



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	April 4, 2024
Subject	Grant Agreement Approval: Episcopal Community Services 1180 4 th Street

<i>Agreement Information</i>	
F\$P#	1000031860
Provider	Episcopal Community Services
Program Name	1180 4 th Street
Agreement Action	Original Agreement
Agreement Term	July 1, 2024 – June 30, 2029

Agreement Amount:

New	Contingency	Total Not to Exceed (NTE)
\$3,456,965	\$691,393 ¹	\$4,148,358

<i>Funding Information</i>	
Funding Sources²	69% General Fund 31% Our City, Our Home Fund (Prop C)

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to enter into a new grant agreement with Episcopal Community Services for the provision of 1180 4th Street for the period of July 1, 2024 to June 30, 2029. This is a new agreement for continuing services.

Background

The 1180 4th St Family Housing project provides 50 units to formerly homeless families and 99 affordable rental homes for low and very-low-income families and began in 2014. Episcopal Community Services provides support services to 50 formerly homeless families who are referred to the program via the family coordinated entry process. Episcopal Community Services provides onsite services, including but not limited to outreach, intake and assessment, case management, benefits linkage assistance and advocacy, housing stability support, crisis intervention, and conflict resolution.

Services to be Provided

The purpose of the grant is to provide support services to 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

¹ This amount constitutes a contingency of 20% of the total agreement amount.

² The funding sources listed reflect current and future years.

below the age of 18. Grantee will provide services to 50 units with a budgeted staff of 4.2 full-time equivalent (FTE), including youth services coordinators subcontracted to Mercy Housing.

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 May 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 1180 4th Street since July 1, 2014.

Performance History

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

Episcopal Community Services underwent program monitoring most recently in FY 22-23. The final monitoring resulted in no findings.



**Appendix A, Services to be Provided
by
Episcopal Community Services
1180 4th Street Support Services**

I. Purpose of Grant

The purpose of this 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 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.

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.
- 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.
- 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.

- 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, to meet the needs of youth in the program, on an as-needed basis.
- 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 1180 4th Street, 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 20:1 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 tenants 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 level of satisfaction with services. Feedback methods shall include:

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

M. Good Neighbor Policy: Grantee shall maintain a good relationship with the neighborhood, including:

1. In partnership with Property Management, collaborating with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
2. Have a representative of the Grantee attend all appropriate neighborhood meetings;
3. Providing staff training in de-escalation and crisis response, including having written policies and protocols for contacting law enforcement, San Francisco

- Homeless Outreach Team (SFHOT), Healthy Streets Operation Center (HSOC), Department of Public Works (DPW), and/or crisis response teams as needed; and
4. Grantee shall create and offer a “good neighbor” onboarding, that outlines community resources, community norms, and expectations, for tenants as they move in.
- N. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- O. 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.
- P. 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 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 any errors.
 2. Records entered into the 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 will provide clear instructions to all Grantees regarding the correct mechanism for

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

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

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

VII. Service Objectives

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

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

VIII. Outcome Objectives

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

- A. 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;
- B. 75 percent of all households that showed housing instability (non-payment of rent, lease violations) will remain in housing; and
- 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).

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 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.
- 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.

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	6/30/2029	5
6	Amended Term	7/1/2024	6/30/2029	5
7	Program	1180 4th Street		
8	F\$P Contract ID#	1000031860		
9				
10	Approved Subcontractors			
11	Mercy Housing Corporation			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
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	6/30/2029	5																
6	Amended Term	7/1/2024	6/30/2029	5																
7	Program	1180 4th Street																		
8	FSP Contract ID#	1000031860																		
9																				
10																				
11	NUMBER SERVED (# of Families)				Year 1	Year 2	Year 3	Year 4	Year 5											
12	Service Component				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											
13	Support Services				50	50	50	50	50											

	A	B	C	D	G	J	M	P	S	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	7/1/2024	6/30/2029	5							
6	Amended Term	7/1/2024	6/30/2029	5							
7	Provider Name	Episcopal Community Services									
8	Program	1180 4th Street									
9	F\$P Contract ID#	1000031860									
10	Contract Action (Select)	New Agreement									
11	Effective Date	7/1/2024									
12	Budget Name	General Fund/ Prop C - Support Services									
13	Funding:	Current	New								
14	Term Budget	\$ -	\$ 3,456,965	20%							
15	Contingency	\$ -	\$ 691,393								
16	Not-To-Exceed	\$ -	\$ 4,148,358								
17											
18		Year 1	Year 2	Year 3	Year 4	Year 5	All Years				
19		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	7/1/2024 - 6/30/2029				
20		12 Months	12 Months	12 Months	12 Months	12 Months					
21		New	New	New	New	New	New				
22	EXPENDITURES										
23	Salaries & Benefits	\$	532,682	\$	532,682	\$	532,682	\$	532,682	\$	2,663,410
24	Operating Expenses	\$	29,741	\$	29,741	\$	29,741	\$	29,741	\$	148,705
25	Subtotal	\$	562,423	\$	562,423	\$	562,423	\$	562,423	\$	2,812,115
26	Indirect Percentage	15.00%		15.00%		15.00%		15.00%			
27	Indirect Cost (Line 25 X Line 26)	\$	84,363	\$	84,363	\$	84,363	\$	84,363	\$	421,815
28	Other Expenses (Not Eligible for Indirect %)	\$	44,607	\$	44,607	\$	44,607	\$	44,607	\$	223,035
31	TOTAL EXPENDITURES	\$	691,393	\$	691,393	\$	691,393	\$	691,393	\$	3,456,965
32											
33	HSH REVENUES*:										
34	General Fund - Ongoing	\$	476,659	\$	476,659	\$	476,659	\$	476,659	\$	2,383,295
36	Prop C	\$	214,734	\$	214,734	\$	214,734	\$	214,734	\$	1,073,670
53	TOTAL HSH REVENUES	\$	691,393	\$	691,393	\$	691,393	\$	691,393	\$	3,456,965
64											
65	* 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.										
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68											
69	Approved by:	Tiffany Luong									
70	Title:	Senior Director of Finance and Planning									
71	Phone Number :	415.487.3300 Ext. 1219									
72	Email:	tluong@ecs-sf.org									

	A	B	C	F	I	J	M	P	Q	T	W
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	1180 4th Street									
7	FSP Contract ID#	1000031860									
8	Budget Name	General Fund/ Prop C - Support Services									
9											
10											
11		Year 1			Year 2			Year 3			
12		Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025	Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026	Agency Totals	For HSH Funded Program	7/1/2026 - 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	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	
16	Support Services Manager - H119	\$ 110,466	0.60	\$ 66,279	\$ 110,466	0.60	\$ 66,279	\$ 110,466	0.60	\$ 66,279	
17	Asst Support Services Manager - H75	\$ 88,684	1.00	\$ 88,684	\$ 88,684	1.00	\$ 88,684	\$ 88,684	1.00	\$ 88,684	
18	Case Manager III Bilingual - H73	\$ 64,769	1.00	\$ 64,769	\$ 64,769	1.00	\$ 64,769	\$ 64,769	1.00	\$ 64,769	
19	Case Manager III Bilingual - H128	\$ 78,301	1.00	\$ 78,301	\$ 78,301	1.00	\$ 78,301	\$ 78,301	1.00	\$ 78,301	
20	Sr. Housing Director - H5	\$ 189,218	0.07	\$ 12,621	\$ 189,218	0.07	\$ 12,621	\$ 189,218	0.07	\$ 12,621	
21	Associate Housing Director - H117	\$ 130,222	0.14	\$ 18,609	\$ 130,222	0.14	\$ 18,609	\$ 130,222	0.14	\$ 18,609	
22	Clinical Services Manager - H6	\$ 97,506	0.03	\$ 3,247	\$ 97,506	0.03	\$ 3,247	\$ 97,506	0.03	\$ 3,247	
23	Database Spec/Compliance Monitor - H51	\$ 82,704	0.07	\$ 5,516	\$ 82,704	0.07	\$ 5,516	\$ 82,704	0.07	\$ 5,516	
24	Database Spec/Compliance Monitor - H107	\$ 79,462	0.07	\$ 5,300	\$ 79,462	0.07	\$ 5,300	\$ 79,462	0.07	\$ 5,300	
25	Admin Asst/Quality Assurance Spec - H106	\$ 92,658	0.06	\$ 5,189	\$ 92,658	0.06	\$ 5,189	\$ 92,658	0.06	\$ 5,189	
26	Director of Healthy Aging - SN34	\$ 167,657	0.02	\$ 2,515	\$ 167,657	0.02	\$ 2,515	\$ 167,657	0.02	\$ 2,515	
27	Director of Impact & Analytics - A83	\$ 166,885	0.02	\$ 3,388	\$ 166,885	0.02	\$ 3,388	\$ 166,885	0.02	\$ 3,388	
28	Director of Clinical Services - CS500	\$ 170,700	0.02	\$ 4,029	\$ 170,700	0.02	\$ 4,029	\$ 170,700	0.02	\$ 4,029	
29	Housing Director	\$ 160,005	0.06	\$ 8,960	\$ 160,005	0.06	\$ 8,960	\$ 160,005	0.06	\$ 8,960	
30	Sr. Program Assistant	\$ 91,040	0.06	\$ 5,098	\$ 91,040	0.06	\$ 5,098	\$ 91,040	0.06	\$ 5,098	
59		TOTAL SALARIES:		\$ 372,505			\$ 372,505			\$ 372,505	
60		TOTAL FTE :		4.20			4.20			4.20	
61		FRINGE BENEFIT RATE:		43.00%			43.00%			43.00%	
62		EMPLOYEE FRINGE BENEFITS:		\$ 160,177			\$ 160,177			\$ 160,177	
63		TOTAL SALARIES & BENEFITS:		\$ 532,682			\$ 532,682			\$ 532,682	

	A	B	X	AA	AD	AE	AH	AK	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	1180 4th Street									
7	FSP Contract ID#	1000031860									
8	Budget Name	General Fund/ Prop C - Support Services									
9											
10											
11		Year 4			Year 5			All Years			
12		Agency Totals	For HSH Funded Program	7/1/2027 - 6/30/2028	Agency Totals	For HSH Funded Program	7/1/2028 - 6/30/2029	7/1/2024 - 6/30/2029	7/1/2024 - 6/30/2029	7/1/2024 - 6/30/2029	
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	Change	Budgeted Salary	
16	Support Services Manager - H119	\$ 110,466	0.60	\$ 66,279	\$ 110,466	0.60	\$ 66,279	\$ -	\$ 331,395	\$ 331,395	
17	Asst Support Services Manager - H75	\$ 88,684	1.00	\$ 88,684	\$ 88,684	1.00	\$ 88,684	\$ -	\$ 443,420	\$ 443,420	
18	Case Manager III Bilingual - H73	\$ 64,769	1.00	\$ 64,769	\$ 64,769	1.00	\$ 64,769	\$ -	\$ 323,845	\$ 323,845	
19	Case Manager III Bilingual - H128	\$ 78,301	1.00	\$ 78,301	\$ 78,301	1.00	\$ 78,301	\$ -	\$ 391,505	\$ 391,505	
20	Sr. Housing Director - H5	\$ 189,218	0.07	\$ 12,621	\$ 189,218	0.07	\$ 12,621	\$ -	\$ 63,105	\$ 63,105	
21	Associate Housing Director - H117	\$ 130,222	0.14	\$ 18,609	\$ 130,222	0.14	\$ 18,609	\$ -	\$ 93,045	\$ 93,045	
22	Clinical Services Manager - H6	\$ 97,506	0.03	\$ 3,247	\$ 97,506	0.03	\$ 3,247	\$ -	\$ 16,235	\$ 16,235	
23	Database Spec/Compliance Monitor - H51	\$ 82,704	0.07	\$ 5,516	\$ 82,704	0.07	\$ 5,516	\$ -	\$ 27,580	\$ 27,580	
24	Database Spec/Compliance Monitor - H107	\$ 79,462	0.07	\$ 5,300	\$ 79,462	0.07	\$ 5,300	\$ -	\$ 26,500	\$ 26,500	
25	Admin Asst/Quality Assurance Spec - H106	\$ 92,658	0.06	\$ 5,189	\$ 92,658	0.06	\$ 5,189	\$ -	\$ 25,945	\$ 25,945	
26	Director of Healthy Aging - SN34	\$ 167,657	0.02	\$ 2,515	\$ 167,657	0.02	\$ 2,515	\$ -	\$ 12,575	\$ 12,575	
27	Director of Impact & Analytics - A83	\$ 166,885	0.02	\$ 3,388	\$ 166,885	0.02	\$ 3,388	\$ -	\$ 16,940	\$ 16,940	
28	Director of Clinical Services - CS500	\$ 170,700	0.02	\$ 4,029	\$ 170,700	0.02	\$ 4,029	\$ -	\$ 20,145	\$ 20,145	
29	Housing Director	\$ 160,005	0.06	\$ 8,960	\$ 160,005	0.06	\$ 8,960	\$ -	\$ 44,800	\$ 44,800	
30	Sr. Program Assistant	\$ 91,040	0.06	\$ 5,098	\$ 91,040	0.06	\$ 5,098	\$ -	\$ 25,490	\$ 25,490	
59		TOTAL SALARIES:		\$ 372,505			\$ 372,505	\$ -	\$ 1,862,525	\$ 1,862,525	
60		TOTAL FTE :	4.20			4.20					
61		FRINGE BENEFIT RATE:		43.00%			43.00%				
62		EMPLOYEE FRINGE BENEFITS:		\$ 160,177			\$ 160,177	\$ -	\$ 800,885	\$ 800,885	
63		TOTAL SALARIES & BENEFITS:		\$ 532,682			\$ 532,682	\$ -	\$ 2,663,410	\$ 2,663,410	

	A	B	E	H	K	N	Q	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	1180 4th Street						
7	FSP Contract ID#	1000031860						
8	Budget Name	General Fund/ Prop C - Support Services						
9								
10			Year 1	Year 2	Year 3	Year 4	Year 5	All Years
11			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	7/1/2024 - 6/30/2029
12			12 Months	12 Months	12 Months	12 Months	12 Months	New
13			New	New	New	New	New	
14	OPERATING EXPENSES		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
17	Office Supplies, Postage		\$ 1,024	\$ 1,024	\$ 1,024	\$ 1,024	\$ 1,024	\$ 5,120
19	Printing and Reproduction		\$ 6,465	\$ 6,465	\$ 6,465	\$ 6,465	\$ 6,465	\$ 32,325
20	Insurance		\$ 5,712	\$ 5,712	\$ 5,712	\$ 5,712	\$ 5,712	\$ 28,560
21	Staff Training		\$ 4,422	\$ 4,422	\$ 4,422	\$ 4,422	\$ 4,422	\$ 22,110
22	Staff Travel (Local & Out-of-Town)		\$ 306	\$ 306	\$ 306	\$ 306	\$ 306	\$ 1,530
24	Program/Client Supplies		\$ 2,024	\$ 2,024	\$ 2,024	\$ 2,024	\$ 2,024	\$ 10,120
25	Telecommunications		\$ 4,855	\$ 4,855	\$ 4,855	\$ 4,855	\$ 4,855	\$ 24,275
26	Food and Food Service Supplies		\$ 4,547	\$ 4,547	\$ 4,547	\$ 4,547	\$ 4,547	\$ 22,735
57	<u>Consultants:</u>							
58	Web-Based Data Entry/Professional Services		\$ 386	\$ 386	\$ 386	\$ 386	\$ 386	\$ 1,930
68								
69	TOTAL OPERATING EXPENSES		\$ 29,741	\$ 29,741	\$ 29,741	\$ 29,741	\$ 29,741	\$ 148,705
70								
71	OTHER EXPENSES (Not Eligible for Indirect Cost %)							
82	<u>Subcontractors:</u>							
83	Mercy Housing Corporation		\$ 40,857	\$ 40,857	\$ 40,857	\$ 40,857	\$ 40,857	\$ 204,285
92	Subcontractor Indirect (First \$25k only)		\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 18,750
93								
94	TOTAL OTHER EXPENSES		\$ 44,607	\$ 44,607	\$ 44,607	\$ 44,607	\$ 44,607	\$ 223,035

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
		Fiscal Year			
4	General Fund/ Prop C - Support Services	FY24-25			
		<u>Adjusted</u>			
		<u>Budgeted</u>	<u>Budgeted</u>		
5	Salaries & Benefits	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
	Support Services Manager - H119	0.60	\$ 66,279	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.	\$110,465 x 0.6 FTE
6	Asst Support Services Manager - H75	1.00	\$ 88,684	Assists the SSM in providing team leadership, management and supervision to ensure program quality, as well as resident safety, housing retention, and individual development; supervises staff; assists with the coordination of partner efforts. Also Carries resident caseload and performs the duties of a case manager.	\$88,684 x 1.0 FTE
7	Case Manager III Bilingual - H73	1.00	\$ 64,769	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short and long term 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. (bilingual)	\$64,769 x 1.0 FTE
8	Case Manager III Bilingual - H128	1.00	\$ 78,301	Carries resident caseload, supporting clients in their efforts to retain housing and to achieve short and long term 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. (bilingual)	\$78,301 x 1.0 FTE
9	Sr. Housing Director - H5	0.07	\$ 12,621	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.	\$189,220 x 0.07 FTE
10	Associate Housing Director - H117	0.14	\$ 18,609	Primarily responsible for leadership, direction and support of all programmatic, administrative, fiscal and regulatory functions for ECS housing sites.	\$130,224 x 0.14 FTE
11	Clinical Services Manager - H6	0.03	\$ 3,247	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.	\$97,508 x 0.03 FTE
12	Database Spec/Compliance Monitor - H51	0.07	\$ 5,516	Evaluates HSH contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures; performs data entry.	\$82,699 x 0.07 FTE
13	Database Spec/Compliance Monitor - H107	0.07	\$ 5,300	evaluates HSH contract compliance; conducts resident chart reviews; provides staff training on department protocols and procedures; performs data entry.	\$79,460 x 0.07 FTE
14	Admin Asst/Quality Assurance Spec - H106	0.06	\$ 5,189	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 for programs (e.g. submitting Critical Incident Reports), scheduling clinical trainings, assisting in the planning of events for staff and clients. etc.	\$92,661 x 0.06 FTE
15	Director of Healthy Aging - SN34	0.02	\$ 2,515	Overall program direction and operations of 1180 4th Street Housing as well as leadership for seniors aging in place throughout all of our programs, with a focus on senior engagement, safety, health and independence.	\$167,667 x 0.02 FTE
16	Director of Impact & Analytics - A83	0.02	\$ 3,388	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. This position works directly on programs/sites.	\$166,897 x 0.02 FTE
17					

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
		Fiscal Year			
4	General Fund/ Prop C - Support Services	FY24-25			
		<u>Adjusted</u>			
		<u>Budgeted</u>	<u>Budgeted</u>		
5	Salaries & Benefits	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
18	Director of Clinical Services - CS500	0.02	\$ 4,029	Master's degree and MFT/LCSW. Primary responsibility for leadership, direction, and support of all programmatic, administrative, fiscal, and regulatory functions for ECS Clinical services and Medi-Cal billing.	\$170,720 x 0.02 FTE
19	Housing Director	0.06	\$ 8,960	The Director of Housing Services (DHS) supports the Senior Director of Housing Services (SDHS) by overseeing the implementation of new programs and development of policy and systems to achieve the goals and vision of the department. Directly supervises the Associate Directors of Housing Services (ADs), and collaborates with ECS's Asset Management team, Housing Development, Finance, Funds Development, and other program and administrative staff to ensure effective service delivery, sufficient funding and sound financial management.	\$160,000 x 0.06 FTE
20	Sr. Program Assistant	0.06	\$ 5,098	The primary role of the Senior Program Assistant for 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.	\$91,036 x 0.06 FTE
48	TOTAL	4.20	\$ 372,505		
49	Employee Fringe Benefits	43%	\$ 160,177	Includes FICA, SSUI, Workers Compensation and Medical calculated at 43% of total salaries.	
50	TOTAL SALARIES & BENEFITS		\$ 532,682		
51					
		<u>Budgeted</u>			
52	Operating Expenses	<u>Expense</u>		<u>Justification</u>	<u>Calculation</u>
55	Office Supplies, Postage	\$ 1,024		Includes office and meeting supplies; postage	\$85 x 12 months
57	Printing and Reproduction	\$ 6,465		Covers copier lease charges and copy paper expenses	\$539 x 12 months
58	Insurance	\$ 5,712		Covers 1180 4th Street's allocated portion of the agency's total insurance expense.	\$476 x 12 months
59	Staff Training	\$ 4,422		Includes training expenses for staff	\$369 x 12 months
60	Staff Travel (Local & Out-of-Town)	\$ 306		Covers local staff travel expenses	\$26 x 12 months
62	Program/Client Supplies	\$ 2,024		Includes program supplies, client supplies, client stipends	\$169 x 12 months
63	Telecommunications	\$ 4,855		Covers cellphone, Wi-Fi and landline phone charges	\$405 x 12 months
64	Food and Food Service Supplies	\$ 4,547		Includes food and food service supplies	\$379 x 12 months
95	<u>Consultants:</u>				
96	Web-Based Data Entry/Professional Services	\$ 386		Covers expenses for professional services for clinical consulting	\$32 x 12 months
107					
108	TOTAL OPERATING EXPENSES	\$ 29,741			
109	Indirect Cost	15.0%	\$ 84,363		
110					
111					
112	Other Expenses (not subject to indirect cost %)	Amount		Justification	Calculation
123	<u>Subcontractors:</u>				
124	Mercy Housing Corporation	\$ 40,857		Subcontractor expense for youth services coordinator	\$3,405 x 12 months
133	Subcontractor Indirect (First \$25k only)	\$ 3,750		Indirect cost on the first \$25k of subcontractor (Mercy Housing Corporations) expenses	15% x \$25,000
134					
135	TOTAL OTHER EXPENSES	\$ 44,607			