



Shireen McSpadden, Executive Director

London Breed, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Marion Sanders, Chief Deputy Director Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
Date	May 2, 2024
Subject	Grant Agreement Approval: Brilliant Corners Emergency Housing Vouchers

<i>Agreement Information</i>	
F\$P#	1000024537
Provider	Brilliant Corners
Program Name	Emergency Housing Vouchers
Agreement Action	1 st Amendment
Agreement Term	March 1, 2022 - June 30, 2026

Agreement Amount

Current Budget ¹	Amended	New	Contingency ²	Total Not to Exceed (NTE)
\$3,067,111	\$1,607,744	\$4,674,855	\$321,549	\$4,996,404

Funding History

Fiscal Year (FY)	Budget	Actual Spent ³	Amended to Add	New Budget
2021-22	\$1,864,029	\$205,946	--	\$205,946
2022-23	\$2,261,083	\$1,247,293	--	\$1,247,293
2023-24	\$1,613,872	\$960,830	--	\$1,613,872
2024-25	--	--	\$803,872	\$803,872
2025-26	--	--	\$803,872	\$803,872
TOTAL⁴	\$5,738,984	\$1,453,239	\$1,607,744	\$4,674,855
			<i>Contingency</i>	\$321,549
			Total NTE⁵	\$4,996,404

<i>Funding Information</i>	
Funding Sources⁶	100% Our City, Our Home (Prop C)

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$3,595,380.

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

³ Actual spent through February of FY 23-24

⁴ Due to rounding, numbers presented may not add up precisely to the totals providers.

⁵ NTE is calculated using the Actual Spent for prior years.

⁶ The funding sources listed reflect current and future years.

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Brilliant Corners for the provision of Emergency Housing Vouchers (EHV) for the period of March 1, 2022 to June 30, 2026, in an additional amount of \$1,607,744. The addition of funds includes two additional performance years. The new amount is \$4,674,855, which includes a 20 percent contingency of \$321,549 on the FY24-25 and FY25-26 amounts.

Background

Appropriated by the American Rescue Plan Act of 2021 and administered by the U.S. Department of Housing and Urban Development (HUD), the EHV program is a novel collaboration between public housing authorities, continuums of care and victim service providers to target tenant-based vouchers to households experiencing homelessness, at risk of homelessness, recently homeless and at high risk of housing instability, and fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.

In 2022, HSH began partnering with Brilliant Corners to administer housing location, housing coordination, and landlord liaison services to adults and transitional aged youth (TAY) EHV holders. Brilliant Corners administers housing services to 164 adults 18 years or older without minors and 35 youth aged 18-24.

In FY23 and FY24, one-time EHV Service Fees, Our City Our Home-Prop C funding, and general funds funded EHV housing location, housing coordination, and landlord liaison services. Case management services are provided separately through affiliate partners with discrete EHV agreements with HSH. This amendment consolidates these sources into Our City Our Home-Prop C. Further, previous years required one-time funding for housing placements. All EHV placements will be finalized by June 2024, thus eliminating the need for additional one-time funding. Ongoing rental assistance is administered by the San Francisco Housing Authority with HUD funding.

Services to be Provided

The purpose of the grant is to provide housing location services, housing coordination services, and landlord liaison services to 164 adults 18 years or older without minors and 35 youth aged 18-24. The budgeted staff includes 5.81 full-time equivalent (FTE) in the adult program and 1.24 FTE in the TAY program.

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. Brilliant Corners was selected for provision of these services based on the organization's experience and ability to begin services in a timely manner.

Performance History

Brilliant Corners underwent fiscal and programmatic monitoring most recently in FY22-23.

The key findings from the fiscal monitoring are:

- The key findings from the fiscal monitoring are: Payroll timesheet records for employees paid by more than one source were not in compliance at the time of reporting.



- Payroll timesheet hours for employees paid with City funds were inconsistent with invoiced hours and not in compliance at the time of reporting.

Programmatic findings are in the areas of Program Management and Oversight, Eligibility, Service Provision, HMIS Reporting, and Performance and Compliance, largely comprising missing intake materials, and expired ROIs and overdue annual assessments in the ONE System. HSH received Brilliant Corners' response to its program monitoring results letter on March 28, 2024. HSH is actively working with Brilliant Corners to ensure it comes into compliance.



Appendix A: Services to be Provided
by
Brilliant Corners
Emergency Housing Voucher Program

I. Purpose of Grant

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

II. Served Population

Grantee shall serve:

- A. Formerly homeless and income-eligible adults aged 18 years or older without the custody of minors below 18 years of age.
- B. Grantee shall serve Transition Age Youth (TAY) participants experiencing homelessness, aged 18 to 24, and will also serve those aged 25 to 29 who have been part of the Homelessness Response System (HRS) as TAY.
- C. Grantee shall serve households who meet one of the below eligible categories:
 1. Homeless; or
 2. At Risk of Homelessness; or
 3. Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking; or
 4. Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

III. Referral and Prioritization

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

IV. Description of Services

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

- A. Housing Location Services: Grantee shall provide Housing Location Services to identify and secure housing units. Housing Location Services shall include, but are not limited, to the following:
 1. Grantee shall conduct landlord recruitment and establish relationships with landlords, property owners, and property management companies that agree to house qualifying participants;
 2. Grantee shall conduct comprehensive housing searches to identify units that meet participant needs. Units shall be reasonable in size, in close proximity to transportation and other amenities, consistent with participant preferences to the

greatest degree possible, and accessible to participants with disabilities. Units may include, but are not limited to, single units in multi-family buildings, blocks of units in multi-family buildings, shared housing, and other options that help participants achieve residential stability and overall health and well-being;

3. Grantee shall understand current housing laws, restrictions, applicability, and time periods for proactive communication with landlords and participants;
 4. Grantee shall build clear expectations for landlords and participants, and respond quickly and appropriately to any questions or concerns;
 5. Grantee shall engage with local landlord organizations and housing associations to educate them on housing subsidy opportunities to increase visibility, awareness, and engagement across the larger marketplace;
 6. Grantees shall utilize innovative strategies to remove barriers to housing, and negotiate partnerships to increase landlord engagement and participation in rental assistance programs;
 7. Grantee shall partner with HSH to identify and act upon opportunities to secure units. This may include presentations, planning, and other activities needed to engage new partners, or otherwise expand the housing inventory supported with resources.
- B. Housing Coordination Services: Grantee shall provide Housing Coordination Services to match participants to housing opportunities, eliminate barriers to housing placement, and allow for rapid placement into housing. Housing Coordination Services include, but are not limited to, the following:
1. Grantee shall communicate and coordinate with Coordinated Entry, San Francisco Housing Authority and case management partners to remove any barriers to the housing process;
 2. Grantee shall negotiate lease terms on behalf of participants being placed into housing, and conduct lease review to ensure compliance with local and state laws and regulations;
 3. Grantee shall support referrals in securing units including submitting necessary paperwork to San Francisco Housing Authority (e.g. Request for Tenancy Approval, Housing Assistance Payment Contract, completing housing applications, scheduling viewing and inspection appointments, and understanding lease and supporting documentation);
 4. Grantee shall partner with case management providers to collect all necessary documents to support participants to successfully move into housing;
 5. Grantee shall work to eliminate barriers to housing (e.g. assisting with clearance of outstanding utility debt, credit repair, and correcting erroneous unlawful detainers);
 6. Grantee shall provide education on tenancy requirements, including helping participants understand lease requirements, demonstrating how to turn on utilities and access online portals, and providing any other tenancy education as needed;
 7. Grantee shall work with property management to complete an assessment and conduct any requisite minor repairs to improve accessibility or other functional enhancements;

8. Grantee shall support payment of items needed during housing search and move-in (e.g., application fees, security deposit, furniture, and moving costs) in alignment with funding compliance;
 9. Grantee shall support with resolving maintenance requests, lease violations, lockouts, and all other unit-related challenges; and
 10. Grantee shall conduct home visits in a manner and frequency consistent with the Engagement Policy.
 11. Grantee shall support the participant to ensure the annual recertification process is completed through San Francisco Housing Authority; and
 12. Grantee shall assist participants with completing required processes through San Francisco Housing Authority, including the porting process if the participant would like to utilize the voucher outside San Francisco.
- C. Landlord Liaison Services: Grantee shall provide Landlord Liaison Services to support ongoing housing stability, including serving as a liaison between landlords and participants. Landlord Liaison Services include, but are not limited to, the following:
1. Grantee shall maintain quarterly communication, at minimum, with landlords to identify and address concerns on a proactive basis;
 2. Grantee shall regularly collaborate with EHV case management partners to ensure participants can pay rent on time, cultivate healthy relationships with neighbors and landlords, and resolve any tenancy issues. Coordination shall consist of regular, informal communication as well as structured case coordination meetings that occur at least monthly;
 3. Grantee shall immediately respond to lease violations or other complaints, with the goal of finding resolutions that do not jeopardize housing stability. If lease violations cannot be resolved, Grantee shall work closely with landlords and participants to coordinate solutions prior to eviction;
 4. Grantee shall ensure landlords fulfill their legal responsibilities, including conducting repairs, issuing proper notices, supporting participants' rights to Fair Housing, and adhering to lease terms; and
 5. Grantee shall provide a point of contact for all partnering landlords to ensure rapid response to participant challenges and any issues that may arise.

V. Location and Time of Services

Grantee shall provide services at Brilliant Corners, 1360 Mission St, 3rd Floor, San Francisco, CA 94103, Monday through Friday from 9:00 am to 5:00 pm. Grantee shall provide services at participants' houses or other field locations, as needed.

VI. Service Requirements

- A. 1:50 Housing Coordinator Ratio: Grantee shall maintain a 1:50 ratio of Housing Coordinator to HSH adult units.

- B. 1:20 Case Manager Ratio: Grantee shall maintain a 1:20 ratio of Case Manager to HSH adult units.
- C. Income Verification: Grantee shall complete income verification for participants upon program enrollment and, thereafter, shall complete income recertification annually, at minimum, to ensure continued eligibility. During annual income recertification, Grantee shall revisit participant rent calculations and determine an appropriate rental contribution;
- D. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- E. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- G. Grievance Procedure:
1. Grantee shall establish and maintain a written Grievance Procedure for participants, that shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a participant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
 2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times in a location visible to participants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

- H. Reasonable Accommodation Policy: Grantee shall, at program entry, review and provide a copy of a written Reasonable Accommodation policy and process to each participant and obtain a signed copy of the policy and process from the participant, which must be maintained in the participant's file.
- I. Termination Policy: Grantee shall establish due process for program termination and upload supporting documentation into the Online Navigation and Entry (ONE) System (or record in a comparable system for DV providers) at program termination.
- J. Feedback, Complaint, and Follow-up Policies:
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
 2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.
- K. City Communications and Policies
Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.
- L. Coordination with Other Service Providers: Grantee shall establish written agreements between case management, housing location, and other service providers that are part of the scattered site support team to formalize collaboration and roles and responsibilities.
- M. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, according to the Department policy. Critical incidents shall be reported using the Critical Incident Report form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager.
- N. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and

among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.

O. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to:
 - a. Entering all household data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
 - c. Running monthly data quality reports and correcting any errors.
2. Records entered into the ONE system shall meet or exceed the ONE System CDQI Process standard.
3. Grantee shall enter data into the ONE System but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

P. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.

Q. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide client-centered, low-barrier access to housing and services.

VII. Service Objectives

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

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

A. Housing Location Services

1. Grantee shall provide 100 percent of participants with Housing Location Services.

B. Housing Coordination Services

1. Grantee shall offer 100 percent of participants with Housing Coordination services.

C. Landlord Liaison Services

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

VIII. Outcome Objectives

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

A. Housing Coordination and Housing Location Services

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

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

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

IX. Reporting Requirements

- A. Grantee shall input data into systems required by HSH.

- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. The total number of unduplicated households receiving a subsidy or case management services during that quarter; and
 - 2. The total number of new placements during the quarter not including relocations; and
 - 3. The total number of program exits and destinations.
- C. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the HSH Program Manager in writing, specify the number of underutilized units of service and provide a plan of action to resolve the underutilization.
- D. For any quarter that underspends based on the estimated quarterly amount (25 percent each quarter), Grantee shall notify the HSH Program Manager and Contract Analyst in writing and provide a plan of action to resolve the underspending.
- E. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each fiscal year:
 - 1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 - 2. The average length of time participants spent homeless. This should be calculated from program enrollment to move-in date;
 - 3. The number and percentage of participants engaging in Housing-Focused Case Management and Grantee-created housing stability plans; and
 - 4. The number and percentage of households referred to community resources.
- F. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Participant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.
- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.

- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- I. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

X. Monitoring Activities

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

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

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

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

Document Date	7/1/2024							
Contract Term	Begin Date	End Date	Duration (Years)					
Current Term	3/1/2022	6/30/2024	3					
Amended Term	3/1/2022	6/30/2026	5					
				Year 1	Year 2	Year 3	Year 4	Year 5
Service Component				3/1/2022 - 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
Housing Location Services - Adults				125				
Housing Coordination Services - Adults				125	164	164	164	164
Landlord Liaison - Adults				125	164	164	164	164
Housing Location Services - TAY				25		0	0	0
Housing Coordination Services - TAY				25	35	35	35	35
Landlord Liaison - TAY				25	35	35	35	35

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	3/1/2022	6/30/2024	3
Amended Term	3/1/2022	6/30/2026	5
Provider Name	Brilliant Corners		
Program	Emergency Housing Vouchers		
FSP Contract ID#	1000024537		
Action (select)	Amendment		
Effective Date	7/1/2024		
Budget Names	SFHA EHV Service Fees - Adults, Prop C - Adults, SFHA EHV Service Fees - TAY, Prop C - TAY, General Fund - TAY, Adult SHFA-CF (One Time CF), Adult-PropC-CF (One Time CF)		

	Current	New	
Term Budget	\$ 3,067,111	\$ 4,674,855	
Contingency	\$ 528,269	\$ 321,549	20%
Not-To-Exceed	\$ 3,595,380	\$ 4,996,404	

			EXTENSION YEAR		EXTENSION YEAR		All Years			
	Year 1	Year 2	Year 3	Year 4		Year 5		3/1/2022 - 6/30/2024	3/1/2022 - 6/30/2026	3/1/2022 - 6/30/2026
	3/1/2022 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	3/1/2022 - 6/30/2024	3/1/2022 - 6/30/2026	3/1/2022 - 6/30/2026
	Actuals	Actuals	Current	Amendment	New	Amendment	New	Current/Actuals	Amendment	New
Expenditures										
Salaries & Benefits	613,230	548,441	692,477	615,728	615,728	622,901	622,901	1,854,148	1,238,629	3,092,777
Operating Expense	92,611	81,788	85,620	65,360	65,360	65,982	65,982	260,019	131,342	391,361
Subtotal	705,841	630,229	778,097	681,088	681,088	688,883	688,883	2,114,167	1,369,971	3,484,138
Indirect Percentage										
Indirect Cost (Line 21 X Line 22)	105,876	94,534	116,715	102,739	102,739	103,484	103,484	317,125	206,223	523,348
Other Expenses (Not subject to indirect %)	(605,771)	522,529	719,061	20,045	20,045	11,504	11,504	635,819	31,549	667,368
Capital Expenditure	-	-	-	-	-	-	-	-	-	-
Admin Cost (HUD Only)	-	-	-	-	-	-	-	-	-	-
Total Expenditures	205,945	1,247,293	1,613,873	803,872	803,872	803,872	803,872	3,067,111	1,607,743	4,674,854
HSH Revenues (select)										
San Francisco Housing Authority Service Fees (SFHA)	1,796,911	377,880	-	-	-	-	-	2,174,791	-	2,174,791
Prop C - Adult	46,368	124,620	1,982	662,836	662,836	662,836	662,836	172,970	1,325,672	1,498,642
Prop C - TAY	20,750	-	141,036	141,036	141,036	141,036	141,036	161,786	282,072	443,858
Total HSH Revenues	205,946	1,247,293	1,613,872	803,872	803,872	803,872	803,872	3,067,111	1,607,744	4,674,855
Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)										
	-	-	-	-	-	-	-	-	-	-
Total Other Revenues	-	-	-	-	-	-	-	-	-	-
Total HSH + Other Revenues	205,946	1,247,293	1,613,872	803,872	803,872	803,872	803,872	3,067,111	1,607,744	4,674,855
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Adjusted Salary FTE (All Budgets)	7.65	6.16			7.05		7.05			

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	7/1/2024
Provider Name	Brilliant Corners
Program	Emergency Housing Vouchers
FSP Contract ID#	1000024537
Budget Name	Prop C - Adults

POSITION TITLE	Year 1			Year 2			Year 3				EXTENSION YEAR				EXTENSION YEAR				All Years							
	Agency Totals		For HSH Funded Program	Agency Totals		For HSH Funded Program	Agency Totals		For HSH Funded Program	Agency Totals		For HSH Funded Program	Agency Totals		For HSH Funded Program	Agency Totals		For HSH Funded Program	Agency Totals		Current/Actuals		Modification	3/1/2022 - 6/30/2026		
	3/1/2022 - 6/30/2022		New	7/1/2022 - 6/30/2023		New	7/1/2023 - 6/30/2024		Current	7/1/2023 - 6/30/2024		New	7/1/2024 - 6/30/2025		Amendment	7/1/2024 - 6/30/2025		New	7/1/2025 - 6/30/2026		Amendment	7/1/2025 - 6/30/2026		New	3/1/2022 - 6/30/2026	
	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	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
Northern California Housing Services Director	120,000	\$ -	\$ -	\$ 126,000	\$ -	\$ -	\$136,318.78	16%	\$ 22,468.62	\$ 22,469	\$ 139,045	16%	\$ 22,918	\$ 22,918	\$140,714	16%	\$ 23,193	\$ 23,193	\$ 22,469	\$ 46,111	\$ 68,580	\$ 46,111	\$ 68,580			
Northern California Housing Services Associate Director	105,000	\$ -	\$ -	\$ 110,250	\$ -	\$ -	\$110,631	14%	15,384	15,384	\$ 112,844	14%	\$ 15,691	\$ 15,691	\$114,198	14%	\$ 15,880	\$ 15,880	\$ 15,384	\$ 31,571	\$ 46,954	\$ 31,571	\$ 46,954			
Program Manager - SF Housing Platform	90,000	\$ -	\$ -	\$ 94,500	\$ -	\$ -	\$93,778	17%	16,236	16,236	\$ 95,653	17%	\$ 16,561	\$ 16,561	\$96,801	17%	\$ 16,760	\$ 16,760	\$ 16,236	\$ 33,320	\$ 49,557	\$ 33,320	\$ 49,557			
Program Supervisor - Voucher Programs	57,000	\$ -	\$ -	\$ 59,850	\$ -	\$ -	\$70,591	41%	29,088	29,088	\$ 72,003	41%	\$ 29,669	\$ 29,669	\$72,867	41%	\$ 30,025	\$ 30,025	\$ 29,088	\$ 59,695	\$ 88,782	\$ 59,695	\$ 88,782			
Program Associate	57,000	1.00	57,000	\$ 59,850	\$ -	\$ -	\$61,101	21%	12,589	12,589	\$ 62,323	21%	\$ 12,840	\$ 12,840	\$63,071	21%	\$ 12,995	\$ 12,995	\$ 69,589	\$ 25,835	\$ 95,424	\$ 25,835	\$ 95,424			
Housing Acquisition Specialist #3	57,000	1.00	57,000	\$ 59,850	\$ -	\$ -	\$67,939	16%	11,198	11,198	\$ 69,298	16%	\$ 11,422	\$ 11,422	\$70,129	16%	\$ 11,559	\$ 11,559	\$ 68,198	\$ 22,981	\$ 91,179	\$ 22,981	\$ 91,179			
Housing Acquisition Specialist #4	57,000	1.00	57,000	\$ 59,850	\$ -	\$ -	\$67,939	16%	11,198	11,198	\$ 69,298	16%	\$ 11,422	\$ 11,422	\$70,129	16%	\$ 11,559	\$ 11,559	\$ 68,198	\$ 22,981	\$ 91,179	\$ 22,981	\$ 91,179			
Occupancy Specialist	57,000	0.77	43,890	\$ 59,850	\$ -	\$ -	\$61,561	21%	12,684	12,684	\$ 62,793	21%	\$ 12,937	\$ 12,937	\$63,546	21%	\$ 13,092	\$ 13,092	\$ 56,574	\$ 26,030	\$ 82,603	\$ 26,030	\$ 82,603			
Housing Coordinator #3/EHV	68,000	-	\$ -	\$ 71,400	\$ -	\$ -	\$57,945	82%	47,754	47,754	\$ 59,104	82%	\$ 48,709	\$ 48,709	\$59,814	82%	\$ 49,294	\$ 49,294	\$ 47,754	\$ 98,003	\$ 145,757	\$ 98,003	\$ 145,757			
Housing Coordinator #4/EHV	60,000	0.95	57,000	\$ 63,000	\$ -	\$ -	\$57,945	82%	47,754	47,754	\$ 59,104	82%	\$ 48,709	\$ 48,709	\$59,814	82%	\$ 49,294	\$ 49,294	\$ 104,754	\$ 98,003	\$ 202,757	\$ 98,003	\$ 202,757			
Housing Coordinator #5/EHV	-	-	\$ -	\$ 155,250	0.05	\$ 7,398	\$57,945	82%	47,754	47,754	\$ 59,104	82%	\$ 48,709	\$ 48,709	\$59,814	82%	\$ 49,294	\$ 49,294	\$ 55,152	\$ 98,003	\$ 153,154	\$ 98,003	\$ 153,154			
Housing Coordinator #7/EHV	-	-	\$ -	\$ 58,427	0.49	\$ 28,560	\$57,945	82%	47,754	47,754	\$ 59,104	82%	\$ 48,709	\$ 48,709	\$59,814	82%	\$ 49,294	\$ 49,294	\$ 76,314	\$ 98,003	\$ 174,317	\$ 98,003	\$ 174,317			
SR Housing Coordinator #6/EHV	-	-	\$ -	\$ -	\$ -	\$ -	\$57,945	82%	47,754	47,754	\$ 59,104	82%	\$ 48,709	\$ 48,709	\$59,814	82%	\$ 49,294	\$ 49,294	\$ 47,754	\$ 98,003	\$ 145,757	\$ 98,003	\$ 145,757			
Contracts Manager	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$86,399	6%	4,984	4,984	\$ 88,127	6%	\$ 5,084	\$ 5,084	\$89,184	6%	\$ 5,145	\$ 5,145	\$ 4,994	\$ 10,229	\$ 15,213	\$ 10,229	\$ 15,213			
TOTAL SALARIES	271,890		271,890	35,958		35,958	374,598		374,598		382,090		382,090	386,675		386,675	386,675	386,675	682,446	768,765	1,451,211	682,446	768,765	1,451,211		
TOTAL FTE	4.72		4.72	0.54		0.54	5.81		5.81		5.81		5.81	5.81		5.81	5.81	5.81	5.81	5.81	5.81	5.81	5.81	5.81		
FRINGE BENEFIT RATE		30.00%			30.00%			33.00%		33.00%			33.00%		33.00%											
EMPLOYEE FRINGE BENEFITS	\$81,567		\$81,567	\$ 10,787		\$ 10,787	\$ 123,617		\$ 123,617		\$ 126,090		\$ 126,090	\$ 127,603		\$ 127,603	\$ 127,603	\$ 127,603	215,972	253,693	469,664	215,972	253,693	469,664		
TOTAL SALARIES & BENEFITS	\$353,457		\$353,457	\$ 46,745		\$ 46,745	\$ 498,215		\$ 498,215		\$ 508,180		\$ 508,180	\$ 514,278		\$ 514,278	\$ 514,278	\$ 514,278	898,417	1,022,458	1,920,875	898,417	1,022,458	1,920,875		

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	7/1/2024
Provider Name	Brilliant Corners
Program	Emergency Housing Vouchers
FSP Contract ID#	1000024537
Budget Name	Prop C - TAY

POSITION TITLE	Year 1			Year 2			Year 3			EXTENSION YEAR Year 4			EXTENSION YEAR Year 5			All Years		
	Agency Totals	For HSH Funded Program	3/1/2022 - 6/30/2022	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023	Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024	Agency Totals	For HSH Funded Program	7/1/2024 - 6/30/2025	Agency Totals	For HSH Funded Program	7/1/2025 - 6/30/2026	3/1/2022 - 6/30/2024	3/1/2022 - 6/30/2026	3/1/2022 - 6/30/2026
	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary Actuals	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary Actuals	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary New	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary New	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary New	Current/Actuals	Modification	New
Program Manager	\$ 80,000	0.50	\$ 40,000	\$ 94,500.00		\$ -	93,453	0.04	\$ 3,453	\$ 94,855	0.04	\$ 3,505	\$ 95,804	0.04	\$ 3,540	\$ 43,453.01	\$ 7,044.65	\$ 50,497.66
Contracts Manager	\$ 90,000	0.20	\$ 18,000	\$ 82,000.00		\$ -	86,100	0.01	\$ 1,060	\$ 87,392	0.01	\$ 1,076	\$ 88,265	0.01	\$ 1,087	\$ 19,060	\$ 2,163	\$ 21,223
Associate Director of Contracts	\$ -		\$ -	\$108,675.00	0.11	\$ 12,128	-		\$ -	\$ -		\$ -	\$ -		\$ -	\$ 12,128	\$ -	\$ 12,128
Northern California Housing Services Director	\$ -		\$ -	\$ -		\$ -	135,845	0.04	\$ 4,778	\$ 137,882	0.04	\$ 4,850	\$ 139,261	0.04	\$ 4,899	\$ 4,778	\$ 9,740	\$ 14,527
Northern California Housing Services Associate Director	\$ -		\$ -	\$ -		\$ -	110,248	0.03	\$ 3,272	\$ 111,902	0.03	\$ 3,321	\$ 113,021	0.03	\$ 3,354	\$ 3,272	\$ 6,675	\$ 9,947
Program Supervisor - Voucher Programs	\$ -		\$ -	\$ -		\$ -	70,347	0.09	\$ 6,186	\$ 71,402	0.09	\$ 6,279	\$ 72,116	0.09	\$ 6,342	\$ 6,186	\$ 12,621	\$ 18,807
Program Associate	\$ -		\$ -	\$ -		\$ -	60,890	0.04	\$ 2,677	\$ 61,803	0.04	\$ 2,717	\$ 62,421	0.04	\$ 2,745	\$ 2,677	\$ 5,462	\$ 8,139
Housing Acquisition Specialist #3	\$ -		\$ -	\$ -		\$ -	67,704	0.04	\$ 2,382	\$ 68,720	0.04	\$ 2,417	\$ 69,407	0.04	\$ 2,441	\$ 2,382	\$ 4,859	\$ 7,240
Housing Acquisition Specialist #4	\$ -		\$ -	\$ -		\$ -	67,704	0.04	\$ 2,382	\$ 68,720	0.04	\$ 2,417	\$ 69,407	0.04	\$ 2,441	\$ 2,382	\$ 4,859	\$ 7,240
Occupancy Specialist	\$ -		\$ -	\$ -		\$ -	61,349	0.04	\$ 2,697	\$ 62,269	0.04	\$ 2,738	\$ 62,891	0.04	\$ 2,765	\$ 2,697	\$ 5,503	\$ 8,201
Housing Coordinator #3/EHV	\$ -		\$ -	\$ -		\$ -	57,745	0.18	\$ 10,156	\$ 58,611	0.18	\$ 10,308	\$ 59,197	0.18	\$ 10,412	\$ 10,156	\$ 20,720	\$ 30,876
Housing Coordinator #4/EHV	\$ -		\$ -	\$ -		\$ -	57,745	0.18	\$ 10,156	\$ 58,611	0.18	\$ 10,308	\$ 59,197	0.18	\$ 10,412	\$ 10,156	\$ 20,720	\$ 30,876
Housing Coordinator #5/EHV	\$ -		\$ -	\$ -		\$ -	57,745	0.18	\$ 10,156	\$ 58,611	0.18	\$ 10,308	\$ 59,197	0.18	\$ 10,412	\$ 10,156	\$ 20,720	\$ 30,876
Housing Coordinator #7/EHV	\$ -		\$ -	\$ -		\$ -	57,745	0.18	\$ 10,156	\$ 58,611	0.18	\$ 10,308	\$ 59,197	0.18	\$ 10,412	\$ 10,156	\$ 20,720	\$ 30,876
SR Housing Coordinator #6/EHV	\$ -		\$ -	\$ -		\$ -	57,745	0.18	\$ 10,156	\$ 58,611	0.18	\$ 10,308	\$ 59,197	0.18	\$ 10,412	\$ 10,156	\$ 20,720	\$ 30,876
TOTAL SALARIES	\$ 58,000		\$ 58,000	\$ 12,128		\$ 12,128	\$ 79,668		\$ 79,668	\$ 80,863		\$ 80,863	\$ 81,672		\$ 81,672	\$ 149,796	\$ 162,535	\$ 312,331
TOTAL FTE	0.70		0.70	0.11		0.11	1.24		1.24	1.24		1.24	1.24		1.24			
FRINGE BENEFIT RATE		30.00%		30.00%		30.00%		30.00%		30.00%		30.00%		30.00%		30.00%		
EMPLOYEE FRINGE BENEFITS	\$ 17,400		\$ 17,400	\$ 3,638		\$ 3,638	\$ 26,290		\$ 26,290	\$ 26,685		\$ 26,952	\$ 26,952		\$ 26,952	\$ 47,329	\$ 53,637	\$ 100,965
TOTAL SALARIES & BENEFITS	\$ 75,400		\$ 75,400	\$ 15,767		\$ 15,767	\$ 105,959		\$ 105,959	\$ 107,548		\$ 107,815	\$ 108,624		\$ 108,624	\$ 197,125	\$ 216,172	\$ 413,297

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	7/1/2024
Provider Name	Brilliant Corners
Program	Emergency Housing Vouchers
PSR Contract ID#	1000034537
Budget Name	Prop C - Adults

POSITION TITLE	Year 1			Year 2			Year 3				EXTENSION YEAR				EXTENSION YEAR				All Years		
	Agency Totals	For HSH Funded Program	New	Agency Totals	For HSH Funded Program	New	Agency Totals	For HSH Funded Program	Current	New	Agency Totals	For HSH Funded Program	Amendment	New	Agency Totals	For HSH Funded Program	Amendment	New	Current/Actuals	Modification	
	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	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
Northern California Housing Services Director	120,000	\$ -	\$ 120,000	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ 22,468.62	\$ 22,469	\$ 139,045	16%	\$ 22,918	\$ 22,918	\$ 140,714	16%	\$ 23,193	\$ 23,193	\$ 22,469	\$ 46,111	\$ 68,580
Northern California Housing Services Associate Director	105,000	\$ -	\$ 110,250	\$ -	\$ -	\$ 110,250	\$ -	\$ -	15,384	15,384	\$ 112,844	14%	\$ 15,691	\$ 15,691	\$ 114,198	14%	\$ 15,880	\$ 15,880	\$ 15,384	\$ 31,571	\$ 46,954
Program Manager - SF Housing Platform	90,000	\$ -	\$ 94,500	\$ -	\$ -	\$ 94,500	\$ -	\$ -	16,236	16,236	\$ 95,653	17%	\$ 16,561	\$ 16,561	\$ 96,801	17%	\$ 16,760	\$ 16,760	\$ 16,236	\$ 33,320	\$ 49,557
Program Supervisor - Voucher Programs	57,000	\$ -	\$ 59,850	\$ -	\$ -	\$ 59,850	\$ -	\$ -	29,088	29,088	\$ 72,003	41%	\$ 29,669	\$ 29,669	\$ 72,867	41%	\$ 30,025	\$ 30,025	\$ 29,088	\$ 59,695	\$ 88,782
Program Associate	57,000	1.00	57,000	\$ 59,850	\$ -	\$ 59,850	\$ -	\$ -	12,589	12,589	\$ 62,323	21%	\$ 12,840	\$ 12,840	\$ 63,071	21%	\$ 12,995	\$ 12,995	\$ 69,589	\$ 25,835	\$ 95,424
Housing Acquisition Specialist #3	57,000	1.00	57,000	\$ 59,850	\$ -	\$ 59,850	\$ -	\$ -	11,198	11,198	\$ 69,298	16%	\$ 11,422	\$ 11,422	\$ 70,129	16%	\$ 11,559	\$ 11,559	\$ 68,198	\$ 22,981	\$ 91,179
Housing Acquisition Specialist #4	57,000	1.00	57,000	\$ 59,850	\$ -	\$ 59,850	\$ -	\$ -	11,198	11,198	\$ 69,298	16%	\$ 11,422	\$ 11,422	\$ 70,129	16%	\$ 11,559	\$ 11,559	\$ 68,198	\$ 22,981	\$ 91,179
Occupancy Specialist	57,000	0.77	43,890	\$ 59,850	\$ -	\$ 59,850	\$ -	\$ -	13,684	13,684	\$ 82,793	21%	\$ 13,937	\$ 13,937	\$ 83,546	21%	\$ 13,993	\$ 13,993	\$ 65,574	\$ 26,030	\$ 83,603
Housing Coordinator #3/EHV	68,000	-	\$ 71,400	\$ -	\$ -	\$ 71,400	\$ -	\$ -	47,754	47,754	\$ 59,104	82%	\$ 48,709	\$ 48,709	\$ 59,814	82%	\$ 49,294	\$ 49,294	\$ 47,754	\$ 98,003	\$ 145,757
Housing Coordinator #4/EHV	60,000	0.95	57,000	\$ 61,000	\$ -	\$ 61,000	\$ -	\$ -	47,754	47,754	\$ 59,104	82%	\$ 48,709	\$ 48,709	\$ 59,814	82%	\$ 49,294	\$ 49,294	\$ 104,754	\$ 98,003	\$ 202,757
Housing Coordinator #5/EHV	-	-	-	\$ 155,260	0.66	\$ 7,398	\$ -	\$ -	47,754	47,754	\$ 59,104	82%	\$ 48,709	\$ 48,709	\$ 59,814	82%	\$ 49,294	\$ 49,294	\$ 55,151	\$ 98,003	\$ 153,154
Housing Coordinator #7/EHV	-	-	-	\$ 58,427	0.49	\$ 28,560	\$ -	\$ -	47,754	47,754	\$ 59,104	82%	\$ 48,709	\$ 48,709	\$ 59,814	82%	\$ 49,294	\$ 49,294	\$ 76,314	\$ 98,003	\$ 174,317
SR Housing Coordinator #6/EHV	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	47,754	47,754	\$ 59,104	82%	\$ 48,709	\$ 48,709	\$ 59,814	82%	\$ 49,294	\$ 49,294	\$ 47,754	\$ 98,003	\$ 145,757
Contracts Manager	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,984	4,984	\$ 88,127	6%	\$ 8,084	\$ 8,084	\$ 89,184	6%	\$ 9,145	\$ 9,145	\$ 4,984	\$ 10,229	\$ 15,213
TOTAL SALARIES	271,890		271,890	35,958		35,958	374,598	374,598	382,090	382,090	382,090		382,090	382,090	386,675	386,675	386,675	682,446	768,765	1,451,211	
TOTAL FTE	4.72		4.72	0.54		0.54	5.81	5.81	5.81	5.81	5.81		5.81	5.81	5.81	5.81	5.81	5.81	5.81	5.81	5.81
FRINGE BENEFIT RATE		30.00%			30.00%			33.00%	33.00%				33.00%								0
EMPLOYEE FRINGE BENEFITS	\$81,567		\$81,567	\$ 10,787		\$ 10,787	\$ 123,617	\$ 123,617	\$ 126,090	\$ 126,090	\$ 126,090		\$ 126,090	\$ 126,090	\$ 127,603	\$ 127,603	\$ 127,603	\$ 127,603	\$ 215,972	\$ 253,693	\$ 469,664
TOTAL SALARIES & BENEFITS	\$353,457		\$353,457	\$ 46,745		\$ 46,745	\$ 498,215	\$ 498,215	\$ 508,180	\$ 508,180	\$ 508,180		\$ 508,180	\$ 508,180	\$ 514,278	\$ 514,278	\$ 514,278	\$ 514,278	\$ 898,417	\$ 1,022,458	\$ 1,920,875

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	7/1/2024
Provider Name	Brilliant Corners
Program	Emergency Housing Vouchers
F&P Contract ID#	1000024537
Budget Name	Adult SHFA-CF (One Time CF)

EXTENSION YEAREXTENSION YEAR

POSITION TITLE	Year 1		Year 2	Year 3	Year 4	Year 5	All Years		
	Agency Totals	3/1/2022 - 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	3/1/2022 - 6/30/2024	3/1/2022 - 6/30/2026	3/1/2022 - 6/30/2026
	Actuals	Actuals	New	New	New	New	Current/Actuals	Modification	New
	Annual Full Time Salary (for 1.00 FTE)	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
NorCal Director of Housing Services		\$ -	\$ 34,334.64	\$ -	\$ -	\$ -	\$ 34,334.64	\$ -	\$ 34,334.64
Program Supervisor		\$ -	\$ 25,858.70	\$ -	\$ -	\$ -	\$ 25,858.70	\$ -	\$ 25,858.70
Housing Coordinator (3)		\$ -	\$ 35,333.33	\$ -	\$ -	\$ -	\$ 35,333.33	\$ -	\$ 35,333.33
Senior Housing Coordinator (1)		\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
Senior Housing Coordinator (2)		\$ -	\$ 4,600.00	\$ -	\$ -	\$ -	\$ 4,600.00	\$ -	\$ 4,600.00
Operations Specialist		\$ -	\$ 15,343.89	\$ -	\$ -	\$ -	\$ 15,343.89	\$ -	\$ 15,343.89
Contracts Manager		\$ -	\$ 8,200.00	\$ -	\$ -	\$ -	\$ 8,200.00	\$ -	\$ 8,200.00
Housing Acquisition Specialist #4		\$ -	\$ -	\$ 42,654	\$ -	\$ -	\$ 42,653.52	\$ -	\$ 42,653.52
Northern California Housing Services Associate Director		\$ -	\$ -	\$ 23,740	\$ -	\$ -	\$ 23,739.72	\$ -	\$ 23,739.72
	TOTAL SALARIES	\$ -	\$ 133,670.57	\$ 66,393	\$ -	\$ -	\$ 200,063.81	\$ -	\$ 200,063.81
	TOTAL FTE								
			30.00%	33.00%					
		\$ -	\$ 40,101.17	\$ 21,909.77	\$ -	\$ -	\$ 62,010.94	\$ -	\$ 62,010.94
		\$ -	\$ 173,771.74	\$ 88,303	\$ -	\$ -	\$ 262,074.75	\$ -	\$ 262,074.75

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	7/1/2024
Provider Name	Brilliant Corners
Program	Emergency Housing Vouchers
FSP Contract ID#	1000024537
Budget Name	SFHA EHV Service Fees - Adults

POSITION TITLE	Year 1					Year 2				Year 3	All Years			
	Agency Totals		For HSH Funded Program		3/1/2022 - 6/30/2022 Actuals	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023 Actuals	7/1/2023 - 6/30/2024 Actuals	3/1/2022 - 6/30/2024 Actuals	3/1/2022 - 6/30/2026 Modification	3/1/2022 - 6/30/2026 Actuals
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
NorCal Director of Housing Services	\$ 120,000	1.00			\$ -	\$129,375	1.00			-	\$ -	-	-	-
Associate Director of Housing Services	\$ 105,000	1.00			\$ -	\$105,000	1.00	43.40%	0.43	45,566	\$ -	45,566	-	45,566
Program Manager	\$ 90,000	1.00			\$ -	\$ 94,500	1.00			-	\$ -	-	-	-
Program Supervisor	\$ 65,000	1.00	50.00%	0.50	32,500	\$ 72,450	1.00			-	\$ -	32,500	-	32,500
Housing Coordinator (1)	\$ 57,000	1.00	50.00%	0.50	28,500	\$ 54,995	1.00	100.00%	1.00	54,995	\$ -	83,495	-	83,495
Housing Coordinator (2)	\$ 57,000	1.00	22.50%	0.23	12,825	\$ 56,930	1.00	100.00%	1.00	56,930	\$ -	69,755	-	69,755
Housing Coordinator (3)	\$ 57,000	1.00			-	\$ 55,000	1.00			-	\$ -	-	-	-
Housing Coordinator (4)	\$ 57,000	1.00			-	\$ 59,850	1.00			-	\$ -	-	-	-
Housing Acquisitions Specialist (1)	\$ 68,000	1.00	50.00%	0.50	34,000	\$ 58,000	1.00	42.41%	0.42	24,600	\$ -	58,600	-	58,600
Housing Acquisitions Specialist (2)	\$ 68,000	1.00	50.00%	0.50	34,000	\$ 58,000	1.00			-	\$ -	34,000	-	34,000
Program Coordinator	\$ 60,000				-	\$ 61,048	1.00	4.17%	0.04	2,548	\$ -	2,548	-	2,548
Senior Housing Coordinator (1)					-	\$ 60,000	1.00			-	\$ -	-	-	-
Senior Housing Coordinator (2)					-	\$ 60,000	1.00			-	\$ -	-	-	-
Housing Acquisitions Manager					-	\$ 85,905	1.00	32.00%	0.32	27,490	\$ -	27,490	-	27,490
Operations Specialist					-	\$ 55,000	1.00			-	\$ -	-	-	-
Occupancy Specialist					-	\$ 58,427	1.00	26.50%	0.26	15,483	\$ -	15,483	-	15,483
Contracts Manager					-	\$ 82,000	1.00			-	\$ -	-	-	-
	TOTAL SALARIES				141,825	TOTAL SALARIES				227,611	\$ -	369,436	-	369,436
	TOTAL FTE				2.23	TOTAL FTE				3.48				
	FRINGE BENEFIT RATE				30.00%	FRINGE BENEFIT RATE				30.00%	32.00%			
	EMPLOYEE FRINGE BENEFITS				\$ 42,548	EMPLOYEE FRINGE BENEFITS				\$ 68,283	\$ -	110,831	-	110,831
	TOTAL SALARIES & BENEFITS				\$ 184,373	TOTAL SALARIES & BENEFITS				\$ 295,895	\$ -	480,267	-	480,267

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

Document Date	7/1/2024
Provider Name	Brilliant Corners
Program	Emergency Housing Vouchers
FSP Contract ID#	1000024537
Budget Name	General Fund - TAY

EXTENSION YEAR EXTENSION YEAR

POSITION TITLE	Year 1		Year 2				Year 3	Year 4	Year 5	All Years			
	Agency Totals	3/1/2022 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2023	7/1/2024 - 6/30/2024	7/1/2025 - 6/30/2025	7/1/2026 - 6/30/2026	3/1/2022 - 6/30/2024	3/1/2022 - 6/30/2026	3/1/2022 - 6/30/2026
		Actuals					Actuals	Actuals	Actuals	Actuals	Actuals	Modification	Actuals
	Annual Full Time Salary (for 1.00 FTE)	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
Program Manager	\$ -	\$ -	\$ 89,010.00	1.00	14.05%	0.141	\$ 12,510.00	\$ -	\$ -	\$ -	\$ 12,510.00	\$ -	\$ 12,510.00
Contracts Manager	\$ -	\$ -	\$ 82,000.00	1.00			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL SALARIES	\$ -					\$ 12,510.00	\$ -	\$ -	\$ -	\$ 12,510.00	\$ -	\$ 12,510.00
	TOTAL FTE					0.14							
		30.00%					30.00%	32.00%					
	\$ -						\$ 3,753.00	\$ -	\$ -	\$ -	\$ 3,753.00	\$ -	\$ 3,753.00
	\$ -						\$ 16,263.00	\$ -	\$ -	\$ -	\$ 16,263.00	\$ -	\$ 16,263.00

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	3/1/2022	6/30/2024	3
Amended Term	3/1/2022	6/30/2026	5
Provider Name	Brilliant Corners		
Program	Emergency Housing Vouchers		
F\$P Contract ID#	1000024537		
Action (select)	Modification		
Effective Date	7/1/2024		
Budget Name	SFHA EHV Service Fees - Adults		

	Current	New	
Term Budget	\$ 494,091.66	\$ 494,091.66	20%
Contingency	\$ 528,268.53	\$ 321,548.80	
Not-To-Exceed	\$ -	\$ 4,996,404.27	

	Year 1	Year 2	Year 3	Year 4	Year 5	All Years
	3/1/2022 - 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	3/1/2022 - 6/30/2026
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals
Expenditures						
Salaries & Benefits	184,373	295,895	\$ -	\$ -	\$ -	480,267
Operating Expense	2,500	32,697	\$ -	\$ -	\$ -	35,197
Subtotal	186,873	328,591	\$ -	\$ -	\$ -	515,464
Indirect Percentage	0	0	0.00%	0.00%	0.00%	
Indirect Cost (Line 21 X Line 22)	28,031	49,289	\$ -	\$ -	\$ -	77,320
Other Expenses (Not subject to indirect %)	(43,130)	(55,562)	\$ -	\$ -	\$ -	(98,692)
Capital Expenditure	-	-	\$ -	\$ -	\$ -	-
Admin Cost (HUD Agreements Only)						-
Total Expenditures	171,774	322,318	\$ -	\$ -	\$ -	494,091
<u>HSH Revenues (select)</u>						
<u>Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)</u>						
	-	-	\$ -	\$ -	\$ -	-
Total Other Revenues	-	-	\$ -	\$ -	\$ -	-
Total HSH + Other Revenues	171,774	322,318	\$ -	\$ -	\$ -	494,092

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	3/1/2022	6/30/2024	3
Amended Term	3/1/2022	6/30/2026	5
Provider Name	Brilliant Corners		
Program	Emergency Housing Vouchers		
FSP Contract ID#	1000024537		
Action (select)	Modification		
Effective Date	7/1/2024		
Budget Name	Adult SHFA-CF (One Time CF)		

	Current	New	
Term Budget	\$ 1,398,692	\$ 1,398,691.73	20%
Contingency	\$ 528,268.53	\$ 321,548.80	
Not-To-Exceed	\$ -	\$ 4,996,404.27	

	Year 1	Year 2	Year 3	All Years		
	3/1/2022 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	3/1/2022 - 6/30/2024	3/1/2022 - 6/30/2026	3/1/2022 - 6/30/2026
	New	New	New	Current/Actuals	Modification	New
Expenditures						
Salaries & Benefits	\$ -	\$ 173,771.74	\$ 88,303	\$ 262,075	\$ -	\$ 262,074.75
Operating Expense	\$ -	\$ 32,685.18	\$ 67,416	\$ 100,101	\$ -	\$ 100,101.18
Subtotal	\$ -	\$ 206,456.92	\$ 155,719	\$ 362,176	\$ -	\$ 362,175.93
Indirect Percentage	15.00%	15.00%	15.00%			
Indirect Cost (Line 21 X Line 22)	\$ -	\$ 30,968.54	\$ 23,357.85	\$ 54,326	\$ -	\$ 54,326.39
Other Expenses (Not subject to indirect %)	\$ -	\$ 481,266.27	\$ 500,923	\$ 982,189	\$ -	\$ 982,189.27
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Cost (HUD Only)				\$ -	\$ -	\$ -
Total Expenditures	-	718,692	680,000	1,398,692	-	1,398,692
<u>HSH Revenues (select)</u>						
SFHA - Adults - One-Time Carryforward	-	1,343,130	680,000	2,023,130	-	2,023,130
Adjustment to Actuals		(624,438)				
Total HSH Revenues	-	718,692	680,000	1,398,692	-	1,398,692
<u>Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)</u>						
	-	-	-	-	-	-
Total Other Revenues	-	-	-	-	-	-
Total HSH + Other Revenues	-	718,692	680,000	1,398,692	-	1,398,692

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	3/1/2022	6/30/2024	3
Amended Term	3/1/2022	6/30/2026	5
Provider Name	Brilliant Corners		
Program	Emergency Housing Vouchers		
F\$P Contract ID#	1000024537		
Action (select)	Modification		
Effective Date	7/1/2024		
Budget Name	SFHA EHV Service Fees - TAY		

	Current	New	
Term Budget	\$ 282,007	\$ 282,007	20%
Contingency	\$ 528,269	\$ 321,549	
Not-To-Exceed	\$ -	\$ 4,996,404	

	Year 1	Year 2	Year 3			All Years		
	3/1/2022 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	3/1/2022 - 6/30/2024	3/1/2022 - 6/30/2026	3/1/2022 - 6/30/2026
	Actuals	Actuals	Current/Actuals	Modification	Actuals	Current/Actuals	Modification	Actuals
Expenditures								
Salaries & Benefits	-	-	-	-	-	-	-	-
Operating Expense	500	-	12,589	-	12,589	13,089	-	13,089
Subtotal	500	-	12,589	-	12,589	13,089	-	13,089
Indirect Percentage	0	0	0		0			
Indirect Cost (Line 21 X Line 22)	75	-	1,888	-	1,888	1,963	-	1,963
Other Expenses (Not subject to indirect %)	(575)	152,007	115,523	-	115,523	266,955	-	266,955
Capital Expenditure	-	-	-	-	-	-	-	-
Admin Cost (HUD Agreements Only)	-	-	-	-	-	-	-	-
Total Expenditures	-	152,007	130,000	-	130,000	282,007	-	282,007
<u>HSH Revenues (select)</u>								
Total HSH Revenues	-	152,007	130,000	-	130,000	282,007	-	282,007
<u>Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)</u>								
	-	-	-	-	-	-	-	-
Total Other Revenues	-	-	-	-	-	-	-	-
Total HSH + Other Revenues	-	152,007	130,000	-	130,000	282,007	-	282,007

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET

Document Date	7/1/2024			
Contract Term	Begin Date	End Date	Duration (Years)	
Current Term	3/1/2022	6/30/2024	3	
Amended Term	3/1/2022	6/30/2026	5	
Provider Name	Brilliant Corners			
Program	Emergency Housing Vouchers			
FSP Contract ID#	1000024537			
Action (select)	Modification			
Effective Date	7/1/2024			
Budget Name	General Fund - TAY			
	Current	New		
Term Budget	\$ 19,392	\$ 19,392	20%	
Contingency	\$ 528,269	\$ 321,549		
Not-To-Exceed	\$ -	\$ 4,996,404		
	Year 1	Year 2	Year 3	All Years
	3/1/2022 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	3/1/2022 - 6/30/2026
	Actuals	Actuals	Actuals	Actuals
Expenditures				
Salaries & Benefits	\$ -	\$ 16,263	\$ -	\$ 16,263
Operating Expense	\$ -	\$ 3,434	\$ -	\$ 3,434
Subtotal	\$ -	\$ 19,697	\$ -	\$ 19,697
Indirect Percentage	15.00%	15.00%	15.00%	
Indirect Cost (Line 21 X Line 22)	-	2,955	-	2,955
Other Expenses (Not subject to indirect %)	-	(3,260)	-	(3,260)
Capital Expenditure	-	-	-	-
Admin Cost (HUD Agreements Only)	-	-	-	-
Total Expenditures	-	19,392	-	19,392
<u>HSH Revenues (select)</u>				
Total HSH Revenues	-	19,392	-	19,392
<u>Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)</u>				
	-	-	-	-
Total Other Revenues	-	-	-	-
Total HSH + Other Revenues	-	19,392	-	19,392
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -