

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

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

THIS AMENDMENT of the **June 1, 2019** Grant Agreement (the "Agreement") is dated as of **November 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **EPISCOPAL COMMUNITY SERVICES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

**RECITALS**

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

WHEREAS, the City's Board of Supervisors approved this Third Amendment to the Agreement under San Francisco Charter Section 9.118 by Resolution **<insert Resolution number>** on **<Month Date, Year>** to extend the grant term by eight months and increase the grant amount by **\$4,853,433**; 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 **June 1, 2019** between Grantee and City, and **First Amendment**, dated **March 8, 2022**, and **Second Amendment** dated **July 1, 2023**.
- 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 **July 1, 2019** and expire **October 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.

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.**

- (b) The term of this Agreement shall commence on **July 1, 2019** and expire **June 30, 2025** unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

2.2 **Section 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 Seven Hundred Thirty Eight Thousand Five Hundred Twelve Dollars (\$9,738,512)**.

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 **Fourteen Million Five Hundred Ninety One Thousand Nine Hundred Forty Five Dollars (\$14,591,945)**.

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Seven Hundred Ninety One Thousand Sixty Nine Dollars (\$791,069)** 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.

2.3 **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 November 1, 2023)  
Appendix B, Budget (dated November 1, 2023)  
Appendix C, Method of Payment  
Appendix D, Interests in Other City Grants (dated November 1, 2023)

2.4 **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 November 1, 2023), for the period of July 1, 2023 to June 30, 2025.

2.5 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated November 1, 2023), for the period of July 1, 2019 to June 30, 2025.

2.6 **Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated November 1, 2023).

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  
Henry Hotel**

**I. Purpose of Grant**

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

**II. Served Population**

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

**III. Referral and Prioritization**

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

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

**IV. Description of Services**

Grantee shall provide services to the total number of tenants as described in Appendix B, Budget. Grantee shall provide the following services during the term of this grant:

A. Support Services

Support Services are voluntary and shall be available to all tenants in the service location(s). Support Services shall include, but are not limited to, the following:

1. Outreach: Grantee shall engage with tenants to provide information about available Support Services and invite them to participate. Grantee shall contact each tenant at least three times during the first 60 days following placement. Grantee shall document all outreach and attempts.
2. Intake and Assessment: Grantee shall coordinate with Property Management during the initial intake for units and participate in orientation meetings with Property Management. If possible, Grantee shall establish rapport with tenants prior to move-in to support tenants during the application and move-in process. Grantee shall coordinate with tenant's current support service provider(s) to ensure a successful transition into housing.

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

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

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

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

Grantee shall ensure there is a process in place for receiving timely communication from Property Management and copies of correspondence (e.g.,

notices, warning letters, lease violations, etc.) issued. Grantee shall have a structured written process for engaging tenants who receive such notices.

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

## B. Property Management

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

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

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

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



and respond to requests in a timely manner. Building maintenance shall include the following services:

- a. Janitorial services in common areas, offices, and shared-use restrooms, and shower facilities;
  - b. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
  - c. Pest control services, as needed;
  - d. Maintenance and repair of facility systems, plumbing, electrical;
  - e. Building security; and
  - f. Preparation of apartments for tenant move-in and move-out.
8. Coordination with Support Services: If a tenant is facing housing instability, Grantee shall coordinate with Support Services staff to find creative ways to engage with tenants to prevent housing loss. Grantee shall work with Support Services staff in communicating with and meeting with tenant regarding behaviors and issues that put the tenant at risk for housing instability.

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

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

C. Stewardship of the Master Lease:

1. Grantee shall provide HSH with a copy of the master lease agreement and any amendments. Grantee shall obtain HSH approval prior to entering into any agreement that will materially impact the HSH-funded portion of the budget.
2. Grantee shall maintain all Lessee responsibilities and coordinate with the Landlord to meet owner's obligations, including maintenance and capital needs.

3. Grantee shall promptly notify HSH of any default, failure to exercise an option to extend or other situation which could impact the term of the master lease agreement.

**V. Location and Time of Services**

Grantee shall provide services at Henry Hotel, 106 Sixth Street San Francisco, CA 94103, using the staffing outlined in the Appendix B, Budget.

Grantee shall provide Support Services during business hours. Grantee may also provide services evenings and weekends, and at other times when necessary to best meet the needs of tenants.

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

**VI. Service Requirements**

- A. Case Management Ratio: Grantee shall maintain a 1:25 ratio of case management staff to units.
- B. Supervision: Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants.
- C. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
  1. Grantee shall notify HSH immediately in the event it is given notice of violations by the Department of Building Inspection (DBI), the Department of Public Health (DPH), or another City agency.
- D. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.
- E. 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.
- F. 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>.

- G. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding a tenant's housing stability.
- H. 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.
- I. Grievance Procedure:
1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
    - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
    - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
    - c. The amount of time required for each step, including when a participant can expect a response; and
    - d. In accordance with published HSH policies/procedures, the HSH Grievances email address ([hshgrievances@sfgov.org](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 tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- 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 survey completion 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 of quarterly HSH meetings, as needed, such as, but not limited to: hearings on issues related to homelessness<sup>1</sup>; and
3. Attendance of trainings as requested. Grantee shall ensure all site-based or tenant-facing staff and subcontractors are onboarded and trained to perform the services in accordance with Housing First, Harm Reduction, and Trauma-Informed Principles.

L. Coordination with Other Service Providers: Grantee shall establish written agreements with other service providers that are part of the site team to formalize collaboration and roles and responsibilities.

M. Critical Incidents: Grantee shall report critical incidents in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form](#) within 72 hours of the incident. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH Program Manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

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 Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).

O. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:

1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
2. That Grantee management staff is available to respond to neighbors within three business days, if reasonable;
3. Having a representative of the Grantee attend all appropriate neighborhood meetings;
4. Minimizing the impact on the neighborhood of served population waiting to enter the service location; and
5. Active discouragement of loitering in the area surrounding the building.

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<sup>1</sup> If the Grantee supervisor has questions about whether or not attending the meeting/hearing in question is within the scope of services, the supervisor shall contact the HSH Family Emergency Services Manager or a designee for clarification.

- P. Record Keeping and Files: Grantee shall maintain confidential tenant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
1. Grantee shall maintain client program enrollment, annual status updates and program exit information in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
  2. Grantee shall maintain a program roster of all current tenants in the ONE System.
  3. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
  4. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
- Q. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>2</sup>, 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); and
    - c. Running monthly data quality reports and correcting errors.
  2. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH,
  3. Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
  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.

## VII. Service Objectives

Grantee shall achieve the Service Objectives listed below.

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<sup>2</sup> HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

A. Support Services

1. Grantee shall actively outreach to 100 percent of households at least once every month.
2. Grantee shall offer assessment to 100 percent of households for primary medical care, mental health and substance use treatment needs within 60 days of move-in.
3. Grantee shall offer assessment to 100 percent of households for benefits within 60 days of move-in, and shall assist tenants to apply for benefits for which they are eligible.
4. Grantee shall offer Support Services to 100 percent of all households who showed housing instability (e.g., non-payment of rent, lease violations) at least once per incident.
5. Grantee shall outreach to 100 percent of households with planned exits from the program to engage in comprehensive discharge planning, which includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
6. Grantee shall outreach to 100 percent of program participants participating in Support Services to create/engage in Service Plans, as needed, on an ongoing basis.
7. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
8. Grantee shall administer an annual written anonymous survey of households to obtain feedback on the type and quality of program services. Grantee shall offer all households the opportunity to take this survey.

B. Property Management

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

**VIII. Outcome Objectives**

Grantee shall achieve the Outcome Objectives listed below:

- A. 90 percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. 80 percent of individualized service plans will be reviewed at least once every six months and updated as appropriate at this time.
- C. 85 percent of tenant lease violations will be resolved without loss of housing to tenants.
- D. At least 65 percent of tenants shall complete an annual Tenant Satisfaction Survey and of those, 80 percent of tenants will be satisfied or very satisfied with Property Management services.

**X. Reporting Requirements**

- A. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the month of service.
  - 1. The total number of unduplicated households who resided at the site during the month and the number of unduplicated households actively outreached to at least once during the month; and
  - 2. The total number of new move-ins during the month.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each quarter:
  - 1. The number and percentage of households Grantee outreached to complete an assessment for primary medical care, mental health, and substance use treatment needs within 60 days of move-in;
  - 2. The number and percentage of households Grantee outreached to complete a benefits assessment within 60 days of move-in;
  - 3. The number of lease/program rule violations Property Management issued and shared with Support Services for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services; and
  - 4. The number and percentage of households with planned exits from the program who were outreached to engage in comprehensive discharge planning, which includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- C. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each year:
  - 1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
  - 2. The number and percentage of program participants participating in Support Services Grantee outreached to create Service Plans, as needed;

3. The number of program participants who had a Service Plan during the program year; the number and percentage of Services Plans that were reviewed at least once every 6 months and updated as appropriate;
  4. The number and percentage of households who completed a written survey to provide feedback on the type and quality of program services. Please include survey results on what clients reported regarding the quality and satisfaction with services.
- D. Grantee shall submit Project Descriptor data elements as described in 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 the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- E. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services [https://codelibrary.amlegal.com/codes/san\\_francisco/latest/sf\\_admin/0-0-0-11877](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877), as instructed by HSH.
- F. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and any Grantee response will become part of the official report.
- G. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

## **IX. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, review of the following: tenant files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and



other operational and administrative activities, and back-up documentation for reporting progress towards meeting Service and Outcome Objectives.

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

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

	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	11/1/2023		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	7/1/2019	10/31/2023	5
6	<b>Amended Term</b>	7/1/2019	6/30/2025	6
7	<b>Program</b>	Henry Hotel		
8	<b>F\$P Contract ID#</b>	1000014089		
9				
10	<b>Approved Subcontractors</b>			
11	Caritas Management Corporation			
12				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																					
2	APPENDIX B, BUDGET																					
3	Document Date	11/1/2023																				
4	Contract Term	Begin Date	End Date	Duration (Years)																		
5	Current Term	7/1/2019	10/31/2023	5																		
6	Amended Term	7/1/2019	6/30/2025	6																		
7	Program	Henry Hotel																				
8	F\$P Contract ID#	1000014089																				
9																						
10	Number Served																					
11					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6												
12	General Fund Service Component				7/1/2019 - 6/30/2020	7/1/2020 - 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												
13	Property Management				121	121	121	121	121	121												
14	Support Services				121	121	121	121	121	121												
15																						
16																						
17	Continuum of Care (CoC) Service Component				7/1/2019 - 6/30/2020	7/1/2020 - 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												
18	Rental Assistance *				54	54	54	54	54	54												
19																						
20	* CoC Rental Assistance is provided through a separate agreement and is reflected as an offsetting revenue on this budget																					
21																						

	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>	11/1/2023						
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>				
5	<b>Current Term</b>	7/1/2019	10/31/2023	5				
6	<b>Amended Term</b>	7/1/2019	6/30/2025	6				
7	<b>Provider Name</b>	Episcopal Community Services						
8	<b>Program</b>	Henry Hotel						
9	<b>FSP Contract ID#</b>	1000014089						
10	<b>Action (select)</b>	Amendment						
11	<b>Effective Date</b>	7/1/2023						
12	<b>Budget Names</b>	General Fund - Support Services, General Fund - Property Management, COVID-19 Time-Limited Funding, General Fund - Capital						
13		<b>Current</b>	<b>New</b>					
14	<b>Term Budget</b>	\$ 9,292,926	\$ 13,800,876	15%				
15	<b>Contingency</b>	\$ 445,586	\$ 791,069					
16	<b>Not-To-Exceed</b>	\$ 9,738,512	\$ 14,591,945					
17					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
18					7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023
19					<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>
20								
21	<b>Expenditures</b>							
22	Salaries & Benefits	\$ 468,827	\$ 468,827	\$ 472,168	\$ 476,808			
23	Operating Expense	\$ 1,252,864	\$ 1,249,864	\$ 1,331,682	\$ 763,778			
24	Subtotal	\$ 1,721,691	\$ 1,718,691	\$ 1,803,850	\$ 1,240,586			
26	Indirect Cost	\$ 206,243	\$ 206,244	\$ 216,461	\$ 186,088			
27	Other Expenses (Not subject to indirect %)	\$ 835,688	\$ 956,576	\$ 723,036	\$ 1,970,897			
28	Capital Expenditure	\$ (68,753)	\$ 117,575	\$ 103,221	\$ -			
30	<b>Total Expenditures</b>	<b>2,694,869</b>	<b>2,999,086</b>	<b>2,846,568</b>	<b>3,397,571</b>			
31								
32	<b>HSH Revenues*</b>							
33	General Fund - Ongoing	\$ 2,067,509	\$ 2,317,924	\$ 2,369,581	\$ 2,470,425			
34	General Fund - CODB	\$ -	\$ -	\$ -	\$ -			
37	Prop C - One-time COVID-19 Bonus Pay	\$ -	\$ 30,988	\$ -	\$ -			
38	Adjustment to Actuals	\$ (147,936)	\$ (122,122)	\$ (16,701)	\$ (445,586)			
39	General Fund - One-Time Carryforward	\$ -	\$ -	\$ (355,688)	\$ 355,688			
40	COVID-19 Time-Limited Funding	\$ 3,000	\$ -	\$ -	\$ -			
41	General Fund - One-Time	\$ -	\$ -	\$ -	\$ -			
43	<b>Total HSH Revenues</b>	<b>\$ 1,922,573</b>	<b>\$ 2,226,790</b>	<b>\$ 1,997,192</b>	<b>\$ 2,380,527</b>			
44	<b>Other Revenues</b>							
45	Rental Income	\$ 772,296	\$ 772,296	\$ 295,740	\$ 225,740			
46	CoC Rental Assistance Revenue	\$ -	\$ -	\$ 553,636	\$ 791,304			
49	<b>Total Other Revenues</b>	<b>\$ 772,296</b>	<b>\$ 772,296</b>	<b>\$ 849,376</b>	<b>\$ 1,017,044</b>			
50								
51	<b>Total HSH + Other Revenues</b>	<b>2,694,869</b>	<b>2,999,086</b>	<b>2,846,568</b>	<b>3,397,571</b>			
54	Total Adjusted Salary FTE (All Budgets)	5.70		5.70	5.78	5.11		
55								
56	<b>Prepared by</b>	Tiffany Luong						
57	<b>Phone</b>	415.487.3300 ext. 1219						
58	<b>Email</b>	<a href="mailto:luong@ecs-sf.org">luong@ecs-sf.org</a>						
59								
60	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.							
61								
62								

	A	B	C	D	S	V	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>APPENDIX B, BUDGET</b>						
3	<b>Document Date</b>	11/1/2023					
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>			
5	<b>Current Term</b>	7/1/2019	10/31/2023	5			
6	<b>Amended Term</b>	7/1/2019	6/30/2025	6			
7	<b>Provider Name</b>	Episcopal Community Services					
8	<b>Program</b>	Henry Hotel					
9	<b>FSP Contract ID#</b>	1000014089					
10	<b>Action (select)</b>	Amendment					
11	<b>Effective Date</b>	7/1/2023					
12	<b>Budget Names</b>	General Fund - Support Services, General Fund - Property Management, COVID-19 Time-Limited Funding, General Fund - Capital					
13		<b>Current</b>	<b>New</b>				
14	<b>Term Budget</b>	\$ 9,292,926	\$ 13,800,876	15%			
15	<b>Contingency</b>	\$ 445,586	\$ 791,069				
16	<b>Not-To-Exceed</b>	\$ 9,738,512	\$ 14,591,945				
17					<b>EXTENSION YEAR</b>	<b>EXTENSION YEAR</b>	
18					<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>
19					7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2019 - 6/30/2025
20					<b>New</b>	<b>New</b>	<b>New</b>
21	<b>Expenditures</b>						
22	Salaries & Benefits	\$ 665,957	\$ 665,957	\$ 3,218,544			
23	Operating Expense	\$ 646,852	\$ 646,852	\$ 5,891,892			
24	Subtotal	\$ 1,312,809	\$ 1,312,809	\$ 9,110,436			
26	Indirect Cost	\$ 196,922	\$ 196,921	\$ 1,208,879			
27	Other Expenses (Not subject to indirect %)	\$ 2,084,085	\$ 2,084,085	\$ 8,654,367			
28	Capital Expenditure	\$ 98,250	\$ -	\$ 250,292			
30	<b>Total Expenditures</b>	<b>3,692,066</b>	<b>3,593,816</b>	<b>19,223,976</b>			
31							
32	<b>HSH Revenues*</b>						
33	General Fund - Ongoing	\$ 2,470,427	\$ 2,470,427	\$ 14,166,293			
34	General Fund - CODB	\$ 117,345	\$ 117,345	\$ 234,690			
37	Prop C - One-time COVID-19 Bonus Pay	\$ -	\$ -	\$ 30,988			
38	Adjustment to Actuals	\$ -	\$ -	\$ (732,345)			
39	General Fund - One-Time Carryforward	\$ -	\$ -	\$ -			
40	COVID-19 Time-Limited Funding	\$ -	\$ -	\$ 3,000			
41	General Fund - One-Time	\$ 98,250	\$ -	\$ 98,250			
43	<b>Total HSH Revenues</b>	<b>\$ 2,686,022</b>	<b>\$ 2,587,772</b>	<b>\$ 13,800,876</b>			
44	<b>Other Revenues</b>						
45	Rental Income	\$ 295,740	\$ 295,740	\$ 2,657,552			
46	CoC Rental Assistance Revenue	\$ 710,304	\$ 710,304	\$ 2,765,548			
49	<b>Total Other Revenues</b>	<b>\$ 1,006,044</b>	<b>\$ 1,006,044</b>	<b>\$ 5,423,100</b>			
50							
51	<b>Total HSH + Other Revenues</b>	<b>3,692,066</b>	<b>3,593,816</b>	<b>19,223,976</b>			
54	Total Adjusted Salary FTE (All Budgets)	6.81	6.81				
55							
56	<b>Prepared by</b>	Tiffany Luong					
57	<b>Phone</b>	415.487.3300 ext. 1219					
58	<b>Email</b>	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>					
59							
60		* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.					
61							
62							

	A	B	C	D	E	H	K	N	S	V	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>										
2	<b>APPENDIX B, BUDGET</b>										
3	<b>Document Date</b>	11/1/2023									
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>							
5	<b>Current Term</b>	7/1/2019	10/31/2023	5							
6	<b>Amended Term</b>	7/1/2019	6/30/2025	6							
7	<b>Provider Name</b>	Episcopal Community Services									
8	<b>Program</b>	Henry Hotel									
9	<b>FSP Contract ID#</b>	1000014089									
10	<b>Action (select)</b>	Amendment									
11	<b>Effective Date</b>	7/1/2023									
12	<b>Budget Name</b>	<b>General Fund - Support Services</b>									
13		<b>Current</b>	<b>New</b>								
14	<b>Term Budget</b>	\$ 2,342,253	\$ 3,879,787	15%							
15	<b>Contingency</b>	\$ 445,586	\$ 791,069								
16	<b>Not-To-Exceed</b>	\$ 9,738,512	\$ 14,591,945								
17									<b>EXTENSION YEAR</b>	<b>EXTENSION YEAR</b>	
18					<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>All Years</b>
19					7/1/2019 - 6/30/2020	7/1/2020 - 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	7/1/2019 - 6/30/2025
20					<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>New</b>	<b>New</b>	<b>New</b>
21	<b>Expenditures</b>										
22	Salaries & Benefits	\$ 468,827	\$ 468,827	\$ 472,168	\$ 476,808	\$ 665,957	\$ 665,957	\$ 3,218,544			
23	Operating Expense	\$ 80,990	\$ 80,990	\$ 111,133	\$ 97,983	\$ 83,057	\$ 83,057	\$ 537,210			
24	Subtotal	\$ 549,817	\$ 549,818	\$ 583,301	\$ 574,791	\$ 749,014	\$ 749,014	\$ 3,755,755			
25	Indirect Percentage	12.00%	12.00%	12.00%	15.00%	15.00%	15.00%				
26	Indirect Cost (Line 24 X Line 25)	\$ 65,978	\$ 65,979	\$ 69,996	\$ 86,219	\$ 112,352	\$ 112,352	\$ 512,876			
27	Other Expenses (Not subject to indirect %)	\$ (99,207)	\$ (43,397)	\$ (238,172)	\$ (89,898)	\$ 40,915	\$ 40,915	\$ (388,844)			
30	<b>Total Expenditures</b>	\$ 516,588	\$ 572,400	\$ 415,125	\$ 571,112	\$ 902,281	\$ 902,281	\$ 3,879,787			
31											
32	<b>HSH Revenues (select)</b>										
33	General Fund - Ongoing	\$ 615,795	\$ 634,269	\$ 653,297	\$ 661,010	\$ 861,366	\$ 861,366	\$ 4,287,103			
34	General Fund - CODB					\$ 40,915	\$ 40,915	\$ 81,830			
37	Prop C - One-time COVID-19 Bonus Pay		\$ 30,988			\$ -	\$ -	\$ 30,988			
38	Adjustment to Actuals	\$ (99,207)	\$ (92,857)		\$ (328,070)	\$ -	\$ -	\$ (520,134)			
39	General Fund - One-Time Carryforward			\$ (238,172)	\$ 238,172	\$ -	\$ -	\$ -			
43	<b>Total HSH Revenues</b>	\$ 516,588	\$ 572,400	\$ 415,125	\$ 571,112	\$ 902,281	\$ 902,281	\$ 3,879,787			
52	<b>Total HSH + Other Revenues</b>	\$ 516,588	\$ 572,400	\$ 415,125	\$ 571,112	\$ 902,281	\$ 902,281	\$ 3,879,787			
55											
56	<b>Prepared by</b>	Tiffany Luong									
57	<b>Phone</b>	415.487.3300 Ext. 1219									
58	<b>Email</b>	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>									

	A	B	C	F	G	J	M	N	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>								
2	<b>SALARY &amp; BENEFIT DETAIL</b>								
3	<b>Document Date</b>	11/1/2023							
4	<b>Provider Name</b>	Episcopal Community Services							
5	<b>Program</b>	Henry Hotel							
6	<b>F\$P Contract ID#</b>	1000014089							
7	<b>Budget Name</b>	General Fund - Support Services							
8									
9			<b>Year 1</b>			<b>Year 2</b>			
10			Agency Totals	For HSH Funded Program	7/1/2019 - 6/30/2020	Agency Totals	For HSH Funded Program	7/1/2020 - 6/30/2021	
11					Current			Current	
12	<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	
13	Support Services Manager - H86		\$ 73,554	1.00	\$ 73,554	\$ 73,554	1.00	\$ 73,554	
14	Case Manager III Master - H87		\$ 45,840	1.00	\$ 45,840	\$ 45,840	1.00	\$ 45,840	
15	Case Manager III Bilingual - H126		\$ 54,370	1.00	\$ 54,370	\$ 54,370	1.00	\$ 54,370	
16	Case Manager III Bilingual - H85		\$ 54,601	1.00	\$ 54,601	\$ 54,601	1.00	\$ 54,601	
17	Case Manager III - H84		\$ 45,148	1.00	\$ 45,148	\$ 45,148	1.00	\$ 45,148	
18	Housing Services Sr. Director - H5		\$ 119,494	0.08	\$ 9,198	\$ 119,494	0.08	\$ 9,198	
19	Database Specialist & Compliance Monitor - H51		\$ 54,768	0.08	\$ 4,351	\$ 54,768	0.08	\$ 4,351	
20	Admin Assistant/Quality Assurance Specialist - H106		\$ 60,344	0.07	\$ 3,935	\$ 60,344	0.07	\$ 3,935	
21	Clinical Services Manager - H6		\$ 78,582	0.02	\$ 1,572	\$ 78,582	0.02	\$ 1,572	
22	Director of Hlth Aging - SN34		\$ 114,071	0.02	\$ 1,966	\$ 114,071	0.02	\$ 1,966	
23	Manager of Master-Leased Operations - A56		\$ 79,974	0.17	\$ 13,334	\$ 79,974	0.17	\$ 13,334	
24	Sr. Assoc Director of Asset Mgmt - A97		\$ 136,804	0.02	\$ 2,728	\$ 136,804	0.02	\$ 2,728	
25	Direct support for Housing Services D		\$ 89,544	0.08	\$ 7,171	\$ 89,544	0.08	\$ 7,171	
26	Housing Services -Assoc Director 2 - H88		\$ 89,544	0.07	\$ 6,696	\$ 89,544	0.07	\$ 6,696	
27	Director of Impact & Analytics - A83		\$ 79,061	0.02	\$ 1,585	\$ 79,061	0.02	\$ 1,585	
28	DB Specialist & Compliance Monitor - H107		\$ 51,771	0.08	\$ 4,110	\$ 51,771	0.08	\$ 4,110	
29	Director of Behavioral Health - CS500			0.00			0.00		
30	Case Manager			0.00			0.00		
31	Housing Services Director			0.00			0.00		
57			<b>TOTAL SALARIES</b>			\$ 330,160	<b>TOTAL SALARIES</b>		
58			<b>TOTAL FTE</b>			5.70	<b>TOTAL FTE</b>		
59			<b>FRINGE BENEFIT RATE</b>			42.00%	<b>FRINGE BENEFIT RATE</b>		
60			<b>EMPLOYEE FRINGE BENEFITS</b>			\$ 138,667	<b>EMPLOYEE FRINGE BENEFITS</b>		
61			<b>TOTAL SALARIES &amp; BENEFITS</b>			\$ 468,827	<b>TOTAL SALARIES &amp; BENEFITS</b>		

	A	B	Q	T	U	X	AA	AB
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>SALARY &amp; BENEFIT DETAIL</b>							
3	<b>Document Date</b>	11/1/2023						
4	<b>Provider Name</b>	Episcopal Community Services						
5	<b>Program</b>	Henry Hotel						
6	<b>FSP Contract ID#</b>	1000014089						
7	<b>Budget Name</b>	General Fund - Support Services						
8			<b>Year 3</b>			<b>Year 4</b>		
9			For HSH		7/1/2021 -	For HSH		7/1/2022 -
10	Agency Totals		Funded	6/30/2022	Agency Totals		Funded	6/30/2023
11			Program	Current			Program	Current
12	<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
13	Support Services Manager - H86		\$ 73,554	1.00	\$ 73,554	\$ 87,144	1.00	\$ 87,144
14	Case Manager III Master - H87		\$ 45,840	1.00	\$ 45,840	\$ 62,640	1.00	\$ 62,640
15	Case Manager III Bilingual - H126		\$ 54,370	1.00	\$ 54,370	\$ 65,772	1.00	\$ 65,772
16	Case Manager III Bilingual - H85		\$ 54,601	1.00	\$ 54,601	\$ 65,772	0.24	\$ 15,772
17	Case Manager III - H84		\$ 45,148	1.00	\$ 45,148	\$ 62,640	1.00	\$ 62,640
18	Housing Services Sr. Director - H5		\$ 119,494	0.08	\$ 9,198	\$ 162,180	0.08	\$ 12,484
19	Database Specialist & Compliance Monitor - H51		\$ 54,768	0.08	\$ 4,351	\$ 70,885	0.08	\$ 5,631
20	Admin Assistant/Quality Assurance Specialist - H106		\$ 60,344	0.07	\$ 3,935	\$ 74,541	0.11	\$ 8,349
21	Clinical Services Manager - H6		\$ 78,582	0.02	\$ 1,572	\$ 85,734	0.02	\$ 1,716
22	Director of Hlth Aging - SN34		\$ 114,071	0.02	\$ 1,966	\$ 143,706	0.02	\$ 2,477
23	Manager of Master-Leased Operations - A56		\$ 79,974	0.17	\$ 13,334	\$ 111,876	0.17	\$ 18,654
24	Sr. Assoc Director of Asset Mgmt - A97		\$ 136,804	0.02	\$ 2,728	\$ 155,255	0.02	\$ 3,096
25	Direct support for Housing Services D		\$ 89,544	0.08	\$ -	\$ -	0.00	\$ -
26	Housing Services -Assoc Director 2 - H88		\$ 100,915	0.14	\$ 13,867	\$ 111,618	0.14	\$ 15,337
27	Director of Impact & Analytics - A83		\$ 79,061	0.02	\$ 1,585	\$ 139,813	0.02	\$ 2,802
28	DB Specialist & Compliance Monitor - H107		\$ 51,771	0.08	\$ 4,110	\$ 67,337	0.08	\$ 5,346
29	Director of Behavioral Health - CS500		\$ 117,565	0.02	\$ 2,351	\$ 152,695	0.02	\$ 3,054
30	Case Manager			0.00		\$ 58,464	0.06	\$ 3,734
31	Housing Services Director			0.00		\$ 140,602	0.06	\$ 7,874
57			<b>TOTAL SALARIES</b>		<b>332,512</b>	<b>TOTAL SALARIES</b>		<b>\$ 384,522</b>
58			<b>TOTAL FTE</b>		<b>5.78</b>	<b>TOTAL FTE</b>		<b>5.11</b>
59			<b>FRINGE BENEFIT RATE</b>		42.00%	<b>FRINGE BENEFIT RATE</b>		24.00%
60			<b>EMPLOYEE FRINGE BENEFITS</b>		<b>\$ 139,656</b>	<b>EMPLOYEE FRINGE BENEFITS</b>		<b>\$ 92,286</b>
61			<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 472,168</b>	<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 476,808</b>



	A	B	AE	AH	AK	AL	AO	AR	BU	BV	BW
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>										
2	<b>SALARY &amp; BENEFIT DETAIL</b>										
3	<b>Document Date</b>	11/1/2023									
4	<b>Provider Name</b>	Episcopal Community Services									
5	<b>Program</b>	Henry Hotel									
6	<b>F\$P Contract ID#</b>	1000014089									
7	<b>Budget Name</b>	General Fund - Support Services									
8			<b>EXTENSION YEAR</b>			<b>EXTENSION YEAR</b>					
9			<b>Year 5</b>			<b>Year 6</b>			<b>All Years</b>		
10			Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025	7/1/2019 - 10/31/2023	7/1/2019 - 6/30/2025	7/1/2019 - 6/30/2025
11					New			New	Current	Amendment	New
12	<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	Budgeted Salary	Change	Budgeted Salary
13	Support Services Manager - H86		\$ 94,147	1.00	\$ 94,147	\$ 94,147	1.00	\$ 94,147	\$ 336,622	\$ 159,478	\$ 496,100
14	Case Manager III Master - H87		\$ 59,987	1.00	\$ 59,987	\$ 59,987	1.00	\$ 59,987	\$ 218,760	\$ 101,374	\$ 320,134
15	Case Manager III Bilingual - H126		\$ 64,272	1.00	\$ 64,272	\$ 64,272	1.00	\$ 64,272	\$ 248,811	\$ 108,615	\$ 357,426
16	Case Manager III Bilingual - H85		\$ 65,520	1.00	\$ 65,520	\$ 65,520	1.00	\$ 65,520	\$ 200,500	\$ 110,115	\$ 310,615
17	Case Manager III - H84		\$ 64,272	1.00	\$ 64,272	\$ 64,272	1.00	\$ 64,272	\$ 218,013	\$ 108,615	\$ 326,628
18	Housing Services Sr. Director - H5		\$ 171,263	0.08	\$ 13,183	\$ 171,263	0.08	\$ 13,183	\$ 44,114	\$ 22,331	\$ 66,445
19	Database Specialist & Compliance Monitor - H51		\$ 74,853	0.08	\$ 5,947	\$ 74,853	0.08	\$ 5,947	\$ 20,529	\$ 10,050	\$ 30,579
20	Admin Assistant/Quality Assurance Specialist - H106		\$ 155,320	0.11	\$ 17,396	\$ 155,320	0.11	\$ 17,396	\$ 22,854	\$ 32,093	\$ 54,947
21	Clinical Services Manager - H6		\$ 85,734	0.02	\$ 1,716	\$ 85,734	0.02	\$ 1,716	\$ 6,972	\$ 2,893	\$ 9,865
22	Director of Hlth Aging - SN34		\$ 151,762	0.02	\$ 2,616	\$ 151,762	0.02	\$ 2,616	\$ 9,178	\$ 4,431	\$ 13,609
23	Manager of Master-Leased Operations - A56		\$ 118,015	0.17	\$ 19,677	\$ 118,015	0.17	\$ 19,677	\$ 64,686	\$ 33,325	\$ 98,011
24	Sr. Assoc Director of Asset Mgmt - A97		\$ 163,607	0.02	\$ 3,262	\$ 163,607	0.02	\$ 3,262	\$ 12,279	\$ 5,524	\$ 17,803
25	Direct support for Housing Services D		\$ 117,888	0.14	\$ 16,199	\$ 117,888	0.14	\$ 16,199	\$ 14,341	\$ 32,398	\$ 46,739
26	Housing Services -Assoc Director 2 - H88		\$ -	0.00	\$ -	\$ -	0.00	\$ -	\$ 47,553	\$ (4,957)	\$ 42,596
27	Director of Impact & Analytics - A83		\$ 151,658	0.02	\$ 3,040	\$ 151,658	0.02	\$ 3,040	\$ 8,483	\$ 5,153	\$ 13,636
28	DB Specialist & Compliance Monitor - H107		\$ 71,962	0.08	\$ 5,713	\$ 71,962	0.08	\$ 5,713	\$ 19,446	\$ 9,656	\$ 29,102
29	Director of Behavioral Health - CS500		\$ 157,276	0.02	\$ 3,146	\$ 157,276	0.02	\$ 3,146	\$ 6,364	\$ 5,333	\$ 11,697
30	Case Manager		\$ 58,464	1.00	\$ 58,464	\$ 58,464	1.00	\$ 58,464	\$ 22,051	\$ 98,611	\$ 120,662
31	Housing Services Director		\$ 140,602	0.06	\$ 7,874	\$ 140,602	0.06	\$ 7,874	\$ 10,347	\$ 13,275	\$ 23,622
57			<b>TOTAL SALARIES</b>		\$ 506,431	<b>TOTAL SALARIES</b>		\$ 506,431	\$ 1,531,902	\$ 858,313	\$ 2,390,215
58			<b>TOTAL FTE</b>		6.81	<b>TOTAL FTE</b>		6.81			
59			<b>FRINGE BENEFIT RATE</b>		31.50%	<b>FRINGE BENEFIT RATE</b>		31.50%			
60			<b>EMPLOYEE FRINGE BENEFITS</b>		\$ 159,526	<b>EMPLOYEE FRINGE BENEFITS</b>		\$ 159,526	\$ 555,641	\$ 272,687	\$ 828,328
61			<b>TOTAL SALARIES &amp; BENEFITS</b>		\$ 665,957	<b>TOTAL SALARIES &amp; BENEFITS</b>		\$ 665,957	\$ 2,087,544	\$ 1,131,000	\$ 3,218,544

	A	B	C	F	I	L	Q	T	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	OPERATING DETAIL										
3	Document Date	11/1/2023									
4	Provider Name	Episcopal Community Services									
5	Program	Henry Hotel									
6	F\$P Contract ID#	1000014089									
7	Budget Name	General Fund - Support Services									
8											
9											
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years			
10		7/1/2019 - 6/30/2020	7/1/2020 - 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	7/1/2019 - 10/31/2023	7/1/2019 - 6/30/2025	7/1/2019 - 6/30/2025	
11		Actuals	Actuals	Actuals	Actuals	New	New	Current	Amendment	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
14	Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 9,921	\$ 9,921	\$ 33,064	\$ 39,537	\$ 41,278	\$ 41,278	\$ 105,609	\$ 69,390	\$ 174,999	
15	Office Supplies, Postage	\$ 41,211	\$ 41,211	\$ 41,211	\$ 7,763	\$ 6,020	\$ 6,020	\$ 134,302	\$ 9,134	\$ 143,436	
17	Printing and Reproduction	\$ 2,877	\$ 2,877	\$ 4,877	\$ 7,399	\$ 6,606	\$ 6,606	\$ 20,324	\$ 10,918	\$ 31,242	
18	Insurance	\$ 8,884	\$ 8,884	\$ 13,884	\$ 15,273	\$ 13,212	\$ 13,212	\$ 52,160	\$ 21,189	\$ 73,349	
19	Staff Training	\$ 3,852	\$ 3,852	\$ 3,852	\$ 12,911	\$ 2,250	\$ 2,250	\$ 26,169	\$ 2,798	\$ 28,967	
22	Program/Client Materials	\$ 8,807	\$ 8,807	\$ 8,807	\$ 6,335	\$ 5,707	\$ 5,707	\$ 35,220	\$ 8,950	\$ 44,170	
23	Food and Food Supplies	\$ 4,438	\$ 4,438	\$ 4,438	\$ 7,705	\$ 7,745	\$ 7,745	\$ 23,907	\$ 12,602	\$ 36,509	
42	Consultants										
43	Professional Fees	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,060	\$ 239	\$ 239	\$ 4,689	\$ (151)	\$ 4,538	
67											
68	TOTAL OPERATING EXPENSES	\$ 80,990	\$ 80,990	\$ 111,133	\$ 97,983	\$ 83,057	\$ 83,057	\$ 402,380	\$ 134,830	\$ 537,210	
69											
70	Other Expenses (not subject to indirect cost %)										
71	CODB ( to be allocated)		\$ 18,474			\$ 40,915	\$ 40,915	\$ 18,474	\$ 81,830	\$ 100,304	
72	One-Time Prop C Bonus Pay		\$ 30,988			\$ -	\$ -	\$ 30,988	\$ -	\$ 30,988	
73	Adjustment to Actuals	\$ (99,207)	\$ (92,859)		\$ (328,070)	\$ -	\$ -	\$ (520,136)	\$ -	\$ (520,136)	
74	One-Time Carryforward from FY22 to FY23 (Caritas Invoices)			\$ (238,172)	\$ 238,172	\$ -	\$ -	\$ -	\$ -	\$ -	
83											
84	TOTAL OTHER EXPENSES	\$ (99,207)	\$ (43,397)	\$ (238,172)	\$ (89,898)	\$ 40,915	\$ 40,915	\$ (470,674)	\$ 81,830	\$ (388,844)	
96											
97	HS# #3										Template last modified 9/1/2021

**BUDGET NARRATIVE**

**Fiscal Year**

**General Fund - Support Services**

**FY23-24**

<u>Salaries &amp; Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Support Services Manager - H86	1.00	\$ 94,147	Provides team leadership, management and supervision to ensure clinical competence, program quality, resident safety, housing retention, and individual development; supervises staff, coordinates and leads partner efforts.	\$94,147 x 1 FTE
Case Manager III Master - H87	1.00	\$ 59,987	Provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$59,987 x 1 FTE
Case Manager III Bilingual - H126	1.00	\$ 64,272	Provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$64,272 x 1 FTE
Case Manager III Bilingual - H85	1.00	\$ 65,520	Provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$65,520 x 1 FTE
Case Manager III - H84	1.00	\$ 64,272	Provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$64,272 x 1 FTE
Case Manager	1.00	\$ 58,464	Provides ongoing psychosocial assessment and support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services.	\$58,464 x 1 FTE
Housing Services Sr. Director - H5	0.08	\$ 13,183	Primary responsibility for leadership, direction, and support for all programmatic, administrative, fiscal, and regulatory functions for ECS housing services.	\$171,263 x 0.08 FTE
Database Specialist & Compliance Monitor - H51	0.08	\$ 5,947	Performs database management and reporting functionalities for Housing Services department. Ensures data integrity and quality assurance across internal and funder data systems and submits timely reports to funders.	\$74,857 x 0.08 FTE
Admin Assistant/Quality Assurance Specialist - H106	0.11	\$ 17,396	Performs database management and reporting functionalities for Housing Services department. Ensures data integrity and quality assurance across internal and funder data systems and submits timely reports to funders.	\$155,321 x 0.11 FTE
Clinical Services Manager - H6	0.02	\$ 1,716	Provides case consultation and clinical direction to on-site staff to ensure highest functioning of residents; partners with staff for resolution of difficult client issues; provides crisis intervention and resolution; leads staff clinical education and training programs.	\$85,754 x 0.02 FTE
Director of Hlth Aging - SN34	0.02	\$ 2,616	Overall program direction and operations of CKSC as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence	\$151,750 x 0.02 FTE
Manager of Master-Leased Operations - A56	0.17	\$ 19,677	Provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$118,015 x 0.17 FTE
Sr. Assoc Director of Asset Mgmt - A97	0.02	\$ 3,262	Develops strategic and practical relationships with community partners ; provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.	\$163,602 x 0.02 FTE
Direct support for Housing Services D	0.14	\$ 16,199	Designs and implements continuous quality improvement program to ensure that ECS's programs and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, dept and organization-wide.	\$117,888 x 0.14 FTE
Director of Impact & Analytics - A83	0.02	\$ 3,040	Evaluates HSH contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures; performs data entry.	\$151,668 x 0.02 FTE

**BUDGET NARRATIVE**

**General Fund - Support Services**

**Fiscal Year**

**FY23-24**

<u>Salaries &amp; Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
DB Specialist & Compliance Monitor - H107	0.08	\$ 5,713	Primary responsibility for leadership, direction, and support of all programmatic, administrative, fiscal, and regulatory functions for ECS Clinical services and Medi-Cal billing. To add behavioral health support that was not originally budgeted.	\$71,962 x 0.08 FTE
Director of Behavioral Health - CS500	0.02	\$ 3,146	Responsible for the overall provision of Behavioral Health services at ECS.	\$157,300 x 0.02 FTE
Housing Services Director	0.06	\$ 7,874	The Director of Housing Services (DHS) supports the Senior Director of Housing Services (SDHS) by overseeing the implementation of new programs and development of policy and systems to achieve the goals and vision of the department. Directly supervises the Associate Directors of Housing Services (ADs), and collaborates with ECS's Asset Management team, Housing Development, Finance, Funds Development, and other program and administrative staff to ensure effective service delivery, sufficient funding and sound financial management.	\$140,607 x 0.06 FTE
<b>TOTAL</b>	<b>6.81</b>	<b>\$ 506,431</b>		
<u>Employee Fringe Benefits</u>	<u>31.50%</u>	<u>\$ 159,526</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 31.5% of total salaries.</u>	
<b>Salaries &amp; Benefits Total</b>		<b>\$ 665,957</b>		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Utilities (Electricity, Water, Gas, Phone, Garbage and Waste Mgmt.)	\$ 41,278	Covers office and meeting supplies, including postage expenses	\$3,440 x 12 months
Office Supplies, Postage	\$ 6,020	Covers office and meeting supplies, including postage expenses	\$502 x 12 months
Printing and Reproduction	\$ 6,606	Includes monthly copier leasing and maintenance charges;	\$551 x 12 months
Insurance	\$ 13,212	Includes ECS insurance expenses	\$1,101 x 12 months
Staff Training	\$ 2,250	Includes staff training expenses	\$188 x 12 months
Program/Client Materials	\$ 5,707	Covers expenses for program and client supplies for resident activities	\$476 x 12 months
Food and Food Supplies	\$ 7,745	Covers supplemental food and food service supplies expenses for residents	\$645 x 12 months
Professional Fees	\$ 239	Covers professional fees	\$20 x 12 months
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 83,057</b>		
<b>Indirect Cost</b>	<b>15.0%</b>	<b>\$ 112,352</b>	

**Other Expenses (not subject to indirect cost**

<u>%)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
CODB ( to be allocated)	\$ 40,915	4.75% Cost of doing business for FY 24	4.75%
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 40,915</b>		

	A	B	C	D	E	H	K	N	S	V	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	Document Date	11/1/2023									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	7/1/2019	10/31/2023	5							
6	Amended Term	7/1/2019	6/30/2025	6							
7	Provider Name	Episcopal Community Services									
8	Program	Henry Hotel									
9	F\$P Contract ID#	1000014089									
10	Action (select)	Amendment									
11	Effective Date	7/1/2023									
12	Budget Name	General Fund - Property Management									
13		Current	New								
14	Term Budget	\$ 6,864,153	\$ 9,834,569	15%							
15	Contingency	\$ 445,586	\$ 791,069								
16	Not-To-Exceed	\$ 9,738,512	\$ 14,591,945								
17									EXTENSION YEAR	EXTENSION YEAR	
18					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years
19					7/1/2019 - 6/30/2020	7/1/2020 - 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	7/1/2019 - 6/30/2025
20					Actuals	Actuals	Actuals	Actuals	New	New	New
21	Expenditures										
23	Operating Expense	\$ 1,168,874	\$ 1,168,874		\$ 1,220,549	\$ 665,795	\$ 563,795	\$ 563,795	\$ 563,795	\$ 563,795	\$ 5,351,682
24	Subtotal	\$ 1,168,874	\$ 1,168,874		\$ 1,220,549	\$ 665,795	\$ 563,795	\$ 563,795	\$ 563,795	\$ 563,795	\$ 5,351,682
25	Indirect Percentage	12.00%	12.00%		12.00%	15.00%	15.00%	15.00%	15.00%	15.00%	
26	Indirect Cost (Line 24 X Line 25)	\$ 140,265	\$ 140,265		\$ 146,465	\$ 99,869	\$ 84,570	\$ 84,569	\$ 84,569	\$ 84,569	\$ 696,003
27	Other Expenses (Not subject to indirect %)	\$ 937,895	\$ 999,973		\$ 977,909	\$ 2,060,795	\$ 2,043,170	\$ 2,043,170	\$ 2,043,170	\$ 2,043,170	\$ 9,062,913
28	Capital Expenditure	\$ (68,753)	\$ 117,575		\$ -	\$ -	\$ 98,250	\$ -	\$ -	\$ -	\$ 147,071
30	<b>Total Expenditures</b>	<b>\$ 2,178,281</b>	<b>\$ 2,426,686</b>		<b>\$ 2,344,923</b>	<b>\$ 2,826,459</b>	<b>\$ 2,789,785</b>	<b>\$ 2,691,534</b>	<b>\$ 2,691,534</b>	<b>\$ 15,257,669</b>	
31											
32	SHS Revenues										
33	General Fund - Ongoing	\$ 1,451,714	\$ 1,683,655		\$ 1,613,063	\$ 1,809,415	\$ 1,609,061	\$ 1,609,061	\$ 1,609,061	\$ 1,609,061	\$ 9,775,969
34	General Fund - CODB						\$ 76,430	\$ 76,430	\$ 76,430	\$ 76,430	\$ 152,860
38	Adjustment to Actuals	\$ (45,729)	\$ (29,265)			\$ (117,516)	\$ -	\$ -	\$ -	\$ -	\$ (192,510)
39	General Fund - One-Time Carryforward				\$ (117,516)	\$ 117,516	\$ -	\$ -	\$ -	\$ -	\$ -
41	General Fund - One-Time						\$ 98,250	\$ -	\$ -	\$ -	\$ 98,250
43	<b>Total HSH Revenues</b>	<b>\$ 1,405,985</b>	<b>\$ 1,654,390</b>		<b>\$ 1,495,547</b>	<b>\$ 1,809,415</b>	<b>\$ 1,783,741</b>	<b>\$ 1,685,491</b>	<b>\$ 1,685,491</b>	<b>\$ 1,685,491</b>	<b>\$ 9,834,569</b>
44	Other Revenues										
46	Rental Income	\$ 772,296	\$ 772,296		\$ 295,740	\$ 225,740	\$ 295,740	\$ 295,740	\$ 295,740	\$ 295,740	\$ 2,657,552
47	CoC Rental Assistance Revenue				\$ 553,636	\$ 791,304	\$ 710,304	\$ 710,304	\$ 710,304	\$ 710,304	\$ 2,765,548
50	<b>Total Other Revenues</b>	<b>\$ 772,296</b>	<b>\$ 772,296</b>		<b>\$ 849,376</b>	<b>\$ 1,017,044</b>	<b>\$ 1,006,044</b>	<b>\$ 1,006,044</b>	<b>\$ 1,006,044</b>	<b>\$ 1,006,044</b>	<b>\$ 5,423,100</b>
51											
52	<b>Total HSH + Other Revenues</b>	<b>\$ 2,178,281</b>	<b>\$ 2,426,686</b>		<b>\$ 2,344,923</b>	<b>\$ 2,826,459</b>	<b>\$ 2,789,785</b>	<b>\$ 2,691,535</b>	<b>\$ 2,691,535</b>	<b>\$ 2,691,535</b>	<b>\$ 15,257,669</b>
55											
56	Prepared by	Tiffany Luong									
57	Phone	415.487.3300 Ext. 1219									
58	Email	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>									

	A	B	C	F	I	L	Q	T	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>								
2	<b>OPERATING DETAIL</b>								
3	<b>Document Date</b>	11/1/2023							
4	<b>Provider Name</b>	Episcopal Community Services							
5	<b>Program</b>	Henry Hotel							
6	<b>FSP Contract ID#</b>	1000014089							
7	<b>Budget Name</b>	General Fund - Property Management							
8							<b>EXTENSION YEAR</b>	<b>EXTENSION YEAR</b>	
9		<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>All Years</b>	
10		7/1/2019 - 6/30/2020	7/1/2020 - 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	7/1/2019 - 6/30/2025	
11		<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>New</b>	<b>New</b>	<b>New</b>	
12	<b>Operating Expenses</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	
14	Utilities (Electricity, Water, Gas, Phone, Garbage, & Waste Mgmt.)	\$ 151,396	\$ 151,396	\$ 151,396	\$ 278,480	\$ 208,480	\$ 208,480	\$ 1,149,628	
15	Office Supplies, Postage	\$ 14,520	\$ 14,520	\$ 27,520	\$ 45,171	\$ 45,171	\$ 45,171	\$ 192,073	
16	Building Maintenance Supplies and Repair	\$ 89,610	\$ 89,610	\$ 94,610	\$ 96,287	\$ 116,287	\$ 116,287	\$ 602,691	
19	Staff Training	\$ 1,963	\$ 1,963	\$ -	\$ -	\$ -	\$ -	\$ 3,926	
22	Renting Expenses	\$ 4,944	\$ 4,944	\$ 4,944	\$ 3,922	\$ 3,922	\$ 3,922	\$ 26,598	
23	Elevator Maintenance	\$ 10,624	\$ 10,624	\$ 10,624	\$ 2,261	\$ 2,261	\$ 2,261	\$ 38,655	
24	Plumbing & Electric Repairs	\$ 19,570	\$ 19,570	\$ 19,570	\$ 2,744	\$ 2,744	\$ 2,744	\$ 66,942	
25	Equipment Repair	\$ 157,097	\$ 157,097	\$ 157,097	\$ 108,522	\$ 76,522	\$ 76,522	\$ 732,857	
42	Consultants								
43	Legal Fees/Permits	\$ 61,800	\$ 61,800	\$ 76,800	\$ 103,408	\$ 83,408	\$ 83,408	\$ 470,624	
44	Professional Fees	\$ 4,362	\$ 4,362	\$ -	\$ -	\$ -	\$ -	\$ 8,724	
54	<u>Subcontractors (First \$25k Only)</u>								
55	Caritas - Contract Staffing	\$ 402,442	\$ 402,442	\$ 422,442	\$ 25,000	\$ 25,000	\$ 25,000	\$ 1,302,326	
56	Caritas - Contract Benefits	\$ 148,100	\$ 148,100	\$ 153,100	\$ -	\$ -	\$ -	\$ 449,300	
57	Caritas - Management Fees	\$ 102,446	\$ 102,446	\$ 102,446	\$ -	\$ -	\$ -	\$ 307,338	
68	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,168,874</b>	<b>\$ 1,168,874</b>	<b>\$ 1,220,549</b>	<b>\$ 665,795</b>	<b>\$ 563,795</b>	<b>\$ 563,795</b>	<b>\$ 5,351,682</b>	
69									
70	Other Expenses (not subject to indirect cost %)								
71	Rental of Property	\$ 983,624	\$ 983,624	\$ 1,078,711	\$ 1,111,072	\$ 1,111,072	\$ 1,111,072	\$ 6,379,175	
72	One-Time CODB		\$ 45,614		\$ -	\$ 76,430	\$ 76,430	\$ 198,475	
73	Private Fund			\$ 16,714	\$ -	\$ -	\$ -	\$ 16,714	
74	Caritas - Contract Staffing				\$ 649,844	\$ 572,789	\$ 572,789	\$ 1,795,422	
75	Caritas - Contract Benefits				\$ 179,286	\$ 162,286	\$ 162,286	\$ 503,858	
76	Caritas - Management Fees				\$ 120,593	\$ 120,593	\$ 120,593	\$ 361,778	
77	One-Time Carryforward (FY 22 Caritas Invoices)			\$ (117,516)	\$ 117,516		\$ -	\$ -	
78	Adjustment to Actuals	\$ (45,729)	\$ (29,265)		\$ (117,516)		\$ -	\$ (192,510)	
83									
84	<b>TOTAL OTHER EXPENSES</b>	<b>\$ 937,895</b>	<b>\$ 999,973</b>	<b>\$ 977,909</b>	<b>\$ 2,060,795</b>	<b>\$ 2,043,170</b>	<b>\$ 2,043,170</b>	<b>\$ 9,062,913</b>	
85									
86	<b>Capital Expenses</b>								
87	Mold Remediation from October 2020		\$ 48,821			\$ -	\$ -	\$ 48,821	
88	Carryforward to FY20-21 (Security Camera Cost)	\$ (68,753)	\$ 68,753			\$ -	\$ -	\$ -	
89	Pest Management					\$ 7,500	\$ -	\$ 7,500	
90	Lavatories, Faucets					\$ 66,550	\$ -	\$ 66,550	
91	Unit Furnishing					\$ 24,200	\$ -	\$ 24,200	
94									
95	<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ (68,753)</b>	<b>\$ 117,575</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 98,250</b>	<b>\$ -</b>	<b>\$ 147,071</b>	

**BUDGET NARRATIVE**

**Fiscal Year**

**General Fund - Property Management**

**FY23-24**

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Utilities (Electricity, Water, Gas, Phone, Garbage, & Waste Mgmt.)	\$ 208,480	Utilities (electricity, water, gas, telephone, and scavenger service)	\$17,373 x 12 months
Office Supplies, Postage	\$ 45,171	PM office supplies are including on site supplies, postage/copiers, payroll expenses; staffing training, computer tech and supplies, as well as Cable TV and tenant background check/renting fee. Budget increase needed due to system license fee and other cost increases.	\$3,764 x 12 months
Building Maintenance Supplies and Repair	\$ 116,287	Estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator repairs and furnishing, etc. Expenses increase due increase in repairs including rooftop access door repair.	\$9,691 x 12 months
Renting Expenses	\$ 3,922	Background check for all tenants	\$327 x 12 months
Elevator Maintenance	\$ 2,261	Estimated cost from property management provided information for elevator repairs.	\$188 x 12 months
Plumbing & Electric Repairs	\$ 2,744	Estimated cost from property management provided information for plumbing, electrical.	\$229 x 12 months
Equipment Repair	\$ 76,522	Estimated cost from property management provided information for furnishing, etc.	\$6,377 x 12 months
<u>Consultants</u>			
Legal Fees/Permits	\$ 83,408	Property management legal expenses increase due to increased legal costs.	\$6,951 x 12 months
<u>Subcontractors (First \$25k Only)</u>			
Caritas - Contract Staffing	\$ 25,000	Coverage 24/7 for residents; includes holidays/overtime coverage, due to increased hours of employee sick time (COVID-19) and more replacement needed.	\$2,083 x 12 months
Caritas - Contract Benefits	\$ -	36% based from personnel from above.	
Caritas - Management Fees	\$ -	Property management (121 Units) @ \$63.00 PUPM, plus bookkeeping fees \$9.50 PUPM.	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 563,795</b>		
<b>Indirect Cost</b>	<b>15.0% \$ 84,570</b>		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 1,111,072	Covers rental related expenses	\$92,589 x 12 months
One-Time CODB	\$ 76,430	4.75% Cost of doing business for FY 24	4.75%
Caritas - Contract Staffing	\$ 572,789	Covers Caritas' contract staffing expenses	\$47,732 x 12 months
Caritas - Contract Benefits	\$ 162,286	Covers Caritas' contract benefit expenses	\$13,524 x 12 months
Caritas - Management Fees	\$ 120,593	Covers Caritas' management fees	\$10,049 x 12 months
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 2,043,170</b>		

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Pest Management	\$ 7,500	Engage in pest control management company to develop a plan for ongoing service for huge outbreaks ( mice, roaches, bed bugs etc.)	\$7,500
Lavatories, Faucets	\$ 66,550	Unit upgrades on 121 units, replacement of old lavatories, faucets, p-traps, and angle stops	\$66,550
Unit Furnishing	\$ 24,200	Replacement costs for in-unit furnishing for 2 years. ~ \$12k each year for in-unit beds, & dressers.	\$24,200
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 98,250</b>		

	A	B	C	D	E	AK	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>APPENDIX B, BUDGET</b>						
3	<b>Document Date</b>	11/1/2023					
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>			
5	<b>Current Term</b>	7/1/2019	10/31/2023	5			
6	<b>Amended Term</b>	7/1/2019	6/30/2025	6			
7	<b>Provider Name</b>	Episcopal Community Services					
8	<b>Program</b>	Henry Hotel					
9	<b>FSP Contract ID#</b>	1000014089					
10	<b>Action (select)</b>	Amendment					
11	<b>Effective Date</b>	7/1/2023					
12	<b>Budget Name</b>	<b>COVID-19 Time-Limited Funding</b>					
13		<b>Current</b>	<b>New</b>				
14	<b>Term Budget</b>	\$ -	\$ -	15%			
15	<b>Contingency</b>	\$ 445,586	\$ 791,069				
16	<b>Not-To-Exceed</b>	\$ 9,738,512	\$ 14,591,945				
17					<b>Year 1</b>	<b>All Years</b>	
18					7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2025	
19					<b>Actuals</b>	<b>New</b>	
20							
21	<b>Expenditures</b>						
23	Operating Expense					\$ 3,000	\$ 3,000
27	Other Expenses (Not subject to indirect %)					\$ (3,000)	\$ (3,000)
30	<b>Total Expenditures</b>					\$ -	\$ -
31							
32	<b>HSH Revenues</b>						
38	Adjustment to Actuals					\$ (3,000)	\$ (3,000)
40	COVID-19 Time-Limited Funding					\$ 3,000	\$ 3,000
43	<b>Total HSH Revenues</b>					\$ -	\$ -
55							
56	<b>Prepared by</b>	Tiffany Luong					
57	<b>Phone</b>	415.487.3300 Ext. 1219					
58	<b>Email</b>	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>					



	A	B	C	D	E	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>OPERATING DETAIL</b>					
3	<b>Document Date</b>	11/1/2023				
4	<b>Provider Name</b>	Episcopal Community Services				
5	<b>Program</b>	Henry Hotel				
6	<b>FSP Contract ID#</b>	1000014089				
7	<b>Budget Name</b>	<b>COVID-19 Time-Limited Funding</b>				
8						
9					<b>Year 1</b>	<b>All Years</b>
10					7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2025
11					Actuals	New
12	<u>Operating Expenses</u>				Budgeted Expense	Budgeted Expense
16	Building Maintenance Supplies and Repair				\$ 3,000	\$ 3,000
68	<b>TOTAL OPERATING EXPENSES</b>				<b>\$ 3,000</b>	<b>\$ 3,000</b>
69						
70	Other Expenses (not subject to indirect cost %)					
71	Adjustment to Actuals				\$ (3,000)	\$ (3,000)
83						
84	<b>TOTAL OTHER EXPENSES</b>				<b>\$ (3,000)</b>	<b>\$ (3,000)</b>

	A	B	C	D	K	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>APPENDIX B, BUDGET</b>					
3	<b>Document Date</b>	11/1/2023				
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>		
5	<b>Current Term</b>	7/1/2019	10/31/2023	5		
6	<b>Amended Term</b>	7/1/2019	6/30/2025	6		
7	<b>Provider Name</b>	Episcopal Community Services				
8	<b>Program</b>	Henry Hotel				
9	<b>F\$P Contract ID#</b>	1000014089				
10	<b>Action (select)</b>	Amendment				
11	<b>Effective Date</b>	7/1/2023				
12	<b>Budget Name</b>	General Fund - Capital				
13		<b>Current</b>	<b>New</b>	15%		
14	<b>Term Budget</b>	\$ 86,520	\$ 86,520			
15	<b>Contingency</b>	\$ 445,586	\$ 791,069			
16	<b>Not-To-Exceed</b>	\$ 9,738,512	\$ 14,591,945			
17					<b>Year 3</b>	<b>All Years</b>
18					7/1/2021 - 6/30/2022	7/1/2019 - 6/30/2025
19					<b>Actuals</b>	<b>New</b>
20						
21	<b>Expenditures</b>					
27	Other Expenses (Not subject to indirect %)				\$ (16,702)	\$ (16,702)
28	Capital Expenditure				\$ 103,221	\$ 103,221
30	<b>Total Expenditures</b>				<b>\$ 86,519</b>	<b>\$ 86,519</b>
31						
32	<u>HSH Revenues</u>					
33	General Fund - Ongoing				\$ 103,221	\$ 103,221
38	Adjustment to Actuals				\$ (16,701)	\$ (16,701)
43	<b>Total HSH Revenues</b>				<b>\$ 86,520</b>	<b>\$ 86,520</b>
55						
56	<b>Prepared by</b>	Tiffany Luong				
57	<b>Phone</b>	415.487.3300 Ext. 1219				
58	<b>Email</b>	<a href="mailto:tluong@ecs-sf.org">tluong@ecs-sf.org</a>				

	A	B	I	AI
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>OPERATING DETAIL</b>			
3	<b>Document Date</b>	11/1/2023		
4	<b>Provider Name</b>	Episcopal Community Services		
5	<b>Program</b>	Henry Hotel		
6	<b>F&amp;P Contract ID#</b>	1000014089		
7	<b>Budget Name</b>	<b>General Fund - Capital</b>		
8				
9			<b>Year 3</b>	<b>All Years</b>
10			7/1/2021 - 6/30/2022	7/1/2019 - 6/30/2025
11			Actuals	New
12	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense
71	Adjustment to Actuals		\$ (16,702)	\$ (16,702)
84	TOTAL OTHER EXPENSES		\$ (16,702)	\$ (16,702)
85				
86	<u>Capital Expenses:</u>			
87	Elevator Repair		\$ 27,144	\$ 27,144
88	Extraordinary Expenses		\$ 23,410	\$ 23,410
89	PNA		\$ 6,000	\$ 6,000
90	Security Camera		\$ 46,029	\$ 46,029
91	Canon Power Shot SX620 (6320)		\$ 638	\$ 638
94				
95	TOTAL CAPITAL EXPENSES		\$ 103,221	\$ 103,221

## Appendix C, Method of Payment

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

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

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

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
  4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
  5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
  6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Spend Down
1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
  2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
  3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.
- E. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer

than five years after final payment under this Agreement, and shall provide to the City upon request.

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

General Fund	
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	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,

General Fund	
Type	Instructions and Examples of Documentation
	and documentation for any Operating line items that exceed \$10,000. Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.
Capital and/or 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 for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

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

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

A. Advance Requirements:

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

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

B. Advance Request Process:

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

C. Advance Repayment Process:

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

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



## Appendix D - Interests in Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Adult Probation Department	Rental Subsidies and Flexible Spending Funds for Step Up to Freedom	May 1, 2020 - June 30, 2024	\$2,335,382
Department of Homelessness and Supportive Housing	1064-68 Mission Street Housing	May 1, 2022 - June 30, 2025	\$6,300,824
Department of Homelessness and Supportive Housing	1180 4th Street Housing	July 1, 2014 - June 30, 2024	\$4,934,700
Department of Homelessness and Supportive Housing	455 Fell Street Housing	May 15, 2019 - June 30, 2026	\$2,929,622
Department of Homelessness and Supportive Housing	Adult Access Points	July 1, 2021 - June 30, 2024	\$9,816,708
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing & Mainstream Voucher	July 1, 2020 - June 30, 2024	\$8,586,482
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing (Prop C)	February 15, 2021 - June 30, 2024	\$9,749,200
Department of Homelessness and Supportive Housing	Auburn Hotel	July 1, 2021 - June 30, 2026	\$7,555,534
Department of Homelessness and Supportive Housing	Bishop Swing	July 1, 2020 - March 31, 2024	\$4,384,783
Department of Homelessness and Supportive Housing	Bryant Homeless Storage	December 1, 2020 - February 29, 2024	\$2,663,002
Department of Homelessness and Supportive Housing	Canon Barcus RA & SS	July 1, 2020 - June 30, 2024	\$5,792,831
Department of Homelessness and Supportive Housing	Canon Kip Community House	December 1, 2021 - January 30, 2024	\$7,085,148
Department of Homelessness and Supportive Housing	Cova Non-Congregate Shelter	December 18, 2021 - October 31, 2023	\$9,340,476
Department of Homelessness and Supportive Housing	Flexible Housing Subsidy Pool	February 15, 2021 - June 30, 2024	\$9,900,000
Department of Homelessness and Supportive Housing	Granada Hotel	November 1, 2020 - June 30, 2025	\$7,489,776
Department of Homelessness and Supportive Housing	Henry Hotel Rental Assistance	August 1, 2021 - July 31, 2024	\$3,649,750
Department of Homelessness and Supportive Housing	Hotel Diva	August 1, 2021 - June 30, 2024	\$3,063,465
Department of Homelessness and Supportive Housing	Housing First	January 1, 2021 - February 29, 2024	\$26,329,610
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, 2023	\$2,405,468
Department of Homelessness and Supportive Housing	Sanctuary Shelter	July 1, 2021 - June 30, 2026	\$25,755,271
Department of Homelessness and Supportive Housing	Tahanan Housing	August 1, 2021 - June 30, 2024	\$3,074,403
Department of Public Health	Adult MH OP - SF Start	July 3, 2018 - June 30, 2025	\$9,351,483
Human Services Agency	Congregate Meals for Adults with Disabilities	July 1, 2021 - June 30, 2025	\$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 - 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	Next Steps Center (NSC) Job Center \$80K Bruce Ito	July 1, 2021 - June 30, 2025	\$209,560
Office of Economic and Workforce Development	Pilot Occupational Skills Training	July 1, 2021 - August 31, 2023	\$1,250,000