



Shireen McSpadden, Executive Director

London Breed, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Dee Rosado-Chan, Deputy Director for Programs Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
Date	December 6, 2023
Subject	Grant Agreement Approval: Episcopal Community Services Bryant Homeless Storage

<i>Agreement Information</i>	
FSP#	1000020567
Provider	Episcopal Community Services
Program Name	Bryant Homeless Storage
Agreement Action	First Amendment
Agreement Term	December 1, 2020 – June 30, 2029

Agreement Amount

Current Budget ¹	Amended	New	Contingency ²	Total Not to Exceed (NTE)
\$1,307,019	\$4,208,891	\$5,515,910	\$947,000	\$6,462,910

Funding History

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget
2020-21	\$418,797	\$188,652	--	\$188,652
2021-22	\$744,890	\$277,603	--	\$277,603
2022-23	\$753,381	\$314,653	--	\$314,653
2023-24	\$526,111	--	\$263,056	\$789,167
2024-25		--	\$789,167	\$789,167
2025-26		--	\$789,167	\$789,167
2026-27		--	\$789,167	\$789,167
2027-28		--	\$789,167	\$789,167
2028-29		--	\$789,167	\$789,167
TOTAL	\$ 2,443,179	\$780,908	\$4,208,891	\$5,515,910
			20% Contingency	\$947,000
			Total NTE³	\$6,462,910

<i>Funding Information</i>	
Funding Sources⁴	100% General Fund

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 Bryant

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$2,663,002

² Contingency only applied to FY 23-24 - FY 28-29 budgeted amount.

³ NTE is calculated using the actuals spent for prior years.

⁴ The funding sources listed reflect current and future years.

Episcopal Community Services | Bryant Homeless Storage

Homeless Storage for the period of December 1, 2020 to June 30, 2029, in an additional amount of **\$4,208,891**. The addition of funds include: a Cost of Doing Business (CODB) for fiscal years (FY) 23-24 to FY 28-29; and five additional performance years. The new amount is **\$6,462,910**, which includes a 20 percent contingency on the FY23-24 through FY28-29 amounts.

Background

The ECS Bryant Street Homeless Storage Program was opened in March 2019 out of a need to have safe storage for important items like documents for individuals experiencing homelessness. It also allows guests who are staying in shelter to have belongings beyond the two-bag maximum in shelter programs. This program has 350 storage bins for guests and has an average 90 percent utilization rate. Guests are allowed a variety of items to be stored including documents, clothing, and small electronics. The program operates Monday-Friday 9am-4pm.

Services to be Provided

The purpose of the grant is to provide storage services to individuals and families experiencing homelessness and who need access to safe storage for a limited time period. Grantee will provide services to up to 350 clients with a budgeted staff of 3.24 full time equivalent (FTE).

The amendment includes an increase of .09 FTE to budgeted staff to include an Associate Director of Interim Housing to provide direct supervision and guidance to the interim housing case managers.

Selection

The Board of Supervisors adopted Ordinance No. 61-19, which authorizes 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, which is valid until March 2024, or until the Point-In-Time (PIT) count is at 5,350. Episcopal Community Services 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 Bryant Homeless Storage since December 1, 2018.

Risks if Delayed

Should this amendment be delayed, the storage program would have service disruptions and guests would not be able to pick up or drop off their belongings. The provider would have no way to pay staff using this budget and staff could be laid off.

Performance History

Episcopal Community Services underwent fiscal monitoring most recently in FY22-23. The final monitoring disposition was Verification of Conformance (no findings). The Bryant Homeless Storage program was scheduled for its first annual program monitoring visit on December 14, 2023. Copies of the monitoring report are available [here](#).

Agreement Materials (link to Box)

- [G100 Original Grant Agreement](#)
- [G150 Amendment #1 \(Draft\)](#)
 - [Appendix A, Services to be Provided](#)
 - [Appendix B, Budget](#)
 - [Appendix C, Method of Payment](#)
 - [Appendix D, Interests in Other City Grants](#)



Appendix A, Services to be Provided
by
Episcopal Community Services
Bryant Homeless Storage

I. Purpose of Grant

The purpose of the grant is to provide homeless storage services to the served population. The goal of this service is to provide participants with safe storage of their belongings for a limited time while they obtain housing services.

II. Served Population

Grantee shall serve individuals and families experiencing homelessness who need access to safe storage of belongings for a limited time period, as determined by the Grantee with Department of Homelessness and Supportive Housing (HSH) approval.

III. Referral and Prioritization

All participants access storage services through self-referral on a first-come, first-served basis and dependent on storage space availability. Individuals and families experiencing homelessness self-refer by presenting to the Storage Program during the operating hours and requesting services.

IV. Description of Services

Grantee shall provide the following Homeless Storage services during the term of this grant:

A. Storage Facility Services: Grantee shall manage and operate a facility to provide storage of the served population's personal belongings. The storage facility shall accept clothing, shoes, and paperwork with a maximum capacity of 704 20-gallon storage bins. Grantee shall provide the following homeless storage services:

1. Friendly and supportive customer service;
2. Intake, review the rules and regulations of the storage facility with participants, log, photograph, and store participant belongings; and
3. Basic information and referral services to homeless resource centers and Adult and Family Access Points.

B. Grantee shall establish, with HSH approval, storage policies including, but not limited to, the following:

1. Maximum length of storage;
2. Eligibility criteria for, and length of, extensions;
3. Length of time unclaimed property will be held until disposal; and
4. Policies regarding participant access to stored belongings.

V. Location and Time of Services

Grantee shall provide services at 680 Bryant Street, San Francisco, CA 94107 via a separate entrance from the Navigation Center, Monday through Friday during business hours as negotiated with HSH.

Services will not be available on the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving

Day (and the day after), Christmas Eve, Christmas Day, Veterans Day, and Cesar Chavez Day.

VI. Service Requirements

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
- B. 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>.
- C. 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.
- D. 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 request repairs/services; and
 2. A written annual/quarterly survey, which shall be offered 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.
- E. City Communications and Policies
Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance of quarterly HSH meetings as needed such as, but not limited to hearings on issues related to homelessness¹; and
 3. Attendance of trainings, as requested.

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

- F. Critical Incident: 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.
- G. 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.
- H. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
 2. That the Grantee Director or Manager or a representative will attend all appropriate neighborhood meetings;
 3. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
 4. Minimizing the impact on the neighborhood of population waiting to enter the building; and
 5. Active discouragement of loitering in the area surrounding the building.
- I. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process², including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
 2. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
 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,

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

Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
 5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- J. Record Keeping and Files:
1. Grantee shall maintain all eligibility and inspection documentation in the Online Navigation and Entry (ONE) System³ and maintain hard copy files with eligibility, including homelessness verification documents.
 2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.
- K. 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 participants will participate in annual trainings on harm reduction, overdose recognition and response.
- L. 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.

VII. Service Objectives

Grantee shall achieve the following objectives:

- A. Grantee shall track utilization on 100 percent of participants in order to support establishing service objective targets for the future. This data tracking should include, but is not limited to, the following:
 1. Number of participants;
 2. Length of storage; and
 3. Outcome of property.

³ HSH will provide annual Housing Quality Standards (HQS) inspections, tenant eligibility determinations, and rent calculations as outlined herein and further governed by the CoC Interim Rule (24 CFR Part 578) and subsequent guidance from HUD

- B. A minimum of 25 percent of participants who use storage services shall complete a Participant Satisfaction Survey each year using the survey instrument approved by HSH.

VIII. Outcome Objectives

Grantee shall achieve the following objective:

- A. Grantee shall ensure that a minimum of 75 percent of participants responding to the Participant Satisfaction Survey will rate the treatment by staff and extension of services as good or excellent.

IX. Reporting Requirements

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

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the following monthly metrics in the CARBON database by the 15th of the following month:
 1. Number of participants in the program at the start of the month;
 2. Number that entered;
 3. Number that exited; and
 4. Number of active participants in the program at the end of the month.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- C. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This report will also include accomplishments and challenges encountered by the Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- D. Grantee shall provide information to the identified point person for general data management on a schedule and via a method to be negotiated.
- E. Grantee shall report Participant Satisfaction Survey results quarterly or biannually. The survey frequency shall be determined through negotiations between Grantee and HSH. Grantee shall submit the Participant Survey report in the CARBON database.
- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

- G. 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 such response will become part of the official report.
- H. 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.

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

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, 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, 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 memorandums of understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	3/1/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	12/1/2020	2/29/2024	4
6	Amended Term	12/1/2020	6/30/2029	9
7	Program	Bryant Homeless Storage		
8	F\$P Contract ID#	1000020567		
9	Approved Subcontractors			
10	N/A			

	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	Z	AA	AB	AC	AD	AE
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																														
2	APPENDIX B, BUDGET																														
3	Document Date	3/1/2024																													
4	Contract Term	Begin Date	End Date	Duration (Years)																											
5	Current Term	12/1/2020	2/29/2024	4																											
6	Amended Term	12/1/2020	6/30/2029	9																											
7	Program	Bryant Homeless Storage																													
8	F\$P Contract ID#	1000020567																													
9																															
10	Number Served (# storage units)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9																					
11	Service Component	12/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029																					
12	Homeless Storage Services	350	350	350	350	350	350	350	350	350																					

	A	B	C	D	E	H	K	N	O	P	S				
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	3/1/2024													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	12/1/2020	2/29/2024	4											
6	Amended Term	12/1/2020	6/30/2029	9											
7	Provider Name	Episcopal Community Services													
8	Program	Bryant Homeless Storage													
9	FSP Contract ID#	1000020567													
10	Action (select)	Amendment													
11	Effective Date	3/1/2024													
12	Budget Name	General Fund - Homeless Storage													
13		Current	New	20%											
14	Term Budget	\$ 1,307,019	\$ 5,515,910												
15	Contingency	\$ 1,355,983	\$ 947,000												
16	Not-To-Exceed	\$ 2,663,002	\$ 6,462,910												
17					EXTENSION YEAR			EXTENSION YEAR							
18					Year 1	Year 2	Year 3	Year 4		Year 5					
19					12/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	3/1/2024 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025				
20					Actuals	Actuals	Actuals	Current	Amendment	New	New				
21	Expenditures														
22	Salaries & Benefits	\$	182,043	\$	312,075	\$	335,427	\$	243,778	\$	122,855	\$	366,633	\$	366,633
23	Operating Expense	\$	173,593	\$	334,714	\$	319,687	\$	213,709	\$	105,890	\$	319,599	\$	319,599
24	Subtotal	\$	355,636	\$	646,789	\$	655,114	\$	457,487	\$	228,745	\$	686,232	\$	686,232
25	Indirect Percentage		12.00%		12.00%		15.00%		15.00%				15.00%		15.00%
26	Indirect Cost (Line 24 X Line 25)	\$	42,676	\$	77,615	\$	98,267	\$	68,623	\$	34,312	\$	102,935	\$	102,935
27	Other Expenses (Not subject to indirect %)	\$	(209,660)	\$	(446,801)	\$	(438,728)	\$	-	\$	-	\$	-	\$	-
30	Total Expenditures	\$	188,652	\$	277,603	\$	314,653	\$	526,110	\$	263,057	\$	789,167	\$	789,167
31															
32	HSH Revenues* (select)														
33	General Fund - Ongoing	\$	418,797	\$	744,890	\$	753,381	\$	502,254	\$	251,127	\$	753,381	\$	789,167
34	General Fund - CODB							\$	23,857	\$	11,929	\$	35,786	\$	-
35	Adjustment to Actuals	\$	(230,145)	\$	(467,286)	\$	(438,728)					\$	-	\$	-
42	Total HSH Revenues	\$	188,652	\$	277,603	\$	314,653	\$	526,111	\$	263,056	\$	789,167	\$	789,167
50															
51	Total HSH + Other Revenues	\$	188,652	\$	277,603	\$	314,653	\$	526,111	\$	263,056	\$	789,167	\$	789,167
52	Rev-Exp (Budget Match Check)	\$	-	\$	-	\$	-	\$	-			\$	-	\$	-
53															
54															
55	Approved by	Tiffany Luong													
56	Phone	415.487.3300 ext. 1219													
57	Email	tluong@ecs-sf.org													
58															
59	* 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.														
60															
61															

	A	B	C	D	V	Y	AB	AE	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	Document Date	3/1/2024									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	12/1/2020	2/29/2024	4							
6	Amended Term	12/1/2020	6/30/2029	9							
7	Provider Name	Episcopal Community Services									
8	Program	Bryant Homeless Storage									
9	FSP Contract ID#	1000020567									
10	Action (select)	Amendment									
11	Effective Date	3/1/2024									
12	Budget Name	General Fund - Homeless Storage									
13		Current	New	20%							
14	Term Budget	\$ 1,307,019	\$ 5,515,910								
15	Contingency	\$ 1,355,983	\$ 947,000								
16	Not-To-Exceed	\$ 2,663,002	\$ 6,462,910								
17		EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR EXTENSION YEAR									
18		Year 6	Year 7	Year 8	Year 9	All Years					
19		7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	12/1/2020 - 2/29/2024	12/1/2020 - 6/30/2029	12/1/2020 - 6/30/2029			
20		New	New	New	New	Current	Amendment	New			
21	Expenditures										
22	Salaries & Benefits	\$ 366,633	\$ 366,633	\$ 366,633	\$ 366,633	\$ 1,073,323	\$ 1,956,020	\$ 3,029,343			
23	Operating Expense	\$ 319,599	\$ 319,599	\$ 319,599	\$ 319,599	\$ 1,041,703	\$ 1,703,885	\$ 2,745,588			
24	Subtotal	\$ 686,232	\$ 686,232	\$ 686,232	\$ 686,232	\$ 2,115,026	\$ 3,659,905	\$ 5,774,931			
25	Indirect Percentage	15.00%	15.00%	15.00%	15.00%						
26	Indirect Cost (Line 24 X Line 25)	\$ 102,935	\$ 102,935	\$ 102,935	\$ 102,935	\$ 287,181	\$ 548,986	\$ 836,167			
27	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ (1,095,189)	\$ -	\$ (1,095,189)			
30	Total Expenditures	\$ 789,167	\$ 789,167	\$ 789,167	\$ 789,167	\$ 1,307,018	\$ 4,208,891	\$ 5,515,909			
31											
32	HSH Revenues* (select)										
33	General Fund - Ongoing	\$ 789,167	\$ 789,167	\$ 789,167	\$ 789,167	\$ 2,419,321	\$ 4,196,962	\$ 6,616,284			
34	General Fund - CODB	\$ -	\$ -	\$ -	\$ -	\$ 23,857	\$ 11,929	\$ 35,786			
35	Adjustment to Actuals	\$ -	\$ -	\$ -	\$ -	\$ (1,136,159)	\$ -	\$ (1,136,159)			
42	Total HSH Revenues	\$ 789,167	\$ 789,167	\$ 789,167	\$ 789,167	\$ 1,307,019	\$ 4,208,891	\$ 5,515,910			
50											
51	Total HSH + Other Revenues	\$ 789,167	\$ 789,167	\$ 789,167	\$ 789,167	\$ 1,307,019	\$ 4,208,891	\$ 5,515,910			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
53											
54											
55	Approved by	Tiffany Luong									
56	Phone	415.487.3300 ext. 1219									
57	Email	fluong@ecs-sf.org									
58											
59	* 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.										
60											
61											

	A	B	C	F	G	J	M	N	Q	T	U					
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	SALARY & BENEFIT DETAIL															
3	Document Date	3/1/2024														
4	Provider Name	Episcopal Community Services														
5	Program	Bryant Homeless Storage														
6	F\$P Contract ID#	1000020567														
7	Budget Name	General Fund - Homeless Storage														
8																
9			Year 1			Year 2			Year 3							
10			Agency Totals	For HSH Funded Program	12/1/2020 - 6/30/2021 Current	Agency Totals	For HSH Funded Program	7/1/2021 - 6/30/2022 Current	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 Current					
11			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					
12	POSITION TITLE															
13	Director of Shelters	\$	125,497	0.09	\$	10,981	\$	125,497	0.15	\$	18,825	\$	142,852	0.15	\$	21,428
14	Property Storage Program Manager	\$	82,369	0.58	\$	48,049	\$	82,369	1.00	\$	82,369	\$	93,053	1.00	\$	93,053
15	PSP Service Coordinator	\$	40,029	0.58	\$	23,350	\$	40,029	1.00	\$	40,029	\$	45,936	1.00	\$	45,936
16	PSP Facilities	\$	38,617	0.58	\$	22,527	\$	38,617	1.00	\$	38,617	\$	48,024	1.00	\$	48,024
17	Associate Director of Interim Housing			0.00					0.00					0.00	\$	-
18	PSP Service Coordinator - replacement and overtime factor			0.00	\$	7,005			0.00	\$	12,009			0.00	\$	12,009
19	PSP Facilities - Replacement and Overtime Factor			0.00	\$	3,379			0.00	\$	5,793			0.00	\$	5,793
20	PSP Program Manager - Replacement and Overtime Factor			0.00	\$	12,012			0.00	\$	20,592			0.00	\$	8,321
41			TOTAL SALARIES		\$	127,303		TOTAL SALARIES		\$	218,234		TOTAL SALARIES		\$	234,564
42			TOTAL FTE:			1.84					3.15				3.15	
43			FRINGE BENEFIT RATE:			43.00%					43.00%				43.00%	
44			EMPLOYEE FRINGE BENEFITS:		\$	54,740				\$	93,841				\$	100,863
45			TOTAL SALARIES & BENEFITS:		\$	182,043				\$	312,075				\$	335,427

	A	B	X	AA	AB	AC	AD	AE	AH	AK		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date	3/1/2024										
4	Provider Name	Episcopal Community Services										
5	Program	Bryant Homeless Storage										
6	FSP Contract ID#	1000020567										
7	Budget Name	General Fund - Homeless Storage										
8				EXTENSION YEAR				EXTENSION YEAR				
9				Year 4				Year 5				
10				Agency Totals	For HSH Funded Program	7/1/2023 - 2/29/2024	3/1/2024 - 6/30/2024	7/1/2023 - 6/30/2024	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025	
11						Current	Amendment	New			New	
12	POSITION TITLE			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	
13	Director of Shelters			\$ 153,736	0.15	\$ 21,523	\$ 1,537	\$ 23,060	\$ 153,736	0.15	\$ 23,060	
14	Property Storage Program Manager			\$ 97,707	1.00	\$ 65,138	\$ 32,569	\$ 97,707	\$ 97,707	1.00	\$ 97,707	
15	PSP Service Coordinator			\$ 48,692	1.00	\$ 32,461	\$ 16,231	\$ 48,692	\$ 48,692	1.00	\$ 48,692	
16	PSP Facilities			\$ 50,905	1.00	\$ 33,937	\$ 16,968	\$ 50,905	\$ 50,905	1.00	\$ 50,905	
17	Associate Director of Interim Housing			\$ 110,000	0.09	\$ -	\$ 9,900	\$ 9,900	\$ 110,000	0.09	\$ 9,900	
18	PSP Service Coordinator - replacement and overtime factor				0.00	\$ 8,006	\$ 4,003	\$ 12,009		0.00	\$ 12,009	
19	PSP Facilities - Replacement and Overtime Factor				0.00	\$ 3,862	\$ 1,931	\$ 5,793		0.00	\$ 5,793	
20	PSP Program Manager - Replacement and Overtime Factor				0.00	\$ 5,547	\$ 2,774	\$ 8,321		0.00	\$ 8,321	
41				TOTAL SALARIES			\$ 170,474	\$ 85,913	\$ 256,387	TOTAL SALARIES		
42					3.24					3.24		
43						43.00%	0.00%	43.00%			43.00%	
44				EMPLOYEE FRINGE BENEFITS:			\$ 73,304	\$ 36,942	\$ 110,246	EMPLOYEE FRINGE BENEFITS:		
45				TOTAL SALARIES & BENEFITS:			\$ 243,778	\$ 122,855	\$ 366,633	TOTAL SALARIES & BENEFITS:		

	A	B	AL	AO	AR	AS	AV	AY	AZ	BC	BF
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date	3/1/2024									
4	Provider Name	Episcopal Community Services									
5	Program	Bryant Homeless Storage									
6	F\$P Contract ID#	1000020567									
7	Budget Name	General Fund - Homeless Storage									
8			EXTENSION YEAR			EXTENSION YEAR			EXTENSION YEAR		
9			Year 6			Year 7			Year 8		
10			Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026	Agency Totals	For HSH Funded Program	7/1/2026 - 6/30/2027	Agency Totals	For HSH Funded Program	7/1/2027 - 6/30/2028
11					New			New			New
12	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
13	Director of Shelters		\$ 153,736	0.15	\$ 23,060	\$ 153,736	0.15	\$ 23,060	\$ 153,736	0.15	\$ 23,060
14	Property Storage Program Manager		\$ 97,707	1.00	\$ 97,707	\$ 97,707	1.00	\$ 97,707	\$ 97,707	1.00	\$ 97,707
15	PSP Service Coordinator		\$ 48,692	1.00	\$ 48,692	\$ 48,692	1.00	\$ 48,692	\$ 48,692	1.00	\$ 48,692
16	PSP Facilities		\$ 50,905	1.00	\$ 50,905	\$ 50,905	1.00	\$ 50,905	\$ 50,905	1.00	\$ 50,905
17	Associate Director of Interim Housing		\$ 110,000	0.09	\$ 9,900	\$ 110,000	0.09	\$ 9,900	\$ 110,000	0.09	\$ 9,900
18	PSP Service Coordinator - replacement and overtime factor			0.00	\$ 12,009		0.00	\$ 12,009		0.00	\$ 12,009
19	PSP Facilities - Replacement and Overtime Factor			0.00	\$ 5,793		0.00	\$ 5,793		0.00	\$ 5,793
20	PSP Program Manager - Replacement and Overtime Factor			0.00	\$ 8,321		0.00	\$ 8,321		0.00	\$ 8,321
41			TOTAL SALARIES			TOTAL SALARIES			TOTAL SALARIES		
42				3.24			3.24			3.24	
43					43.00%			43.00%			43.00%
44			EMPLOYEE FRINGE BENEFITS:			EMPLOYEE FRINGE BENEFITS:			EMPLOYEE FRINGE BENEFITS:		
45					\$ 110,246			\$ 110,246			\$ 110,246
			TOTAL SALARIES & BENEFITS:			TOTAL SALARIES & BENEFITS:			TOTAL SALARIES & BENEFITS:		
					\$ 366,633			\$ 366,633			\$ 366,633

	A	B	BG	BJ	BM	BU	BV	BW	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	SALARY & BENEFIT DETAIL								
3	Document Date	3/1/2024							
4	Provider Name	Episcopal Community Services							
5	Program	Bryant Homeless Storage							
6	F\$P Contract ID#	1000020567							
7	Budget Name	General Fund - Homeless Storage							
8			EXTENSION YEAR						
9			Year 9			All Years			
10			Agency Totals	For HSH Funded Program	7/1/2028 - 6/30/2029	12/1/2020 - 2/29/2024	12/1/2020 - 6/30/2029	12/1/2020 - 6/30/2029	
11					New	Current	Amendment	New	
			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	POSITION TITLE								
13	Director of Shelters		\$ 153,736	0.15	\$ 23,060	\$ 72,757	\$ 116,837	\$ 189,594	
14	Property Storage Program Manager		\$ 97,707	1.00	\$ 97,707	\$ 288,609	\$ 521,104	\$ 809,713	
15	PSP Service Coordinator		\$ 48,692	1.00	\$ 48,692	\$ 141,776	\$ 259,691	\$ 401,467	
16	PSP Facilities		\$ 50,905	1.00	\$ 50,905	\$ 143,105	\$ 271,493	\$ 414,598	
17	Associate Director of Interim Housing		\$ 110,000	0.09	\$ 9,900	\$ -	\$ 59,400	\$ 59,400	
18	PSP Service Coordinator - replacement and overtime factor			0.00	\$ 12,009	\$ 39,029	\$ 64,048	\$ 103,077	
19	PSP Facilities - Replacement and Overtime Factor			0.00	\$ 5,793	\$ 18,827	\$ 30,896	\$ 49,723	
20	PSP Program Manager - Replacement and Overtime Factor			0.00	\$ 8,321	\$ 46,472	\$ 44,379	\$ 90,851	
41			TOTAL SALARIES		\$ 256,387	\$ 750,574	\$ 1,367,848	\$ 2,118,422	
42		TOTAL FTE:		3.24					
43		FRINGE BENEFIT RATE:				43.00%			
44		EMPLOYEE FRINGE BENEFITS:			\$ 110,246	\$ 322,748	\$ 588,172	\$ 910,920	
45		TOTAL SALARIES & BENEFITS:			\$ 366,633	\$ 1,073,323	\$ 1,956,020	\$ 3,029,343	

	A	B	C	F	I	L	M	N	Q	T
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	3/1/2024								
4	Provider Name	Episcopal Community Services								
5	Program	Bryant Homeless Storage								
6	F&P Contract ID#	1000020567								
7	Budget Name	General Fund - Homeless Storage								
8										
9										
10										
11										
12	Operating Expenses									
14	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 36,949	\$ 63,340	\$ 61,340	\$ 40,894	\$ 20,448	\$ 61,342	\$ 61,342	\$ 61,342	\$ 61,342
15	Office Supplies, Postage	\$ 2,076	\$ 8,559	\$ 8,559	\$ 6,290	\$ 2,269	\$ 8,559	\$ 8,559	\$ 8,559	\$ 8,559
16	Building Maintenance Supplies and Repair	\$ 61,691	\$ 118,756	\$ 109,848	\$ 73,232	\$ 36,616	\$ 109,848	\$ 109,848	\$ 109,848	\$ 109,848
17	Printing and Reproduction	\$ 5,393	\$ 14,245	\$ 14,245	\$ 9,497	\$ 4,747	\$ 14,244	\$ 14,244	\$ 14,244	\$ 14,244
18	Insurance	\$ 3,004	\$ 5,150	\$ 5,150	\$ 3,434	\$ 1,716	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150
19	Staff Training	\$ 1,494	\$ 2,560	\$ 2,561	\$ 1,707	\$ 854	\$ 2,561	\$ 2,561	\$ 2,561	\$ 2,561
22	Staff Recruitment	\$ 592	\$ 1,015	\$ 1,015	\$ 677	\$ 338	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015
23	Pest Control	\$ 10,086	\$ 17,290	\$ 17,290	\$ 11,526	\$ 5,764	\$ 17,290	\$ 17,290	\$ 17,290	\$ 17,290
24	Inside Trailer Cameras Maintenance	\$ 875	\$ 1,500	\$ 1,500	\$ 1,000	\$ 500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
25	Recology	\$ 30,909	\$ 52,987	\$ 50,987	\$ 33,991	\$ 16,996	\$ 50,987	\$ 50,987	\$ 50,987	\$ 50,987
26	Water Cooler (Leased)	\$ 781	\$ 1,339	\$ 1,339	\$ 893	\$ 446	\$ 1,339	\$ 1,339	\$ 1,339	\$ 1,339
27	Program/Client Supplies & Services	\$ 12,016	\$ 24,728	\$ 24,728	\$ 16,485	\$ 8,243	\$ 24,728	\$ 24,728	\$ 24,728	\$ 24,728
28	Telecommunications	\$ 1,894	\$ 8,247	\$ 8,247	\$ 5,498	\$ 2,749	\$ 8,247	\$ 8,247	\$ 8,247	\$ 8,247
29	Dump Runs	\$ 2,916	\$ 9,999	\$ 9,999	\$ 6,666	\$ 3,244	\$ 9,910	\$ 9,910	\$ 9,910	\$ 9,910
30	Software Licenses	\$ 2,916	\$ 4,999	\$ 2,879	\$ 1,919	\$ 960	\$ 2,879	\$ 2,879	\$ 2,879	\$ 2,879
67										
68	TOTAL OPERATING EXPENSES	\$ 173,593	\$ 334,714	\$ 319,687	\$ 213,709	\$ 105,890	\$ 319,599	\$ 319,599	\$ 319,599	\$ 319,599
69										
70	Other Expenses									
71	CODB (to be allocated)	\$ 20,485				\$ -	\$ -	\$ -	\$ -	\$ -
72	One-Time Carryforward		\$ 20,485			\$ -	\$ -	\$ -	\$ -	\$ -
73	Adjustment to Actuals	\$ (230,145)	\$ (467,286)	\$ (438,728)		\$ -	\$ -	\$ -	\$ -	\$ -
83										
84	TOTAL OTHER EXPENSES	\$ (209,660)	\$ (446,801)	\$ (438,728)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	A	B	W	Z	AC	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	3/1/2024						
4	Provider Name	Episcopal Community Services						
5	Program	Bryant Homeless Storage						
6	F\$P Contract ID#	1000020567						
7	Budget Name	General Fund - Homeless Storage						
8			EXTENSION YEAR	EXTENSION YEAR	EXTENSION YEAR			
9			Year 7	Year 8	Year 9	All Years		
10			7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	12/1/2020 - 2/29/2024	12/1/2020 - 6/30/2029	12/1/2020 - 6/30/2029
11			New	New	New	Current	Amendment	New
12	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
14	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 61,342	\$ 61,342	\$ 61,342	\$ 202,523	\$ 327,158	\$ 529,681
15	Office Supplies, Postage		\$ 8,559	\$ 8,559	\$ 8,559	\$ 25,484	\$ 45,065	\$ 70,549
16	Building Maintenance Supplies and Repair		\$ 109,848	\$ 109,848	\$ 109,848	\$ 363,526	\$ 585,856	\$ 949,383
17	Printing and Reproduction		\$ 14,244	\$ 14,244	\$ 14,244	\$ 43,379	\$ 75,967	\$ 119,347
18	Insurance		\$ 5,150	\$ 5,150	\$ 5,150	\$ 16,738	\$ 27,466	\$ 44,205
19	Staff Training		\$ 2,561	\$ 2,561	\$ 2,561	\$ 8,322	\$ 13,659	\$ 21,981
22	Staff Recruitment		\$ 1,015	\$ 1,015	\$ 1,015	\$ 3,299	\$ 5,413	\$ 8,712
23	Pest Control		\$ 17,290	\$ 17,290	\$ 17,290	\$ 56,192	\$ 92,214	\$ 148,405
24	Inside Trailer Cameras Maintenance		\$ 1,500	\$ 1,500	\$ 1,500	\$ 4,875	\$ 8,000	\$ 12,875
25	Recology		\$ 50,987	\$ 50,987	\$ 50,987	\$ 168,875	\$ 271,931	\$ 440,805
26	Water Cooler (Leased)		\$ 1,339	\$ 1,339	\$ 1,339	\$ 4,352	\$ 7,141	\$ 11,493
27	Program/Client Supplies & Services		\$ 24,728	\$ 24,728	\$ 24,728	\$ 77,957	\$ 131,883	\$ 209,840
28	Telecommunications		\$ 8,247	\$ 8,247	\$ 8,247	\$ 23,887	\$ 43,984	\$ 67,870
29	Dump Runs		\$ 9,910	\$ 9,910	\$ 9,910	\$ 29,581	\$ 52,794	\$ 82,374
30	Software Licenses		\$ 2,879	\$ 2,879	\$ 2,879	\$ 12,714	\$ 15,355	\$ 28,068
67								
68	TOTAL OPERATING EXPENSES		\$ 319,599	\$ 319,599	\$ 319,599	\$ 1,041,703	\$ 1,703,886	\$ 2,745,589
69								
70	<u>Other Expenses</u>							
71	CODB (to be allocated)		\$ -	\$ -	\$ -	\$ 20,485	\$ -	\$ 20,485
72	One-Time Carryforward		\$ -	\$ -	\$ -	\$ 20,485	\$ -	\$ 20,485
73	Adjustment to Actuals		\$ -	\$ -	\$ -	\$ (1,136,159)	\$ -	\$ (1,136,159)
83								
84	TOTAL OTHER EXPENSES		\$ -	\$ -	\$ -	\$ (1,095,190)	\$ -	\$ (1,095,190)

BUDGET NARRATIVE

Fiscal Year

General Fund - Homeless Storage

FY23-24

<u>Salaries & Benefits</u>	<u>Adjusted</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
	<u>Budgeted</u>	<u>Salary</u>		
	<u>FTE</u>	<u>Salary</u>		
Director of Shelters	0.15	\$ 23,060	Supervises and supports the site manager; manages site manager payroll; seek coverage during site manager time off; ensuring site is in compliance with funders at all time.	\$153,736 x 0.15 FTE
Property Storage Program Manager	1.00	\$ 97,707	Manages all operations of the facility; adheres to facility contractual agreements with the agency and funder; supervises and trains all staff working onsite; manages payroll; input guest information into data system; track guest services; attend monthly meeting with funds to stay abreast of any new implementations; community outreach.	\$97,707 x 1 FTE
PSP Service Coordinator	1.00	\$ 48,692	Adheres to the guidance of the site manager; comply with city, county, and state regulations; intake new guest; exit guest.	\$48,692 x 1 FTE
PSP Facilities	1.00	\$ 50,905	Adheres to the guidance of the site manager; maintains the upkeep of the facility; comply with all county, city, and state regulations.	\$50,905 x 1 FTE
Associate Director of Interim Housing	0.09	\$ 9,900	Assists in managing the day-to-day operations. Provides direct supervision and guidance to a team of interim housing case managers.	\$110,000 x 0.09 FTE
PSP Service Coordinator - replacement and overtime factor	0.00	\$ 12,009	Covers replacement and overtime for service coordinators.	\$1,001 x 12 months
PSP Facilities - Replacement and Overtime Factor	0.00	\$ 5,793	Covers replacement and overtime for facilities.	\$483 x 12 months
PSP Program Manager - Replacement and Overtime Factor	0.00	\$ 8,321	Covers replacement and overtime for program manager.	\$693 x 12 months
TOTAL	3.24	\$ 256,387		
<u>Employee Fringe Benefits</u>	<u>43.0%</u>	<u>\$ 110,246</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 43% of total salaries.</u>	
Salaries & Benefits Total		\$ 366,633		

<u>Operating Expenses</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
	<u>Expense</u>		
Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 61,342	Covers utilities expenses	\$5,112 x 12 months
Office Supplies, Postage	\$ 8,559	Covers office supplies and postage expenses	\$713 x 12 months
Building Maintenance Supplies and Repair	\$ 109,848	Covers building maintenance supplies and services	\$9,154 x 12 months
Printing and Reproduction	\$ 14,244	Includes photocopying and copier leasing charges	\$1,187 x 12 months
Insurance	\$ 5,150	Includes prorated expense of general liability insurance	\$429 x 12 months
Staff Training	\$ 2,561	Includes staff training related expenses	\$213 x 12 months
Staff Recruitment	\$ 1,015	Includes staff recruiting expenses	\$85 x 12 months
Pest Control	\$ 17,290	Covers pest control expenses	\$1,441 x 12 months
Inside Trailer Cameras Maintenance	\$ 1,500	Covers maintenance and repairs costs for inside trailer cameras	\$125 x 12 months
Recology	\$ 50,987	Covers recology related expenses	\$4,249 x 12 months
Water Cooler (Leased)	\$ 1,339	Covers the leased water cooler expenses	\$112 x 12 months
Program/Client Supplies & Services	\$ 24,728	Includes program supplies expenses	\$2,061 x 12 months
Telecommunications	\$ 8,247	Covers telephone, cellphone, and Wi-Fi expenses	\$687 x 12 months
Dump Runs	\$ 9,910	Covers dump runs expense	\$826 x 12 months
Software Licenses	\$ 2,879	Covers software licenses expense	\$240 x 12 months
TOTAL OPERATING EXPENSES	\$ 319,599		
Indirect Cost	15.0%	\$ 102,935	