

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

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

THIS AMENDMENT of the **December 18, 2021** Grant Agreement (the "Agreement") is dated as of **April 1, 2022** and is made in the City and County of San Francisco, State of California, by and between **EPISCOPAL COMMUNITY SERVICES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, Grantee was selected pursuant to Ordinance No. 61-19, which authorizes the Department to enter into contracts without adhering to the Administrative Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to the shelter crisis; and

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement;

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

1. Definitions. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

(a) Agreement. The term "Agreement" shall mean the Agreement dated **December 18, 2021** between Grantee and City.

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

2.1 ARTICLE 3 TERM of the Agreement currently reads as follows:

3.1 Effective Date. This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

3.2 Duration of Term.

(a) The term of this Agreement shall commence on **December 18, 2021** and expire on **June 30, 2022**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

ARTICLE 3 TERM

3.1 Effective Date. This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

3.2 Duration of Term.

(a) The term of this Agreement shall commence on **December 18, 2021** and expire on **July 31, 2023**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

4.2 Grantee's Personnel.

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

(b) Grantor Vaccination Policy.

(1) Grantee acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors and Grantees issued by the City Administrator ("Contractor Vaccination Policy"), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at: <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

(2) A Contract or Grant subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Contractor/Grantee or Subcontractor work in-person with City employees in connection with the work or services performed under

the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract or Grant includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract or Grant does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.

(3) In accordance with the Contractor Vaccination Policy, Grantee agrees that:

A. Where applicable, Grantee shall ensure it complies with the requirements of the [Contractor Vaccination Policy](#) pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or obtain from Grantee an exemption based on medical or religious grounds; and

B. If Grantee grants Covered Employees an exemption based on medical or religious grounds, Grantee will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form (“Exemptions Form”), which can be found at <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to “Exemptions” to download the form).

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

5.1 Maximum Amount of Grant Funds.

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Two Million Five Hundred Twenty Five Thousand Two Hundred Forty Four Dollars (\$2,525,244)**.

(b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Eight Hundred Forty One Thousand Seven Hundred Forty Eight Dollars (\$841,748)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures

and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

(a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.

(b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit www.sfgov.org/ach. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 State or Federal Funds.

(a) Disallowance. With respect to Grant Funds, if any, which are ultimately provided by the State or Federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the State or Federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset 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.

(a) Grant Terms. 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.

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

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Three Hundred Forty Thousand Four Hundred Seventy Six Dollars (\$9,340,476)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Four Hundred Forty Four Thousand Seven Hundred Eighty Five Dollars (\$444,785)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures, and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no

obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.

- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit www.sfgov.org/ach. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 State or Federal Funds.

- (a) **Disallowance.** With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset 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.** 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.

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

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

If to the Department or City: Department of Homelessness and Supportive Housing
Contracts Unit
440 Turk Street

San Francisco, CA 94102
hshcontracts@sfgov.org

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

Any notice of default must be sent by registered mail.

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

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

Appendix A, Services to be Provided
Appendix B, Budget
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants

- 2.5** **Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided** (dated April 1, 2022, for the period of December 18, 2021 to July 31, 2023).
- 2.6** **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated April 1, 2022, for the period of December 18, 2021 to July 31, 2023).
- 2.7** **Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated April 1, 2022).
- 2.8** **Appendix D, Interest in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interest in Other City Grants** (dated April 1, 2022).

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

DocuSigned by:
Shireen McSpadden
By: _____
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Shireen McSpadden
Executive Director

DocuSigned by:
Mary Elizabeth Stokes
By: _____
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Mary Elizabeth Stokes
Executive Director
City Supplier Number: 20568

Approved as to Form:
David Chiu
City Attorney

DocuSigned by:
Virginia Dario Elizondo
By: _____
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Virginia Dario Elizondo
Deputy City Attorney

**Appendix A, Services to be Provided
by
Episcopal Community Services
Cova Winter Shelter**

I. Purpose of Grant

The purpose of the grant is to provide operations and services in a non-congregate winter shelter site on a time-limited and as-needed basis to the served population.

II. Served Population

Grantee shall serve adults experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence.

III. Referral and Prioritization

Grantee shall provide services to individuals identified and assessed by the Department of Homelessness and Supportive Housing Homeless Outreach Team (SF HOT) in coordination with the Department of Public Health Street Medicine Team. Participation in the site(s) is voluntary.

IV. Description of Services

Grantee shall provide services to ensure the health and safety of participants and the security, cleanliness, and maintenance of the site(s), in accordance with Department of Public Health (DPH) requirements and guidelines.

1. Participant Support: Grantee shall provide participant supports, including, but not limited to:
 - a. Participant intake, including completion of forms and acknowledgement of the Participant Agreement/Site Rules, bed assignment, and orientation to the site;
 - b. Operations, such as entry and exits, mail, phone, and technology coordination;
 - c. Wellness checks and connection to care for anyone demonstrating symptoms of physical or behavioral health needs;
 - d. Coordination of supportive service providers (e.g. In-Home Supportive Services, behavioral health, harm reduction, nursing/medical, other wellness support, Problem Solving, Coordinated Entry assessment and housing navigation and benefits linkage);
 - e. Referrals and linkages to Access Points, and eliminate barriers to connect participants to Access Points;
 - f. Care Coordination, including assisting participants who are not enrolled in public benefits to connect with the City's roving application assistance team/Assisting participants in obtaining and maintaining public benefits, including post-public benefits application support to complete the public benefits enrollment process;
 - g. Maintenance and distribution of operational and participant supplies;
 - h. Reasonable accommodations, transfers, and other supports; and
 - i. Exit planning, including, but not limited to communication and coordination with outside service providers to support in a participant's transition to a more permanent setting.

V. Location and Time of Services

Grantee shall provide services at 655 Ellis St, San Francisco, CA 94109. Additional locations may be added as mutually agreed upon by Grantee and HSH.

VI. Service Requirements

A. Program Support: Grantee shall provide programmatic support, including, but not limited to:

- a. Onboarding and orienting onsite staff (e.g. Grantee staff, subcontractors, other service providers) to program documents, policies, and procedures;
- b. Hiring and supervision of onsite staff and any subcontractors; and
- c. Data entry and reporting.

B. Building Operations:

- a. Grantee shall coordinate with the City to maintain the health and safety of participants and staff.
- b. Grantee shall maintain and create site logs, records of entry and exit, and manage key access for participants, partner agencies and on-site staff.
- c. Laundry: Grantee shall coordinate with the City to ensure laundry is available for participant use.
- d. Janitorial/Facilities: Grantee shall collaborate with the City to provide janitorial services that meet or exceed the DPH and the City's requirements and standards.
- e. Furnishings and Participant Supplies: Grantee shall maintain and provide furnishings (e.g. towels/linens) and supplies (e.g. menstrual and oral hygiene products; soap) for participants.
- f. Personal Protective Equipment (PPE): Grantee shall also be responsible for monitoring PPE utilization and supply of PPE, and for placing restocking orders from the City.
- g. Security/De-Escalation: Grantee shall coordinate with site or City provided security, per City instructions to ensure the safety of participants and staff and protection of property.
- h. Biohazard Cleaning: Grantee shall coordinate with City cleaning vendor(s) to ensure that sites receive deep cleaning when a room or unit that is housing a COVID-19 positive participant turns over; when a participant becomes symptomatic; or in the event of a death on site.
- i. Meals: Grantee shall provide two meals per day to participants in accordance with all DPH and City guidelines.
- j. Storage: Grantee shall provide space for secure and pest-free storage of participant belongings, as appropriate for the site(s).

C. Interpretation and Translation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.

D. Feedback, Complaint and Follow-up Policies:

1. Grantee shall provide means for the served population to provide feedback about the program in accordance with City guidelines. Grantee shall share the methods of feedback with the served population upon intake and orientation and per City instructions.
 2. Grantee shall follow City Complaint or Grievance Procedures and shall cooperate with City efforts to resolve complaints and grievances.
- E. Communications, Trainings and Meetings: Grantee shall keep the City informed of program operations and comply with applicable City policies and requirements including, but not limited to:
1. Grantee shall report Critical Incidents in accordance with City instructions and any published policies/procedures and use the City provided forms. Examples of Critical Incidents include death, fire, acts of violence, or any other incidents which require the involvement of emergency services or Child or Adult Protective Services (APS and CPS, respectively).
 2. Regular communication to the City and assigned Program Manager about the implementation of the program;
 3. Media requests;
 4. Data or documentation requests;
 5. Attendance of meetings, as needed; and
 6. Attendance of trainings, as requested
- F. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement, including but not limited to:
 - A. Entering all client data within three working days (unless specifically requested to do so sooner)
 - B. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate)
 - C. Running monthly data quality reports and correcting any errors
 2. Grantee shall conduct daily data entry into the San Francisco COVID-19 Response Placement System, a web-based care coordination software hosted by RTZ Systems, to track information including but not limited to, referrals, intakes and discharges, transfers between sites, accessibility attributes of sites and rooms/beds, and information related to room/bed status and site status. Other data reporting may also be required by the City. Grantee shall be responsible for complying with all privacy-related trainings and ensuring the safekeeping of potentially protected information in the system.
 3. Grantee may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required, Grantee shall submit the monthly, quarterly and/or annual metrics into either the HSH CARBON database, via secure email, or through uploads to an FTP site. The City will provide clear instructions to all Grantee re-

garding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantee via written notice at least one month prior to expected implementation.

4. Any information shared between Grantee, the City, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with applicable privacy requirements. Grantee shall take all appropriate measure to protect and maintain the confidentiality of personally identifying information about participants, as well as the site name and address, and any other confidential information about the program or the City's emergency response.
- G. Record Keeping, Documentation, and Files: Grantee shall maintain Occupancy Logs; participant files, and other documentation in accordance with City requirements and instructions.
- H. Good Neighbor Policies: Grantee shall adhere to applicable City good neighbor policies, and per City instructions.
- I. Grantee shall follow City policies and procedures established for the COVID-19 response, as instructed by the City.

VII. Service Objectives

- A. Grantee shall meet or exceed 95 percent data quality in Get Care (RTZ) as measured through data input into the RTZ System.
- B. Grantee shall conduct quarterly meal satisfaction surveys with at least 70 percent of participants using this survey: <https://forms.gle/qijPd2TAP9gc9jrP6>. Grantee shall complete the first survey within six weeks of beginning operations under this Agreement.

VIII. Outcome Objectives

- A. Grantee shall actively refer 100 percent of participants to Problem Solving and Coordinated Entry within 15 business days of move in.

IX. Reporting Requirements

- A. Census and Exits: Grantee shall maintain daily census information and shall notify the City of any unplanned participant exits within 24 hours in the format, method and frequency specified by the City.
- B. Evaluative Studies: Grantee shall participate, as requested by the City, in evaluative studies designed to show the effectiveness of Grantee's services. The City agrees that any final reports generated through the evaluation program shall be made available to

Grantee or within 30 working days of receipt of any evaluation report and such response will become part of the official report.

- C. Ad Hoc Reports, Data and Information: Grantee shall provide Ad Hoc reports, data and information, as required by the City in the format, method and frequency specified by the City.

X. Monitoring Activities

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

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2021		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	12/18/2021	3/31/2022	1
6	Amended Term	12/18/2021	7/31/2023	2
7				
8	Approved Subcontractors			
10	None.			
11				
12				
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25				

	A	B	C	D	E	F	G
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	Document Date	7/1/2021					
4	Contract Term	Begin Date	End Date	Duration (Years)			
5	Current Term	12/18/2021	3/31/2022	1			
6	Amended Term	12/18/2021	7/31/2023	2			
7					Year 1		
8	Service Component				12/18/2021 - 6/30/2022		
10	Shelter				95		
11							
12							
13							
14							
15							
16							
17							
18							

	A	B	C	D	E	F	G	H	I	J	K	L	M	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																
2	APPENDIX B, BUDGET																
3	Document Date	6/8/2022															
4	Contract Term	Begin Date	End Date	Duration (Years)													
5	Current Term	12/18/2021	3/31/2022	1													
6	Amended Term	12/18/2021	7/31/2023	3													
7	Provider Name	Episcopal Community Services															
8	Program	Cova Winter Shelter															
9	FSP Contract ID#	1000024312															
10	Action (select)	Amendment															
11	Effective Date	4/1/2022															
12	Budget Name	State Project Roomkey															
13		Current	New														
14	Term Budget	\$ 1,683,496	\$ 8,895,692														
15	Contingency	\$ 841,748	\$ 444,785	5%													
16	Not-To-Exceed	\$ 2,525,244	\$ 9,340,476														
					EXTENSION YEAR			EXTENSION YEAR									
		Year 1			Year 2			Year 3			All Years						
		12/18/2021 - 6/30/2022	12/18/2021 - 6/30/2022	12/18/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	12/18/2021 - 3/31/2022	12/18/2021 - 7/31/2023	12/18/2021 - 7/31/2023				
		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New				
19	Expenditures																
20	Salaries & Benefits	\$ 1,176,999	\$ 1,029,876	\$ 2,206,876	\$ -	\$ 3,771,287	\$ 3,771,287	\$ -	\$ 314,274	\$ 314,274	\$ 1,176,999	\$ 5,115,437	\$ 6,292,436				
21	Operating Expense	\$ 51,470	\$ 45,052	\$ 96,523	\$ -	\$ 165,468	\$ 165,468	\$ -	\$ 20,683	\$ 20,683	\$ 51,470	\$ 231,204	\$ 282,674				
22	Subtotal	\$ 1,228,470	\$ 1,074,929	\$ 2,303,398	\$ -	\$ 3,936,755	\$ 3,936,755	\$ -	\$ 334,957	\$ 334,957	\$ 1,228,470	\$ 5,346,641	\$ 6,575,110				
23	Indirect Percentage	15.00%		15.00%	15.00%		15.00%	15.00%		15.00%							
24	Indirect Cost (Line 21 X Line 22)	\$ 184,270	\$ 161,239	\$ 345,510	\$ -	\$ 590,513	\$ 590,513	\$ -	\$ 50,244	\$ 50,244	\$ 184,270	\$ 801,996	\$ 986,267				
25	Other Expenses (Not subject to indirect %)	\$ 270,756	\$ (10,636)	\$ 260,120	\$ -	\$ 954,840	\$ 954,840	\$ -	\$ 119,355	\$ 119,355	\$ 270,756	\$ 1,063,559	\$ 1,334,315				
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
28	Total Expenditures	\$ 1,683,496.21	\$ 1,225,532.06	\$ 2,909,028.27	\$ -	\$ 5,482,107.79	\$ 5,482,107.79	\$ -	\$ 504,555.98	\$ 504,555.98	\$ 1,683,496.21	\$ 7,212,195.83	\$ 8,895,692.04				
29																	
30	HSH Revenues (select)																
31	State Project Roomkey	\$ 1,683,496	\$ 1,475,532	\$ 3,159,028	\$ -	\$ 5,482,108	\$ 5,482,108	\$ -	\$ 504,556	\$ 504,556	\$ 1,683,496	\$ 7,462,196	\$ 9,145,692				
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
34	Adjustment to Actuals	\$ -	\$ (250,000)	\$ (250,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (250,000)	\$ (250,000)				
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
40	Total HSH Revenues	\$ 1,683,496.00	\$ 1,225,532.00	\$ 2,909,028.00	\$ -	\$ 5,482,107.79	\$ 5,482,107.79	\$ -	\$ 504,555.98	\$ 504,555.98	\$ 1,683,496.00	\$ 7,212,195.77	\$ 8,895,691.77				
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
48																	
49	Total HSH + Other Revenues	\$ 1,683,496.00	\$ 1,225,532.00	\$ 2,909,028.00	\$ -	\$ 5,482,107.79	\$ 5,482,107.79	\$ -	\$ 504,555.98	\$ 504,555.98	\$ 1,683,496.00	\$ 7,212,195.77	\$ 8,895,691.77				
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
52																	
53	Prepared by	Tiffany Luong															
54	Phone	(415) 487-3300 x1219															
55	Email	luong@eccs-sf.org															

	A	B	C	D	E	F	G	H	I	J	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	OPERATING DETAIL													
3	Document Date	6/8/2022												
4	Provider Name	Episcopal Community Services												
5	Program	Cova Winter Shelter												
6	FSP Contract ID#	1000024312												
7	Budget Name	State Project Roomkey												
8		EXTENSION YEAR						EXTENSION YEAR						
9		Year 1			Year 2			Year 3			All Years			
10		12/18/2021 - 6/30/2022	12/18/2021 - 6/30/2022	12/18/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	12/18/2021 - 3/31/2022	12/18/2021 - 7/31/2023	12/18/2021 - 7/31/2023	
11		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New	
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
15	Office Supplies, Postage	\$ 3,558	\$ 3,114	\$ 6,672	\$ 11,439	\$ 11,439	\$ 11,439	\$ 1,430	\$ 1,430	\$ 1,430	\$ 3,558	\$ 15,982	\$ 19,541	
16	Building Maintenance Supplies and Repair	\$ 7,100	\$ 6,213	\$ 13,313	\$ 22,822	\$ 22,822	\$ 22,822	\$ 2,853	\$ 2,853	\$ 2,853	\$ 7,100	\$ 31,888	\$ 38,988	
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
18	Insurance	\$ 7,321	\$ 6,406	\$ 13,727	\$ 23,532	\$ 23,532	\$ 23,532	\$ 2,941	\$ 2,941	\$ 2,941	\$ 7,321	\$ 32,879	\$ 40,200	
19	Staff Training	\$ 1,135	\$ 993	\$ 2,128	\$ 3,648	\$ 3,648	\$ 3,648	\$ 456	\$ 456	\$ 456	\$ 1,135	\$ 5,097	\$ 6,232	
20	Staff Travel-Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22	Program/Client Supplies	\$ 3,500	\$ 3,063	\$ 6,563	\$ 11,251	\$ 11,251	\$ 11,251	\$ 1,406	\$ 1,406	\$ 1,406	\$ 3,500	\$ 15,720	\$ 19,220	
23	Telecommunications	\$ 2,200	\$ 1,925	\$ 4,125	\$ 7,071	\$ 7,071	\$ 7,071	\$ 884	\$ 884	\$ 884	\$ 2,200	\$ 9,880	\$ 12,080	
24	Staff Recruitment	\$ 1,000	\$ 875	\$ 1,875	\$ 3,214	\$ 3,214	\$ 3,214	\$ 402	\$ 402	\$ 402	\$ 1,000	\$ 4,491	\$ 5,491	
25	Linens	\$ 24,756	\$ 21,623	\$ 46,379	\$ 79,508	\$ 79,508	\$ 79,508	\$ 9,938	\$ 9,938	\$ 9,938	\$ 24,756	\$ 111,070	\$ 135,826	
26	Parking	\$ 900	\$ 840	\$ 1,740	\$ 2,983	\$ 2,983	\$ 2,983	\$ 373	\$ 373	\$ 373	\$ 900	\$ 4,196	\$ 5,096	
27		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	Subcontractors (First \$25k Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
67														
68	TOTAL OPERATING EXPENSES	\$ 51,470	\$ 45,052	\$ 96,523	\$ -	\$ 165,468	\$ 165,468	\$ -	\$ 20,683	\$ 20,683	\$ 51,470	\$ 231,204	\$ 282,674	
69														
70	Other Expenses (not subject to indirect cost %)													
71	CHEFS Kitchens - 365 days X 2 hot meals X 109 clients @ \$12/meal, plus 1 day breakfast	\$ 270,756	\$ 239,364	\$ 510,120	\$ -	\$ 954,840	\$ 954,840	\$ -	\$ 119,355	\$ 119,355	\$ 270,756	\$ 1,313,559	\$ 1,584,315	
72		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
73	Adjustment to Actuals 4/8/22	\$ -	\$ (250,000)	\$ (250,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (250,000)	\$ (250,000)	
74		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
83														
84	TOTAL OTHER EXPENSES	\$ 270,756	\$ (10,636)	\$ 260,120	\$ -	\$ 954,840	\$ 954,840	\$ -	\$ 119,355	\$ 119,355	\$ 270,756	\$ 1,063,559	\$ 1,334,315	
85														
86	Capital Expenses													
87		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
94														
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
96														
97	HSH #3											Template last modified	9/1/2021	

BUDGET NARRATIVE

Fiscal Year

State Project Roomkey

FY22-23

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

Salaries & Benefits	Adjusted		Justification	Calculation	Employee Name
	Budgeted	Budgeted			
FTE	FTE	Salary			
Supervisor Day	0.82	\$ 48,650	Responsible for day to day site activity including guest escalation intervention and other quest needs. Maintain shift compliance, and counselor support.	\$59384 annual x 195/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Supervisor Swing	0.82	\$ 52,058	Responsible for day to day site activity including guest escalation intervention and other quest needs. Maintain shift compliance, and counselor support.	\$63544 annual x 195/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Supervisor Night	0.82	\$ 55,467	Responsible for day to day site activity including guest escalation intervention and other quest needs. Maintain shift compliance, and counselor support.	\$67704 annual x 195/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Counselor Day	6.55	\$ 327,176	Provide guest services including meal delivery. Engage with guests to make sure needs are met. Escalate critical needs to management & Coordinator.	\$49920 annual x 195/365 days x 1.09533 for coverage x 11.2 FTE	TBD
Counselor Swing	6.55	\$ 354,439	Provide guest services including meal delivery. Engage with guests to make sure needs are met. Escalate critical needs to management & Coordinator.	\$54080 annual x 195/365 days x 1.09533 for coverage x 11.2 FTE	TBD
Counselor Night	6.55	\$ 381,705	Provide guest services including meal delivery. Engage with guests to make sure needs are met. Escalate critical needs to management & Coordinator.	\$58240 annual x 195/365 days x 1.09533 for coverage x 11.2 FTE	TBD
Care Coordinator Day	0.59	\$ 44,622	Responsible for guest services, including assessments, referrals, guest intervention, and emergency response.	\$76253 annual x 195/365 days x 1.09533 for coverage x 1 FTE	TBD
Lead Janitor	0.29	\$ 18,792	Lead and Coordinate the work of the janitorial team. Make sure all rooms are up to standard and maintained daily. Make sure all duties are completed on schedule.	\$64225.824 annual x 195/365 days x 1.09533 for coverage x 0.5 FTE	TBD
Janitor	1.76	\$ 75,367	Responsible for daily upkeep of guest rooms. Trash removal, bathroom cleaning and vacuuming.	\$42931.2 annual x 195/365 days x 1.09533 for coverage x 3 FTE	TBD
Emergency Response Ambassador Day	0.82	\$ 46,512	Responsible for safety intervention including: wellness checks, behavioral health, emergency response (911 cpr & aed), and incident report submission.	\$56773.6 annual x 195/365 days x 1.09533 for coverage x 2.8 FTE	TBD
Emergency Response Ambassador Swing	0.82	\$ 50,124	Responsible for safety intervention including: wellness checks, behavioral health, emergency response (911 cpr & aed), and incident report submission.	\$61183.2 annual x 195/365 days x 1.09533 for coverage x 2.8 FTE	TBD
Emergency Response Ambassador Night	0.82	\$ 53,737	Responsible for safety intervention including: wellness checks, behavioral health, emergency response (911 cpr & aed), and incident report submission.	\$65592.8 annual x 195/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Site Manager	0.59	\$ 55,751	Responsible for site operations. Including staff training, scheduling, staffing	\$95272 annual x 195/365 days x 1.09533 for coverage x 1 FTE	TBD
Associate Director of Interim Housing	0.12	\$ 11,939	Responsible for maintaining department effectiveness. Provide training and support to site leads (Managers). Maintain policies and procedures.	\$102013 annual x 195/365 days x 1.09533 for coverage x 0.2 FTE	TBD
TOTAL	27.91	\$ 1,576,340			
Employee Fringe Benefits		\$ 1,077,511	Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.		
Salaries & Benefits Total		\$ 2,653,850			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -		
Office Supplies, Postage	\$ 3,558	includes office supplies and postage expenses	\$239 per week X 14.83 weeks
Building Maintenance Supplies and Repair	\$ 8,000	covers cleaning supplies, site repairs and maintenance expenses	\$538 per week X 14.83 weeks
Printing and Reproduction	\$ -		
Insurance	\$ 7,321	covers site liability insurance	\$493 per week X 14.83 weeks
Staff Training	\$ 1,135	covers training expenses for staff	\$76 per week X 14.83 weeks
Staff Travel-Local & Out of Town)	\$ -		
Rental of Equipment	\$ -		
Program/Client Supplies	\$ 3,500	includes program and client supplies expenses	\$236 per week X 14.83 weeks
Telecommunications	\$ -	host stipend	
Staff Recruitment	\$ 2,200	covers cellphone usage expenses	\$148 per week X 14.83 weeks
Linens	\$ 1,000	includes staff recruitment expenses	\$67 per week X 14.83 weeks
Parking	\$ 24,756	covers laundry services	\$2.18 per guest per day x 109 guests x 104 days
TOTAL OPERATING EXPENSES	\$ 51,470		
Indirect Cost	15.0%	\$ 90,513	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
CHEFS Kitchens - 365 days X 2 hot meals X 109 clients @ :	\$ 510,120	covers expenses for hot meals for guests/clients	(109 guests x 103 days x 2 meals @ \$12) + (109 guests x 1 day x 1 breakfast on 3/31 closing day)
TOTAL OTHER EXPENSES	\$ 510,120		

Appendix C, Method of Payment

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

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

B. Invoicing System:

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

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Reserved. (Spend Down).
- E. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
 - a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
 - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
 - 1) Program Monitoring;
 - 2) Fiscal and Compliance Monitoring;
 - 3) Year End Invoice Review;
 - 4) Monthly Invoice Review;
 - 5) As needed per HSH request; and/or
 - 6) As needed to fulfill audit and other monitoring requirements.

2. All documentation requested by and submitted to HSH must:
 - a. Be easily searchable (e.g., PDF) or summarized;
 - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
 - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII)); and
 - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed in the Permitted Subcontractors Appendix.

3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

State Project Roomkey	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p> <p>Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
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 General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures,</p>

State Project Roomkey	
Type	Instructions and Examples of Documentation
	and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted. Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

III. Reserved. (Advances or Prepayments)

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

Appendix D – Interests In Other City Grants

CITY DEPARTMENT OR COMMISSION	Date of Grant	Amount of Grant
DAS – Senior Services – Case Management	7/1/18 - 6/30/21	891,026
DAS – Senior Services – Community Services	1/1/21-6/30/23	648,308
DAS – Senior Services – Congregate Meals (AWD)	7/1/17-6/30/21	114,738
DAS – Senior Services – Congregate Meals (Seniors/ENP)	7/1/17-6/30/21	935,815
DHSH – Coordinated Entry – Access Points	7/1/20–6/30/21	3,849,574
DHSH - Housing - 1180 4th Street Housing	7/1/14 – 6/30/24	4,112,250
DHSH – Housing – 455 Fell Street	5/15/19 – 6/30/22	840,179
DHSH – Housing – Auburn	7/1/17 – 6/30/21	4,249,484
DHSH - Housing – Bishop Swing	7/1/20 – 6/30/23	2,143,395
DHSH – Housing – Bishop Swing/CoC Rental Assistance	4/1/18-3/31/21	1,198,503
DHSH – Housing – Bishop Swing/CoC Rental Assistance	4/1/21-3/31/24	1,229,514
DHSH - Housing - Canon Barcus	7/1/20 - 6/30/23	1,499,118
DHSH – Housing – Canon Barcus/CoC Rental Assistance	7/1/20-6/30/23	1,999,193
DHSH – Housing – Canon Kip Community House	7/1/20– 6/30/23	964,332
DHSH – Housing – Canon Kip/CoC Rental Assistance	12/1/18-11/30/21	4,648,341
DHSH - Housing - Canon Kip/SHP	1/1/21-12/31/23	339,420
DHSH - Housing - CNC - Alder	1/1/21 - 2/29/24	5,853,153
DHSH - Housing - CNC - Crosby	1/1/21-2/29/24	5,507,768
DHSH - Housing - CNC - Elm	1/1/21-2/29/24	4,215,324
DHSH - Housing - CNC - Hillsdale	1/1/21-2/29/24	3,850,311
DHSH - Housing - CNC - Mentone	1/1/21-2/29/24	4,081,690
DHSH - Housing - Granada Hotel	1/1/21-1/31/23	2,558,643
DHSH - Housing - Henry Hotel	7/1/19 – 6/30/22	6,408,789
DHSH – Housing – Henry Hotel/CoC Rental Assistance	8/1/18-7/31/21	2,901,702
DHSH – Housing – Minna Lee	4/1/18 – 6/30/23	1,846,060
DHSH – Housing – Post Hotel	9/1/20-6/30/23	7,677,850
DHSH – Housing – The Rose Hotel	7/1/20 – 6/30/23	188,778
DHSH - Housing - The Rose/SHP	1/1/21-12/31/23	357,830
DHSH – Interim Housing – Bryant Storage	12/1/18–11/30/20	1,113,896
DHSH – Interim Housing – Bryant Storage	12/1/20 – 2/29/24	2,219,168
DHSH – Interim Housing – Sanctuary	7/1/19 – 6/30/21	7,353,238
DHSH – Interim Housing – SIP Hotel/Americania Hotel	9/1/20-3/31/22	8,486,947
DHSH – Interim Housing – SIP Hotel/Civic Center Motor Inn	9/1/20-6/30/22	4,098,229
DHSH – Interim Housing – SIP Hotel/Cova Hotel	9/1/20-6/30/22	7,361,013
DHSH – Interim Housing – SIP Hotel/Diva Hotel	9/1/20-6/30/22	8,473,540
DHSH – Interim Housing – SIP Hotel/Good Hotel	9/1/20-12/31/21	6,774,266
DHSH – Interim Housing – SIP Hotel/Tilden Hotel	9/1/20-6/30/22	8,257,513
DHSH – Interim Housing – SIP Hotel/Union Square Hotel	9/1/20-3/31/22	6,993,913
DHSH – Interim Housing – SIP Hotel/Vintage Court Hotel	9/1/20-6/30/22	5,801,343
DHSH – Interim Housing – Winter InterFaith	11/1/14 – 6/30/21	2,023,146
DHSH – Rapid Rehousing (CESH)	7/1/20-6/30/21	275,902
DHSH – Rapid Rehousing (GF)	7/1/20-6/30/21	119,855

DHSH - Rapid Rehousing (HEAP)	7/1/20-6/30/21	1,169,319
DHSH – Rapid Rehousing (HUD/ESG)	7/1/20-6/30/21	53,943
DPH – Behavioral Health Services	7/1/18 – 12/31/22	5,153,712
DPH – COVID19 – Site Y and Site 37	12/1/20-11/30/21	7,250,044
HSA – Employment Services	2/1/18 – 6/30/21	1,227,839
MOHCD – Adult Education Center – CDBG/GF	7/1/20 – 6/30/21	80,000
MOHCD – OEWD – Culinary Training	7/1/20- 6/30/21	175,000