



Shireen McSpadden, Executive Director

London Breed, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Dee Rosado-Chan, Deputy Director for Programs Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
Date	August 1, 2024
Subject	Grant Agreement Approval: Episcopal Community Services Homeless Storage

<i>Agreement Information</i>	
F\$P#	1000020567
Provider	Episcopal Community Services
Program Name	Homeless Storage
Agreement Action	Second Amendment
Agreement Term	December 1, 2020 – June 30, 2029

Agreement Amount

Current Budget ¹	Amended	New	Contingency ²	Total Not to Exceed (NTE)
\$5,515,910	(\$29,964)	\$5,485,946	\$976,964	\$6,462,910

Funding History

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget
2020-21	\$418,797	\$188,652	--	\$188,652
2021-22	\$744,890	\$277,603	--	\$277,603
2022-23	\$753,381	\$314,653	--	\$314,653
2023-24	\$789,167	\$267,531 ³	--	\$789,167
2024-25	\$789,167	--	\$4,807	\$793,974
2025-26	\$789,167	--	(\$8,693)	\$780,474
2026-27	\$789,167	--	(\$8,693)	\$780,474
2027-28	\$789,167	--	(\$8,693)	\$780,474
2028-29	\$789,167	--	(\$8,693)	\$780,474
TOTAL	\$6,652,070	\$1,048,439	(\$29,965)	\$5,485,946
			<i>Contingency</i>	\$976,964
			Total NTE⁴	\$6,462,910

<i>Funding Information</i>	
Funding Sources⁵	100% General Fund

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$6,462,910.

² Contingency only applied to FY 24-25 - FY 28-29 budgeted amount.

³ Actuals spent through April of FY 23-24

⁴ NTE is calculated using the actuals spent for prior years.

⁵ The funding sources listed reflect current and future years.

Episcopal Community Services | Homeless Storage

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Episcopal Community Services (ECS) for the provision of Homeless Storage for the period of December 1, 2020 to June 30, 2029 to add an additional storage site. The Not-to-Exceed amount remains at **\$6,462,910**, which includes a **\$976,964** contingency on the FY 24-25 through FY 28-29 amounts.

Background

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

The Sixth Street Homeless Storage was opened in 2022 to provide time-limited and as-needed storage services to individuals and families experiencing homelessness. Grantee will provide at least 500 storage slots, with 450 slots for individuals and 50 for families. The goal of this program is to provide temporary safe storage of belongings.

Services to be Provided

The purpose of the grant is to provide storage services to individuals and families experiencing homelessness and who need access to safe storage for a limited time period. Grantee will provide services to up to 850 clients with a budgeted staff of **5.30** full time equivalent (FTE).

The amendment includes the addition of a new storage site at 74 Sixth Street, previously operated by a different provider. The addition includes an increase to the number of clients from 350 to 800 and a net increase of **2.06** FTE to budgeted staff. The funding for the 74 Sixth Street site will be from savings resulting from the rightsizing of the Bryant storage to remove the utilities, maintenance & repair, and Recology services from the Bryant budget, as these operational costs were not provided by ECS.

Selection

Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness

Performance History

ECS is underwent fiscal monitoring for FY 23-24 and there were no findings.

The Bryant Homeless Storage program underwent its first annual program monitoring visit on December 14, 2023. The final report was excellent with no findings.

Agreement Materials

HOC Approval Package:

- Appendix A, Services to be Provided
- Appendix B, Budget



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

I. Purpose of Grant

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

II. Served Population

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

III. Referral and Prioritization

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

IV. Description of Services

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

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

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

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

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

V. Location and Time of Services

Grantee shall provide services at the location (s) as included in the Appendix B, Budget, of this agreement, Monday through Friday during business hours, as negotiated with HSH.

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

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

VI. Service Requirements

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
- B. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- C. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- D. Feedback, Complaint and Follow-up Policies:
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
 2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion of the survey if the written format presents any problem.
- E. City Communications and Policies
Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program;
 2. Attendance of quarterly HSH meetings as needed such as, but not limited to hearings on issues related to homelessness¹; and
 3. Attendance of trainings, as requested.

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

- F. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- G. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- H. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
 2. That the Grantee Director or Manager or a representative will attend all appropriate neighborhood meetings;
 3. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
 4. Minimizing the impact on the neighborhood of population waiting to enter the building; and
 5. Active discouragement of loitering in the area surrounding the building.
- I. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process², including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
 2. Records entered into the Online Navigation and Entry (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

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

will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
 5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- J. Record Keeping and Files:
1. Grantee shall maintain all eligibility and inspection documentation in the Online ONE System³ and maintain hard copy files with eligibility, including homelessness verification documents.
 2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.
- K. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with participants will participate in annual trainings on harm reduction, overdose recognition and response.
- L. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.

VII. Service Objectives

Grantee shall achieve the following objectives:

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

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

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

VIII. Outcome Objectives

Grantee shall achieve the following objective:

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

IX. Reporting Requirements

Grantee shall input data into systems required by HSH, such as ONE system, and CARBON.

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

- G. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- H. Grantee shall submit Project Descriptor data elements as described in 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 or Program Manager, as listed in CARBON.

X. Monitoring Activities

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

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

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

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																														
2	APPENDIX B, BUDGET																														
3	Document Date	7/1/2024																													
4	Contract Term	Begin Date	End Date	Duration (Years)																											
5	Current Term	12/1/2020	6/30/2029	9																											
6	Amended Term	12/1/2020	6/30/2029	9																											
7	Program	Homeless Storage																													
8	FSP Contract ID#	1000020567																													
9																															
10	Number Served (# storage units)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9																					
11	Service Component	12/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029																					
12	Bryant	350	350	350	350	350	350	350	350	350																					

	A	B	C	D	E	F	G	H
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	12/1/2020	6/30/2029	9				
6	Amended Term	12/1/2020	6/30/2029	9				
7	Program	Homeless Storage						
8	F\$P Contract ID#	1000020567						
9								
10	Service Location							
11	Site Name				Site Address			
12	Bryant Storage				680 Bryant Street, San Francisco, CA 94107			
13	Sixth Street Storage				74th Sixth Street, San Francisco, CA 94103			

	A	B	C	D	G	J	M	P	S	V
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	12/1/2020	6/30/2029	9						
6	Amended Term	12/1/2020	6/30/2029	9						
7	Provider Name	Episcopal Community Services								
8	Program	Homeless Storage								
9	FSP Contract ID#	1000020567								
10	Contract Action	Amendment								
11	Effective Date	3/1/2024								
12	Budget Names	General Fund - Homeless Storage, General Fund - Sixth Street Shelter Storage								
13		Current	New							
14	Term Budget	\$ 5,515,910	\$ 5,485,946	20%						
15	Contingency	\$ 947,000	\$ 976,964							
16	Not-To-Exceed	\$ 6,462,910	\$ 6,462,910							
17										
18					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
19					12/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026
20					Actuals	Actuals	Actuals	Current	New	New
21	Expenditures									
22	Salaries & Benefits				\$ 182,043	\$ 312,075	\$ 335,427	\$ 366,633	\$ 599,091	\$ 599,091
23	Operating Expense				\$ 173,593	\$ 334,714	\$ 319,687	\$ 319,599	\$ 79,582	\$ 79,582
24	Subtotal				\$ 355,636	\$ 646,789	\$ 655,114	\$ 686,232	\$ 678,673	\$ 678,673
26	Indirect Cost				\$ 42,676	\$ 77,615	\$ 98,267	\$ 102,935	\$ 101,801	\$ 101,801
27	Other Expenses (Not Subject to Indirect %)				\$ (209,660)	\$ (446,801)	\$ (438,728)	\$ -	\$ -	\$ -
28	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ 13,500	\$ -
30	Total Expenditures				\$ 188,652	\$ 277,603	\$ 314,653	\$ 789,167	\$ 793,974	\$ 780,474
31										
32	HSH Revenue*									
33	General Fund - Ongoing				\$ 418,797	\$ 744,890	\$ 753,381	\$ 789,167	\$ 774,609	\$ 761,438
34	General Fund - CODB				\$ -	\$ -	\$ -	\$ -	\$ 19,365	\$ 19,036
35	Adjustment to Actuals				\$ (230,145)	\$ (467,286)	\$ (438,728)	\$ -	\$ -	\$ -
42	Total HSH Revenues				\$ 188,652	\$ 277,603	\$ 314,653	\$ 789,167	\$ 793,974	\$ 780,474
52	Total Adjusted Salary FTE (All Budgets)				1.84	3.15	3.15	3.24	5.30	5.30
54										
55	Approved by	Tiffany Luong								
56	Phone	415.487.3300 ext. 1219								
57	Email	luong@ecs-sf.org								
58										
59	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets, at any given year, are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.									
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61										

	A	B	C	D	Y	AB	AE	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
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3	Document Date	7/1/2024									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	12/1/2020	6/30/2029	9							
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14	Term Budget	\$ 5,515,910	\$ 5,485,946		20%						
15	Contingency	\$ 947,000	\$ 976,964								
16	Not-To-Exceed	\$ 6,462,910	\$ 6,462,910								
17											
18					Year 7	Year 8	Year 9	All Years			
19					7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	12/1/2020 - 6/30/2029	12/1/2020 - 6/30/2029	12/1/2020 - 6/30/2029	
20					New	New	New	Current	Amendment	New	
21	Expenditures										
22	Salaries & Benefits	\$	599,091	\$	599,091	\$	599,091	\$	3,029,343	\$ 1,162,290	\$ 4,191,633
23	Operating Expense	\$	79,582	\$	79,582	\$	79,582	\$	2,745,588	\$ (1,200,085)	\$ 1,545,503
24	Subtotal	\$	678,673	\$	678,673	\$	678,673	\$	5,774,931	\$ (37,795)	\$ 5,737,136
26	Indirect Cost	\$	101,801	\$	101,801	\$	101,801	\$	836,168	\$ (5,668)	\$ 830,500
27	Other Expenses (Not Subject to Indirect %)	\$	-	\$	-	\$	-	\$	(1,095,189)	\$ -	\$ (1,095,189)
28	Capital Expenditure	\$	-	\$	-	\$	-	\$	-	\$ 13,500	\$ 13,500
30	Total Expenditures	\$	780,474	\$	780,474	\$	780,474	\$	5,515,910	\$ (29,963)	\$ 5,485,947
31											
32	HSH Revenue*										
33	General Fund - Ongoing	\$	761,438	\$	761,438	\$	761,438	\$	6,652,070	\$ (125,473)	\$ 6,526,597
34	General Fund - CODB	\$	19,036	\$	19,036	\$	19,036	\$	-	\$ 95,509	\$ 95,509
35	Adjustment to Actuals	\$	-	\$	-	\$	-	\$	(1,136,159)	\$ -	\$ (1,136,159)
42	Total HSH Revenues	\$	780,474	\$	780,474	\$	780,474	\$	5,515,910	\$ (29,964)	\$ 5,485,946
52	Total Adjusted Salary FTE (All Budgets)		5.30		5.30		5.30				
54											
55	Approved by	Tiffany Luong									
56	Phone	415.487.3300 ext. 1219									
57	Email	tluong@ecs-sf.org									
58											
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10	Contract Action	Amendment							
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12	Budget Name	General Fund - Homeless Storage							
13		Current	New	20%					
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15	Contingency	\$ 947,000	\$ 976,964						
16	Not-To-Exceed	\$ 6,462,910	\$ 6,462,910						
17									
18					Year 1	Year 2	Year 3	Year 4	Year 5
19					12/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
20					Actuals	Actuals	Actuals	Current	New
21	Expenditures								
22	Salaries & Benefits	\$	182,043	\$	312,075	\$	335,427	\$	366,633
23	Operating Expense	\$	173,593	\$	334,714	\$	319,687	\$	319,599
24	Subtotal	\$	355,636	\$	646,789	\$	655,114	\$	686,232
25	Indirect Percentage		12.00%		12.00%		15.00%		15.00%
26	Indirect Cost (Line 24 X Line 25)	\$	42,676	\$	77,615	\$	98,267	\$	102,935
27	Other Expenses (Not Subject to Indirect %)	\$	(209,660)	\$	(446,801)	\$	(438,728)	\$	-
30	Total Expenditures	\$	188,652	\$	277,603	\$	314,653	\$	789,167
31									
32	HSH Revenues								
33	General Fund - Ongoing	\$	418,797	\$	744,890	\$	753,381	\$	789,167
34	General Fund - CODB	\$	-	\$	-	\$	-	\$	-
35	Adjustment to Actuals	\$	(230,145)	\$	(467,286)	\$	(438,728)	\$	-
42	Total HSH Revenues	\$	188,652	\$	277,603	\$	314,653	\$	789,167
53									
54									
55	Approved by	Tiffany Luong							
56	Phone	415.487.3300 ext. 1219							
57	Email	tluong@ecs-sf.org							

	A	B	C	D	V	Y	AB	AE	AI	AJ	AK				
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	7/1/2024													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	12/1/2020	6/30/2029	9											
6	Amended Term	12/1/2020	6/30/2029	9											
7	Provider Name	Episcopal Community Services													
8	Program	Homeless Storage													
9	F\$P Contract ID#	1000020567													
10	Contract Action	Amendment													
11	Effective Date	3/1/2024													
12	Budget Name	General Fund - Homeless Storage													
13		Current	New	20%											
14	Term Budget	\$ 5,515,910	\$ 3,497,270												
15	Contingency	\$ 947,000	\$ 976,964												
16	Not-To-Exceed	\$ 6,462,910	\$ 6,462,910												
17															
18					Year 6	Year 7	Year 8	Year 9	All Years						
19					7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	12/1/2020 - 6/30/2029	7/1/2024 - 6/30/2029	12/1/2020 - 6/30/2029				
20					New	New	New	New	Current	Amendment	New				
21	Expenditures														
22	Salaries & Benefits	\$	303,711	\$	303,711	\$	303,711	\$	303,711	\$	3,029,343	\$	(314,610)	\$	2,714,733
23	Operating Expense	\$	31,453	\$	31,453	\$	31,453	\$	31,453	\$	2,745,588	\$	(1,440,730)	\$	1,304,858
24	Subtotal	\$	335,164	\$	335,164	\$	335,164	\$	335,164	\$	5,774,931	\$	(1,755,340)	\$	4,019,591
25	Indirect Percentage		15.00%		15.00%		15.00%		15.00%						
26	Indirect Cost (Line 24 X Line 25)	\$	50,275	\$	50,275	\$	50,275	\$	50,275	\$	836,168	\$	(263,300)	\$	572,868
27	Other Expenses (Not Subject to Indirect %)	\$	-	\$	-	\$	-	\$	-	\$	(1,095,189)	\$	-	\$	(1,095,189)
30	Total Expenditures	\$	385,439	\$	385,439	\$	385,439	\$	385,439	\$	5,515,910	\$	(2,018,640)	\$	3,497,270
31															
32	HSH Revenues														
33	General Fund - Ongoing	\$	376,038	\$	376,038	\$	376,038	\$	376,038	\$	6,652,070	\$	(2,065,645)	\$	4,586,425
34	General Fund - CODB	\$	9,401	\$	9,401	\$	9,401	\$	9,401	\$	-	\$	47,005	\$	47,005
35	Adjustment to Actuals	\$	-	\$	-	\$	-	\$	-	\$	(1,136,159)	\$	-	\$	(1,136,159)
42	Total HSH Revenues	\$	385,439	\$	385,439	\$	385,439	\$	385,439	\$	5,515,910	\$	(2,018,640)	\$	3,497,270
53															
54															
55	Approved by	Tiffany Luong													
56	Phone	415.487.3300 ext. 1219													
57	Email	tluong@ecs-sf.org													

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

	A	B	Q	T	W	X	AA	AD
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	Homeless Storage						
7	FSP Contract ID#	1000020567						
8	Budget Name	General Fund - Homeless Storage						
9								
10					Year 3		Year 4	
11			Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023	Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024
12					Current			Current
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	
14	PSP Facilities Coordinator / Janitor	\$ 45,936	1.00	\$ 45,936	\$ 48,692	1.00	\$ 48,692	
15	Supervisor		0.00	\$ -		0.00	\$ -	
16	Property Storage Program Manager	\$ 93,053	1.00	\$ 93,053	\$ 97,707	1.00	\$ 97,707	
17	Director of Shelters	\$ 142,852	0.15	\$ 21,428	\$ 153,736	0.15	\$ 23,060	
18	Associate Director of Interim Housing		0.00	\$ -	\$ 110,000	0.09	\$ 9,900	
19	Facilities - Janitors	\$ 48,024	1.00	\$ 48,024	\$ 50,905	1.00	\$ 50,905	
20	PSP Service Coordinator - replacement and overtime factor		0.00	\$ 12,009		0.00	\$ 12,009	
21	PSP Facilities - Replacement and Overtime Factor		0.00	\$ 5,793		0.00	\$ 5,793	
22	PSP Program Manager - Replacement and Overtime Factor		0.00	\$ 8,321		0.00	\$ 8,321	
42	TOTAL SALARIES			\$ 234,564			\$ 256,387	
43	TOTAL FTE		3.15			3.24		
44	FRINGE BENEFIT RATE			43.00%			43.00%	
45	EMPLOYEE FRINGE BENEFITS			\$ 100,863			\$ 110,246	
46	TOTAL SALARIES & BENEFITS			\$ 335,427			\$ 366,633	

	A	B	AE	AH	AK	AL	AO	AR	AS	AV	AY
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	Homeless Storage									
7	FSP Contract ID#	1000020567									
8	Budget Name	General Fund - Homeless Storage									
9											
10											
11											
12											
13	POSITION TITLE	Year 5			Year 6			Year 7			
		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	Agency Totals	For HSH Funded Program	7/1/2026 - 6/30/2027 New	
		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	
14	PSP Facilities Coordinator / Janitor	\$ 64,879	1.00	\$ 64,879	\$ 64,879	1.00	\$ 64,879	\$ 64,879	1.00	\$ 64,879	
15	Supervisor	\$ 73,010	1.00	\$ 73,010	\$ 73,010	1.00	\$ 73,010	\$ 73,010	1.00	\$ 73,010	
16	Property Storage Program Manager	\$118,141	0.50	\$ 59,071	\$ 118,141	0.50	\$ 59,071	\$ 118,141	0.50	\$ 59,071	
17	Director of Shelters	\$186,742	0.15	\$ 28,011	\$ 186,742	0.15	\$ 28,011	\$ 186,742	0.15	\$ 28,011	
18	Associate Director of Interim Housing	\$145,600	0.00	\$ -	\$ 145,600	0.00	\$ -	\$ 145,600	0.00	\$ -	
19	Facilities - Janitors	\$ 58,341	0.00	\$ -	\$ 58,341	0.00	\$ -	\$ 58,341	0.00	\$ -	
20	PSP Service Coordinator - replacement and overtime factor		0.00	\$ -		0.00	\$ -		0.00	\$ -	
21	PSP Facilities - Replacement and Overtime Factor		0.00	\$ -		0.00	\$ -		0.00	\$ -	
22	PSP Program Manager - Replacement and Overtime Factor		0.00	\$ -		0.00	\$ -		0.00	\$ -	
42	TOTAL SALARIES			\$ 224,971			\$ 224,971			\$ 224,971	
43	TOTAL FTE		2.65			2.65			2.65		
44	FRINGE BENEFIT RATE			35.00%			35.00%			35.00%	
45	EMPLOYEE FRINGE BENEFITS			\$ 78,740			\$ 78,740			\$ 78,740	
46	TOTAL SALARIES & BENEFITS			\$ 303,711			\$ 303,711			\$ 303,711	

	A	B	AZ	BC	BF	BG	BJ	BM	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	7/1/2024									
5	Provider Name	Episcopal Community Services									
6	Program	Homeless Storage									
7	FSP Contract ID#	1000020567									
8	Budget Name	General Fund - Homeless Storage									
9											
10	Year 8			Year 9			All Years				
11	Agency Totals		For HSH Funded Program	7/1/2027 - 6/30/2028	Agency Totals		For HSH Funded Program	7/1/2028 - 6/30/2029	12/1/2020 - 6/30/2029	7/1/2024 - 6/30/2029	12/1/2020 - 6/30/2029
12				New				New	Current	Amendment	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	Change	Budgeted Salary	
14	PSP Facilities Coordinator / Janitor	\$ 64,879	1.00	\$ 64,879	\$ 64,879	1.00	\$ 64,879	\$ 401,467	\$ 80,935	\$ 482,402	
15	Supervisor	\$ 73,010	1.00	\$ 73,010	\$ 73,010	1.00	\$ 73,010	\$ -	\$ 365,050	\$ 365,050	
16	Property Storage Program Manager	\$ 118,141	0.50	\$ 59,071	\$ 118,141	0.50	\$ 59,071	\$ 809,713	\$ (193,180)	\$ 616,533	
17	Director of Shelters	\$ 186,742	0.15	\$ 28,011	\$ 186,742	0.15	\$ 28,011	\$ 189,594	\$ 24,755	\$ 214,349	
18	Associate Director of Interim Housing	\$ 145,600	0.00	\$ -	\$ 145,600	0.00	\$ -	\$ 59,400	\$ (49,500)	\$ 9,900	
19	Facilities - Janitors	\$ 58,341	0.00	\$ -	\$ 58,341	0.00	\$ -	\$ 414,598	\$ (254,525)	\$ 160,073	
20	PSP Service Coordinator - replacement and overtime factor		0.00	\$ -		0.00	\$ -	\$ 103,077	\$ (60,045)	\$ 43,032	
21	PSP Facilities - Replacement and Overtime Factor		0.00	\$ -		0.00	\$ -	\$ 49,723	\$ (28,965)	\$ 20,758	
22	PSP Program Manager - Replacement and Overtime Factor		0.00	\$ -		0.00	\$ -	\$ 90,851	\$ (41,605)	\$ 49,246	
42	TOTAL SALARIES			\$ 224,971			\$ 224,971	\$ 2,118,422	\$ (157,080)	\$ 1,961,342	
43	TOTAL FTE		2.65			2.65					
44	FRINGE BENEFIT RATE			35.00%			35.00%				
45	EMPLOYEE FRINGE BENEFITS			\$ 78,740			\$ 78,740	\$ 910,920	\$ (157,530)	\$ 753,390	
46	TOTAL SALARIES & BENEFITS			\$ 303,711			\$ 303,711	\$ 3,029,343	\$ (314,610)	\$ 2,714,733	

	A	B	E	H	K	N	Q
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	Homeless Storage					
7	FSP Contract ID#	1000020567					
8	Budget Name	General Fund - Homeless Storage					
9							
10			Year 1	Year 2	Year 3	Year 4	Year 5
11			12/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
12			Actuals	Actuals	Actuals	Current	New
13	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 36,949	\$ 63,340	\$ 61,340	\$ 61,342	\$ -
16	Office Supplies, Postage		\$ 2,076	\$ 8,559	\$ 8,559	\$ 8,559	\$ 2,000
17	Building Maintenance Supplies and Repair		\$ 61,691	\$ 118,756	\$ 109,848	\$ 109,848	\$ 5,000
18	Printing and Reproduction		\$ 5,393	\$ 14,245	\$ 14,245	\$ 14,244	\$ 5,000
19	Insurance		\$ 3,004	\$ 5,150	\$ 5,150	\$ 5,150	\$ 2,500
20	Staff Training		\$ 1,494	\$ 2,560	\$ 2,561	\$ 2,561	\$ 2,000
23	Staff Recruitment		\$ 592	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015
24	Pest Control		\$ 10,086	\$ 17,290	\$ 17,290	\$ 17,290	\$ 4,500
25	Inside Trailer Cameras Maintenance		\$ 875	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
26	Recology		\$ 30,909	\$ 52,987	\$ 50,987	\$ 50,987	\$ -
27	Water Cooler (Leased)		\$ 781	\$ 1,339	\$ 1,339	\$ 1,339	\$ 1,338
28	Program/Client Supplies & Services		\$ 12,016	\$ 24,728	\$ 24,728	\$ 24,728	\$ 2,000
29	Telecommunications		\$ 1,894	\$ 8,247	\$ 8,247	\$ 8,247	\$ 600
30	Dump Runs		\$ 2,916	\$ 9,999	\$ 9,999	\$ 9,910	\$ 4,000
31	Software Licenses		\$ 2,916	\$ 4,999	\$ 2,879	\$ 2,879	\$ -
68							
69	TOTAL OPERATING EXPENSES		\$ 173,593	\$ 334,714	\$ 319,687	\$ 319,599	\$ 31,453
70							
71	<u>Other Expenses</u>						
72	Cost of Doing Business (CODB)		\$ 20,485				\$ -
73	One-Time Carryforward			\$20,485			\$ -
74	Adjustment to Actuals		\$ (230,145)	\$ (467,286)	\$ (438,728)		\$ -
84							
85	TOTAL OTHER EXPENSES		\$ (209,660)	\$ (446,801)	\$ (438,728)	\$ -	\$ -

	A	B	T	W	Z	AC	AG	AH	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	Homeless Storage							
7	FSP Contract ID#	1000020567							
8	Budget Name	General Fund - Homeless Storage							
9									
10		Year 6	Year 7	Year 8	Year 9	All Years			
11		7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	12/1/2020 - 6/30/2029	7/1/2024 - 6/30/2029	12/1/2020 - 6/30/2029	
12		New	New	New	New	Current	Amendment	New	
13	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -	\$ -	\$ 529,681	\$ (306,710)	\$ 222,971	
16	Office Supplies, Postage	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 70,548	\$ (32,795)	\$ 37,753	
17	Building Maintenance Supplies and Repair	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 949,383	\$ (524,240)	\$ 425,143	
18	Printing and Reproduction	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 119,347	\$ (46,220)	\$ 73,127	
19	Insurance	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 44,205	\$ (13,250)	\$ 30,955	
20	Staff Training	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 21,981	\$ (2,805)	\$ 19,176	
23	Staff Recruitment	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 8,712	\$ -	\$ 8,712	
24	Pest Control	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 148,405	\$ (63,950)	\$ 84,455	
25	Inside Trailer Cameras Maintenance	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 12,875	\$ -	\$ 12,875	
26	Recology	\$ -	\$ -	\$ -	\$ -	\$ 440,805	\$ (254,935)	\$ 185,870	
27	Water Cooler (Leased)	\$ 1,338	\$ 1,338	\$ 1,338	\$ 1,338	\$ 11,493	\$ (5)	\$ 11,488	
28	Program/Client Supplies & Services	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 209,840	\$ (113,640)	\$ 96,200	
29	Telecommunications	\$ 600	\$ 600	\$ 600	\$ 600	\$ 67,870	\$ (38,235)	\$ 29,635	
30	Dump Runs	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 82,374	\$ (29,550)	\$ 52,824	
31	Software Licenses	\$ -	\$ -	\$ -	\$ -	\$ 28,068	\$ (14,395)	\$ 13,673	
68									
69	TOTAL OPERATING EXPENSES	\$ 31,453	\$ 31,453	\$ 31,453	\$ 31,453	\$ 2,745,588	\$ (1,440,730)	\$ 1,304,858	
70									
71	Other Expenses								
72	Cost of Doing Business (CODB)	\$ -	\$ -	\$ -	\$ -	\$ 20,485	\$ -	\$ 20,485	
73	One-Time Carryforward	\$ -	\$ -	\$ -	\$ -	\$ 20,485	\$ -	\$ 20,485	
74	Adjustment to Actuals	\$ -	\$ -	\$ -	\$ -	\$ (1,136,159)	\$ -	\$ (1,136,159)	
84									
85	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ (1,095,190)	\$ -	\$ (1,095,190)	

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
		Fiscal Year			
4	General Fund - Homeless Storage	FY24-25			
		<u>Adjusted</u>			
		<u>Budgeted</u>	<u>Budgeted</u>		
5	<u>Salaries & Benefits</u>	<u>FTE</u>	<u>Salary</u>	<u>Justification</u>	<u>Calculation</u>
6	PSP Facilities Coordinator / Janitor	1.00	\$ 64,879	Adheres to the guidance of the site manager; comply with city, county, and state regulations; intake new guest; exit guest.	\$64,879 x 1 FTE
7	Supervisor	1.00	\$ 73,010	Supervise and monitor all operations of the storage program. The Supervisor will ensure efficient operation of the program to maintain a safe and respectful environment for both staff and participants.	\$73,010 x 1 FTE
8	Property Storage Program Manager	0.50	\$ 59,071	Manages all operations of the facility; adheres to facility contractual agreements with the agency and funder; supervises and trains all staff working onsite; manages payroll; input guest information into data system; track guest services; attend monthly meeting with funds to stay abreast of any new implementations; community outreach.	\$118,142 x 0.5 FTE
9	Director of Shelters	0.15	\$ 28,011	Supervises and supports the site manager; manages site manager payroll; seek coverage during site manager time off; ensuring site is in compliance with funders at all time.	\$186,740 x 0.15 FTE
33	TOTAL	2.65	\$ 224,971		
34	<u>Employee Fringe Benefits</u>	<u>35.0%</u>	<u>\$ 78,740</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 35% of total salaries.</u>	
35	Salaries & Benefits Total		\$ 303,711		

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE		Fiscal Year		
4	General Fund - Homeless Storage		FY24-25		
36					
					<u>Calculation</u>
37	<u>Operating Expenses</u>		<u>Budgeted Expense</u>		<u>Justification</u>
40	Office Supplies, Postage	\$	2,000	Covers office supplies and postage expenses	\$167 x 12 months
41	Building Maintenance Supplies and Repair	\$	5,000	Covers building maintenance supplies and services	\$417 x 12 months
42	Printing and Reproduction	\$	5,000	Includes photocopying and copier leasing charges	\$417 x 12 months
43	Insurance	\$	2,500	Includes prorated expense of general liability insurance	\$208 x 12 months
44	Staff Training	\$	2,000	Includes staff training related expenses	\$167 x 12 months
47	Staff Recruitment	\$	1,015	Includes staff recruiting expenses	\$85 x 12 months
48	Pest Control	\$	4,500	Covers pest control expenses	\$375 x 12 months
49	Inside Trailer Cameras Maintenance	\$	1,500	Covers maintenance and repairs costs for inside trailer cameras	\$125 x 12 months
51	Water Cooler (Leased)	\$	1,338	Covers the leased water cooler expenses	\$112 x 12 months
52	Program/Client Supplies & Services	\$	2,000	Includes program supplies expenses	\$167 x 12 months
53	Telecommunications	\$	600	Covers telephone, cellphone, and Wi-Fi expenses	\$50 x 12 months
54	Dump Runs	\$	4,000	Covers dump runs expense	\$333 x 12 months
92					
93	TOTAL OPERATING EXPENSES	\$	31,453		
94	Indirect Cost	15.0%	\$	50,275	

	A	B	C	D	S	V	Y	AB	AE	AI	AJ	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	12/1/2020	6/30/2029	9								
6	Amended Term	12/1/2020	6/30/2029	9								
7	Provider Name	Episcopal Community Services										
8	Program	Homeless Storage										
9	FSP Contract ID#	1000020567										
10	Contract Action	Amendment										
11	Effective Date	3/1/2024										
12	Budget Name	General Fund - Sixth Street Shelter Storage										
13		Current	New	20%								
14	Term Budget	\$ -	\$ 1,988,676									
15	Contingency	\$ 947,000	\$ 976,964									
16	Not-To-Exceed	\$ 6,462,910	\$ 6,462,910									
17												
18					Year 5	Year 6	Year 7	Year 8	Year 9	All Years		
19					7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	12/1/2020 - 6/30/2029	7/1/2024 - 6/30/2029	12/1/2020 - 6/30/2029
20					New	New	New	New	New	Current	Amendment	New
21	Expenditures											
22	Salaries & Benefits	\$ 295,380	\$ 295,380	\$ 295,380	\$ 295,380	\$ 295,380	\$ 295,380	\$ 295,380	\$ 295,380	\$ -	\$ 1,476,900	\$ 1,476,900
23	Operating Expense	\$ 48,129	\$ 48,129	\$ 48,129	\$ 48,129	\$ 48,129	\$ 48,129	\$ 48,129	\$ 48,129	\$ -	\$ 240,645	\$ 240,645
24	Subtotal	\$ 343,509	\$ 343,509	\$ 343,509	\$ 343,509	\$ 343,509	\$ 343,509	\$ 343,509	\$ 343,509	\$ -	\$ 1,717,545	\$ 1,717,545
25	Indirect Percentage	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%			
26	Indirect Cost (Line 24 X Line 25)	\$ 51,526	\$ 51,526	\$ 51,526	\$ 51,526	\$ 51,526	\$ 51,526	\$ 51,526	\$ 51,526	\$ -	\$ 257,632	\$ 257,632
28	Capital Expenditure	\$ 13,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,500	\$ 13,500
30	Total Expenditures	\$ 408,535	\$ 395,035	\$ 395,035	\$ 395,035	\$ 395,035	\$ 395,035	\$ 395,035	\$ 395,035	\$ -	\$ 1,988,677	\$ 1,988,677
31												
32	HSH Revenues											
33	General Fund - Ongoing	\$ 398,571	\$ 385,400	\$ 385,400	\$ 385,400	\$ 385,400	\$ 385,400	\$ 385,400	\$ 385,400	\$ -	\$ 1,940,172	\$ 1,940,172
34	General Fund - CODB	\$ 9,964	\$ 9,635	\$ 9,635	\$ 9,635	\$ 9,635	\$ 9,635	\$ 9,635	\$ 9,635	\$ -	\$ 48,504	\$ 48,504
35	Adjustment to Actuals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Total HSH Revenues	\$ 408,535	\$ 395,035	\$ 395,035	\$ 395,035	\$ 395,035	\$ 395,035	\$ 395,035	\$ 395,035	\$ -	\$ 1,988,676	\$ 1,988,676
54												
55	Prepared by	Tiffany Luong										
56	Phone	415.487.3300 ext. 1219										
57	Email	tluong@ecs-sf.org										

	A	B	AE	AH	AK	AL	AO	AR	
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	Homeless Storage							
7	FSP Contract ID#	1000020567							
8	Budget Name	General Fund - Sixth Street Shelter Storage							
9									
10									
11									
12	POSITION TITLE		Year 5			Year 6			
13			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	
			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	
14	PSP Facilities Coordinator / Janitor		\$ 64,879	1.00	\$ 64,879	\$ 64,879	1.00	\$ 64,879	
15	Supervisor		\$ 73,010	1.00	\$ 73,010	\$ 73,010	1.00	\$ 73,010	
16	Property Storage Program Manager		\$ 118,141	0.50	\$ 59,071	\$ 118,141	0.50	\$ 59,071	
17	Associate Director of Interim Housing		\$ 145,600	0.15	\$ 21,840	\$ 145,600	0.15	\$ 21,840	
43	TOTAL SALARIES		\$ 218,800			\$ 218,800			
44	TOTAL FTE		2.65			2.65			
45	FRINGE BENEFIT RATE		35.00%			35.00%			
46	EMPLOYEE FRINGE BENEFITS		\$ 76,580			\$ 76,580			
47	TOTAL SALARIES & BENEFITS		\$ 295,380			\$ 295,380			

	A	B	AS	AV	AY	AZ	BC	BF	
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	Homeless Storage							
7	FSP Contract ID#	1000020567							
8	Budget Name	General Fund - Sixth Street Shelter Storage							
9									
10									
11									
12	POSITION TITLE		Year 7			Year 8			
13			Agency Totals	For HSH Funded Program	7/1/2026 - 6/30/2027	Agency Totals	For HSH Funded Program	7/1/2027 - 6/30/2028	
					New			New	
			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	
14	PSP Facilities Coordinator / Janitor		\$ 64,879	1.00	\$ 64,879	\$ 64,879	1.00	\$ 64,879	
15	Supervisor		\$ 73,010	1.00	\$ 73,010	\$ 73,010	1.00	\$ 73,010	
16	Property Storage Program Manager		\$ 118,141	0.50	\$ 59,071	\$ 118,141	0.50	\$ 59,071	
17	Associate Director of Interim Housing		\$ 145,600	0.15	\$ 21,840	\$ 145,600	0.15	\$ 21,840	
43	TOTAL SALARIES					\$ 218,800			
44	TOTAL FTE					2.65			
45	FRINGE BENEFIT RATE					35.00%			
46	EMPLOYEE FRINGE BENEFITS					\$ 76,580			
47	TOTAL SALARIES & BENEFITS					\$ 295,380			

	A	B	BG	BJ	BM	BU	BV	BW	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	SALARY & BENEFIT DETAIL								
4	Document Date	7/1/2024							
5	Provider Name	Episcopal Community Services							
6	Program	Homeless Storage							
7	FSP Contract ID#	1000020567							
8	Budget Name	General Fund - Sixth Street Shelter Storage							
9									
10			Year 9			All Years			
11			Agency Totals	For HSH Funded Program	7/1/2028 - 6/30/2029	12/1/2020 - 6/30/2029	7/1/2024 - 6/30/2029	12/1/2020 - 6/30/2029	
12	POSITION TITLE				New	Current	Amendment	New	
13			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
14	PSP Facilities Coordinator / Janitor		\$ 64,879	1.00	\$ 64,879	\$ -	\$ 324,395	\$ 324,395	
15	Supervisor		\$ 73,010	1.00	\$ 73,010	\$ -	\$ 365,050	\$ 365,050	
16	Property Storage Program Manager		\$ 118,141	0.50	\$ 59,071	\$ -	\$ 295,355	\$ 295,355	
17	Associate Director of Interim Housing		\$ 145,600	0.15	\$ 21,840	\$ -	\$ 109,200	\$ 109,200	
43		TOTAL SALARIES			\$ 218,800	\$ -	\$ 1,094,000	\$ 1,094,000	
44		TOTAL FTE		2.65					
45		FRINGE BENEFIT RATE			35.00%				
46		EMPLOYEE FRINGE BENEFITS			\$ 76,580	\$ -	\$ 382,900	\$ 382,900	
47		TOTAL SALARIES & BENEFITS			\$ 295,380	\$ -	\$ 1,476,900	\$ 1,476,900	

	A	B	Q	T	W	Z	AC	AG	AH	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	Homeless Storage								
7	F\$P Contract ID#	1000020567								
8	Budget Name	General Fund - Sixth Street Shelter Storage								
9										
10		Year 5	Year 6	Year 7	Year 8	Year 9	All Years			
11		7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	12/1/2020 - 6/30/2029	7/1/2024 - 6/30/2029	12/1/2020 - 6/30/2029	
12		New	New	New	New	New	Current	Amendment	New	
13	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
14	Rental of Property	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ -	\$ 5	\$ 5	
15	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 6,470	\$ 6,470	\$ 6,470	\$ 6,470	\$ 6,470	\$ -	\$ 32,350	\$ 32,350	
16	Office Supplies, Postage	\$ 4,095	\$ 4,095	\$ 4,095	\$ 4,095	\$ 4,095	\$ -	\$ 20,475	\$ 20,475	
17	Building Maintenance Supplies and Repair	\$ 13,455	\$ 13,455	\$ 13,455	\$ 13,455	\$ 13,455	\$ -	\$ 67,275	\$ 67,275	
18	Printing and Reproduction	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 25,000	\$ 25,000	
19	Insurance	\$ 6,952	\$ 6,952	\$ 6,952	\$ 6,952	\$ 6,952	\$ -	\$ 34,760	\$ 34,760	
20	Staff Training	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ -	\$ 900	\$ 900	
21	Staff Travel-(Local & Out of Town)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ 10,000	\$ 10,000	
22	Staff Recruitment	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	\$ 1,500	\$ 1,500	
23	Equipment Maintenance	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	\$ 6,250	\$ 6,250	
24	Program/Client Supplies & Services	\$ 2,813	\$ 2,813	\$ 2,813	\$ 2,813	\$ 2,813	\$ -	\$ 14,065	\$ 14,065	
25	Telecommunications	\$ 1,613	\$ 1,613	\$ 1,613	\$ 1,613	\$ 1,613	\$ -	\$ 8,065	\$ 8,065	
26	Dump Runs	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ 20,000	\$ 20,000	
52		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
53										
54	TOTAL OPERATING EXPENSES	\$ 48,129	\$ 48,129	\$ 48,129	\$ 48,129	\$ 48,129	\$ -	\$ 240,645	\$ 240,645	
55										
72	Capital Expenses									
73	Security Cameras	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	
74	IT Equipment (Laptop/desktop, keyboards, printers, cameras, phones, etc.)	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	
75	Office Furniture	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,500	
80										
81	TOTAL CAPITAL EXPENSES	\$ 13,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,500	\$ 13,500	

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

Fiscal Year

General Fund - Sixth Street Shelter Storage		FY24-25			
<u>Salaries & Benefits</u>		<u>Adjusted</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
		<u>Budgeted FTE</u>	<u>Salary</u>		
PSP Facilities Coordinator / Janitor		1.00	\$ 64,879	Acts as a resource, ally, and advisor to program's participants, performs janitorial routine tasks that contribute to the on-going maintenance and upkeep of the facility, and monitors program safety. Responsible for providing participants with meaningful orientation about Storage program and services.	\$64,879 x 1 FTE
Supervisor		1.00	\$ 73,010	Supervise and monitor all operations of the storage program. The Supervisor will ensure efficient operation of the program to maintain a safe and respectful environment for both staff and participants.	\$73,010 x 1 FTE
Property Storage Program Manager		0.50	\$ 59,071	Manages all operations of the facility; adheres to facility contractual agreements with the agency and funder; supervises and trains all staff working onsite; manages payroll; input guest information into data system; track guest services; attend monthly meeting with funds to stay abreast of any new implementations; community outreach.	\$118,142 x 0.5 FTE
Associate Director of Interim Housing		0.15	\$ 21,840	Supervises and supports the site manager; manages site manage payroll; seek coverage during site manager time off; ensuring site is in compliance with funders at all time.	\$145,600 x 0.15 FTE
TOTAL		2.65	\$ 218,800		
<u>Employee Fringe Benefits</u>		<u>35.0%</u>	<u>\$ 76,580</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 35% of total salaries.</u>	
Salaries & Benefits Total			\$ 295,380		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 1	Rental	\$1
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 6,470	Covers utilities related expenses	\$539 x 12 months
Office Supplies, Postage	\$ 4,095	Covers office supplies and postage expenses	\$341 x 12 months
Building Maintenance Supplies and Repair	\$ 13,455	Covers building maintenance supplies and services	\$1,121 x 12 months
Printing and Reproduction	\$ 5,000	Includes photocopying and copier leasing charges	\$417 x 12 months
Insurance	\$ 6,952	Includes prorated expense of general liability insurance	\$579 x 12 months
Staff Training	\$ 180	Includes staff training related expenses	\$15 x 12 months
Staff Travel-(Local & Out of Town)	\$ 2,000	Includes staff travel expenses	\$167 x 12 months
Staff Recruitment	\$ 300	Includes staff recruiting expenses	\$25 x 12 months
Equipment Maintenance	\$ 1,250	Covers maintenance and repairs costs for inside trailer cameras	\$104 x 12 months
Program/Client Supplies & Services	\$ 2,813	Includes program supplies expenses	\$234 x 12 months
Telecommunications	\$ 1,613	Covers telephone, cellphone, and Wi-Fi expenses	\$134 x 12 months
Dump Runs	\$ 4,000	Covers dump runs expense	\$333 x 12 months
TOTAL OPERATING EXPENSES	\$ 48,129		
Indirect Cost	15.0% \$ 51,526		

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Security Cameras	\$ 5,000	Covers security cameras and related accessories	One-time
IT Equipment (Laptop/desktop, keyboards, printers, cameras, phones, etc.)	\$ 4,000	Covers IT equipment for staff	One-time
Office Furniture	\$ 4,500	Covers office furniture for staff	One-time
TOTAL CAPITAL EXPENSES	\$ 13,500		