

**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 **April 6, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2024** 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 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, 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 24-037 on May 2, 2024; and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No 300-24 on June 4, 2024; 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 **April 6, 2021** between Grantee and City; and **First Amendment**, dated **July 1, 2023**.

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

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 **February 15, 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 **Nine Million Nine Hundred Thousand Dollars (\$9,900,000)**.

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 **Twenty Nine Million Five Hundred Twenty Three Thousand One Hundred Seventy Four Dollars (\$29,523,174)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Million Six Hundred Five Thousand Nine Hundred Twenty Seven Dollars (\$2,605,927)** 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** 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 State or Federal Funds** is hereby deleted and replaced in its entirety to read as follows:

**5.4 State or Federal Funds.**

(a) **Disallowance.** Where the funds are provided by the State or Federal government, with respect to Grant Funds, if any, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the State or Federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(b) **Grant Terms.** Where the funding for this Agreement is provided in full or in part by a federal or state Grant to the City, as part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements.

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

**6.7 Submitting False Claims.** Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of 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.

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

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

(a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth in the Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

(b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

**2.8 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.

**2.9 Section 16.23 Additional Requirements for Federally-Funded Awards** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

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

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

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

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

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

Appendix A, Services to be Provided (dated July 1, 2024)

Appendix B, Budget (dated July 1, 2024)

Appendix C, Method of Payment (dated July 1, 2024)

Appendix D, Interests in Other City Grants (dated July 1, 2024)

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

**17.12 Reserved.**

- 2.13 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.

- 2.14 Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2024) for the period of July 1, 2024 to June 30, 2027.
- 2.15 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2024), for the period of February 15, 2021 to June 30, 2027.
- 2.16 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, 2024).
- 2.17 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, 2024).

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

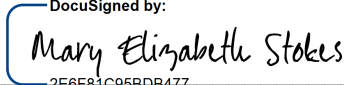
**CITY**

**GRANTEE**

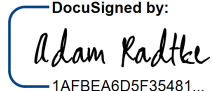
**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**EPISCOPAL COMMUNITY  
SERVICES**

By:   
Shireen McSpadden  
Executive Director

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

Approved as to Form:  
David Chiu  
City Attorney

By:   
Adam Radtke  
Deputy City Attorney

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

**I. Purpose of Grant**

The purpose of the grant is to administer all service components of the Flexible Housing Subsidy Pool (FHSP) to the served population. The goals of these services are to reduce the length of time participants spend experiencing homelessness, support the served population in retaining their housing, and to facilitate moves to other appropriate housing, as needed.

**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 participants will be referred by the San Francisco Department of Homelessness and Supportive Housing (HSH) via Coordinated Entry, which organizes the City and County of San Francisco's Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

**IV. Description of Services**

Grantee shall provide Support Services to the total number participants as listed in Appendix B, Budget ("Number Served" tab). FHSP services are voluntary and shall be available to all participants. Support Services shall include, but are not limited to, the following:

- A. Housing-Focused Case Management Services: Grantee shall provide necessary services to ensure a seamless transition to permanent housing. Housing-Focused Case Management services shall include assisting participants with securing needed documentation to move into housing, referrals to mainstream resources, and working closely with FHSP administrator(s) to ensure that all needed services are in place prior to housing placement. Grantee shall provide wrap-around case management services within a Harm Reduction model to ensure participants' long-term housing retention and improved well-being. These services shall include, but are not limited to, the following:
1. Grantee shall communicate and coordinate with Coordinated Entry and housing partners to remove any barriers to the housing referral process;
  2. Grantee shall facilitate onboarding and provide written documentation to inform participants of program components, including program overview, engagement, and services overview, rent contribution explanation, subsidy termination overview, grievance policy, and reasonable accommodation process;
  3. Grantee shall work collaboratively with participants to develop an initial Housing Stability Plan, which shall be updated on a quarterly basis, at minimum. The Housing Stability Plan shall outline participant plans to secure and sustain housing, inclusive of specific, actionable steps the participant will take to pursue housing stability. These may include, but are not limited to, the following:
    - a. Search for and secure housing;



- b. Increase income, connect to benefits, and secure employment
  - c. Pursue educational goals, trainings, or certifications;
  - d. Improve credit history and build savings;
  - e. Address physical or behavioral health challenges; and
  - f. Connect to legal resources or other social supports as needed.
4. Grantee shall assist with housing coordination services to support a successful transition into permanent housing, including providing transportation and accompanying the participant, as needed, to submit housing applications or to visit available housing units;
  5. Grantee shall support the participant in making a successful transition to housing, including by accompanying the participant during the move-in process, orienting the participant to the neighborhood, and connecting the participant to all necessary external resources and services;
  6. Grantee shall make referrals to mainstream resources such as linkages to resources for physical and behavioral health services, childcare services, legal resources, In Home Support Services (IHSS) or any other services the participant needs to achieve housing stability.
  7. Should the participants' needs exceed the capacity of the Grantee, Grantee shall support the participant with linkages to community resources, money management, Smart Money Coaching, and crisis intervention services within a housing first, trauma-informed, and harm reduction framework;
  8. Grantee shall assess need for public benefits, if needed Grantee will sign participants up for all public benefits for which they qualify;
  9. Grantee shall collaborate with housing location providers, if applicable, and any other organizations serving the participant, with regular check-in meetings, case conference calls, and other communication, as needed.
  10. Grantee shall support the provision of targeted services and/or referrals to another appropriate agency for participants whose behavior indicates substance abuse, mental health, or another issue that is jeopardizing the participant's housing retention and/or health;
  11. If the participant is exiting the program, the grantee shall engage participant in exit planning to support the participant's successful transition out of the program. The exit plan shall depend on the participant's needs and preferences and may include establishing linkages to services in the greater community.
- B. Housing Location Services: Grantee shall provide Housing Location Services to identify and secure housing units. Housing Location Services shall include, but are not limited, to the following:
1. Grantee shall conduct landlord recruitment and establish relationships with landlords, property owners, and property management companies that agree to house qualifying participants;
  2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with participant preferences to the greatest degree possible, and accessible to participants with disabilities. Units may include, but are not limited to, single units in multi-family buildings, blocks of

units in multi-family buildings, shared housing, and other options that help participants achieve residential stability and overall health and well-being;

3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants;
4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns;
5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace;
6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs;
7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with FHSP resources.
8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant requests to move outside the City.

C. Housing Coordination Services: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:

1. Grantee shall communicate and coordinate with Coordinated Entry and FHSP case management partners to remove any barriers to the housing referral process;
2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations;
3. Grantee shall support referrals in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing;
5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers);
6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters;
8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed;

9. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements;
10. Grantee shall support payment of items needed during housing search and move-in (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance;
11. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges; and
12. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.

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

1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments;
3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord;
4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco;
6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation;
7. The participant portion of the rent shall equal no more than thirty percent of the participant's monthly adjusted income. Adjustment factors include number of people in household; age of household members; anticipated income; expenses; allowances; and utilities paid by the household.

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

1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis;
2. Grantee shall regularly collaborate with FHSP case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall consist of

regular, informal communication as well as structured case coordination meetings that occur at least monthly;

3. Grantee shall immediately respond to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and participants to coordinate solutions prior to eviction;
4. Grantee shall ensure landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting participants' rights to Fair Housing, and adhering to lease terms; and
5. Grantee shall provide a point of contact for all partnering landlords to ensure rapid response to participant challenges and any issues that may arise.

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

Grantee shall provide services at 972 Mission Street, 3rd Floor, San Francisco, CA 94103, Monday through Friday from 9:00 am to 5:00 pm. Grantee shall provide services at participants' houses or other field locations, as needed.

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

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH adult units.
- B. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to HSH adult units.
- C. Income Verification: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution;
- D. 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>.
- E. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. 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.

G. Grievance Procedure:

1. Grantee shall establish and maintain a written Grievance Procedure for participants, that shall include, at minimum, the following elements:
  - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
  - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
  - c. The amount of time required for each step, including when a participant can expect a response; and
  - d. In accordance with published HSH policies/procedures, the HSH Grievances email address ([hshgrievances@sfgov.org](mailto:hshgrievances@sfgov.org)) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each 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 in a location visible to participants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

H. Reasonable Accommodation Policy: Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation policy and process to each participant and obtain a signed copy of the policy and process from the participant, which must be maintained in the participant's file.

I. Termination Policy: Grantee shall establish due process for program termination and upload supporting documentation into the Online Navigation and Entry (ONE) System (or record in a comparable system for DV providers) at program termination.

J. Feedback, Complaint, and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:

1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with completion of the survey if the written format presents any problem.

K. City Communications and Policies

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

1. Regular communication to HSH about the implementation of the program;
2. Attendance 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.

L. Coordination with Other Service Providers: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.

M. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, according to Department policy. Critical incidents shall be reported using the Critical Incident Report form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager.

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

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 Online Navigation and Entry (ONE) System shall meet or exceed the ONE System CDQI Process standards<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 either the CARBON database, via secure email, or through uploads to an FTP site. HSH

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

will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
  5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- P. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.
- Q. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.

## VII. Service Objectives

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

- A. Housing Location Services
  1. Grantee shall provide 100 percent of participants with Housing Location Services.
- B. Housing Coordination Services
  1. Grantee shall offer 100 percent of participants with Housing Coordination services.
- C. Subsidy Administration Services
  1. Grantee shall issue 100 percent of subsidy payments on or before the first of the month every month for each participant, or at the orientation of lease; and
  2. Grantee shall provide 100 percent of participants with Subsidy Administration Services.
- D. Housing-Focused Case Management Services
  1. Grantee shall offer 100 percent of participants Housing-Focused Case Management Services;
  2. Grantee shall offer a Housing Stability Plan to 100 percent of participants receiving Housing-Focused Case Management Services; and

3. Grantee shall offer 100 percent of participants referrals to other Case Management should the participant decline Grantee's Housing-Focused Case Management Services.

E. Landlord Liaison Services

1. Grantee shall provide 100 percent of participants with Landlord Liaison Services; and
2. Grantee shall respond to 100 percent of requests from participants/landlords submitted within two business days.

**VIII. Outcome Objectives**

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

A. Housing Coordination and Housing Location Services:

1. At least 90 percent of participants enrolled in the program will successfully move into housing as verified by their housing move-in date; and
2. The average length of time that participants spend homeless, from program enrollment to housing move-in, shall be less than or equal to 75 days, as calculated by  $[\text{Housing Move-in Date}] - [\text{Enrollment Date}] / \text{Count of participants with a [Housing Move-In Date]}$ .

B. Housing-Focused Case Management, Housing Coordination Services, and Landlord Liaison Services:

1. At least 90 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; and
2. At least 75 percent of participants will be referred to community resources.

**IX. Reporting Requirements**

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

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 total number of unduplicated households receiving a subsidy or case management services during that quarter;
2. The total number of new placements during the quarter not including relocations; and
3. The total number of program exits and destinations.

C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH



Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.

- D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
- E. 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 fiscal 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 average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
  3. The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
  4. The number and percentage of households referred to community resources.
- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required 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 thirty working days of receipt of any evaluation report and such 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.
- I. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of

program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

**X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to review of the following: participant files, the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

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

	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	7/1/2024		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	2/15/2021	6/30/2024	4
6	<b>Amended Term</b>	2/15/2021	6/30/2027	7
7	<b>Program</b>	Flexible Housing Subsidy Pool		
8	<b>F\$P Contract ID#</b>	1000020987		
9				
10	<b>Approved Subcontractors</b>			
11	N/A			
25				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>																								
2	<b>APPENDIX B, BUDGET</b>																								
3	<b>Document Date</b>	7/1/2024																							
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>																					
5	<b>Current Term</b>	2/15/2021	6/30/2024	4																					
6	<b>Amended Term</b>	2/15/2021	6/30/2027	7																					
7	<b>Program</b>	Flexible Housing Subsidy Pool																							
8	<b>F\$P Contract ID#</b>	1000020987																							
9																									
10	<b>Number Served</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>																
11	<b>Service Component</b>		4/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027																
12	Housing Location		60	60	130	130	130	130	130																
13	Housing Coordination		60	60	130	130	130	130	130																
14	Subsidy Administration		60	60	130	130	130	130	130																
15	Landlord Liaison		60	60	130	130	130	130	130																
16	Housing Focused Case Management		40	40	110	110	110	110	110																

	A	B	C	D	E	H	K	N
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>APPENDIX B, BUDGET</b>							
3	<b>Document Date</b>	7/1/2024						
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>				
5	<b>Current Term</b>	2/15/2021	6/30/2024	4				
6	<b>Amended Term</b>	2/15/2021	6/30/2027	7				
7	<b>Provider Name</b>	Episcopal Community Services						
8	<b>Program</b>	Flexible Housing Subsidy Pool						
9	<b>FSP Contract ID#</b>	1000020987						
10	<b>Action</b>	Amendment						
11	<b>Effective Date</b>	7/1/2024						
12	<b>Budget Name</b>	<b>Prop C - Flexible Housing Subsidy Pool</b>						
13		<b>Current</b>	<b>New</b>					
14	<b>Term Budget</b>	\$ 9,544,397	\$ 26,917,247	15%				
15	<b>Contingency</b>	\$ 355,603	\$ 2,605,927					
16	<b>Not-To-Exceed</b>	\$ 9,900,000	\$ 29,523,174					
17					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
18					2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024
19					<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Current</b>
20								
21	<b>Expenditures</b>							
22	Salaries & Benefits	\$ 231,197 \$ 924,790 \$ 1,277,615 \$ 1,639,901						
23	Operating Expense	\$ 106,922 \$ 173,000 \$ 148,978 \$ 178,382						
24	Subtotal	\$ 338,119 \$ 1,097,790 \$ 1,426,593 \$ 1,818,283						
25	Indirect Percentage	15.00% 15.00% 15.00% 15.00%						
26	Indirect Cost (Line 24 X Line 25)	\$ 50,718 \$ 164,668 \$ 213,988 \$ 272,742						
27	Other Expenses (Not Subject to Indirect %)	\$ (372,209) \$ 437,712 \$ 781,568 \$ 3,299,425						
28	Capital Expenditure	\$ - \$ - \$ 7,500 \$ 7,500						
30	<b>Total Expenditures</b>	<b>\$ 16,628 \$ 1,700,170 \$ 2,429,649 \$ 5,397,950</b>						
31								
32	<b>HSH Revenues*</b>							
33	Prop C	\$ 1,159,221 \$ 2,700,264 \$ 3,146,628 \$ 5,397,950						
35	Adjustment to Actuals	\$ (1,142,593) \$ (1,000,094) \$ (716,979)						
42	<b>Total HSH Revenues</b>	<b>\$ 16,628 \$ 1,700,170 \$ 2,429,649 \$ 5,397,950</b>						
53								
54	<b>Prepared by</b>	Tiffany Luong						
55	<b>Phone</b>	415.487.3300 ext. 1219						
56	<b>Email</b>	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>						
57								
58	<div style="border: 1px solid red; padding: 5px;"> <p><b>* NOTE:</b> HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.</p> </div>							
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61								

	A	B	C	D	S	V	Y	AI	AJ	AK																		
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>																											
2	<b>APPENDIX B, BUDGET</b>																											
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11	<b>Effective Date</b>	7/1/2024																										
12	<b>Budget Name</b>	<b>Prop C - Flexible Housing Subsidy Pool</b>																										
13		<b>Current</b>	<b>New</b>	15%																								
14	<b>Term Budget</b>	\$ 9,544,397	\$ 26,917,247																									
15	<b>Contingency</b>	\$ 355,603	\$ 2,605,927																									
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17		<div style="display: flex; justify-content: space-around;"> <span>EXTENSION YEAR</span> <span>EXTENSION YEAR</span> <span>EXTENSION YEAR</span> </div>																										
18		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Year 5</th> <th>Year 6</th> <th>Year 7</th> <th colspan="3">All Years</th> </tr> <tr> <td>7/1/2024 - 6/30/2025</td> <td>7/1/2025 - 6/30/2026</td> <td>7/1/2026 - 6/30/2027</td> <td>2/15/2021 - 6/30/2024</td> <td>2/15/2021 - 6/30/2027</td> <td>2/15/2021 - 6/30/2027</td> </tr> <tr> <th>New</th> <th>New</th> <th>New</th> <th>Current</th> <th>Amendment</th> <th>New</th> </tr> </thead> </table>									Year 5	Year 6	Year 7	All Years			7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	2/15/2021 - 6/30/2024	2/15/2021 - 6/30/2027	2/15/2021 - 6/30/2027	New	New	New	Current	Amendment	New
Year 5	Year 6	Year 7	All Years																									
7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	2/15/2021 - 6/30/2024	2/15/2021 - 6/30/2027	2/15/2021 - 6/30/2027																							
New	New	New	Current	Amendment	New																							
19																												
20																												
21	<b>Expenditures</b>																											
22	Salaries & Benefits	\$ 1,714,440	\$ 1,714,440	\$ 1,714,440	\$ 4,073,503	\$ 5,143,320	\$ 9,216,823																					
23	Operating Expense	\$ 186,897	\$ 191,897	\$ 196,897	\$ 607,282	\$ 575,691	\$ 1,182,973																					
24	Subtotal	\$ 1,901,337	\$ 1,906,337	\$ 1,911,337	\$ 4,680,785	\$ 5,719,011	\$ 10,399,796																					
25	Indirect Percentage	15.00%	15.00%	15.00%																								
26	Indirect Cost (Line 24 X Line 25)	\$ 285,200	\$ 285,951	\$ 286,701	\$ 702,116	\$ 857,853	\$ 1,559,970																					
27	Other Expenses (Not Subject to Indirect %)	\$ 3,409,694	\$ 3,597,807	\$ 3,765,986	\$ 4,146,495	\$ 10,773,487	\$ 14,919,982																					
28	Capital Expenditure	\$ 7,500	\$ 7,500	\$ 7,500	\$ 15,000	\$ 22,500	\$ 37,500																					
30	<b>Total Expenditures</b>	<b>\$ 5,603,731</b>	<b>\$ 5,797,595</b>	<b>\$ 5,971,524</b>	<b>\$ 9,544,397</b>	<b>\$ 17,372,851</b>	<b>\$ 26,917,247</b>																					
31																												
32	<b>HSH Revenues* (select)</b>																											
33	Prop C	\$ 5,603,731	\$ 5,797,595	\$ 5,971,524	\$ 12,404,063	\$ 17,372,850	\$ 29,776,913																					
35	Adjustment to Actuals	\$ -	\$ -	\$ -	\$ (2,859,666)	\$ -	\$ (2,859,666)																					
42	<b>Total HSH Revenues</b>	<b>\$ 5,603,731</b>	<b>\$ 5,797,595</b>	<b>\$ 5,971,524</b>	<b>\$ 9,544,397</b>	<b>\$ 17,372,850</b>	<b>\$ 26,917,247</b>																					
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59																												
60																												
61																												

	A	B	C	F	G	J	M	N	Q	T	U
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>										
2	<b>APPENDIX B, BUDGET</b>										
3	<b>SALARY &amp; BENEFIT DETAIL</b>										
4	<b>Document Date</b>	7/1/2024									
5	<b>Provider Name</b>	Episcopal Community Services									
6	<b>Program</b>	Flexible Housing Subsidy Pool									
7	<b>F\$P Contract ID#</b>	1000020987									
8	<b>Budget Name</b>	Prop C - Flexible Housing Subsidy Pool									
9											
10		<b>Year 1</b>			<b>Year 2</b>			<b>Year 3</b>			
11		Agency Totals	For HSH Funded Program	2/15/2021 - 6/30/2021	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023	
12				Current			Current			Current	
13	<b>POSITION TITLE</b>	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	
14	Director of Scattered Site Housing	\$ 142,902	0.50	\$ 17,863	\$ 142,902	0.50	\$ 71,451	\$ 148,393	0.50	\$ 74,196	
15	Scattered Site Permanent Supportive Housing Manager	\$ 100,053	1.00	\$ 25,013	\$ 100,053	1.00	\$ 100,053	\$ 104,358	1.00	\$ 104,358	
16	Housing Coordinator and Retention Specialist	\$ 56,046	2.00	\$ 28,023	\$ 56,046	2.00	\$ 112,092	\$ 57,887	5.00	\$ 289,435	
17	Behavioral Health Clinical II	\$ 82,933	2.00	\$ 41,467	\$ 82,933	2.00	\$ 165,866	\$ 91,310	2.00	\$ 182,620	
18	Data Analyst and Compliance Specialist	\$ 63,108	0.50	\$ 7,889	\$ 63,108	0.50	\$ 31,554	\$ 67,762	0.50	\$ 33,881	
19	Finance/Accounting	\$ 88,649	1.00	\$ 22,162	\$ 88,649	1.00	\$ 88,649	\$ 88,964	1.00	\$ 88,964	
20	Housing Location & Landlord Liaison Associate Director	\$ 115,893	0.39	\$ 11,300	\$ 115,893	0.39	\$ 45,198	\$ 115,893	0.39	\$ 45,198	
21	Scattered Site Housing Locator	\$ 58,591	0.78	\$ 11,425	\$ 58,591	0.78	\$ 45,701	\$ 60,211	1.56	\$ 93,929	
22	Scattered Site Housing Locator		0.00			0.00			0.00		
44	<b>TOTAL SALARIES</b>			\$ 165,141			\$ 660,564			\$ 912,582	
45	<b>TOTAL FTE</b>		8.17			8.17			11.95		
46	<b>FRINGE BENEFIT RATE</b>			40.00%			40.00%			40.00%	
47	<b>EMPLOYEE FRINGE BENEFITS</b>			\$ 66,056			\$ 264,226			\$ 365,033	
48	<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 231,197			\$ 924,790			\$ 1,277,615	

	A	B	X	AA	AD	AE	AH	AK	AL	AO	AR	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											
2	<b>APPENDIX B, BUDGET</b>											
3	<b>SALARY &amp; BENEFIT DETAIL</b>											
4	<b>Document Date</b>	7/1/2024										
5	<b>Provider Name</b>	Episcopal Community Services										
6	<b>Program</b>	Flexible Housing Subsidy Pool										
7	<b>FSP Contract ID#</b>	1000020987										
8	<b>Budget Name</b>	Prop C - Flexible Housing Subsidy Pool										
9												
10				<b>EXTENSION YEAR</b>			<b>EXTENSION YEAR</b>					
11				<b>Year 4</b>			<b>Year 5</b>			<b>Year 6</b>		
12				Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025	Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026
13	<b>POSITION TITLE</b>			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
14	Director of Scattered Site Housing			\$ 160,246	0.50	\$ 80,123	\$ 169,885	0.50	\$ 84,943	\$ 169,885	0.50	\$ 84,943
15	Scattered Site Permanent Supportive Housing Manager			\$ 107,105	1.00	\$ 107,105	\$ 113,546	1.00	\$ 113,546	\$ 113,546	1.00	\$ 113,546
16	Housing Coordinator and Retention Specialist			\$ 62,497	7.00	\$ 437,477	\$ 64,374	7.00	\$ 450,615	\$ 64,374	7.00	\$ 450,615
17	Behavioral Health Clinical II			\$ 98,587	2.00	\$ 197,173	\$ 101,386	2.00	\$ 202,772	\$ 101,386	2.00	\$ 202,772
18	Data Analyst and Compliance Specialist			\$ 74,332	0.50	\$ 37,166	\$ 78,802	0.50	\$ 39,401	\$ 78,802	0.50	\$ 39,401
19	Finance/Accounting			\$ 96,298	1.00	\$ 96,298	\$ 100,710	1.00	\$ 100,710	\$ 100,710	1.00	\$ 100,710
20	Housing Location & Landlord Liaison Associate Director			\$ 126,027	0.39	\$ 49,150	\$ 133,597	0.39	\$ 52,103	\$ 133,597	0.39	\$ 52,103
21	Scattered Site Housing Locator			\$ 62,497	1.17	\$ 73,121	\$ 67,607	1.17	\$ 79,100	\$ 67,607	1.17	\$ 79,100
22	Scattered Site Housing Locator			\$ 62,497	1.50	\$ 93,745	\$ 67,607	1.50	\$ 101,410	\$ 67,607	1.50	\$ 101,410
44	<b>TOTAL SALARIES</b>			<b>\$ 1,171,358</b>			<b>\$ 1,224,600</b>			<b>\$ 1,224,600</b>		
45	<b>TOTAL FTE</b>			<b>15.06</b>			<b>15.06</b>			<b>15.06</b>		
46	<b>FRINGE BENEFIT RATE</b>			<b>40.00%</b>			<b>40.00%</b>			<b>40.00%</b>		
47	<b>EMPLOYEE FRINGE BENEFITS</b>			<b>\$ 468,543</b>			<b>\$ 489,840</b>			<b>\$ 489,840</b>		
48	<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 1,639,901</b>			<b>\$ 1,714,440</b>			<b>\$ 1,714,440</b>		



	A	B	AS	AV	AY	BU	BV	BW
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>APPENDIX B, BUDGET</b>							
3	<b>SALARY &amp; BENEFIT DETAIL</b>							
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8	<b>Budget Name</b>	Prop C - Flexible Housing Subsidy Pool						
9	<b>EXTENSION YEAR</b>							
10			<b>Year 7</b>			<b>All Years</b>		
11			Agency Totals	For HSH Funded Program	7/1/2026 - 6/30/2027	2/15/2021 - 6/30/2024	2/15/2021 - 6/30/2027	2/15/2021 - 6/30/2027
12					New	Current	Amendment	New
13	<b>POSITION TITLE</b>	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
14	Director of Scattered Site Housing	\$ 169,885	0.50	\$ 84,943	\$ 243,633	\$ 254,829	\$ 498,462	
15	Scattered Site Permanent Supportive Housing Manager	\$ 113,546	1.00	\$ 113,546	\$ 336,529	\$ 340,638	\$ 677,167	
16	Housing Coordinator and Retention Specialist	\$ 64,374	7.00	\$ 450,615	\$ 867,027	\$ 1,351,845	\$ 2,218,872	
17	Behavioral Health Clinical II	\$ 101,386	2.00	\$ 202,772	\$ 587,126	\$ 608,316	\$ 1,195,442	
18	Data Analyst and Compliance Specialist	\$ 78,802	0.50	\$ 39,401	\$ 110,490	\$ 118,203	\$ 228,693	
19	Finance/Accounting	\$ 100,710	1.00	\$ 100,710	\$ 296,074	\$ 302,130	\$ 598,204	
20	Housing Location & Landlord Liaison Associate Director	\$ 133,597	0.39	\$ 52,103	\$ 150,846	\$ 156,309	\$ 307,155	
21	Scattered Site Housing Locator	\$ 67,607	1.17	\$ 79,100	\$ 224,176	\$ 237,300	\$ 461,476	
22	Scattered Site Housing Locator	\$ 67,607	1.50	\$ 101,410	\$ 93,745	\$ 304,230	\$ 397,975	
44	<b>TOTAL SALARIES</b>			<b>\$ 1,224,600</b>	<b>\$ 2,909,645</b>	<b>\$ 3,673,800</b>	<b>\$ 6,583,445</b>	
45	<b>TOTAL FTE</b>			<b>15.06</b>				
46	<b>FRINGE BENEFIT RATE</b>				40.00%			
47	<b>EMPLOYEE FRINGE BENEFITS</b>			<b>\$ 489,840</b>	<b>\$ 1,163,858</b>	<b>\$ 1,469,520</b>	<b>\$ 2,633,378</b>	
48	<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 1,714,440</b>	<b>\$ 4,073,503</b>	<b>\$ 5,143,320</b>	<b>\$ 9,216,823</b>	

	A	B	C	F	I	L
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>APPENDIX B, BUDGET</b>					
3	<b>OPERATING DETAIL</b>					
4	<b>Document Date</b>	7/1/2024				
5	<b>Provider Name</b>	Episcopal Community Services				
6	<b>Program</b>	Flexible Housing Subsidy Pool				
7	<b>F\$P Contract ID#</b>	1000020987				
8	<b>Budget Name</b>	<b>Prop C - Flexible Housing Subsidy Pool</b>				
9						
10			<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
11			2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024
12			Actuals	Actuals	Actuals	Current
13	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Rental of Property (Office Space)		\$ 53,222	\$ 130,000	\$ 93,996	\$ 93,996
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 2,200	\$ 6,500	\$ 6,500	\$ 6,500
16	Office Supplies, Postage		\$ 1,500	\$ 3,000	\$ 12,331	\$ 12,332
18	Printing and Reproduction		\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000
19	Insurance		\$ 5,000	\$ 10,000	\$ 6,000	\$ 10,917
20	Staff Training		\$ 1,500	\$ 3,000	\$ 3,000	\$ 3,000
21	Staff Travel (Local & Out-of-Town)		\$ 2,000	\$ 4,000	\$ 7,000	\$ 11,485
22	Recruitment		\$ 2,000	\$ 2,000	\$ 3,000	\$ 3,000
23	Telecommunication		\$ 2,500	\$ 9,500	\$ 4,000	\$ 4,000
24	Program and Client Supplies		\$ 12,000			\$ 20,000
25	Maintenance Services & Supplies (Incl. janitorial expenses)				\$ 8,151	\$ 8,152
26	Start-up Cost: Staff Furniture (Desks, Chairs)		\$ 9,000			
27	Start-up Cost: Computers, Telephones and Fax/Printer		\$ 13,500			
69	<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 106,922</b>	<b>\$ 173,000</b>	<b>\$ 148,978</b>	<b>\$ 178,382</b>
70						
71	<u>Other Expenses (Not Subject to Indirect Cost %)</u>					
72	Move-in and Rental Subsidies		\$ 770,384	\$ 1,437,806	\$ 1,454,547	\$ 3,299,425
73	Rental Bonus		\$ -	\$ -	\$ 44,000	
74	Adjustment to Actuals		\$ (1,142,593)	\$ (1,000,094)	\$ (716,979)	
85	<b>TOTAL OTHER EXPENSES</b>		<b>\$ (372,209)</b>	<b>\$ 437,712</b>	<b>\$ 781,568</b>	<b>\$ 3,299,425</b>
86						
87	<u>Capital Expenses</u>					
88	Wi-Fi & Firewall Systems Upkeep, Furniture				\$ 7,500	\$ 7,500
96	<b>TOTAL CAPITAL EXPENSES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>

	A	B	Q	T	W	AG	AH	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>APPENDIX B, BUDGET</b>							
3	<b>OPERATING DETAIL</b>							
4	<b>Document Date</b>	7/1/2024						
5	<b>Provider Name</b>	Episcopal Community Services						
6	<b>Program</b>	Flexible Housing Subsidy Pool						
7	<b>F\$P Contract ID#</b>	1000020987						
8	<b>Budget Name</b>	<b>Prop C - Flexible Housing Subsidy Pool</b>						
9			<b>EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR</b>					
10			<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>All Years</b>		
11			7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	2/15/2021 - 6/30/2024	2/15/2021 - 6/30/2027	2/15/2021 - 6/30/2027
12			New	New	New	Current	<b>Amendment</b>	New
13	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
14	Rental of Property (Office Space)		\$ 93,996	\$ 93,996	\$ 93,996	\$ 371,214	\$ <b>281,988</b>	\$ 653,202
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 6,500	\$ 6,500	\$ 6,500	\$ 21,700	\$ <b>19,500</b>	\$ 41,200
16	Office Supplies, Postage		\$ 12,332	\$ 12,332	\$ 12,332	\$ 29,163	\$ <b>36,996</b>	\$ 66,159
18	Printing and Reproduction		\$ 5,000	\$ 5,000	\$ 5,000	\$ 17,500	\$ <b>15,000</b>	\$ 32,500
19	Insurance		\$ 10,917	\$ 10,917	\$ 10,917	\$ 31,917	\$ <b>32,751</b>	\$ 64,668
20	Staff Training		\$ 3,000	\$ 3,000	\$ 3,000	\$ 10,500	\$ <b>9,000</b>	\$ 19,500
21	Staff Travel (Local & Out-of-Town)		\$ 20,000	\$ 25,000	\$ 30,000	\$ 24,485	\$ <b>75,000</b>	\$ 99,485
22	Recruitment		\$ 3,000	\$ 3,000	\$ 3,000	\$ 10,000	\$ <b>9,000</b>	\$ 19,000
23	Telecommunication		\$ 4,000	\$ 4,000	\$ 4,000	\$ 20,000	\$ <b>12,000</b>	\$ 32,000
24	Program and Client Supplies		\$ 20,000	\$ 20,000	\$ 20,000	\$ 32,000	\$ <b>60,000</b>	\$ 92,000
25	Maintenance Services & Supplies (Incl. janitorial expenses)		\$ 8,152	\$ 8,152	\$ 8,152	\$ 16,303	\$ <b>24,456</b>	\$ 40,759
26	Start-up Cost: Staff Furniture (Desks, Chairs)		\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ 9,000
27	Start-up Cost: Computers, Telephones and Fax/Printer		\$ -	\$ -	\$ -	\$ 13,500	\$ -	\$ 13,500
69	<b>TOTAL OPERATING EXPENSES</b>		\$ <b>186,897</b>	\$ <b>191,897</b>	\$ <b>196,897</b>	\$ <b>607,282</b>	\$ <b>575,691</b>	\$ <b>1,182,973</b>
70								
71	<u>Other Expenses (Not Subject to Indirect Cost %)</u>							
72	Move-in and Rental Subsidies		\$ 3,409,694	\$ 3,597,807	\$ 3,765,986	\$ 6,962,162	\$ <b>10,773,487</b>	\$ 17,735,649
73	Rental Bonus		\$ -	\$ -	\$ -	\$ 44,000	\$ -	\$ 44,000
74	Adjustment to Actuals		\$ -	\$ -	\$ -	\$(2,859,667)	\$ -	\$(2,859,667)
85	<b>TOTAL OTHER EXPENSES</b>		\$ 3,409,694	\$ 3,597,807	\$ 3,765,986	\$ 4,146,495	\$ <b>10,773,487</b>	\$ 14,919,982
86								
87	<u>Capital Expenses</u>							
88	Wi-Fi & Firewall Systems Upkeep, Furniture.		\$ 7,500	\$ 7,500	\$ 7,500	\$ 15,000	\$ <b>22,500</b>	\$ 37,500
96	<b>TOTAL CAPITAL EXPENSES</b>		\$ 7,500	\$ 7,500	\$ 7,500	\$ 15,000	\$ <b>22,500</b>	\$ 37,500

	A	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>				
	<b>Fiscal Year</b>				
4	<b>Prop C - Flexible Housing Subsidy Pool</b>	<b>FY24-25</b>			
5	<b><u>Salaries &amp; Benefits</u></b>	<b><u>Adjusted Budgeted FTE</u></b>	<b><u>Budgeted Salary</u></b>	<b><u>Justification</u></b>	<b><u>Calculation</u></b>
6	Director of Scattered Site Housing	0.50	\$ 84,943	Monitor service delivery and program performance to ensure consistent and efficient processes across programs, and compliance with grants and contracts. Provide leadership and facilitate staff development and training, collaborates with partners and HSH on strategic programmatic adjustments.	\$169,886 x 0.5 FTE
7	Scattered Site Permanent Supportive Housing Manager	1.00	\$ 113,546	Oversee housing case management & retention services, maintain rent subsidy forms and reporting, collaborates closely with partners on case conferencing and subsidy calculations.	\$113,546 x 1 FTE
8	Housing Coordinator and Retention Specialist	7.00	\$ 450,615	Provides housing location, landlord communication and light touch retention services to participants stabilized by RRH partners.	\$64,374 x 7 FTE
9	Behavioral Health Clinical II	2.00	\$ 202,772	Provide clinical case management services, conduct evaluations and assessments, provide ongoing counseling, treatment and intervention.	\$101,386 x 2 FTE
10	Data Analyst and Compliance Specialist	0.50	\$ 39,401	Maintain data entered into the ONE System, complete required reports or conduct interim reporting, submit the monthly, quarterly and/or annual metrics into databases.	\$78,802 x 0.5 FTE
11	Finance/Accounting	1.00	\$ 100,710	Administer move-in costs and monthly subsidies, prepare and provide HSH with detailed monthly invoices.	\$100,710 x 1 FTE
12	Housing Location & Landlord Liaison Associate Director	0.39	\$ 52,103	Capacity building for local and regional housing partnerships, monitor program outcomes, onboarding new scattered site housing partnerships, & oversee MOUs. Responsible for supporting Housing Locator team, maintaining the housing database and major landlord relationships, monitor database & number of new units online.	\$133,597 x 0.39 FTE
13	Scattered Site Housing Locator	1.17	\$ 79,100	Responsible for assisting the participant with locating a safe, decent, affordable housing unit. Coach tenant and coordinate with housing case management when issues with tenants occur.	\$67,607 x 1.17 FTE
14	Scattered Site Housing Locator	1.50	\$ 101,410	Responsible for assisting the participant with locating a safe, decent, affordable housing unit. Coach tenant and coordinate with housing case management when issues with tenants occur.	\$67,607 x 1.5 FTE
36	<b>TOTAL</b>	<b>15.06</b>	<b>\$ 1,224,600</b>		
37	<b>Employee Fringe Benefits</b>	<b>40%</b>	<b>\$ 489,840</b>	<b><u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 40% of total salaries.</u></b>	
38	<b>Salaries &amp; Benefits Total</b>		<b>\$ 1,714,440</b>		

	A	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				
2	<b>APPENDIX B, BUDGET</b>				
3	<b>BUDGET NARRATIVE</b>				
				<b>Fiscal Year</b>	
4	<b>Prop C - Flexible Housing Subsidy Pool</b>		<b>FY24-25</b>		
39					
40	<b><u>Operating Expenses</u></b>		<b><u>Budgeted Expense</u></b>		<b><u>Justification</u></b>
41	Rental of Property (Office Space)	\$	93,996	Rent expense	\$7,833 x 12 months
42	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$	6,500	Utilities - electricity, water and gas expenses	\$542 x 12 months
43	Office Supplies, Postage	\$	12,332	Office and meeting supplies expenses; postage	\$1,028 x 12 months
45	Printing and Reproduction	\$	5,000	Printing and copying expenses	\$417 x 12 months
46	Insurance	\$	10,917	General and liability insurance coverage	\$910 x 12 months
47	Staff Training	\$	3,000	Staff training expenses	\$250 x 12 months
48	Staff Travel (Local & Out-of-Town)	\$	20,000	Local staff transportation expenses	\$1,667 x 12 months
49	Recruitment	\$	3,000	Staff recruitment expenses	\$250 x 12 months
50	Telecommunication	\$	4,000	Landline, cellphone, Wi-Fi/internet expenses	\$333 x 12 months
51	Program and Client Supplies	\$	20,000	Program and client supply expenses	\$1,667 x 12 months
52	Maintenance Services & Supplies (Incl. janitorial expenses)	\$	8,152	Covers maintenance services and supplies expenses	\$679 x 12 months
95					
96	TOTAL OPERATING EXPENSES	\$	186,897		
97	<b>Indirect Cost</b>	15.0%	\$ 285,201		
98					
99					
100	<b><u>Other Expenses (not subject to indirect cost %)</u></b>		<b><u>Amount</u></b>		<b><u>Justification</u></b>
101	Move-in and Rental Subsidies	\$	3,409,694	Covers move-in and rental subsidies related expenses	\$284,141 x 12 months
113					
114	TOTAL OTHER EXPENSES	\$	3,409,694		
115					
116					
117	<b><u>Capital Expenses</u></b>		<b><u>Amount</u></b>		<b><u>Justification</u></b>
118	Wi-Fi & Firewall Systems Upkeep, Furniture.	\$	7,500	Upkeep of the Wi-Fi and firewall systems and for replacing any furniture	\$625 x 12 Months
125					
126	TOTAL CAPITAL EXPENSES	\$	7,500		

## Appendix C, Method of Payment

- I. Reimbursement for Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred, paid by the Grantee, and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in the Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.
- A. Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
  - B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
  - C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
  - D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee's ability to apply for future funding or requests for additional funding.

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

**E. Invoicing System:**

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.

2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
  3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
  4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
  5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
  6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- F. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and /or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- G. Spend Down
1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
  2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
  3. Failure to spend Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

## H. Documentation and Record Keeping:

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



<b>Prop C</b>	
<b>Type</b>	<b>Instructions and Examples of Documentation</b>
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, a personnel report in excel format that itemizes all payroll costs included in the invoice, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any single expense within the Operating budget category that exceed \$10,000.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in excel format that itemizes all costs included in each operating invoice line, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
Operating - Direct Assistance	<p>Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include a detailed summary report in excel format, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds per the established program policy.</p>

<b>Prop C</b>	
<b>Type</b>	<b>Instructions and Examples of Documentation</b>
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.

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

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

**A. Advance Requirements:**

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

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

**B. Advance Request Process:**

1. Grantee shall submit a written request to the assigned HSH Contract Manager, as listed in CARBON, on an agency letterhead with a narrative justification that fully

describes the unique circumstances, for review and approval. Advance requests must be submitted by the Grantee's authorized staff only.

2. HSH, at its sole discretion, may make available to Grantee up to one month of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than one month of the ongoing annualized budget amount may be considered on a case-by-case basis only.
3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

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

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

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

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Adult Probation Department	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, 2024 - June 30, 2029	\$4,148,358
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, 2027	\$8,756,998
Department of Homelessness and Supportive Housing	Bryant Homeless Storage	December 1, 2020 - June 30, 2029	\$6,462,910
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 - November 30, 2024	\$7,085,148
Department of Homelessness and Supportive Housing	Cova Non-Congregate Shelter	December 18, 2021 - August 31, 2024	\$15,091,353
Department of Homelessness and Supportive Housing	Granada Hotel	November 1, 2020 - June 30, 2025	\$7,489,776
Department of Homelessness and Supportive Housing	Henry Hotel Rental Assistance	August 1, 2021 - July 31, 2024	\$3,649,750
Department of Homelessness and Supportive Housing	Henry Hotel	July 1, 2019 - June 30, 2025	\$14,591,945
Department of Homelessness and Supportive Housing	Hotel Diva	August 1, 2021 - June 30, 2024	\$3,063,465
Department of Homelessness and Supportive Housing	Housing First	January 1, 2021 - June 30, 2025	\$47,159,399
Department of Homelessness and Supportive Housing	Housing Navigation	July 1, 2021 - June 30, 2024	\$9,956,824

Department of Homelessness and Supportive Housing	Interfaith Winter Shelter	July 1, 2021 - June 30, 2024	\$2,333,326
Department of Homelessness and Supportive Housing	Minna Lee Hotel	May 1, 2018 - June 30, 2026	\$3,418,795
Department of Homelessness and Supportive Housing	Post Hotel	September 1, 2020 - June 30, 2024	\$9,996,278
Department of Homelessness and Supportive Housing	Rose Hotel & Canon Kip	July 1, 2020 - December 31, 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, 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	\$471,940
Human Services Agency	Congregate Meals for Older Adults (with NCQA)	July 1, 2021 - June 30, 2025	\$2,420,484
Human Services Agency	HES FY24-27	July 1, 2023 - June 30, 2027	\$2,134,557
Human Services Agency	Single Adult Housing First Program	June 29, 2017 - June 30, 2024	\$3,709,679
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
Mayor's Office of Housing and Community Development	GDBG 24	July 1, 2023 - June 30, 2024	\$83,824
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