

**CITY AND COUNTY OF SAN FRANCISCO**

**SECOND AMENDMENT  
TO THE GRANT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO  
AND  
EPISCOPAL COMMUNITY SERVICES**

**THIS AMENDMENT** (this “Amendment”) is made as of **September 24, 2018**, in San Francisco, California, by and between **Episcopal Community Services**, hereinafter referred to as “Grantee”, and the City and County of San Francisco,

**RECITALS:**

WHEREAS, City and Grantee have entered into the Agreement (as defined below); and

WHEREAS, the Board of Supervisors has established a new City department that will serve as the City’s lead agency with respect to the provision and coordination of homeless services, and that such department will assume management of this Agreement; and

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to extend the performance period, increase the contract amount, and update standard contractual clauses; and

WHEREAS, Grantee represents and warrants that it is qualified to perform the services required by City as set forth under this Grant and Modification Agreement;

NOW, THEREFORE, Grantee and the City agree as follows:

**ARTICLE 1  
DEFINITIONS**

**1. Definitions.** The following definitions shall apply to this Amendment:

- (a) **Agreement.** The term “Agreement” shall mean the Agreement dated July 1, 2014 between Grantee and City; and First amendment, dated March 3, 2017.
- (b) **Contract Monitoring Division. Contract Monitoring Division.** Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division (“CMD”). Wherever “Human Rights Commission” or “HRC” appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean “Contract Monitoring Division” or “CMD” respectively.
- (c) **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

**ARTICLE 2  
MODIFICATIONS TO THE AGREEMENT**

2. **Modifications.** The Agreement is hereby modified as follows:

2.1 **Section 1.1 Specific Terms** (b) is hereby replaced in its entirety to read as follows:

(b) “Agency” shall mean Department of Homelessness and Supportive Housing.

2.2 **Section 3.2 Duration of Term** of the Agreement currently reads as follows:

The term of this Agreement shall commence on the later of (a) **July 1, 2014** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on **June 30, 2018**.

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

The term of this Agreement shall commence on the later of (a) **July 1, 2014** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on **June 30, 2020**.

2.3 **Section 5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

The amount of the Grant Funds disbursed hereunder shall not exceed **Twenty-Three Million, Eight Hundred Forty-Four Thousand, Nine Hundred and One Dollars (\$23,844,901)** for the period from **July 1, 2014 to June 30, 2018, plus any contingent amount authorized by City and certified as available by the Controller.**

**Contingent amount:** Up to **Two Million, Three Hundred Eighty-Four Thousand, Four Hundred Ninety Dollars (\$2,384,490)** for the period from **July 1, 2017 to June 30, 2018, may be available, in the City’s sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Twenty-Six Million, Two Hundred Twenty-Nine Thousand, Three Hundred Ninety-One Dollars (\$26,229,391)** for the period from **July 1, 2014 to June 30, 2018.**

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

The amount of the Grant Funds disbursed hereunder shall not exceed **Thirty-Nine Million Thirty-Three Thousand Two-Hundred Nine Dollars (\$39,033,209)** for the period from **July 1, 2014 to June 30, 2020, plus any contingent amount authorized by City and certified as available by the Controller.**

**Contingent amount:** Up to **Three Million Nine Hundred Three Thousand Three Hundred Twenty Dollars (\$3,903,320)** for the period from **July 1, 2019 to June 30, 2020, may be available, in the City’s sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Forty-Two Million Nine Hundred Thirty-Six Thousand Five Hundred Thirty Dollars (\$42,936,530)** for the period from **July 1, 2014 to June 30, 2020.**

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent Amount may not to be used in Program Budgets attached to this Agreement as Appendix B, and is not available to Grantee without a revision to the Program Budgets of Appendix B specifically approved by Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

- 2.4 Section 15.1. Requirements**, Agency name and address listed in section 15.1 is hereby replaced in its entirety to read as follows:

If to the Agency or City: Department of Homelessness and Supportive Housing  
Contracts Division  
P.O. Box 427400  
San Francisco, CA 94142-7400  
Facsimile No. 415.355.5288

- 2.5 Section 17.6. Entire agreement.** Section 17.6 is hereby replaced in its entirety to read as follows:

**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 for the period of July 1, 2014 to June 30, 2018  
Appendix A-1, Services to be Provided for the period of July 1, 2018 to June 30, 2020  
Appendix B, Budget for the period of July 1, 2014 to June 30, 2020  
Appendix C, Method of Payment  
Appendix D, Interests in Other City Grants  
Appendix E, Permitted Subcontractors  
Appendix F, Additional Federal Funding Award Requirements  
Appendix G, Dispute Resolution Procedure

- 2.6 Appendix A, Services to be Provided**, of the Agreement is hereby re-attached as Appendix A, Services to be Provided and supplemented through the addition of **Appendix A-1, Services to be Provided** which describes the services to be provided during the period of July 1, 2018 to June 30, 2020.
- 2.7 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** attached herewith.
- 2.8 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** attached herewith.
- 2.9 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** attached herewith.

- 2.10 **Appendix E, Permitted Subcontractors**, of the Agreement is re-attached in its original form to this Agreement.
- 2.11 **Appendix F, Additional Federal Funding Award Requirements**, of the Agreement is re-attached in its original form to this Agreement.
- 2.12 **Appendix G, Dispute Resolution Procedure**, is hereby added in its entirety as an appendix to this Agreement.

**ARTICLE 3  
EFFECTIVE DATE**

- 3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

**ARTICLE 4  
LEGAL EFFECT**

- 4. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Grantee and City have executed this Amendment as of the date first referenced above.

**CITY**

**GRANTEE**

Recommended by:

**EPISCOPAL COMMUNITY SERVICES**

\_\_\_\_\_  
Jeff Kositsky  
Director  
Department of Homelessness and Supportive  
Housing

\_\_\_\_\_  
Mary Elizabeth Stokes  
Executive Director  
165 Eighth Street, 3rd Floor  
San Francisco, CA 94103  
Phone: 415.487.3300

Approved as to Form:

Federal Tax ID #: **94-3096716**  
City Vendor Number: **20568**

By: \_\_\_\_\_  
Anne Pearson  
Deputy City Attorney

**Appendix A-1: Services to be Provided**  
**by**  
**Episcopal Community Services**  
**Housing First Hotels**  
**July 1, 2018 to June 30, 2020**

**I. Purpose of Grant**

The purpose of the grant is to provide support services, lease, and property management services to formerly homeless adults who reside in private Single Room Occupancy (SRO) residential units at the Alder, Crosby on O'Farrell, Elm, Hillsdale, and Mentone hotels. The goals of these services are to empower tenants to become self-sufficient and retain their housing or move to other appropriate housing, promote community building and tenant participation, and maintain a safe, supportive and stable environment that fosters independence.

**II. Target Population**

Grantee shall serve formerly homeless single adults and adult couples without custody of minor children who meet Department of Homelessness and Supportive Housing (HSH) established eligibility requirements, including meeting the definition of homelessness at the time of referral and placement, specifically established benefits and/or income criteria, and ability to live independently within the structure of the housing program.

The HSH Housing Access Team (HAT) is responsible for referrals and refers only individuals who are County Adult Assistance Programs (CAAP) recipients; only CAAP recipients can be placed into housing. The role of HAT may change or be replaced by the Coordinated Entry System as the system gets rolled out in FY18/19; this will include utilization of the Online Navigation Entry (ONE) system.

**III. Description of Services**

**Support Services**

Grantee shall publicize and invite tenants to access support services as needed. Tenants are not required to participate in support services. Support services staff shall offer onsite services and/or referrals to all tenants who display indications of housing instability. Indications of housing instability includes, but is not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or tenants.

Support services shall include, but are not limited to:

- A. Outreach: Grantee shall make efforts to contact, interact, inform and invite tenants to make use of support services to assist with and address individual needs or issues. These efforts shall include written messages, in person interactions, phone messages and calls, and emails as available and appropriate to reach the individual tenant.
- B. Intake and Assessment: Grantee shall provide one or more meetings or interviews with a tenant to establish strengths, skills, needs, plans and goals that are useful to the tenant and shall help the tenant maintain housing.

- C. Case Management: Grantee shall provide on-going meetings and counseling services to tenants to establish goals, support individualized action and service plans, and track progress toward meeting the goals.
- D. Benefits Advocacy and Assistance: Grantee shall provide assistance and referral to support a tenant to obtain or maintain benefits and solve problems related to county, state and federal benefits programs. This can also include assistance in identifying, applying for and establishing appointments with available services such as cash aid, food programs, medical clinics and in-home support.
- E. Referrals: Grantee shall assist clients to identify and access services available within the community that meet specific needs or support progress toward identified goals. This can include providing information about services, calling to help establish appointments, assisting with the completion of applications, helping with appointment reminders, follow up/checking in with clients regarding the process, and, as necessary, re-referral.
- F. Coordination and Mediation with Property Management:
  - 1. Grantee shall provide assistance in communicating with, responding to and meeting with property management. This can include helping a client understand the meaning of messages/letters/warnings from property management, assisting a tenant to write requests, responses or complaints, and participating in meetings between the tenant and property management to assist the tenant with communicating with property management.
  - 2. Conflict Resolution: Grantee shall offer to meet with two or more tenants to assist with problem solving and resolution of conflicts.
  - 3. Wellness Checks: Grantee shall use passive observation of the tenant population and coordinate with property management to identify clients who have not been seen or have shown signs of concern to staff on at least a weekly basis. Outreach efforts are used to make contact and check in with these tenants.
- G. Support Groups, Social Events and Organized Tenant Activities:
  - 1. Grantee shall provide clients with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other tenants/staff, or to celebrate/commemorate significant individual, holiday and community events. These events shall be held on-site and are often planned with or based on the input from tenants. These items shall be held at least once a week and a monthly calendar of events shall be posted and provided to tenants.
  - 2. Monthly Community Meetings: Grantee shall conduct community meetings for tenants.
- H. Grantee shall offer a Modified Payment Program (MPP) money management/repayee services (through a HSH designated and funded MPP provider) to ensure timely payment of rent, timely distribution of the non-rent portion of each tenant's warrant, and the prevention of loss of housing due to non-payment of rent.

- I. If residents transition to Supplemental Security Income (SSI), Grantee shall calculate resident's pro-rated rent or tenant rent portion based on HSH guidelines. If Grantee is tenant's representative payee or tenant is enrolled in money management, Grantee shall collect the rent and issue disbursements according to an agreed upon money management plan. If Grantee is not the representative payee, Grantee shall collect rent payments from tenant on a timely basis.

### **Property Management**

Grantee shall provide Property Management services, which includes, but is not limited to:

- A. Lease and maintain 463 units at the Alder, Crosby on O'Farrell, Elm, Hillsdale, and Mentone hotels.
- B. Draft rental agreements to be signed with all tenants at move-in/upon occupancy.
- C. Communicate with HAT in a timely fashion according to HAT procedures, when a unit is vacant.
- D. Maintain a secure and healthful environment for tenants, which includes but is not limited to:
  1. Compliance with all building, fire, and health codes.
  2. Clean, sanitary and regularly maintained common spaces and community areas within the building.
  3. Clean, sanitary and regularly maintained shared-use toilet/shower facilities.
  4. Regular removal of garbage/trash from designated trash areas and keep areas clean and functional.
  5. Maintenance and janitorial staff coverage to support these efforts and timely response to tenant building concerns and problems.
  6. 24-hour, seven days a week front desk coverage.
  7. Maintain and repair facility systems, plumbing, HVAC, electrical, safety issues, facility security, and pest control.
  8. Rent collection from tenants.
- E. Provide written notice or warning to tenants related to any issue that may affect ongoing tenancy, including, but not limited to, failure to pay rent on time or in full, violations of house rules and actions that are in violation of the rental agreement.
- F. When necessary, provide notice and carryout actions related to the eviction process in accordance with laws in effect in San Francisco.

Unit rent is a minimum of **\$503.00** per month for each available unit. CAAP recipients are responsible for a tenant rent portion between \$278 and \$318 per month, depending upon the type of benefits each is receiving. The HSH grant budget covers the HSH approved expenses not covered by rental payments of tenants, up to the total approved grant amount. Future tenant rent increases, no more than one a year, must be approved in



advance of notice to tenants by the HSH program manager. The tenant's portion of the rent while active on CAAP benefits is determined by HSH and does not require the same 30-day notice if it changes.

**IV. Location and Time of Services**

Grantee shall provide support services and property management at the following locations:

<b>Location</b>	<b>Address</b>	<b>Units</b>
Alder Hotel	175 6th St.	116
Crosby on O'Farrell Hotel	516 O'Farrell St.	124
Elm Hotel	364 Eddy St.	80
Hillsdale Hotel	51 6th St.	75
Mentone Hotel	387 Ellis St.	68

Housing and property management services shall be available 24 hours a day, seven days a week.

Support services staff shall be available during regular work and scheduled evening hours, excluding legal holidays as determined by the Grantee's personnel policies.

**V. Service Requirements**

A. Grievance Procedure: Grantee agrees to establish and maintain a written Tenant Grievance Procedure which shall include the following elements as well as others that may be appropriate to the services:

1. The name or title of the person or persons authorized to make a determination regarding the grievance;
2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination; and
3. The right of a client dissatisfied with the decision to ask for a review and recommendation from the community advisory board or planning council that has purview over the aggrieved service. Contractor shall provide a copy of this procedure, and any amendments thereto, to each client and to the Director HSH or his/her designated agent (hereinafter referred to as "Director"). Those clients who do not receive direct Services will be provided a copy of this procedure upon request.

B. Critical Incident Reports: Grantee shall submit prompt written reports to HSH within 24 hours regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. Grantee shall call Program Manager within two hours of any death.

C. Grantee shall attend meetings as requested by HSH.

- D. Annual Tenant Survey: Grantee shall utilize a written survey of tenants at least once a year to gather feedback and assess the awareness of tenants regarding the services and systems within the program.
- E. The site must be inspected by the Department of Public Health (DPH), Department of Building Inspection (DBI) and the San Francisco Fire Department (SFFD) prior to the site becoming an active part of the program. After that, inspections shall occur at legally required intervals based on the policies and procedures outlined by DPH, DBI and SFFD. HSH and the Grantee shall notify the other inspection agencies within 24 hours of any change in the hotel status upon notification of the inspecting agency.

**VI. Service Objectives<sup>i</sup>**

Grantee shall achieve the following service objectives:

- A. 50 percent of households will participate in the annual tenant satisfaction survey.
- B. Support services staff will contact every tenant at least three times during the first 60 days following placement in housing to engage the tenant in services.
- C. Ensure that each unit, upon turnover, is clean and/or repaired within seven working days, on average.
- D. Report vacancies to HAT and process all HAT referrals in the timeframe required by HAT.
- E. Fill all vacant rooms within seven days of referral from HAT<sup>i</sup>.

**VII. Outcome Objectives<sup>i</sup>**

- A. 90 percent of all households will remain housed for at least one year from their move-in date, or will move to other permanent housing where they pay rent, or will exit the program in good standing.
- B. 75 percent of all households that showed housing instability (non-payment of rent, lease violations) will remain in housing.
- C. 80 percent of households who completed the annual tenant satisfaction survey are satisfied or very satisfied with program services.
- D. Maintain an occupancy rate of at least 97 percent.

**VIII. Data Entry and Reporting Requirements<sup>i</sup>**

Grantee shall input data into systems required by HSH, such as the Online Navigation and Entry (ONE) system, and CARBON.

- A. Grantee shall provide a monthly report summarizing the contract activities, referencing the tasks as described in the Service Objectives and Outcome Objectives

sections. Grantee will enter the monthly metrics in the CARBON database by the 15<sup>th</sup> of the following month, including:

1. Occupancy
2. New Placements

- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee will enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the quarter, including:
1. Number of New Tenant Intakes and Assessments
  2. Outreach to Households Showing Instability
  3. Number of Group or Community Activities
  4. Number of New and Updated Goal Plans
  5. Number of Households that Received Direct Services and Number of Direct Service Contacts
- C. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year, including:
1. Tenant Satisfaction Survey Results
  2. Program Exits
  3. Number of Households Showing Housing Instability that Remained Stably Housed
  4. Tenant Demographics
- D. Grantee shall comply with data entry requirements for the ONE System, which includes, but is not limited to, program enrollment and client assessments.
- E. Grantee shall participate in quarterly Eviction and Exit Survey reports.
- F. Grantee shall notify and report critical incidents to HSH using established Critical Incident Reporting Procedures. Examples of critical incidents include death, fire, acts of violence, significant damage to the building, or incidents involving emergency responders.
- G. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by HSH in a timely manner. Any information shared between the Grantee, HSH and other providers about tenants will be communicated in a secure manner, with appropriate release of consent forms and in compliance with HIPAA guidelines.
- H. Grantee or Contractor shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City

agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.

For assistance with reporting requirements or submission of reports, contact the assigned Contract or Program Manager, as listed in CARBON.

**IX. Monitoring Activities<sup>i</sup>**

- A. Program Monitoring: Program monitoring will include review of client eligibility, client files, and back-up documentation for reporting progress towards meeting service and outcome objectives.
  
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

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<sup>i</sup> The role of HAT may change or be replaced by the Coordinated Entry Access Points (CE) system as the CE system gets implemented in FY18/19. Implementation will include utilization of the Online Navigation Entry (ONE) system. The changes will impact some aspects of data entry, reporting and monitoring.



	A	B	C	D	N	O	P	Q	R	S	AF	AG	AH	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM (Appendix B)											Page 1 of 26		
2	Document Date:		7/1/2018											
3	Contract Term		Begin Date		End Date		Contract Length						# of Years	
4	Current Term		7/1/2014		6/30/2018		4							
5	Amended Term		7/1/2014		7/1/2020		6							
6	<b>BUDGET SUMMARY</b>													
7	Grantee: Episcopal Community Services													
8	Program: Housing First Hotels													
9	HSH Contract #: HSH17-18-122													
10	New <input type="checkbox"/> Amendment <input type="checkbox"/> X <input type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/>													
11	If Amendment, the Effective Date: July 1, 2018													
12	No. of Amendment: 2													
92	<b>Total HSH Revenues</b>		\$ -	\$ -	\$ 25,719,929	\$ 6,430,942		\$ 6,721,564	\$ 6,591,716		\$ 6,591,716	\$ 13,022,658	\$0 \$ 39,033,209	
93	<b>Other Revenues</b>													
94	Rental Income - Alder (CAAP & NON-CAAO)				\$ 514,518	\$ 514,518	\$ 514,518	\$ 514,518	\$ 514,518	\$ 1,029,036	\$0 \$ 1,029,036			
95	Rental Income - Crosby (CAAP & NON-CAAO)				\$ 584,278	\$ 584,278	\$ 584,278	\$ 584,278	\$ 584,278	\$ 1,168,556	\$0 \$ 1,168,556			
96	Rental Income - Elm				\$ 398,570	\$ 398,570	\$ 398,570	\$ 398,570	\$ 797,140	\$0 \$ 797,140				
97	Rental Income - Hillsdale (CAAP & NON-CAAO)				\$ 360,540	\$ 360,540	\$ 360,540	\$ 360,540	\$ 721,080	\$0 \$ 721,080				
98	Rental Income - Mentone (CAAP & NON-CAAO)				\$ 339,619	\$ 339,619	\$ 339,619	\$ 339,619	\$ 679,238	\$0 \$ 679,238				
99	Other Revenue - Alder				\$ 228,453	\$ 301,953	\$ 301,953	\$ 301,953	\$ 530,406	\$0 \$ 530,406				
100	Other Revenue - Crosby				\$ 356,283	\$ 435,350	\$ 435,350	\$ 435,350	\$ 791,632	\$0 \$ 791,632				
101	Other Revenue - Elm				\$ 137,339	\$ 185,507	\$ 185,507	\$ 185,507	\$ 322,847	\$0 \$ 322,847				
102	Other Revenue - Hillsdale				\$ 170,925	\$ 218,957	\$ 218,957	\$ 218,957	\$ 389,882	\$0 \$ 389,882				
103	Other Revenue - Mentone				\$ 140,361	\$ 186,275	\$ 186,275	\$ 186,275	\$ 326,636	\$0 \$ 326,636				
104	<b>Total Other Revenues</b>		\$ -	\$ -	\$ 3,230,886	\$ 3,230,886	\$ 3,525,567	\$ 3,525,567	\$ 6,756,453	\$0 \$ 6,756,453				
105	<b>Total Revenues</b>				\$ 9,661,828	\$ 9,952,450	\$ 10,117,283	\$ 10,117,283	\$ 19,779,111	\$0 \$ 45,789,662				
106	Full Time Equivalent (FTE)				0.00		20.56		20.56		20.56			
107														
108	Prepared by: Lisa Liu		Title: Accounting Supervisor		Phone No. [list the phone number]		Email: lliu@ecs-sf.org		Date: 10/18/18					

	A	E	F	G	H	I	J	AF	AG	AH					
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM									Page 2 of 26					
2	Appendix B														
3	Document Date: <b>5/30/2018</b>														
4	CONTRACT TERM														
5	Begin Date					End Date									
6	<b>7/1/2017</b>					<b>6/30/2020</b>									
7	<b>BUDGET SUMMARY</b>														
8	Name					Contract Length									
9	Grantee: Episcopal Community Services					(Total 3 Years)									
10	Program: Alder Hotel					<b>3</b>									
11															
12															
13															
14	<b>EXTENSION YEAR</b>			<b>EXTENSION YEAR</b>			<b>All Years</b>								
15	Year 5			Year 6			All Years								
16	7/1/2018 - 6/30/2019			7/1/2018 - 6/30/2019			7/1/2019 - 6/30/2020			7/1/2014 - 6/30/2018		7/1/2014 - 7/1/2020			
17	Current			Modification			Revised			Current Total		Modification		Revised Total	
18	<b>Expenditures</b>														
18	Salaries & Benefits	\$ 384,769	\$ -	\$ 384,769	\$ 396,311	\$ -	\$ 396,311	\$ 781,080	\$ -	\$ 781,080					
19	Operating Expense	\$ 1,802,757	\$ -	\$ 1,802,757	\$ 1,856,840	\$ -	\$ 1,856,840	\$ 3,659,597	\$ -	\$ 3,659,597					
20	Subtotal	\$ 2,187,526	\$ -	\$ 2,187,526	\$ 2,253,151	\$ -	\$ 2,253,151	\$ 4,440,677	\$ -	\$ 4,440,677					
21	Indirect Percentage (%)	12.00%	<b>12.00%</b>	12.00%	12.00%	<b>12.00%</b>	12.00%								
22	Indirect Cost (Line 16 X Line 17)	\$ 262,503	\$ -	\$ 262,503	\$ 270,378	\$ -	\$ 270,378	\$ 532,881	\$ -	\$ 532,881					
23	Other Expenses (Not subject to indirect %)		\$ -			\$ -		\$ -	\$ -	\$ -					
24	Capital Expenditure - FY2018							\$ -	\$ -	\$ -					
25	<b>Total Expenditures</b>	\$ 2,450,029	\$ -	\$ 2,450,029	\$ 2,523,529	\$ -	\$ 2,523,529	\$ 4,973,558	\$ -	\$ 4,973,558					
26	<b>HSH Revenues</b>														
27	General Fund	\$ 1,667,442		\$ 1,667,442	\$ 1,707,058		\$ 1,707,058	\$ 3,374,500	\$ -	\$ 3,374,500					
28	Capital improvement			\$ -			\$ -	\$ -	\$ -	\$ -					
29	CODB FY19	\$ 39,616		\$ 39,616			\$ -	\$ 39,616	\$ -	\$ 39,616					
30	Additional GF FY18			\$ -			\$ -	\$ -	\$ -	\$ -					
31															
32															
33	<b>Total HSH Revenues</b>	\$ 1,707,058	\$ -	\$ 1,707,058	\$ 1,707,058	\$ -	\$ 1,707,058	\$ 3,414,116	\$ -	\$ 3,414,116					
34	Rental Income	\$ 514,518		\$ 514,518	\$ 514,518		\$ 514,518	\$ 1,029,036	\$ -	\$ 1,029,036					
35	<b>Other Revenues</b>	\$ 228,453		\$ 228,453	\$ 301,953		\$ 301,953	\$ 530,406	\$ 127,030	\$ 530,406					
36															
37															
38	<b>Total Other Revenues</b>	\$ 228,453	\$ -	\$ 228,453	\$ 301,953	\$ -	\$ 301,953	\$ 530,406	\$ -	\$ 530,406					
39	Full Time Equivalent (FTE)			4.67			4.67							4.67	
41	Prepared by: Lisa Liu Title: Accounting Supervisor Phone No. 415-487-3300x1215 Email: lliu@ecs-sf.org					5/30/2018									
42	HSH #1					Template last modified: 12/4/2017									

	A	B	C	D	E	I	J	K	L	M	N	AJ	AK	AL	
1	Appendix B														Page 3 of 26
2	Program: Alder Hotel														
3	SALARY & BENEFIT DETAIL														
4							EXTENSION YEAR			EXTENSION YEAR					
5							Year 5			Year 6			All Years		
6							7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2014 - 6/30/2018	7/1/2014 - 7/1/2020	7/1/2014 - 7/1/2020
7		Agency Totals		For HSH Program		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total	
8	POSITION TITLE	TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Curent Budgeted Salary	Change	New Budgeted Salary	Curent Budgeted Salary	Change	New Budgeted Salary	Curent Budgeted Salary	Change	New Budgeted Salary	
8	Madeira, Ronaldo- Support Services Mgr (SS)	\$67,916	1.00	100%	1.00	\$ 69,091		\$ 69,091	\$ 71,164		\$ 71,164	\$ 140,255	\$ -	\$ 140,255	
9	Chu, Tracy-Case Manager III (SS)	\$48,381	1.00	100%	1.00	\$ 49,218		\$ 49,218	\$ 50,695		\$ 50,695	\$ 99,913	\$ -	\$ 99,913	
10	Tarango, Toni-Case Manager III (SS)	\$49,109	1.00	100%	1.00	\$ 49,959		\$ 49,959	\$ 51,458		\$ 51,458	\$ 101,417	\$ -	\$ 101,417	
11	Atwood, Theodore-CM III Bilingual (SS)	\$48,651	1.00	100%	1.00	\$ 49,493		\$ 49,493	\$ 50,978		\$ 50,978	\$ 100,471	\$ -	\$ 100,471	
12	Ecker, Scott Housing Srvc Director (SS)	\$114,898	1.00	7.69%	0.08	\$ 8,991		\$ 8,991	\$ 9,261		\$ 9,261	\$ 18,252	\$ -	\$ 18,252	
13	Hamilton, Travis-Direct Support for Housing Srvc Director (SS)	\$86,100	1.00	7.69%	0.08	\$ 6,738		\$ 6,738	\$ 6,940		\$ 6,940	\$ 13,678	\$ -	\$ 13,678	
14	Holmes, Maggie-Project manager (SS)	\$76,903	1.00	10.42%	0.10	\$ 13,039		\$ 13,039	\$ 13,430		\$ 13,430	\$ 26,469	\$ -	\$ 26,469	
15	Pocock, Liz-Director/Hsg Dev & Asset Mgmt (SS)	\$112,501	1.00	1.80%	0.02	\$ 2,060		\$ 2,060	\$ 2,122		\$ 2,122	\$ 4,182	\$ -	\$ 4,182	
16	Sambolin, Irving- Admin Assi/Web based data entry (SS)	\$51,418	1.00	7.69%	0.08	\$ 4,024		\$ 4,024	\$ 4,145		\$ 4,145	\$ 8,169	\$ -	\$ 8,169	
17	Suttie, Nickolas- Admin Assi/Web based data entry (SS)	\$48,568	1.00	7.69%	0.08	\$ 3,801		\$ 3,801	\$ 3,915		\$ 3,915	\$ 7,716	\$ -	\$ 7,716	
18	Tuvera, Desiree-Compliance Specialist (SS)	\$55,328	1.00	7.69%	0.08	\$ 4,330		\$ 4,330	\$ 4,460		\$ 4,460	\$ 8,790	\$ -	\$ 8,790	
19	Kawasaki, Kumiko-Clinical Services Mgr (SS)	\$74,908	1.00	3.85%	0.04	\$ 2,931		\$ 2,931	\$ 3,019		\$ 3,019	\$ 5,950	\$ -	\$ 5,950	
20	Manager-Outcomes & Evaluation	\$80,000	1.00	2.38%	0.02	\$ 1,937		\$ 1,937	\$ 1,995		\$ 1,995	\$ 3,932	\$ -	\$ 3,932	
21	Director of Healthy Aging	\$117,988	1.00	1.73%	0.02	\$ 2,077		\$ 2,077	\$ 2,139		\$ 2,139	\$ 4,216	\$ -	\$ 4,216	
22	OPEN-Housing Srvc-Asso Director 2-1/19	\$83,697	1.00	7.69%	0.08	\$ 3,275		\$ 3,275	\$ 3,373		\$ 3,373	\$ 6,648	\$ -	\$ 6,648	
23								\$ -			\$ -	\$ -	\$ -	\$ -	
24	TOTALS		15.00	4.66	4.67	\$ 270,964	\$ -	\$ 270,964	\$ 279,093	\$ -	\$ 279,093	\$ 550,057	\$ -	\$ 550,057	
25															
26	FRINGE BENEFIT RATE					42.00%	0.00%	42.00%	42.00%	0.00%	42.00%				
27	EMPLOYEE FRINGE BENEFITS					\$ 113,805	\$ -	\$ 113,805	\$ 117,219	\$ -	\$ 117,219	\$ 231,024	\$ -	\$ 231,024	
28															
29															
30	TOTAL SALARIES & BENEFITS					\$ 384,769	\$ -	\$ 384,769	\$ 396,311	\$ -	\$ 396,311	\$ 781,080	\$ -	\$ 781,080	



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1	Appendix B									
2	Program: Alder Hotel									
3	OPERATING DETAIL									
		EXTENSION YEAR			EXTENSION YEAR					
4		Year 5			Year 6			All Years		
5		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2014 - 6/30/2018	7/1/2014 - 7/1/2020	7/1/2014 - 7/1/2020
6		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
7	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
8	Rental of Property (PM)	\$ 880,815		\$ 880,815	\$ 907,239		\$ 907,239	\$ 1,788,054	\$ -	\$ 1,788,054
9	Utilities(Elec, Water, Gas, Phone, Scavenger-PM)	\$ 138,155		\$ 138,155	\$ 142,300		\$ 142,300	\$ 280,455	\$ -	\$ 280,455
10	Telecommunication(SS)	\$ 6,600		\$ 6,600	\$ 6,798		\$ 6,798	\$ 13,398	\$ -	\$ 13,398
11	Office Supplies, furniture equipment(SS)	\$ 3,600		\$ 3,600	\$ 3,708		\$ 3,708	\$ 7,308	\$ -	\$ 7,308
12	Office Supplies(PM)	\$ 10,000		\$ 10,000	\$ 10,300		\$ 10,300	\$ 20,300	\$ -	\$ 20,300
13	Adm-renting expenses(PM)	\$ 1,260		\$ 1,260	\$ 1,298		\$ 1,298	\$ 2,558	\$ -	\$ 2,558
14	Maintenance Supplies(PM)	\$ 34,000		\$ 34,000	\$ 35,020		\$ 35,020	\$ 69,020	\$ -	\$ 69,020
15	Elevator Maintenance(PM)	\$ 16,487		\$ 16,487	\$ 16,982		\$ 16,982	\$ 33,469	\$ -	\$ 33,469
16	Plumbing & Elec Repairs(PM)	\$ 1,436		\$ 1,436	\$ 1,479		\$ 1,479	\$ 2,915	\$ -	\$ 2,915
17	Equipment Repair(PM)	\$ 38,865		\$ 38,865	\$ 40,031		\$ 40,031	\$ 78,896	\$ -	\$ 78,896
18	Building Maintenance Supplies and Repair(PM)	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
19	Printing and Reproduction(SS)	\$ 3,300		\$ 3,300	\$ 3,399		\$ 3,399	\$ 6,699	\$ -	\$ 6,699
20	Insurance (SS)	\$ 8,900		\$ 8,900	\$ 9,167		\$ 9,167	\$ 18,067	\$ -	\$ 18,067
21	Staff Training/Recruitment (SS & PM)	\$ 1,700		\$ 1,700	\$ 1,751		\$ 1,751	\$ 3,451	\$ -	\$ 3,451
22	Consultants/Subcontractors				\$ -					
23	Property management personnel (PM)	\$ 378,714		\$ 378,714	\$ 390,075		\$ 390,075	\$ 768,789	\$ -	\$ 768,789
24	Benefits (PM)	\$ 134,913		\$ 134,913	\$ 138,960		\$ 138,960	\$ 273,873	\$ -	\$ 273,873
25		\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
26	OTHER				\$ -			\$ -	\$ -	\$ -
27					\$ -			\$ -	\$ -	\$ -
28	Program Supplies and Services(SS)	\$ 7,100		\$ 7,100	\$ 7,313		\$ 7,313	\$ 14,413	\$ -	\$ 14,413
29	Food Supplies(SS)	\$ 7,000		\$ 7,000	\$ 7,210		\$ 7,210	\$ 14,210	\$ -	\$ 14,210
30	Management Fees(PM)	\$ 95,352		\$ 95,352	\$ 98,213		\$ 98,213	\$ 193,565	\$ -	\$ 193,565
31	Legal Fees, permits/Licenses(PM)	\$ 30,000		\$ 30,000	\$ 30,900		\$ 30,900	\$ 60,900	\$ -	\$ 60,900
32	Professional Services/Computer Charges(SS)	\$ 500		\$ 500	\$ 515		\$ 515	\$ 1,015	\$ -	\$ 1,015
33	Professional Services/Computer Charges(PM)	\$ 4,060		\$ 4,060	\$ 4,182		\$ 4,182	\$ 8,242	\$ -	\$ 8,242
34										
35	TOTAL OPERATING EXPENSES	\$ 1,802,757	\$ -	\$ 1,802,757	\$ 1,856,840	\$ -	\$ 1,856,840	\$ 3,659,597	\$ -	\$ 3,659,597
36										

	A	E	F	G	H	I	J	AF	AG	AH
1	Appendix B									Page 4 of 26
2	Program: Alder Hotel									
3	OPERATING DETAIL									
4		EXTENSION YEAR			EXTENSION YEAR					
		Year 5			Year 6			All Years		
37	Other Expenses (not subject to indirect cost %)									
38		\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
39										
40	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41										

	A	B	C	D	E	F
1	<b>Appendix B</b>					
2	<b>Program: Alder Hotel</b>		Page 5 of 26			
3	<b>Capital Expenditure Detail</b>					
4	<b>(Equipment and Remodeling Cost)</b>					
5						TOTAL
6	EQUIPMENT		TERM			
7	No.	security camera	\$17,197.10			17,197
8		Stairwell cameras	\$1,417.90			1,418
9		replacement cameras	\$3,683.75			3,684
10		additional front security gate	\$4,000.00			4,000
11		buzzer for new 2nd gate	\$700.00			700
12		ADA and door operator repair	\$6,253.64			6,254
13		34 doors	\$1,764.52			1,765
14		2nd-5th floor hallways	\$13,215.00			13,215
15		bathroom floors	\$10,746.00			10,746
16		Physical Needs Assessments	\$5,000.00			5,000
17	TOTAL EQUIPMENT COST		63,978	0	0	63,978
18						
19	R E M O D E L I N G					
20	Description:					0
21						0
22						0
23						0
24						0
25						0
26	TOTAL REMODELING COST		0	0	0	0
27						
28	TOTAL CAPITAL EXPENDITURE		63,978	0	0	63,978
29	(Equipment and Remodeling Cost)					
30						

**Appendix B**

**Program: Alder Hotel  
Salaries & Benefits  
Support Services Manager**

	FTE	Justification
	1.00	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.
Case Manager III	3.00	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.
Housing Services Director	7.31	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;
Direct Support for Housing Srvc Director	7.69	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.
Project Manager	14.28	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.
Hsg Dev& asset Management	1.64	Evaluates HSA contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures;
Admin Assi/Web Based data entries	15.38	contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;
Compliance Specialist	7.69	
Housing Srvc-Asso Director 2	7.69	
Manager-Outcomes & Evaluation	0.02	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.
Director of Healthy Aging	0.02	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
Clinical Services Manager	3.85	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.
Employee Fringe Benefits	39.5%	Includes FICA, SSUI, Workers Compensation and Medical calculated at 39% of total salaries.

**Operating**

Rental of Property	\$	- The lease is written for 120 units
Utilities	\$	- <u>Utilities (electricity, water, gas, telephone and scavenger service);</u>
Office Supplies	\$	- Supplies for program staff including materials used with participants and computers
Building Maintenance & Repair	\$	- estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator, ect.
Staff Training	\$	- training and recruitment expenses
Printing and Reproduction(SS)	\$	- leased copier
Management Fees(PM)	\$	- Property management (116 Units) @ \$ 54.00 PUPM, and bookkeeping fees \$ 9.50 PUPM
Food Supplies(SS)	\$	- Food and food supplies
Program Supplies and Services(SS)	\$	- Includes bus passes, program materials and snacks for resident activities,
Property management personnel (PM)	\$	- Coverage 24/7 for residents of the Alder; includes holidays/overtime coverage
Benefits (PM)	\$	- 31% based from personnel from above
Legal Fees, permits/Licenses(PM)	\$	- property management legal expenses and credit report
Professional services/computer	\$	- Replace current Access-based housing data collection system with decentralized we-based data entry system to improve accuracy and efficiency including reduction in adm
Insurance	\$	- liability and umbrella agency insurance prorated

**Indirect Cost**

12.0% Federally approved indirect rate for Episcopal Community Services

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM									Page 7 of 26		
2	Appendix B											
3	Document Date:		5/30/2018									
4	CONTRACT TERM											
5	Begin Date					End Date						
6	7/1/2017					6/30/2020						
7	<b>BUDGET SUMMARY</b>											
8	Name					Contract Length						
9	Grantee: Episcopal Community Services					(Total 3 Years)						
10	Program: Crosby Hotel					3						
11												
12												
13	EXTENSION YEAR			EXTENSION YEAR								
14	Year 5			Year 6			All Years					
15	7/1/2018 - 6/30/2019		7/1/2018 - 6/30/2019		7/1/2019 - 6/30/2020		7/1/2019 - 6/30/2020		7/1/2014 - 6/30/2018		7/1/2014 - 7/1/2020	
16	Current		Modification		Revised		Current		Modification		Revised	
17	<b>Expenditures</b>											
18	Salaries & Benefits	\$ 475,317	\$ -	\$ 475,317	\$ 489,576	\$ -	\$ 489,576	\$ 964,893	\$ -	\$ 964,893	\$ -	\$ 964,893
19	Operating Expense	\$ 1,877,860	\$ -	\$ 1,877,860	\$ 1,934,196	\$ -	\$ 1,934,196	\$ 3,812,056	\$ -	\$ 3,812,056	\$ -	\$ 3,812,056
20	Subtotal	\$ 2,353,177	\$ -	\$ 2,353,177	\$ 2,423,772	\$ -	\$ 2,423,772	\$ 4,776,948	\$ -	\$ 4,776,948	\$ -	\$ 4,776,948
21	Indirect Percentage (%)	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%					
22	Indirect Cost (Line 16 X Line 17)	\$ 282,381	\$ -	\$ 282,381	\$ 290,853	\$ -	\$ 290,853	\$ 573,234	\$ -	\$ 573,234	\$ -	\$ 573,234
23	Other Expenses (Not subject to indirect %)		\$ -			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
24	Capital Expenditure - FY2018 improvement											
25	Capital Expenditure - FY2018 Electrical	\$ 57,445		\$ 57,445				\$ 57,445	\$ -	\$ 57,445	\$ -	\$ 57,445
26	<b>Total Expenditures</b>	\$ 2,693,003	\$ -	\$ 2,693,003	\$ 2,714,625	\$ -	\$ 2,714,625	\$ 5,407,627	\$ -	\$ 5,407,627	\$ -	\$ 5,407,627
27	<b>HSH Revenues</b>											
28	General Fund	\$ 1,653,400		\$ 1,653,400	\$ 1,694,997		\$ 1,694,997	\$ 3,348,397	\$ -	\$ 3,348,397	\$ -	\$ 3,348,397
29	Electrical Upgrade (rollover)	\$ 57,445		\$ 57,445			\$ -	\$ 57,445	\$ -	\$ 57,445	\$ -	\$ 57,445
30	Capital Improvement			\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31	Ongoing addback			\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	Additional GF FY18											
33	CODB FY19	\$ 41,597		\$ 41,597								
34												
35	<b>Total HSH Revenues</b>	\$ 1,752,442	\$ -	\$ 1,752,442	\$ 1,694,997	\$ -	\$ 1,694,997	\$ 3,447,439	\$ -	\$ 3,447,439	\$ -	\$ 3,447,439
36	Rental Income	\$ 584,278		\$ 584,278	\$ 584,278		\$ 584,278	\$ 1,168,556	\$ -	\$ 1,168,556	\$ -	\$ 1,168,556
37	<b>Other Revenues</b>	\$ 356,283		\$ 356,283	\$ 435,350		\$ 435,350	\$ 791,632	\$ 277,839	\$ 791,632	\$ -	\$ 791,632
38												
39												
40	<b>Total Other Revenues</b>	\$ 356,283	\$ -	\$ 356,283	\$ 435,350	\$ -	\$ 435,350	\$ 791,632	\$ -	\$ 791,632	\$ -	\$ 791,632
41	Full Time Equivalent (FTE)			5.70			5.70					5.70

	A	B	C	D	E	I	J	K	L	M	N	AJ	AK	AL
1	Appendix B													Page 8 of 26
2	Program: Crosby Hotel													
3	SALARY & BENEFIT DETAIL													
4						EXTENSION YEAR			EXTENSION YEAR					
5						Year 5			Year 6			All Years		
6						7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2014 - 6/30/2018	7/1/2014 - 7/1/2020	7/1/2014 - 7/1/2020
7		Agency Totals		For HSH Program		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
8	POSITION TITLE	TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Curent Budgeted Salary	Change	New Budgeted Salary	Curent Budgeted Salary	Change	New Budgeted Salary	Curent Budgeted Salary	Change	New Budgeted Salary
9	Ullom, Kristin-Support Services Manager (SS)	\$67,926	1.00	100%	1.00	\$ 69,102		\$ 69,102	\$ 71,175		\$ 71,175	\$ 140,277	\$ -	\$ 140,277
10	Swenson, Phil-Case Mgr III (SS)	\$61,235	1.00	100%	1.00	\$ 62,295		\$ 62,295	\$ 64,164		\$ 64,164	\$ 126,459	\$ -	\$ 126,459
11	Zepeda, Christopher-Case Manager III (SS)	\$48,838	1.00	100%	1.00	\$ 49,684		\$ 49,684	\$ 51,175		\$ 51,175	\$ 100,859	\$ -	\$ 100,859
12	OPEN-Case Mgr III (SS)	\$46,842	1.00	100%	1.00	\$ 47,652		\$ 47,652	\$ 49,082		\$ 49,082	\$ 96,734	\$ -	\$ 96,734
13	Abeba Benton Neylon-Case Manager III (SS)	\$51,896	1.00	100%	1.00	\$ 52,794		\$ 52,794	\$ 54,378		\$ 54,378	\$ 107,172	\$ -	\$ 107,172
14	Ecker, Scott Housing Srvc Director (SS)	\$114,898	1.00	7.69%	0.07	\$ 8,991		\$ 8,991	\$ 9,261		\$ 9,261	\$ 18,252	\$ -	\$ 18,252
15	Hamilton, Travis-Direct Support for Housing Srvc Director (SS)	\$86,100	1.00	7.69%	0.08	\$ 6,738		\$ 6,738	\$ 6,940		\$ 6,940	\$ 13,678	\$ -	\$ 13,678
16	Holmes, Maggie-Project manager (SS)	\$76,903	1.00	10.42%	0.14	\$ 13,039		\$ 13,039	\$ 13,430		\$ 13,430	\$ 26,469	\$ -	\$ 26,469
17	Pocock, Liz-Director/Hsg Dev & Asset Mgmt (SS)	\$112,501	1.00	1.80%	0.02	\$ 2,060		\$ 2,060	\$ 2,122		\$ 2,122	\$ 4,182	\$ -	\$ 4,182
18	Sambolin, Irving- Admin Assi/Web based data entry	\$51,418	1.00	7.69%	0.08	\$ 4,024		\$ 4,024	\$ 4,145		\$ 4,145	\$ 8,169	\$ -	\$ 8,169
19	Suttie, Nickolas- Admin Assi/Web based data entry (SS)	\$48,568	1.00	7.69%	0.08	\$ 3,801		\$ 3,801	\$ 3,915		\$ 3,915	\$ 7,716	\$ -	\$ 7,716
20	Tuvera, Desiree-Compliance Specialist (SS)	\$55,328	1.00	7.69%	0.08	\$ 4,330		\$ 4,330	\$ 4,460		\$ 4,460	\$ 8,790	\$ -	\$ 8,790
21	Kawasaki, Kumiko-Clinical Services Mgr (SS)	\$74,908	1.00	3.85%	0.04	\$ 2,931		\$ 2,931	\$ 3,019		\$ 3,019	\$ 5,950	\$ -	\$ 5,950
22	Manager-Outcomes & Evaluation	\$80,000	1.00	2.38%	0.02	\$ 1,937		\$ 1,937	\$ 1,995		\$ 1,995	\$ 3,932	\$ -	\$ 3,932
23	Director of Healthy Aging	\$117,988	1.00	1.73%	0.02	\$ 2,077		\$ 2,077	\$ 2,139		\$ 2,139	\$ 4,216	\$ -	\$ 4,216
24	OPEN-Housing Srvc-Asso Director 2-1/19	\$83,697	1.00	7.69%	0.08	\$ 3,275		\$ 3,275	\$ 3,373		\$ 3,373	\$ 6,648	\$ -	\$ 6,648
25	TOTALS		16.00	5.66	5.70	\$ 334,730	\$ -	\$ 334,730	\$ 344,772	\$ -	\$ 344,772	\$ 679,502	\$ -	\$ 679,502
26	FRINGE BENEFIT RATE					42.00%	0.00%	42.00%	42.00%	0.00%	42.00%			
27	EMPLOYEE FRINGE BENEFITS					\$ 140,587	\$ -	\$ 140,587	\$ 144,804	\$ -	\$ 144,804	\$ 285,391	\$ -	\$ 285,391
28														
29														
30	TOTAL SALARIES & BENEFITS					\$ 475,317	\$ -	\$ 475,317	\$ 489,576	\$ -	\$ 489,576	\$ 964,893	\$ -	\$ 964,893

	A	E	F	G	H	I	J	AF	AG	AH
1	Appendix B									
2	Program: Crosby Hotel									
3	OPERATING DETAIL									
		EXTENSION YEAR			EXTENSION YEAR					
4		Year 5			Year 6			All Years		
5		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2014 - 6/30/2018	7/1/2014 - 7/1/2020	7/1/2014 - 7/1/2020
6		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
7	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
8	Rental of Property (PM)	\$ 667,892		\$ 667,892	\$ 687,929		\$ 687,929	\$ 1,355,821	\$ -	\$ 1,355,821
9	Utilities(Elec, Water, Gas, Phone, Scavenger) (PM)	\$ 171,710		\$ 171,710	\$ 176,861		\$ 176,861	\$ 348,571	\$ -	\$ 348,571
10	Telecommunication(SS)	\$ 5,600		\$ 5,600	\$ 5,768		\$ 5,768	\$ 11,368	\$ -	\$ 11,368
11	Office Supplies, furniture equipment(SS)	\$ 5,600		\$ 5,600	\$ 5,768		\$ 5,768	\$ 11,368	\$ -	\$ 11,368
12	Office Supplies(PM)	\$ 14,000		\$ 14,000	\$ 14,420		\$ 14,420	\$ 28,420	\$ -	\$ 28,420
13	Adm-renting expenses(PM)	\$ 1,260		\$ 1,260	\$ 1,298		\$ 1,298	\$ 2,558	\$ -	\$ 2,558
14	Maintenance Supplies(PM)	\$ 130,000		\$ 130,000	\$ 133,900		\$ 133,900	\$ 263,900	\$ -	\$ 263,900
15	Elevator Maintenance(PM)	\$ 19,000		\$ 19,000	\$ 19,570		\$ 19,570	\$ 38,570	\$ -	\$ 38,570
16	Plumbing & Elec Repairs(PM)	\$ 57,000		\$ 57,000	\$ 58,710		\$ 58,710	\$ 115,710	\$ -	\$ 115,710
17	Equipment Repair(PM)	\$ 90,000		\$ 90,000	\$ 92,700		\$ 92,700	\$ 182,700	\$ -	\$ 182,700
18	Building Maintenance Supplies and Repair(PM)				\$ -			\$ -	\$ -	\$ -
19	Printing and Reproduction(SS)	\$ 4,700		\$ 4,700	\$ 4,841		\$ 4,841	\$ 9,541	\$ -	\$ 9,541
20	Insurance (SS)	\$ 9,300		\$ 9,300	\$ 9,579		\$ 9,579	\$ 18,879	\$ -	\$ 18,879
21	Staff Training/Recruitment (SS & PM)	\$ 2,500		\$ 2,500	\$ 2,575		\$ 2,575	\$ 5,075	\$ -	\$ 5,075
22					\$ -			\$ -	\$ -	\$ -
23	Consultants/Subcontractors				\$ -			\$ -	\$ -	\$ -
24	Property management personnel (PM)	\$ 417,528		\$ 417,528	\$ 430,054		\$ 430,054	\$ 847,582	\$ -	\$ 847,582
25	Benefits (PM)	\$ 127,002		\$ 127,002	\$ 130,812		\$ 130,812	\$ 257,814	\$ -	\$ 257,814
26		\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
27	OTHER				\$ -			\$ -	\$ -	\$ -
28					\$ -			\$ -	\$ -	\$ -
29	Program Supplies and Services (SS)	\$ 3,900		\$ 3,900	\$ 4,017		\$ 4,017	\$ 7,917	\$ -	\$ 7,917
30	Food Supplies (SS)	\$ 7,000		\$ 7,000	\$ 7,210		\$ 7,210	\$ 14,210	\$ -	\$ 14,210
31	Management Fees (PM)	\$ 101,928		\$ 101,928	\$ 104,986		\$ 104,986	\$ 206,914	\$ -	\$ 206,914
32	Legal Fees, permits/Licenses (PM)	\$ 35,000		\$ 35,000	\$ 36,050		\$ 36,050	\$ 71,050	\$ -	\$ 71,050
33	Professional Services/Computer Charges (PM)	\$ 6,340		\$ 6,340	\$ 6,530		\$ 6,530	\$ 12,870	\$ -	\$ 12,870
34	Professional Services/Computer Charges (SS)	\$ 600		\$ 600	\$ 618		\$ 618	\$ 1,218	\$ -	\$ 1,218
35										
36	TOTAL OPERATING EXPENSES	\$ 1,877,860	\$ -	\$ 1,877,860	\$ 1,934,196	\$ -	\$ 1,934,196	\$ 3,812,056	\$ -	\$ 3,812,056





	A	B	C	D	E	F
1	<b>Appendix B</b>					
2	<b>Program: Crosby Hotel</b>		Page 10 of 26			
3						
4	<b>Capital Expenditure Detail</b>					
5	<b>(Equipment and Remodeling Cost)</b>					
6						TOTAL
7	EQUIPMENT		TERM			
8	No.	ITEM/DESCRIPTION, FY2018				
9		Electrical Updgrade (rollover to FY18-19)	57,445			57,445
10		electrical upgrade	\$3,650.00			3,650
11		security camera	\$18,450.74			18,451
12		flooring (carpet to tile)	\$31,108.00			31,108
13		emergency lights	\$5,275.00			5,275
14		flooring (carpet to tile)	\$16,665.00			16,665
15		flooring (carpet to tile)	\$1,996.00			1,996
16		flooring (carpet to tile)	\$1,218.00			1,218
17		Physical Needs Assessments	\$5,000.00			5,000
18	TOTAL EQUIPMENT COST		140,808	0	0	140,808
19						
20	R E M O D E L I N G					
21	Description:					0
22						0
23						0
24						0
25						0
26						0
27	TOTAL REMODELING COST		0	0	0	0
28						
29	TOTAL CAPITAL EXPENDITURE		140,808	0	0	140,808
30	(Equipment and Remodeling Cost)					
31						

## Program: Crosby Hotel

## Salaries &amp; Benefits

	FTE	Justification
Support Services Manager	1.00	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.
Case Manager III	4.00	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.
Housing Services Director	7.31	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;
Direct Support for Housing Srvc Director	7.69	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.
Project Manager	14.28	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.
Hsg Dev& asset Management	1.64	Evaluates HSA contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures;
Admin Assi/Web Based data entries	15.38	contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;
Compliance Specialist	7.69	
OPEN-Housing Srvc-Asso Director 2-1/19	7.69	
Manager-Outcomes & Evaluation	0.02	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.
Director of Healthy Aging	0.02	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
Clinical Services Manager	3.85	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.
Employee Fringe Benefits	38.0%	Includes FICA, SSUI, Workers Compensation and Medical calculated at 38% of total salaries.
<b>Operating</b>		
Rental of Property	\$	- The lease is written for 126 units including office
Utilities	\$	- <u>Utilities (electricity, water, gas, telephone and scavenger service);</u>
Office Supplies	\$	- Supplies for program staff including materials used with participants and computers
Building Maintenance & Repair	\$	- estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator, ect.
Staff Training	\$	- training and recruitment expenses
Printing and Reproduction(SS)	\$	- leased copier
Legal Fees, permits/Licenses (PM)	\$	- property management legal expenses and credit report
Management Fees (PM)	\$	- Property management (126 Units) @ \$ 54.00 PUPM, and bookkeeping fees \$ 9.50 PUPM
Program Supplies and Services (SS)	\$	- Includes bus passes, program materials and snacks for resident activities,
Food Supplies (SS)	\$	- Using the SF Food Bank, the food items will supplement resident's own arrangements Food and food supplies
Property management personnel (PM)	\$	- Coverage 24/7 for residents of the Crosby; includes holidays/overtime coverage
Benefits (PM)	\$	- 27% based from personnel from above
Professional services/Computer charge	\$	- Replace current Access-based housing data collection system with decentralized we-based data entry system to improve accuracy and efficiency including reduction in adm
Insurance	\$	- liability and umbrella agency insurance prorated
<b>Indirect Cost</b>	12.0%	Federally approved indirect rate for Episcopal Community Services

	A	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM									Page 12 of 26
2	Appendix B									
3	Document Date: 5/30/2018									
4	CONTRACT TERM									
5	Begin Date									End Date
6	7/1/2017									6/30/2020
7	<b>BUDGET SUMMARY</b>									
8	Name									Contract Length
9	Grantee: Episcopal Community Services									(Total 3 Years)
10	Program: Elm Hotel									3
11										
12										
13		EXTENSION YEAR			EXTENSION YEAR			All Years		
14	Program Annual Term	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2014 - 6/30/2018	7/1/2014 - 7/1/2020	7/1/2014 - 7/1/2020
15		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
16	<b>Expenditures</b>									
17	Salaries & Benefits	\$ 308,085	\$ -	\$ 308,085	\$ 317,330	\$ -	\$ 317,330	\$ 625,414	\$ -	\$ 625,414
18	Operating Expense	\$ 1,125,405	\$ -	\$ 1,125,405	\$ 1,159,167	\$ -	\$ 1,159,167	\$ 2,284,572	\$ -	\$ 2,284,572
19	Subtotal	\$ 1,433,490	\$ -	\$ 1,433,490	\$ 1,476,497	\$ -	\$ 1,476,497	\$ 2,909,986	\$ -	\$ 2,909,986
20	Indirect Percentage (%)	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%			
21	Indirect Cost (Line 16 X Line 17)	\$ 172,019	\$ -	\$ 172,019	\$ 177,180	\$ -	\$ 177,180	\$ 349,198	\$ -	\$ 349,198
22	Other Expenses (Not subject to indirect %)		\$ -			\$ -		\$ -	\$ -	\$ -
23	Capital Expenditure - FY2018 Improvement									
24	Capital Expenditure - FY2018 Elevator	\$ 72,403		\$ 72,403				\$ 72,403	\$ -	\$ 72,403
25	<b>Total Expenditures</b>	\$ 1,677,911	\$ -	\$ 1,677,911	\$ 1,653,676	\$ -	\$ 1,653,676	\$ 3,331,588	\$ -	\$ 3,331,588
26	<b>HSH Revenues</b>									
27	General Fund	\$ 1,041,208		\$ 1,041,208	\$ 1,069,599		\$ 1,069,599	\$ 2,110,807	\$ -	\$ 2,110,807
28	Elevator Update (rollover)	\$ 72,403		\$ 72,403			\$ -	\$ 72,403	\$ -	\$ 72,403
29	Capital improvements									
30	Additional GF FY18							\$ -		\$ -
31	CODB FY19	\$ 28,391		\$ 28,391			\$ -	\$ 28,391	\$ -	\$ 28,391
32	<b>Total HSH Revenues</b>	\$ 1,142,002	\$ -	\$ 1,142,002	\$ 1,069,599	\$ -	\$ 1,069,599	\$ 2,211,601	\$ -	\$ 2,211,601
33	Rental Income	\$ 398,570		\$ 398,570	\$ 398,570		\$ 398,570	\$ 797,140	\$ -	\$ 797,140
34	<b>Other Revenues</b>	\$ 137,339		\$ 137,339	\$ 185,507		\$ 185,507	\$ 322,847	\$ 66,358	\$ 322,847
35										
36	<b>Total Other Revenues</b>	\$ 137,339	\$ -	\$ 137,339	\$ 185,507	\$ -	\$ 185,507	\$ 322,847	\$ -	\$ 322,847
37	Full Time Equivalent (FTE)			3.71			3.71			3.71



	A	E	F	G	H	I	J	AF	AG	AH
1	Appendix B									
2	Program: Elm Hotel									
3	OPERATING DETAIL									
		EXTENSION YEAR			EXTENSION YEAR					
4		Year 5			Year 6			All Years		
5		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2014 - 6/30/2018	7/1/2014 - 7/1/2020	7/1/2014 - 7/1/2020
6		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
7	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
8	Rental of Property (PM)	\$ 415,125		\$ 415,125	\$ 427,579		\$ 427,579	\$ 842,704	\$ -	\$ 842,704
9	Utilities(Elec, Water, Gas, Phone, Scavenger-PM)	\$ 112,613		\$ 112,613	\$ 115,991		\$ 115,991	\$ 228,604	\$ -	\$ 228,604
10	Telecommunication (SS)	\$ 7,200		\$ 7,200	\$ 7,416		\$ 7,416	\$ 14,616	\$ -	\$ 14,616
11	Office Supplies, Postage(SS)	\$ 2,200		\$ 2,200	\$ 2,266		\$ 2,266	\$ 4,466	\$ -	\$ 4,466
12	Office Supplies(PM)	\$ 10,000		\$ 10,000	\$ 10,300		\$ 10,300	\$ 20,300	\$ -	\$ 20,300
13	Adm-renting expenses(PM)	\$ 600		\$ 600	\$ 618		\$ 618	\$ 1,218	\$ -	\$ 1,218
14	Maintenance Supplies(PM)	\$ 73,000		\$ 73,000	\$ 75,190		\$ 75,190	\$ 148,190	\$ -	\$ 148,190
15	Elevator Maintenance(PM)	\$ 19,209		\$ 19,209	\$ 19,785		\$ 19,785	\$ 38,994	\$ -	\$ 38,994
16	Plumbing & Elec Repairs(PM)	\$ 3,800		\$ 3,800	\$ 3,914		\$ 3,914	\$ 7,714	\$ -	\$ 7,714
17	Equipment Repair(PM)	\$ 24,000		\$ 24,000	\$ 24,720		\$ 24,720	\$ 48,720	\$ -	\$ 48,720
18	Building Maintenance Supplies and Repair (PM)	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
19	Printing and Reproduction(SS)	\$ 2,500		\$ 2,500	\$ 2,575		\$ 2,575	\$ 5,075	\$ -	\$ 5,075
20	Insurance (SS)	\$ 6,300		\$ 6,300	\$ 6,489		\$ 6,489	\$ 12,789	\$ -	\$ 12,789
21	Staff Training/Recruitment (SS & PM)	\$ 1,400		\$ 1,400	\$ 1,442		\$ 1,442	\$ 2,842	\$ -	\$ 2,842
22	Consultants/Subcontractors				\$ -		\$ -			
23	Property management personnel (PM)	\$ 270,711		\$ 270,711	\$ 278,832		\$ 278,832	\$ 549,543	\$ -	\$ 549,543
24	Benefits (PM)	\$ 95,687		\$ 95,687	\$ 98,558		\$ 98,558	\$ 194,245	\$ -	\$ 194,245
25		\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
26	OTHER				\$ -		\$ -	\$ -	\$ -	\$ -
27					\$ -		\$ -	\$ -	\$ -	\$ -
28	Program Supplies and Services(SS)	\$ 2,000		\$ 2,000	\$ 2,060		\$ 2,060	\$ 4,060	\$ -	\$ 4,060
29	Food Supplies(SS)	\$ 2,000		\$ 2,000	\$ 2,060		\$ 2,060	\$ 4,060	\$ -	\$ 4,060
30	Management Fees(PM)	\$ 65,760		\$ 65,760	\$ 67,733		\$ 67,733	\$ 133,493	\$ -	\$ 133,493
31	Legal Fees, permits/Licenses(PM)	\$ 8,000		\$ 8,000	\$ 8,240		\$ 8,240	\$ 16,240	\$ -	\$ 16,240
32	Professional Services/Computer Charges(SS)	\$ 500		\$ 500	\$ 515		\$ 515	\$ 1,015	\$ -	\$ 1,015
33	Professional Services/Computer Charges(PM)	\$ 2,800		\$ 2,800	\$ 2,884		\$ 2,884	\$ 5,684	\$ -	\$ 5,684
34										
35	TOTAL OPERATING EXPENSES	\$ 1,125,405	\$ -	\$ 1,125,405	\$ 1,159,167	\$ -	\$ 1,159,167	\$ 2,284,572	\$ -	\$ 2,284,572
36										

	A	E	F	G	H	I	J	AF	AG	AH
1	Appendix B									Page 14 of 26
2	Program: Elm Hotel									
3	OPERATING DETAIL									
		<b>EXTENSION YEAR</b>			<b>EXTENSION YEAR</b>					
4		Year 5			Year 6			All Years		
37	Other Expenses (not subject to indirect cost %)									
38		\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
39	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40										

	A	B	C	D	E	F
1	<b>Appendix B</b>					
2	<b>Program: Elm Hotel</b>		Page 15 of 26			
3						
4	<b>Capital Expenditure Detail</b>					
5	<b>(Equipment and Remodeling Cost)</b>					
6						TOTAL
7	EQUIPMENT		TERM			
8	No.	ITEM/DESCRIPTION, FY2018				
9		Elevator Updgrade (rollover to FY18-19)	72,403			72,403
10		bathroom upgrades (3rd & 5th fl.)	\$6,776.00			6,776
11		bathroom upgrades (2nd & 4th fl.)	\$4,444.00			4,444
12		security camera	\$11,136.50			11,137
13		gate lock	\$8,024.13			8,024
14		IT Security	\$1,218.00			1,218
15		Physical Needs Assessments	\$4,000.00			4,000
16	TOTAL EQUIPMENT COST		108,002	0	0	108,002
17						
18	R E M O D E L I N G					
19	Description:					0
20						0
21						0
22						0
23						0
24						0
25	TOTAL REMODELING COST		0	0	0	0
26						
27	TOTAL CAPITAL EXPENDITURE		108,002	0	0	108,002
28	(Equipment and Remodeling Cost)					
29						

**Program: Elm Hotel**  
**Salaries & Benefits**

	FTE	Justification
Support Services Manager/Asst. support svc r	1.50	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.
Case Manager III	1.50	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.
Housing Services Director	7.31	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;
Direct Support for Housing Srvc Director	7.69	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.
Project Manager	14.28	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.
Hsg Dev& asset Management	1.64	Evaluates HSA contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures;
Admin Assi/Web Based data entries	15.38	contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;
Compliance Specialist	7.69	
Housing Srvc-Asso Director 2	7.69	
Clinical Services Manager	3.85	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.
Manager-Outcomes & Evaluation	0.02	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.
Director of Healthy Aging	0.02	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
Employee Fringe Benefits	33.5%	Includes FICA, SSUI, Workers Compensation and Medical calculated at 33.5% of total salaries.
<b>Operating</b>		
Rental of Property	\$	- The lease is written for 86 units including office
Utilities	\$	- <u>Utilities (electricity, water, gas, telephone and scavenger service);</u>
Office Supplies	\$	- Supplies for program staff including materials used with participants and computers
Building Maintenance & Repair	\$	- estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator, ect.
Staff Training	\$	- training and recruitment expenses
Printing and Reproduction(SS)	\$	- leased copier
Program Supplies and Services(SS)	\$	- Includes bus passes, program materials and snacks for resident activities,
Food Supplies(SS)	\$	- Using the SF Food Bank, the food items will supplement resident's own arrangemer Includes bus passes, program materials and snacks for Food and food supplies
Property management personnel (PM)	\$	- Coverage 24/7 for residents of the Elm; includes holidays/overtime coverage
Benefits (PM)	\$	- 29% based from personnel from above
Legal Fees	\$	- property management legal expenses and credit report property management legal expenses and credit report
Management Fees(PM)	\$	- Property management (86 Units) @ \$ 54.00 PUPM, and bookkeeping fees \$ 9.50 PUPM
Professional fees/Computer charge	\$	- Replace current Access-based housing data collection system with decentralized we-based data entry system to improve accuracy and efficiency including reduction in adm
Insurance	\$	- liability and umbrella agency insurance prorated
<b>Indirect Cost</b>	12.0%	Federally approved indirect rate for Episcopal Community Services



	A	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM									Page 17 of 26
2	Appendix B									
3	Document Date: 5/30/2018									
4	CONTRACT TERM									
5	Begin Date End Date									
6	7/1/2017 6/30/2020									
7	<b>BUDGET SUMMARY</b>									
8	Name Contract Length									
9	Grantee: Episcopal Community Services (Total 3 Years)									
10	Program: Hillsdale Hotel 3									
11										
12										
13										
14		EXTENSION YEAR			EXTENSION YEAR			All Years		
15	Program Annual Term	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2014 - 6/30/2018	7/1/2014 - 7/1/2020	7/1/2014 - 7/1/2020
16		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
17	<b>Expenditures</b>									
18	Salaries & Benefits	\$ 294,596	\$ -	\$ 294,596	\$ 303,434	\$ -	\$ 303,434	\$ 598,030	\$ -	\$ 598,030
19	Operating Expense	\$ 1,134,922	\$ -	\$ 1,134,922	\$ 1,168,970	\$ -	\$ 1,168,970	\$ 2,303,892	\$ -	\$ 2,303,892
20	Subtotal	\$ 1,429,518	\$ -	\$ 1,429,518	\$ 1,472,404	\$ -	\$ 1,472,404	\$ 2,901,922	\$ -	\$ 2,901,922
21	Indirect Percentage (%)	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%			
22	Indirect Cost (Line 16 X Line 17)	\$ 171,542	\$ -	\$ 171,542	\$ 176,688	\$ -	\$ 176,688	\$ 348,231	\$ -	\$ 348,231
23	Other Expenses (Not subject to indirect %)		\$ -			\$ -		\$ -	\$ -	\$ -
24	Capital Expenditure - FY2018							\$ -	\$ -	\$ -
25	<b>Total Expenditures</b>	\$ 1,601,060	\$ -	\$ 1,601,060	\$ 1,649,092	\$ -	\$ 1,649,092	\$ 3,250,152	\$ -	\$ 3,250,152
26	<b>HSH Revenues</b>									
27	General Fund	\$ 1,041,864		\$ 1,041,864	\$ 1,069,595		\$ 1,069,595	\$ 2,111,459	\$ -	\$ 2,111,459
28	Capital Improvement			\$ -			\$ -	\$ -	\$ -	\$ -
29	Additional GF FY18							\$ -	\$ -	\$ -
30	CODB FY19	\$ 27,731		\$ 27,731						\$ -
31	<b>Total HSH Revenues</b>	\$ 1,069,595	\$ -	\$ 1,069,595	\$ 1,069,595	\$ -	\$ 1,069,595	\$ 2,139,190	\$ -	\$ 2,139,190
32	Rental Income	\$ 360,540		\$ 360,540	\$ 360,540		\$ 360,540	\$ 721,080	\$ -	\$ 721,080
33	<b>Other Revenues</b>	\$ 170,925		\$ 170,925	\$ 218,957		\$ 218,957	\$ 389,882	\$ 35,735	\$ 389,882
34										
35	<b>Total Other Revenues</b>	\$ 170,925	\$ -	\$ 170,925	\$ 218,957	\$ -	\$ 218,957	\$ 389,882	\$ -	\$ 389,882
36	Full Time Equivalent (FTE)			3.24			3.24			3.24



	A	E	F	G	H	I	J	AF	AG	AH
1	Appendix B									
2	Program: Hillsdale Hotel									
3	OPERATING DETAIL									
		EXTENSION YEAR			EXTENSION YEAR					
4		Year 5			Year 6			All Years		
5		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2014 - 6/30/2018	7/1/2014 - 7/1/2020	7/1/2014 - 7/1/2020
6		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
7	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
8	Rental of Property	\$ 378,341		\$ 378,341	\$ 389,691		\$ 389,691	\$ 768,032	\$ -	\$ 768,032
9	Utilities(Elec, Water, Gas, Phone, Scavenger) (PM)	\$ 99,188		\$ 99,188	\$ 102,164		\$ 102,164	\$ 201,352	\$ -	\$ 201,352
10	Telecommunication(SS)	\$ 6,000		\$ 6,000	\$ 6,180		\$ 6,180	\$ 12,180	\$ -	\$ 12,180
11	Office Supplies, Postage(SS)	\$ 2,900		\$ 2,900	\$ 2,987		\$ 2,987	\$ 5,887	\$ -	\$ 5,887
12	Office Supplies(PM)	\$ 10,000		\$ 10,000	\$ 10,300		\$ 10,300	\$ 20,300	\$ -	\$ 20,300
13	Adm-renting expenses(PM)	\$ 900		\$ 900	\$ 927		\$ 927	\$ 1,827	\$ -	\$ 1,827
14	Maintenance Supplies(PM)	\$ 90,000		\$ 90,000	\$ 92,700		\$ 92,700	\$ 182,700	\$ -	\$ 182,700
15	Elevator Maintenance(PM)	\$ 7,584		\$ 7,584	\$ 7,812		\$ 7,812	\$ 15,396	\$ -	\$ 15,396
16	Plumbing & Elec Repairs(PM)	\$ 7,400		\$ 7,400	\$ 7,622		\$ 7,622	\$ 15,022	\$ -	\$ 15,022
17	Equipment Repair(PM)	\$ 45,000		\$ 45,000	\$ 46,350		\$ 46,350	\$ 91,350	\$ -	\$ 91,350
18	Building Maintenance Supplies and Repair(PM)	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
19	Printing and Reproduction(SS)	\$ 4,200		\$ 4,200	\$ 4,326		\$ 4,326	\$ 8,526	\$ -	\$ 8,526
20	Insurance (SS)	\$ 6,600		\$ 6,600	\$ 6,798		\$ 6,798	\$ 13,398	\$ -	\$ 13,398
21	Staff Training/Recruitment (SS&PM)	\$ 2,000		\$ 2,000	\$ 2,060		\$ 2,060	\$ 4,060	\$ -	\$ 4,060
22	Consultants/Subcontractors				\$ -		\$ -	\$ -	\$ -	\$ -
23	Property management personnel (PM)	\$ 303,602		\$ 303,602	\$ 312,710		\$ 312,710	\$ 616,312	\$ -	\$ 616,312
24	Benefits (PM)	\$ 86,132		\$ 86,132	\$ 88,716		\$ 88,716	\$ 174,848	\$ -	\$ 174,848
25		\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
26	OTHER				\$ -		\$ -	\$ -	\$ -	\$ -
27					\$ -		\$ -	\$ -	\$ -	\$ -
28	Program Supplies and Services(SS)	\$ 2,800		\$ 2,800	\$ 2,884		\$ 2,884	\$ 5,684	\$ -	\$ 5,684
29	Food Supplies(SS)	\$ 7,400		\$ 7,400	\$ 7,622		\$ 7,622	\$ 15,022	\$ -	\$ 15,022
30	Management Fees(PM)	\$ 61,650		\$ 61,650	\$ 63,500		\$ 63,500	\$ 125,150	\$ -	\$ 125,150
31	Legal Fees, permits/Licenses(PM)	\$ 10,000		\$ 10,000	\$ 10,300		\$ 10,300	\$ 20,300	\$ -	\$ 20,300
32	Professional Services/Computer Charges(SS)	\$ 600		\$ 600	\$ 618		\$ 618	\$ 1,218	\$ -	\$ 1,218
33	Professional Services/Computer Charges (PM)	\$ 2,625		\$ 2,625	\$ 2,704		\$ 2,704	\$ 5,329	\$ -	\$ 5,329
34										
35	TOTAL OPERATING EXPENSES	\$ 1,134,922	\$ -	\$ 1,134,922	\$ 1,168,970	\$ -	\$ 1,168,970	\$ 2,303,892	\$ -	\$ 2,303,892
36										

	A	E	F	G	H	I	J	AF	AG	AH
1	Appendix B									Page 19 of 26
2	Program: Hillsdale Hotel									
3	OPERATING DETAIL									
4		EXTENSION YEAR			EXTENSION YEAR					
		Year 5			Year 6			All Years		
37	Other Expenses (not subject to indirect cost %)									
38		\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
39	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40										

	A	B	C	D	E	F
1	<b>Appendix B</b>					
2	<b>Program: Hillsdale Hotel</b>		Page 20 of 26			
3						
4	<b>Capital Expenditure Detail</b>					
5	<b>(Equipment and Remodeling Cost)</b>					
6						TOTAL
7	EQUIPMENT		TERM			
8	No.	gate lock	\$5,015.76			5,016
9		flooring (2nd-5th fl. halls)	\$26,220.00			26,220
10		basement consul/upgrade	\$2,436.00			2,436
11		Physical Needs Assessments	\$4,200.00			4,200
12						0
13						0
14						0
15	TOTAL EQUIPMENT COST		37,872	0	0	37,872
16						
17	R E M O D E L I N G					
18	Description:					0
19						0
20						0
21						0
22						0
23						0
24	TOTAL REMODELING COST		0	0	0	0
25						
26	TOTAL CAPITAL EXPENDITURE		37,872	0	0	37,872
27	(Equipment and Remodeling Cost)					
28						

**Program: Hillsdale Hotel**  
**Salaries & Benefits**  
 Support Services Manager

	FTE	Justification
	0.50	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.
Case Manager III	2.00	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.
Housing Services Director	7.31	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;
Direct Support for Housing Srvc Director	7.69	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.
Project Manager	14.28	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.
Hsg Dev& asset Management	1.64	Evaluates HSA contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures;
Admin Assi/Web Based data entries	15.38	contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;
Compliance Specialist	7.69	
Housing Srvc-Asso director 2	7.69	
Clinical Services Manager	3.85	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.
Manager-Outcomes & Evaluation	0.02	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.
Director of Healthy Aging	0.02	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
Employee Fringe Benefits	41.0%	Includes FICA, SSUI, Workers Compensation and Medical calculated at 41% of total salaries.
<b>Operating</b>		
Rental of Property	\$	- The lease is written for 84 units
Utilities	\$	- <u>Utilities (electricity, water, gas, telephone and scavenger service);</u>
Office Supplies	\$	- Supplies for program staff including materials used with participants and computers
Building Maintenance & Repair	\$	- estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator, ect.
Staff Training	\$	- training and recruitment expenses
Printing and Reproduction(SS)	\$	- leased copier
Property management personnel (PM)	\$	- Coverage 24/7 for residents of the Hillsdale; includes holidays/overtime coverage
Benefits (PM)	\$	- 28% based from personnel from above
Program Supplies and Services(SS)	\$	- Includes bus passes, program materials and snacks for resident activities,
Food Supplies(SS)	\$	- Using the SF Food Bank, the food items will supplement resident's own arrangements Food and food supplies
Management Fees(PM)	\$	- Property management (84 Units) @ \$ 54.00 PUPM, and bookkeeping fees \$ 9.50 PUPM
Legal Fees, permits/Licenses(PM)	\$	- property management legal expenses and credit report
Professional Services/Computer Charges (PM)	\$	- Replace current Access-based housing data collection system with decentralized we-based data entry system to improve accuracy and efficiency including reduction in adm
Insurance	\$	- liability and umbrella agency insurance prorated
<b>Indirect Cost</b>	12.0%	Federally approved indirect rate for Episcopal Community Services

	A	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM									Page 22 of 26
2	Appendix B									
3	Document Date: <b>5/30/2018</b>									
4	CONTRACT TERM									
5	Begin Date					End Date				
6	<b>7/1/2017</b>					<b>6/30/2020</b>				
7	<b>BUDGET SUMMARY</b>									
8	Name								Contract Length	
9	Grantee: Episcopal Community Services								(Total 3 Years)	
10	Program: Mentone Hotel								<b>3</b>	
11										
12										
13	<b>EXTENSION YEAR</b>					<b>EXTENSION YEAR</b>				
14		<b>Year 5</b>			<b>Year 6</b>			<b>All Years</b>		
15	Program Annual Term	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2014 - 6/30/2018	7/1/2014 - 7/1/2020	7/1/2014 - 7/1/2020
16		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
17	<b>Expenditures</b>									
18	Salaries & Benefits	\$ 272,744	\$ -	\$ 272,744	\$ 280,926	\$ -	\$ 280,926	\$ 553,670	\$ -	\$ 553,670
19	Operating Expense	\$ 1,093,727	\$ -	\$ 1,093,727	\$ 1,126,539	\$ -	\$ 1,126,539	\$ 2,220,266	\$ -	\$ 2,220,266
20	Subtotal	\$ 1,366,471	\$ -	\$ 1,366,471	\$ 1,407,465	\$ -	\$ 1,407,465	\$ 2,773,935	\$ -	\$ 2,773,935
21	Indirect Percentage (%)	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%			
22	Indirect Cost (Line 16 X Line 17)	\$ 163,976	\$ -	\$ 163,976	\$ 168,896	\$ -	\$ 168,896	\$ 332,872	\$ -	\$ 332,872
23	Other Expenses (Not subject to indirect %)		\$ -			\$ -		\$ -	\$ -	\$ -
24	Capital Expenditure - FY2018							\$ -	\$ -	\$ -
25	<b>Total Expenditures</b>	\$ 1,530,447	\$ -	\$ 1,530,447	\$ 1,576,361	\$ -	\$ 1,576,361	\$ 3,106,808	\$ -	\$ 3,106,808
26	<b>HSH Revenues</b>									
27	General Fund	\$ 1,027,028		\$ 1,027,028	\$ 1,050,467		\$ 1,050,467	\$ 2,077,495	\$ -	\$ 2,077,495
28	Capital Improvement									\$ -
29	On going addback FY18									\$ -
30	Additional GF FY18							\$ -		\$ -
31	CODB FY19	\$ 23,439		\$ 23,439			\$ -	\$ 23,439	\$ -	\$ 23,439
32										
33	<b>Total HSH Revenues</b>	\$ 1,050,467	\$ -	\$ 1,050,467	\$ 1,050,467	\$ -	\$ 1,050,467	\$ 2,100,934	\$ -	\$ 2,100,934
34	Rental Income	\$ 339,619		\$ 339,619	\$ 339,619		\$ 339,619	\$ 679,238	\$ -	\$ 679,238
35	<b>Other Revenues</b>	\$ 140,361		\$ 140,361	\$ 186,275		\$ 186,275	\$ 326,636	\$ -	\$ 326,636
36										
37										
38	<b>Total Other Revenues</b>	\$ 140,361	\$ -	\$ 140,361	\$ 186,275	\$ -	\$ 186,275	\$ 326,636	\$ -	\$ 326,636
39	Full Time Equivalent (FTE)			3.24			3.24			3.24





**Appendix A-1: Services to be Provided**  
by  
**Episcopal Community Services**  
**Housing First Hotels**  
**July 1, 2018 to June 30, 2020**

**I. Purpose of Grant**

The purpose of the grant is to provide support services, lease, and property management services to formerly homeless adults who reside in private Single Room Occupancy (SRO) residential units at the Alder, Crosby on O'Farrell, Elm, Hillsdale, and Mentone hotels. The goals of these services are to empower tenants to become self-sufficient and retain their housing or move to other appropriate housing, promote community building and tenant participation, and maintain a safe, supportive and stable environment that fosters independence.

**II. Target Population**

Grantee shall serve formerly homeless single adults and adult couples without custody of minor children who meet Department of Homelessness and Supportive Housing (HSH) established eligibility requirements, including meeting the definition of homelessness at the time of referral and placement, specifically established benefits and/or income criteria, and ability to live independently within the structure of the housing program.

The HSH Housing Access Team (HAT) is responsible for referrals and refers only individuals who are County Adult Assistance Programs (CAAP) recipients; only CAAP recipients can be placed into housing. The role of HAT may change or be replaced by the Coordinated Entry System as the system gets rolled out in FY18/19; this will include utilization of the Online Navigation Entry (ONE) system.

**III. Description of Services**

**Support Services**

Grantee shall publicize and invite tenants to access support services as needed. Tenants are not required to participate in support services. Support services staff shall offer onsite services and/or referrals to all tenants who display indications of housing instability. Indications of housing instability includes, but is not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or tenants.

Support services shall include, but are not limited to:

- A. Outreach: Grantee shall make efforts to contact, interact, inform and invite tenants to make use of support services to assist with and address individual needs or issues. These efforts shall include written messages, in person interactions, phone messages and calls, and emails as available and appropriate to reach the individual tenant.
- B. Intake and Assessment: Grantee shall provide one or more meetings or interviews with a tenant to establish strengths, skills, needs, plans and goals that are useful to the tenant and shall help the tenant maintain housing.



	A	E	F	G	H	I	J	AF	AG	AH
1	Appendix B									
2	Program: Mentone Hotel									
3	OPERATING DETAIL									
4		EXTENSION YEAR			EXTENSION YEAR					
5		Year 5			Year 6			All Years		
6		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2014 - 6/30/2018	7/1/2014 - 7/1/2020	7/1/2014 - 7/1/2020
7		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
8	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
9	Rental of Property (PM)	\$ 373,553		\$ 373,553	\$ 384,760		\$ 384,760	\$ 758,313	\$ -	\$ 758,313
10	Utilities(Elec, Water, Gas, Phone, Scavenger) (PM)	\$ 130,075		\$ 130,075	\$ 133,977		\$ 133,977	\$ 264,052	\$ -	\$ 264,052
11	Telecommunication(SS)	\$ 5,600		\$ 5,600	\$ 5,768		\$ 5,768			
12	Office Supplies, Postage(SS)	\$ 3,100		\$ 3,100	\$ 3,193		\$ 3,193	\$ 6,293	\$ -	\$ 6,293
13	Office Supplies(PM)	\$ 10,000		\$ 10,000	\$ 10,300		\$ 10,300	\$ 20,300	\$ -	\$ 20,300
14	Adm-renting expenses(PM)	\$ 600		\$ 600	\$ 618		\$ 618	\$ 1,218	\$ -	\$ 1,218
15	Maintenance Supplies(PM)	\$ 85,000		\$ 85,000	\$ 87,550		\$ 87,550	\$ 172,550	\$ -	\$ 172,550
16	Elevator Maintenance(PM)	\$ 22,229		\$ 22,229	\$ 22,896		\$ 22,896	\$ 45,125	\$ -	\$ 45,125
17	Plumbing & Elec Repairs(PM)	\$ 7,122		\$ 7,122	\$ 7,336		\$ 7,336	\$ 14,458	\$ -	\$ 14,458
18	Equipment Repair(PM)	\$ 17,179		\$ 17,179	\$ 17,694		\$ 17,694	\$ 34,873	\$ -	\$ 34,873
19	Building Maintenance Supplies and Repair (PM)	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
20	Printing and Reproduction(SS)	\$ 4,300		\$ 4,300	\$ 4,429		\$ 4,429	\$ 8,729	\$ -	\$ 8,729
21	Insurance (SS)	\$ 5,700		\$ 5,700	\$ 5,871		\$ 5,871	\$ 11,571	\$ -	\$ 11,571
22	Staff Training/Recruitment (SS/PM)	\$ 1,400		\$ 1,400	\$ 1,442		\$ 1,442	\$ 2,842	\$ -	\$ 2,842
23	Consultants/Subcontractors				\$ -					
24	Property management personnel (PM)	\$ 262,714		\$ 262,714	\$ 270,595		\$ 270,595	\$ 533,309	\$ -	\$ 533,309
25	Benefits (PM)	\$ 89,579		\$ 89,579	\$ 92,266		\$ 92,266	\$ 181,845	\$ -	\$ 181,845
26		\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
27	OTHER				\$ -					
28					\$ -					
29	Program Supplies and Services(SS)	\$ 3,500		\$ 3,500	\$ 3,605		\$ 3,605	\$ 7,105	\$ -	\$ 7,105
30	Food Supplies(SS)	\$ 5,300		\$ 5,300	\$ 5,459		\$ 5,459	\$ 10,759		\$ 10,759
31	Management Fees(PM)	\$ 55,896		\$ 55,896	\$ 57,573		\$ 57,573	\$ 113,469		\$ 113,469
32	Legal Fees, permits/Licenses(PM)	\$ 8,000		\$ 8,000	\$ 8,240		\$ 8,240	\$ 16,240		\$ 16,240
33	Professional Services/Computer Charges(SS)	\$ 500		\$ 500	\$ 515		\$ 515	\$ 1,015		\$ 1,015
34	Professional Services/Computer Charges(PM)	\$ 2,380		\$ 2,380	\$ 2,451		\$ 2,451	\$ 4,831		\$ 4,831
35										
36	TOTAL OPERATING EXPENSES	\$ 1,093,727	\$ -	\$ 1,093,727	\$ 1,126,539	\$ -	\$ 1,126,539	\$ 2,208,898	\$ -	\$ 2,208,898

	A	E	F	G	H	I	J	AF	AG	AH
1	Appendix B									Page 24 of 26
2	Program: Mentone Hotel									
3	OPERATING DETAIL									
4		EXTENSION YEAR			EXTENSION YEAR					
5		Year 5			Year 6			All Years		
37										
38	<u>Other Expenses (not subject to indirect cost %)</u>									
39		\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
40	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41										
42										

	A	B	C	D	E	F
1	<b>Appendix B</b>					
2	<b>Program: Mentone Hotel</b>		Page 25 of 26			
3						
4	<b>Capital Expenditure Detail</b>					
5	<b>(Equipment and Remodeling Cost)</b>					
6						
7	<b>EQUIPMENT</b>		Amount			TOTAL
8	No.	security camera	\$11,336.50			11,337
9		IT Security	\$1,018.00			1,018
10		gate lock	\$8,334.43			8,334
11		Physical Needs Assessments	\$4,000.00			4,000
12						
13						0
14						0
15						0
16	<b>TOTAL EQUIPMENT COST</b>		24,689	0	0	24,689
17						
18	<b>R E M O D E L I N G</b>					
19	Description:					0
20						0
21						0
22						0
23						0
24						0
25	<b>TOTAL REMODELING COST</b>		0	0	0	0
26						
27	<b>TOTAL CAPITAL EXPENDITURE</b>		24,689	0	0	24,689
28	<b>(Equipment and Remodeling Cost)</b>					
29						

**Appendix B**

**Program: Mentone Hotel  
Salaries & Benefits**

	FTE	Justification
Support Services Manager	0.50	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.
Case Manager III	2.00	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.
Housing Services Director	7.31	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;
Direct Support for Housing Srvc Director	7.69	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.
Project Manager	14.28	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.
Hsg Dev& asset Management	1.64	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.
Admin Assi/Web Based data entries	15.38	Evaluates HSA contract compliance; conducts resident chart reviews;
Compliance Specialist	7.69	provides staff training on department protocols and procedures;
Admin Assistance	7.69	contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;
Clinical Services Manager	3.85	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.
OPEN-Housing Services-Assoc Director 2-	7.69	contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;
Manager-Outcomes & Evaluation	0.02	
Director of Healthy Aging	0.02	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
Employee Fringe Benefits	44.0%	Includes FICA, SSUI, Workers Compensation and Medical calculated at 44% of total salaries.
<b>Operating</b>		
Rental of Property	\$	- The lease is written for 71 units
Utilities	\$	- <u>Utilities (electricity, water, gas, telephone and scavenger service):</u>
Office Supplies	\$	- Supplies for program staff including materials used with participants and computers
Building Maintenance & Repair	\$	- estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator, ect.
Staff Training	\$	- training and recruitment expenses
Printing and Reproduction(SS)	\$	- leased copier
Property management personnel (PM)	\$	- Coverage 24/7 for residents of the Mentone; includes holidays/overtime coverage
Benefits (PM)	\$	- 32% based from personnel from above
Program Supplies and Services(SS)	\$	- Includes bus passes, program materials and snacks for resident activities,
Food Supplies(SS)	\$	- Using the SF Food Bank, the food items will supplement resident's own arrangements Food and food supplies
Management Fees(PM)	\$	- Property management (71 Units) @ \$ 54.00 PUPM, and bookkeeping fees \$ 9.50 PUPM
Legal Fees, permits/Licenses(PM)	\$	- property management legal expenses and credit report
Professional Services/Computer Charges(PM)	\$	- Replace current Access-based housing data collection system with decentralized we-based data entry system to improve accuracy and efficiency including reduction in adm
Insurance	\$	- liability and umbrella agency insurance prorated
<b>Indirect Cost</b>	12.0%	Federally approved indirect rate for Episcopal Community Services

	A	E	F	G	H	I	J	AF	AG	AH
1	Appendix B									
2	Program: Mentone Hotel									
3	OPERATING DETAIL									
4		EXTENSION YEAR			EXTENSION YEAR					
5		Year 5			Year 6			All Years		
6		7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2014 - 6/30/2018	7/1/2014 - 7/1/2020	7/1/2014 - 7/1/2020
7		Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
8	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
9	Rental of Property (PM)	\$ 373,553		\$ 373,553	\$ 384,760		\$ 384,760	\$ 758,313	\$ -	\$ 758,313
10	Utilities(Elec, Water, Gas, Phone, Scavenger) (PM)	\$ 130,075		\$ 130,075	\$ 133,977		\$ 133,977	\$ 264,052	\$ -	\$ 264,052
11	Telecommunication(SS)	\$ 5,600		\$ 5,600	\$ 5,768		\$ 5,768			
12	Office Supplies, Postage(SS)	\$ 3,100		\$ 3,100	\$ 3,193		\$ 3,193	\$ 6,293	\$ -	\$ 6,293
13	Office Supplies(PM)	\$ 10,000		\$ 10,000	\$ 10,300		\$ 10,300	\$ 20,300	\$ -	\$ 20,300
14	Adm-renting expenses(PM)	\$ 600		\$ 600	\$ 618		\$ 618	\$ 1,218	\$ -	\$ 1,218
15	Maintenance Supplies(PM)	\$ 85,000		\$ 85,000	\$ 87,550		\$ 87,550	\$ 172,550	\$ -	\$ 172,550
16	Elevator Maintenance(PM)	\$ 22,229		\$ 22,229	\$ 22,896		\$ 22,896	\$ 45,125	\$ -	\$ 45,125
17	Plumbing & Elec Repairs(PM)	\$ 7,122		\$ 7,122	\$ 7,336		\$ 7,336	\$ 14,458	\$ -	\$ 14,458
18	Equipment Repair(PM)	\$ 17,179		\$ 17,179	\$ 17,694		\$ 17,694	\$ 34,873	\$ -	\$ 34,873
19	Building Maintenance Supplies and Repair (PM)	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
20	Printing and Reproduction(SS)	\$ 4,300		\$ 4,300	\$ 4,429		\$ 4,429	\$ 8,729	\$ -	\$ 8,729
21	Insurance (SS)	\$ 5,700		\$ 5,700	\$ 5,871		\$ 5,871	\$ 11,571	\$ -	\$ 11,571
22	Staff Training/Recruitment (SS/PM)	\$ 1,400		\$ 1,400	\$ 1,442		\$ 1,442	\$ 2,842	\$ -	\$ 2,842
23	Consultants/Subcontractors				\$ -					
24	Property management personnel (PM)	\$ 262,714		\$ 262,714	\$ 270,595		\$ 270,595	\$ 533,309	\$ -	\$ 533,309
25	Benefits (PM)	\$ 89,579		\$ 89,579	\$ 92,266		\$ 92,266	\$ 181,845	\$ -	\$ 181,845
26		\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
27	OTHER				\$ -					
28					\$ -					
29	Program Supplies and Services(SS)	\$ 3,500		\$ 3,500	\$ 3,605		\$ 3,605	\$ 7,105	\$ -	\$ 7,105
30	Food Supplies(SS)	\$ 5,300		\$ 5,300	\$ 5,459		\$ 5,459	\$ 10,759		\$ 10,759
31	Management Fees(PM)	\$ 55,896		\$ 55,896	\$ 57,573		\$ 57,573	\$ 113,469		\$ 113,469
32	Legal Fees, permits/Licenses(PM)	\$ 8,000		\$ 8,000	\$ 8,240		\$ 8,240	\$ 16,240		\$ 16,240
33	Professional Services/Computer Charges(SS)	\$ 500		\$ 500	\$ 515		\$ 515	\$ 1,015		\$ 1,015
34	Professional Services/Computer Charges(PM)	\$ 2,380		\$ 2,380	\$ 2,451		\$ 2,451	\$ 4,831		\$ 4,831
35										
36	TOTAL OPERATING EXPENSES	\$ 1,093,727	\$ -	\$ 1,093,727	\$ 1,126,539	\$ -	\$ 1,126,539	\$ 2,208,898	\$ -	\$ 2,208,898

	A	E	F	G	H	I	J	AF	AG	AH
1	Appendix B									Page 24 of 26
2	Program: Mentone Hotel									
3	OPERATING DETAIL									
4		EXTENSION YEAR			EXTENSION YEAR					
5		Year 5			Year 6			All Years		
37										
38	<u>Other Expenses (not subject to indirect cost %)</u>									
39		\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
40	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41										
42										



	A	B	C	D	E	F
1	<b>Appendix B</b>					
2	<b>Program: Mentone Hotel</b>		Page 25 of 26			
3						
4	<b>Capital Expenditure Detail</b>					
5	<b>(Equipment and Remodeling Cost)</b>					
6						
7	<b>EQUIPMENT</b>		Amount	TOTAL		
8	No.	security camera	\$11,336.50			11,337
9		IT Security	\$1,018.00			1,018
10		gate lock	\$8,334.43			8,334
11		Physical Needs Assessments	\$4,000.00			4,000
12						
13						0
14						0
15						0
16	<b>TOTAL EQUIPMENT COST</b>		24,689	0	0	24,689
17						
18	<b>R E M O D E L I N G</b>					
19	Description:					0
20						0
21						0
22						0
23						0
24						0
25	<b>TOTAL REMODELING COST</b>		0	0	0	0
26						
27	<b>TOTAL CAPITAL EXPENDITURE</b>		24,689	0	0	24,689
28	<b>(Equipment and Remodeling Cost)</b>					
29						

**Appendix B**

**Program: Mentone Hotel  
Salaries & Benefits**

	<b>FTE</b>	<b>Justification</b>
Support Services Manager	0.50	Provides team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; coordinates and leads partner efforts.
Case Manager III	2.00	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short-and long-term personal goals; links residents to clinical, vocational and other needed resources to help them achieve improved personal health and life quality; develops and leads community-building client activities to set and maintain a safe, pleasant and secure more environment for residents.
Housing Services Director	7.31	Provides overall leadership, administration and supervision to ECS's ten supportive housing sites; develops proposals, negotiates and manages contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;
Direct Support for Housing Srvc Director	7.69	provides direction and support in crisis or other problematic situations; links individual sites to broader Housing program efforts.
Project Manager	14.28	
Hsg Dev& asset Management	1.64	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.
Admin Assi/Web Based data entries	15.38	Evaluates HSA contract compliance; conducts resident chart reviews;
Compliance Specialist	7.69	provides staff training on department protocols and procedures;
Admin Assistance	7.69	contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;
Clinical Services Manager	3.85	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.
OPEN-Housing Services-Assoc Director 2-	7.69	contracts, and reports contractual outcomes and activities to funders; develops strategic and practical relationships with community partners;
Manager-Outcomes & Evaluation	0.02	
Director of Healthy Aging	0.02	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
Employee Fringe Benefits	44.0%	Includes FICA, SSUI, Workers Compensation and Medical calculated at 44% of total salaries.
<b>Operating</b>		
Rental of Property	\$	- The lease is written for 71 units
Utilities	\$	- <u>Utilities (electricity, water, gas, telephone and scavenger service):</u>
Office Supplies	\$	- Supplies for program staff including materials used with participants and computers
Building Maintenance & Repair	\$	- estimated cost from property management provided information, including fire protection, plumbing, electrical and elevator, ect.
Staff Training	\$	- training and recruitment expenses
Printing and Reproduction(SS)	\$	- leased copier
Property management personnel (PM)	\$	- Coverage 24/7 for residents of the Mentone; includes holidays/overtime coverage
Benefits (PM)	\$	- 32% based from personnel from above
Program Supplies and Services(SS)	\$	- Includes bus passes, program materials and snacks for resident activities,
Food Supplies(SS)	\$	- Using the SF Food Bank, the food items will supplement resident's own arrangements Food and food supplies
Management Fees(PM)	\$	- Property management (71 Units) @ \$ 54.00 PUPM, and bookkeeping fees \$ 9.50 PUPM
Legal Fees, permits/Licenses(PM)	\$	- property management legal expenses and credit report
Professional Services/Computer Charges(PM)	\$	- Replace current Access-based housing data collection system with decentralized we-based data entry system to improve accuracy and efficiency including reduction in adm
Insurance	\$	- liability and umbrella agency insurance prorated
<b>Indirect Cost</b>	12.0%	Federally approved indirect rate for Episcopal Community Services

## Appendix C, Method of Payment

- I. In accordance with Section 5 of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month. Under no circumstances shall payment exceed the amount set forth in Section 5 Compensation of the Agreement.
- II. Grantee will submit all bills, invoices and related documentation in the format specified by SFHSH within 15 days after the month of service to SFHSH's web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at:  
<https://contracts.sfhsa.org>  
  
Grantee may submit bills, invoices and related documentation in the format specified by SFHSH via paper or email only upon special permission by their assigned Contract Manager.
- III. Grantee must sign up to receive payments electronically via Automated Clearing House (ACH). Remittance information will be provided through Paymode-X. Additional information and sign up is available at:  
[http://www.paymode.com/city\\_countyofsanfrancisco](http://www.paymode.com/city_countyofsanfrancisco)
- IV. The Executive Director or CFO must submit a letter of authorization designating specific users who will have access to CARBON to electronically submit and sign for invoices, budget revision requests, program reports, and view other information that is in CARBON.
  - A. Submittal of the invoice by designated authorized personnel with proper login credentials constitutes an electronic signature and certification of the invoice.
  - B. Authorized personnel with CARBON login credentials shall not share or internally reassign logins.
  - C. Grantee shall notify the Department of Homelessness and Supportive Housing (HSH) Contract Manager immediately regarding any need for the restriction or termination of a previously authorized CARBON login.
- V. Invoices shall include actual expenditures incurred during the month, unless otherwise specified.
  - A. The invoice supplied shall include the total dollar amount claimed for the month.
  - B. There shall be no variance from the line item budget submitted which adversely affects program performance as contained in the Grantee's proposal and specified in the grant, unless otherwise approved in writing per HSH Invoicing and Contract Modification policy.
  - C. The invoice shall show by line item:
    1. Budgeted amount (per approved grant budget or modification)
    2. Expenses for invoice period
    3. Expenses year-to-date
    4. % of budget expended
    5. Remaining balance

- 6. Adjustments, including advance payment recovery
- 7. Program income when specified in the grant agreement.

- D. Personnel expenditures will show same line item categories by position detail. Detail will show name of employee, position name, %FTE and budgeted salary.
- E. Supporting Documentation, except as discussed below need not be submitted with the invoice. However, Grantee must keep and make available as requested such supporting documentation for all expenditures for which reimbursement is requested for all costs so claimed. All charges incurred shall be due and payable only after services have been rendered, except as stated otherwise. Supporting documentation must be uploaded into CARBON and submitted along with the invoice.

- Documentation should be submitted with the invoice for all payroll expenses paid to budgeted personnel for the period covered by the invoice. Payroll information can be from a payroll service or a payroll ledger from the Grantee’s accounting system
- For any and all non-recurring expenditures (e.g. equipment purchases/capital upgrades and building repair and upgrades) and/or items that exceed \$5,000, Grantee shall supply back-up documentation in the form of a paid invoice(s).
- Indirect costs shall not be applied to non-reoccurring expenses.
- All subcontracted services must be documented by submission of the subcontractor’s paid invoice, regardless of dollar amount.
- If this grant agreement contains any Pass-Through funding requiring specific expense documentation from the source agency, Federal, State, Private or other then the following documentation shall also be included with each invoice submission:

Funding Agency: Federal   n/a   CFDA or other Identification #:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

- VI. Within 45 days after the end of the grant period, Grantee shall submit a final report reflecting actual expenditures, which will be supported by the Grantee’s accounting records. If a refund is due SFHSH, it will be submitted with the final report.
- VII. Advances or prepayments are allowable in order to meet the Grantee cash flow needs in certain unique circumstances. The Agency, at its sole discretion, shall make available to the Grantee upon written request an advance amount not to exceed two (2) months or

1/6<sup>th</sup> of the total annualized grant award, or as mutually agreed upon. The advanced sum shall be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment by the tenth month of the fiscal year. 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. Requests for advance payment will be granted on a case-by-case basis and are not intended to be a regular "automatic" procedure. Approval will be a consensus of Program and Contract Staff.

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

1. All contractual compliance requirements must be current, i.e., reports submitted and approved, corrective actions resolved, business tax and insurance certificates in place, prompt and fully documented billings.
2. The Grantee shall submit a written request with a narrative justification that fully describes the unique circumstances to the Program Manager and Contract Manager for review and approval.
3. Final invoice from the preceding fiscal year must be received prior to advance distribution.

VIII. Timely Submission of Reports – If reports/documents are required, Grantee shall submit these reports prior to submitting invoices. Failure to submit required reports/documents in CARBON by specified deadlines may result in withholding of grant payments.

## Appendix D – Interests In Other City Grants

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

CITY DEPARTMENT OR COMMISSION	Date of Grant	Amount of Grant
DHSH - Shelters - Next Door	7/1/14 - 6/30/19	18,075,345
DHSH - Shelters - Sanctuary	7/1/14 - 6/30/19	14,896,295
DHSH – Shelters – Emergency Solution Grant	7/1/18 – 6/30/19	81,116
DHSH – Shelters – Winter InterFaith	11/1/14 – 6/30/19	992,847
DHSH - Housing - Canon Barcus	7/1/14 - 6/30/20	2,798,246
DHSH – Housing – Bishop Swing	7/1/14 – 6/30/20	3,979,857
DHSH - Housing - Canon Kip Community House	7/1/14 – 6/30/20	1,528,390
DHSH - Housing - The Rose Hotel	7/1/14 – 6/30/20	353,650
DHSH - Housing - 1180 4th Street Housing	7/1/14 - 6/30/20	2,353,457
DHSH - Housing - CNC - Henry Hotel	9/1/15 – 6/30/24	17,677,807
DHSH – Housing – CNC – Auburn	7/1/17 - 6/30/19	2,269,992
DHSH - Housing - Rental Subsidies	3/1/16 – 6/30/19	969,094
DHSH – Coordinated Entry	7/1/18 – 6/30/19	5,406,289
DAAS – Senior Services – Case Management	7/1/18 - 6/30/21	869,868
DAAS – Senior Services – Community Services	7/1/18 – 6/30/20	499,890
DAAS - Congregate Meals/Seniors	7/1/17 - 6/30/20	593,253
DAAS - Congregate Meals/Adults with Disabilities	7/1/17- 6/30/20	81,773
MOHCD – CHEFS – OEWD – CDBG	7/1/18 – 6/30/19	100,000
MOHCD – Adult Education Center - CDBG	7/1/18 – 6/30/19	70,000
MOHCD – Administration/NonProfit Resiliency Fund – General	6/1/18 – 6/30/19	20,000
DHSH - Housing - Canon Kip/SHP	1/2/15-1/1/21	516,654
DHSH - Housing - The Rose/SHP	1/2/15-1/1/21	883,074
DHSH – Housing - Minna Lee	4/1/18 – 6/30/23	1,804,616
DHSH – Shelters – Navigation Center Mission Street	3/16/15 – 9/30/18	7,992,725
DHSH – Shelters – Navigation Center 5 <sup>th</sup> & Bryant	5/1/18 – 6/30/20	6,885,083
DHSH – Shelters – Navigation Center Central Waterfront	5/1/17-4/30/20	7,467,948
DHSH – Shelters – Navigation Center 5 Keys Consulting	6/1/18 – 6/30/19	118,502
HSA – Employment Services	2/1/18 – 6/30/21	1,367,400
DPH – Behavioral Health Services – SF START	7/1/18 – 6/30/19	1,130,200

**Appendix E, Permitted Subcontractors**

<b>Subcontractor(s) Names</b>
John Stewart Company

## **Appendix G, Dispute Resolution Procedure For Health and Human Services Nonprofit Contractors**

### **Introduction**

The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at [http://www.sfgov.org/site/npcontractingtft\\_index.asp?id=1270](http://www.sfgov.org/site/npcontractingtft_index.asp?id=1270). The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.

The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit contractors. Any questions for concerns about this Dispute Resolution Procedure should be addressed to [purchasing@sfgov.org](mailto:purchasing@sfgov.org).

### **Dispute Resolution Procedure**

The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services contractors.

Contractors and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department.

If informal discussion has failed to resolve the problem, contractors and departments should employ the following steps:

- **Step 1**      The contractor will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with the contractor or provide a written response to the contractor within 10 working days.
  
- **Step 2**      Should the dispute or concern remain unresolved after the completion of Step 1, the contractor may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is



satisfactory to the contractor. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.

- Step 3 Should Steps 1 and 2 above not result in a determination of mutual agreement, the contractor may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to the contractor. The Department will respond in writing within 10 working days.

In addition to the above process, contractors have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [http://www.sfgov.org/site/npcontractingtf\\_index.asp?id=1270](http://www.sfgov.org/site/npcontractingtf_index.asp?id=1270).

The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites contractors to submit concerns about a department's implementation of the policies and procedures. Contractors can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. The contractor must submit the request in writing to [purchasing@sfgov.org](mailto:purchasing@sfgov.org). This request shall describe both the nature of the concern and why the process to date is not satisfactory to the contractor. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.