



Shireen McSpadden, Executive Director

London Breed, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Marion Sanders, Chief Deputy Director Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
Date	January 10, 2025
Subject	Amended Grant Agreement Approval: Brilliant Corners Flexible Housing Subsidy Pool

<i>Agreement Information</i>	
F\$P Contract ID#	1000021034
Provider	Brilliant Corners
Program Name	Flexible Housing Subsidy Pool
Agreement Action	3 rd Amendment
Agreement Term	February 15, 2021 – June 30, 2026

Agreement Amount

Current Budget ¹	Amended to Add	New Budget	Contingency ²	Total Not to Exceed (NTE)
\$40,074,850	\$17,698,036	\$57,772,886	\$1,769,804	\$59,542,690

Budget History and Amendment Plan

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget
2020-21	\$1,129,342	\$2,277	--	\$2,277
2021-22	\$6,421,876	\$4,178,261	--	\$4,178,261
2022-23	\$15,452,460	\$8,324,384	--	\$8,324,384
2023-24	\$15,091,398	\$10,309,891	--	\$10,309,891
2024-25	\$17,260,036	\$4,209,552 ³	--	\$17,260,036
2025-26	--	--	\$17,698,036	\$17,698,036
TOTAL⁴	\$40,074,850	\$27,024,365	\$17,698,036	\$57,772,886
			<i>Contingency</i>	\$1,769,804
			Total NTE	\$59,542,690

<i>Funding Information</i>	
Funding Sources⁵	100% Our City, Our Home (Prop C)

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$40,161,603.

² A 10 percent contingency applied to the FY 25-26 budget amount.

³ Through October 2024, the provider has invoiced for \$4,209,552.43 of the total FY 24-25 budget (24 percent).

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

⁵ The funding sources listed reflect current and outgoing year budgets.

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant agreement with Brilliant Corners for the Flexible Housing Subsidy Pool (FSHP) program for the period of February 15, 2021 to June 30, 2026, in an additional amount of \$17,698,036. This amendment would extend the agreement term and budget by one performance year, to ensure continued program funding until the services are reprocured.⁶ The new NTE amount is \$59,542,690, which includes \$1,769,804 in contingency.

Background

The FHSP was launched in 2018 through a dynamic private-public partnership to address homelessness in San Francisco. The program offers ongoing rental subsidies to eligible participants for units in the private rental market. Participants housed through FHSP pay 30 percent of their income towards rent and sign their own leases to ensure tenancy rights. To guarantee participants receive ongoing support and maintain housing stability, these rental subsidies are accompanied by supportive services.

Within the FHSP partnership, Brilliant Corners serves as the Housing Location Provider (responsible for assisting participants with housing search, move-ins, and housing retention), and partners with other service providers for case management. The program served 200 participants during its initial phase, but was expanded in January 2021 during the Shelter-in-Place (SIP) rehousing efforts to a total of 500 subsidy slots. HSH entered into a direct grant agreement with Brilliant Corners in February 2021 to continue funding these expanded services.

Brilliant Corners' program continues to ramp up, processing a predetermined number of referrals each month until it reaches its maximum capacity of 500 participants who are placed into housing and receiving services. The ramp up has taken longer than originally anticipated due to a combination of factors, including staff turnover within various partner agencies. As a result, Brilliant Corners has spent less than budgeted for previous fiscal years. In FY 23-24, vacancies in Housing Coordinator positions delayed housing search for newly referred participants, resulting in fewer housing placements and lower spending on housing subsidies. Brilliant Corners has since filled the Housing Coordinator positions and significantly shortened the time between referral and assignment of Housing Coordinators.

As of October 31, 2024, 478 participants were enrolled under Brilliant Corners' FHSP program. Some of the participants had not yet started working with Brilliant Corners and were still completing the onboarding process with case management partners. Brilliant Corners had 392 housed participants and is expected to reach its maximum capacity of 500 single adults placed into housing and receiving services by the end of FY 24-25.

Services to be Provided

The purpose of the grant is to administer service components of the FHSP to adults who are formerly homeless or at risk of homelessness. Housing location, housing coordination, landlord liaison, subsidy administration services are provided to 100 percent of participants served. Brilliant Corners will serve 500 participants with a budgeted staff of 28.37 full-time equivalent (FTE).

Brilliant Corners locates viable units in the private rental market that meet participants' needs, assists them with unit viewings and housing applications, helps them understand lease agreements, covers move-in expenses, makes monthly subsidy payments, and maintains landlord communication to support

⁶ HSH anticipates issuing a Request for Proposals (RFP) to reprocure these services in the fall of 2025. The new grant agreement resulting from that process will supersede this grant agreement.



housing retention. Brilliant Corners partners with four case management providers who make initial engagements with FHSP participants and assist them with becoming document-ready before Brilliant Corners starts assisting them with housing search. Therefore, the capacity of the case management partners impacts the number of participants served by Brilliant Corners.

Selection

The 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. Brilliant Corners was selected based on the organization's experience and track record providing housing locator and stabilization services to families and adults exiting homelessness and administering rental subsidies with private landlords. Brilliant Corners has previously been selected to provide these services through competitive procurements⁷. HSH used its Chapter 21B waiver authority for the current agreement in 2021 to facilitate the implementation of Our City, Our Home (Prop C) funds and the exit of clients from temporary Shelter-in-Place hotels.

Performance History

Brilliant Corners underwent fiscal monitoring most recently in FY 23-24. The Final Status Letter for the monitoring included the following finding:

- Contractor must revise its bylaws to include a requirement for client representation on its Board of Directors. Alternatively, Contractor must submit a plan (with a timeline, if necessary) showing good-faith efforts to ensure client representation on the Board.

Brilliant Corners is in the process of creating a methodology for having a current or former program participants serve on the Board of Directors.

Brilliant Corners underwent program monitoring most recently in FY 22-23. Brilliant Corners had findings in the areas of program management and oversight, eligibility, service provision, reporting, and performance and compliance. Brilliant Corners has responded with a plan to address the findings, and HSH will monitor the implementation of corrective actions and provide technical assistance as needed. One of the identified issues impacted Brilliant Corners' ability to deliver services (i.e., vacancies in the Housing Coordinator positions); however, Brilliant Corners has since filled the positions and has the capacity to deliver agreed-upon services.

Agreement Materials

- HOC Approval Package
 - Appendix B, Budget (*dated July 1, 2025*)

⁷ In 2016, Brilliant Corners was selected through a Request for Proposals to provide housing locator services to adults exiting homelessness. In addition, in 2018, Brilliant Corners responded to a Request for Qualifications (RFQ) and was selected to start the Department's Flexible Housing Subsidy Pool program for adults, including housing location and stabilization services as well as administering the rental subsidy with private landlords. Brilliant Corners was the sole applicant for that service component as part of the RFQ.



Program Budget History (July 2024 - present)

Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Change Description
7/1/2024	Baseline	N/A	\$ 15,091,398.00	Pre-amendment total budget for "Prop C - FHSP": \$15,091,398; this remains the only active and continuing budget of the agreement.
7/1/2024	Baseline	N/A	\$ 5,578,524.41	Pre-amendment total budget for "Prop C - Flex Pool"; this budget ended after FY 22-23
7/1/2024	Baseline	N/A	\$ 6,920,803.80	Pre-amendment total budget for "Prop C - HL RA", covering housing locator and rental assistance services; this budget ended after FY 22-23
7/1/2024	Baseline	N/A	\$ 546,278.00	Pre-amendment "Prop C - One-Time Carryforward", a budget for FY 22-23 only.
7/1/2024	Amendment	Ongoing	\$ 12,024,599.19	Amendment to extend budget term another 7 months through 2/28/25. Will go to BOS in FY24-25 to fully fund the remainder of the FY and extend the grant term beyond in June 30, 2025. Total of \$5,231,096.19 withheld from FY 24-25 pending amendment (Total approved FY 24-25 budget \$17,255,695.19 - \$5,231,096.19 = \$12,024,599 available)
8/2/2024	Modification	One-Time	\$ (540,683.79)	Completed adjustment to actuals for FY21-22 Flex Pool budget; After reduction, total Prop C Flex Pool budget fully adjusted to actuals at \$5,037,840.62 total for agreement term. This restored approximately \$540,683 to contingency.
9/9/2024	Modification	One-Time	\$ (4,781,506.89)	Reduced FY 23-24 Prop C - FHSP budget to actuals, reallocating \$4,781,506.89 back to contingency
9/9/2024	Modification	One-Time	\$ 5,231,096.00	With available contingency, restored full approved FY 24-25 Prop C - FHSP budget balance. This leaves \$91,094,28 in remaining contingency
11/21/2024	Modification	One-Time	\$ 4,340.81	FY 24-25 Budget adjustment to match HSH Budget team's figure
7/1/2025	<i>Amendment</i>	<i>Ongoing</i>	<i>\$ 17,698,036.00</i>	<i>Pending amendment to extend agreement term by 12 months at approved FY 25-26 funding level. Note that FHSP services will be reprocured in FY 25-26.</i>
		Running Total Available Budget	\$ 57,772,885.53	
		Remaining Contingency	\$ (17,611,282.53)	
		Not to Exceed Limit	\$ 40,161,603.00	

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2025		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	2/15/2021	6/30/2025	5
6	Amended Term	2/15/2021	6/30/2026	6
7	Program	Flexible Housing Subsidy Pool		
8				
9	Approved Subcontractors			
10	None			

	A	B	C	D	E	H	K	N	Q	T	U	V	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET															
3	Document Date	7/1/2025														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	2/15/2021	6/30/2025	5												
6	Amended Term	2/15/2021	6/30/2026	6												
7	Provider Name	Brilliant Corners														
8	Program	Flexible Housing Subsidy Pool														
9	FSP Contract ID#	1000021034														
10	Action (select)	Amendment														
11	Effective Date	7/1/2025														
12	Budget Names	Prop C - FHSP, Prop C - Flex Pool, Prop C - HL-RA, Prop C - One-Time Carry Forward														
13		Current	New													
14	Term Budget	\$ 40,074,850	\$ 57,772,886	10%												
15	Contingency	\$ 86,753	\$ 1,769,804													
16	Not-To-Exceed	\$ 40,161,603	\$ 59,542,690													
17	EXTENSION YEAR															
18		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		All Years							
19		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	2/15/2021 - 6/30/2025	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026				
20		Current	Current	Current	Current	Current	Current	Amendment	New	Current/Actuals	Amendment	New				
21	Expenditures															
22	Salaries & Benefits	\$ -	\$ 1,571,375	\$ 2,748,404	\$ 2,518,602	\$ 2,698,140	\$ -	\$ 2,833,047	\$ 2,833,047	\$ 9,536,521	\$ 2,833,047	\$ 12,369,568				
23	Operating Expense	\$ 1,980	\$ 382,310	\$ 383,840	\$ 278,655	\$ 350,356	\$ -	\$ 406,184	\$ 406,184	\$ 1,397,141	\$ 406,184	\$ 1,803,326				
24	Subtotal	\$ 1,980	\$ 1,953,685	\$ 3,132,244	\$ 2,797,257	\$ 3,048,496	\$ -	\$ 3,239,231	\$ 3,239,231	\$ 10,933,662	\$ 3,239,231	\$ 14,172,894				
25	Indirect Percentage															
26	Indirect Cost (Line 24 X Line 25)	\$ 297	\$ 293,053	\$ 469,837	\$ 419,589	\$ 457,274	\$ -	\$ 485,885	\$ 485,885	\$ 1,640,049	\$ 485,885	\$ 2,125,934				
27	Other Expenses (Not subject to indirect %)	\$ -	\$ 1,931,523	\$ 4,722,304	\$ 7,093,045	\$ 13,754,266	\$ -	\$ 13,972,920	\$ 13,972,920	\$ 27,501,138	\$ 13,972,920	\$ 41,474,058				
30	Total Expenditures	\$ 2,277	\$ 4,178,261	\$ 8,324,384	\$ 10,309,891	\$ 17,260,036	\$ -	\$ 17,698,036	\$ 17,698,036	\$ 40,074,850	\$ 17,698,036	\$ 57,772,886				
31																
32	HSH Revenues (select)															
33	Prop C	\$ 1,129,342	\$ 6,421,876	\$ 14,906,182	\$ 15,091,398	\$ 17,260,036	\$ -	\$ 17,698,036	\$ 17,698,036	\$ 54,808,834	\$ 17,698,036	\$ 72,506,870				
35	Prop C - One-Time Carry Forward	\$ -	\$ -	\$ 546,278	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 546,278	\$ -	\$ 546,278				
36	Adjustment to Actuals	\$ (1,127,065)	\$ (2,243,615)	\$ (7,128,076)	\$ (4,781,507)	\$ -	\$ -	\$ -	\$ -	\$ (15,280,263)	\$ -	\$ (15,280,263)				
42	Total HSH Revenues	\$ 2,277	\$ 4,178,261	\$ 8,324,384	\$ 10,309,891	\$ 17,260,036	\$ -	\$ 17,698,036	\$ 17,698,036	\$ 40,074,850	\$ 17,698,036	\$ 57,772,886				
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
54	Total Adjusted Salary FTE (All Budgets)									28.37						
55																
56	Prepared by	Tehraleigh Martin														
57	Phone	415-579-7637														
58	Email	tmartin@brilliantcorners.org														

	A	B	C	D	E	H	K	N	Q	T	U	V	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	7/1/2025													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	2/15/2021	6/30/2025	5											
6	Amended Term	2/15/2021	6/30/2026	6											
7	Provider Name	Brilliant Corners													
8	Program	Flexible Housing Subsidy Pool													
9	FSP Contract ID#	1000021034													
10	Action (select)	Amendment													
11	Effective Date	7/1/2025													
12	Budget Name	Prop C - FHSP													
13		Current	New												
14	Term Budget	\$ 27,569,927	\$ 45,267,963												
15	Contingency	\$ 86,753	\$ 1,769,804												
16	Not-To-Exceed	\$ 40,161,603	\$ 59,542,690												
17	EXTENSION YEAR														
18		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			All Years					
19		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026	
20		Current	Current	Current	Current	Current	Current	Amendment	New	Current	Amendment	New			
21	Expenditures														
22	Salaries & Benefits	\$ -	\$ -	\$ -	\$ 2,518,602	\$ 2,698,139.90	\$ -	\$ 2,833,047	\$ 2,833,047	\$ 5,216,742	\$ 2,833,047	\$ 8,049,789	\$ -	\$ -	\$ -
23	Operating Expense	\$ -	\$ -	\$ -	\$ 278,655	\$ 350,356.03	\$ -	\$ 406,184	\$ 406,184	\$ 629,011	\$ 406,184	\$ 1,035,196	\$ -	\$ -	\$ -
24	Subtotal	\$ -	\$ -	\$ -	\$ 2,797,257	\$ 3,048,495.93	\$ -	\$ 3,239,231	\$ 3,239,231	\$ 5,845,753	\$ 3,239,231	\$ 9,084,984	\$ -	\$ -	\$ -
25	Indirect Percentage				15.00%	15%	15.00%			15.00%					
26	Indirect Cost (Line 24 X Line 25)	\$ -	\$ -	\$ -	\$ 419,589	\$ 457,274.39	\$ -	\$ 485,885	\$ 485,885	\$ 876,863	\$ 485,885	\$ 1,362,748	\$ -	\$ -	\$ -
27	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ 7,093,045	\$ 13,754,265.80	\$ -	\$ 13,972,920	\$ 13,972,920	\$ 20,847,311	\$ 13,972,920	\$ 34,820,231	\$ -	\$ -	\$ -
30	Total Expenditures	\$ -	\$ -	\$ -	\$ 10,309,891	\$ 17,260,036	\$ -	\$ 17,698,036	\$ 17,698,036	\$ 27,569,927	\$ 17,698,036	\$ 45,267,963	\$ -	\$ -	\$ -
31															
32	HSH Revenues (select)														
33	Prop C				\$ 15,091,398	\$ 17,260,036		\$ 17,698,036	\$ 17,698,036	\$ 32,351,434	\$ 17,698,036	\$ 50,049,470			
36	Adjustment to Actuals				\$ (4,781,507)	\$ -			\$ -	\$ (4,781,507)	\$ -	\$ (4,781,507)			
42	Total HSH Revenues	\$ -	\$ -	\$ -	\$ 10,309,891	\$ 17,260,036	\$ -	\$ 17,698,036	\$ 17,698,036	\$ 27,569,927	\$ 17,698,036	\$ 45,267,963	\$ -	\$ -	\$ -
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54															
55	Prepared by	Tehrleigh Martin													
56	Phone	415-579-7637													
57	Email	tmartin@brilliantcorners.org													

	A	AA	AD	AE	AF	AG	AH	AK	AL	AM	AN	AQ	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	SALARY & BENEFIT DETAIL															
3	Document Date	7/1/2025														
4	Provider Name	Brilliant Corners														
5	Program	Flexible Housing Subsidy Pool														
6	FSP Contract ID#	1000021034														
7	Budget Name	Prop C - FHSP							EXTENSION YEAR							
8		Year 4			Year 5				Year 6				All Years			
9	POSITION TITLE	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	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026	
10		Current					Current				New	Current	Amendment	New		
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Sr. Director of Program Initiative	\$ 65,779	\$ -	-		\$ -	\$ -	-			\$ -	\$ 65,779	\$ -	\$ 65,779		
13	Northern California Housing Services Director	\$ 47,297	\$ 142,637	1.00	37%	0.37	\$ 52,776	\$ 149,769	1.00	37%	0.37	\$ 55,414	\$ 100,072	\$ 55,414	\$ 155,487	
14	Northern California Housing Services Associate Dir	\$ 11,302	\$ 118,673	1.00	20%	0.20	\$ 23,735	\$ 124,607	1.00	20%	0.20	\$ 24,921	\$ 35,037	\$ 24,921	\$ 59,958	
15	Northern California Housing Services Associate Dir	\$ 52,582	\$ 105,000	1.00	44%	0.44	\$ 46,200	\$ 110,250	1.00	44%	0.44	\$ 48,510	\$ 98,782	\$ 48,510	\$ 147,292	
16	Program Manager - SF Housing Platform	\$ 55,496	\$ 85,000	1.00	59%	0.59	\$ 50,476	\$ 89,250	1.00	59%	0.59	\$ 53,000	\$ 105,972	\$ 53,000	\$ 158,972	
17	Housing Acquisitions Manager	\$ 43,020	\$ 82,000	1.00	48%	0.48	\$ 39,109	\$ 86,100	1.00	48%	0.48	\$ 41,065	\$ 82,129	\$ 41,065	\$ 123,193	
18	Program Supervisor - Platform	\$ 76,069	\$ 79,872	1.00	100%	1.00	\$ 79,872	\$ 83,866	1.00	100%	1.00	\$ 83,866	\$ 155,941	\$ 83,866	\$ 239,806	
19	Program Supervisor - Platform	\$ 70,347	\$ 73,864	1.00	100%	1.00	\$ 73,864	\$ 77,557	1.00	100%	1.00	\$ 77,557	\$ 144,211	\$ 77,557	\$ 221,768	
20	Program Associate	\$ 36,159	\$ 60,890	1.00	59%	0.59	\$ 36,159	\$ 63,935	1.00	59%	0.59	\$ 37,967	\$ 72,318	\$ 37,967	\$ 110,284	
21	Senior Housing Acquisition Specialist	\$ 72,815	\$ 75,004	1.00	100%	1.00	\$ 75,004	\$ 78,754	1.00	100%	1.00	\$ 78,754	\$ 147,818	\$ 78,754	\$ 226,572	
22	Housing Acquisition Specialist #1	\$ 34,977	\$ 71,364	1.00	50%	0.50	\$ 35,682	\$ 74,932	1.00	50%	0.50	\$ 37,466	\$ 70,659	\$ 37,466	\$ 108,125	
23	Occupancy Specialist	\$ 15,337	\$ -	-			\$ -	\$ -	-			\$ -	\$ 15,337	\$ -	\$ 15,337	
24	Sr. Housing Coordinator - Platform/Private	\$ 66,918	\$ 62,400	1.00	100%	1.00	\$ 62,400	\$ 65,520	1.00	100%	1.00	\$ 65,520	\$ 129,318	\$ 65,520	\$ 194,838	
25	Housing Coordinator #1/Private	\$ 59,776	\$ 54,995	1.00	100%	1.00	\$ 54,995	\$ 57,745	1.00	100%	1.00	\$ 57,745	\$ 114,771	\$ 57,745	\$ 172,516	
26	Housing Coordinator #2/Private	\$ 57,745	\$ 54,995	1.00	100%	1.00	\$ 54,995	\$ 57,745	1.00	100%	1.00	\$ 57,745	\$ 112,740	\$ 57,745	\$ 170,485	
27	Housing Coordinator #4/Private	\$ 59,776	\$ 54,995	1.00	100%	1.00	\$ 54,995	\$ 57,745	1.00	100%	1.00	\$ 57,745	\$ 114,771	\$ 57,745	\$ 172,516	
28	Housing Coordinator #5/Private	\$ 57,745	\$ 57,745	1.00	100%	1.00	\$ 57,745	\$ 60,632	1.00	100%	1.00	\$ 60,632	\$ 115,490	\$ 60,632	\$ 176,122	
29	Housing Coordinator #6/Private	\$ 57,745	\$ 54,995	1.00	100%	1.00	\$ 54,995	\$ 57,745	1.00	100%	1.00	\$ 57,745	\$ 112,740	\$ 57,745	\$ 170,485	
30	Sr. Housing Coordinator - Platform/Expansion	\$ 64,035	\$ 66,590	1.00	100%	1.00	\$ 66,590	\$ 69,920	1.00	100%	1.00	\$ 69,920	\$ 130,625	\$ 69,920	\$ 200,544	
31	Housing Coordinator #1/Expansion	\$ 57,745	\$ 59,488	1.00	100%	1.00	\$ 59,488	\$ 62,462	1.00	100%	1.00	\$ 62,462	\$ 117,233	\$ 62,462	\$ 179,695	
32	Housing Coordinator #2/Expansion	\$ 57,745	\$ 60,632	1.00	100%	1.00	\$ 60,632	\$ 63,664	1.00	100%	1.00	\$ 63,664	\$ 118,377	\$ 63,664	\$ 182,041	
33	Housing Coordinator #3/Expansion	\$ 57,745	\$ 54,995	1.00	100%	1.00	\$ 54,995	\$ 57,745	1.00	100%	1.00	\$ 57,745	\$ 112,740	\$ 57,745	\$ 170,485	
34	Housing Coordinator #4/Expansion	\$ 58,902	\$ 68,906	1.00	100%	1.00	\$ 68,906	\$ 72,351	1.00	100%	1.00	\$ 72,351	\$ 127,808	\$ 72,351	\$ 200,159	
35	Housing Coordinator #5/Expansion	\$ 57,745	\$ 57,200	1.00	100%	1.00	\$ 57,200	\$ 60,060	1.00	100%	1.00	\$ 60,060	\$ 114,945	\$ 60,060	\$ 175,005	
36	Housing Coordinator #6/Expansion	\$ 57,745	\$ 57,745	1.00	100%	1.00	\$ 57,745	\$ 60,632	1.00	100%	1.00	\$ 60,632	\$ 115,490	\$ 60,632	\$ 176,122	
37	Associate Director - Operations (Contracts & Budget)	\$ 22,050	\$ 105,000	1.00	25%	0.25	\$ 26,250	\$ 110,250	1.00	25%	0.25	\$ 27,563	\$ 48,300	\$ 27,563	\$ 75,863	
38	Contracts Manager	\$ 45,633	\$ 86,100	1.00	58%	0.58	\$ 49,938	\$ 90,405	1.00	58%	0.58	\$ 52,435	\$ 95,571	\$ 52,435	\$ 148,006	
39	Contracts Specialist	\$ 51,794	\$ 77,331	1.00	60%	0.60	\$ 46,398	\$ 81,197	1.00	60%	0.60	\$ 48,718	\$ 98,193	\$ 48,718	\$ 146,911	
40	Associate Director - Finance	\$ 15,152	\$ 143,325	1.00	11%	0.11	\$ 15,910	\$ 150,491	1.00	11%	0.11	\$ 16,705	\$ 31,062	\$ 16,705	\$ 47,767	
41	Finance Operations Manager	\$ 57,745	\$ -	-			\$ -	\$ -	-			\$ -	\$ 57,745	\$ -	\$ 57,745	
42	Senior Accountant #1 (Account Receivables)	\$ 60,551	\$ 93,978	1.00	71%	0.71	\$ 66,724	\$ 98,677	1.00	71%	0.71	\$ 70,061	\$ 127,275	\$ 70,061	\$ 197,336	
43	Senior Accountant #2 (Account Payable)	\$ 36,343	\$ 94,324	1.00	46%	0.46	\$ 43,389	\$ 99,040	1.00	46%	0.46	\$ 45,558	\$ 79,732	\$ 45,558	\$ 125,290	
44	Senior Accountant #3	\$ 32,446	\$ 83,554	1.00	51%	0.51	\$ 42,612	\$ 87,731	1.00	51%	0.51	\$ 44,743	\$ 75,058	\$ 44,743	\$ 119,801	
45	Data Analyst	\$ 31,430	\$ 78,957	1.00	41%	0.41	\$ 32,372	\$ 82,905	1.00	41%	0.41	\$ 33,991	\$ 63,802	\$ 33,991	\$ 97,793	
46	Data Analyst	\$ 8,432	\$ 78,900	1.00	32%	0.32	\$ 25,248	\$ 82,845	1.00	32%	0.32	\$ 26,510	\$ 33,680	\$ 26,510	\$ 60,190	
47	Policy Analyst	\$ 75,600	\$ 75,600	1.00	100%	1.00	\$ 75,600	\$ 79,380	1.00	100%	1.00	\$ 79,380	\$ 151,200	\$ 79,380	\$ 230,580	
48	Quality Assurance Manager	\$ 48,966	\$ 97,900	1.00	50%	0.50	\$ 48,950	\$ 102,795	1.00	50%	0.50	\$ 51,398	\$ 97,916	\$ 51,398	\$ 149,314	
49	Operations Specialist	\$ 55,000	\$ 65,000	1.00	100%	1.00	\$ 65,000	\$ 68,250	1.00	100%	1.00	\$ 68,250	\$ 120,000	\$ 68,250	\$ 188,250	
50	Housing Acquisition Specialist #2	\$ -	\$ 70,412	1.00	100%	1.00	\$ 70,412	\$ 73,933	1.00	100%	1.00	\$ 73,933	\$ 70,412	\$ 73,933	\$ 144,345	
51	Program Development Manager	\$ -	\$ 101,824	1.00	11%	0.11	\$ 11,455	\$ 106,915	1.00	11%	0.11	\$ 12,028	\$ 11,455	\$ 12,028	\$ 23,483	
52	Accounting Manager of AP/AR	\$ -	\$ 110,000	1.00	50%	0.50	\$ 55,000	\$ 115,500	1.00	50%	0.50	\$ 57,750	\$ 55,000	\$ 57,750	\$ 112,750	
53	Program Supervisor - Platform	\$ -	\$ 70,000	1.00	25%	0.25	\$ 17,500	\$ 73,500	1.00	25%	0.25	\$ 18,375	\$ 17,500	\$ 18,375	\$ 35,875	
54	Housing Coordinator #7	\$ -	\$ 55,000	1.00	25%	0.25	\$ 13,750	\$ 57,750	1.00	25%	0.25	\$ 14,438	\$ 13,750	\$ 14,438	\$ 28,188	
55	Housing Acquisition Specialist #3	\$ -	\$ 69,222	1.00	63%	0.63	\$ 43,610	\$ 72,684	1.00	63%	0.63	\$ 45,791	\$ 43,610	\$ 45,791	\$ 89,401	

	A	AA	AD	AE	AF	AG	AH	AK	AL	AM	AN	AQ	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	SALARY & BENEFIT DETAIL														
3	Document Date	7/1/2025													
4	Provider Name	Brilliant Corners													
5	Program	Flexible Housing Subsidy Pool													
6	FSP Contract ID#	1000021034													
56							\$ -					\$ -	\$ -	\$ -	\$ -
57		\$ 1,893,686					TOTAL SALARIES \$ 2,028,676.62					TOTAL SALARIES \$ 2,130,110	\$ 3,922,362	\$ 2,130,110	\$ 6,052,473
58							TOTAL FTE 28.37					TOTAL FTE 28.37			
59		33.00%					FRINGE BENEFIT RATE 33.00%					FRINGE BENEFIT RATE 33.00%			
60		\$ 624,916					EMPLOYEE FRINGE BENEFITS \$ 669,463					EMPLOYEE FRINGE BENEFITS \$ 702,936	\$ 1,294,380	\$ 702,936	\$ 1,997,316
61		\$ 2,518,602					TOTAL SALARIES & BENEFITS \$ 2,698,140					TOTAL SALARIES & BENEFITS \$ 2,833,047	\$ 5,216,742	\$ 2,833,047	\$ 8,049,789

	A	B	E	H	K	N	Q	R	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	OPERATING DETAIL											
3	Document Date	7/1/2025										
4	Provider Name	Brilliant Corners										
5	Program	Flexible Housing Subsidy Pool										
6	FSP Contract ID#	1000021034										
7	Budget Name	Prop C - FHSP										
8		EXTENSION YEAR										
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			All Years		
10		2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026	2/15/2021 - 6/30/2026
11		Current	Current	Current	Current	Current	Current	Amendment	New	Current	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property				\$ 43,667	\$55,983.64		\$ 64,381	\$ 64,381	\$ 99,651	\$ 64,381	\$ 164,032
14	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$ 17,031	\$21,740.53		\$ 25,002	\$ 25,002	\$ 38,772	\$ 25,002	\$ 63,774
15	Office Supplies, Postage				\$ 5,165	\$6,593.44		\$ 7,582	\$ 7,582	\$ 11,759	\$ 7,582	\$ 19,341
16	Printing and Reproduction				\$ 2,792	\$3,564.03		\$ 4,099	\$ 4,099	\$ 6,356	\$ 4,099	\$ 10,455
17	Insurance				\$ 18,567	\$23,700.74		\$ 27,256	\$ 27,256	\$ 42,268	\$ 27,256	\$ 69,524
18	Staff Training				\$ 26,996	\$34,460.69		\$ 39,630	\$ 39,630	\$ 61,457	\$ 39,630	\$ 101,087
19	Staff Travel-Local & Out of Town)				\$ 58,409	\$74,062.95		\$ 85,172	\$ 85,172	\$ 132,472	\$ 85,172	\$ 217,644
20	Dues and Membership				\$ 1,675	\$2,138.42		\$ 2,459	\$ 2,459	\$ 3,814	\$ 2,459	\$ 6,273
21	Fees & Permits				\$ 140	\$178.20		\$ 205	\$ 205	\$ 318	\$ 205	\$ 523
22	Hiring & Recruiting				\$ 698	\$891.01		\$ 1,025	\$ 1,025	\$ 1,589	\$ 1,025	\$ 2,614
23	Software				\$ 95,849	\$122,351.15		\$ 140,704	\$ 140,704	\$ 218,200	\$ 140,704	\$ 358,904
24	Legal				\$ 2,500	\$3,191.25		\$ 3,670	\$ 3,670	\$ 5,691	\$ 3,670	\$ 9,361
25								\$ -	\$ -	\$ -	\$ -	\$ -
26								\$ -	\$ -	\$ -	\$ -	\$ -
27								\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants							\$ -	\$ -	\$ -	\$ -	\$ -
43	Jones Psychological Services				\$ 1,229	\$1,500.00		\$ 5,000	\$ 5,000	\$ 2,729	\$ 5,000	\$ 7,729
44	COMPLIANCeline, LLC				\$ 264			\$ -	\$ -	\$ 264	\$ -	\$ 264
45	Solar Art				\$ 3,296			\$ -	\$ -	\$ 3,296	\$ -	\$ 3,296
46	Yerba Buena Builders, Inc.				\$ 132			\$ -	\$ -	\$ 132	\$ -	\$ 132
47	Tasker by TaskRabbit				\$ 245			\$ -	\$ -	\$ 245	\$ -	\$ 245
48								\$ -	\$ -	\$ -	\$ -	\$ -
49								\$ -	\$ -	\$ -	\$ -	\$ -
50								\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)							\$ -	\$ -	\$ -	\$ -	\$ -
55								\$ -	\$ -	\$ -	\$ -	\$ -
56								\$ -	\$ -	\$ -	\$ -	\$ -
66								\$ -	\$ -	\$ -	\$ -	\$ -
67								\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ 278,655	\$350,356		\$ 406,184	\$ 406,184	\$629,011.45	\$406,184.44	\$1,035,195.89
69												
70	Other Expenses (not subject to indirect cost %)											
71	Rental Subsidies				\$ 10,138,304	\$11,844,393.00		\$ 13,671,374	\$ 13,671,374	\$ 21,982,697	\$ 13,671,374	\$ 35,654,072
72	Security Deposit				\$ 516,000	\$567,600.00		\$ 36,000	\$ 36,000	\$ 1,083,600	\$ 36,000	\$ 1,119,600
73	Application Fee				\$ 8,600	\$9,460.00		\$ 750	\$ 750	\$ 18,060	\$ 750	\$ 18,810
74	Furniture				\$ 459,720	\$505,692.00		\$ 48,000	\$ 48,000	\$ 965,412	\$ 48,000	\$ 1,013,412
75	Unit Hold/Landlord Incentive				\$ 593,000	\$652,300.00		\$ 36,000	\$ 36,000	\$ 1,245,300	\$ 36,000	\$ 1,281,300
76	Damage Mitigation				\$ 12,000	\$13,200.00		\$ 15,000	\$ 15,000	\$ 25,200	\$ 15,000	\$ 40,200
77	Client Misc.				\$ 12,000	\$13,200.00		\$ 15,000	\$ 15,000	\$ 25,200	\$ 15,000	\$ 40,200
78	Relocations				\$ 134,928	\$148,420.80		\$ 150,796	\$ 150,796	\$ 283,349	\$ 150,796	\$ 434,144
79	Adjustment to Actuals				\$ (4,781,507)	\$ -		\$ -	\$ -	\$ (4,781,507)	\$ -	\$ (4,781,507)
80								\$ -	\$ -	\$ -	\$ -	\$ -
81								\$ -	\$ -	\$ -	\$ -	\$ -
83								\$ -	\$ -	\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ 7,093,045	\$ 13,754,266	\$ -	\$ 13,972,920	\$ 13,972,920	\$ 20,847,311	\$ 13,972,920	\$ 34,820,231

BUDGET NARRATIVE

Fiscal Year

Salaries & Benefits	FY25-26		Justification	Calculation	Employee Name
	Adjusted Budgeted FTE	Budgeted Salary			
Sr. Director of Program Initiative		\$ -		FTE * Annual salary*%allocated per program	N/A
Northern California Housing Services Director	0.37	\$ 55,414	Leader for Northern California Housing Services programs. Collaborates with Chief Program Officer and Senior Director of Program Initiatives. The Director works closely with key funders to successfully design, implement, and scale supportive housing. The Director manages the Tenancy Support Services and Housing Acquisition teams which includes supervisors, tenancy support roles, and housing acquisition specialists. The Director must ensure regular program performance and financial reporting.	FTE * Annual salary*%allocated per program	MALVOUX, JENNIFER R
Northern California Housing Services Associate Director	0.20	\$ 24,921	"Second in command" for all of Norcal Housing Services programs. The Associate Director provides significant support to the Director and collaborates closely with service provider partner agencies to implement a consistent Housing Platform across diverse sub-programs. The Associate Director manages tenancy support teams which include managers, supervisors, and housing coordinators. The Associate Director supports the creation of regular program performance and financial reporting	FTE * Annual salary*%allocated per program	KLINGELBERG, TRAVIS W
Northern California Housing Services Associate Director	0.44	\$ 48,510	"Second in command" for all of Norcal Housing Services programs. The Associate Director provides significant support to the Director and collaborates closely with service provider partner agencies to implement a consistent Housing Platform across diverse sub-programs. The Associate Director manages tenancy support teams which include managers, supervisors, and housing coordinators. The Associate Director supports the creation of regular program performance and financial reporting	FTE * Annual salary*%allocated per program	LOVITT, CASEY
Program Manager - SF Housing Platform	0.59	\$ 53,000	With guidance and support from the Northern California Housing Services Director and Associate Director, the SF Housing Platform Program Manager is responsible for the day-to-day operations of a portfolio of housing initiatives aimed at ending homelessness for San Franciscans. The manager will oversee programs that serve multiple populations with a range of strategies including rapid rehousing and permanent subsidies. The Housing Platform will support programs funded by the Department of Homelessness and Supportive Housing (HSH), and will partner with local service providers to provide a value add to the whole system. The manager will supervise a team of housing coordinators and be responsible for all program design, evaluation, reporting and invoicing activities	FTE * Annual salary*%allocated per program	CEPEC, KATIE
Housing Acquisitions Manager	0.48	\$ 41,065	The Housing Acquisitions Manager supervises a team of Housing Acquisition Specialists and Occupancy Specialists who perform outreach to property owners to acquire rental properties that can be quickly matched to program participants. The manager is responsible for overall operations of the team including implementation of program policies, service coordination, evaluation, quality assurance, reporting, and invoicing	FTE * Annual salary*%allocated per program	GORDON, JAMES
Program Supervisor - Platform	1.00	\$ 83,866	Assist in the management and supervision of program staff. Manage and complete assigned work plan objectives and projects on a timely basis. Oversee several interconnected projects, all aligned to a greater company program, goal, or objective. Oversees progress of each project.	FTE * Annual salary*%allocated per program	VACANT
Program Supervisor - Platform	1.00	\$ 77,557	Assist in the management and supervision of program staff. Manage and complete assigned work plan objectives and projects on a timely basis. Oversee several interconnected projects, all aligned to a greater company program, goal, or objective. Oversees progress of each project.	FTE * Annual salary*%allocated per program	GRESH, GINO STEPHEN
Program Associate	0.59	\$ 37,967	The Program Associate provides critical support to the Housing Services team through administrative back-office functions, keeping up-to-date records, preparing check requests, updating financial ledgers, supporting in the development of reports, and aiding in marketing efforts. Uses company-designed project management tools to ensure timely, cost-effective, and well-organized project coordination. The purpose of this position is to perform administrative back-office functions of moderate complexity and difficulty in accordance with the office procedure of this department. May include a combination of answering telephones, bookkeeping, typing or word processing, and filing; attending housing acquisition related events including team meetings, workshops and site meetings as required	FTE * Annual salary*%allocated per program	MULLIN, FLANNERY
Senior Housing Acquisition Specialist	1.00	\$ 78,754	Specializes in acquiring market-rate rental units by providing innovative vacancy solutions for area landlords.	FTE * Annual salary*%allocated per program	BAUTISTA-CORRO, JULIA
Housing Acquisition Specialist #1	0.50	\$ 37,466	Specializes in acquiring market-rate rental units by providing innovative vacancy solutions for area landlords.	FTE * Annual salary*%allocated per program	THOMAS, BRIAN
Sr. Housing Coordinator - Platform/Private	1.00	\$ 65,520	Supports program participants with ongoing housing retention and housing needs. At the Sr. level supports in onboarding new staff and assisting the Program Supervisor directly.	FTE * Annual salary*%allocated per program	MYERS, MORGAN AMANDA
Housing Coordinator #1/Private	1.00	\$ 57,745	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	CATO, RONNESHIA
Housing Coordinator #2/Private	1.00	\$ 57,745	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	DAGGS, JAMES
Housing Coordinator #4/Private	1.00	\$ 57,745	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	DELGADO, JOE

Housing Coordinator #5/Private	1.00	\$	60,632	Supports program participants with ongoing housing retention and housing needs. At the Sr. level supports in onboarding new staff and assisting the Program Supervisor directly.	FTE * Annual salary*%allocated per program	MAYA, FLOR DE MARIA
Housing Coordinator #6/Private	1.00	\$	57,745	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	GARLINGTON, JUNO
Sr. Housing Coordinator - Platform/Expansion	1.00	\$	69,920	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	ORELLANA, DIEGO ALONSO
Housing Coordinator #1/Expansion	1.00	\$	62,462	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	ALMAZAN, ANGELIN AGUSTIN
Housing Coordinator #2/Expansion	1.00	\$	63,664	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	HALL, WHITNEY TAYLOR
Housing Coordinator #3/Expansion	1.00	\$	57,745	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	VANG, ANDREW
Housing Coordinator #4/Expansion	1.00	\$	72,351	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	SCHOOLEY, DEBORAH DENISHA
Housing Coordinator #5/Expansion	1.00	\$	60,060	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	GONZALEZ CORBETT, DIEGO
Housing Coordinator #6/Expansion	1.00	\$	60,632	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	ELSHERIF, SAMIRA
Associate Director - Operations (Contracts & Budget)	0.25	\$	27,563	Manages grant administration of all HSH agreements. Supports program leadership in co-development budgets, monitoring compliance, and ensuring monthly invoice submission.	FTE * Annual salary*%allocated per program	VACANT
Contracts Manager	0.58	\$	52,435	Contract management is the management of contracts made with funders and includes negotiating the terms and conditions in contracts and ensuring compliance with the terms and conditions	FTE * Annual salary*%allocated per program	MARTIN, TEHRALEIGH
Contracts Specialist	0.60	\$	48,718	Responsible for preparing and submission of invoices alongside monitoring spending and internal process improvements for the Contracts Team.	FTE * Annual salary*%allocated per program	PALMER, LAUREN
Associate Director - Finance	0.11	\$	16,705	Creating and maintaining budgets for their departments. Use their knowledge of finance to create budgets that align with the organization's goals. Review financial statements and reports to monitor business performance and detect potential problems	FTE * Annual salary*%allocated per program	DANTES, CRISTY
Senior Accountant #1 (Account Receivables)	0.71	\$	70,061	Primary responsibilities require the ongoing monitoring of corporate fund statements for erroneous issues and resolution of accounting problems/errors, preparation of timely invoices for disbursement of grant/contract funds; support budget production for corporate and grants & contracts; and functioning as liaison internally as well as externally for all corporate cost centers	FTE * Annual salary*%allocated per program	LIU, NINI
Senior Accountant #2 (Account Payable)	0.46	\$	45,558	Primary responsibilities require the ongoing monitoring of corporate fund statements for erroneous issues and resolution of accounting problems/errors, preparation of timely invoices for disbursement of grant/contract funds; support budget production for corporate and grants & contracts; and functioning as liaison internally as well as externally for all corporate cost centers	FTE * Annual salary*%allocated per program	WONG, ALLAN

Senior Accountant #3	0.51	\$ 44,743	Primary responsibilities require the ongoing monitoring of corporate fund statements for erroneous issues and resolution of accounting problems/errors, preparation of timely invoices for disbursement of grant/contract funds; support budget production for corporate and grants & contracts; and functioning as liaison internally as well as externally for all corporate cost centers	FTE * Annual salary*%allocated per program	LASERNA, ANALIE B
Data Analyst	0.41	\$ 33,991	Ensures hardware and software needs are met throughout the agency, ensures data needs from funders can be fulfilled, works with Housing Services leadership on resource allocations, and ensures integrity of internal C.M.S. (Salesforce).	FTE * Annual salary*%allocated per program	GORDON, ROSCO
Data Analyst	0.32	\$ 26,510	Ensures hardware and software needs are met throughout the agency, ensures data needs from funders can be fulfilled, works with Housing Services leadership on resource allocations, and ensures integrity of internal C.M.S. (Salesforce).	FTE * Annual salary*%allocated per program	YEGHIAZARIAN, NICOLE E
Policy Analyst	1.00	\$ 79,380	Review and evaluate legislation and policies. Determine the benefits and drawbacks of existing policies. Propose suggestions to improve the effects of policies. Identify legal flaws in policies and recommend amendments	FTE * Annual salary*%allocated per program	PULIZZANO, DANIELLE LEILANI
Quality Assurance Manager	0.50	\$ 51,398	The Quality Assurance Manager ensures program compliance and effectiveness through regular audits, data analysis, and performance monitoring. They collaborate with staff to implement best practices, enhance service delivery, and support continuous improvement within our Housing Services Program	FTE * Annual salary*%allocated per program	VACANT
Operations Specialist	1.00	\$ 68,250	Oversee the program opts. Also develop and implement operational procedures and systems and manage budgets and financial reports per program.	FTE * Annual salary*%allocated per program	VACANT
Housing Acquisition Specialist #2	1.00	\$ 73,933	Specializes in acquiring market-rate rental units by providing innovative vacancy solutions for area landlords.	FTE * Annual salary*%allocated per program	WILSON BENEFIELD, CARLA VALERIS
Program Development Manager	0.11	\$ 12,028	The Program Development Manager is tasked with integrating quality assurance and program policy efforts with staff development initiatives (continuous training, onboarding support, etc.) for SF programs. The Program Development Manager has a clinical background and ensures that these efforts are client-centered, trauma-informed, and aligned with best practices.	FTE * Annual salary*%allocated per program	OSNAS-PAGUIO, LAURA MARIE
Accounting Manager of AP/AR	0.50	\$ 57,750	oversees the accounts payable and accounts receivable teams, ensuring accurate and efficient management of both accounting cycles. This role is critical for maintaining financial integrity and timely reporting across all programs, including serving as the primary accounting liaison for the Flexible Housing Subsidy Pool. The Accounting Manager ensures that funds allocated are properly tracked, disbursed, and reconciled in compliance with program requirements, supporting the organization's ability to meet housing program goals and sustain financial accountability.	FTE * Annual salary*%allocated per program	NAKAPIN, CANDICE
Program Supervisor - Platform	0.25	\$ 18,375	Assist in the management and supervision of program staff. Manage and complete assigned work plan objectives and projects on a timely basis. Oversee several interconnected projects, all aligned to a greater company program, goal, or objective. Oversees progress of each project.	FTE * Annual salary*%allocated per program	VACANT
Housing Coordinator #7	0.25	\$ 14,438	The Housing Coordinator will provide housing locator and retention services to people who are transitioning or diverted from homelessness or institutions. The Housing Coordinator will work directly with tenants, case management staff, service providers and landlords/property managers to ensure that tenants successfully retain their housing over time. The Housing Coordinator will ensure tenant wellbeing and unit habitability by conducting weekly, monthly, and quarterly home visits. The Housing Coordinator will work creatively to prevent eviction and solve other housing-related issues	FTE * Annual salary*%allocated per program	VACANT
Housing Acquisition Specialist #3	0.63	\$ 45,791	Specializes in acquiring market-rate rental units by providing innovative vacancy solutions for area landlords.	FTE * Annual salary*%allocated per program	CLOUGH, JEFFREY
		\$ -			
TOTAL	28.37	\$ 2,130,110			
Employee Fringe Benefits		\$ 702,936	Includes FICA, SSUI, Workers Compensation and Medical calculated at 33% of total salaries.		
Salaries & Benefits Total		\$ 2,833,047			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ 64,381	Allocated annual rental cost and lease expenses for our office building in San Francisco. Inclusive of Security costs of leased building space.	Annual per FTE 28.37*2269.49
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 25,002	Anticipated costs principally for phone service through T-Mobile and other utility costs for S.F. office.	Annual per FTE 28.37*881.33
Office Supplies, Postage	\$ 7,582	Anticipated office supply includes desk supplies, paper products, filing supplies, and stationery/mailing for staff.	Annual per FTE 28.37*267.29
Printing and Reproduction	\$ 4,099	Anticipated printing needs include outreach flyers, copies of welcome packets, client copy needs, agency communication, and similar literature produced by B.C.	Annual per FTE 28.37*144.48
Insurance	\$ 27,256	Insurance costs include but are not limited to General Liability, Auto, Workers Compensation, and Technology and Errors coverage.	Annual per FTE 28.37*960.79
Staff Training	\$ 39,630	Training expenses help cover both internal and externally led training offerings on varied topics and include, but are not limited to stress management, trauma informed care, diverse forms of management.	Annual per FTE 28.37*1396.98
Staff Travel-(Local & Out of Town)	\$ 85,172	Staff travel primarily covers mileage reimbursement and rideshare expenses for staff to support clients and engage with property management and building owners.	Annual per FTE 28.37*3002.40
Dues and Membership	\$ 2,459	Anticipated costs for dues for several housing services & homelessness association B.C. is a member of.	Annual per FTE 28.37*86.69
Fees & Permits	\$ 205	Anticipated costs for dues for several housing services & homelessness association B.C. is a member of.	Annual per FTE 28.37*7.22
Hiring & Recruiting	\$ 1,025	Anticipated costs for various county and state level fees for maintaining active, compliant non-profit status.	Annual per FTE 28.37*36.12
Software	\$ 140,704	Cost for various software expenses which include Salesforce, Paycom, Workable, & Intaact, Okta.	Annual per FTE 28.37*4959.93
Legal	\$ 3,670	Legal Fees	FLAT
	\$ -		
	\$ -		
	\$ -		
Consultants	\$ -		

Jones Psychological Services	\$	5,000	Contractual service provided to BC employees who face client fatigue, anxiety, depression etc. Jones take a proactive approach to emotional healing by drawing on individual strengths and guiding individuals to become collaborators	FLAT
Subcontractors (First \$25k Only)	\$	-		
	\$	-		
	\$	-		
	\$	-		
TOTAL OPERATING EXPENSES	\$	406,184		
Indirect Cost	15.0%	\$ 485,885		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Rental Subsidies	\$ 13,671,374	Assuming 500 clients @2,200 avg rent monthly for 12 months \$13,200,00(Utilities 78.50 avg for 500 clients for 12 months (\$471000	$(500*2200*12)+(500*78.50*12)=13671374$
Security Deposit	\$ 36,000	assuming 15 backfills at 1 client per month FMR 2400	$15*2400=36,000$
Application Fee	\$ 750	assuming 15 backfills at 1 client per month 50 per client	$15*50=750$
Furniture	\$ 48,000	assuming 15 backfills at 1 client per month @3200	$15*3200=48,000$
Unit Hold/Landlord Incentive	\$ 36,000	two months per hold based on trending @2400*15 (possible landlord Incentives	$15*2400=36,000$
Damage Mitigation	\$ 15,000	This fixed amount is intended to cover repair costs to units that have been damaged (e.g., walls, hallways, ceilings) during participant's tenancy.	11% of 13,671,374 (subs) to support possible mitigation
Client Misc.	\$ 15,000	Fixed amount is intended to support clients with one-time misc. expenses and their utilities.	11% of 13,671,374 (subs) to support Client Misc
Relocations	\$ 150,796	This fixed amount is intended to cover relocation costs with client move-in out.	1.103% of 13,671,374 (subs) to support Relocations
Adjustment to Actuals	\$ -		
	\$ -		
	\$ -		
Above NTE - Withheld pending NTE	\$ -		
TOTAL OTHER EXPENSES	\$	13,972,920	

	A	B	C	D	E	H	K	N	Q	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2025								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	2/15/2021	6/30/2025	5						
6	Amended Term	2/15/2021	6/30/2026	6						
7	Provider Name	Brilliant Corners								
8	Program	Flexible Housing Subsidy Pool								
9	FSP Contract ID#	1000021034								
10	Action (select)	Amendment								
11	Effective Date	7/1/2025								
12	Budget Name	Prop C - Flex Pool								
13		Current	New							
14	Term Budget	\$ 5,037,841	\$ 5,037,841	0%						
15	Contingency	\$ 86,753	\$ 1,769,804							
16	Not-To-Exceed	\$ 40,161,603	\$ 59,542,690							
17										
18					Year 1	Year 2	Year 3	Year 4	Year 5	All Years
19					2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	2/15/2021 - 6/30/2025
20					Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals
21	Expenditures									
22	Salaries & Benefits	\$ -	\$ 376,220	\$ 1,422,201	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,798,421
23	Operating Expense	\$ -	\$ 75,547	\$ 218,155	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 293,702
24	Subtotal	\$ -	\$ 451,767	\$ 1,640,356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,092,123
25	Indirect Percentage		15.00%	15.00%					0.00%	
26	Indirect Cost (Line 24 X Line 25)	\$ -	\$ 67,765	\$ 246,053	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 313,819
27	Other Expenses (Not subject to indirect %)	\$ -	\$ 1,002,038	\$ 1,629,860	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,631,899
30	Total Expenditures	\$ -	\$ 1,521,571	\$ 3,516,270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,037,841
31										
32	HSH Revenues (select)									
33	Prop C		\$ 2,608,532	\$ 5,951,098						\$ 8,559,630
36	Adjustment to Actuals		\$ (1,086,962)	\$ (2,434,828)						\$ (3,521,790)
42	Total HSH Revenues	\$ -	\$ 1,521,571	\$ 3,516,270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,037,841
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54										
55	Prepared by	Tehraleigh Martin								
56	Phone	415-579-7637								
57	Email	tmartin@brilliantcorners.org								

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2025								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	2/15/2021	6/30/2025	5						
6	Amended Term	2/15/2021	6/30/2026	6						
7	Provider Name	Brilliant Corners								
8	Program	Flexible Housing Subsidy Pool								
9	FSP Contract ID#	1000021034								
10	Action (select)	Amendment								
11	Effective Date	7/1/2025								
12	Budget Name	Prop C - HL-RA								
13		Current	New							
14	Term Budget	\$ 6,920,804	\$ 6,920,804	0%						
15	Contingency	\$ 86,753	\$ 1,769,804							
16	Not-To-Exceed	\$ 40,161,603	\$ 59,542,690							
17										
18					Year 1	Year 2	Year 3	Year 4	Year 5	All Years
19					2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	2/15/2021 - 6/30/2025
20					Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals
21	Expenditures									
22	Salaries & Benefits	\$ -	\$ 1,195,155	\$ 1,326,203	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,521,358
23	Operating Expense	\$ 1,980	\$ 306,763	\$ 165,685	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 474,428
24	Subtotal	\$ 1,980	\$ 1,501,918	\$ 1,491,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,995,786
25	Indirect Percentage	15.00%	15.00%	15.00%					0.00%	
26	Indirect Cost (Line 24 X Line 25)	\$ 297	\$ 225,288	\$ 223,783	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 449,368
27	Other Expenses (Not subject to indirect %)	\$ -	\$ 929,485	\$ 2,546,165	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,475,650
30	Total Expenditures	\$ 2,277	\$ 2,656,690	\$ 4,261,836	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,920,804
31										
32	HSH Revenues (select)									
33	Prop C	\$ 1,129,342	\$ 3,813,344	\$ 8,955,084						\$ 13,897,770
36	Adjustment to Actuals	\$ (1,127,065)	\$ (1,156,653)	\$ (4,693,248)						\$ (6,976,966)
42	Total HSH Revenues	\$ 2,277	\$ 2,656,690	\$ 4,261,836	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,920,804
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54										
55	Prepared by	Tehrleigh Martin								
56	Phone	415-579-7637								
57	Email	tmartin@brilliantcorners.org								

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4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	2/15/2021	6/30/2025	5						
6	Amended Term	2/15/2021	6/30/2026	6						
7	Provider Name	Brilliant Corners								
8	Program	Flexible Housing Subsidy Pool								
9	FSP Contract ID#	1000021034								
10	Action (select)	Amendment								
11	Effective Date	7/1/2025								
12	Budget Name	Prop C - One-Time Carry Forward								
13		Current	New							
14	Term Budget	\$ 546,278	\$ 546,278	0%						
15	Contingency	\$ 86,753	\$ 1,769,804							
16	Not-To-Exceed	\$ 40,161,603	\$ 59,542,690							
17										
18					Year 1	Year 2	Year 3	Year 4	Year 5	All Years
19					2/15/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	2/15/2021 - 6/30/2025
20					Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals
21	Expenditures									
27	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ 546,278	\$ -	\$ -	\$ 546,278	\$ -	\$ -	\$ 546,278
30	Total Expenditures	\$ -	\$ -	\$ 546,278	\$ -	\$ -	\$ 546,278	\$ -	\$ -	\$ 546,278
31										
32	HSH Revenues (select)									
35	Prop C - One-Time Carry Forward			\$ 546,278						\$ 546,278
42	Total HSH Revenues	\$ -	\$ -	\$ 546,278	\$ -	\$ -	\$ 546,278	\$ -	\$ -	\$ 546,278
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54										
55	Prepared by	Tehrleigh Martin								
56	Phone	415-579-7637								
57	Email	tmartin@brilliantcorners.org								