

1 [Contract Amendment - Five Keys Schools and Programs - 685 Ellis Semi-Congregate Shelter  
2 - Not to Exceed \$27,296,994]

3 **Resolution approving the first amendment to the contract between Five Keys Schools**  
4 **and Programs and the Department of Homelessness and Supportive Housing (“HSH”)**  
5 **for supportive services and property management at the 685 Ellis semi-congregate**  
6 **shelter; extending the contract term by 31 months from November 30, 2023, for a total**  
7 **term of December 15, 2022, through June 30, 2026; increasing the contract amount by**  
8 **\$19,365,652 for a total amount not to exceed \$27,296,994; and authorizing HSH to enter**  
9 **into any additions, amendments, or other modifications to the contract that do not**  
10 **materially increase the obligations or liabilities, or materially decrease the benefits to**  
11 **the City and are necessary to effectuate the purposes of the contract or this**  
12 **Resolution.**

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14 WHEREAS, The mission of the Department of Homelessness and Supportive Housing  
15 (“HSH”) is to prevent homelessness when possible and make homelessness rare, brief, and  
16 one-time in the City and County of San Francisco (“the City”) through the provision of  
17 coordinated, compassionate, and high-quality services; and

18 WHEREAS, With the enactment of Resolution No. 319-18 in October 2018, the Board  
19 of Supervisors and Mayor London N. Breed declared a shelter crisis and affirmed San  
20 Francisco’s commitment to a continuum of shelter and service options for people experiencing  
21 homelessness; and

22 WHEREAS, As of the 2022 Point-in-Time Count, there were approximately 7,750  
23 people experiencing homelessness in San Francisco on any given night, 56% of whom were  
24 unsheltered; and

1 WHEREAS, The City is committed to expanding and diversifying shelter services for  
2 people living unsheltered in our community; and

3 WHEREAS, During San Francisco's initial response to COVID-19, the City operated  
4 the Shelter-in-Place Hotel ("SIP Hotel") Program that provided 2,288 rooms across 25 sites at  
5 its highest capacity for people vulnerable to COVID-19; and

6 WHEREAS, The 74-room building at 681-687 Ellis Street ("Site") operated as a SIP  
7 Hotel with the nonprofit Five Keys Schools and Programs ("Five Keys") as the service  
8 provider; and

9 WHEREAS, In May 2022 the Board of Supervisors authorized HSH to acquire the Site  
10 for eventual use as permanent supportive housing through Resolution No. 184-22, a copy of  
11 which is on file with the Clerk of the Board of Supervisors ("Clerk") in File No. 220345; and

12 WHEREAS, In December 2022 when the SIP Hotel Program ended, HSH transitioned  
13 the Site from a SIP Hotel to a semi-congregate shelter serving up to 134 guests under HSH's  
14 shelter portfolio; and

15 WHEREAS, HSH plans to continue to operate this site as semi-congregate shelter until  
16 the conversion to permanent supportive housing begins; and

17 WHEREAS, On August 15, 2022, the Civil Service Commission approved property  
18 management and operations services to be provided at HSH-acquired properties, including  
19 the Site, under PSC #43675-22/23, a copy of which is on file with the Clerk in File No.  
20 221084; and

21 WHEREAS, Five Keys has extensive experience operating shelter programs; and

22 WHEREAS, HSH entered into a contract agreement ("Agreement") in 2022 for the term  
23 December 15, 2022, through November 30, 2023, in an amount not to exceed \$7,931,342  
24 with Five Keys to provide supportive services and property management in the semi-  
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1     congregate shelter for adults experiencing homelessness at the Site, a copy of which is on file  
2     with the Clerk in File No. 231026; and

3             WHEREAS, 221 clients were served at the Site between the Agreement start date in  
4     December 2022 and June 30, 2023; and

5             WHEREAS, The proposed first amendment ("Amendment") to the Agreement would  
6     extend the Agreement for Five Keys to continue to provide these services by 31 months for a  
7     total term of December 15, 2022 through June 30, 2026, and increase the not to exceed  
8     amount by \$19,365,652 for a total amount not to exceed \$27,296,994; and

9             WHEREAS, A copy of the Amendment is on file with the Clerk in File No. 231026,  
10    substantially in final form, with all material terms and conditions included, and only remains to  
11    be executed by the parties upon approval of this Resolution; and

12            WHEREAS, The Amendment requires Board of Supervisors approval under Section  
13    9.118 of the Charter; now, therefore, be it

14            RESOLVED, That the Board of Supervisors hereby authorizes the Executive Director  
15    of HSH ("Director") or their designee and the Director of the Office of Contract  
16    Administration/Purchaser or their designee to execute the Amendment to extend the current  
17    term of December 15, 2022, through November 30, 2023, to December 15, 2022, through  
18    June 30, 2026, and to increase the not to exceed amount by \$19,365,652 for a total amount  
19    not to exceed \$27,296,994; and, be it

20            FURTHER RESOLVED, That the Board of Supervisors authorizes the Director or their  
21    designee to enter into any amendments or modifications to the Amendment, prior to its final  
22    execution by all parties, that HSH determines, in consultation with the City Attorney, are in the  
23    best interest of the City, do not otherwise materially increase the obligations or liabilities of the  
24    City, are necessary or advisable to effectuate the purposes of the contract, and are in  
25    compliance with all applicable laws; and, be it

1           FURTHER RESOLVED, That within 30 days of the Amendment being executed by all  
2 parties, HSH shall submit to the Clerk a completely executed copy for inclusion in File No.  
3 231026; this requirement and obligation resides with HSH, and is for the purposes of having a  
4 complete file only, and in no manner affects the validity of the approved agreement.

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11 Recommended:

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15 Shireen McSpadden

16 Executive Director

17 Department of Homelessness and Supportive Housing  
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