



Shireen McSpadden, Executive Director

London Breed, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Marion Sanders, Deputy Director for Programs Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
Date	April 4, 2024
Subject	Grant Agreement Approval: Episcopal Community Services Adult Access Points

F\$P#	1000031859
Provider	Episcopal Community Services
Program Name	Adult Access Points
Agreement Action	Original Agreement
Agreement Term	July 1, 2024 – June 30, 2026

Agreement Amount

New	Contingency¹	Total Not to Exceed (NTE)
\$6,858,700	\$1,371,740	\$8,230,440

<i>Funding Information</i>	
Funding Sources²	96% Whole Person Care (WPC) 4% HUD CoC (Award Number CA1463L9T012207)

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 Adult Access Points for the period of July 1, 2024 to June 30, 2026.

Background

Funding from WPC and HUD CoC will allow ECS to continue serving as an Adult Access Point providing Coordinated Entry and Problem Solving services to adults experiencing homelessness. The ECS Adult Access Points will continue to provide access and services to Adult Coordinated Entry, problem solving services, assessment, prioritization, navigation, and referral to housing, and other community services for San Francisco adults experiencing homelessness.

Services to be Provided

The purpose of the grant is to provide Access Point services to people experiencing homelessness. ECS will provide services to 5,250 clients with a budgeted staff of 25.68 full-time equivalent (FTE).

¹ Contingency only applied to FY 24-25 - FY 25-26 budgeted amount.

² The funding sources listed reflect current and future years.

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. ECS was selected for provision of these services based on the organization's experience and ability to begin services in a timely manner. ECS has been providing services for Adult Access Points since July 1, 2019.

Performance History

ECS underwent fiscal monitoring most recently in FY 22-23 and there were no unresolved findings. ECS is currently participating in program monitoring for FY 22-23 with an estimated completion date of May 2024.



**Appendix A, Services to be Provided
by
Episcopal Community Services
Adult Access Points**

I. Purpose of Grant

The purpose of the grant is to provide Access Point services to people experiencing homelessness.

II. Served Population

Grantee shall serve people experiencing homelessness, as defined by the Department of Homelessness and Supportive Housing's ([HSH Definitions](#)) and those who are eligible for Problem Solving, as defined by the HSH [Problem Solving Guide](#).

III. Referral and Prioritization

Households may self-refer, be referred by a community member or contact Access Points remotely with or without a support person/case manager/social worker.

Grantee shall determine eligibility for all Access Point services by verifying that the household meets the criteria for services.

IV. Description of Services

Grantee shall provide the following services to all eligible households:

- A. Access: Grantee shall provide in person and remote services to connect all people experiencing homelessness with Access Point Services. Grantee shall conduct street outreach with unsheltered households who are living in vehicles, outdoors, buildings, and other places not meant for human habitation. Grantee shall perform all Access Point services of Coordinated Entry (CE) services on a mobile basis.
- B. Problem Solving Services: Grantee shall implement and provide Problem Solving conversations to all eligible households. A range of flexible, short-term financial and non-financial assistance will be provided to participants who find a housing resolution that is external to the Homelessness Response System (HRS). Grantee will issue all direct client expenditures in accordance with Problem Solving direct client assistance guidelines. Grantee Problem Solving Specialists shall provide participants as many conversations as needed to support securing a safe permanent or temporary accommodation and to avoid entering shelter or the experience of street homelessness. The Scope of Problem Solving Services is set in the HSH [Problem Solving Guide](#).
- C. Assessment: Grantee shall assess households using the HSH assessment(s).
- D. Prioritization: Grantee shall use the HSH prioritization to determine a household's shelter or housing prioritization status.
- E. Referrals: Grantee shall use the HRS referral protocols to match households with HRS resources, including Temporary Shelter and Permanent Housing.
- F. Navigation: Grantee shall provide navigation services that facilitate the enrollment of households into Homelessness Response System Resources including Temporary

Shelter and Permanent Housing. Housing navigation assistance involves performing activities that culminate in a housing move-in date, including gathering key documents as required by the housing process; scheduling housing viewing appointments or other appointments needed to obtain documents; coordinating regularly with providers, and representing the person experiencing homelessness in appeals of denials.

- G. Childcare: For Family Access Points, Grantee shall ensure childcare services are available during the Access Point hours of operation in order to ensure Head of Households for the served population can fully and comfortably share information that could lead to a resolution for their homelessness crisis.

V. **Staff Requirements**

Staff serving as the Access Point Manager are considered key staff. Grantee shall notify HSH in advance of any changes in contact information for that position.

VI. **Location and Time of Services**

Grantee shall provide a minimum of 32 hours of in person Access Point Services at the location specified in notice to HSH. Grantee shall provide ample notice (at least 2 weeks) for any unscheduled changes in Access Point Hours. Access Point hours will be 9:00 am to 5:00 pm, unless otherwise specified with no more than 60 minutes of mid-day closure for staff breaks, and Access Points shall provide mobile Access to Problem Solving and Coordinated Entry via in person roving staff and telecare/phone access.

Holiday Closures are as follows:

New Year Day
 Martin Luther King Jr. Day
 Presidents' Day
 Memorial Day
 Independent Day
 Labor Day
 Indigenous Peoples' Day
 Veterans Day
 Thanksgiving
 Day After Thanksgiving
 Christmas Day

VII. **Service Requirements**

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
- B. Documentation Requirements for Problem Solving Financial Assistance: All Problem Solving Providers are required to submit Problem Solving Limited Financial Assistance documentation in accordance with the [Problem Solving Guide](#) and the Appendix B, Budget. Problem Solving Providers have an option to issue financial

- assistance through HSH's Fiscal Agent or internally. In cases where financial assistance is not issued in accordance to HSH policy, HSH may ask a Problem Solving provider to start issuing assistance through HSH's Problem Solving Fiscal Agent.
- C. Entry Standards and Policies: Grantee shall be informed about and adhere to established standards, principles, and policies that are designed to effectively deliver the HRS services, as prescribed in the CE Standards, located on the HSH website: https://hsh.sfgov.org/wp-content/uploads/2023/10/CE-Written-Standards_9.2023_Clean.pdf.
- D. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.
- E. Amenities: During open hours, all Access Points will offer the following: Hand washing and restroom access for people currently using the Access Point and access to problem solving, assessment and referral for people experiencing homelessness.
- F. 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>. Grantee shall comply with Language Access standards that can be found on page ten of the San Francisco CE Standards, located on the HSH website: https://hsh.sfgov.org/wp-content/uploads/2023/10/CE-Written-Standards_9.2023_Clean.pdf.
- G. Feedback, Follow-up, and Customer Satisfaction Survey 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. A written survey, which shall be offered to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. 100 percent of eligible Head of Households with a completed enrollment in the Online Navigation and Entry (ONE) System: one survey after completion of the initial CE encounter and one survey after completion of the CE housing referral/exit for the served population.
- H. Grievance Policy: Grantee shall establish and maintain a written grievance policy that allows the served population to complain or submit a grievance, including the planning, design, and satisfaction about the program, per the Participant Grievance Policy, located on the HSH website: <https://hsh.sfgov.org/wp-content/uploads/2021/10/HSH-CE-SC-Grievance-Interim-Policy-8-22-19-1-1.pdf>.

- I. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 24 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.
- J. Public Health Emergency: Grantee shall follow the orders and guidance of the City and County of San Francisco's issuing Department related to a disaster and emergency response event, defined as public emergency affecting life, health, or property. This may include, but is not limited to, altering the method of service delivery on a temporary basis to protect the health and safety of Grantee staff and the served population.
- K. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan that contains Site Specific Emergency Response Plan(s) for their 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).
- L. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Collaborate with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
 2. Grantee Director, Manager or a representative will attend all appropriate neighborhood meetings;
 3. Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
 4. Minimize the impact on the neighborhood of Access Point population waiting to enter the building; and
 5. Active discouragement of loitering in the area surrounding the building.
- M. 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 shall participate in annual trainings on harm reduction, overdose recognition and response.
- N. Data Standards and Ad Hoc Reporting:

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 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 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 system.
- O. Data Privacy/Sharing: All client information gathered at Access Points will conform to the Department of Homelessness and Supportive Housing Privacy Practice and Release of Information (ROI) Policy and Practices: <https://hsh.sfgov.org/get-information/data-sharing-and-privacy/>
- P. Record Keeping, Documentation, and Files:
1. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including, but not limited to, homelessness verification documents.
 2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.
- Q. Mobile Services: Grantee shall provide mobile access to Problem Solving and Coordinated Entry Services. Mobile services will be provided by appointment, and as needed to meet people experiencing homelessness where they are.

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

- R. Training: Grantee shall attend all HSH ongoing and ad-hoc trainings for Access Points. Grantee shall ensure that all Access Point employees receive adequate training to deliver all Service Requirements, Service Objectives, and Outcome Objectives. Grantees are encouraged to provide additional training to improve quality of care and develop the skills of their employees.
- S. Collaboration: Grantee shall work collaboratively with other Access Points, Access Partners, and HRS partners to coordinate care for people experiencing homelessness. Grantee shall also provide referrals to services, housing, and other resources to help people experiencing homelessness achieve their goals.
- T. 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 homelessness; and
 3. Attendance of trainings, as requested.

VIII. Service Objectives

Grantee shall complete the following objectives per established policies and processes:

A. Coordinated Entry Access

Grantee shall complete upon initial engagement for 100 percent of Head of Households seeking services from the HRS:

1. Profile;
2. Eligibility Assessment;
3. CE Program Enrollment; and
4. CE Housing Primary Assessment for any household not immediately resolved through Problem Solving

B. Problem Solving

1. Grantee shall conduct Problem Solving with 100 percent of eligible Problem Solving households.
2. Grantee shall input 100 percent of Problem Solving related information (e.g., Problem Solving Screening) and all Problem Solving related services (e.g., Conversations, Financial Assistance) in the ONE System for 100 percent of the population served.
3. Grantee shall issue Problem Solving financial assistance in accordance with the Problem Solving Guide and the Problem Solving Fiscal Agent Policy.
4. Grantee shall refer 100% of eligible Problem Solving households to housing location assistance services.

C. Housing Referrals

Grantee shall complete within the ONE System for 100 percent of eligible Housing Referral Status Households:

1. Refer to Community Queue within 24 hours of Housing Referral Status designation;
2. Complete housing application within 48 hours of match to housing program;
3. Upload housing application within 24 hours of its completion;
4. Upload required housing documentation within 72 hours of completing the housing application; and
5. During the housing navigation process, assist Household throughout each step of the appeal process, including using ONE System Service and/or Coordinated Entry Events to document outcomes.

D. CE Program Exit

Grantee shall complete within the ONE System a CE Program exit for 100% percent of Households within 24 hours for all Problem Solving Resolutions and referrals to Permanent Housing.

IX. Outcome Objectives

Grantee shall achieve the following outcome objectives:

A. Problem Solving

At least 10 percent of eligible Problem Solving households will be able to end their housing crisis through Problem Solving services.

B. Satisfaction and Feedback

At least 70 percent of households enrolled in the Access Point will complete a Customer Satisfaction Survey. At least 85 percent of surveys completed by the served population will result in a good to excellent rating for the quality of received services.

X. Reporting Requirements

A. Grantee shall input data into systems required by HSH, such as the ONE System and CARBON. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data.

B. Grantee shall participate, as required by Department, and/or in coordination with other City, State and/or Federal government entities, in evaluative studies and coordination meetings designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within 30 business days of receipt of any evaluation report and such response will become part of the official report.

C. 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.

- D. 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.

XI. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, the following: Grantee's participant files, 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	7/1/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2024	6/30/2026	2
6	Amended Term	7/1/2024	6/30/2026	2
7	Program	Adult Access Points		
8	F\$P Contract ID#	1000031859		
9				
10	Approved Subcontractors			
11	N/A			

	A	B	C	D	E	F	G	H	I	J
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	6/30/2026	2						
6	Amended Term	7/1/2024	6/30/2026	2						
7	Program	Adult Access Points								
8	FSP Contract ID#	1000031859								
9										
10	Number Served				Year 1	Year 2				
11	Service Component				7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026				
12	Access Point Services				5,250	5,250				

	A	B	C	D	E	F	G	H	I	J
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	6/30/2026	2						
6	Amended Term	7/1/2024	6/30/2026	2						
7	Program	Adult Access Points								
8	FSP Contract ID#	1000031859								
9										
10	HUD Requirements				Year 1	Year 2				
11	HUD Award Information 24 CFR 578.99(e); 2 CFR 200.331(a)				7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026				
12	Federal Award Identification Number (from GIW Sheet)				CA1463L9T012207		TBD			
13	Federal Award Date (HUD Agreement Signature Date) 2 CFR 200.39				7/10/2023		TBD			

	A	B	C	D	G	J	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	6/30/2026	2			
6	Amended Term	7/1/2024	6/30/2026	2			
7	Provider Name	Episcopal Community Services					
8	Program	Adult Access Points					
9	F\$P Contract ID#	1000031859					
10	Action (select)	New Agreement					
11	Effective Date	7/1/2024					
12	Budget Names	Whole Person Care - Adult Access Points, CoC - Coordinated Entry					
13		Current	New				
14	Term Budget	\$ -	\$ 6,858,700				20%
15	Contingency	\$ -	\$ 1,371,740				
16	Not-To-Exceed	\$ -	\$ 8,230,440				
17					Year 1	Year 2	All Years
18					7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2024 - 6/30/2026
19					New	New	New
20							
21	Expenditures						
22	Salaries & Benefits			\$ 2,537,951	\$ 2,537,951	\$ 5,075,902	
23	Operating Expense			\$ 444,093	\$ 444,093	\$ 888,186	
24	Subtotal			\$ 2,982,044	\$ 2,982,044	\$ 5,964,088	
26	Indirect Cost			\$ 447,306	\$ 447,306	\$ 894,612	
27	Other Expenses (Not subject to indirect %)			\$ -	\$ -	\$ -	
30	Total Expenditures			\$ 3,429,350	\$ 3,429,350	\$ 6,858,700	
31							
32	HSH Revenues*						
33	Whole Person Care (WPC) - One-Time			\$ 3,284,399	\$ 3,284,399	\$ 6,568,798	
34	HUD CoC - Support Services			\$ 100,000	\$ 100,000	\$ 200,000	
35	HUD CoC - Admin			\$ 44,951	\$ 44,951	\$ 89,902	
42	Total HSH Revenues			\$ 3,429,350	\$ 3,429,350	\$ 6,858,700	
52	Total Adjusted Salary FTE (All Budgets)			25.68	25.68		
55							
56	Prepared by	Tiffany Luong					
57	Phone	415-487-3300 ext. 1219					
58	Email	tluong@ECS-SF.org					
59							
60	* 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.						
61							
62							

	A	B	C	D	G	J	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	6/30/2026	2			
6	Amended Term	7/1/2024	6/30/2026	2			
7	Provider Name	Episcopal Community Services					
8	Program	Adult Access Points					
9	F\$P Contract ID#	1000031859					
10	Action (select)	New Agreement					
11	Effective Date	7/1/2024					
12	Budget Name	Whole Person Care - Adult Access Points					
13		Current	New	20%			
14	Term Budget	\$ -	\$ 6,568,798				
15	Contingency	\$ -	\$ 1,371,740				
16	Not-To-Exceed	\$ -	\$ 8,230,440				
17					Year 1	Year 2	All Years
18					7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2024 - 6/30/2026
19					New	New	New
20							
21	Expenditures						
22	Salaries & Benefits				\$ 2,416,980	\$ 2,416,980	\$ 4,833,960
23	Operating Expense				\$ 439,019	\$ 439,019	\$ 878,038
24	Subtotal				\$ 2,855,999	\$ 2,855,999	\$ 5,711,998
25	Indirect Percentage				15.00%	15.00%	
26	Indirect Cost (Line 24 X Line 25)				\$ 428,400	\$ 428,400	\$ 856,800
30	Total Expenditures				\$ 3,284,399	\$ 3,284,399	\$ 6,568,798
31							
32	HSH Revenues (Select))						
33	Whole Person Care (WPC) - One-Time				\$ 3,284,399	\$ 3,284,399	\$ 6,568,798
42	Total HSH Revenues				\$ 3,284,399	\$ 3,284,399	\$ 6,568,798
50							
51	Total HSH + Other Revenues				\$ 3,284,399	\$ 3,284,399	\$ 6,568,798
53							
54							
55	Approved by	Tiffany Luong					
56	Phone	415-487-3300 ext. 1219					
57	Email	tluong@ECS-SF.org					
58							

	A	B	C	F	I	J	M	P	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	Adult Access Points							
7	F\$P Contract ID#	1000031859							
8	Budget Name	Whole Person Care - Adult Access Points							
9									
10			Year 1			Year 2			All Years
11			Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025 New	Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026 New	7/1/2024 - 6/30/2026 New
12			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
13	POSITION TITLE								
14	Hospitality Ambassadors #CE212		\$ 62,682	0.50	\$ 31,341	\$ 62,682	0.50	\$ 31,341	\$ 62,682
15	Ambassadors #CE206		\$ 60,500	1.00	\$ 60,500	\$ 60,500	1.00	\$ 60,500	\$ 121,000
16	Chief Program Officer #A86		\$ 229,214	0.03	\$ 6,876	\$ 229,214	0.03	\$ 6,876	\$ 13,752
17	Director of Adult Coordinated Entry #CE50		\$ 159,458	0.50	\$ 79,729	\$ 159,458	0.50	\$ 79,729	\$ 159,458
18	Associate Director of ACE #CE56		\$ 128,784	0.50	\$ 64,392	\$ 128,784	0.50	\$ 64,392	\$ 128,784
19	Training Manager #CE800		\$ 99,895	0.50	\$ 49,948	\$ 99,895	0.50	\$ 49,948	\$ 99,896
20	AP Accountant #CE53		\$ 93,288	0.50	\$ 46,644	\$ 93,288	0.50	\$ 46,644	\$ 93,288
21	Manager of Problem Solving Services (#CE99 (Linkage), CE100, CE900)		\$ 102,192	3.00	\$ 306,576	\$ 102,192	3.00	\$ 306,576	\$ 613,152
22	Problem Solving Specialists / Bilingual (#CE102, CE105,CE106,CE107,CE110, CE111,CE117,CE121,CE122,CE902-CE907, Open, Open, Open)		\$ 64,266	18.12	\$ 1,164,466	\$ 64,266	18.12	\$ 1,164,466	\$ 2,328,932
33	TOTAL SALARIES:				\$ 1,810,472			\$ 1,810,472	\$ 3,620,944
34	TOTAL FTE:			24.65			24.65		
35	FRINGE BENEFIT RATE:				33.50%			33.50%	
36	EMPLOYEE FRINGE BENEFITS:				\$ 606,508			\$ 606,508	\$ 1,213,016
37	TOTAL SALARIES & BENEFITS:				\$ 2,416,980			\$ 2,416,980	\$ 4,833,960

	A	B	E	H	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	Adult Access Points			
7	F\$P Contract ID#	1000031859			
8	Budget Name	Whole Person Care - Adult Access Points			
9					
10			Year 1	Year 2	All Years
11			7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2024 - 6/30/2026
12			New	New	New
13	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Rental of Property		\$ 236,587	\$ 236,587	\$ 473,174
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 15,665	\$ 15,665	\$ 31,330
16	Office Supplies, Postage		\$ 25,284	\$ 25,284	\$ 50,568
17	Building Maintenance Supplies and Repair		\$ 53,319	\$ 53,319	\$ 106,638
18	Printing and Reproduction		\$ 2,318	\$ 2,318	\$ 4,636
19	Insurance		\$ 28,100	\$ 28,100	\$ 56,200
20	Staff Training		\$ 6,823	\$ 6,823	\$ 13,646
21	Staff Travel (Local & Out-of-Town)		\$ 1,097	\$ 1,097	\$ 2,194
23	Staff Recruitment		\$ 2,167	\$ 2,167	\$ 4,334
24	Program/Client Supplies and Services (Including food)		\$ 11,660	\$ 11,660	\$ 23,320
25	Telecommunications		\$ 38,645	\$ 38,645	\$ 77,290
26	Equipment (Including maintenance & repairs)		\$ 17,354	\$ 17,354	\$ 34,708
69	TOTAL OPERATING EXPENSES		\$ 439,019	\$ 439,019	\$ 878,038

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET
BUDGET NARRATIVE

		Fiscal Year			
Whole Person Care - Adult Access Points		FY24-25			
<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>	
Hospitality Ambassadors #CE212	0.50	\$ 31,341	Greeting, receiving, providing information, and processing clients to Access Point services. Offering, de-escalation and safety services at Access Point locations. Has additional safety responsibilities.	\$62,682 x 0.5 FTE	
Ambassadors #CE206	1.00	\$ 60,500	Greeting, receiving, providing information, and processing clients to Access Point services. Offering, de-escalation and safety services at Access Point locations	\$60,500 x 1 FTE	
Chief Program Officer #A86	0.03	\$ 6,876	Oversees programmatic performance and outcomes of ACE. Supervises Director of Adult Coordinated Entry.	\$229,200 x 0.03 FTE	
Director of Adult Coordinated Entry #CE50	0.50	\$ 79,729	Oversees all roles and responsibilities of ACE. Primary responsibility for all program performance, outcomes, staffing, policies, procedures, budgeting, financials and invoices, and program compliance. Supervises Training Manager and Associate Director.	\$159,458 x 0.5 FTE	
Associate Director of ACE #CE56	0.50	\$ 64,392	Oversees all direct service provision of ACE. Supervises Managers of Housing Navigation and Managers of Problem Solving.	\$128,784 x 0.5 FTE	
Training Manager #CE800	0.50	\$ 49,948	Conducts Coordinated Entry training with ECS staff and partnering agencies as requested. Creates and distributes training materials.	\$99,895 x 0.51 FTE	
AP Accountant #CE53	0.50	\$ 46,644	Processes payments for all forms of financial assistance for ACE.	\$93,288 x 0.5 FTE	
Manager of Problem Solving Services (#CE99 (Linkage), CE100, CE900)	3.00	\$ 306,576	Supervises Problem Solvers, ensures client-centered service delivery, staff training and support, performance reviews, and supports resolution of grievances.	\$102,192 x 3 FTE	
Problem Solving Specialists / Bilingual (#CE102, CE105, CE106, CE107, CE110, CE111, CE117, CE121, CE122, CE902-CE907, Open, Open, Open)	18.12	\$ 1,164,466	Conducts problem solving conversations, housing assessments, linkage to services, doc readiness, and flex funds requests at Access Points and other locations where people experience homelessness.	\$64,266 x 18.12 FTE	
TOTAL	24.65	\$ 1,810,472			
Employee Fringe Benefits	33.50%	\$ 606,508	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 33.5% of total salaries.</u>		
Salaries & Benefits Total		\$ 2,416,980			

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET
BUDGET NARRATIVE

Fiscal Year

Whole Person Care - Adult Access Points

FY24-25

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 236,587	Based on YTD actual annualized expenses increased by 3% per contract	\$19,716 x 12 months
Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 15,665	Based on YTD actual annualized expenses increased by annual CPI of 6%	\$1,305 x 12 months
Office Supplies, Postage	\$ 25,284	Based on prior year actual expenses increased by annual CPI of 3%	\$2,107 x 12 months
Building Maintenance Supplies and Repair	\$ 53,319	Based on prior year actual expenses increased by annual CPI of 3%	\$4,443 x 12 months
Printing and Reproduction	\$ 2,318	Based on prior year actual expenses increased by annual CPI of 3%	\$193 x 12 months
Insurance	\$ 28,100	Based on prior year actual expenses increased by annual CPI of 15%	\$2,342 x 12 months
Staff Training	\$ 6,823	Based on prior year actual expenses increased by annual CPI of 3%	\$569 x 12 months
Staff Travel (Local & Out-of-Town)	\$ 1,097	Based on prior year actual expenses increased by annual CPI of 3%	\$91 x 12 months
Staff Recruitment	\$ 2,167	Based on prior year actual expenses increased by annual CPI of 3%	\$181 x 12 months
Program/Client Supplies and Services (Including food)	\$ 11,660	Based on prior year actual expenses increased by annual CPI of 3%	\$972 x 12 months
Telecommunications	\$ 38,645	Based on prior year actual expenses increased by annual CPI of 15%	\$3,220 x 12 months
Equipment (Including maintenance & repairs)	\$ 17,354	Based on prior year actual expenses increased by annual CPI of 3%	\$1,446 x 12 months
TOTAL OPERATING EXPENSES	\$ 439,019		
Indirect Cost	15.0% \$ 428,400		

	A	B	C	D	G	J	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	6/30/2026	2			
6	Amended Term	7/1/2024	6/30/2026	2			
7	Provider Name	Episcopal Community Services					
8	Program	Adult Access Points					
9	F\$P Contract ID#	1000031859					
10	Action (select)	New Agreement					
11	Effective Date	7/1/2024					
12	Budget Name	CoC - Coordinated Entry					
13		Current	New				
14	Term Budget	\$ -	\$ 289,902	20%			
15	Contingency	\$ -	\$ 1,371,740				
16	Not-To-Exceed	\$ -	\$ 8,230,440				
17					Year 1	Year 2	All Years
18					7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2024 - 6/30/2026
19					New	New	New
20							
21	Expenditures						
22	Salaries & Benefits				\$ 120,971	\$ 120,971	\$ 241,942
23	Operating Expense				\$ 5,074	\$ 5,074	\$ 10,148
24	Subtotal				\$ 126,045	\$ 126,045	\$ 252,090
25	Indirect Percentage				15.00%	15.00%	
26	Indirect Cost (Line 24 X Line 25)				\$ 18,906	\$ 18,906	\$ 37,812
27	Other Expenses (Not subject to indirect %)				\$ -	\$ -	\$ -
30	Total Expenditures				\$ 144,951	\$ 144,951	\$ 289,902
31							
32	Revenue						
34	HUD CoC - Support Services				\$ 100,000	\$ 100,000	\$ 200,000
35	HUD CoC - Admin				\$ 44,951	\$ 44,951	\$ 89,902
42	Total HSH Revenues				\$ 144,951	\$ 144,951	\$ 289,902
53							
54							
55	Approved by	Tiffany Luong					
56	Phone	415-487-3300 ext. 1219					
57	Email	tluong@ECS-SF.org					
58							

	A	B	C	F	I	J	M	P	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	Adult Access Points								
7	F\$P Contract ID#	1000031859								
8	Budget Name	CoC - Coordinated Entry								
9										
10				Year 1			Year 2			All Years
11				Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025	Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026	7/1/2024 - 6/30/2026
12				New			New			New
13	POSITION TITLE			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
14	Director of Impact and Analytics #A83			\$ 155,447	0.03	\$ 4,663	\$ 155,447	0.03	\$ 4,663	\$ 9,326
15	Training Manager #CE800			\$ 99,895	0.50	\$ 49,948	\$ 99,895	0.50	\$ 49,948	\$ 99,896
16	Data Analyst and Compliance Specialist #CE401			\$ 72,009	0.50	\$ 36,004	\$ 72,009	0.50	\$ 36,004	\$ 72,008
57	TOTAL SALARIES:			\$ 90,615			\$ 90,615			\$ 181,230
58	TOTAL FTE:			1.03			1.03			
59	FRINGE BENEFIT RATE:			33.50%			33.50%			
60	EMPLOYEE FRINGE BENEFITS:			\$ 30,356			\$ 30,356			\$ 60,712
61	TOTAL SALARIES & BENEFITS:			\$ 120,971			\$ 120,971			\$ 241,942

	A	B	E	H	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	Adult Access Points			
7	FSP Contract ID#	1000031859			
8	Budget Name	CoC - Coordinated Entry			
9					
10			Year 1	Year 2	All Years
11			7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2024 - 6/30/2026
12			New	New	New
13	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Rental of Property		\$ 5,074	\$ 5,074	\$ 10,148
69	TOTAL OPERATING EXPENSES		\$ 5,074	\$ 5,074	\$ 10,148

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET

BUDGET NARRATIVE

Fiscal Year

CoC - Coordinated Entry	FY24-25			
<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Director of Impact and Analytics #A83	0.03	4,663	Supervises and trains ACE analyst. Leads ACE metrics reviews.	\$155,447 x 0.03 FTE
Training Manager #CE800	0.50	49,948	Conducts Coordinated Entry training with ECS staff and partnering agencies as requested. Creates and distributes training materials.	\$99,895 x 0.49 FTE
Data Analyst and Compliance Specialist #CE401	0.50	36,004	Data Analyst and Compliance Specialist #CE401	\$72,009 x 0.5 FTE
TOTAL	<u>1.03</u>	<u>90,615</u>		
<u>Employee Fringe Benefits</u>	<u>33.5%</u>	<u>30,356</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 33.5% of total salaries.</u>	
Salaries & Benefits Total		120,971		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 5,074	To cover rental cost	\$423 x 12 month
TOTAL OPERATING EXPENSES	\$ 5,074		
Indirect Cost	15.0%	\$ 18,906	

Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:		
Category	Description	Examples / Notes
1) General Management, Oversight, and Coordination	(i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:	In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;	Budget/Finance Manager
	C) Develop agreements with subrecipients and contractors to carry out program activities;	Contracts/Grants Manager
	D) Monitor program activities for progress and compliance with program requirements;	Program Manager
	E) Prepare reports and other documents directly related to the program for submission to HUD;	Program Manager
	F) Coordinate the resolution of audit and monitoring findings;	Program Manager, Accountant
	G) Evaluate program results against stated objectives; or	Data & Performance Analyst
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.	CEO, Executive Director, Program Director, Chief Financial Officer
	(ii) Travel costs incurred for monitoring of subrecipients;	Car rental, fuel, airfare, lodging
	(iii) Administrative Services performed under third-party contracts or agreements	IT Services, Administrative Temp Agency, Outside Auditor
	(iv) Other costs for goods and services required for administration of the program	Office Supplies & Postage, Printing & Reproduction, Utilities.
2) Training on Continuum of Care Requirements	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings	Staff Training, Staff Travel, Conference Expenses.
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 578.31.	

For more information on Eligible Administrative Costs, see Section 578.59 (page 87) of the CoC Program Interim Rule, 24 CFR:

https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf