



Shireen McSpadden, Executive Director

London Breed, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Marion Sanders, Chief Deputy Director Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
Date	May 2, 2024
Subject	Grant Agreement Approval: Episcopal Community Services Flexible Housing Subsidy Pool

<i>Agreement Information</i>	
FSP#	1000020987
Provider	Episcopal Community Services
Program Name	Flexible Housing Subsidy Pool
Agreement Action	2 nd Amendment
Agreement Term	February 15, 2021 – June 30, 2027

Agreement Amount

Current Budget ¹	Amended	New	Contingency ²	Total Not to Exceed (NTE)
\$9,544,397	\$17,372,850	\$26,917,247	\$2,605,297	\$29,523,174

Funding History

Fiscal Year (FY)	Budget	Actual Spent ³	Amended to Add	New Budget
2020-21	\$1,159,221	\$16,628	--	\$161,628
2021-22	\$2,700,264	\$1,700,170	--	\$1,700,170
2022-23	\$3,146,628	\$2,429,649	--	\$2,429,649
2023-24	\$5,397,950	\$2,176,447	--	\$5,397,950
2024-25	--	--	\$5,603,731	\$5,603,731
2025-26	--	--	\$5,797,595	\$5,797,595
2026-27	--	--	\$5,971,524	\$5,971,524
TOTAL	\$12,404,063	\$6,322,894	\$17,372,850	\$26,917,247
			15% Contingency	\$2,605,297
			Total NTE⁴	\$29,523,174

<i>Funding Information</i>	
Funding Sources⁵	100% Our City, Our Home Fund (Prop C)

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$9,900,000.

² Contingency only applied to FY 24-25 – FY 26-27 budgeted amounts.

³ Actual spent through February of FY 23-24

⁴ NTE is calculated using the Actual Spent for prior years.

⁵ The funding sources listed reflect current and future years.

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Episcopal Community Services (ECS) for the provision of Flexible Housing Subsidy Pool (FHSP) for the period of February 15, 2021 to June 30, 2027, in an additional amount of **\$17,372,850**. The addition of funds includes a Cost of Doing Business (CODB) increase and three additional performance years. The new amount is **\$29,523,174** which includes a 15 percent contingency of **\$2,605,297** on the FY 24-25 – FY 26-27 amounts.

Background

ECS initiated the FHSP program in April 2021 as a crucial component of HSH's Shelter-in-Place (SIP) rehousing initiative. Originally designed to assist COVID-vulnerable individuals and seniors aged 60 and above during SIP rehousing and demobilization efforts, the program has transitioned to serve single adults experiencing homelessness, assessed as housing referral status through the Homelessness Response System.

The FHSP program takes a proactive approach in combating homelessness, providing lasting solutions by offering permanent rental subsidies for private market units. Program participants contribute 30 percent of their income towards rent, securing their own leases to establish tenant rights. These subsidies are complemented by housing-focused case management, reinforcing the commitment to housing stability.

Services to be Provided

The purpose of the grant is to administer the FHSP to single adult tenants aged 60 years or older, without custody of minor children; and single adult tenants aged 18 to 59, without custody of minor children. Grantee will provide housing location, housing coordination, landlord liaison and subsidy administration services to 130 individuals, and will provide housing focused case management to 110 individuals with a budgeted staff of **15.06** full-time equivalent (FTE). The remaining 20 individuals will receive housing focused case management through a collaborative partnership with Bayview Hunters Point Foundation.

ECS encountered underspending, primarily stemming from challenges in staff vacancies and retention. Additionally, this delayed the pace of referrals and placements into suitable housing, which exacerbated the situation, further impeding the program's ability to meet its placement goals and utilize funding. March 2024, ECS enrolled 124 and placed 106. ECS is working towards full capacity of 130 placements.

ECS has since hired staff and is accepting an average of five referrals on a monthly basis. ECS is expected to enroll 130 households by the end of April 2024. ECS has expensed \$2,176,679.00 (42%) as of February 2024. The monthly invoices will continue to increase as ECS places households in the private rental market.

Selection

The Board of Supervisors originally adopted Ordinance No. 61-19 which was extended under Ordinance No. 38-24, authorizing HSH to enter into and amend contracts and grants without adhering to the Administrative Code provisions regarding requirements for construction work, procurement, and personal services related to the shelter crisis. The authorization is valid through May 5, 2029, or until the



Grant Agreement Approval: Episcopal Community Services | Flexible Housing Subsidy Pool

Point In Time (PIT) count is at 5,350. ECS was selected for provision of these services based on the organization's experience and ability to begin services in a timely manner. Provider has been providing services for Flexible Housing Subsidy Pool since February 15, 2021.

Performance History

ECS underwent fiscal monitoring most recently in FY 22-23 and there were no findings.

ECS underwent program monitoring most recently in FY 21-22. Episcopal Community Services received findings in the areas of Performance Management & Oversight, Eligibility, Service Provision, and HMIS and Reporting. The findings were administrative and did not disrupt or hinder the scope of services being delivered.

Program monitoring for FY 22-23 is scheduled to be conducted on April 11, 2024.



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

I. Purpose of Grant

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

II. Served Population

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

III. Referral and Prioritization

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

IV. Description of Services

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

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

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

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

3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants;
 4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns;
 5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace;
 6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs;
 7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with FHSP resources.
 8. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant requests to move outside the City.
- C. Housing Coordination Services: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:
1. Grantee shall communicate and coordinate with Coordinated Entry and FHSP case management partners to remove any barriers to the housing referral process;
 2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations;
 3. Grantee shall support referrals in securing units (e.g. completing housing applications, scheduling viewing appointments, and understanding lease and supporting documentation);
 4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing;
 5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers);
 6. Grantee shall conduct initial and annual unit inspections to ensure compliance with Housing Quality Standards (HQS) and/or comparable habitability standards;
 7. Grantee shall utilize fair market rent (FMR) to determine if a unit is reasonable and within funding parameters;
 8. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed;

9. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements;
 10. Grantee shall support payment of items needed during housing search and move-in (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance;
 11. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges; and
 12. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.
- D. Subsidy Administration Services: Grantee shall provide Subsidy Administration Services to fulfill the administrative, financial, and record-keeping functions required to issue and document timely and accurate subsidy payments and other types of financial assistance. Subsidy Administration Services include, but are not limited to, the following:
1. Grantee shall complete timely and accurate payment of flexible funding to eliminate other barriers to housing;
 2. Grantee shall make initial payments associated with participant move-in, including security deposits, first month's rent, and subsequent monthly rental payments;
 3. Grantee shall set the expectation that participant rent is due on the first of the month and is paid directly to the landlord;
 4. Grantee shall complete timely and accurate payment of subsidies to landlords and property management, in accordance with negotiated leases;
 5. Grantee may provide subsidies for units outside of San Francisco if every effort has been made to find housing within San Francisco, or if a participant specifically requests to move outside of San Francisco;
 6. Grantee shall communicate with Housing Coordination staff to ensure the participants' income verification is up to date to ensure accurate subsidy calculation;
 7. The participant portion of the rent shall equal no more than thirty percent of the participant's monthly adjusted income. Adjustment factors include number of people in household; age of household members; anticipated income; expenses; allowances; and utilities paid by the household.
- E. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and participants. Landlord Liaison Services include, but are not limited to, the following:
1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis;
 2. Grantee shall regularly collaborate with FHSP case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall consist of

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

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

V. Location and Time of Services

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

VI. Service Requirements

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH adult units.
- B. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to HSH adult units.
- C. Income Verification: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution;
- D. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- E. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without

discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.

G. Grievance Procedure:

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

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

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

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

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

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

K. City Communications and Policies

- Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.
- L. Coordination with Other Service Providers: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.
- M. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, according to Department policy. Critical incidents shall be reported using the Critical Incident Report form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager.
- N. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- O. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to:
 - a. Entering all household data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
 - c. Running monthly data quality reports and correcting any errors.
 2. Records entered into the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System CDQI Process standards¹.
 3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH

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

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

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

VII. Service Objectives

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

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

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

E. Landlord Liaison Services

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

VIII. Outcome Objectives

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

A. Housing Coordination and Housing Location Services:

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

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

1. At least 90 percent of participants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements; and
2. At least 75 percent of participants will be referred to community resources.

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 1. The total number of unduplicated households receiving a subsidy or case management services during that quarter;
 2. The total number of new placements during the quarter not including relocations; and
 3. The total number of program exits and destinations.
- C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH

- Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.
- D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each fiscal year:
1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 2. The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
 3. The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
 4. The number and percentage of households referred to community resources.
- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- I. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of

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

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

X. Monitoring Activities

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

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

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

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

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

	A	B	C	D	E	H	K	N
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2024						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	2/15/2021	6/30/2024	4				
6	Amended Term	2/15/2021	6/30/2027	7				
7	Provider Name	Episcopal Community Services						
8	Program	Flexible Housing Subsidy Pool						
9	FSP Contract ID#	1000020987						
10	Action (select)	Amendment						
11	Effective Date	7/1/2024						
12	Budget Name	Prop C - Flexible Housing Subsidy Pool						
13		Current	New					
14	Term Budget	\$ 9,544,397	\$ 26,917,247	15%				
15	Contingency	\$ 355,603	\$ 2,605,927					
16	Not-To-Exceed	\$ 9,900,000	\$ 29,523,174					
17								
18				Year 1	Year 2	Year 3	Year 4	
19				2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	
20				Actuals	Actuals	Actuals	Current	
21	Expenditures							
22	Salaries & Benefits	\$ 231,197	\$ 924,790	\$ 1,277,615	\$ 1,639,901			
23	Operating Expense	\$ 106,922	\$ 173,000	\$ 148,978	\$ 178,382			
24	Subtotal	\$ 338,119	\$ 1,097,790	\$ 1,426,593	\$ 1,818,283			
25	Indirect Percentage	15.00%	15.00%	15.00%	15.00%			
26	Indirect Cost (Line 24 X Line 25)	\$ 50,718	\$ 164,668	\$ 213,989	\$ 272,742			
27	Other Expenses (Not Subject to Indirect %)	\$ (372,209)	\$ 437,712	\$ 781,568	\$ 3,299,425			
28	Capital Expenditure	\$ -	\$ -	\$ 7,500	\$ 7,500			
30	Total Expenditures	\$ 16,628	\$ 1,700,169	\$ 2,429,650	\$ 5,397,950			
31								
32	HSH Revenues* (select)							
33	Prop C	\$ 1,159,221	\$ 2,700,264	\$ 3,146,628	\$ 5,397,950			
35	Adjustment to Actuals	\$ (1,142,593)	\$ (1,000,094)	\$ (716,979)				
42	Total HSH Revenues	\$ 16,628	\$ 1,700,170	\$ 2,429,649	\$ 5,397,950			
53								
54	Prepared by	Tiffany Luong						
55	Phone	415.487.3300 ext. 1219						
56	Email	tluong@ecs-sf.org						
57								
58	<p>* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.</p>							
59								
60								
61								

	A	B	C	D	S	V	Y	AI	AJ	AK																		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																											
2	APPENDIX B, BUDGET																											
3	Document Date	7/1/2024																										
4	Contract Term	Begin Date	End Date	Duration (Years)																								
5	Current Term	2/15/2021	6/30/2024	4																								
6	Amended Term	2/15/2021	6/30/2027	7																								
7	Provider Name	Episcopal Community Services																										
8	Program	Flexible Housing Subsidy Pool																										
9	F\$P Contract ID#	1000020987																										
10	Action (select)	Amendment																										
11	Effective Date	7/1/2024																										
12	Budget Name	Prop C - Flexible Housing Subsidy Pool																										
13		Current	New	15%																								
14	Term Budget	\$ 9,544,397	\$ 26,917,247																									
15	Contingency	\$ 355,603	\$ 2,605,927																									
16	Not-To-Exceed	\$ 9,900,000	\$ 29,523,174																									
17		<div style="display: flex; justify-content: space-around;"> EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR </div>																										
18		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Year 5</th> <th>Year 6</th> <th>Year 7</th> <th colspan="3">All Years</th> </tr> <tr> <td>7/1/2024 - 6/30/2025</td> <td>7/1/2025 - 6/30/2026</td> <td>7/1/2026 - 6/30/2027</td> <td>2/15/2021 - 6/30/2024</td> <td>2/15/2021 - 6/30/2027</td> <td>2/15/2021 - 6/30/2027</td> </tr> <tr> <th>New</th> <th>New</th> <th>New</th> <th>Current</th> <th>Amendment</th> <th>New</th> </tr> </thead> </table>									Year 5	Year 6	Year 7	All Years			7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	2/15/2021 - 6/30/2024	2/15/2021 - 6/30/2027	2/15/2021 - 6/30/2027	New	New	New	Current	Amendment	New
Year 5	Year 6	Year 7	All Years																									
7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	2/15/2021 - 6/30/2024	2/15/2021 - 6/30/2027	2/15/2021 - 6/30/2027																							
New	New	New	Current	Amendment	New																							
19																												
20																												
21	Expenditures																											
22	Salaries & Benefits	\$ 1,714,440	\$ 1,714,440	\$ 1,714,440	\$ 4,073,503	\$ 5,143,320	\$ 9,216,823																					
23	Operating Expense	\$ 186,897	\$ 191,897	\$ 196,897	\$ 607,282	\$ 575,691	\$ 1,182,973																					
24	Subtotal	\$ 1,901,337	\$ 1,906,337	\$ 1,911,337	\$ 4,680,785	\$ 5,719,011	\$ 10,399,796																					
25	Indirect Percentage	15.00%	15.00%	15.00%																								
26	Indirect Cost (Line 24 X Line 25)	\$ 285,201	\$ 285,951	\$ 286,701	\$ 702,117	\$ 857,853	\$ 1,559,970																					
27	Other Expenses (Not Subject to Indirect %)	\$ 3,409,694	\$ 3,597,807	\$ 3,765,986	\$ 4,146,495	\$ 10,773,487	\$ 14,919,982																					
28	Capital Expenditure	\$ 7,500	\$ 7,500	\$ 7,500	\$ 15,000	\$ 22,500	\$ 37,500																					
30	Total Expenditures	\$ 5,603,732	\$ 5,797,595	\$ 5,971,524	\$ 9,544,397	\$ 17,372,851	\$ 26,917,248																					
31																												
32	HSH Revenues* (select)																											
33	Prop C	\$ 5,603,731	\$ 5,797,595	\$ 5,971,524	\$ 12,404,063	\$ 17,372,850	\$ 29,776,913																					
35	Adjustment to Actuals	\$ -	\$ -	\$ -	\$ (2,859,666)	\$ -	\$ (2,859,666)																					
42	Total HSH Revenues	\$ 5,603,731	\$ 5,797,595	\$ 5,971,524	\$ 9,544,397	\$ 17,372,850	\$ 26,917,247																					
53																												
54	Prepared by	Tiffany Luong																										
55	Phone	415.487.3300 ext. 1219																										
56	Email	luong@ecs-sf.org																										
57																												
58	<div style="border: 1px solid red; padding: 5px;"> <p>* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.</p> </div>																											
59																												
60																												
61																												

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

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

	A	B	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	SALARY & BENEFIT DETAIL							
4	Document Date	7/1/2024						
5	Provider Name	Episcopal Community Services						
6	Program	Flexible Housing Subsidy Pool						
7	FSP Contract ID#	1000020987						
8	Budget Name	Prop C - Flexible Housing Subsidy Pool						
9	EXTENSION YEAR							
10			Year 7			All Years		
11			Agency Totals	For HSH Funded Program	7/1/2026 - 6/30/2027	2/15/2021 - 6/30/2024	2/15/2021 - 6/30/2027	2/15/2021 - 6/30/2027
12					New	Current	Amendment	New
13	POSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
14	Director of Scattered Site Housing	\$ 169,885	0.50	\$ 84,943	\$ 243,633	\$ 254,829	\$ 498,462	
15	Scattered Site Permanent Supportive Housing Manager	\$ 113,546	1.00	\$ 113,546	\$ 336,529	\$ 340,638	\$ 677,167	
16	Housing Coordinator and Retention Specialist	\$ 64,374	7.00	\$ 450,615	\$ 867,027	\$ 1,351,845	\$ 2,218,872	
17	Behavioral Health Clinical II	\$ 101,386	2.00	\$ 202,772	\$ 587,126	\$ 608,316	\$ 1,195,442	
18	Data Analyst and Compliance Specialist	\$ 78,802	0.50	\$ 39,401	\$ 110,490	\$ 118,203	\$ 228,693	
19	Finance/Accounting	\$ 100,710	1.00	\$ 100,710	\$ 296,074	\$ 302,130	\$ 598,204	
20	Housing Location & Landlord Liaison Associate Director	\$ 133,597	0.39	\$ 52,103	\$ 150,846	\$ 156,309	\$ 307,155	
21	Scattered Site Housing Locator	\$ 67,607	1.17	\$ 79,100	\$ 224,176	\$ 237,300	\$ 461,476	
22	Scattered Site Housing Locator	\$ 67,607	1.50	\$ 101,410	\$ 93,745	\$ 304,230	\$ 397,975	
44	TOTAL SALARIES			\$ 1,224,600	\$ 2,909,645	\$ 3,673,800	\$ 6,583,445	
45	TOTAL FTE			15.06				
46	FRINGE BENEFIT RATE				40.00%			
47	EMPLOYEE FRINGE BENEFITS			\$ 489,840	\$ 1,163,858	\$ 1,469,520	\$ 2,633,378	
48	TOTAL SALARIES & BENEFITS			\$ 1,714,440	\$ 4,073,503	\$ 5,143,320	\$ 9,216,823	

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

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

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

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