



Shireen McSpadden, Executive Director

Daniel Lurie, 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	November 21, 2025
Subject	Grant Agreement Approval: Episcopal Community Services Sanctuary Shelter

Agreement Information	
FSP#	1000023961
Provider	Episcopal Community Services
Program Name	Sanctuary Shelter
Agreement Action	3rd Amendment
Agreement Term	July 1, 2021 – June 30, 2028

Agreement Amount

Current Budget ¹	Amended	New	Contingency ²	Total Not to Exceed (NTE)
\$25,755,271	\$13,165,974	\$38,921,245	\$1,974,896	\$40,896,141

Funding Summary

Fiscal Year (FY)	Budget	Actual Spent ³	Amended to Add	New Budget
2021-22	\$4,146,332	\$3,640,664	--	\$3,640,664
2022-23	\$4,786,597	\$4,128,813	--	\$4,128,813
2023-24	\$6,100,704	\$5,369,008	--	\$5,369,008
2024-25	\$6,445,980	\$6,445,711	--	\$6,445,711
2025-26	\$6,171,075	\$559,626	\$274,608	\$6,445,683
2026-27	--	--	\$6,445,683	\$6,445,683
2027-28	--	--	\$6,445,683	\$6,445,683
TOTAL	\$27,650,688	\$20,143,822	\$13,165,974	\$38,921,245
Contingency				\$1,974,896
Total NTE⁴				\$40,896,141

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$25,755,271

² Contingency only applied to FY 25-26 - FY 27-28 budgeted amount.

³ Actual spent through July of FY 25-26.

⁴ NTE is calculated using the Actual Spent for prior years.

Funding Information	
Funding Sources⁵	95% General Fund 5% Federal- HUD ESG (CFDA 14.231)

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Episcopal Community Services for the provision of Sanctuary Shelter for the period of July 1, 2021 to June 30, 2028, in an additional amount of \$13,165,974. The addition of funds includes: a Cost of Doing Business (CODB) increase, additional funding to fully fund FY 25-26, and two additional performance years, which is aligned with HSH's Multiyear Procurement Plan for Shelter services. The new amount is \$40,896,141, which includes a 15 percent contingency of \$1,974,896 on the amended amount.

Background

Episcopal Community Services has been operating Sanctuary Shelter since 1986. The intent of this program is to provide 24/7 emergency shelter, support services, and case management to adults experiencing homelessness. This is one of the largest homeless congregate shelters in San Francisco, with a capacity to shelter 200 guests. The shelter operates 24/7 in the SoMa neighborhood, located at 201 Eighth Street, San Francisco, CA 94103.

Services to be Provided

The purpose of the grant is to provide emergency shelter operations and support services to single adults, 18 years old and older. Grantee will provide services to 200 individuals with a budgeted staff of 38.7 full-time equivalent (FTE).

In FY 24-25, this program served 616 individuals and had an occupancy rate of 95%, which is well above the minimum requirement of 90% occupancy.

Services and Amenities include: 24/7 access to shelter beds, two meals per day provided by the ECS CHEFS program, laundry services, case management services, Department of Public Health (DPH) Shelter Health Clinic, community meetings, and behavioral health support.

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. HSH plans to reprocure shelter services in FY 26-27. Two additional performance years are being added to this agreement to align with HSH's Multiyear Procurement Plan.

Performance History

Fiscal Monitoring: Episcopal Community Services underwent citywide nonprofit fiscal monitoring most recently in FY 24-25 and there were no unresolved findings for HSH Programs.

Program Monitoring: Episcopal Community Services underwent program monitoring most recently in FY 24-25. The provider was in full conformance for ESG funded program. For the General Fund program, the provider received three findings and several recommendations. The provider has resolved all findings and implemented recommendations.

⁵ The funding sources listed reflect current and future years.



Agreement Materials

- HOC Approval Package
 - Appendix A-1, Services to be Provided
 - Appendix A-2, Services to be Provided
 - Appendix B, Budget



**Appendix A-1, Services to be Provided
by
Episcopal Community Services
Sanctuary Shelter**

I. Purpose of Grant

The purpose of the grant is to provide Emergency Shelter Operations and Support Services to the served population to obtain emergency night-time sleeping accommodations.

II. Served Population

Grantee shall serve adults, without custody of minor children, who are experiencing homelessness and do not have a fixed, regular, or adequate night-time residence. Grantee shall determine possible accommodation of guests with service or companion animals at the shelter

III. Referral and Prioritization

Grantee shall provide services to those who meet Department of Homelessness and Supportive Housing (HSH) established eligibility requirements for the served population. Grantee shall utilize the referral system established by the HSH, unless the City requires Grantee to utilize an alternate referral and/or prioritization process in order to maintain the health and safety of guests in accordance with City requirements.

IV. Description of Services

Grantee shall provide emergency shelter services as outlined below, unless otherwise directed by the City in cases of public health or other emergency situations.

- A. Shelter Operations: Grantee shall operate the shelter to accommodate up to the number of guests listed on the Appendix B, Budget “Number Served” tab at any given time, unless City requires Grantee to serve less guests in order to maintain the health and safety of guests in accordance with City requirements. Grantee shall adhere to the Shelter Standards of Care Legislation¹ unless otherwise directed by the City in cases of public health emergencies or other emergency situations.
 - 1. Facility Maintenance: Grantee shall maintain the facility; provide janitorial services; and routine and ongoing maintenance of the facility and its systems to maintain a clean, safe, and pest-free environment, per all applicable building, fire and health codes.
 - 2. Referrals and Reservations: Grantee shall accept and facilitate reservations, in accordance with City policy and the shelter facility’s hours of operation.
 - 3. Accommodations: Grantee shall provide at minimum, one clean blanket, two clean sheets, one pillowcase, and mats, cots, or beds, as appropriate for the shelter facility, configuration, and capacity, and in accordance with the Shelter Standards of Care.

¹ Including, but not limited to Shelter Standards of Care, as applicable:

[http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca\\$anc=JD_20.404](http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$anc=JD_20.404).

4. Meals: Grantee shall provide two meals per day to guests with active reservations following the menu pattern developed by the San Francisco Nutrition Project. Meal menus shall be posted daily.
 5. Pets: Grantee shall provide a program that is pet-friendly and provides an accommodation for companion, service, and support animals, that complies with the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act.,
 6. Storage: Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility.
 7. Entry and Exit: Grantee shall monitor guest entry and exit and keep guest records.
 8. Notice: Grantee shall provide written notice or warning to guests related to any issue that may affect ongoing stay, including, but not limited to, violations of program rules and actions that are in violation of the rules agreement, consistent with the Shelter Grievance Policy (Article XVIII of Chapter 20 of the SF Admin Code.)
- B. Shelter Support Services: Grantee shall provide, at minimum, the following Shelter Support Services and incorporate the harm reduction model philosophy. Support Services shall include, but are not limited, to the following:
1. Intake: Grantee shall conduct an intake, and make any updates, to determine and document participant identification and stay information. The intake shall include a program orientation outlining the services available on site. The intake shall also include established consent forms that support exchange of participant information with program partners, including the data tracking partners for purposes of program analysis.
 2. Assessment and Individual Service Plan: Grantee shall conduct a support services assessment to document participant needs. Grantee shall create service plans based on intake and assessment information. Service plans shall include issues identified by the participant and prioritize key issues, particularly those identified by HSH and the placement referral sources, which are the focus during the participant's stay.
 3. Engagement: Grantee shall actively engage with participants to support their connection to needed services, progress on their individual service plans and end participant homelessness. Grantee shall create a regular schedule of outreach to participants and shall provide services based on participant services plans and goals. Grantee shall provide outreach to and offer onsite services and/or referrals to all participants who display indications of placement instability. This includes but is not limited to discontinuance from benefits, services, rule violations or warnings, and conflicts with staff or other shelter participants.
 4. Case Management:
 - a. Grantee shall provide ongoing meetings and counseling services with participants to establish goals, support individualized action and service plans, and track progress toward meeting the goals.

- b. Grantee shall assist Housing Referral Status participants in applying for and securing the required documents needed to become “document ready” for permanent housing application. This includes, but is not limited to, the acquisition of identification, income and homelessness verifications, and other required documents as needed. Grantee shall communicate with the Coordinated Entry Housing Navigation staff regularly about the status of documentation acquisition and upload acquired documents into the Online Navigation and Entry (ONE) System via the protocol developed by HSH. Grantee shall engage the Coordinated Entry Housing Navigation staff in discussion and/or case conferencing when participants show signs of difficulty or lack of progress in acquiring necessary documentation.
- 5. Benefits Navigation: Grantee shall work in partnership with Human Services Agency (HSA) to assist eligible participants to obtain Medi-Cal, CalFresh, and County Adult Assistance Program (CAAP) benefits. As needed, HSA will outstation SFBN and CAAP Eligibility Workers (EWs) at shelter sites with the goals of fully integrating benefits application services into the shelter environment and approving participants for benefits without requiring them to go to HSA offices. Grantee shall provide on-site services space for the HSA EWs when present at the site. Grantee shall provide on-site services space for the HSA EWs when present at the site.
- 6. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
 - a. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 - b. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
 - c. Regular patrol of the site and surrounding program area to ensure compliance with HSH’s Good Neighbor Policy as described in the Good Neighbor Policies section;
 - d. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
 - e. Assistance with conflict de-escalation and crisis management.
- 7. Wellness Checks: Grantee shall conduct Wellness Checks in accordance with HSH policy to assess participant safety when there is reason to believe the participant is in immediate and substantial risk due to a medical and/or psychiatric emergency.
- 8. Support Groups, Social Events and Organized Participant Activities:
 - a. Grantee shall provide participants with opportunities to participate in organized gatherings for peer support, to gain information from presenters and

each other, to form social connections with other participants, or to celebrate/commemorate significant individual, holiday and community events. These events may be planned with or based on input from participants. Grantee shall post a monthly calendar of events.

- b. Grantee shall conduct monthly community meetings for participants during which participants may discuss concerns and program ideas.
 - c. Grantee shall provide community service, training, and/or employment opportunities to participants in partnership with local organizations or City agencies.
9. Referrals and Coordination of Services:
- a. Grantee shall link Problem-Solving status shelter participants to HSH Access Points, in order for the participants to receive Problem-Solving and/or a Coordinated Entry assessment. Grantee shall request the services of the Mobile Access Point team for any participants who display indications of difficulty getting to an HSH Access Point.
 - b. Grantee shall assist participants to identify and access services available within the community that meet specific needs or support progress toward identified goals. This may include providing information about services, calling to help establish appointments, assisting with the completion of applications, helping with appointment reminders, follow up/checking in with participants regarding the process, and, as necessary, re-referral.
 - c. Grantee shall escort participants to critical off-site appointments, particularly those related to benefits and exit placements, and support participants to keep appointments. When needed, Grantee shall provide bus tokens and/or transportation vouchers to assist participants in getting to critical appointments.
10. Exit Planning: Grantee shall provide exit planning to participants who are preparing to leave the shelter for any number of reasons, including but not limited to participants moving into permanent supportive housing, participants about to be issued a Denial of Service (DOS), and participants who are talking about leaving the program. Grantee shall notify Coordinated Entry and/or HSH Outreach as directed by HSH when Housing Referral status participants exit their shelter program.
11. Stewardship of the Lease:
- a. Grantee shall provide HSH with a copy of the lease agreement and any amendments. Grantee shall obtain HSH approval prior to entering into any agreement that will materially impact the HSH-funded portion of the budget.
 - b. Grantee shall maintain all Lessee responsibilities and coordinate with the Landlord to meet owner's obligations, including maintenance and capital needs.
 - c. Grantee shall promptly notify HSH of any default, failure to exercise an option to extend or other situation which could impact the term of the lease agreement.

V. Location and Time of Services

Grantee shall provide services at 201 8th Street, San Francisco, CA 94103. Grantee shall provide staffing coverage 24 hours a day, seven days per week.

VI. Service Requirements

Grantee shall adhere to the following service requirements, unless otherwise directed by the City in cases of public health or other emergency situations:

- A. Diversity, Equity, and Inclusion: The Department is committed to a culture of inclusion in which our differences are celebrated. This includes foundational perspectives that everyone should have equitable access to what they need to thrive no matter their race, age, ability, gender, sexual orientation, ethnicity, or country of origin and that a diverse and inclusive workforce will produce more creative and innovative outcomes for the organization, and ultimately, its clients. And the Department is committed to addressing the disparate impact of historical limits on access to governmental services and advancing equity in all aspects of our work, ensuring access to services, and providing support to all communities to ensure their ability to succeed and thrive. Therefore, Grantee shall maintain organizational plans, strategies, and activities to address diverse, equitable, and inclusive access to services provided by Grantee under the Services, as well as internal controls to regularly review current practices through the lens of diversity, equity, and inclusion to identify areas of improvement. This includes but is not limited to the organizational mission and/or inclusion statements; non-discrimination documents; community outreach plans; plans to increase diverse applicants for staff positions; communication strategies to address program recipients who have historically been excluded from participation; and staff training activities on diversity, equity, and inclusion.
- B. Staffing and Volunteers:
 - 1. Grantee shall employ at least one staff member on each shift who has at least one year of experience in providing services to people experiencing homelessness, or comparable experience.
 - 2. Grantee shall employ at least one staff member on each shift who is identified as the American with Disabilities Act (ADA) Liaison and post the name of the staff on duty near the front desk.
- C. 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>.
- D. Record Keeping:
 - 1. Grantee shall maintain confidential files on each guest as needed, including documentation and notes that track planning and progress on achieving goals when appropriate.

2. Grantee shall also keep support services files, which contain the record of complaints, services requests, grievances, warnings and denials of service for shelter rule infractions and the outcomes and responses to guests.
3. Grantee shall maintain appropriate documentation to validate the approval of the shelter extensions to shelter guests according to HSH policies.
4. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.

E. Dietary and Food Safety

Grantee shall meet the following meal dietary requirements:

1. Provide meals for guests following the menu pattern developed by San Francisco Shelter Nutrition Project 7/08. Meals shall follow the menu pattern established by the San Francisco Shelter Nutrition Project 7/08 and meet the minimum portion sizes listed for each of the food groups. Menus shall be reviewed by the Department of Public Health (DPH) Registered Dietician (RD) annually to meet the established meal pattern, portion sizes and vegetarian and religious/diet accommodations;
2. Acquire Registered Dietician service from HSH or other organizations to conduct annual monitoring and evaluation of food service safety/sanitation, meal preparation/service, and menu documentation using Shelter Nutrition Monitoring Tool developed by San Francisco Shelter Nutrition Project;
3. Ensure the annual nutrition monitoring report includes recommendations and actions that Grantee has taken to address any compliance issues noted; and
4. Grantee shall ensure that at least one staff person responsible for food service has a valid Food Safety Certification.

F. Facilities:

1. Grantee shall maintain facilities in full compliance with requirements of the law and local standards³. Grantee shall ensure that facilities are well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Maintenance shall occur regularly, as required by the HSH Facilities Manager and janitorial services shall occur regularly, per shift, and as required by the HSH Facilities Manager.
 - a. Grantee shall respond to all facility-related requests and complaints promptly and in a manner that ensures the safety of guests and Grantee staff. Grantee shall note in writing and post in a common area when a maintenance problem will be repaired and the status of repair.
 - b. Grantee shall develop, maintain, and document maintenance schedules for the facility and its systems, as applicable per facility, including, but not limited to, maintaining light fixtures; heating and air conditioning systems (e.g. fan blades, air registers, vents, filters); plumbing (e.g. drains of showers, toilets, sinks); appliances (e.g. hand dryers, refrigerators, microwaves, fans, etc.); elevators; security systems (e.g. metal detectors, security cameras); fire extinguishers; emergency exits; electrical systems; mold, leak, and pest

checks (e.g. roof, walls, bathrooms, kitchen, etc.); and supply checks (e.g. toilet paper, towels, soap, etc.).

- c. Grantee shall develop, maintain, and document janitorial schedules per shift for the facility and its systems, as applicable, including, but not limited to cleaning floors; restrooms (e.g. floors, tile, showers, toilets, urinals, sinks); laundry machines (e.g. dryer vents); elevators (e.g. buttons, floors, walls); kitchens (e.g. floors, sinks, counters, appliances); water fountains; and heating and air conditioning systems vents.

G. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:

1. Grantee shall work with neighbors, HSH, San Francisco Police Department (SFPD), Department of Public Works (DPW), DPH, Department of Emergency Management (DEM)/Healthy Streets Operations Center (HSOC), and other relevant city agencies to ensure that neighborhood concerns about the facility, site, and perimeter are heard and addressed.
2. Grantee shall assign a director, manager, or representative to participate in and attend appropriate neighborhood and community meetings.
3. Grantee shall provide a phone number to all interested neighbors that will be answered 24 hours a day by a representative, who will direct complaints and issues to a manager or other responsible person who has the authority to respond to complaints and issues at the site as they arise.
4. Grantee shall minimize the impact on the neighborhood of program guests entering, exiting, or waiting for services. Grantee will do this by limiting referrals to specified referral partners, not allowing walk-ins, and having 24/7 access to the site for registered guests. Walk-ins will only be allowed if this method is a part of the program's executed scope of work, during a weather activation, or other exception, as directed by HSH.
5. Grantee shall actively discourage and address excessive noise from program participants. Grantee will coordinate with other service providers and City agencies, as necessary to address this issue if just outside the program site.
6. Grantee shall actively discourage loitering and public drug use in the area immediately surrounding the program. Grantee will coordinate with other service providers and City agencies, as necessary, to address this issue.
7. Grantee shall implement management practices necessary to ensure that staff and participants maintain the safety and cleanliness of the area immediately surrounding the facility and do not block driveways of neighboring residents or businesses.
8. Grantee shall take all reasonable measures to ensure the sidewalks adjacent to the facility are not blocked.
9. Grantee will conduct at minimum three daily perimeter inspections, collect litter and contact the appropriate city department for assistance when needed.
10. Grantee shall immediately report to SF Homeless Outreach Team (SFHOT) or HSOC if encampments emerge along the perimeter of the site or immediately across the street.

11. Grantee will actively discourage guests from keeping tents outside of the site on the sidewalk and will follow HSH protocols on the issue.
12. Grantee will abate any graffiti on the site within 24 hours, weather permitting.
13. Grantee will report graffiti in the immediate area to 311.

H. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:

1. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
2. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
3. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
4. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
5. Assistance with conflict de-escalation and crisis management.

I. Feedback, Complaint and Follow-up Policies

Grantee shall provide means for the served population to provide input into the program. Feedback methods shall include:

1. A complaint process, including a written complaint policy informing guests how to report complaints and request repairs/services; and
2. A written quarterly survey that has been pre-approved by HSH, which shall be offered to the served population to gather feedback, satisfaction and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

Grantee shall also respond to guest complaints in a timely manner that are brought through the Shelter Monitoring Committee, Mayor's Office on Disability, or HSH.

J. City Communications and Policies

Grantee shall keep HSH informed and comply with applicable City policies to minimize harm and risk, including:

1. Compliance with all Shelter and Resource Center Standards of Care as required by Administrative Code, Sec. 20.404⁴;
2. Regular communication to HSH about the implementation of the program;
3. Attendance of HSH meetings and trainings, as required;
4. Attendance of an annual training on the ADA and mental disabilities through interdepartmental work orders with the Mayor's Office on Disability and the City Attorney's Office;

5. Attendance of the Shelter Monitoring Committee Meetings;
 6. Adherence to the Shelter Grievance Ordinance, HSH Regulations and Shelter Grievance policy, including the processes regarding denials of service unless Grantee is otherwise dictated by City emergency requirements;
 7. Adherence to the City service or companion animals policy;
 8. Adherence to the HSH Cold/Wet Weather Policy; and
 9. Adherence to the TB Infection Control Guidelines for Homeless.
- K. 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 must be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- L. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications, including but not limited to, staff Tuberculosis testing; CPR/First Aide; and AED certifications.
- M. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with clients will participate in annual trainings on harm reduction, overdose recognition and response.
- N. 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.
- O. Staff Training: Grantee shall promote and support staff training and development, including but not limited to training on de-escalation and safety, participant engagement, professionalism, ethics, harm-reduction, trauma-informed care, cultural competency, health, overdose prevention and response, respect for participants and fellow staff, mental health and substance abuse issues, and trainings required under the Shelter Standards of Care (Section 16.22 of the Agreement).
- P. 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.
- Q. 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 Participants are 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.

- R. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan, containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- S. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process², including but not limited to: (a) entering all client data within three business days (unless specifically requested to do so sooner); (b) ensuring accurate dates for enrollment, exit, and (if applicable) move-in; and (c) running monthly data quality reports and correcting errors.
 2. Data entered in the ONE System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards.
 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 monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH shall 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.
- T. Confidentiality:
1. Grantee shall comply with applicable federal, state, and local laws that govern the confidentiality, privacy, and security of client data shared between Grantee, HSH, and other providers if those laws apply for the purposes described in the Grant Plan, including but not limited to: U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice and 24 C.F.R. Part 578, Continuum of Care.
 2. Grantee shall safeguard the confidentiality of all client data by (a) ensuring the security and integrity of all client data; (b) maintaining computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner; (c) protecting against any anticipated threats or hazards to the security and integrity all client data; (d) protecting against unauthorized disclosure, access, or use of all client data; (e)

² HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://www.sf.gov/information--one-system>

ensuring the proper disposal of client data; and (f) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.

3. Grantee shall immediately notify HSH upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to client data shared under this Grant Plan or which in any way might reasonably require access to client data, and in no event later than twenty-four (24) hours after Grantee receives the request. Grantee shall not respond to Legal Requests without first notifying City.
4. In the event that Grantee becomes aware of a breach that results in a confirmed unauthorized disclosure that compromises the security, confidentiality, or integrity of client data, Grantee shall, as applicable: (a) notify HSH immediately following discovery, but no later than 48 hours, of such confirmation; (b) coordinate with HSH in its breach response activities; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) provide to HSH a detailed plan within 10 calendar days of the occurrence describing the measures Grantee will undertake to prevent a future occurrence; and (e) assist HSH upon request and/or as directed in providing notice and/or monitoring to affected individuals in compliance with applicable law.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

U. Lease Agreement: Grantee shall execute and hold a lease agreement with the building owner of 201 8th Street.

V. Shelter Expansion:

1. Related to 24/7 operations: At any time when City guidelines and requirements may allow for the site to serve a greater number of guests, changes in the number of active beds will be negotiated regarding program adjustments and timing.
2. In order to respond to weather or other emergencies HSH reserves the right to negotiate shelter expansion with the addition of mats during time-limited periods of need as identified by HSH. Expansion may be at reduced hours or simplified services. HSH prefers that providers use their own staff during these expansions; however, if provider staffing is not available at the time of expansion, HSH reserves the right to augment coverage with City staff in order to respond to emergencies. HSH is looking for providers at negotiated sites to be ready to provide expansion within 24 hours' notice, although HSH will attempt to give more advance notice whenever possible.

VII. Service Objectives

Grantee shall achieve the following services objectives, unless directed otherwise by the City in a public health emergency:

- A. Grantee shall provide intake and program orientation to 100 percent of all initial guests and updates for returning guests in a new stay within 24 hours of arrival to the site.

- B. Grantee shall utilize intake and assessment information with partnering service providers to identify options and create a service plan for 95 percent of participants. Written service plans shall include clear goals and objectives with identified barriers. Service connections, progress, and follow up on these service plans will be documented in the participant's record.
- C. A minimum of 50 percent of the guests onsite during the quarterly satisfaction survey distribution period shall complete the survey instrument approved by HSH and a minimum of 75 percent of guests who complete a quarterly satisfaction survey shall rate the treatment of staff, connection to services, and safety as good or excellent.
- D. Ninety percent of participants shall be offered referral for problem-solving and/or assessment via Adult Coordinated Entry within one week of placement at the shelter.
- E. Ninety percent of guests with referral needs shall be provided with referrals related to benefits, employment, health, and related transportation support if needed.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives:

- A. A minimum of 75 percent of guests who complete the Quarterly Satisfaction Survey shall rate the treatment by staff, meals, connection to services and safety as good or excellent.
- B. Eighty percent of Housing Referral Status participants will receive support gathering and uploading of vital documents into the ONE System and meet document readiness standards within six months of initial intake.

IX. Reporting Requirements

Grantee shall input required data, such as when applicable, but not limited to the Online Navigation and Entry (ONE) System, RTZ and CARBON, as directed by the City.

- A. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This should include the Quarterly Satisfaction Survey data. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- B. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- C. 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 Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.

- D. Grantee shall adhere to the Department's Critical Incident Report Policy and report critical incidents to the Department using the Critical Incident Report. Examples of critical incidents include death, fire, acts of violence, or any other incident which requires the involvement of emergency services.
- E. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner. For assistance with reporting requirements or submission of reports, contact the assigned Contract and Program Managers.
- F. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, 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 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 policy manual, 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 MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

- C. Food Safety: Grantee shall be responsible to utilize DPH RD support services to provide annual monitoring and evaluation of food safety/sanitation, meal preparation/service and menu documentation. Report will include recommendations and actions that shelter has taken to address any compliance issues noted.

**Appendix A-2, Services to be Provided
by
Episcopal Community Services
Emergency Solutions Grants (ESG) - Sanctuary Shelter**

I. Purpose of Grant

The purpose of the grant is to provide emergency shelter services to individuals who are experiencing homelessness.

II. Served Population

Grantee shall provide Emergency Shelter services to households who meet Category 1, or 4 of homelessness in the U.S. Department of Housing and Urban Development's (HUD) Final Definition of Homeless¹:

- A. Category 1: Households who lack a fixed, regular, and adequate nighttime residence; this and includes a subset for an individual who is exiting an institution where he or she resided for 90 or fewer days and who resided in an emergency shelter, or a place not meant for human habitation immediately before entering that institution; and/or
- B. Category 4: Households who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

III. Referral and Prioritization

Grantee shall provide services to individuals who meet eligibility requirements for the served population and are referred to the program by the City-approved referral systems and processes.

IV. Description of Services

Grantee shall provide Emergency Shelter Services to the number of guests as described in Appendix B, Budget ("Number Served" tab), including the following services:

A. Emergency Shelter²:

Grantee shall provide Emergency Shelter Operations services, including:

- 1. Maintenance, including minor and routine repairs;
- 2. Rental of shelter location;
- 3. Security for shelter location;
- 4. Insurance associated with shelter location;
- 5. Utilities at shelter location;
- 6. Food served to program guests at shelter location; and
- 7. Shelter furnishings.

¹ See 24 CFR 576.2.

² See 24 CFR §576.102, §576.2.

B. Stewardship of the Lease:

1. Grantee shall provide HSH with a copy of the lease agreement and any amendments. Grantee shall obtain HSH approval prior to entering into any agreement that will materially impact the HSH-funded portion of the budget.
2. Grantee shall maintain all Lessee responsibilities and coordinate with the Landlord to meet owner's obligations, including maintenance and capital needs.
3. Grantee shall promptly notify HSH of any default, failure to exercise an option to extend or other situation which could impact the term of the lease agreement.

V. **Location and Time of Services**

Grantee shall provide Shelter Services at 201 Eighth Street, San Francisco, CA 94103, seven days per week, 24-hours per day.

VI. **Service Requirements**

- A. 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.
- 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. 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.
- D. Critical Incidents: Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours (Temporary Shelters, PSH, Outreach) 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 must be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- E. 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, such policies must include a provision that referrals are accepted for services without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV/AIDS status.

- F. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide feedback about the program. Feedback methods shall include a written annual survey, which shall be offered to the served population to gather feedback, assess client satisfaction, and evaluate the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- G. Grievance Procedure: Grantee shall follow the published HSH Grievance Procedure and establish and maintain a written Grievance Procedure for the served population, which shall include the following elements as well as others that may be appropriate to the services:
1. The name or title of the person or persons authorized to make a determination regarding the grievance;
 2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 3. The amount of time required for each step, including when a tenant can expect a response; and
 4. The HSH Program Manager's contact information for the tenant to contact after the tenant has exhausted the Grantee's internal Grievance Procedure.

Grantee shall provide a copy of this procedure, and any amendments thereto, to each tenant over the age of 18 and obtain a signed copy of the form from the program tenant(s) which must be maintained in tenant files. Additionally, Grantee shall provide a copy of the procedure and any amendments to the HSH Program Manager.

- H. City Communications, Trainings and Meetings
Grantee shall keep HSH informed of program operations and comply with HSH policies and requirements related to training and meeting participation including, but not limited to:
1. Regular communication with HSH about the implementation of the program;
 2. Attendance of quarterly HSH meetings, as needed, and
 3. Attendance of trainings, as requested by HSH.
- I. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process³, 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.

³ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

2. Records entered into the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards⁴.
 3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
 5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- J. Record Keeping, Documentation, and Files:
1. Grantee shall maintain confidential guest files guests, active and previously active, and support service usage.
 2. Grantee shall maintain confidential files regarding complaints, grievances, warnings and exits/denials of service for shelter rule infractions including written notices, warnings, exit paperwork and related communications with guests.
- K. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).

VII. Service Objectives

Grantee shall achieve the following service objectives annually:

- A. Grantee shall maintain accurate client roster in the ONE System.
- B. One hundred percent of shelter staff shall be trained in compliance with standards of care.
- C. Grantee shall administer an annual survey to 100 percent of guests that are active in the program.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives annually:

- A. Grantee shall ensure that a minimum of 75 percent of guests participating in a Satisfaction Survey will rate the treatment by staff, quality of meals, connection to services and safety as good or excellent.

IX. Reporting Requirements

Grantee shall submit all data and reports as required by HSH, HUD, and MOHCD in a timely and accurate manner to ensure accurate HMIS data, Annual Performance Report (APR), Housing Inventory Count (HIC) reports, Point in Time (PIT) Counts, System-wide Performance Measures (SPM) and supplementary materials.

- A. Evaluative Studies: Grantee shall participate, as requested by HSH, in evaluative studies designed to show the effectiveness of Grantee's services. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee or within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- B. Consolidated Annual Performance and Evaluation Report (CAPER): Grantee shall submit, to HSH, by the 45th day following the end of the project period, a report in CARBON summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Data collected in this report will be used in the CAPER and report out on the served population, including progress toward objectives, and the amount of grant and matching funds expended. Objectives shall include, but are not limited to:
 - 1. Neighborhood of origin of individuals and families served,
 - 2. Number of individuals moved into more stable housing; and
 - 3. Number of individuals and families receiving shelter services.
- C. Match Funds: Per HSH instructions, Grantee shall identify, document, and report match funds for all ESG-funded grants that meet or exceed 100 percent of funds or in-kind contributions from other sources to be used on eligible costs of the project, as defined in 24 CFR Part 576⁴.
- D. Personnel Activity Reports: Per HSH instructions, Grantees, partners, and subcontractors shall create and maintain personnel activity report time records showing the amount of time spent by Grantee personnel on HUD ESG projects and the costs associated with those activities. All timekeeping records shall reflect a daily

⁴ See 24 CFR 576.201.

breakdown of time spent on HUD ESG-funded eligible activities versus non-eligible activities.

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

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to programmatic monitoring and/or audits, at any time, such as, but not limited to, review of the following: served population files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on APR, documentation of match sources, personnel activity reports, proper accounting for funds and other operational and administrative activities, back-up documentation for reporting progress towards meeting service and outcome objectives, and Disaster and Emergency Response Plan and training. For additional information regarding the monitoring requirements surrounding ESG, see ESG Subrecipient Grant Management: https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2/.
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 and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts, and Memorandum of Understanding (MOU), 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	1/1/2026		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2021	6/30/2026	5
6	Amended Term	7/1/2021	6/30/2028	7
7	Program	Sanctuary Shelter		
8	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	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																									
2	APPENDIX B, BUDGET																									
3	Document Date	1/1/2026																								
4	Contract Term	Begin Date	End Date	Duration (Years)																						
5	Current Term	7/1/2021	6/30/2026	5																						
6	Amended Term	7/1/2021	6/30/2028	7																						
7	Program	Sanctuary Shelter																								
8	F\$P Contract ID#	1000023961																								
9	EXTENSION YEAR EXTENSION YEAR																									
10	Number Served				Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		Year 7									
11	Service Component:				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 - 6/16/2026		7/1/2026 - 6/30/2027		7/1/2027 - 6/30/2028									
13	Beds				120		120		200		200		200		200		200									

	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																					
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																													
2	APPENDIX B, BUDGET																																													
3	Document Date	1/1/2026																																												
4	Contract Term	Begin Date	End Date	Duration (Years)																																										
5	Current Term	7/1/2021	6/30/2026	5																																										
6	Amended Term	7/1/2021	6/30/2028	7																																										
7	Program	Sanctuary Shelter																																												
8																																														
9	HUD Requirments				Year 1				Year 2				Year 3				Year 4				Year 5				EXTENSION YEAR		EXTENSION YEAR																			
10	HUD Award Information 24 CFR 578.99(e); 2 CFR 200.331(a)				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 - 6/16/2026				7/1/2026 - 6/30/2027		7/1/2027 - 6/30/2028																			
11	HUD ESG Award Number				E-21-MC-06-0016				E-22-MC-06-0016				E-23-MC-06-0016				E-24-MC-06-0016				E-25-MC-06-0016				TBD		TBD																			
12	HUD ESG Award Date				12/3/2021				9/26/2022				8/10/23				11/6/24				TBD				TBD		TBD																			
13	Amount				\$ 89,000				\$ 263,085				\$ 317,262				\$ 381,881				\$ 320,943				TBD		TBD																			

	A	B	C	D	G	J	M	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	1/1/2026						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2026	5				
6	Amended Term	7/1/2021	6/30/2028	7				
7	Provider Name	Episcopal Community Services						
8	Program	Sanctuary Shelter						
9	F\$P Contract ID#	1000023961						
10	Contract Action	Amendment						
11	Effective Date	1/1/2026						
12	Budget Names	General Fund - Emergency Shelter & Support Services, Emergency Services Grant (ESG) - Shelter, COVID Lunches						
13		Current	New	15%				
14	Term Budget	\$ 25,755,271	\$ 38,921,245					
15	Contingency	\$ -	\$ 1,974,896					
16	Not-To-Exceed	\$ 25,755,271	\$ 40,896,141					
17					Year 1	Year 2	Year 3	Year 4
18					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025
19					Actuals	Actuals	Actuals	Actuals
20								
21	Expenditures							
22	Salaries & Benefits				\$ 2,125,479	\$ 2,633,154	\$ 3,561,422	\$ 3,605,407
23	Operating Expense				\$ 1,082,147	\$ 970,208	\$ 1,023,305	\$ 1,252,256
24	Subtotal				\$ 3,207,626	\$ 3,603,362	\$ 4,584,727	\$ 4,857,663
26	Indirect Cost				\$ 478,760	\$ 540,505	\$ 687,709	\$ 728,650
27	Other Expenses (Not subject to indirect %)				\$ (49,472)	\$ (55,568)	\$ (14,632)	\$ 798,531
28	Capital Expenditure				\$ 3,750	\$ 40,514	\$ 111,204	\$ 60,867
30	Total Expenditures				\$ 3,640,664	\$ 4,128,813	\$ 5,369,008	\$ 6,445,711
31								
32	HSH Revenues.*							
33	General Fund - Ongoing				\$ 4,057,332	\$ 4,523,512	\$ 5,783,442	\$ 6,064,099
34	General Fund - CODB				\$ -	\$ -	\$ -	\$ -
35	HUD ESG (CFDA 14.231)				\$ 89,000	\$ 217,000	\$ 217,000	\$ 320,943
36	HUD ESG (CFDA 14.231) - One-Time				\$ -	\$ 46,085	\$ 100,262	\$ 60,938
37	Adjustment to Actuals				\$ (505,668)	\$ (657,784)	\$ (731,696)	\$ (269)
38	Adjustment to Budget				\$ -	\$ -	\$ -	\$ -
42	Total HSH Revenues				\$ 3,640,664	\$ 4,128,813	\$ 5,369,008	\$ 6,445,711
52	Total Adjusted Salary FTE (All Budgets)				28.70	31.84	41.34	40.02
54								
55								
56	Approved by	Tiffany Luong						
57	Phone	415.487.3300 ext. 1219						
58	Email	tluong@ecs-sf.org						
59								
60	* 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 Grant Agreement document (G-100).							
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63								
64								

	A	B	C	D	Q	R	S	T	U	V
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	1/1/2026								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2021	6/30/2026	5						
6	Amended Term	7/1/2021	6/30/2028	7						
7	Provider Name	Episcopal Community Services								
8	Program	Sanctuary Shelter								
9	F\$P Contract ID#	1000023961								
10	Contract Action	Amendment								
11	Effective Date	1/1/2026								
12	Budget Names	General Fund - Emergency Shelter & Support Services, Emergency Services Grant (ESG) - Shelter, COVID Lunches								
13		Current	New	15%						
14	Term Budget	\$ 25,755,271	\$ 38,921,245							
15	Contingency	\$ -	\$ 1,974,896							
16	Not-To-Exceed	\$ 25,755,271	\$ 40,896,141							
17					EXTENSION YEAR					
18					Year 5			Year 6		
19					7/1/2025 - 6/16/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027
20					Current	Amendment	New	Current	Amendment	New
21	Expenditures									
22	Salaries & Benefits				\$ 3,492,294	\$ 53,384	\$ 3,545,678	\$ -	\$ 3,545,678	\$ 3,545,678
23	Operating Expense				\$ 2,059,916	\$ (653)	\$ 2,059,264	\$ -	\$ 2,059,264	\$ 2,059,264
24	Subtotal				\$ 5,552,210	\$ 52,731	\$ 5,604,942	\$ -	\$ 5,604,942	\$ 5,604,942
26	Indirect Cost				\$ 832,832	\$ 7,909	\$ 840,741	\$ -	\$ 840,741	\$ 840,741
27	Other Expenses (Not subject to indirect %)				\$ (213,967)	\$ 213,967	\$ -	\$ -	\$ -	\$ -
28	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30	Total Expenditures				\$ 6,171,075	\$ 274,607	\$ 6,445,683	\$ -	\$ 6,445,683	\$ 6,445,683
31										
32	HSH Revenues.*									
33	General Fund - Ongoing				\$ 6,064,099	\$ -	\$ 6,064,099	\$ -	\$ 6,124,740	\$ 6,124,740
34	General Fund - CODB				\$ -	\$ 60,641	\$ 60,641	\$ -	\$ -	\$ -
35	HUD ESG (CFDA 14.231)				\$ 320,943	\$ -	\$ 320,943	\$ -	\$ 320,943	\$ 320,943
36	HUD ESG (CFDA 14.231) - One-Time				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37	Adjustment to Actuals				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	Adjustment to Budget				\$ (213,967)	\$ 213,967	\$ -	\$ -	\$ -	\$ -
42	Total HSH Revenues				\$ 6,171,075	\$ 274,608	\$ 6,445,683	\$ -	\$ 6,445,683	\$ 6,445,683
52	Total Adjusted Salary FTE (All Budgets)						38.70			38.70
54										
55										
56	Approved by	Tiffany Luong								
57	Phone	415.487.3300 ext. 1219								
58	Email	tluong@ecs-sf.org								
59										
60	* 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 Grant Agreement document (G-100).									
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62										
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64										

	A	B	C	D	W	X	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	1/1/2026								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2021	6/30/2026	5						
6	Amended Term	7/1/2021	6/30/2028	7						
7	Provider Name	Episcopal Community Services								
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16	Not-To-Exceed	\$ 25,755,271	\$ 40,896,141							
17					EXTENSION YEAR					
18					Year 7			All Years		
19					7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2024 - 6/30/2028	7/1/2021 - 6/30/2028
20					Current	Amendment	New	Current	Amendment	New
21	Expenditures									
22	Salaries & Benefits				\$ -	\$ 3,545,678	\$ 3,545,678	\$ 15,417,756	\$ 7,144,740	\$ 22,562,496
23	Operating Expense				\$ -	\$ 2,059,264	\$ 2,059,264	\$ 6,387,832	\$ 4,117,875	\$ 10,505,708
24	Subtotal				\$ -	\$ 5,604,942	\$ 5,604,942	\$ 21,805,588	\$ 11,262,615	\$ 33,068,204
26	Indirect Cost				\$ -	\$ 840,741	\$ 840,741	\$ 3,268,456	\$ 1,689,391	\$ 4,957,847
27	Other Expenses (Not subject to indirect %)				\$ -	\$ -	\$ -	\$ 464,892	\$ 213,967	\$ 678,859
28	Capital Expenditure				\$ -	\$ -	\$ -	\$ 216,335	\$ -	\$ 216,335
30	Total Expenditures				\$ -	\$ 6,445,683	\$ 6,445,683	\$ 25,755,271	\$ 13,165,973	\$ 38,921,245
31										
32	HSH Revenues.*									
33	General Fund - Ongoing				\$ -	\$ 6,124,740	\$ 6,124,740	\$ 26,492,484	\$ 12,249,480	\$ 38,741,964
34	General Fund - CODB				\$ -	\$ -	\$ -	\$ -	\$ 60,641	\$ 60,641
35	HUD ESG (CFDA 14.231)				\$ -	\$ 320,943	\$ 320,943	\$ 1,164,886	\$ 641,886	\$ 1,806,772
36	HUD ESG (CFDA 14.231) - One-Time				\$ -	\$ -	\$ -	\$ 207,285	\$ -	\$ 207,285
37	Adjustment to Actuals				\$ -	\$ -	\$ -	\$ (1,895,417)	\$ -	\$ (1,895,417)
38	Adjustment to Budget				\$ -	\$ -	\$ -	\$ (213,967)	\$ 213,967	\$ -
42	Total HSH Revenues				\$ -	\$ 6,445,683	\$ 6,445,683	\$ 25,755,271	\$ 13,165,974	\$ 38,921,245
52	Total Adjusted Salary FTE (All Budgets)						38.70			
54										
55										
56	Approved by	Tiffany Luong								
57	Phone	415.487.3300 ext. 1219								
58	Email	tluong@ecs-sf.org								
59										
60	* 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 Grant Agreement document (G-100).									
61										
62										
63										
64										

	A	B	C	D	G	J	M	P	Q	R	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	Document Date	1/1/2026									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	7/1/2021	6/30/2026	5							
6	Amended Term	7/1/2021	6/30/2028	7							
7	Provider Name	Episcopal Community Services									
8	Program	Sanctuary Shelter									
9	F\$P Contract ID#	1000023961									
10	Contract Action	Amendment									
11	Effective Date	1/1/2026									
12	Budget Name	General Fund - Emergency Shelter & Support Services									
13		Current	New	15%							
14	Term Budget	\$ 24,318,469	\$ 36,842,557								
15	Contingency	\$ -	\$ 1,974,896								
16	Not-To-Exceed	\$ 25,755,271	\$ 40,896,141								
17					Year 1	Year 2	Year 3	Year 4	Year 5		
18					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 - 6/16/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026
19					Actuals	Actuals	Actuals	Actuals	Current	Amendment	New
20											
21	Expenditures										
22	Salaries & Benefits				\$ 2,125,479	\$ 2,633,154	\$ 3,561,422	\$ 3,605,407	\$ 3,492,294	\$ 53,384	\$ 3,545,678
23	Operating Expense				\$ 1,002,683	\$ 741,439	\$ 747,425	\$ 920,186	\$ 1,780,835	\$ (653)	\$ 1,780,183
24	Subtotal				\$ 3,128,162	\$ 3,374,593	\$ 4,308,847	\$ 4,525,593	\$ 5,273,129	\$ 52,731	\$ 5,325,861
25	Indirect Percentage				15%	15%	15%	15%	15%		15%
26	Indirect Cost (Line 24 X Line 25)				\$ 469,224	\$ 506,189	\$ 646,327	\$ 678,839	\$ 790,970	\$ 7,909	\$ 798,879
27	Other Expenses (Not Subject to Indirect %)				\$ (114,103)	\$ (55,568)	\$ (14,632)	\$ 798,531	\$ (213,967)	\$ 213,967	\$ -
28	Capital Expenditure				\$ 3,750	\$ 40,514	\$ 111,204	\$ 60,867	\$ -	\$ -	\$ -
30	Total Expenditures				\$ 3,487,033	\$ 3,865,728	\$ 5,051,746	\$ 6,063,830	\$ 5,850,132	\$ 274,607	\$ 6,124,740
31											
32	HSH Revenues:										
33	General Fund - Ongoing				\$ 3,984,945	\$ 4,523,512	\$ 5,783,442	\$ 6,064,099	\$ 6,064,099		\$ 6,064,099
34	General Fund - CODB				\$ -	\$ -	\$ -	\$ -		\$ 60,641	\$ 60,641
37	Adjustment to Actuals				\$ (497,912)	\$ (657,784)	\$ (731,696)	\$ (269)			\$ -
38	Adjustment to Budget				\$ -	\$ -	\$ -	\$ -	\$ (213,967)	\$ 213,967	\$ -
42	Total HSH Revenues				\$ 3,487,033	\$ 3,865,728	\$ 5,051,746	\$ 6,063,830	\$ 5,850,132	\$ 274,608	\$ 6,124,740
53											
54	Approved by	Tiffany Luong									
55	Phone	415.487.3300 ext. 1219									
56	Email	tluong@ecs-sf.org									

	A	B	C	D	T	U	V	W	X	Y	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	APPENDIX B, BUDGET													
3	Document Date	1/1/2026												
4	Contract Term	Begin Date	End Date	Duration (Years)										
5	Current Term	7/1/2021	6/30/2026	5										
6	Amended Term	7/1/2021	6/30/2028	7										
7	Provider Name	Episcopal Community Services												
8	Program	Sanctuary Shelter												
9	F\$P Contract ID#	1000023961												
10	Contract Action	Amendment												
11	Effective Date	1/1/2026												
12	Budget Name	General Fund - Emergency Shelter & Support Services												
13		Current	New	15%										
14	Term Budget	\$ 24,318,469	\$ 36,842,557											
15	Contingency	\$ -	\$ 1,974,896											
16	Not-To-Exceed	\$ 25,755,271	\$ 40,896,141											
17					EXTENSION YEAR			EXTENSION YEAR						
18					Year 6			Year 7			All Years			
19					7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2024 - 6/30/2028	7/1/2021 - 6/30/2028	
20					Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	
21	Expenditures													
22	Salaries & Benefits				\$ -	\$ 3,545,678	\$ 3,545,678	\$ -	\$ 3,545,678	\$ 3,545,678	\$ 15,417,756	\$ 7,144,740	\$ 22,562,496	
23	Operating Expense				\$ -	\$ 1,780,183	\$ 1,780,183	\$ -	\$ 1,780,183	\$ 1,780,183	\$ 5,192,568	\$ 3,559,713	\$ 8,752,282	
24	Subtotal				\$ -	\$ 5,325,861	\$ 5,325,861	\$ -	\$ 5,325,861	\$ 5,325,861	\$ 20,610,324	\$ 10,704,453	\$ 31,314,778	
25	Indirect Percentage				0.00%		15.00%	0.00%		15.00%				
26	Indirect Cost (Line 24 X Line 25)				\$ -	\$ 798,879	\$ 798,879	\$ -	\$ 798,879	\$ 798,879	\$ 3,091,549	\$ 1,605,667	\$ 4,697,216	
27	Other Expenses (Not Subject to Indirect %)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,261	\$ 213,967	\$ 614,228	
28	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 216,335	\$ -	\$ 216,335	
30	Total Expenditures				\$ -	\$ 6,124,740	\$ 6,124,740	\$ -	\$ 6,124,740	\$ 6,124,740	\$ 24,318,469	\$ 12,524,087	\$ 36,842,557	
31	HSH Revenues:													
32														
33					General Fund - Ongoing		\$ 6,124,740	\$ 6,124,740		\$ 6,124,740	\$ 6,124,740	\$ 26,420,097	\$ 12,249,480	\$ 38,669,577
34					General Fund - CODB			\$ -			\$ -	\$ -	\$ 60,641	\$ 60,641
37	Adjustment to Actuals						\$ -			\$ -	\$ (1,887,661)	\$ -	\$ (1,887,661)	
38	Adjustment to Budget						\$ -			\$ -	\$ (213,967)	\$ 213,967	\$ -	
42	Total HSH Revenues				\$ -	\$ 6,124,740	\$ 6,124,740	\$ -	\$ 6,124,740	\$ 6,124,740	\$ 24,318,469	\$ 12,524,088	\$ 36,842,557	
53														
54	Approved by	Tiffany Luong												
55	Phone	415.487.3300 ext. 1219												
56	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	1/1/2026						
5	Provider Name	Episcopal Community Services						
6	Program	Sanctuary Shelter						
7	F\$P Contract ID#	1000023961						
8	Budget Name	General Fund - Emergency Shelter & Support Services						
9								
10			Year 1			Year 2		
Agency Totals			For HSH Funded Program	7/1/2021 - 6/30/2022	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023	
				New			New	
11								
12								
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	Service Coordinators (Monitors)		\$ 47,918	15.40	\$ 737,937	\$ 53,620	14.72	\$ 789,159
15	Case Manager III				\$ -	\$ 62,647	1.75	\$ 109,632
16	Bilingual Case Manager III				\$ -	\$ 65,779	1.17	\$ 76,742
17	Shift Supervisors		\$ 66,253	4.20	\$ 278,263	\$ 66,253	4.20	\$ 278,263
18	Service Coordinators (Monitors)				\$ -	\$ 53,620	0.96	\$ 51,386
19	Senior Support Service Manager				\$ -			\$ -
20	Facilities-Janitors/Laundurers		\$ 42,232	4.40	\$ 185,821	\$ 60,030	3.86	\$ 231,502
21	Facilities - Maintenance Supervisor		\$ 74,790	1.00	\$ 74,790	\$ 74,790	1.00	\$ 74,790
22	Admin - Site Manager		\$ 85,160	1.00	\$ 85,160	\$ 93,053	0.96	\$ 89,764
23	Director of Interim Housing		\$ 138,901	0.85	\$ 118,066	\$ 138,901	0.85	\$ 118,066
24	Director of Impact and Analytics		\$ 131,256	0.09	\$ 11,813	\$ 145,243	0.09	\$ 12,547
25	Director of Strategic Initiatives & Quality Assurance				\$ -			\$ -
26	Admin-Director of Healthy Aging		\$ 132,879	0.23	\$ 30,562	\$ 149,287	0.22	\$ 32,764
27	Associate Director of Interim Housing				\$ -			\$ -
28	Ambassadors (security, front door, hospitality)		\$ 57,348	1.53	\$ 87,799	\$ 61,089	1.49	\$ 91,140
29	Impact Data Analyst				\$ -	\$ 66,958	0.58	\$ 39,059
57	TOTAL SALARIES				\$ 1,610,211			\$ 1,994,814
58	TOTAL FTE		28.70			31.84		
59	FRINGE BENEFIT RATE				32.00%			32.00%
60	EMPLOYEE FRINGE BENEFITS				\$ 515,268			\$ 638,340
61	TOTAL SALARIES & BENEFITS				\$ 2,125,479			\$ 2,633,154

	A	B	Q	T	W	X	AA	AD	AE	AH	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	SALARY & BENEFIT DETAIL											
4	Document Date	1/1/2026										
5	Provider Name	Episcopal Community Services										
6	Program	Sanctuary Shelter										
7	F\$P Contract ID#	1000023961										
8	Budget Name	General Fund - Emergency Shelter & Support Services										
9												
10			Year 3			Year 4			Year 5			
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		
				New			New			New		
11												
12												
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	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	
14	Service Coordinators (Monitors)		\$ 55,344	18.05	\$ 998,700	\$ 55,344	21.00	\$ 1,162,318	\$ 60,325	16.60	\$ 1,001,298	
15	Case Manager III		\$ 71,760	6.00	\$ 430,560	\$ 71,760	4.83	\$ 346,338	\$ 71,760	5.64	\$ 404,726	
16	Bilingual Case Manager III		\$ 75,348	2.00	\$ 150,696	\$ 75,348	1.12	\$ 84,075	\$ 75,348	2.00	\$ 150,696	
17	Shift Supervisors		\$ 68,999	4.90	\$ 338,093	\$ 71,999	4.20	\$ 302,396	\$ 71,999	4.20	\$ 302,396	
18	Service Coordinators (Monitors)		\$ 55,016	3.00	\$ 165,048	\$ 55,016	1.33	\$ 72,964	\$ 60,325	2.59	\$ 156,014	
19	Senior Support Service Manager				\$ -			\$ -	\$100,437	0.86	\$ 86,376	
20	Facilities-Janitors/Laundryers		\$ 53,756	3.80	\$ 204,453	\$ 57,756	3.80	\$ 219,473	\$ 61,221	3.80	\$ 232,641	
21	Facilities - Maintenance Supervisor		\$ 79,954	1.00	\$ 79,954	\$ 83,152	0.89	\$ 73,811	\$ 83,152	1.00	\$ 83,152	
22	Admin - Site Manager		\$ 108,557	1.00	\$ 108,557	\$ 111,557	1.00	\$ 111,557	\$ 111,557	1.00	\$ 111,557	
23	Director of Interim Housing		\$ 153,736	0.79	\$ 121,451	\$ 153,736	0.85	\$ 130,676	\$ 153,736	0.85	\$ 130,676	
24	Director of Impact and Analytics		\$ 159,917	0.09	\$ 14,393	\$ 159,917	0.09	\$ 14,393	\$ 159,917	0.09	\$ 14,393	
25	Director of Strategic Initiatives & Quality Assurance				\$ -			\$ -	\$167,514	0.07	\$ 12,195	
26	Admin-Director of Healthy Aging		\$ 160,656	0.15	\$ 24,580	\$ 160,656	0.08	\$ 12,049	\$ 160,656		\$ -	
27	Associate Director of Interim Housing		\$ 110,000	0.56	\$ 61,562	\$ 130,000	0.85	\$ 110,500	\$ 130,000		\$ -	
28	Ambassadors (security, front door, hospitality)				\$ -			\$ -	\$ -		\$ -	
29	Impact Data Analyst		\$ 76,544		\$ -			\$ -	\$ -		\$ -	
57	TOTAL SALARIES					\$ 2,698,047				\$ 2,640,550		
58	TOTAL FTE					41.34				40.02		
59	FRINGE BENEFIT RATE					32.00%				36.54%		
60	EMPLOYEE FRINGE BENEFITS					\$ 863,375				\$ 964,857		
61	TOTAL SALARIES & BENEFITS					\$ 3,561,422				\$ 3,605,407		

	A	B	AL	AO	AR	AS	AV	AY	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	1/1/2026									
5	Provider Name	Episcopal Community Services									
6	Program	Sanctuary Shelter									
7	F\$P Contract ID#	1000023961									
8	Budget Name	General Fund - Emergency Shelter & Support Services									
9											
10			EXTENSION YEAR			EXTENSION YEAR					
Year 6			Year 7			All Years					
Agency Totals			For HSH Funded Program	7/1/2026 - 6/30/2027	Agency Totals	For HSH Funded Program	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2024 - 6/30/2028	7/1/2021 - 6/30/2028	
				New			New	Current	Amendment	New	
11			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12											
13	POSITION TITLE										
14	Service Coordinators (Monitors)		\$ 60,325	16.60	\$ 1,001,298	\$ 60,325	16.60	\$ 1,001,298	\$ 4,695,375	\$ 1,996,633	\$ 6,692,008
15	Case Manager III		\$ 71,760	5.64	\$ 404,726	\$ 71,760	5.64	\$ 404,726	\$ 1,317,090	\$ 783,618	\$ 2,100,708
16	Bilingual Case Manager III		\$ 75,348	2.00	\$ 150,696	\$ 75,348	2.00	\$ 150,696	\$ 462,209	\$ 301,392	\$ 763,601
17	Shift Supervisors		\$ 71,999	4.20	\$ 302,396	\$ 71,999	4.20	\$ 302,396	\$ 1,499,411	\$ 604,792	\$ 2,104,203
18	Service Coordinators (Monitors)		\$ 60,325	2.59	\$ 156,014	\$ 60,325	2.59	\$ 156,014	\$ 362,362	\$ 395,078	\$ 757,440
19	Senior Support Service Manager		\$ 100,437	0.86	\$ 86,376	\$ 100,437	0.86	\$ 86,376	\$ -	\$ 259,128	\$ 259,128
20	Facilities-Janitors/Laundryers		\$ 61,221	3.80	\$ 232,641	\$ 61,221	3.80	\$ 232,641	\$ 1,060,722	\$ 478,450	\$ 1,539,172
21	Facilities - Maintenance Supervisor		\$ 83,152	1.00	\$ 83,152	\$ 83,152	1.00	\$ 83,152	\$ 386,497	\$ 166,304	\$ 552,801
22	Admin - Site Manager		\$ 111,557	1.00	\$ 111,557	\$ 111,557	1.00	\$ 111,557	\$ 506,595	\$ 223,114	\$ 729,709
23	Director of Interim Housing		\$ 153,736	0.85	\$ 130,676	\$ 153,736	0.85	\$ 130,676	\$ 618,935	\$ 261,352	\$ 880,287
24	Director of Impact and Analytics		\$ 159,917	0.09	\$ 14,393	\$ 159,917	0.09	\$ 14,393	\$ 67,539	\$ 28,786	\$ 96,325
25	Director of Strategic Initiatives & Quality Assurance		\$ 167,514	0.07	\$ 12,195	\$ 167,514	0.07	\$ 12,195	\$ -	\$ 36,585	\$ 36,585
26	Admin-Director of Healthy Aging		\$ 160,656		\$ -	\$ 160,656		\$ -	\$ 112,004	\$ (12,049)	\$ 99,955
27	Associate Director of Interim Housing		\$ 130,000		\$ -	\$ 130,000		\$ -	\$ 282,562	\$ (110,500)	\$ 172,062
28	Ambassadors (security, front door, hospitality)		\$ -		\$ -	\$ -		\$ -	\$ 178,939	\$ -	\$ 178,939
29	Impact Data Analyst		\$ -		\$ -	\$ -		\$ -	\$ 39,059	\$ -	\$ 39,059
57	TOTAL SALARIES				\$ 2,686,120			\$ 2,686,120	\$ 11,589,299	\$ 5,412,683	\$ 17,001,982
58	TOTAL FTE		38.70			38.70					
59	FRINGE BENEFIT RATE				32.00%			32.00%			
60	EMPLOYEE FRINGE BENEFITS				\$ 859,558			\$ 859,558	\$ 3,828,457	\$ 1,732,057	\$ 5,560,514
61	TOTAL SALARIES & BENEFITS				\$ 3,545,678			\$ 3,545,678	\$ 15,417,756	\$ 7,144,740	\$ 22,562,496

	A	B	E	H	K	N
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	OPERATING DETAIL					
4	Document Date	1/1/2026				
5	Provider Name	Episcopal Community Services				
6	Program	Sanctuary Shelter				
7	FSP Contract ID#	1000023961				
8	Budget Name	General Fund - Emergency Shelter & Support Services				
9						
10			Year 1	Year 2	Year 3	Year 4
11			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	Actuals
13	<u>Operating Expenses</u>		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Rental of Property		\$ 547,068	\$ 382,723	\$ 373,725	\$ 328,238
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 127,268	\$ 167,612	\$ 189,105	\$ 128,228
16	Office Supplies, Postage		\$ 3,672	\$ 3,672	\$ 4,743	\$ 5,743
17	Building Maintenance Supplies & Repair		\$ 56,114	\$ 86,114	\$ 88,266	\$ 92,966
18	Printing & Reproduction		\$ 10,400	\$ 10,400	\$ 11,072	\$ 11,070
19	Insurance		\$ 14,084	\$ 26,584	\$ 48,896	\$ 52,882
20	Staff Training		\$ 3,500	\$ 1,500	\$ 2,252	\$ 4,252
21	Staff Travel - (Local & Out-of-Town)		\$ 500	\$ 500		\$ 500
22	Staff Recruitment		\$ 200	\$ 500	\$ 500	\$ 2,500
23	Program Supplies		\$ 1,000	\$ 3,000	\$ 3,496	\$ 10,596
24	Client Supplies		\$ 7,000	\$ 5,000	\$ 7,500	\$ 30,600
25	Telecommunications		\$ 18,238	\$ 18,238	\$ 17,608	\$ 28,008
26	Fees & Licenses/Taxes		\$ 2,126	\$ 1,126	\$ 262	\$ 2,462
27	Cleaning Supplies					\$ 24,135
28	CHEFS Kitchens - 2 meals a day x 365 days x 160 beds x \$8/meal					
29	Rent Insurance Premiums					\$ 37,000
30	Property Tax					\$ 161,006
55	Subcontractors (First \$50k Only)					
56	One-time Deferred Maintenance & Painting		\$ 9,470	\$ 9,470		
57	Defense Logistics - Security Services (First \$25k Eligible for Indirect Cost)		\$ 202,043	\$ 25,000		
68						
69	TOTAL OPERATING EXPENSES		\$ 1,002,683	\$ 741,439	\$ 747,425	\$ 920,186
70						
71	<u>Other Expenses (Not Subject to Indirect Cost %)</u>					
72	CHEFS Kitchens - 2 meals a day x 365 days x 160 beds x \$8/meal		\$ 381,060	\$ 351,629	\$ 711,440	\$ 798,800
73	Automobile Gas Oil/Maintenance		\$ 2,750	\$ 5,500	\$ 5,624	
74	Defense Logistics - Security Services			\$ 245,087		
75	Adjustment to Actuals		\$ (497,913)	\$ (657,784)	\$ (731,696)	\$ (269)
76	FY25-26 Budget Withheld Pending Amendment					
84						
85	TOTAL OTHER EXPENSES		\$ (114,103)	\$ (55,568)	\$ (14,632)	\$ 798,531
86						
87	<u>Capital Expenses</u>					
88	IT Equipment		\$ 3,750	\$ 3,750	\$ 10,116	\$ 18,662
89	Capital Repairs			\$ 36,764	\$ 15,000	\$ 1,745
90	Boiler					\$ 40,460
91	Office furniture				\$ 15,000	
92	Bedding/ Linen				\$ 10,000	
93	Computer (one-time replacement)				\$ 3,000	
94	One-time purchase & assembly of bedframes.				\$ 33,088	
95	ADA Accessible Door				\$ 25,000	
96						
97	TOTAL CAPITAL EXPENSES		\$ 3,750	\$ 40,514	\$ 111,204	\$ 60,867

	A	B	O	P	Q	R	S	T
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	OPERATING DETAIL							
4	Document Date	1/1/2026						
5	Provider Name	Episcopal Community Services						
6	Program	Sanctuary Shelter						
7	F\$P Contract ID#	1000023961						
8	Budget Name	General Fund - Emergency Shelter & Support Services						
9	EXTENSION YEAR							
10			Year 5			Year 6		
11			7/1/2025 - 6/16/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027
12			Current	Amendment	New	Current	Amendment	New
13			Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
14	Operating Expenses		\$ 464,000	\$ -	\$ 464,000		\$ 464,000	\$ 464,000
15	Rental of Property		\$ 135,904	\$ -	\$ 135,904		\$ 135,904	\$ 135,904
16	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 5,743	\$ -	\$ 5,743		\$ 5,743	\$ 5,743
17	Office Supplies, Postage		\$ 87,836	\$ -	\$ 87,836		\$ 87,836	\$ 87,836
18	Building Maintenance Supplies & Repair		\$ 11,071	\$ -	\$ 11,071		\$ 11,071	\$ 11,071
19	Printing & Reproduction		\$ 84,882	\$ -	\$ 84,882		\$ 84,882	\$ 84,882
20	Insurance		\$ 4,252	\$ -	\$ 4,252		\$ 4,252	\$ 4,252
21	Staff Training		\$ 500	\$ -	\$ 500		\$ 500	\$ 500
22	Staff Travel - (Local & Out-of-Town)		\$ 500	\$ -	\$ 500		\$ 500	\$ 500
23	Staff Recruitment		\$ 5,932	\$ -	\$ 5,932		\$ 5,932	\$ 5,932
24	Program Supplies		\$ 15,500	\$ -	\$ 15,500		\$ 15,500	\$ 15,500
25	Client Supplies		\$ 17,608	\$ -	\$ 17,608		\$ 17,608	\$ 17,608
26	Telecommunications		\$ 261	\$ -	\$ 261		\$ 262	\$ 262
27	Fees & Licenses/Taxes		\$ 14,951	\$ (653)	\$ 14,298		\$ 14,298	\$ 14,298
28	Cleaning Supplies		\$ 931,896	\$ -	\$ 931,896		\$ 931,896	\$ 931,896
29	CHEFS Kitchens - 2 meals a day x 365 days x 160 beds x \$8/meal			\$ -			\$ -	
30	Rent Insurance Premiums			\$ -			\$ -	
30	Property Tax			\$ -			\$ -	
55	Subcontractors (First \$50k Only)							
56	One-time Deferred Maintenance & Painting			\$ -			\$ -	
57	Defense Logistics - Security Services (First \$25k Eligible for Indirect Cost)			\$ -			\$ -	
68								
69	TOTAL OPERATING EXPENSES		\$ 1,780,835	\$ (653)	\$ 1,780,183	\$ -	\$ 1,780,183	\$ 1,780,183
70								
71	Other Expenses (Not Subject to Indirect Cost %)							
72	CHEFS Kitchens - 2 meals a day x 365 days x 160 beds x \$8/meal			\$ -			\$ -	
73	Automobile Gas Oil/Maintenance			\$ -			\$ -	
74	Defense Logistics - Security Services			\$ -			\$ -	
75	Adjustment to Actuals			\$ -			\$ -	
76	FY25-26 Budget Withheld Pending Amendment		\$ (213,967)	\$ 213,967			\$ -	
84								
85	TOTAL OTHER EXPENSES		\$ (213,967)	\$ 213,967	\$ -	\$ -	\$ -	\$ -
86								
87	Capital Expenses							
88	IT Equipment			\$ -			\$ -	
89	Capital Repairs			\$ -			\$ -	
90	Boiler			\$ -			\$ -	
91	Office furniture			\$ -			\$ -	
92	Bedding/ Linen			\$ -			\$ -	
93	Computer (one-time replacement)			\$ -			\$ -	
94	One-time purchase & assembly of bedframes.			\$ -			\$ -	
95	ADA Accessible Door			\$ -			\$ -	
96								
97	TOTAL CAPITAL EXPENSES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	A	B	U	V	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	OPERATING DETAIL							
4	Document Date	1/1/2026						
5	Provider Name	Episcopal Community Services						
6	Program	Sanctuary Shelter						
7	F\$P Contract ID#	1000023961						
8	Budget Name	General Fund - Emergency Shelter & Support Services						
9	EXTENSION YEAR							
10								
11								
12								
13	Operating Expenses		Year 7			All Years		
14	Rental of Property		7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2024 - 6/30/2028	7/1/2021 - 6/30/2028
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		Current	Amendment	New	Current	Amendment	New
16	Office Supplies, Postage		Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
17	Building Maintenance Supplies & Repair			\$ 464,000	\$ 464,000	\$ 2,095,754	\$ 928,000	\$ 3,023,754
18	Printing & Reproduction			\$ 135,904	\$ 135,904	\$ 748,117	\$ 271,808	\$ 1,019,925
19	Insurance			\$ 5,743	\$ 5,743	\$ 23,573	\$ 11,485	\$ 35,058
20	Staff Training			\$ 87,836	\$ 87,836	\$ 411,296	\$ 175,672	\$ 586,968
21	Staff Travel - (Local & Out-of-Town)			\$ 11,071	\$ 11,071	\$ 54,013	\$ 22,142	\$ 76,155
22	Staff Recruitment			\$ 84,882	\$ 84,882	\$ 227,328	\$ 169,764	\$ 397,092
23	Program Supplies			\$ 4,252	\$ 4,252	\$ 15,756	\$ 8,504	\$ 24,260
24	Client Supplies			\$ 500	\$ 500	\$ 2,000	\$ 1,000	\$ 3,000
25	Telecommunications			\$ 500	\$ 500	\$ 4,200	\$ 1,000	\$ 5,200
26	Fees & Licenses/Taxes			\$ 5,932	\$ 5,932	\$ 24,024	\$ 11,863	\$ 35,887
27	Cleaning Supplies			\$ 15,500	\$ 15,500	\$ 65,600	\$ 31,000	\$ 96,600
28	CHEFS Kitchens - 2 meals a day x 365 days x 160 beds x \$8/meal			\$ 17,608	\$ 17,608	\$ 99,700	\$ 35,216	\$ 134,916
29	Rent Insurance Premiums			\$ 262	\$ 262	\$ 6,237	\$ 523	\$ 6,760
30	Property Tax			\$ 14,298	\$ 14,298	\$ 39,086	\$ 27,944	\$ 67,029
55	Subcontractors (First \$50k Only)			\$ 931,896	\$ 931,896	\$ 931,896	\$ 1,863,792	\$ 2,795,688
56	One-time Deferred Maintenance & Painting			\$ -		\$ 37,000	\$ -	\$ 37,000
57	Defense Logistics - Security Services (First \$25k Eligible for Indirect Cost)			\$ -		\$ 161,006	\$ -	\$ 161,006
68								
69	TOTAL OPERATING EXPENSES		\$ -	\$ 1,780,183	\$ 1,780,183	\$ 5,192,568	\$ 3,559,713	\$ 8,752,281
70								
71	Other Expenses (Not Subject to Indirect Cost %)							
72	CHEFS Kitchens - 2 meals a day x 365 days x 160 beds x \$8/meal			\$ -		\$ 2,242,929	\$ -	\$ 2,242,929
73	Automobile Gas Oil/Maintenance			\$ -		\$ 13,874	\$ -	\$ 13,874
74	Defense Logistics - Security Services			\$ -		\$ 245,087	\$ -	\$ 245,087
75	Adjustment to Actuals			\$ -		\$ (1,887,662)	\$ -	\$ (1,887,662)
76	FY25-26 Budget Withheld Pending Amendment			\$ -		\$ (213,967)	\$ 213,967	\$ -
84								
85	TOTAL OTHER EXPENSES		\$ -	\$ -	\$ -	\$ 400,261	\$ 213,967	\$ 614,228
86								
87	Capital Expenses							
88	IT Equipment			\$ -		\$ 36,278	\$ -	\$ 36,278
89	Capital Repairs			\$ -		\$ 53,509	\$ -	\$ 53,509
90	Boiler			\$ -		\$ 40,460	\$ -	\$ 40,460
91	Office furniture			\$ -		\$ 15,000	\$ -	\$ 15,000
92	Bedding/ Linen			\$ -		\$ 10,000	\$ -	\$ 10,000
93	Computer (one-time replacement)			\$ -		\$ 3,000	\$ -	\$ 3,000
94	One-time purchase & assembly of bedframes.			\$ -		\$ 33,088	\$ -	\$ 33,088
95	ADA Accessible Door			\$ -		\$ 25,000	\$ -	\$ 25,000
96								
97	TOTAL CAPITAL EXPENSES		\$ -	\$ -	\$ -	\$ 216,335	\$ -	\$ 216,335

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
4	General Fund - Emergency Shelter & Support Services	Fiscal Year			
		FY25-26			
5	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
6	Service Coordinators (Monitors)	16.60	\$ 1,001,298	Provides direct client-center services to shelter guests as defined by contract and standards of care, in addition to security services.	\$60,325 x 16.60 FTE
7	Case Manager III	5.64	\$ 404,726	Case Manager manages a caseload of up to 25 guests; perform individual service need assessments; collaborates with the guest to develop Individual Service Plan that identifies treatment needs with the primary focusing being housing; creates an action plan to assist the guest to accomplish their treatment goal(s); provides case management linkage services and support for housing, income, primary care, substance use treatment, behavioral health, legal, employment, clothing, and any other resources; meets with the guest on a weekly basis, documents individual sessions; tracks and ensures guest attends scheduled appointments; navigates the agency case management system; adheres to agency, state, and funder regulations; and all other duties that are assigned by the program site manager.	\$71,760 x 5.64 FTE
8	Bilingual Case Manager III	2.00	\$ 150,696	Bilingual Case Manager manages a caseload of up to 25 guests; perform individual service need assessments; collaborates with the guest to develop Individual Service Plan that identifies treatment needs with the primary focusing being housing; create an action plan to assist the guest to accomplish their treatment goal(s); provides case management linkage services and support for housing, income, primary care, substance use treatment, behavioral health, legal, employment, clothing, and any other resources; meets with the guest on a weekly basis, documents individual sessions; tracks and ensure guest attends scheduled appointments; navigates the agency case management system; adheres to agency, state, and funder regulations; and all other duties that are assigned by the program site manager.	\$75,348 x 2.0 FTE
9	Shift Supervisors	4.20	\$ 302,396	One supervisor per shift, 3 shifts a day, 7 days a week to ensure coverage and supervisor service coordinators ensuring client-center services are delivered.	\$71,999 x 4.2 FTE
10	Service Coordinators (Monitors)	2.59	\$ 156,014	Inspects the facilities to maintain security and program compliance. Checks the interior (client living quarters, bathrooms, and community rooms) and exterior of the building on a regularly-assigned schedule to maintain a clean, safe environment; provides direct client-center services to shelter guests as defined by contract and standards of care in addition to security services.	\$60,325 x 2.59 FTE
11	Senior Support Service Manager	0.86	\$ 86,376	Provides supervision to the case managers.	\$100,437 x 0.86 FTE
12	Facilities-Janitors/Laundryers	3.80	\$ 232,641	Ensures clean, safe, and sanitary environment as defined by contract and standards of care; ensures that clean linen is available for guests as needed and as defined by contract and standards of care.	\$61,221 x 3.8 FTE
13	Facilities - Maintenance Supervisor	1.00	\$ 83,152	Ensures all maintenance assignments are completed in an appropriate amount of time, ensuring a safe environment as defined by contract and standards of care.	\$83,152 x 1.0 FTE
14	Admin - Site Manager	1.00	\$ 111,557	Supervises Shift supervisors, ensures client-centered service delivery, staff training and support.	\$111,557 x 1.0 FTE

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
		Fiscal Year			
4	General Fund - Emergency Shelter & Support Services	FY25-26			
5	Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
15	Director of Interim Housing	0.85	\$ 130,676	Assists with ensuring data quality of the data collection, analysis, and compliance to contract.	\$153,736 x 0.85 FTE
16	Director of Impact and Analytics	0.09	\$ 14,393	Assists with ensuring data quality of the data collection, analysis, and compliance to contract.	\$159,922 x 0.09 FTE
17	Director of Strategic Initiatives & Quality Assurance	0.07	\$ 12,195	Point person for all program monitoring visits. Works directly with directors and staff to ensure compliance with contract requirements. Monitors programs as needed. Ensures services are being delivered consistently and effectively by using best practices, including Harm Reduction and Trauma Informed Modalities.	\$167,514 x 0.07 FTE
18	Admin-Director of Healthy Aging		\$ -	- To participate in weekly case conferences around senior related clients and senior related issues. Provide trainings around senior related issues and care to shelter staff.	~0.08 FTE Privately funded by the ECS in FY26
48	TOTAL	38.70	\$ 2,686,120		
49	Employee Fringe Benefits	32.0%	\$ 859,558	Includes FICA, SSUI, Workers Compensation and Medical calculated at 32% of total salaries.	
50	Salaries & Benefits Total		\$ 3,545,678		
51					
52	Operating Expenses	Budgeted Expense		Justification	Calculation
53	Rental of Property	\$ 464,000		Includes rental expenses	\$38,667 x 12 months
54	Utilities (Electricity, Water, Gas, Phone, Scavenger)	\$ 135,904		Includes expenses for electricity and gas	\$11,325 x 12 months
55	Office Supplies, Postage	\$ 5,743		Covers office and meeting supplies; postage expenses	\$479 x 12 months
56	Building Maintenance Supplies & Repair	\$ 87,836		Includes cleaning supplies, site repairs, and maintenance expenses	\$7,320 x 12 months
57	Printing & Reproduction	\$ 11,071		Covers expenses for printing and copying/reproduction	\$923 x 12 months
58	Insurance	\$ 84,882		Covers site liability insurance	\$7,074 x 12 months
59	Staff Training	\$ 4,252		Includes training expenses for staff	\$354 x 12 months
60	Staff Travel - (Local & Out-of-Town)	\$ 500		covers local travel expenses for staff	\$42 x 12 months
61	Staff Recruitment	\$ 500		Staff recruitment expenses	\$42 x 12 months
62	Program Supplies	\$ 5,932		Includes program supplies expenses	\$494 x 12 months
63	Client Supplies	\$ 15,500		Includes client supplies expenses	\$1,292 x 12 months
64	Telecommunications	\$ 17,608		Covers cellphone and Wi-Fi connectivity expenses	\$1,467 x 12 months
65	Fees & Licenses/Taxes	\$ 261		Includes fees, licenses and tax expenses	\$22 x 12 months
66	Cleaning Supplies	\$ 14,298		Cleaning supplies	\$1,192 x 12 months
67	CHEFS Kitchens - 2 meals a day x 365 days x 160 beds x \$8/meal	\$ 931,896		Includes 2 meals (breakfast and dinner)	~ 160 clients x \$8 X 2 meals x 365 days
107					
108	TOTAL OPERATING EXPENSES		\$ 1,780,183		
109	Indirect Cost	15.0%	\$ 798,879		

	A	B	C	D	G	J	M	P	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	1/1/2026							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	7/1/2021	6/30/2026	5					
6	Amended Term	7/1/2021	6/30/2028	7					
7	Provider Name	Episcopal Community Services							
8	Program	Sanctuary Shelter							
9	FSP Contract ID#	1000023961							
10	Contract Action	Amendment							
11	Effective Date	1/1/2026							
12	Budget Name	Emergency Services Grant (ESG) - Shelter							
13		Current	New	15%					
14	Term Budget	\$ 1,372,171	\$ 2,014,057						
15	Contingency	\$ -	\$ 1,974,896						
16	Not-To-Exceed	\$ 25,755,271	\$ 40,896,141						
17					Year 1	Year 2	Year 3	Year 4	Year 5
18					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
19					Actuals	Actuals	Actuals	Actuals	New
20									
21	Expenditures								
23	Operating Expense				\$ 79,464	\$ 228,769	\$ 275,880	\$ 332,070	\$ 279,081
24	Subtotal				\$ 79,464	\$ 228,769	\$ 275,880	\$ 332,070	\$ 279,081
25	Indirect Percentage				12.00%	15.00%	15.00%	15.00%	15.00%
26	Indirect Cost (Line 24 X Line 25)				\$ 9,536	\$ 34,316	\$ 41,382	\$ 49,811	\$ 41,862
30	Total Expenditures				\$ 89,000	\$ 263,085	\$ 317,262	\$ 381,881	\$ 320,943
31									
32	HSR Revenues:								
35	HUD ESG (CFDA 14.231)				\$ 89,000	\$ 217,000	\$ 217,000	\$ 320,943	\$ 320,943
36	HUD ESG (CFDA 14.231) - One-Time				\$ -	\$ 46,085	\$ 100,262	\$ 60,938	\$ -
42	Total HSR Revenues				\$ 89,000	\$ 263,085	\$ 317,262	\$ 381,881	\$ 320,943
53									
54									
55	Approved by	Tiffany Luong							
56	Phone	415.487.3300 ext. 1219							
57	Email	tluong@ecs-sf.org							

	A	B	C	D	T	U	V	W	X	Y	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	1/1/2026											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	7/1/2021	6/30/2026	5									
6	Amended Term	7/1/2021	6/30/2028	7									
7	Provider Name	Episcopal Community Services											
8	Program	Sanctuary Shelter											
9	FSP Contract ID#	1000023961											
10	Contract Action	Amendment											
11	Effective Date	1/1/2026											
12	Budget Name	Emergency Services Grant (ESG) - Shelter											
13		Current	New	15%									
14	Term Budget	\$ 1,372,171	\$ 2,014,057										
15	Contingency	\$ -	\$ 1,974,896										
16	Not-To-Exceed	\$ 25,755,271	\$ 40,896,141										
17													
18													
19													
20													
21	Expenditures												
23	Operating Expense	\$ -	\$ 279,081	\$ 279,081	\$ -	\$ 279,081	\$ 279,081	\$ 1,195,264	\$ 558,162	\$ 1,753,426			
24	Subtotal	\$ -	\$ 279,081	\$ 279,081	\$ -	\$ 279,081	\$ 279,081	\$ 1,195,264	\$ 558,162	\$ 1,753,426			
25	Indirect Percentage	0.00%		15.00%	0.00%		15.00%						
26	Indirect Cost (Line 24 X Line 25)	\$ -	\$ 41,862	\$ 41,862	\$ -	\$ 41,862	\$ 41,862	\$ 176,907	\$ 83,724	\$ 260,631			
30	Total Expenditures	\$ -	\$ 320,943	\$ 320,943	\$ -	\$ 320,943	\$ 320,943	\$ 1,372,171	\$ 641,886	\$ 2,014,057			
31													
32	HSH Revenues:												
35	HUD ESG (CFDA 14.231)		\$ 320,943	\$ 320,943		\$ 320,943	\$ 320,943	\$ 1,164,886	\$ 641,886	\$ 1,806,772			
36	HUD ESG (CFDA 14.231) - One-Time			\$ -			\$ -	\$ 207,285	\$ -	\$ 207,285			
42	Total HSH Revenues	\$ -	\$ 320,943	\$ 320,943	\$ -	\$ 320,943	\$ 320,943	\$ 1,372,171	\$ 641,886	\$ 2,014,057			
53													
54													
55	Approved by	Tiffany Luong											
56	Phone	415.487.3300 ext. 1219											
57	Email	tluong@ecs-sf.org											

	A	B	E	H	K	N	Q
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	1/1/2026					
5	Provider Name	Episcopal Community Services					
6	Program	Sanctuary Shelter					
7	F\$P Contract ID#	1000023961					
8	Budget Name	Emergency Services Grant (ESG) - Shelter					
9							
10			Year 1	Year 2	Year 3	Year 4	Year 5
11			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
12			Actuals	Actuals	Actuals	Actuals	New
13	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
14	Rental of Property		\$ 39,732	\$ 169,732	\$ 216,842	\$ 249,842	\$ 196,843
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 39,732	\$ 59,037	\$ 59,038	\$ 82,228	\$ 82,238
68							
69	TOTAL OPERATING EXPENSES		\$ 79,464	\$ 228,769	\$ 275,880	\$ 332,070	\$ 279,081

	A	B	R	S	T	U	V	W	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	OPERATING DETAIL										
4	Document Date	1/1/2026									
5	Provider Name	Episcopal Community Services									
6	Program	Sanctuary Shelter									
7	F\$P Contract ID#	1000023961									
8	Budget Name	Emergency Services Grant (ESG) - Shelter									
9			EXTENSION YEAR			EXTENSION YEAR					
10			Year 6			Year 7			All Years		
11			7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2021 - 6/30/2026	7/1/2024 - 6/30/2028	7/1/2021 - 6/30/2028
12			Current	Amendment	New	Current	Amendment	New	Current	Amendment	New
13	Operating Expenses		Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
14	Rental of Property			\$ 196,843	\$ 196,843		\$ 196,843	\$ 196,843	\$ 872,991	\$ 393,686	\$ 1,266,677
15	Utilities (Electricity, Water, Gas, Phone, Scavenger)			\$ 82,238	\$ 82,238		\$ 82,238	\$ 82,238	\$ 322,273	\$ 164,476	\$ 486,749
68											
69	TOTAL OPERATING EXPENSES		\$ -	\$ 279,081	\$ 279,081	\$ -	\$ 279,081	\$ 279,081	\$ 1,195,264	\$ 558,162	\$ 1,753,426

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE		Fiscal Year		
4	Emergency Services Grant (ESG) - Shelter	FY25-26			
51					
52	<u>Operating Expenses</u>		<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
53	Rental of Property		\$ 196,843	Includes rental expenses.	\$16,404 x 12 months
54	Utilities (Electricity, Water, Gas, Phone, Scavenger)		\$ 82,238	Includes expenses for electricity and gas.	\$6,853 x 12 months
108	TOTAL OPERATING EXPENSES		\$ 279,081		
109	Indirect Cost		15% \$ 41,862		

	A	B	C	D	G	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	Document Date	1/1/2026				
4	Contract Term	Begin Date	End Date	Duration (Years)		
5	Current Term	7/1/2021	6/30/2026	5		
6	Amended Term	7/1/2021	6/30/2028	7		
7	Provider Name	Episcopal Community Services				
8	Program	Sanctuary Shelter				
9	FSP Contract ID#	1000023961				
10	Action (select)	Amendment				
11	Effective Date	1/1/2026				
12	Budget Name	COVID Lunches				
13		Current	New	15%		
14	Term Budget	\$ 64,631	\$ 64,631			
15	Contingency	\$ -	\$ 1,974,896			
16	Not-To-Exceed	\$ 25,755,271	\$ 40,896,141			
17					Year 1	All Years
18					7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2028
19					Actuals	Actuals
20						
21	Expenditures					
27	Other Expenses (Not Subject to Indirect %)				\$ 64,631	\$ 64,631
28	Capital Expenditure				\$ -	\$ -
30	Total Expenditures				\$ 64,631	\$ 64,631
31						
32	HSH Revenues					
33	General Fund - Ongoing				\$ 72,387	\$ 72,387
39	Adjustment to Actuals				\$ (7,756)	\$ (7,756)
41					\$ -	\$ -
42	Total HSH Revenues				\$ 64,631	\$ 64,631
50						
51	Total HSH + Other Revenues				\$ 64,631	\$ 64,631
54						
55	Prepared by	Tiffany Luong				
56	Phone	415.487.3300 ext. 1219				
57	Email	tluong@ecs-sf.org				

	A	B	E	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	OPERATING DETAIL			
3	Document Date	1/1/2026		
4	Provider Name	Episcopal Community Services		
5	Program	Sanctuary Shelter		
6	FSP Contract ID#	1000023961		
7	Budget Name	COVID Lunches		
8			Year 1	All Years
9			7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2028
10			Actuals	New
11			Budgeted Expense	Budgeted Expense
12				
70	<u>Other Expenses (Not Subject to Indirect Cost %)</u>			
71	COVID-19 lunches		\$ 72,387	\$ 72,387
72	Adjustment to Actuals		\$ (7,756)	\$ (7,756)
84	TOTAL OTHER EXPENSES		\$ 64,631	\$ 64,631