



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	June 6, 2024
Subject	Grant Agreement Approval: Episcopal Community Services 600 7 th St

<i>Agreement Information</i>	
F\$P#	1000031861
Provider	Episcopal Community Services
Program Name	600 7 th Street
Agreement Action	Original Agreement
Agreement Term	July 1, 2024 – June 30, 2027

Agreement Amount

New	Contingency	Total Not to Exceed (NTE)
\$3,802,687	\$760,537	\$4,563,224

<i>Funding Information</i>	
Funding Sources¹	100% General Fund

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to enter into a new grant agreement with Episcopal Community Services (ECS) for the provision of 600 7th St for the period of July 1, 2024 to June 30, 2027. This new agreement is for new services.

Background

600 7th St is a 221-unit affordable housing site serving families and adults. The site is part of the Mayor’s Office of Housing and Community Development (MOHCD) pipeline, and includes two adjoining buildings. One building will provide 100 studio units of permanent supportive housing (PSH) for adults who are experiencing homelessness; of those 100 units, 70 are designated for those with serious mental illness that meet the eligibility for the state’s No Place Like Home program funds. The other building includes 100 units of affordable housing for families, and 20 PSH units for families with minor children who are homeless or at risk of homelessness; the family PSH units include one, two and three-bedroom units. The operating subsidy for the PSH units is funded through the Local Operating Subsidy Program (LOSP) administered by MOHCD and funded in HSH’s budget. All PSH units that provide housing for formerly homeless adults and families will be referred through Coordinated Entry. The building is scheduled to open with lease up beginning October 1, 2024.

¹ The funding sources listed reflect current and future years.

The 120 new units of PSH for adults and families will support achieving the goals presented in HSH's strategic plan *Home by the Bay* to end homelessness by expansion of housing and services, and contribute to reaching the goal of 3,250 new permanent housing units.

Services to be Provided

The purpose of the grant is to provide Support Services to 100 formerly homeless adults and 20 formerly homeless families with minor children. Services to be provided include case management and connection to resources in the community, housing stability support, coordination with property management, wellness checks, support groups, and social events. Grantee will provide services to 100 adults and 20 families with a budgeted staff of **7.28** full-time equivalent (FTE) which is in alignment with HSH required case management ratios of 1:25 for adults and 1:20 for families.

Selection

ECS was selected through 600 7th Street Request for Qualifications (RFQ) issued by MOHCD on May 17, 2019 as the supportive services provider, with Mercy Housing selected as the developer and property manager. MOHCD is the lead on affordable housing pipeline projects that include LOSP funded units for formerly homeless adults and families. HSH participated in this procurement process.

Agreement Materials

- HOC Approval Package
 - Appendix A, Services to be Provided
 - Appendix B, Budget



**Appendix A, Services to be Provided
by
Episcopal Community Services
600 7th St. Support Services**

I. Purpose of Grant

The purpose of the grant is to provide Support Services to the served population. The goals of these services are to support the served population in retaining their housing; or moving to other appropriate housing.

II. Served Population

Grantee shall serve

- A. Formerly homeless and income-eligible: adults aged 18 years or older without the custody of minors below 18 years of age.
- B. Formerly homeless or at-risk of homelessness and income-eligible family households with an adult and at least one natural, adoptive and/or foster child below the age of 18. This may include a pregnant person, with or without a partner.

No Place Like Home (NPLH) assisted units shall be restricted to households with at least one member who qualifies as a member of the target population (from Section 303 (a)). The NPLH target population includes adults or older adults with a serious mental disorder or children or adolescents with serious emotional disturbance who are homeless, chronically homeless, or at-risk of chronic homelessness. This includes persons with co-occurring mental and physical disabilities or co-occurring mental and substance use disorders.

III. Referral and Prioritization

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

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

IV. Description of Services

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

- A. Outreach: Grantee shall engage with tenants to provide information about available Support Services and invite them to participate.
Grantee shall contact each tenant at least three times during the first 60 days following placement. Grantee shall document all outreach and attempts.

- B. Intake and Assessment: Grantee shall coordinate with Property Management during the initial intake for units and participate in orientation meetings with Property Management. If possible, Grantee shall establish rapport with tenants prior to move-in to support tenants during the application and move-in process. Grantee shall coordinate with tenant's current support service provider(s) to ensure a successful transition into housing.

Grantee intake of tenants shall include, but is not limited to, a review of the tenant's history in the Online Navigation and Entry (ONE) System, gathering updated information from the tenant, and establishing strengths, skills, needs, plans and goals that are participant-centered and supportive of housing retention. The intake shall take place at the same time of the interview with Property Management, on a separate date or time coordinated with Support Services during the application period, or within no more than 30 days of move-in.

Grantee shall coordinate the initial intake with applicants for vacant units with Property Management.

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

conflicts, as needed. Grantee shall document Housing Stability outreach and assistance provided.

- E. Coordination with Property Management: Grantee shall assist tenants in communicating with, responding to, and meeting with Property Management. This may include helping a tenant to understand the communications from Property Management, helping to write requests, responses, or complaints to Property Management, and attending meetings between the tenant and Property Management to facilitate communication.

If a tenant is facing housing instability, Grantee shall coordinate with Property Management to find creative ways to engage with tenants to prevent housing loss. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.

Grantee shall ensure there is a process in place for receiving timely communication from Property Management and copies of correspondence (e.g., notices, warning letters, lease violations, etc.) issued. Grantee shall have a structured written process for engaging tenants who receive such notices.

- F. Wellness and Emergency Safety Checks: Grantee shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety when there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency.

- G. Support Groups, Social Events and Organized Activities:

1. Grantee shall plan groups, events, and activities with input from tenants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events. Grantee shall post and provide to tenants a monthly calendar of events.
2. Grantee shall conduct monthly community meetings for tenants, in coordination with Property Management, during which tenants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
3. Grantee shall periodically assess the needs of tenants with Property Management and other teams at the building to develop programming that will help tenants maintain stability and enjoy their housing.
4. Grantee shall provide appropriate programming for the population served. Grantee shall provide linkages to activities and services in the community, targeted towards the needs and interests of the children and youth in the program, on an as-needed basis. Children and youth in the building may likely present a need during the times that school is not in session, and linkages will be provided accordingly.

- H. Exit Planning: If a tenant is moving out of the building, Grantee shall engage tenant in exit planning to support the tenant's successful transition out of the program. The exit plan shall

depend on the tenant's needs and preferences, and may include establishing a link to services in the community.

V. **Location and Time of Services**

Grantee shall provide Support Services at 600 7th St, San Francisco, CA.

Grantee shall provide services times when necessary to best serve tenants using the staffing outlined in the Appendix B, Budget.

Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

VI. **Service Requirements**

- A. Case Management Ratio: Grantee shall maintain a maximum 25:1 for adult units and 20:1 for families with children ratio of units to case management staff.
- B. Supervision: Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants.
- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.
- D. 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.
- E. 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>.
- F. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's progress.
- G. 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.

H. Grievance Procedure:

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

I. 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 satisfaction. 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, satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

J. City Communications, Trainings and Meetings:

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.

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

- L. Critical Incidents: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- N. Record Keeping and Files: Grantee shall maintain confidential tenant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
1. Grantee shall maintain client program enrollment, annual status updates and program exit information in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
 2. Grantee shall maintain a program roster of all current tenants in the ONE System.
 3. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
 4. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
- 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 ONE System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standard.¹
 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 the

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

CARBON database Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

VII. Service Objectives

Grantee shall achieve the Service Objectives listed below for the adult population.

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

On an annual basis, Grantee shall achieve the following Service Objectives for family population:

- I. Grantee shall obtain feedback on type and quality of services from at least 50 percent of households.
- J. Grantee shall contact every tenant at least three times during the first 60 days following placement in housing to engage the tenant in services.
- K. Grantee shall develop an Individualized Service Plan for 80 percent of households who engage in services and/or seek services from services staff.
- L. Grantee shall follow-up at least annually with tenants to ensure mainstream benefits are received and maintained.

VIII. Outcome Objectives

Grantee shall achieve the Outcome Objectives listed below for adult population.

- A. 90 percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. 80 percent of individualized service plans will be reviewed at least once every six months and updated as appropriate at this time.
- C. 80 percent of households completing an annual tenant satisfaction survey will be satisfied or very satisfied with program services (based on a four-point scale: 1 = very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

On an annual basis, Grantee shall achieve the following Outcome Objectives for Support Services for family population:

- D. 90 percent of all households will remain housed for a minimum of 12 months, or will move to other permanent housing where they pay rent;
- E. 75 percent of all households that showed housing instability (non-payment of rent, lease violations) will remain in housing; and
- F. 80 percent of households completing an annual tenant satisfaction survey will be satisfied or very satisfied with program services (based on a four-point scale: 1 = very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

IX. Reporting Requirements

- A. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the month of service.
 - 1. The total number of unduplicated households who resided at the site during the month and the number of unduplicated households actively outreached to at least once during the month; and
 - 2. The total number of new move-ins during the month.

- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
1. The number and percentage of households Grantee outreached to complete an assessment for primary medical care, mental health, and substance use treatment needs within 60 days of move-in;
 2. The number and percentage of households Grantee outreached to complete a benefits assessment within 60 days of move-in;
 3. The number of lease/program rule violations Property Management issued and shared with Support Services for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services; and
 4. The number and percentage of households with planned exits from the program who were outreached to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- C. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 2. The number and percentage of program participants participating in Support Services Grantee outreached to create Service Plans, as needed;
 3. The number of program participants who had a Service Plan during the program year; the number and percentage of Services Plans that were reviewed at least once every 6 months and updated as appropriate;
 4. The number and percentage of households who completed a written survey to provide feedback on the type and quality of program services. Please include survey results on what clients reported regarding the quality and satisfaction with services.
- D. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- E. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services

https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877, as instructed by HSH.

- F. Grantee 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 Grantee within thirty working days of receipt of any evaluation report and any Grantee response will become part of the official report.
- G. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- H. Grantee shall provide reports as required by No Place Like Home funding and respond to requests in a timely manner.

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, including, but not limited to, review of the following: tenant files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

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

	A	B	C	D
1	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	7/1/2024	6/30/2027	3
6	Amended Term	7/1/2024	6/30/2027	3
7	Program	600 7th Street		
8	F\$P Contract ID#	1000031861		
9				
10	Approved Subcontractors			
11	Lutheran Social Services			
12				
13				

	A	B	C	D	E	F	G	H	I	J	K	L	M	
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	7/1/2024	6/30/2027	3										
6	Amended Term	7/1/2024	6/30/2027	3										
7	Program	600 7th Street												
8	FSP Contract ID#	1000031861												
9														
10														
11	NUMBER SERVED				Year 1	Year 2	Year 3							
12	Service Component				7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027							
13	Adults				100	100	100							
14	Families				20	20	20							

	A	B	C	D	G	J	M	P	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								HOC Package Page 15 of 20
2	APPENDIX B, BUDGET								
3	Document Date	7/1/2024							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	7/1/2024	6/30/2027	3					
6	Amended Term	7/1/2024	6/30/2027	3					
7	Provider Name	Episcopal Community Services							
8	Program	600 7th Street							
9	FSP Contract ID#	1000031861							
10	Contract Action (Select)	New Agreement							
11	Effective Date	7/1/2024							
12	Budget Name	General Fund - Support Services							
13	Funding:	Current	New						
14	Term Budget	\$ -	\$ 3,802,687	20%					
15	Contingency	\$ -	\$ 760,537						
16	Not-To-Exceed	\$ -	\$ 4,563,224						
17									
18					Year 1 (Start-up)	Year 1	Year 2	Year 3	All Years
19					7/1/2024 - 9/30/2024	10/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2024 - 6/30/2027
20					3 Months	9 Months	12 Months	12 Months	
21					New	New	New	New	New
22	EXPENDITURES								
23	Salaries & Benefits				\$ 182,036	\$ 674,726	\$ 899,638	\$ 899,638	\$ 2,656,038
24	Operating Expenses				\$ 67,626	\$ 103,559	\$ 138,077	\$ 138,077	\$ 447,339
25	Subtotal				\$ 249,662	\$ 778,285	\$ 1,037,715	\$ 1,037,715	\$ 3,103,377
26	Indirect Percentage				15.00%	15.00%	15.00%	15.00%	
27	Indirect Cost (Line 25 X Line 26)				\$ 37,449	\$ 116,743	\$ 155,657	\$ 155,657	\$ 465,506
29	Capital Expenditures				\$ 12,500	\$ 3,806	\$ 5,073	\$ 5,073	\$ 26,452
31	TOTAL EXPENDITURES				\$ 308,599	\$ 925,799	\$ 1,271,430	\$ 1,296,859	\$ 3,802,687
32									
33	HSH REVENUES*:								
34	General Fund - One-Time				\$ 299,611	\$ -	\$ -	\$ -	\$ 299,611
35	General Fund - Ongoing				\$ -	\$ 898,834	\$ 1,198,445	\$ 1,198,445	\$ 3,295,724
36	General Fund - CODB				\$ 8,988	\$ 26,965	\$ 72,985	\$ 98,414	\$ 207,352
53	TOTAL HSH REVENUES				\$ 308,599	\$ 925,799	\$ 1,271,430	\$ 1,296,859	\$ 3,802,687
63	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -	\$ -
64									
65	<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>								
66									
67									
68									
69									
70	Approved by:	Tiffany Luong							
71	Title:	Senior Director of Finance and Planning							
72	Phone Number :	415.487.3300 ext. 1219							
73	Email:	tluong@ecs-sf.org							

	A	B	C	F	I	J	M	P	
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	600 7th Street							
7	F\$P Contract ID#	1000031861							
8	Budget Name	General Fund - Support Services							
9									
10									
11				Year 1 (Start-up)			Year 1		
12				Agency Totals	For HSH Funded Program	7/1/2024 - 9/30/2024	Agency Totals	For HSH Funded Program	10/1/2024 - 6/30/2025
13						3 Months			9 Months
14				New			New		
15	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		
16	Support Services Manager	\$ 102,413	0.25	\$ 25,603	\$ 102,413	0.75	\$ 76,810		
17	Sr. Case Manager	\$ 78,669	0.63	\$ 49,168	\$ 78,669	2.25	\$ 177,005		
18	Bilingual Sr. Case Manager	\$ 82,602	0.25	\$ 20,651	\$ 82,602	1.50	\$ 123,904		
19	Director - Housing Services	\$ 209,229	0.03	\$ 6,800	\$ 209,229	0.10	\$ 20,400		
20	Associate Director - Housing Services	\$ 146,102	0.09	\$ 12,419	\$ 146,102	0.26	\$ 37,256		
21	Admin Assistant/Quality Assurance Specialist	\$ 80,286	0.04	\$ 2,810	\$ 80,286	0.11	\$ 8,430		
22	Database Specialist/Compliance Monitor	\$ 78,489	0.07	\$ 5,690	\$ 78,489	0.22	\$ 17,071		
23	Director of Impact & Analytics	\$ 158,371	0.01	\$ 1,584	\$ 158,371	0.03	\$ 4,751		
24	Director of Healthy Aging	\$ 159,113	0.01	\$ 1,591	\$ 159,113	0.03	\$ 4,773		
25	Clinical Services Manager	\$ 102,049	0.03	\$ 2,819	\$ 102,049	0.08	\$ 8,458		
26	Sr. Program Assistant	\$ 87,947	0.04	\$ 3,738	\$ 87,947	0.13	\$ 11,213		
27	Director of Clinical Services	\$ -		\$ -	\$ 162,000	0.02	\$ 2,430		
45	TOTAL SALARIES:			\$ 132,873				\$ 492,501	
46	TOTAL FTE :			1.44				5.46	
47	FRINGE BENEFIT RATE:						37.00%	37.00%	
48	EMPLOYEE FRINGE BENEFITS:			\$ 49,163				\$ 182,225	
49	TOTAL SALARIES & BENEFITS:			\$ 182,036				\$ 674,726	

	A	B	Q	T	W	X	AA	AD	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	600 7th Street								
7	F\$P Contract ID#	1000031861								
8	Budget Name	General Fund - Support Services								
9										
10										
11				Year 2			Year 3			All Years
12				Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026	Agency Totals	For HSH Funded Program	7/1/2026 - 6/30/2027	7/1/2024 - 6/30/2027
13						12 Months			12 Months	
14				New			New			New
15	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	Budgeted Salary		
16	Support Services Manager	\$ 102,413	1.00	\$ 102,413	\$ 102,413	1.00	\$ 102,413	\$ 307,239		
17	Sr. Case Manager	\$ 78,669	3.00	\$ 236,007	\$ 78,669	3.00	\$ 236,007	\$ 698,187		
18	Bilingual Sr. Case Manager	\$ 82,602	2.00	\$ 165,205	\$ 82,602	2.00	\$ 165,205	\$ 474,965		
19	Director - Housing Services	\$ 209,229	0.13	\$ 27,200	\$ 209,229	0.13	\$ 27,200	\$ 81,600		
20	Associate Director - Housing Services	\$ 146,102	0.34	\$ 49,675	\$ 146,102	0.34	\$ 49,675	\$ 149,025		
21	Admin Assistant/Quality Assurance Specialist	\$ 80,286	0.14	\$ 11,240	\$ 80,286	0.14	\$ 11,240	\$ 33,720		
22	Database Specialist/Compliance Monitor	\$ 78,489	0.29	\$ 22,762	\$ 78,489	0.29	\$ 22,762	\$ 68,285		
23	Director of Impact & Analytics	\$ 158,371	0.04	\$ 6,335	\$ 158,371	0.04	\$ 6,335	\$ 19,005		
24	Director of Healthy Aging	\$ 159,113	0.04	\$ 6,365	\$ 159,113	0.04	\$ 6,365	\$ 19,094		
25	Clinical Services Manager	\$ 102,049	0.11	\$ 11,277	\$ 102,049	0.11	\$ 11,277	\$ 33,831		
26	Sr. Program Assistant	\$ 87,947	0.17	\$ 14,951	\$ 87,947	0.17	\$ 14,951	\$ 44,853		
27	Director of Clinical Services	\$ 162,000	0.02	\$ 3,240	\$ 162,000	0.02	\$ 3,240	\$ 8,910		
45	TOTAL SALARIES:	\$ 656,670			\$ 656,670			\$ 1,938,714		
46	TOTAL FTE :	7.28			7.28					
47	FRINGE BENEFIT RATE:	37.00%			37.00%					
48	EMPLOYEE FRINGE BENEFITS:	\$ 242,968			\$ 242,968			\$ 717,324		
49	TOTAL SALARIES & BENEFITS:	\$ 899,638			\$ 899,638			\$ 2,656,038		

	A	B	E	H	K	N	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	600 7th Street					
7	FSP Contract ID#	1000031861					
8	Budget Name	General Fund - Support Services					
9							
10			Year 1 (Start-up)	Year 1	Year 2	Year 3	All Years
11			7/1/2024 - 9/30/2024	10/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2024 - 6/30/2027
12			3 Months	9 Months	12 Months	12 Months	
13			New	New	New	New	New
14	OPERATING EXPENSES		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
17	Office Supplies, Postage		\$ 12,026	\$ 6,489	\$ 8,652	\$ 8,652	\$ 35,819
19	Printing and Reproduction		\$ 1,049	\$ 7,080	\$ 9,440	\$ 9,440	\$ 27,009
20	Insurance		\$ -	\$ 7,969	\$ 10,625	\$ 10,625	\$ 29,219
21	Staff Training		\$ 2,889	\$ 5,531	\$ 7,375	\$ 7,375	\$ 23,170
22	Staff Travel - (Local & Out of Town)		\$ -	\$ 751	\$ 1,001	\$ 1,001	\$ 2,753
24	Staff Recruitment		\$ -	\$ 4,875	\$ 6,500	\$ 6,500	\$ 17,875
25	Network Wiring		\$ 18,349	\$ -	\$ -	\$ -	\$ 18,349
26	Wi-Fi / Firewall Security		\$ 33,315	\$ -	\$ -	\$ -	\$ 33,315
27	Meeting Supplies		\$ -	\$ 1,338	\$ 1,784	\$ 1,784	\$ 4,906
28	Program/Client Supplies and Services		\$ -	\$ 17,624	\$ 23,498	\$ 23,498	\$ 64,620
29	Food & Food Supplies/Services		\$ -	\$ 23,241	\$ 30,988	\$ 30,988	\$ 85,216
30	Telecommunications		\$ -	\$ 7,282	\$ 9,709	\$ 9,709	\$ 26,700
31	Auto Gas / Oil & Maintenance		\$ -	\$ 750	\$ 1,000	\$ 1,000	\$ 2,749
32	Fees & Licenses		\$ -	\$ 1,158	\$ 1,545	\$ 1,545	\$ 4,248
33	Furniture and Minor Equipment		\$ -	\$ 3,750	\$ 5,000	\$ 5,000	\$ 13,750
57	Consultants:						
58	Lutheran Social Services		\$ -	\$ 15,720	\$ 20,960	\$ 20,960	\$ 57,641
59							\$ -
69	TOTAL OPERATING EXPENSES		\$ 67,626	\$ 103,559	\$ 138,077	\$ 138,077	\$ 447,339
70							
71	OTHER EXPENSES (Not Eligible for Indirect Cost %)						
72	CODB (to be allocated)		\$ 8,988	\$ 26,965	\$ 72,985	\$ 98,414	\$ 207,352
93							
94	TOTAL OTHER EXPENSES		\$ 8,988	\$ 26,965	\$ 72,985	\$ 98,414	\$ 207,352
95							
96	CAPITAL EXPENSES						
97	Office Furniture		\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
98	IT/Computers, Phones, Licenses, Printers		\$ 7,500	\$ 3,806	\$ 5,073	\$ 5,073	\$ 21,452
104							
105	TOTAL CAPITAL EXPENSES		\$ 12,500	\$ 3,806	\$ 5,073	\$ 5,073	\$ 26,452

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
4	General Fund - Support Services	Fiscal Year			
		FY25-26			
		<u>Adjusted</u>	<u>Budgeted</u>		
5	Salaries & Benefits	<u>FTE</u>	<u>Salary</u>	Justification	Calculation
	Support Services Manager	1.00	\$ 102,413	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.	\$102,413 x 1 FTE
6	Sr. Case Manager	3.00	\$ 236,007	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 environment for residents.	\$78,669 x 3 FTE
7	Bilingual Sr. Case Manager	2.00	\$ 165,205	With a Master's degree and bilingual proficiency, this position provides ongoing psychosocial assessments & support, wrap-around case management, referrals to community resources, conflict resolution, and advocacy services. It also provides targeted support to monolingual speaking residents.	\$82,602 x 2 FTE
8	Director - Housing Services	0.13	\$ 27,200	Provides overall leadership, administration and supervision to ECS's 14 supportive housing sites; develops proposals; negotiates and manages contracts; reports contractual outcomes and activities to funders; 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.	\$209,229 x 0.13 FTE
9	Associate Director - Housing Services	0.34	\$ 49,675	Primarily responsible for leadership, direction and support of all programmatic, administrative, fiscal and regulatory functions for ECS housing sites.	\$146,102 x 0.34 FTE
10	Admin Assistant/Quality Assurance Specialist	0.14	\$ 11,240	Provide general administrative and clerical support to Housing Services Department including mailing, scanning, faxing, and copying, maintaining electronic and hard copy filing system, and performing data entry.	\$80,286 x 0.14 FTE
11	Database Specialist/Compliance Monitor	0.29	\$ 22,762	Evaluates HSH contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures; performs data entry.	\$78,489 x 0.29 FTE
12	Director of Impact & Analytics	0.04	\$ 6,335	designs and implements continuous quality improvement program to ensure that ECS's program and services meet its standards. Works with program manager to develop quality assurance policies, collecting data for analysis by program, department and organization-wide.	\$158,371 x 0.04 FTE
13	Director of Healthy Aging	0.04	\$ 6,365	Provides vision, leadership, and direction for ECS's Healthy Aging Department serving homeless, seniors and adults with disabilities at the Granada Hotel are administered effectively and consistently with ECS's mission, values, and goals, and in accord with funding requirements	\$159,113 x 0.04 FTE
14	Clinical Services Manager	0.11	\$ 11,277	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.	\$102,049 x 0.11 FTE
15	Sr. Program Assistant	0.17	\$ 14,951	The primary role of the Senior Program Assistant is the oversight of day-to-day operations and overall administration of ECS's Housing Services Department, including the management of reporting to funders, overseeing the processing of important documents such as critical incident reports, well-being check logs, etc. This position also supervises the Program Assistant / Quality Assurance Specialist(s) assigned to the Housing Services Department.	\$87,947 x 0.17 FTE
16	Director of Clinical Services	0.02	\$ 3,240	Supports the Senior Director of Housing Services around program and policy development, implementation of new initiatives and systems, staff development, and contract compliance for ECS Housing Sites.	\$162,000 x 0.02 FTE
17					
34					
35	TOTAL	7.28	\$ 656,670		
36	Employee Fringe Benefits	37%	\$ 242,968	Includes FICA, SSUI, Workers Compensation and Medical calculated at 37% of total salaries.	
37	TOTAL SALARIES & BENEFITS		\$ 899,638		

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
4	General Fund - Support Services	Fiscal Year			
38					
			<u>Budgeted</u>		
39	<u>Operating Expenses</u>		<u>Expense</u>	<u>Justification</u>	<u>Calculation</u>
42	Office Supplies, Postage	\$	8,652	Support Service office supplies for program staff including materials used with participants and computers	\$721 x 12 months
44	Printing and Reproduction	\$	9,440	Leased copier and related costs	\$787 x 12 months
45	Insurance	\$	10,625	Liability and umbrella agency insurance prorated	\$885 x 12 months
46	Staff Training	\$	7,375	Training expenses, including meeting supplies and conference	\$615 x 12 months
47	Staff Travel - (Local & Out of Town)	\$	1,001	Covers local staff travel expenses	\$83 x 12 months
49	Staff Recruitment	\$	6,500	Including recruitment fee and expenses for staff hiring	\$542 x 12 months
52	Meeting Supplies	\$	1,784	Includes staff meeting supplies	\$149 x 12 months
53	Program/Client Supplies and Services	\$	23,498	Includes bus passes, program materials and snacks for resident activities	\$1,958 x 12 months
54	Food & Food Supplies/Services	\$	30,988	Food items will supplement residents' own arrangements	\$2,582 x 12 months
55	Telecommunications	\$	9,709	Covers telephone, cellphone and Wi-Fi expenses	\$809 x 12 months
56	Auto Gas / Oil & Maintenance	\$	1,000	Includes gas and vehicle maintenance expenses for ECS's van	\$83 x 12 months
57	Fees & Licenses	\$	1,545	Covers fees and licenses related expenses	\$129 x 12 months
58	Furniture and Minor Equipment	\$	5,000	To cover any replacement or new staff needs	\$417 x 12 months
82	<u>Consultants:</u>				
83	Lutheran Social Services	\$	20,960	Covers money management services for 25 households.	\$1,747 x 12 months
94					
95	TOTAL OPERATING EXPENSES	\$	138,077		
96	Indirect Cost	15%	\$ 155,657		
97					
98					
99	<u>Other Expenses (Not Subject to Indirect Cost %)</u>		<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
100	CODB (to be allocated)	\$	72,985	Cost of Doing Business (CODB)	FY25 : 3%, FY26: 3%, FY27: 2%
121					
122	TOTAL OTHER EXPENSES	\$	72,985		
123					
124					
125	<u>CAPITAL EXPENSES</u>		<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
127	IT/Computers, Phones, Licenses, Printers	\$	5,073	Staff computer and related items.	\$423 x 12 months
133					
134	TOTAL CAPITAL EXPENSES	\$	5,073		