71,847	0.05	,		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		\$	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			TOTA	SALARIES	\$ 385,160		ТОТА	L SALARIES	RIES \$ 385,160		794,919	\$	641,785	\$ :	1,436,704
35			TOTAL FTE	5.23			TOTAL FTE	5.23	23						
36			FRINGE B	ENEFIT RATE	33.00%	ó	FRINGE I	BENEFIT RATE	33.00%	33.00%					
37		EN	IPLOYEE FRIM	IGE BENEFITS	\$ 127,103		EMPLOYEE FRI	NGE BENEFITS	\$ 127,103	\$	259,306	\$	204,111	\$	463,417
38		то	TAL SALARIE	& BENEFITS	\$ 512,262		TOTAL SALARIE	S & BENEFITS	\$ 512,262	\$	1,054,225	\$	845,896	\$ :	1,900,120

A	В		С	F		1		N		Q		ΑI
1 DEPARTMENT OF HOMELE	SSNESS AND SUPPORTIVE HOUSING											
2 OPERATING DETAIL												
3 Document Date	11/1/2023											
4 Provider Name	<b>Episcopal Community Services</b>											
5 Program	Housing First Hotels CNC											
6 F\$P Contract ID#	1000019778											
7 Budget Name	Alder - Support Services											
8							EXT	ENSION YEAR	EXT	ENSION YEAR		
9			Year 1	Year 2		Year 3		Year 4		Year 5	-	All Ye
			1/1/2021 -	7/1/2021 -		/1/2022 -		7/1/2023 -		7/1/2024 -		1/1/20
10		- '	6/30/2021	6/30/2022	6	/30/2023	6	5/30/2024	(	6/30/2025	(	6/30/2
11			Actuaks	Acuals		Actuals		New		New		Ne
			Budgeted	Budgeted		Budgeted		Budgeted		Budgeted		Budge
12 Operating Expenses			Expense	Expense		Expense		Expense		Expense		Expe
· · · · · · · · · · · · · · · · · · ·	s, Phone, Garbage and Waste Mgmt.)	\$	2,760	\$ -,-		10,262	\$	11,762	\$	11,762	\$	
15 Office Supplies/Furniture/Equ	pment	\$	1,450	\$ ,		3,234	\$	3,234	\$	3,234	\$	1
17 Printing and Reproduction		\$	1,530	\$ 4,020	\$	6,520	\$	7,173	\$	7,173	\$	2
18 Insurance		\$	4,297	\$ 8,593	\$	12,793	\$	12,392	\$	12,392	\$	Ę
19 Staff Training		\$	1,172	\$ 2,343	\$	2,843	\$	2,343	\$	2,343	\$	1
22 Recruitment Fee					\$	9,360	\$	-	\$	-	\$	
24 Licenses and Fees		\$	290	\$ 580	\$	580	\$	580	\$	580	\$	
25 Food and Food supplies		\$	3,535	\$ 7,070	\$	7,070	\$	7,270	\$	7,270	\$	3
26 Program Supplies		\$	3,526	\$ 7,052	\$	4,052	\$	4,052	\$	4,052	\$	2
50 TOTAL OPERATING EXPEN	SES	\$	18,559	\$ 41,402	\$	56,714	\$	48,806	\$	48,806	\$	21
51												
52 Other Expenses (not subject t	o indirect cost %)											
53 CODB (to be allocated)		\$	14,086				\$	29,849	\$	29,849	\$	7
54 One-Time Prop C Bonus Pay		\$	22,440				\$	-	\$	-	\$	2
55 Adjustment to Actuals		\$	(3)	\$ (26,039)	\$	-	\$	-	\$	-	\$	(2
65												
66 TOTAL OTHER EXPENSES		\$	36,523	\$ (26,039)	\$		\$	29,849	\$	29,849	\$	7
76				, ,,,,,,,				-,		-,	T	

I	ign Envelope ID: 45183AFF-2775-4198-ABE5-D76D0C2 A	B	С	D	l E
1	BUDGET NARRATIVE		l Year	-	· -
2	Alder - Support Services		3-24		
		<u>Adjusted</u>	Decilerate		
2	Salarias & Danafita	Budgeted ETE	Budgeted	luctification	Coloulation
_	<u>Salaries &amp; Benefits</u> Support Services Manager - H10	<u>FTE</u> 1.00	Salary	<u>Justification</u> Provides team leadership, management and supervision to ensure program quality, as well as	Calculation  SQL 400 v 1 FTF
ľ	Support Services Manager - 1110	1.00	φ 94,490	resident safety, housing retention, and individual development; supervises staff; coordinates	994,430 X 11 1L
4				and leads partner efforts.	
	Case Manager III - H40	1.00	\$ 64,206	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve	\$64,206 x 1 FTE
				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	
5				environment for residents.	
_	Case Manager III - H91	1.00	\$ 59,926	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve	\$59,926 x 1 FTE
				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	
6				community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	
_	Case Manager III Bilingual - H112	1.00	\$ 69,621	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve	\$69,621 x 1 FTE
			,	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	
7				community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.	
	Database Specialist & Compliance Monitor - H51	0.05	\$ 3.739	Evaluates HSH contract compliance; conducts resident chart reviews;	\$74,779 x 0.05 FTE
_	Database Specialist & Compliance Monitor - H107  Database Specialist & Compliance Monitor - H107	0.05		Provides staff training on department protocols and procedures;	\$71,847 x 0.05 FTE
_	Director of Impact & Analytics - A83	0.02		Designs and implements continuous quality improvement program to ensure that ECS's	\$150,884 x 0.02 FTE
				programs and services meet its standards. Works with program manager to develop quality	
44				assurance policies, collecting data for analysis by program, dept and organization-wide.	
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	\$151,580 x 0.01 FTE
ľ		0.01	, 1,000	place throughout all of our programs, with a focus on senior engagement, safety, health and	7.1.1,000 X 0.0.1 1E
12				independence	
•	Case Manager I - H201	0.75	\$ 44,945	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve	\$59,926 x 0.75 FTE
				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	
13				environment for residents.	
	Housing Services Sr. Director - H5	0.05	\$ 8,554	Provides overall leadership, administration and supervision to ECS's ten supportive housing	\$171,082 x 0.05 FTE
14	Direct Cuppert for Housing Consises Director 1140	0.47	¢ 40.007	sites; develops proposals, negotiates and managers	¢447.720 v.0.47.575
15	Direct Support for Housing Services Director - HA2	0.17	φ 19,62 <i>1</i>	Contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;	φιι/,/38 XU.I/ FIE
_	Compliance Specialist - H106	0.11	\$ 8,335	Provides staff training on department protocols and procedures;	\$78,631 x 0.11 FTE
16	•				
Į!	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	\$140,602 x 0.03 FTE
				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.	
17					
28	TOTAL	5.23	·		
	Employee Fringe Benefits	33.00%		Includes FICA, SSUI, Workers Compensation and Medical calculated at 33% of total salaries	<u>.</u> 2S.
30	TOTAL SALARIES & BENEFITS		\$ 512,262		

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	A	В	С	D	E
1	BUDGET NARRATIVE	Fisca	ıl Year	_	
2	Alder - Support Services	FY2	23-24		
31					
			Budgeted		
32	Operating Expenses		<b>Expense</b>	<u>Justification</u>	<u>Calculation</u>
33	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste M	gmt.)	\$ 11,762	Telecommunication, including Sonic and TPX	\$980 x 12 months
	Office Supplies/Furniture/Equipment		\$ 3,234	Support Service office supplies for program staff including materials used with participants	\$270 x 12 months
34				and computers	
	Printing and Reproduction		\$ 7,173	Leased copier	\$598 x 12 months
37	Insurance		\$ 12,392	Liability and umbrella agency insurance prorated	\$1,033 x 12 months
38	Staff Training		\$ 2,343	Training including meeting supplies and conference	\$195 x 12 months
43	Licenses and Fees		\$ 580	Support Services license fees	\$48 x 12 months
	Food and Food supplies		\$ 7,270	Using the SF Food Bank, the food items will supplement residents' own arrangements	\$606 x 12 months
44					
	Program Supplies			Includes bus passes, program materials, and snacks for resident activities.	\$338 x 12 months
	TOTAL OPERATING EXPENSES		\$ 48,806		
70	Indirect Cost	12.0%	\$ 67,328		
71					
72					
	Other Expenses (not subject to indirect cost %)		Amount	<u>Justification</u>	<u>Calculation</u>
	CODB (to be allocated)		\$ 29,849	4.75% Cost of doing business for FY 24	4.75%
86					
87	TOTAL OTHER EXPENSES		\$ 29,849		

15   Contingency   \$   36,701   \$   3,171,772   16   Not-To-Exceed   \$   26,329,610   \$   47,159,399	Ĺ	A	В	С	D	<u> </u>	E		Н		K		Р		S		AK
Second   S	DE	PARTMENT OF H	OMELESSNESS AN	ND SUPPORTIVE F	HOUSING												
Contract Term	ΑP	PENDIX B, BUDG	<u>ET</u>	=													
Contract Term	Do	cument Date	11/1/2023			_											
5   Contingency   1/1/2021   1/2/2021   6/30/2025   5   5   5   5   5   5   5   5   5																	
Feature   Fea	_		_			4											
Provider Name	_				1	4											
8   Program	_					+											
SP Contract ID#	_			•		+											
10   Action (select)   Amendment					<u>.                                    </u>	+											
	_					4											
12   Budget Name	_	, ,				4											
13	-		Crocky Support														
Term Budget   S   1,675,692   S   3,036,197   S   Contingency   S   36,701   S   3,171,772   S   Contingency   S   36,701   S   3,171,772   S   Contingency   S   36,701   S   3,171,772   S   Contingency   S   36,701   S   3,171,772   S   Contingency   S   26,329,610   S   47,159,399   S   1/1/2021 - 6/30/2021   G/30/2022   G/30/2023   G/30/2024   G/30/2022   G/30/2023   G/30/2024   G/30/2022   G/30/2023   G/30/2024   G/30/2022   G/30/2023   G/30/2024   G/30/2022   G/30/2023   G/30/2024   G/30/2022   G/30/2023   G/30/2024   G/30/2024   G/30/2022   G/30/2023   G/30/2024   G/30/2024   G/30/2022   G/30/2023   G/30/2024   G/30/2024   G/30/2022   G/30/2023   G/30/2024   G/30/2024   G/30/2022   G/30/2023   G/30/2024   G/30/2024   G/30/2023   G/30/2024   G/30/2024   G/30/2022   G/30/2023   G/30/2024   G/30/2024   G/30/2022   G/30/2023   G/30/2024   G/30/2024   G/30/2022   G/30/2023   G/30/2024   G/30/2024   G/30/2022   G/30/2023   G/30/2024   G/30/2023   G/30/2024   G/30/2024   G/30/2022   G/30/2023   G/30/2024   G/30/2024   G/30/2023   G/30/2024   G/30/2023   G/30/2024   G/30/2023   G/30/2024   G/30/2023   G/30/2024   G/30/2023   G/30/2024   G/30/2023   G/30/2024   G/30/2023   G/30/2024   G/30/2023   G/30/2024   G/30/2023   G/30/2024   G/30/2023   G/30/2024   G/30/2023   G/30/2024   G/30/2023   G/30/2023   G/30/2024   G/30/2023   G/30/2023   G/30/2024   G/30/2023   G/30/2023   G/30/2024   G/30/2023   G/30/2023   G/30/2024   G/30/2023   G/30/2023   G/30/2023   G/30/2023   G/30/2023   G/30/2023   G/30/2023   G/30/2024   G/30/2023   G/3		uber Haille				4											
15   Contingency   \$   36,701   \$   3,171,772   16   Not-To-Exceed   \$   26,329,610   \$   47,159,399	_	rm Rudget			†												
Not-To-Exceed   \$ 26,329,610   \$ 47,159,399	_				15%												
			· · · · ·		1												
Year 1   Year 2   Year 3   Year 4   Year 5	1	o-LACCEU	y 20,323,010	7 77,133,333		1											
1/1/2021	1						Voor 1		Voor 2		Voor 2	EX		EXI			All Yea
6/30/2021	1													_			
Actuals   Actuals   Actuals   New   New							'-	-									1/1/202
Expenditures   Salaries & Benefits   Salar										6			6/30/2024	6	/30/2025	6	5/30/20
Salaries & Benefits   \$ 218,676   \$ 442,085   \$ 434,306   \$ 633,220   \$ 633, 220   \$ 633, 220   \$ 623, 220   \$ 624, 224   \$ Subtotal   \$ 238,581   \$ 486,923   \$ 486,895   \$ 62,402   \$ 62, 225   \$ 695, 225   \$ 69							Actuals	,	Actuals		Actuals		New		New		New
23   Operating Expenses   \$   19,906   \$   44,838   \$   52,589   \$   62,402   \$   62,402   \$   54,500   \$   54,500   \$   54,500   \$   54,838   \$   52,589   \$   62,402   \$   62,402   \$   54,500   \$   54,600   \$	_									_		<u> </u>				_	
Subtotal   \$ 238,581   \$ 486,923   \$ 486,895   \$ 695,622   \$ 695, 22   \$ 695	_							_		_		_		-	633,220	_	2,361
12.00%   1	_								·	_	•	<u> </u>		_	62,402	\$	242
22   Indirect Cost (Line 24 X Line 25)   \$ 28,630   \$ 58,428   \$ 58,427   \$ 83,475   \$ 83,475   \$ 37,007   \$ 37,475   \$ 37,475   \$ 37,007   \$ 37,475   \$ 37,007   \$ 37,475   \$	_					\$		Ş		\$		_		Ş	695,622	\$	2,603
27 Other Expenses (Not subject to indirect %) \$ 46,105 \$ - \$ - \$ 37,007 \$ 37, 30 Total Expenditures \$ 313,317 \$ 545,350 \$ 545,322 \$ 816,104 \$ 816, 31	_		4 7/ 11 - 25)					_		<u> </u>		_		_	12.00%	_	242
State   Stat				+ 0()					58,428	_	58,427				83,475	_	312
Second   S	_		subject to indire	!CT %)		_				_	F4F 333		-	_	37,007	\$	120
Section   Sect	_	tai Expenditures				<b>&gt;</b>	313,31/	Ş	545,350	Ş	545,322	>	816,104	Þ	816,104	\$	3,036
\$ 267,212 \$ 526,845 \$ 452,881 \$ 779,097 \$ 779,  34 CNC Fund - CODB  35 General Fund - Ongoing - HSH Fund Supplement  36 General Fund - Ongoing  \$ 17,966 \$ 18,505 \$ 143,746 \$ - \$  37 Prop C  \$ 28,139 \$ \$ - \$  42 One-Time Transfer  \$ (233,775) \$ - \$  46 Total HSH Revenues  \$ 313,317 \$ 545,350 \$ 545,322 \$ 816,104 \$ 816,  47 Other Revenues  \$ 779,097 \$ 779,  \$ 779,097 \$ 779,  \$ 779,097 \$ 779,  \$ 37,  \$ 40, 40, 40, 40, 40, 40, 40, 40, 40, 40,	1	H Revenues															
34 CNC Fund - CODB 35 General Fund - Ongoing - HSH Fund Supplement 36 General Fund - Ongoing   \$ 17,966   \$ 18,505   \$ 143,746   \$ -   \$   37 Prop C   \$ 28,139   \$   \$ -   \$   39 Prop C   \$ 28,139   \$   \$ -   \$   40 One-Time Transfer   \$ (233,775)   \$ -   \$   41 Total HSH Revenues   \$ 313,317   \$ 545,350   \$ 545,322   \$ 816,104   \$ 816, 47 Other Revenues   \$ -   \$ -   \$ -   \$   48 Total Other Revenues   \$ -   \$ -   \$ -   \$   49 Other Revenues   \$ -   \$ -   \$ -   \$   40 Other Revenues   \$ -   \$ -   \$ -   \$   41 Other Revenues   \$ -   \$ -   \$ -   \$   42 Other Revenues   \$ -   \$ -   \$   43 Other Revenues   \$ -   \$ -   \$   44 Other Revenues   \$ -   \$ -   \$   45 Other Revenues   \$ -   \$ -   \$   46 Other Revenues   \$ -   \$ -   \$   47 Other Revenues   \$ -   \$ -   \$   48 Other Revenues   \$ -   \$ -   \$   49 Other Revenues   \$ -   \$ -   \$   40 Other Revenues   \$ -   \$ -   \$   40 Other Revenues   \$ -   \$ -   \$   40 Other Revenues   \$ -   \$ -   \$   40 Other Revenues   \$ -   \$ -   \$   41 Other Revenues   \$ -   \$ -   \$   42 Other Revenues   \$ -   \$ -   \$   43 Other Revenues   \$ -   \$ -   \$   44 Other Revenues   \$ -   \$ -   \$   45 Other Revenues   \$ -   \$ -   \$   46 Other Revenues   \$ -   \$ -   \$   47 Other Revenues   \$ -   \$ -   \$   48 Other Revenues   \$ -   \$ -   \$   49 Other Revenues   \$ -   \$ -   \$   40 Other Revenues   \$ -   \$ -   \$   40 Other Revenues   \$ -   \$ -   \$   40 Other Revenues   \$ -   \$ -   \$   40 Other Revenues   \$ -   \$ -   \$   41 Other Revenues   \$ -   \$ -   \$   42 Other Revenues   \$ -   \$ -   \$   43 Other Revenues   \$ -   \$ -   \$   44 Other Revenues   \$ -   \$ -   \$   45 Other Revenues   \$ -   \$ -   \$   46 Other Revenues   \$ -   \$   47 Other Revenues   \$ -   \$   48 Other Revenues   \$ -   \$   49 Other Revenues   \$ -   \$   40 Other Revenues   \$ -   \$   40 Other Revenues   \$ -   \$   40 Other Revenues   \$ -   \$   40 Other Revenues   \$ -   \$   40 Other Revenues   \$ -   \$   40 Other Revenues   \$ -   \$   40 Other Revenues   \$ -   \$   40 Other Revenues   \$ -   \$   40 Other Revenues   \$ -   \$   40 Other Revenues   \$	_					Ś	267.212	Ś	526.845	\$	452,881	Ś	779.097	Ś	779,097	\$	2,805
Same   Same	_					7	,	7	227,210	_	,			_	37,007	\$	74
\$ General Fund - Ongoing \$ 17,966 \$ 18,505 \$ 143,746 \$ - \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	-		oing - HSH Fund S	Supplement						\$	182.470			_		\$	182
Second Second						\$	17,966	\$	18,505	_	•	_	-		-	\$	180
42   One-Time Transfer   \$ (233,775) \$ - \$   \$   \$   \$   \$   \$   \$   \$   \$					-								-	_	-	\$	28
46 Total HSH Revenues     \$ 313,317     \$ 545,350     \$ 545,322     \$ 816,104     \$ 816,       47 Other Revenues     \$ -     \$ -     \$ -     \$ -     \$ -     \$ -     \$ -       54 States     54 States     54 States     \$ -     \$	_									\$	(233,775)	\$	_	\$	-	\$	(233
47 <u>Other Revenues</u> 53 <u>Total Other Revenues</u> \$ - \$ - \$ - \$ 5 54	_	tal HSH Revenues	;			\$	313,317	\$	545,350	\$			816,104	\$	816,104	\$	3,036
53 <b>Total Other Revenues</b> \$ - \$ - \$ - \$ \$ 54 54									,			Ė	· ·		, -		
54	_		es			Ś		Ś		Ś	_	Ś	_	Ś	_	\$	
		- Strict Hevenus				_		7		Y		<u> </u>		٧		~	
66 LONGILLAN E DEVENUES 1.3 313.317 L3 343.330 L3 343.377 L3 610.104 L3 610.	10					Ċ	212 217	¢	5/15 250	¢	5/15 222	ć	Q16 104	¢	816,104	Ś	3,036
58		tal UCU + Other D				Ş	313,31/	Ş	242,220	7	343,322	٦	010,104	P	010,104	Ş	3,030
7.00		tal HSH + Other R	evenues														
59 Prepared by HITTany Luong	To			Tiffany Luong		<u></u>											

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

	А	В		С	F		G		J	М		N		Q	Т		U
1	DEPARTMENT OF HOMELESSNESS AND SUP	PORTIVE HOUSING															
2	SALARY & BENEFIT DETAIL		-														
3	Document Date	11/1/2023															
4	Provider Name	Episcopal Community Services															
	Program	Housing First Hotels CNC															
7	F\$P Contract ID# Budget Name	1000019778  Crosby - Support Services															
8	Budget Name	crosby - Support Services															
9																	
10					Year 1					Year 2					Year 3		
					For HSH	:	1/1/2021 -			For HSH	7/1/	/2021 -			For HSH	7;	/1/2022 -
11			Ag	ency Totals	Funded	(	6/30/2021	Age	ency Totals	Funded	6/30	0/2022	Age	ency Totals	Funded	6,	/30/2023
12					Program		Current			Program	Cu	ırrent			Program		Current
			Δ	nnual Full	Adjusted			Δ	nnual Full	Adjusted			Δ	nnual Full	Adjusted		
1				ime Salary	Budgeted		Budgeted		ime Salary	Budgeted		dgeted		me Salary	Budgeted		Budgeted
				r 1.00 FTE)	FTE		Salary		or 1.00 FTE)	FTE	Sa	alary		r 1.00 FTE)	FTE		Salary
13	POSITION TITLE					4			,								
14	Support Services Manager (SS) - H70		\$	78,797	0.91	_	35,853	\$	83,347	0.91		75,846	\$	94,792	0.74		69,792
15	Case Manager III (SS) - H95		\$	71,092	0.90	\$	38,191	\$	73,599	0.91		66,975	\$	84,050	0.98	\$	82,050
16	Case Manager III (SS) - H42		\$	54,709	0.90	\$	10,599	\$	54,709	0.91	\$ 4	49,785	\$	58,969	0.78	\$	45,969
17	Case Manager III (SS) - H63		\$	56,131	0.91	\$	20,540	\$	56,131	0.91	\$ !	51,079	\$	56,131	0.79	\$	44,131
18	Case Manager III (SS) - OPEN H43		\$	69,140	0.90	\$	36,713	\$	69,140	0.91	\$	32,917	\$	69,140	0.28	\$	19,140
19	Database Specialist & Compliance Monitor - H51		\$	63,016	0.06	\$	2,025	\$	63,016	0.06	\$	4,049	\$	75,014	0.06	\$	4,820
20	Database Specialist & Compliance Monitor - H10	7	\$	50,425	0.06	\$	1,620	\$	50,425	0.06	\$	3,240	\$	71,259	0.06	\$	4,579
21	Clinical Services Manager - H6		\$	78,900	0.03	\$	1,268	\$	78,900	0.03	\$	2,535	\$	85,682	0.03	\$	2,753
22	Director of Impact & Analytics - A83		\$	116,640	0.02	\$	1,207	\$	127,433	0.02	\$	2,638	\$	147,958	0.02	\$	3,063
23	Director of Healthy Aging - SN34		\$	120,235	0.01	\$	812	\$	120,235	0.01	\$	1,623	\$	152,077	0.01	\$	2,053
24	Case Manager				0.00					0.00			\$	58,464	0.26	\$	15,078
25	Housing Services Sr. Director - H5		\$	135,792	0.06	\$	4,403	\$	145,975	0.07	\$ :	10,423	\$	171,627	0.07	\$	12,254
26	Direct Support for Housing Srvc Director - H117		\$	94,332	0.13	\$	6,066	\$	94,383	0.17	\$ :	15,734	\$	118,120	0.17	\$	19,691
27	Compliance Specialist - H106		\$	64,999	0.06	\$	2,088	\$	64,999	0.06	\$	4,177	\$	78,883	0.11		8,362
28	Housing Services Director				0.00					0.00			\$	140,602	0.03	\$	3,937
29	Project Manager		\$	84,296	0.15	<u> </u>	6,335	\$	105,076			17,516	\$	118,393	0.00		-
30	Sr. Director/Housing Dev & Asset Mgmt.		\$	144,196	0.01	\$	1,038	\$	140,538	0.02	\$	2,249	\$	164,299	0.00		-
35					L SALARIES	\$	168,757			L SALARIES	\$ 34	40,786			L SALARIES		337,672
36				TOTAL FTE	5.14				TOTAL FTE	5.23				TOTAL FTE	4.38		
37				FRINGE I	BENEFIT RATE		29.58%		FRINGE I	BENEFIT RATE		29.73%		FRINGE I	BENEFIT RATE		28.62%
38 39				EMPLOYEE FRI	NGE BENEFITS	\$	49,918	١	EMPLOYEE FRII	NGE BENEFITS	\$ 10	01,299	99 EMPLOYEE FRINGE BENEFITS		\$	96,635	
39			1	TOTAL SALARIE	S & BENEFITS	\$	218,676	T	TOTAL SALARIE	S & BENEFITS	\$ 44	42,085	Т	OTAL SALARIE	S & BENEFITS	\$	434,306

	Α	В		Х	AA		AD	AE	AH	AK	BU	BV	$\neg$	BV	W
1	DEPARTMENT OF HOMELESSNESS AND SUP	PORTIVE HOUSING													
2	SALARY & BENEFIT DETAIL														Į.
3		11/1/2023													ļ
4		Episcopal Community Services													Į.
		Housing First Hotels CNC													ļ
	'	1000019778													
7	Budget Name	Crosby - Support Services													ļ
9				FXT	ENSION YEA	۱R		FYT	ENSION YEA	R					Į.
10					Year 4			EXT	Year 5			All Yea	rs		
10					For HSH	7/:	1/2023 -		For HSH	7/1/2024 -	1/1/2021	- 1/1/202	1 -	1/1/2	021 -
11			Ag	ency Totals	Funded	,	30/2024	Agency Totals	Funded	6/30/2025	2/29/202			6/30/	
12					Program		New		Program	New	Current	Amendm	ent	Ne	:W
				1 = 2					A 11						
				nnual Full	Adjusted	Вι	udgeted	Annual Full Time	Adjusted	Budgeted	Budgete	Charre		Budg	eted
				ime Salary or 1.00 FTE)	Budgeted FTE		Salary	Salary (for 1.00	Budgeted FTE	Salary	Salary	Chang	2	Sala	ary
13	POSITION TITLE		(10	) 1.00 FIE)	FIE			FTE)	FIE						
14	Support Services Manager (SS) - H70		\$	96,940	1.00	\$	96,940	\$ 96,940	1.00	\$ 96,940	\$ 213,79	2 \$ 161,5	78	\$ 37	5,370
	Case Manager III (SS) - H95		\$	84,198	1.00	\$	84,198	\$ 84,198	1.00	\$ 84,198	\$ 215,85	7 \$ 139,7	/55	\$ 35	5,612
	Case Manager III (SS) - H42		\$	64,519	1.00	\$	64,519	\$ 64,519	1.00	\$ 64,519	\$ 126,44	8 \$ 108,9	43	\$ 23	5,391
	Case Manager III (SS) - H63		\$	64,519	1.00	\$	64,519	\$ 64,519	1.00	\$ 64,519	\$ 134,87	8 \$ 109,9	10	\$ 24	4,788
	Case Manager III (SS) - OPEN H43		\$	64,519	1.00	\$	64,519	\$ 64,519	1.00	\$ 64,519	\$ 112,33	1 \$ 105,4	77	\$ 21	7,808
19	Database Specialist & Compliance Monitor - H51		\$	75,143	0.06	\$	4,829	\$ 75,143	0.06	\$ 4,829	\$ 12,53	8 \$ 8,0	)14	\$ 20	0,552
20	Database Specialist & Compliance Monitor - H107	7	\$	72,197	0.06	\$	4,639	\$ 72,197	0.06		\$ 11,00	0 \$ 7,7			8,718
21	Clinical Services Manager - H6		\$	85,682	0.03	\$	2,753	\$ 85,682	0.03	\$ 2,753	\$ 7,49	4 \$ 4,5	68	\$ 1	2,061
22	Director of Impact & Analytics - A83		\$	151,620	0.02	\$	3,139	\$ 151,620	0.02	\$ 3,139	\$ 7,95	2 \$ 5,2	233	\$ 1	3,185
23	Director of Healthy Aging - SN34		\$	152,319	0.01	\$	2,056	\$ 152,319	0.01	\$ 2,056	\$ 5,18	8 \$ 3,4	113	\$	8,600
24	Case Manager		\$	60,218	0.60	\$	36,131	\$ 60,218	0.60	\$ 36,131	\$ 27,03	2 \$ 60,3	80	\$ 8	7,340
25	Housing Services Sr. Director - H5		\$	171,917	0.07	L.	12,275	\$ 171,917	0.07	\$ 12,275		6 \$ 20,3			1,630
26	Direct Support for Housing Srvc Director - H117		\$	118,312	0.17	L.	19,723	\$ 118,312	0.17						0,936
27	Compliance Specialist - H106		\$	79,015	0.11	<u> </u>	8,376	\$ 79,015	0.11						1,378
28	Housing Services Director		\$	140,602	0.03		3,937	\$ 140,602	0.03						1,811
29	Project Manager		\$	118,393	0.00	<u> </u>	-	\$ 118,393	0.00			1 \$			3,851
30	Sr. Director/Housing Dev & Asset Mgmt.		\$	164,299	0.00	<u>'</u>	-	\$ 164,299	0.00		\$ 3,28				3,287
35				TOTA		\$	472,552		L SALARIES	\$ 472,552	\$1,003,85	9 \$ 788,4	60	\$1,79	2,319
36				TOTAL FTE	6.17			TOTAL FTE	6.17						
37					BENEFIT RATE		34.00%	FRINGE I	BENEFIT RATE	34.00%	6				
38					NGE BENEFITS	<u> </u>		EMPLOYEE FRI				.9 \$ 257,2		•	9,188
39			Т	OTAL SALARIE	S & BENEFITS	\$	633,220	TOTAL SALARIE	S & BENEFITS	\$ 633,220	\$1,315,77	7 \$1,045,7	29	\$ 2,36	1,507

	А	В		С		F	1		N		Q		
1	DEPARTMENT OF HOMEL	ESSNESS AND SUPPORTIVE HOUSING											
2	OPERATING DETAIL		_										
3	Document Date	11/1/2023											
4	Provider Name	Episcopal Community Services											
	Program	Housing First Hotels CNC											
6	F\$P Contract ID#	1000019778											
	Budget Name	Crosby - Support Services											
8			_					EXT	ENSION YEAR	EX	TENSION YEAR		
9				Year 1		Year 2	Year 3		Year 4		Year 5		All
10				/1/2021 - 6/30/2021		7/1/2021 - 6/30/2022	/1/2022 - /30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 6/30/2025		1/1, 6/3
11				Current		Current	Actuals		New		New		1
12	Operating Expenses			Budgeted Expense		Budgeted Expense	Budgeted Expense		Budgeted Expense		Budgeted Expense		Bud Ex
	T	as, Phone, Garbage and Waste Mgmt.)	\$	2,760		8.840	\$ 9,840	\$	13,192	\$	13,192		
	Office Supplies/ Furniture/ E		\$	1,683		3,366	\$ 5,366	\$	6.498	_	6,498		
		quipmont	\$	1,792	\$	5,290	\$ 6,426	\$	7,451	\$	7,451	\$	
	Insurance		\$	4,599	_	9,198	\$ 13,327	\$	15,524	·	15,524	1	
	Staff Training		\$			2,812	\$ 2,812	_	3,051	\$	3,051	\$	
	i i			1,406	_		 	_		·		<u> </u>	
	Program Supplies		\$	-,	\$	7,422	\$ -,-	\$	4,251	\$	4,251	\$	
	Food and Food Supplies		\$	3,605		7,210	\$ 10,310	\$	12,157	\$	12,157		
	Licenses and Fees		\$	350	\$	700	\$ 586	\$	278	\$	278	\$	
54												_	
55	TOTAL OPERATING EXPE	NSES	\$	19,906	\$	44,838	\$ 52,589	\$	62,402	\$	62,402	\$	
56	1												
57	Other Expenses (not subject	to indirect cost %)											
58	CODB (to be allocated)		\$	17,966				\$	37,007	\$	37,007	\$	
59	One-Time Prop C Bonus Pa	у	\$	28,139				\$	-	\$	-	\$	
70		•						<u> </u>				Ė	

633,220

TOTAL SALARIES & BENEFITS

Ш	A	В	С	D	Е
1	BUDGET NARRATIVE	Fisca	al Year	_	
2	Crosby - Support Services	FY2	23-24		
31					
				<u>Justification</u>	
			Budgeted		
32	Operating Expenses		Expense		<u>Calculation</u>
34	Utilities (Electricity, Water, Gas, Phone, Garbage and Wa	ste 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
	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					
-	Licenses and Fees			Support Services license fees	\$23 x 12 months
	TOTAL OPERATING EXPENSES		\$ 62,402		
76	Indirect Cost	12.0%	\$ 83,475		
77					
78					
				<u>Justification</u>	
79	Other Expenses (not subject to indirect co	ost %)	Amount		<u>Calculation</u>
	CODB (to be allocated)		\$ 37,007	4.75% Cost of doing business for FY 24	4.75%
92					
93	TOTAL OTHER EXPENSES		\$ 37,007		

	Α .	В	C	D	E		Н	K		Р	S		AK
1	DEPARTMENT OF H	IOMELESSNESS AN	D SUPPORTIVE HOUS	ING									
	APPENDIX B, BUDG												
3	Document Date	11/1/2023		Dunation	т								
	Cambra et Tarres	Basin Data	Find Data	Duration (Years)									
	Contract Term	Begin Date 1/1/2021	End Date	(Years)	+								
_	Current Term Amended Term	1/1/2021	2/29/2024 6/30/2025	<u>4</u> 5	†								
_	Provider Name				+								
	Program Program		al Community Service ing First Hotels CNC	:5	ł								
	F\$P Contract ID#	Hous	1000019778		1								
	Action (select)		Amendment		Ì								
_	Effective Date		7/1/2023		1								
	Budget Name	Elm - Support Sen											
13	Duuget Name	Current	New		t								
-	Term Budget		\$ 1,987,393										
	Contingency		\$ 3,171,772	15%									
	Not-To-Exceed	· · · · · · · · · · · · · · · · · · ·	\$ 47,159,399										
10	NOC-10-EXCEEU	\$ 20,329,010	\$ 47,139,399		ļ								
17									EX	TENSION YEAR	EXTENSION YEAR	_	
18					Year 1	_	Year 2	Year 3		Year 4	Year 5	<u> </u>	All Year
					1/1/2021 -		7/1/2021 -	7/1/2022 -		7/1/2023 -	7/1/2024 -	. 1	1/1/202
19					6/30/2021		6/30/2022	6/30/2023		6/30/2024	6/30/2025	e	6/30/20
20					Actuals		Actuals	Actuals		New	New		New
21	Expenditures												
22	Salaries & Benefits				\$ 133,279	\$	300,687	\$ 272,674	\$	422,071	\$ 422,071	\$	1,550
23	Operating Expenses	S			\$ 13,800	\$	34,186	\$ 40,065	\$	34,615	\$ 34,615	\$	15
24	Subtotal				\$ 147,079	\$	334,873	\$ 312,739	\$	456,686	\$ 456,686	\$	1,70
25	Indirect Percentage	?			12.00%	6	12.00%	12.00%		12.00%	12.00%		
26	Indirect Cost (Line 2	24 X Line 25)			\$ 17,649	\$	40,187	\$ 37,529	\$	54,802	\$ 54,802	\$	20
27	Other Expenses (No	ot subject to indirec	ct %)		\$ 25,769	\$	-	\$ -	\$	24,296	\$ 24,296	\$	74
30	Total Expenditures				\$ 190,498	\$	375,060	\$ 350,267	\$	535,784	\$ 535,784	\$	1,987
31				_									
_	HSH Revenues											<u>L</u>	
33	CNC Fund				\$ 164,729	\$	362,825	\$ 280,408	\$	511,488	\$ 511,488	\$	1,830
	CNC Fund - CODB			-					\$	24,296	\$ 24,296	\$	4
35	General Fund - Ong	oing - HSH Fund Su	pplement					\$ 139,652	\$		\$ -	\$	13
	General Fund - Ong				\$ 11,878	\$	12,235	\$ 91,428	\$	-	\$ -	\$	11!
39	Prop C				\$ 13,891				\$	-	\$ -	\$	1
42	One-Time Transfer							\$ (161,221)	\$		\$ -	\$	(16:
45												$oldsymbol{ol}}}}}}}}}}}}}}}}}$	
46	Total HSH Revenue	S			\$ 190,498	\$	375,060	\$ 350,267	\$	535,784	\$ 535,784	\$	1,987
54												L	
55	Total HSH + Other	Revenues			\$ 190,498	\$	375,060	\$ 350,267	\$	535,784	\$ 535,784	\$	1,987
58													
	Prepared by		Tiffany Luong	_									
59					i e								
JJ	Phone	415.	487.3300 ext. 1219		Ī								

	АВ		С	F	G		J	М	N	Q	Т		U
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	SALARY & BENEFIT DETAIL	_											
3	Document Date 11/1/2023												
4	Provider Name Episcopal Community Services												
	Program Housing First Hotels CNC												
-	<b>F\$P Contract ID#</b> 1000019778												
	Budget Name Elm - Support Services												
8													
9				Year 1				Year 2			Year 3		. /
			T-4-1-	For HSH	1/1/2021 -		Agency	For HSH	7/1/2021 -	Agency	For HSH		1/2022 -
10		Agen	cy Totals	Funded	6/30/2021	ł	Totals	Funded	6/30/2022	Totals	Funded		30/2023
11				Program	Current			Program	Current	Annual Full	Program	C	Current
		Ann	ual Full	Adjusted		Α	nnual Full	Adjusted		Time Salary	Adjusted	B.	udgeted
			e Salary	Budgeted FTE	<b>Budgeted Salary</b>	Ti	ime Salary	Budgeted	<b>Budgeted Salary</b>	(for 1.00	Budgeted		Salary
12	POSITION TITLE	(for 1	L.00 FTE)	Buugeteu i i E		(fc	or 1.00 FTE)	FTE		FTE)	FTE	,	Jaiaiy
	Support Services Manager - H28	\$	83,482	0.46	\$ 12,092	\$	83,482	0.46	\$ 37,984	\$ 96,818	0.21	\$	20,786
	Asst. Support Service Manager - H29	\$	69,436	0.91	\$ 30,079	\$	69,436	0.91	\$ 63,187	\$ 80,499	0.91	\$	73,499
	Case Manager III, Bilingual - H30	\$	58,529	0.90	\$ 26,338	\$	58,529	0.90	\$ 52,676	\$ 65,772	0.46	\$	30,186
	Case Manager III - H65	\$	53,776	0.45	\$ 12,116	\$	53,776	0.45	\$ 10,231	\$ 57,285	0.38	\$	21,512
	Database Specialist & Compliance Monitor - H51	\$	63,016	0.06	\$ 2,025	\$	63,016	0.06	\$ 4,049	\$ 75,014	0.06	\$	4,820
	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	. ,	\$ 152,077	0.01	\$	2,053
	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	· /	\$	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	. ,	\$	105,076	0.17	,	\$ 118,393	0.00	_	-
27	Director/Housing Dev & Asset Mgmt.	\$	144,196	0.01		\$	140,538	0.02	. ,	\$ -	0.00		-
34			то	TAL SALARIES	\$ 107,491		тот	AL SALARIES	\$ 228,262	TOTA	L SALARIES	\$	210,959
35		TO	OTAL FTE	3.33			TOTAL FTE	3.40		TOTAL FTE	2.55		
36			FRINGI	BENEFIT RATE	23.99%		FRINGE	BENEFIT RATE	31.73%	FRINGE I	BENEFIT RATE		29.25%
37				RINGE BENEFITS	•	1		RINGE BENEFITS	, ,	EMPLOYEE FRI			61,715
38		TO	TAL SALAR	IES & BENEFITS	\$ 133,279	1	TOTAL SALARI	ES & BENEFITS	\$ 300,687	TOTAL SALARIE	S & BENEFITS	\$	272,674

	А	В		Х	AA		AD	AE	AH	AK	BU		BV		BW
1	DEPARTMENT OF HOMELESSNESS	AND SUPPORTIVE HOUSING													
2	SALARY & BENEFIT DETAIL		i												
3		11/1/2023													
4	Provider Name	Episcopal Community Services													
	Program	Housing First Hotels CNC													
	F\$P Contract ID#	1000019778													
8	Budget Name	Elm - Support Services			EXTENSION Y	FΛR	•	FY	TENSION YE	ΛR					
9					Year 4	LAN	•		Year 5	- Alt			All Years		
3					For HSH		7/1/2023 -		For HSH	7/1/2024 -	1/1/2021 -		1/1/2021 -	1	1/1/2021 -
10				Agency	Funded		6/30/2024	Agency Totals	Funded	6/30/2025	2/29/2024		5/30/2025		5/30/2025
11				Totals	Program		New		Program	New	Current		mendment		New
			An	nual Full				Annual Full Time	Adjusted						
				ne Salary	Adjusted		Budgeted	Salary (for 1.00	,	Budgeted Salary	Budgeted Salary		Change	Buc	lgeted Salary
				1.00 FTE)	Budgeted FT	E	Salary	FTE)	FTE						,
	POSITION TITLE			96,982		0 \$	48,491		0.50	\$ 48,491	\$ 85,874	<u> </u>	81,971	Ś	167,844
	Support Services Manager - H28		\$				,			· · · · · · · · · · · · · · · · · · ·				<u> </u>	,
14	Asst. Support Service Manager - H29		\$	82,827	1.0	<u> </u>	,	\$ 82,827	1.00	·		<u> </u>	138,223	\$	332,419
15	Case Manager III, Bilingual - H30		\$	64,519	0.9	_	·	\$ 64,519	0.94	· · · · · · · · · · · · · · · · · · ·	\$ 131,613		98,883	\$	230,496
16	Case Manager III - H65		\$	64,519	0.9		•	\$ 64,519	0.94	-	\$ 63,379		101,775	\$	165,154
17	Database Specialist & Compliance Mon	nitor - H51	\$	75,143	0.0	_	•	\$ 75,143	0.06	-			8,015	\$	20,552
18	Database Specialist & Compliance Mon	nitor - H107	\$	72,197	0.0	_		\$ 72,197	0.06				7,718	\$	18,718
19	Clinical Services Manager - H6		\$	85,682	0.0		,	\$ 85,682	0.03	<u> </u>			4,568	\$	12,062
20	Director of Impact & Analytics - A88		\$	151,620	0.0	2 \$	3,139	\$ 151,620	0.02	\$ 3,139	\$ 7,951	\$	5,233	\$	13,185
21	Director of Healthy Aging - SN34		\$	152,319	0.0	_		\$ 152,319	0.01	· · · · · · · · · · · · · · · · · · ·		\$	3,413	\$	8,600
	Housing Services Sr. Director - H5		\$	171,917	0.0	7 \$		\$ 171,917	0.07	\$ 12,275			20,374	\$	51,630
23	Associate. Direct Support for Housing S	Services Director - HA2	\$	118,312	0.1		,	\$ 118,312	0.17	\$ 19,723	\$ 48,203	_	32,735	\$	80,939
24	Compliance Specialist - H106		\$	79,015	0.0	6 \$	5,078	\$ 79,015	0.06	\$ 5,078	\$ 17,379	\$	6,929	\$	24,309
25	Housing Services Director		\$	140,602	0.0	6 \$	7,874	\$ 140,602	0.06	\$ 7,874	\$ 11,899	\$	11,723	\$	23,621
26	Project Manager		\$	118,393	0.0			\$ 118,393	0.00	\$ -	\$ 23,851	\$	-	\$	23,851
27	Director/Housing Dev & Asset Mgmt.		\$	-	0.0		-	\$ -	0.00	\$ -	\$ 3,287	\$	-	\$	3,287
34				TC	TAL SALARIES	\$	314,978	TOTA	AL SALARIES	\$ 314,978	\$ 655,109	\$	521,559	\$	1,176,668
35			Т	TOTAL FTE	3.9	3		TOTAL FTE	3.93						
36				FRING	E BENEFIT RATI	E	34.00%	FRINGE E	BENEFIT RATE	34.00%					
37			E	EMPLOYEE I	FRINGE BENEFIT	s \$	107,093	EMPLOYEE FRII	NGE BENEFITS	\$ 107,093		\$	176,246	\$	374,115
38			Т	OTAL SALA	RIES & BENEFITS	\$	422,071	TOTAL SALARIE	S & BENEFITS	\$ 422,071	\$ 852,979	\$	697,805	\$	1,550,783

	A	B	1	С	F				N	Q		ΑI
1	DEPARTMENT OF HON	MELESSNESS AND SUPPORTIVE HOUSI	NG									
2	OPERATING DETAIL											
3	Document Date	11/1/2023										
4	Provider Name	<b>Episcopal Community Services</b>										
5	Program	Housing First Hotels CNC										
6	F\$P Contract ID#	1000019778										
7	Budget Name	Elm - Support Services										
8			-			_		EXT	ENSION YEAR	EXTENSION YEAR	_	
9				Year 1	Year 2		Year 3		Year 4	Year 5	1	All Year
				1/1/2021 -	7/1/2021 -		7/1/2022 -		7/1/2023 -	7/1/2024 -		/1/2021
10			- 1	6/30/2021	6/30/2022	<u> </u>	6/30/2023	6	5/30/2024	6/30/2025	6	30/202
11				Actuals	Actuals		Actuals		New	New		New
				Budgeted	Budgeted		Budgeted		Budgeted			Budgete
12	Operating Expenses			Expense	Expense		Expense		Expense	Budgeted Expense		Expense
14	Utilities (Electricity, Water	r, Gas, Phone, Garbage and Waste Mgmt	.)	\$ 2,760	\$ 8,840	\$	9,840	\$	8,000	\$ 8,000	\$	37,
15	Office Supplies/ Furniture	e/ Equipment		\$ 950	\$ 3,640	\$	5,919	\$	5,000	\$ 5,000	\$	20,
17	Printing and Reproduction	n		\$ 1,247	\$ 4,020	\$	3,020	\$	2,500	\$ 2,500	\$	13,
18	Insurance			\$ 3,200	\$ 6,400	\$	9,000	\$	8,865	\$ 8,865	\$	36,
19	Staff Training			\$ 738	\$ 1,476	\$	3,476	\$	3,000	\$ 3,000	\$	11,
22	Program Supplies			\$ 1,550	\$ 3,100	\$	3,100	\$	3,000	\$ 3,000	\$	13,
23	Licenses and Fees			\$ 230	\$ 460	\$	460	\$	250	\$ 250	\$	1,
24	Food and Food Supplies			\$ 3,125	\$ 6,250	\$	5,250	\$	4,000	\$ 4,000	\$	22,
	TOTAL OPERATING EX	PENSES		\$ 13,800	\$ 34,186	_	40,065	\$	34,615	\$ 34,615		157,
44					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Ť	.,	·	- ,		Ė	
	Other Expenses (not sub	ect to indirect cost %)										
	CODB (to be allocated)			\$ 11,878				\$	24,296	\$ 24,296	\$	60,
	o =: 0 o 0	Pay		\$ 13,891				\$		\$ -	\$	13,
47	One-Time Prop C Bonus	ray										
47 48	One-Time Prop C Bonus	ray									\$	

	A	В	С	D	Е
1	BUDGET NARRATIVE	Fisca	l Year		
2	Elm - Support Services	FY2	3-24		
		<u>Adjusted</u>	D. d. d. d.		
٦	Calarias & Banafita	Budgeted	Budgeted Salary	luctification	Coloulation
3	Salaries & Benefits Support Services Manager - H28	FTE 0.50		<u>Justification</u> Provides team leadership, management and supervision to ensure program quality, as well	<u>Calculation</u> \$96,982 x 0.5 FTE
	oupport dervices ivialitager - 1120	0.50	40,431	as resident safety, housing retention, and individual development; supervises staff;	ψ30,302 X 0.31 TE
4				coordinates and leads partner efforts.	
	Asst. Support Service Manager - H29	1.00	82,827	Provides team leadership, management and supervision to ensure program quality, as well	\$82,827 x 1 FTE
_ ا				as resident safety, housing retention, and individual development; supervises staff;	
5	Coop Manager III Bilingual 1420	0.94	60 649	coordinates and leads partner efforts.	\$64.540 × 0.04.5TF
	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	\$64,519 x 0.94 FTE
				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	
6				environment for residents.	
	Case Manager III - H65	0.94	60,648	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve	\$64,519 x 0.94 FTE
				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	
7				environment for residents.	
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		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
				Provides case consultation and clinical direction to on-site staff to ensure highest functioning	
10				of residents; partners with staff for resolution of difficult client issues; provides crisis	
10	Director of Impact & Analytics - A88	0.02	3 130	intervention and resolution; leads staff clinical education and training programs.  Designs and implements continuous quality improvement program to ensure that ECS's	\$151.620 x 0.02 FTE
	Director of impact & Analytics - Add	0.02	3,133	programs and services meet its standards. Works with program manager to develop quality	ψ131,020 X 0.021 TE
				assurance policies, collecting data for analysis by program, dept and organization-wide.	
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	\$152,319 x 0.01 FTE
12				place throughout all of our programs, with a focus on senior engagement, safety, health and independence	
12	Housing Services Sr. Director - H5	0.07	19 975	Provides overall leadership, administration and supervision to ECS's ten supportive housing	\$171 917 x 0 07 FTF
13	Troubing Corvides Of Director The	0.07	12,210	sites; develops proposals, negotiates and managers	Ψ
	Associate. Direct Support for Housing Services Director - H/-	0.17	19,723	Contracts, and reports contractual outcomes and activities to funders; develops strategic and	\$118,312 x 0.17 FTE
14	-			practical relationships with community partners;	
15		0.06		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	\$140,602 x 0.06 FTE
				supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; develops strategic and practical relationships	
				with community partners; provides direction and support in crisis or other problematic	
				situations; links individual sites to broader housing program efforts.	
16					
23	TOTAL	3.93	\$ 314,978		
24	Employee Fringe Benefits	<u>34.00%</u>	\$ 107,093	Includes FICA, SSUI, Workers Compensation and Medical calculated at 34% of total salaries.	
25	TOTAL SALARIES & BENEFITS		\$ 422,071		

	A	В	С	D	E
1	BUDGET NARRATIVE	Fisca	al Year		
2	Elm - Support Services	FY2	23-24		
26					
27	Operating Expenses		Budgeted Expense	<u>Justification</u>	<u>Calculation</u>
29	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste	Mgmt.)	\$ 8,000	<b>3</b>	\$667 x 12 months
30	Office Supplies/ Furniture/ Equipment			Support Service office supplies for program staff including materials used with participants and computers	\$417 x 12 months
	Printing and Reproduction			Includes bus passes, program materials and snacks for resident activities,	\$208 x 12 months
	Insurance			Liability and umbrella agency insurance prorated	\$739 x 12 months
	Staff Training		\$ 3,000	Training expenses, including meeting supplies and conference	\$250 x 12 months
	Program Supplies			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
	Food and Food Supplies		\$ 4,000	Using the SF Food Bank, the food items will supplement residents' own arrangements	
39					\$333 x 12 months
	TOTAL OPERATING EXPENSES		\$ 34,615		
59	Indirect Cost	12.0%	\$ 54,802		
60					
61					
62	Other Expenses (not subject to indirect cost %) CODB (to be allocated)		Amount \$ 24,296	<u>Justification</u> 4.75% Cost of doing business for FY 24	<u>Calculation</u> 4.75%
75	(to be dilocated)		Ψ 27,290	1.1070 0001 01 doing 20011000 101 1 1 24	7.7070
	TOTAL OTHER EXPENSES		\$ 24,296		

	Α '	В	С	D	1	E		Н		K		Р		S		AK
1	DEPARTMENT OF H	IOMELESSNESS AN	ND SUPPORTIVE	HOUSING												
2	APPENDIX B, BUDG	ET														
3	Document Date	11/1/2023			_											
	C	Daria Data	Ford Date	Duration												
	Contract Term	Begin Date	End Date	(Years)	-											
_	Current Term	1/1/2021	2/29/2024	<u>4</u> 5	-											
_	Amended Term	1/1/2021	6/30/2025		-											
	Provider Name Program		Community Serving First Hotels CN		-											
	F\$P Contract ID#		<u>1000019778</u>	<u> </u>	-											
	Action (select)		Amendment		1											
_	Effective Date	,	7/1/2023		1											
	Budget Name	Hillsdale - Suppor														
13		Current	New													
_	Term Budget	\$ 1,056,850		1												
	Contingency	\$ 36,701		15%												
	Not-To-Exceed	\$ 26,329,610		1												
17		. ==,===,310	,,,	1	1							TENSION YEAR	EV	TENCION VEAR		
						ear 1		Year 2		Year 3	E)	Year 4	EΧ	Year 5		All Years
18																
					-	./2021 -		7/1/2021 -		7/1/2022 -		7/1/2023 -		7/1/2024 -		/1/2021
19					6/3	0/2021	6	5/30/2022		6/30/2023		6/30/2024	-	6/30/2025	6	/30/202
20					Α	ctuals		Actuals		Actuals		New		New		New
	Expenditures															
	Salaries & Benefits				\$	126,633	\$	262,465		287,793	\$	388,203		388,203	\$	1,453
	Operating Expenses	5			\$	9,740	\$	39,228		42,066	\$	35,409	\$	35,409	\$	161
	Subtotal				\$	136,372	\$	301,692	\$	329,859	\$	423,612	\$	423,612	\$	1,615
	Indirect Percentage				4	12.00%		12.00%		12.00%	_	12.00%	_	12.00%	_	
_	Indirect Cost (Line 2				\$	16,365	\$	36,201	\$	39,583	\$	50,833	\$	50,833	\$	193
_	Other Expenses (No		ct %)		\$	31,300	\$	-	\$	-	\$	22,536	\$	22,536	\$	76
	Capital Expenditure	!			\$	404.005	\$	-	\$	-	\$	400.000	\$	400.000	\$	4 00-
	Total Expenditures				\$	184,037	\$	337,893	\$	369,442	\$	496,981	\$	496,981	\$	1,885
31	HSH Revenues															
	CNC Fund				\$	152,737	\$	326,566	¢	261,334	\$	474,445	\$	474,445	\$	1,689
	CNC Fund - CODB				٦	132,737	٧	320,300	۲	201,334	\$	22,536	\$	22,536	\$	45
-	General Fund - Ong	ning - HSH Fund Si	unnlement						Ś	127,559	\$		\$	- 22,330	\$	127
_	General Fund - Ong		арріспіспі		\$	10,997	\$	11,327	\$	85,552	\$		\$		\$	107
	Prop C	6			\$	20,303	_	11,527	_	33,332	\$	_	\$	_	\$	20
	One-Time Transfer				7	20,000			Ś	(105,003)	\$	_	\$	_	\$	(105
45										( 22,226)	\$	-	\$	-	\$	,===
_	Total HSH Revenue	S			\$	184,037	\$	337,893	\$	369,442	\$	496,981	\$	496,981	\$	1,885
-												,	Ė		Ė	,
54 l	Total HSH + Other I	Revenues			Ś	184,037	\$	337,893	Ś	369,442	\$	496,981	Ś	496,981	Ś	1,885
54 55					Y	_0-1,007	Y	337,033	Y	503,442	Υ.	450,501	<u> </u>	430,301	Υ	1,000
55	Total Holl : Other I															
55 58		Т	iffany Luong		7											
55 58 59	Prepared by Phone		iffany Luong 87.3300 ext. 1219	<u> </u>												

	A	В	T	С	F		G	J	М	N	Т	Q	Т		U
1	DEPARTMENT OF HOMELESSNESS AND S	UPPORTIVE HOUSING	•	-			-	-			•				-
2	SALARY & BENEFIT DETAIL		_												
3	Document Date	11/1/2023													
4	Provider Name	Episcopal Community Services	1												
	•	Housing First Hotels CNC													
		1000019778	_												
7	Budget Name	Hillsdale - Support Services													
8	1														
9	1				Year 1				Year 2				Year 3		
	1				For HSH	,	/1/2021 -		For HSH	7/1/2021 -			For HSH		1/2022 -
10	1		Age	ency Totals	Funded		/30/2021	Agency Totals	Funded	6/30/2022	Ag	gency Totals	Funded	_	30/2023
11	1				Program		Current		Program	Current			Program	(	Current
	1		Ar	nnual Full	Adjusted	п	udgotod	Annual Full	Adjusted	Budgeted	Ann	nual Full Time	Adjusted	D.	Idantad
			Tir	me Salary	Budgeted	В	Sudgeted Salary	Time Salary	Budgeted	Budgeted	Sal	ary (for 1.00	Budgeted		udgeted Salary
12	POSITION TITLE		(for	1.00 FTE)	FTE		Salal y	(for 1.00 FTE)	FTE	Salary		FTE)	FTE		Saidi y
13	Support Services Manager - H34		\$	85,344	0.46	\$	19,416	\$ 85,344	0.46	\$ 38,832	\$	95,756	0.46	\$	43,569
14	Case Manager III (Masters) - H37		\$	64,620	0.91	\$	19,402	\$ 64,620	0.91	\$ 58,804	\$	81,728	0.90	\$	73,728
	Case Manager III - H35		\$	63,537	0.90	\$	28,620	\$ 63,537	0.90	\$ 41,539	\$	62,640	0.81	\$	50,843
	Database Specialist & Compliance Monitor - H	<del>1</del> 51	\$	63,016	0.06	\$	2,025	\$ 63,016	0.06	\$ 4,049	\$	75,014	0.06	\$	4,820
17	Database Specialist & Compliance Monitor - F	1107	\$	50,425	0.06	\$	1,620	\$ 50,425	0.06	\$ 3,240	\$	71,259	0.06	\$	4,579
18	Clinical Services Manager - H6		\$	78,900	0.03		1,268	\$ 78,900	0.03	, ,		85,692	0.03	_	2,753
19	Director of Impact & Analytics - A88		\$	116,640	0.02	\$	1,207	\$ 127,433	0.02	\$ 2,638	\$	147,958	0.02	\$	3,063
20	Director of Healthy Aging - SN34		\$	120,235	0.01	\$	812	\$ 120,235	0.01	\$ 1,623	\$	152,077	0.01	\$	2,053
21	Housing Services Sr. Director - H5		\$	135,792	0.06	\$	4,403	\$ 145,975	0.07	\$ 10,423	\$	171,627	0.05	\$	8,336
22	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
23	Compliance Specialist - H106		\$	64,999	0.06	\$	2,088	\$ 64,999	0.06	\$ 4,177	\$	78,883	0.11	\$	8,362
24	Housing Services Director				0.00				0.00		\$	140,602	0.06	\$	7,874
25	Case Manager II - H200				0.00				0.00		\$	58,464	0.00	\$	-
26	Project Manager		\$	84,296	0.15	\$	6,335	\$ 105,076	0.17	\$ 17,516	\$	-	0.00	\$	-
27	Sr. Director/Housing Dev & Asset Mgmt.		\$	144,196	0.01	\$	1,038	\$ 140,538	0.02	\$ 2,249	\$	-	0.00	\$	-
31				TOTA	L SALARIES	\$	94,300	TOTA	AL SALARIES	\$ 203,359		TOTA	L SALARIES	\$	229,671
32				TOTAL FTE	2.88			TOTAL FTE	2.95			TOTAL FTE	2.74		
33				FRINGE	BENEFIT RATE		34.29%	FRINGE	BENEFIT RATE	29.07%	ó	FRINGE E	BENEFIT RATE		25.31%
34			EMPLOYEE FRINGE BENEFITS		\$	32,333	2,333 EMPLOYEE FRINGE BENEFITS \$ 59,106		\$ 59,106	06 EMPLOYEE FRINGE BENEFITS		\$	58,122		
35			T	OTAL SALARIE	S & BENEFITS	\$	126,633	TOTAL SALARI	ES & BENEFITS	\$ 262,465		TOTAL SALARIE	S & BENEFITS	\$	287,793
_															

	A	В	Х	AA	AD	AE	AH	AK	BU	BV	BW
1	<b>DEPARTMENT OF HOMELESSNESS AND S</b>	UPPORTIVE HOUSING									
2	SALARY & BENEFIT DETAIL		=								
_	Document Date	11/1/2023									
-	Provider Name	Episcopal Community Services									
	Program	Housing First Hotels CNC									
-	F\$P Contract ID#	1000019778									
-	Budget Name	Hillsdale - Support Services									
8			EXT	ENSION YEA	AR .	EX	TENSION YEA	AR .			
9				Year 4			Year 5			All Years	
				For HSH	7/1/2023 -		For HSH	7/1/2024 -	1/1/2021 -	1/1/2021 -	1/1/2021 -
10			Agency Totals	Funded	6/30/2024	Agency Totals	Funded	6/30/2025	2/29/2024	6/30/2025	6/30/2025
11				Program	New		Program	New	Current	Amendment	New
			Annual Full Time	Adjusted	Budgeted	Annual Full Time	Adjusted	Budgeted	Budgeted		Budgeted
			Salary (for 1.00	Budgeted	Salary	Salary (for 1.00	Budgeted	Salary	Salary	Change	Salary
12	POSITION TITLE		FTE)	FTE	Salary	FTE)	FTE	Salary	Salary		Salary
<u> </u>	Support Services Manager - H34		\$ 95,919	0.50	\$ 47,960	\$ 95,919	0.50	\$ 47,960	\$ 116,663	\$ 81,072	\$ 197,735
14	Case Manager III (Masters) - H37		\$ 81,853	0.98	\$ 80,216	\$ 81,853	0.98	\$ 80,216	\$ 179,785	\$ 132,582	\$ 312,366
	Case Manager III - H35		\$ 60,218	0.98	\$ 59,014	\$ 60,218	0.98	\$ 59,014	\$ 142,348	\$ 96,682	\$ 239,029
16	Database Specialist & Compliance Monitor - F	<del>1</del> 51	\$ 75,143	0.06	\$ 4,829	\$ 75,143	0.06	\$ 4,829	\$ 12,537	\$ 8,015	\$ 20,552
17	Database Specialist & Compliance Monitor - H	1107	\$ 72,197	0.06	\$ 4,639	\$ 72,197	0.06	\$ 4,639	\$ 11,000	\$ 7,718	\$ 18,718
18	Clinical Services Manager - H6		\$ 85,682	0.03		\$ 85,682	0.03		\$ 7,494		
19	Director of Impact & Analytics - A88		\$ 151,620	0.02	\$ 3,139	\$ 151,620	0.02	\$ 3,139	\$ 7,951	\$ 5,233	\$ 13,185
20	Director of Healthy Aging - SN34		\$ 152,319	0.01		1	0.01		\$ 5,187		+
21	Housing Services Sr. Director - H5		\$ 171,917	0.07	\$ 12,275	\$ 171,917	0.07	\$ 12,275	\$ 27,338	\$ 20,374	\$ 47,712
22	Direct Support for Housing Services Director -	H88	\$ 118,312	0.17	\$ 19,723	\$ 118,312	0.17	\$ 19,723	\$ 48,200		\$ 80,936
23	Compliance Specialist - H106		\$ 79,015	0.11	\$ 8,376	\$ 79,015	0.11	\$ 8,376	\$ 17,476	\$ 13,902	\$ 31,378
24	Housing Services Director		\$ 140,602	0.06	\$ 7,874	\$ 140,602	0.06	\$ 7,874	\$ 10,557	\$ 13,064	\$ 23,621
25	Case Manager II - H200		\$ 60,218	0.76	\$ 45,766	\$ 60,218	0.76	\$ 45,766	\$ 15,141		\$ 91,531
26	Project Manager		\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 23,851	\$ -	\$ 23,851
27	Sr. Director/Housing Dev & Asset Mgmt.		\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 3,287	\$ -	\$ 3,287
31			ТОТА	L SALARIES	\$ 298,617	TOTA	AL SALARIES	\$ 298,617	\$ 628,816	\$ 495,748	\$ 1,124,564
32			TOTAL FTE	3.81		TOTAL FTE	3.81				
33			FRINGE	BENEFIT RATE	30.00%	FRINGE B	ENEFIT RATE	30.00%			
34			EMPLOYEE FRI	NGE BENEFITS	\$ 89,585	EMPLOYEE FRIM	NGE BENEFITS	\$ 89,585	\$ 182,037	\$ 146,695	\$ 328,732
35			TOTAL SALARIE	S & BENEFITS	\$ 388,203	TOTAL SALARIES	& BENEFITS	\$ 388,203	\$ 810,854	\$ 642,443	\$ 1,453,296

A	В	C			F		1		N		Q		ΑI
1 DEPARTMENT OF HOM	IELESSNESS 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 F\$P Contract ID#	1000019778												
7 Budget Name	Hillsdale - Support Services												
8					_					EXTE	NSION YEAR		_
9		Year	1	Ye	ear 2		ear 3	1	Year 4		Year 5	All	Yea
		1/1/202			2021 -		/2022 -	-	1/2023 -		/1/2024 -	1/1/	
10		6/30/20	021	6/30	)/2022	6/3	30/2023	6/3	30/2024	6	/30/2025	6/30	)/20
11		Actua	als	Ac	tuals	Α	ctuals		New		New	١	New
		Budget			geted		dgeted				Budgeted	Bud	
12 Operating Expenses		Expens			ense		rpense		ted Expense		Expense		pen
, ,	r, Gas, Phone, Garbage and Waste Mgmt.)		2,760		8,800		10,300	\$	8,500			\$	38
15 Office Supplies/ Furnitur	e/ Equipment	\$	1,320	\$	3,144	\$	4,144	\$	3,000	\$	3,000	\$	14
17 Printing and Reproduction	n	\$	1,789	\$	4,020	\$	6,450	\$	5,440	_	5,440	\$	23
18 Insurance		\$	2,273	\$	7,668	\$	9,172	\$	9,172	\$	9,172	\$	37
19 Staff Training		\$	974	\$	1,947	\$	2,447	\$	1,947	\$	1,947	\$	Ç
22 Program Supplies		\$	355	\$	4,309	\$	4,213	\$	3,300	\$	3,300	\$	15
23 Licenses and Fees		\$	170	\$	1,340	\$	340	\$	250	\$	250	\$	2
24 Food and Food Supplies		\$	100	\$	8,000	\$	5,000	\$	3,800	\$	3,800	\$	20
53 TOTAL OPERATING EX	PENSES	\$	9,740	\$	39,228	\$	42,066	\$	35,409	\$	35,409	\$	16
54													
55 Other Expenses (not sub	iect to indirect cost %)												
56 CODB (to be allocated)	<u> </u>	\$ 1	0,997					\$	22,536	\$	22,536	\$	56
57 One -Time Prop C Bonus	Pav		20,303					\$	-	\$	-	\$	2
68	,		.0,000					Ψ		Ψ		*	
		\$ 3	31,300	¢		\$		\$	22,536	¢	22 520	\$	76
69 TOTAL OTHER EXPENS	nLO .	ψ 3	1,300	Ψ	-	Ģ		ę	22,530	Φ	22,536	Φ	- /

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1	BUDGET NARRATIVE		l Year	<u>u</u>	<u> </u>
_	Hillsdale - Support Services		3-24		
	Timodalo Capport Col Victo	Adjusted	- <del></del>		
		Budgeted	Budgeted		
3	Salaries & Benefits	FTE	Salary	<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		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
	Database Specialist & Compliance Monitor - H51	0.06		Evaluates HSH contract compliance; conducts resident chart reviews;	\$75143 x 0.06 FTE
8	Database Specialist & Compliance Monitor - H107	0.06		Provides staff training on department protocols and procedures;	\$72,197 x 0.06 FTE
9	Clinical Services Manager - H6  Director of Impact & Analytics - A88	0.03		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.  Designs and implements continuous quality improvement program to ensure that ECS's	\$85,682 x 0.03 FTE \$151,620 x 0.02 FTE
10			• 3,333	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.	****
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 managers	\$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		Provides staff training on department protocols and procedures;	\$79,015 x 0.11 FTE
10	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
16	TOTAL	3.81	\$ 298,617		
1				Includes FICA, SSUI, Workers Compensation and Medical calculated at 30% of total salaries	
23	Employee Fringe Benefits TOTAL SALARIES & BENEFITS	30.00%	\$ 388,203	includes From, 3301, Workers Compensation and Medical Calculated at 30% Of total Salaries	<u>.</u>
24	TOTAL GALANILO & DENETTIO		ψ 300,203		

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BUDGET NARRATIVE	Fiscal Ye	ar		•
Hillsdale - Support Services	FY23-24	l .		
25				
	-	1		
Operating Expenses		<u>udgeted</u> kpense	Justification	Calculation
Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mo			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	\$250 x 12 months
29	,	,	and computers	•
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				
TOTAL OPERATING EXPENSES	\$	35,409		
63 Indirect Cost	12.0% \$	50,833		
64				
65				
66 Other Expenses (not subject to indirect cost %)	_ <u>A</u>	<u>mount</u>	<u>Justification</u>	Calculation
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	В	С	D	E		Н		K	Р	S		AK
	DEPARTMENT OF H		ND SUPPORTIVE H	OUSING									
	APPENDIX B, BUDG		1										
3	Document Date	11/1/2023	ı	Duration	7								
4	Contract Term	Begin Date	End Date	(Years)									
_	Current Term	1/1/2021	2/29/2024	4	+								
_	Amended Term	1/1/2021	6/30/2025	5									
_	Provider Name		Community Servi										
_	Program		ng First Hotels CNC		†								
_	F\$P Contract ID#		1000019778										
_	Action (select)		Amendment										
_	Effective Date		7/1/2023										
_	Budget Name	Mentone - Suppo											
13		Current	New		1								
14	Term Budget	\$ 1,049,728	\$ 1,842,282	15%									
15	Contingency	\$ 36,701	\$ 3,171,772	15%									
16	Not-To-Exceed	\$ 26,329,610	\$ 47,159,399										
17					4					EXTENSION YEAR	EXTENSION YEAR		
					Year 1		Year 2		Year 3	Year 4	Year 5		All Years
18													
					1/1/2021		7/1/2021 -		7/1/2022 -	7/1/2023 -	7/1/2024 -		1/1/2021 -
19					6/30/202		6/30/2022		6/30/2023	6/30/2024	6/30/2025	t	5/30/2025
20					Actuals		Actuals		Actuals	New	New		New
_	Expenditures				\$ 133,610						4	_	
22	Salaries & Benefits						\$ 256,967			\$ 367,561	\$ 367,561	\$	1,417,98
23	Operating Expenses	<u> </u>					\$ 39,498			\$ 37,704	\$ 37,704		177,83
_	Subtotal				7	,669	\$ 296,465 12.00%		337,152 12.00%	\$ 405,265 12.00%	\$ 405,265 12.00%	\$	1,595,81
	Indirect Percentage							_				\$	191,49
_	Indirect Cost (Line 2 Other Expenses (No		oct %)				\$ 35,572 \$ -	\$		\$ 48,632 \$ 21,560	\$ 48,632 \$ 21,560	_	54,97
_	Total Expenditures	t subject to maire	:ci /0j			,853 , <b>721</b>	\$ 332,037		377,610	\$ 21,560 \$ 475,457	\$ 21,560 \$ 475,457		1,842,28
31	Total Expelluitures				A 101	,,,,,	332,037	۰	377,010	7 773,437	7 473,437	,	1,042,20
	HSH Revenues												
	CNC Fund				\$ 169	,868	\$ 321,055	\$	241,812	\$ 453,897	\$ 453,897	\$	1,640,52
	CNC Fund - CODB				, 103	,	, 322,033	<b> </b>	2.1,312	\$ 21,560	\$ 21,560		43,12
35	General Fund - Ong	oing - HSH Fund S	upplement					\$	135,225	\$ -	\$ -	\$	135,22
_	General Fund - Ong		11		\$ 10	,662	\$ 10,982		, -	\$ -	\$ -	\$	98,50
_	Prop C	<u> </u>				_	\$ 11,987			\$ -	\$ -	\$	13,17
42	One-Time Transfer							\$	(76,287)	\$ -	\$ -	\$	(76,28
44	Adjustment to Actu	als	-		\$	(1)	\$ (11,987	)		\$ -	\$ -	\$	(11,98
45			<u> </u>							\$ -	\$ -	\$	
46	Total HSH Revenue	s	·		\$ 181	,721	\$ 332,037	\$	377,610	\$ 475,457	\$ 475,457	\$	1,842,28
54													·
55	Total HSH + Other F	Revenues			\$ 181	,721	\$ 332,037	\$	377,610	\$ 475,457	\$ 475,457	\$	1,842,28
58					-						•		
59	Prepared by	Т	iffany Luong										
	Phone	415.4	87.3300 ext. 1219		1								
60													

	A	В		С	F		G		J	М		N	I	Q	Т		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		
					For HSH		/1/2021 -			For HSH		/1/2021 -	١.	Agency	For HSH	•	/1/2022 -
10			Age	ncy Totals	Funded	6	/30/2021	Ag	ency Totals	Funded	6,	/30/2022		Totals	Funded	6/	/30/2023
11					Program		Current			Program		Current		Totals	Program	(	Current
			۸۵	nual Full	Adjusted			۸	nnual Full	Adjusted			۸۵	nual Full	Adjusted		
				ne Salary	Budgeted	E	Budgeted		ime Salary	Budgeted	В	udgeted		ne Salary	Budgeted	В	Budgeted
				1.00 FTE)	FTE		Salary		or 1.00 FTE)	FTE		Salary		1.00 FTE)	FTE		Salary
12	POSITION TITLE		Ľ.					Ľ	•				Ì				
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	\$	•
16	Database Specialist & Compliance Mo	onitor	\$	63,016	0.06		2,025	\$	63,016	0.06		4,049	\$	74,326	0.05		3,576
17	Database Specialist & Compliance Mo	onitor	\$	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 Mgn	nt.	\$	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				TOTA	L SALARIES	\$	100,459		TOTA	L SALARIES	\$	201,337		TO	TAL SALARIES	\$	230,394
42			-	TOTAL FTE	2.88				TOTAL FTE	2.94			Т	OTAL FTE	2.91		
43				FRINGE B	ENEFIT RATE		33.00%		FRINGE BI	ENEFIT RATE		27.63%		FRINGE	BENEFIT RATE		26.86%
44			EM	PLOYEE FRI	NGE BENEFITS		33,151	151 EMPLOYEE FRINGE BENEFITS \$ 55,63				55,630	30 EMPLOYEE FRINGE BENEFITS			\$	61,889
45			TOT	TAL SALARIE	S & BENEFITS	\$	133,610	то	TAL SALARIES	& BENEFITS	\$	256,967	TOT	TAL SALARI	ES & BENEFITS	\$	292,283

	A	В	I	Х	AA	AD	AE	АН	AK	BU	R	SV		BW
1	DEPARTMENT OF HOMELESSNESS			٠,	, , , ,	, ,,,		7 41 1	. 41.5					
2	SALARY & BENEFIT DETAIL													
3	Document Date	11/1/2023												
4	Provider Name	Episcopal Community Services	1											
	Program	Housing First Hotels CNC												
_	F\$P Contract ID#	1000019778												
	Budget Name	Mentone - Support Services												
8				EXT	ENSION YEAR		EXT	TENSION YEA	R				_	
9					Year 4			Year 5				Years		
					For HSH	7/1/2023 -		For HSH	7/1/2024 -	1/1/2021 -	1/1/2			1/2021 -
10			Agen	cy Totals	Funded	6/30/2024	Agency Totals	Funded	6/30/2025	2/29/2024	6/30/		6/	30/2025
11					Program	New		Program	New	Current	Amend	dment		New
12	POSITION TITLE		Salary	I Full Time (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Cha	nge		udgeted Salary
13	Support Services Manager	rt Services Manager		96,994	0.50	\$ 48,497	\$ 96,994	0.50	\$ 48,497	\$ 100,501	\$	82,120	\$	182,621
	Case Manager III		\$	78,541	0.93	\$ 73,043	\$ 78,541	0.93	\$ 73,043	\$ 197,714	\$ 1	119,860	\$	317,574
	Case Manager III		\$	64,519	1.40	\$ 90,004	\$ 64,519	1.40	\$ 90,004	\$ 166,244	\$ 1	147,990	\$	314,234
16	Database Specialist & Compliance Mo	onitor	\$	75,143	0.06	\$ 4,829	\$ 75,143	0.06	\$ 4,829	\$ 11,278	\$	8,030	\$	19,308
17	Database Specialist & Compliance Mo	onitor	\$	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 Mgr	mt.	\$	-	0.00	\$ -	\$ -	0.00	\$ -	\$ 3,299	\$	-	\$	3,299
26	Project Manager		\$	-	0.00	\$ -	\$ -	0.00	\$ -	\$ 23,851	\$	-	\$	23,851
41	-			тот	AL SALARIES	\$ 274,299	TOTA	L SALARIES	\$ 274,299	\$ 619,679	\$ 4	161,108	\$ :	1,080,787
42			T	OTAL FTE	3.38		TOTAL FTE	3.38						
43			FRINGE BENEFIT RATE 34.00% FRINGE BENEFIT RATE 34.00%											
44			EMI	PLOYEE FRII	NGE BENEFITS	\$ 93,262	EMPLOYEE FRIN	GE BENEFITS	\$ 93,262	\$ 181,292	\$ 1	155,902	\$	337,194
45			тот	AL SALARIE	S & BENEFITS	\$ 367,561	TOTAL SALARIES	& BENEFITS	\$ 367,561	\$ 800,972	\$ 6	517,010	\$ :	1,417,982

	A	В		С		F		I		N		Q		ΑI
1	DEPARTMENT OF HOMEL	ESSNESS AND SUPPORTIVE HOUSING												
2	OPERATING DETAIL		_											
3	Document Date	11/1/2023												
4	Provider Name	<b>Episcopal Community Services</b>												
_	Program	Housing First Hotels CNC												
_	F\$P Contract ID#	1000019778												
	Budget Name	Mentone - Support Services												
8					_		_		EX	TENSION YEAR	EX1	TENSION YEAR		
9				Year 1		Year 2		Year 3		Year 4		Year 5	Α	II Year
			1	1/1/2021 -		7/1/2021 -	7	7/1/2022 -		7/1/2023 -		7/1/2024 -	1,	/1/2021
10			6	6/30/2021		6/30/2022	6	3/30/2023		6/30/2024		6/30/2025	6	/30/202
11				Actuals		Actuals		Actuals		New		New		New
			1	Budgeted		Budgeted	E	Budgeted		Budgeted			В	udgete
12	Operating Expenses			Expense		Expense		Expense		Expense	Bud	geted Expense	E	Expense
14	Utilities (Electricity, Water, Ga	as, Phone, Garbage and Waste Mgmt.)	\$	2,760	\$	8,860	\$	10,500	\$	9,000	\$	9,000	\$	40,1
15	Office Supplies/ Furniture/ Eq	uipment	\$	2,906	\$	5,395	\$	4,025	\$	4,000	\$	4,000	\$	20,3
17	Printing and Reproduction		\$	1,781	\$	4,020	\$	7,321	\$	6,600	\$	6,600	\$	26,3
18	Insurance		\$	2,802	\$	5,604	\$	8,404	\$	7,500	\$	7,500	\$	31,8
19	Staff Training/Recruitments		\$	1,077	\$	2,154	\$	3,654	\$	2,600	\$	2,600	\$	12,0
22	Licenses and Fees		\$	170	\$	340	\$	340	\$	250	\$	250	\$	1,3
23	Food and Food Supplies		\$	3,863	\$	7,725	\$	6,725	\$	4,500	\$	4,500	\$	27,3
	Program Supplies		\$	2,700	\$	5,400	\$		\$	3,254		3,254	\$	18,5
	TOTAL OPERATING EXPEN	ISES	\$	18,059	\$	39,498	\$	44,869	_	37,704		37,704	\$	177,8
44		-				22, .00		,	Ť	2.,.01	Ť	2.,.01	7	,
	Other Expenses (not subject	to indirect cost %)												
	CODB (to be allocated)	to mandet oddt 70j	\$	10,662					\$	21,560	¢	21,560	\$	53,7
	One-Time Prop C Bonus Pay		\$	1,192	\$	11,987			\$	21,300	\$	21,300	\$	13,
			\$		_	(11,987)			\$	<u>-</u>	\$	-	\$	
	Adjustment to Actuals			(1)	Ť	(11,987)			Ė	-	· ·	-	•	(11,9
59	TOTAL OTHER EXPENSES		\$	11,853	\$		\$	-	\$	21,560	\$	21,560	\$	54,

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	А	В	С	D	Е
1	BUDGET NARRATIVE	Fiscal	Year		
2	Mentone - Support Services	FY23	3-24		
		<u>Adjusted</u>			
		<u>Budgeted</u>	Budgeted		
3	Salaries & Benefits	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
4	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 × 0.50 FTE
5	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
6	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
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
9	Clinical Services Manager	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	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	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	0.07	\$ 12,275	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and managers	\$171,917 x 0.07 FTE
	Compliance Specialist	0.06		Provides staff training on department protocols and procedures;	\$79,015 x 0.06 FTE
14	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	Support for Housing Services Director	0.17	\$ 20,113	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.	\$118,312 x 0.17 FTE
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	ıl salaries.
25	TOTAL SALARIES & BENEFITS		\$ 367,561		

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	Α	В	С	;	D	E
1	BUDGET NARRATIVE	Fisca	l Year			
2	Mentone - Support Services	FY2	3-24			
26						
07	On and the a Fermana		Budg		hand the second	Onlandation
27	Operating Expenses	and Masta	Expe		Justification  Telegommunication including Senie and TDV	<u>Calculation</u>
28	Utilities (Electricity, Water, Gas, Phone, Garbage Mgmt.)	and waste	\$	9,000	Telecommunication, including Sonic and TPX	\$750 x 12 months
29	Office Supplies/ Furniture/ Equipment		\$	-	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
	Food and Food Supplies		\$	4,500	Using the SF Food Bank, the food items will supplement residents' own arrangements	
37						\$375 x 12 months
	Program Supplies				Includes bus passes, program materials and snacks for resident activities,	\$271 x 12 months
	TOTAL OPERATING EXPENSES	10.00/	•	7,704		
	Indirect Cost	12.0%	\$ 1	5,716		
59						
60						
61	Other Expenses (not subject to indirect co	ost %)	Amo	unt	<u>Justification</u>	<u>Calculation</u>
62	CODB (to be allocated)		\$ 2	1,560	4.75% Cost of doing business for FY 24	4.75%
74						
75	TOTAL OTHER EXPENSES		\$ 2	1,560		

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

- **I.** <u>Actual Costs</u>: 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. <u>Timelines</u>: 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: <a href="https://contracts.sfhsa.org">https://contracts.sfhsa.org</a>.
- 2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.

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- 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. <u>Line Item Variance</u> There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice 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: <a href="http://hsh.sfgov.org/overview/provider-updates/">http://hsh.sfgov.org/overview/provider-updates/</a>.

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

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

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Appendix C to G-150 (04-23)

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

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General Fund/ C	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 -	Grantee shall maintain and provide documentation for all
Direct	approved Direct Assistance costs included in the Appendix B,
Assistance	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	Grantee shall maintain and provide documentation for all
One-Time	approved Capital and/or One-Time Funding costs included in
Funding	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. <u>Advances or Prepayments</u>: 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);

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

### B. Advance Request Process:

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

# C. Advance Repayment Process:

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

F\$P: 1000019778

# **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

Appendix D to G-150 F\$P: 1000019778 Page 1 of 2 November 1, 2023

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

1

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: <a href="https://sfethics.org/compliance/city-officers/contract-approval-city-officers">https://sfethics.org/compliance/city-officers/contract-approval-city-officers</a>

<u> </u>	
1. FILING INFORMATION	
TYPE OF FILING	DATE OF ORIGINAL FILING (for amendment only)
	40
Original	0,,
AMENDMENT DESCRIPTION – Explain reason for amendment	***
	<b>7</b> 8
	X.

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 DEP	PARTMENTAL CONTACT	DEPARTMENT CONTACT TELEPHONE NUMBER				
Dylan Sch	hneider	628.652.7742				
FULL DEPART	MENT NAME	DEPARTMENT CONTACT EMAIL				
НОМ	Homelessness and Supportive Housing	dylan.schneider@sfgov.org				

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

16	5 8th Street, 3rd Floor, San Francisco, CA 9	4103		
6. C	ONTRACT			
DAT	E CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)	ORIGINAL BID/	RFP NUMBER	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	₹ <mark>o</mark>			250457
DESC	CRIPTION OF AMOUNT OF CONTRACT			
72	,297,684			
NAT	URE OF THE CONTRACT (Please describe)			
Second amendment to the grant agreement between Epsicopal 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.				
7. C	OMMENTS			
	ONTRACT APPROVAL contract was approved by:			
11113	THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM			
	A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES			
	Board of Supervisors			
	THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF	THE CITY ELECTIV	/E OFFICER(S) II	DENTIFIED 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.

COIII	contract.					
#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	ТУРЕ			
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	Но	неіdі	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	CE0			
16	Larra	Erica	CF0			
17	Cordova	Mauricio	C00			
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.

cont	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	ТУРЕ
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# 9. AFFILIATES AND SUBCONTRACTORS List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract. LAST NAME/ENTITY/SUBCONTRACTOR **FIRST NAME** TYPE 39 40 41 42 43 44 45 46 47 48 49 50 Check this box if you need to include additional names. Please submit a separate form with complete information. Select "Supplemental" for filing type.

10. VERIFICATION				
I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.				
I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.				
SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK	DATE SIGNED			
BOS Clerk of the Board				

# 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