

1 [Grant Agreement Amendment - Episcopal Community Services - Cova Non-Congregate  
2 Shelter - Not to Exceed \$15,091,353]

3 **Resolution approving the third amendment to the grant agreement between Episcopal**  
4 **Community Services and the Department of Homelessness and Supportive Housing**  
5 **(“HSH”) for services at the Cova Non-Congregate Shelter; extending the grant term by**  
6 **10 months from November 1, 2023, for a total term of December 18, 2021, through**  
7 **August 31, 2024; increasing the agreement amount by \$5,150,877 for a total amount not**  
8 **to exceed \$15,091,353; and authorizing HSH to enter into any additions, amendments,**  
9 **or other modifications to the agreement that do not materially increase the obligations**  
10 **or liabilities, or materially decrease the benefits to the City.**

11  
12 WHEREAS, The mission of the Department of Homelessness and Supportive Housing  
13 (“HSH” or “Department”) is to prevent homelessness when possible and make homelessness  
14 rare, brief, and one-time in the City and County of San Francisco (“the City”) through the  
15 provision of coordinated, compassionate, and high-quality services; and

16 WHEREAS, With the enactment of Resolution No. 319-18 in October 2018, the Board  
17 of Supervisors and Mayor London N. Breed declared a shelter crisis and affirmed San  
18 Francisco’s commitment to a continuum of shelter and service options for people experiencing  
19 homelessness; and

20 WHEREAS, As of the 2022 Point-in-Time Count, there were approximately 7,750  
21 people experiencing homelessness in San Francisco on any given night, 56% of whom were  
22 unsheltered; and

23 WHEREAS, The City is committed to maintaining and expanding diverse shelter  
24 options for people living unsheltered in our community; and

1           WHEREAS, During San Francisco’s initial response to COVID-19, the City operated a  
2 Shelter-in-Place Hotel (“SIP Hotel”) Program that provided 2,288 rooms across 25 sites at its  
3 highest capacity for people vulnerable to COVID-19; and

4           WHEREAS, The 95-room Cova Hotel at 655 Ellis Street (“the Cova”) operated as a SIP  
5 Hotel site with the nonprofit Episcopal Community Services (“ECS”) as the service provider;  
6 and

7           WHEREAS, In December 2021, HSH transitioned the Cova from a SIP Hotel to a non-  
8 congregate shelter under the Department’s general shelter portfolio; and

9           WHEREAS, ECS has extensive experience operating various homeless services  
10 including shelter programs; and

11           WHEREAS, In December 2021, HSH selected ECS to continue to provide services at  
12 the Cova through Request for Qualifications #130 (“RFQ #130”), a copy of which is on file with  
13 the Clerk of the Board of Supervisors in File No. 230990; and

14           WHEREAS, The Department entered into an agreement (“Agreement”) for an amount  
15 not to exceed \$2,525,244 with a term of December 18, 2021, through June 30, 2022, a copy  
16 of which is on file with the Clerk of the Board of Supervisors in File No. 230990; and

17           WHEREAS, HSH executed a first amendment to the Agreement in April 2022 that  
18 extended the Agreement term for ECS to continue providing these services by 13 months  
19 through July 31, 2023, and increased the not to exceed amount by \$6,815,232 for a total  
20 amount not to exceed \$9,340,476, a copy of which is on file with the Clerk of the Board of  
21 Supervisors in File No. 230990; and

22           WHEREAS, ECS served 255 guests at the Cova between July 1, 2022, and June 30,  
23 2023; and

24           WHEREAS, In July 2023, the Board of Supervisors authorized HSH to extend the  
25 Department’s booking agreement with Shin International, Inc., the operator of the Cova,

1 through August 31, 2024, and a copy of the booking agreement is on file with the Clerk of the  
2 Board of Supervisors in File No. 230763; and

3 WHEREAS, HSH executed a second amendment to the Agreement in August 2023 to  
4 that extended the Agreement term by three months to October 31, 2023, and increased the  
5 not to exceed amount by \$600,000 for a total amount not to exceed \$9,940,476, a copy of  
6 which is on file with the Clerk of the Board of Supervisors in File No. 230990; and

7 WHEREAS, The proposed third amendment (“Amendment”) to the Agreement would  
8 extend the Agreement for ECS to continue to provide these services at the Cova by 10  
9 months through August 31, 2024, in alignment with the end of the booking agreement term;  
10 and

11 WHEREAS, The Amendment would increase the not to exceed amount by \$5,150,877  
12 for a total amount not to exceed \$15,091,353; and

13 WHEREAS, A copy of the Amendment is on file with the Clerk of the Board of  
14 Supervisors in File No.230990, substantially in final form, with all material terms and  
15 conditions included, and only remains to be executed by the parties upon approval of this  
16 Resolution; and

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

19 RESOLVED, That the Board of Supervisors hereby authorizes the Executive Director  
20 of HSH (“Director”) or their designee to execute the Amendment to extend the current term of  
21 December 18, 2021, through October 31, 2023, to December 18, 2021, through August 31,  
22 2024, and to increase the not to exceed amount by \$5,150,877 for a total amount not to  
23 exceed \$15,091,353 and, be it

24 FURTHER RESOLVED, That the Board of Supervisors authorizes the Director or their  
25 designee to enter into any amendments or modifications to the Amendment, prior to its final

1 execution by all parties, that HSH determines, in consultation with the City Attorney, are in the  
2 best interest of the City, do not otherwise materially increase the obligations or liabilities of the  
3 City, are necessary or advisable to effectuate the purposes of the grant, and are in  
4 compliance with all applicable laws; and, be it

5 FURTHER RESOLVED, That within 30 days of the Amendment being executed by all  
6 parties, HSH shall submit to the Clerk of the Board of Supervisors a completely executed copy  
7 for inclusion in File No. 230990; this requirement and obligation resides with HSH, and is for  
8 the purposes of having a complete file only, and in no manner affects the validity of the  
9 approved agreement.

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Recommended:

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Shireen McSpadden  
Executive Director  
Department of Homelessness and Supportive Housing