

File No. 250232

Committee Item No. 13

Board Item No. 15

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date April 9 2025

Board of Supervisors Meeting Date April 15, 2025

Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Budget and Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form
<input type="checkbox"/>	<input type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input type="checkbox"/>	<input type="checkbox"/>	Grant Information Form
<input type="checkbox"/>	<input type="checkbox"/>	Grant Budget
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contract/Agreement
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Form 126 – Ethics Commission
<input type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

OTHER (Use back side if additional space is needed)

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Executed Grant Agreement 6/1/2021</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Amendment No. 1 7/1/2024</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>HSH Presentation 4/9/2025</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u></u>
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Completed by: Brent Jalipa Date April 3, 2025

Completed by: Brent Jalipa Date April 10, 2025

1 [Grant Agreement Amendment - Five Keys Schools and Programs - Permanent Supportive
2 Housing - Artmar Hotel - Not to Exceed \$13,912,633]

3 **Resolution approving the second amendment to the grant agreement between Five**
4 **Keys Schools and Programs and the Department of Homelessness and Supportive**
5 **Housing (“HSH”), for the Artmar Hotel, a permanent supportive housing site for 60**
6 **transitional aged youth; extending the grant term by 24 months from June 30, 2025, for**
7 **a total term of June 1, 2021, through June 30, 2027; increasing the agreement amount**
8 **by \$4,857,296 for a total amount not to exceed \$13,912,633; and authorizing HSH to**
9 **enter into any amendments or other modifications to the amendment that do not**
10 **materially increase the obligations or liabilities, or materially decrease the benefits to**
11 **the City and are necessary or advisable to effectuate the purposes of the agreement.**

12
13 WHEREAS, The mission of the Department of Homelessness and Supportive Housing
14 (“HSH” or “Department”) is to prevent homelessness when possible and make homelessness
15 rare, brief, and one-time in the City and County of San Francisco (“the City”) through the
16 provision of coordinated, compassionate, and high-quality services; and

17 WHEREAS, Permanent supportive housing (“PSH”) is the most effective evidence-
18 based solution to chronic homelessness; and

19 WHEREAS, As of the 2024 Point-in-Time Count, there were approximately 1,137
20 young adults aged 18 to 24 experiencing homelessness in San Francisco on any given night,
21 68% of whom were unsheltered; and

22 WHEREAS, HSH awarded the agreement to Five Keys Schools and Programs (Five
23 Keys) through the Department’s streamlined contracting authority for homeless services under
24 Administrative Code, Chapter 21.B; and

1 WHEREAS, In June 2021, HSH and Five Keys entered into an Agreement for property
2 management and support services for 60 young adults formerly experiencing homelessness
3 at the Artmar Hotel ("Original Agreement"); and

4 WHEREAS, The Original Agreement has a term of June 1, 2021, through June 30,
5 2024, and a not to exceed amount of \$6,704,364; and

6 WHEREAS, The Original Agreement is on file with the Clerk of the Board of
7 Supervisors ("Clerk") in File No. 250232, which is hereby declared to be part of this Resolution
8 as if set forth fully herein; and

9 WHEREAS, In July 2024, HSH and Five Keys entered into a First Amendment to
10 continue these services ("First Amendment"); and

11 WHEREAS, The First Amendment extended the term by 12 months from June 30,
12 2024, for a new term of June 1, 2021, through June 30, 2025, and increased the not to
13 exceed amount by \$2,350,973 for a total amount not to exceed of \$9,055,337; and

14 WHEREAS, The First Amendment is on file with the Clerk in File No. 250232, which is
15 hereby declared to be part of this Resolution as if set forth fully herein; and

16 WHEREAS, HSH intends to enter into a Second Amendment to continue these
17 services by extending the term 24 months to June 30, 2027, and by increasing the maximum
18 expenditure by \$4,857,296 for a total not to exceed amount of \$13,912,633 (the
19 "Amendment"); and

20 WHEREAS, The Board of Supervisors approved using Proposition C (2018) (Gross
21 Receipts Tax for Homelessness Services) ("Prop C"), passed by San Francisco voters in
22 November 2018, to fund the Our City, Our Home ("OCOH") Fund, in order to expand and
23 complement existing funding and strategic efforts to prevent and end homelessness for San
24 Franciscans; and

25 WHEREAS, 100% of this Amendment is funded with Prop C dollars; and

1 WHEREAS, The Amendment requires Board of Supervisors approval under Section
2 9.118 of the Charter; now, therefore, be it

3 RESOLVED, The proposed Amendment contained in File No. 250232, is substantially
4 in final form, with all materials terms and conditions included, and only remains to be executed
5 by the parties upon approval of this Resolution; and, be it

6 FURTHER RESOLVED, That the Board of Supervisors authorizes HSH to make any
7 modifications to the Amendment, prior to its final execution by all parties, that HSH
8 determines, in consultation with the City Attorney, are consistent with this Resolution, in the
9 best interest of the City, do not materially increase the obligations or liabilities of the City, are
10 necessary or advisable to effectuate the purposes of the Amendment, and are in compliance
11 with all applicable laws, including City's Charter; and, be it

12 FURTHER RESOLVED, That within 30 days of the Amendment being fully executed by
13 all parties, HSH shall submit to the Clerk a completely executed copy for inclusion in File
14 No. 250232; this requirement and obligation resides with the Department, and is for purposes
15 of having a complete file only, and in no manner affects the validity of approved Amendment.
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1 Recommended:

2
3 /s/_____

4 Shireen McSpadden

5 Executive Director

6 Department of Homelessness and Supportive Housing

Item 13 File 25-0232	Department: Homelessness and Supportive Housing
EXECUTIVE SUMMARY	
<p style="text-align: center;">Legislative Objectives</p> <ul style="list-style-type: none"> The proposed resolution approves the second amendment to a grant agreement between the Department of Homelessness and Supportive Housing (HSH) and Five Keys, extending the grant term by two additional years, from June 2025 through June 30, 2027, and increasing the not-to-exceed amount by \$4,857,296, from \$9,055,337 to \$13,912,633. <p style="text-align: center;">Key Points</p> <ul style="list-style-type: none"> The Artmar Hotel at 433 Ellis Street serves formerly homeless transitional aged youth (18–27). Under this agreement, Five Keys is responsible for supportive services, property management, and stewardship of the master lease. As of March 2025, the building had one offline unit (undergoing cleaning or repair) and 56 of 57 available residential units occupied, with three rooms designated for janitorial/storage or staff break room. Five Keys was initially selected to open and operate the program in 2021 under Administrative Code Section 21B, which allows HSH to contract for homeless services without a competitive solicitation. HSH intends to conduct a competitive solicitation for these PSH services in FY 2025-26. Five Keys met all grant service and outcome goals in FY 2023–24, including a 90 percent rent collection rate and a 93 percent occupancy threshold. The most recent citywide nonprofit monitoring for Five Keys had no unresolved findings; no further monitoring was required in FY 2023–24. <p style="text-align: center;">Fiscal Impact</p> <ul style="list-style-type: none"> The resolution increases the not-to-exceed amount by \$4,857,296, from \$9,055,337 to \$13,912,633. For the proposed extended term, the agreement’s primary source of funding is the Homelessness Gross Receipts Tax (Proposition C), covering approximately 96 percent of expenses, and four percent comes from tenant rent contributions, which is adjusted according to changes in tenant income. <p style="text-align: center;">Recommendation</p> <ul style="list-style-type: none"> Approve the proposed resolution. 	

MANDATE STATEMENT

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

BACKGROUND**Homelessness in San Francisco**

During the 2024 Point-in-Time count, San Francisco identified 4,354 residents who were unsheltered, reflecting a 1 percent decrease from 2022 and a 16 percent decrease from 2019. According to HSH, the City has 11,616 total permanent supportive housing units, of which 9,159 units are site-based.

Agreement History

On June 1, 2021, HSH entered into a Grant Agreement with Five Keys Schools and Programs (Five Keys) to open and operate the Artmar Hotel, located at 433 Ellis Street. This site provides 60 Permanent Supportive Housing (PSH) units for formerly homeless Transitional Aged Youth aged 18 to 27. The original grant was for \$6,704,364 and had a term June 2021 – June 2024.

Five Keys was originally selected in 2021 under Administrative Code Section 21B, which permits execution or amendment of contracts addressing homelessness without a competitive procurement process. According to HSH, Five Keys was selected for provision of Artmar Hotel based on the organization's experience and ability to begin services in a timely manner.

The first amendment to the agreement extended services through FY 2024–25 and increased the not to exceed amount by \$2,350,973, for a total of \$9,055,337. The original agreement and first amendment did not require Board of Supervisors approval.

As of March 2025, the building had one offline unit (undergoing cleaning or repair) and 56 of 57 available residential units occupied, with three rooms designated for janitorial/storage or staff break room.

Multi-Year Procurement Plan

HSH is implementing a multi-year procurement plan to re-procure services across various sites, including the Artmar Hotel. The proposed extension aligns with the anticipated release of competitive solicitations for permanent supportive housing, projected for FY 2025–2026. According to HSH, extending this grant through June 2027 provides sufficient time to conduct a solicitation for PSH providers, negotiate agreements, and secure any necessary approvals (e.g., Commission, Board of Supervisors, Civil Service Commission).

All HSH agreements include a "Termination for Convenience" clause, enabling the Department to terminate agreements without cause if, for instance, Five Keys is not selected during re-

procurement. In that event, HSH would develop transition plans to ensure continuity of support for existing tenants.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution approves the second amendment to a grant agreement with Five Keys, extending the grant term by two additional years, from June 2025 through June 30, 2027—and increasing the not-to-exceed amount by \$4,857,296 , from \$9,055,337 to \$13,912,633.

Scope of Services

Under this agreement, Five Keys is responsible for three core functions at the Artmar Hotel:

1. Property Management involves daily oversight of building operations, such as tenant intake, unit orientation, rent collection, and essential maintenance tasks like cleaning, pest control, and timely repairs. Provides staffing for 24-hour front-desk coverage periodic wellness checks and building security and also manages leases with PSH tenants. Lease enforcement procedures include issuing written notices or warnings when needed, helping tenants with rent-payment arrangements, and working with supportive services staff to address any issues that could escalate toward eviction.
2. Supportive Services are offered on a voluntary basis to all tenants, at a 1:20 ratio, focusing on case management that creates individualized service plans and links tenants to community resources for healthcare, mental health services, and financial benefits. Crisis support is provided for tenants experiencing housing instability, with staff working closely with property management to mediate conflicts and safeguard against evictions. Finally, staff organize social events, weekly community meetings, and tenant gatherings, and they facilitate exit planning for those preparing to leave the building to ensure ongoing support and a seamless transition to other housing options.
3. Stewardship of the Master Lease centers on the broader contractual relationship with the property owner, including negotiating lease terms, handling any amendments or renewals, and coordinating large-scale repairs or capital improvements. The master lease for the Artmar Hotel is held by Five Keys, not the City, though this agreement funds those rental expenses. This function also requires informing the Department of Homelessness and Supportive Housing of major developments, such as building inspections or potential lease defaults, and ensuring that complete lease records are kept accurately and up to date.

Program Monitoring

HSH completed FY 2023-24 program monitoring for the Artmar Hotel in October 2024, including a site visit. Five Keys met all of the grant's service and outcome objectives as noted below. A breakdown of performance scores is detailed below in Exhibit 1.

Exhibit 1: FY 2023-24 Performance Monitoring Results for Five Keys at Artmar Hotel

Type	Metric	Time Frame	Goal (%)	Actual (%)
Service	Initial Assessment for Primary Healthcare	90 Days	100	100
Service	Initial Assessment for Mental Healthcare	90 Days	100	100
Service	Initial Assessment for Benefits	90 Days	100	100
Service	Initial Service Plan Consultation Offer	90 Days	100	100
Service	Service Plan Review	Bi-Annually	80	80
Service	Planning for Exiting Participant	As Needed	100	100
Service	Outreach Frequency	Monthly	95	100
Service	Stability Support for Struggling Participant	As Needed	100	100
Service	Unit Turnover Time	7 Day average	N/A	3 Day Average
Service	Rent Collection from Tenant	Monthly	90	90
Service	Tenant Survey Participation	Annually	65	73
Outcome	Participant Housing Stability	Annually	90	100
Outcome	Exiting Tenant Housing Stability	Annually	75	100
Outcome	Service Plan Review	Bi-Annually	80	80
Outcome	Income Maximization	Bi-Annually	100	100
Outcome	Tenant Survey (Support Services)	Annually	80	94.7
Outcome	Lease Violation Resolution without Eviction	As Needed	85	100
Outcome	Tenant Survey Satisfaction (Property Management Services)	Annually	85	100
Missing	Occupancy Rate	Monthly	90	92

Source: HSH

Occupancy and Vacancy Rates

Although the property has 60 units, Five Keys served 64 total households in FY 2023–24. As tenants exit, new referrals move in. On January 29, 2025, the vacancy rate stood at 12 percent, reflecting two units awaiting referral, three units with referrals in progress, and two offline units under maintenance. By March 2025, only one unit remained offline, and 56 of 57 available units were occupied, keeping the overall vacancy at or below HSH’s goal of 93 percent occupancy.

Tenant Income and Rent Collection

Rent collection in PSH is based on tenant income, and tenants reporting zero income must certify their status at regular intervals. In FY 2023–24, Five Keys recorded more than half of their tenants with no income or reliance on public benefits. In such cases, rent owed is zero. As of October 9, 2024, the rent collection rate was 90 percent of rent owed.

Fiscal and Compliance Monitoring

Five Keys most recently underwent citywide non-profit fiscal monitoring in FY 2022–23 and there were no unresolved findings. Because there were no significant findings and other risk factors, Five Keys was exempt from fiscal and compliance monitoring in FY 2023-24.

FISCAL IMPACT

The proposed Second Amendment increases the agreement from \$9,055,337 to \$13,912,633 (including a grant budget of \$13,215,088 plus a 15 percent contingency). Exhibit 2 below provides an overview of the program's revenues and expenditures under the proposed amendment.

Exhibit 2: Revenues and Expenditures under Proposed Amendment FY 2021–2027

	FY 2021-24	FY 2024-25	<i>Extension Term</i>		Total
			FY 2025-26	FY 2026-27	
Expenditures	Actuals	Budget	Budget	Budget	
Salaries & Benefits	\$3,219,518	\$1,219,373	\$1,218,872	\$1,218,872	\$6,876,635
Operating Expense	764,688	293,047	293,547	293,547	1,644,829
Indirect Cost	597,631	226,863	226,863	226,863	1,278,220
Other Expenses (Not Indirect)	1,959,115	681,845	681,845	681,845	4,004,650
Total Expenditures	6,540,952	2,421,128	2,421,127	2,421,127	13,804,334
Revenues					
General Fund	2,248,242				2,248,242
State - Homeless Housing Assistance & Prevention	3,117,952				3,117,952
Educational Revenue Augmentation Fund	732,484				732,484
Prop C	140,955	2,325,152	2,325,152	2,325,152	7,116,411
Total HSH Revenues	6,239,633	2,325,152	2,325,152	2,325,152	13,215,089
Rental Income	301,320	95,976	95,976	95,976	589,248
Total Other Revenues	301,320	95,976	95,976	95,976	589,248
Total HSH + Other Revenues	\$6,540,952	\$2,421,128	\$2,421,128	\$2,421,128	\$13,804,337

Source: HSH

Note: Totals might not add due to rounding.

There has not been significant underspending on this grant in prior years.

Funding Sources

For the proposed extended term, the agreement's primary source of funding is the Homelessness Gross Receipts Tax (Proposition C), covering approximately 96 percent, which includes both supportive services and property management. About four percent of operating revenue comes from tenant rent contributions, which is adjusted according to changes in tenant income. If tenants have no income, zero rent is collected; if their income increases, their rent portion increases, reducing the City's share.

POLICY CONSIDERATION

The City's cost to operate the Artmar Hotel is \$40,352 per unit, including support services and property management. As discussed in our report on File 25-0231, inequities exist between "legacy" permanent supportive housing sites and newer developments, with older receiving 30-50 percent less funding per unit. HSH should consider addressing these funding disparities in the upcoming PSH procurement to ensure equitable resource allocation across all PSH properties.

RECOMMENDATION

Approve the proposed resolution.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

**SECOND AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
FIVE KEYS SCHOOLS AND PROGRAMS**

THIS AMENDMENT of the **June 1, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2025** and is made in the City and County of San Francisco, State of California, by and between **FIVE KEYS SCHOOLS AND PROGRAMS** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, 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; and

WHEREAS, City and Grantee desire to execute this Amendment to update the Agreement in order to update the grant amount and extend the agreement term; and

WHEREAS, the City's Homelessness Oversight Commission approved this Amendment by Resolution No. **[Insert Resolution Number]** on March 6, 2025; and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No. **<insert Resolution number> on <Month Date, Year>**; and

NOW, THEREFORE, City and Grantee agree to amend said Grant Agreement as follows:

1. Definitions. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

(a) "Agreement" shall mean the Agreement dated **June 1, 2021** between Grantee and City; and **First Amendment**, dated **July 1, 2024**.

2. Modifications to the Agreement. The Grant Agreement is hereby modified as follows:

2.1 Section 3.2 Duration of Term of the Agreement currently reads as follows:

3.2 Duration of Term. The term of this Agreement shall commence on **June 1, 2021** and expire on **June 30, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

Such section is hereby replaced in its entirety to read as follows:

3.2 Duration of Term. The term of this Agreement shall commence on **June 1, 2021** and expire on **June 30, 2027**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

2.2 Section 5.1 Maximum Amount of Grant Funds of the Agreement currently reads as follows:

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Fifty Five Thousand Three Hundred Thirty Seven Dollars (\$9,055,337)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Five Hundred Fifty Eight Thousand Two Hundred One Dollars (\$558,201)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

Such section is hereby replaced in its entirety to read as follows:

5.2 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Thirteen Million Nine Hundred Twelve Thousand Six Hundred Thirty Three (\$13,912,633)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Six Hundred Ninety Seven Thousand Five Hundred Forty Six Dollars (\$697,546)** is included as a contingency amount and is neither to be used in the Budget attached to this

Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

2.3 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS of the Agreement is replaced by the following:

15.1 Requirements. Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or email, and shall be addressed as follows:

If to the Department or City:	Department of Homelessness and Supportive Housing Contracts Unit 440 Turk Street San Francisco, CA 94102 hshcontracts@sfgov.org
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If to Grantee:	Five Keys Schools and Programs 70 Oak Grove Street San Francisco, CA 94107 Attn: Steve Good Email: steveg@fivekeys.org
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Any notice of default must be sent by certified mail or other trackable written communication.

15.2 Effective Date. All communications sent in accordance with Section 15.1 shall become effective on the date of receipt.

15.3 Change of Address. Any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

16.19 Distribution of Beverages and Water

(a) **Sugar-Sweetened Beverage Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

(b) **Waived pursuant to San Francisco Environment Code Chapter 24, section 2406. (Packaged Water Prohibition).**

2.4 Section 17.6 Entire Agreement of the Agreement is hereby deleted and replaced with the following:

17.6 Entire Agreement. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A-1, Services to be Provided (dated July 1, 2025)

Appendix A-2, Services to be Provided (dated July 1, 2025)

Appendix B, Budget (dated July 1, 2025)

Appendix C, Method of Payment (dated July 1, 2025)

Appendix D, Interests in Other City Grants (dated July 1, 2025)

2.5 Appendix A-1, Services to be Provided, of the Agreement is hereby replaced in its entirety by **Appendix A-1, Services to be Provided** (dated July 1, 2025), for the period of July 1, 2025 to June 30, 2027.

2.6 Appendix A-2, Services to be Provided, of the Agreement is hereby replaced in its entirety by **Appendix A-2, Services to be Provided** (dated July 1, 2025), for the period of July 1, 2025 to June 30, 2027.

2.7 Appendix B, Budget, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2025) for the period of June 1, 2021 to June 30, 2027.

2.8 Appendix C, Method of Payment, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2025).

2.9 Appendix D, Interests in Other City Grants, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2025).

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of this Agreement.

CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

**FIVE KEYS SCHOOLS AND
PROGRAMS**

By: _____
Shireen McSpadden
Executive Director

By: _____
Steve Good
Executive Director
City Supplier Number: 0000011181

Approved as to Form:
David Chiu
City Attorney

By: _____
Adam Radtke
Deputy City Attorney

**Appendix A-1, Services to be Provided
by
Five Keys Schools and Programs
Artmar Hotel Property Management**

I. Purpose of Grant

The purpose of the grant is to provide Property Management and Master Lease Stewardship to the served population. The goals of these services are to support tenants in retaining their housing; or moving to other appropriate housing.

II. Served Population

Grantee shall serve transition age youth (TAY) tenants experiencing homelessness, ages 18 to 24, and will also serve those ages 25 to 27 who have been part of the homelessness response system (HRS) as TAY.

III. Referral and Prioritization

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

Eligibility criteria for permanent supportive housing (PSH) varies upon the subsidy funding source and may include meeting a definition of homelessness at the time of referral and placement, enrollment in specific benefits programs, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for PSH are prioritized based on various criteria, such as levels of vulnerability, length and history of homelessness, and severity of housing barriers.

IV. Description of Services

Grantee shall provide Property Management to the total number of units listed in Appendix B, Budget ("Number Served" tab).

A. Property Management

1. Program Applicant Selection and Intake: Grantee shall align with Housing First principles and follow the processes agreed upon by Grantee, HSH, property owner, housing subsidy administrators, fair housing laws, and/or other entities involved with referrals.

Under Housing First, tenant screening and selection practices must promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services. Applicants must not be rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness."

Grantee shall adhere to all published HSH policies, including, but not limited to those covering tenant intake, HSH housing documentation, reasonable

accommodation, and transfers when accepting referrals and placing tenants into housing.

2. **Tenant Lease Set-Up:** Grantee shall draft, provide, and sign a rental agreement with each tenant at the time of move-in. The lease agreement shall include Community Rules, the Lease Addendum for City & County of San Francisco PSH, HSH Resident Emergency Safety Check Policy Notice, and other pertinent Lease Addenda. Grantee shall review its Grievance policies and procedures and HSH policies and procedures with tenants at the time of lease signing.
3. **Annual Tenant Re-certification:** As required by rental subsidy type, Grantee shall re-certify tenant income annually. This is generally done on the anniversary of a tenant's move-in date.
4. **Collection of Rents, Security Deposits, and Other Receipts:** Grantee shall collect and process rent and other housing-related payments (e.g. security deposit) made by tenants.
 - a. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
 - b. Grantee shall assist with payment arrangements and comply with HSH and other applicable requirements governing the tenant portion of rent. All PSH tenants will pay no more than 30 percent of their monthly adjusted household income towards rent.
 - c. Tenants are required to enroll in third party rent payment services or modified payment services. Grantee shall complete and submit referral paperwork to the agency providing the service and notify HSH of any problems with the arrangement. (Refer to the Third Party Rent Payment (TPRP) agreement in the Universal Housing Application.) Grantee shall also communicate tenant rent amounts to the TPRP/MPP provider monthly.
5. **Lease Enforcement, Written Notices and Eviction Prevention:**
 - a. Grantee shall take a housing retention approach to lease enforcement, including, but not limited to, proactive engagement in collaboration with Support Services, conversations and meetings with tenants, and mediation strategies. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.
 - b. Grantee shall provide written notice to tenants regarding issues that may impact housing stability including, but not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants.
 - c. Grantee shall offer tenants who become delinquent in rent the opportunity to enter into a rent payment plan or referral to third party rent payment services.
 - d. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with all applicable laws.
 - e. Grantee shall copy Support Services staff on all communications to tenants.

6. Building Service Payments: Grantee shall set up and manage utility accounts and services related to the property, including but not limited to communications, alarms/security, fire alarm monitoring, garbage, water, and pest control. This may include elevator maintenance, as required.
7. Building Maintenance: Grantee shall maintain the facility in sanitary and operable condition, post protocol and forms for tenant requests for maintenance or repairs and respond to requests in a timely manner. Building maintenance shall include the following services:
 - a. Janitorial services in common areas, offices, and shared-use restrooms, and shower facilities;
 - b. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
 - c. Pest control services, as needed;
 - d. Maintenance and repair of facility systems, plumbing, electrical;
 - e. Building security; and
 - f. Preparation of apartments for tenant move-in and move-out.
8. Coordination with Support Services: If a tenant is facing housing instability, Grantee shall coordinate with Support Services staff to find creative ways to engage with tenants to prevent housing loss. Grantee shall work with Support Services staff in communicating with and meeting with tenant regarding behaviors and issues that put the tenant at risk for housing instability.

Grantee shall participate in regular coordination meetings with Support Services to review tenants at risk for eviction and strategize on how to support tenants in maintaining their housing.
9. Wellness Checks and Emergency Safety Checks: Grantee shall conduct Wellness Checks and/or Emergency Safety Checks in accordance with HSH policy, internal agency policies and tenant laws to assess a tenant's safety when there is a reason to believe the tenant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
10. Front Desk Coverage: Grantee shall provide front desk coverage 24 hours per day, seven days per week.
11. Exit Planning: Grantee shall alert Support Services staff when tenants give notice to leave housing and shall keep a record of each tenant's forwarding address, whenever possible. Grantee shall provide exit information to Support Services to complete the client program exit in the Online Navigation and Entry (ONE) System.

B. Stewardship of the Master Lease:

1. Grantee shall provide HSH with a copy of the master 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 master lease agreement.

V. Location and Time of Services

Grantee shall provide Property Management services at the Artmar Hotel, located at 433 Ellis Street, San Francisco.

Grantee shall provide Property Management services 24 hours a day, seven days a week, either on-site or on-call. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

VI. Service Requirements

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
 1. Grantee shall notify HSH immediately in the event it is given notice of violations by the Department of Building Inspection (DBI), Department of Public Health (DPH), or another City agency.
- B. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- C. 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.
- D. 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 tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. 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>.

- F. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's housing stability.

G. Grievance Procedure:

1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a tenant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the tenant to contact after the tenant has exhausted Grantee's internal Grievance Procedure.
2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

H. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:

1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.

I. City Communications, Trainings and Meetings:

Grantee shall keep HSH informed of program operations and comply with HSH policies and training requirements, and participate in meetings including but not limited to:

1. Regular communication to HSH about the implementation of the program;
2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and

3. Attendance at trainings (e.g., overdose prevention training), when required by HSH. Ensure all site-based or tenant-facing staff and subcontractors are onboarded and trained to perform the services in accordance with Housing First, Harm Reduction, and Trauma-Informed Principles.
- J. Coordination with Other Service Providers: Grantee shall establish written agreements with Support Services and other service providers that are part of the site team to formalize collaboration and roles and responsibilities.
- K. Critical Incidents: 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. 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).
- M. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
 1. Collaborating with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
 2. Have a public phone line (and/or email) available for the community to report concerns;
 3. Grantee management staff are available to respond to neighbors within two business days;
 4. Have a representative of the Grantee attend neighborhood meetings focused on public safety, issues related to the housing program, street conditions or other topics that may be related to the impact of the project;
 5. Participating in community/neighborhood events in partnership with the local community benefit district, if applicable (not all neighborhoods have CBDs)
 6. Providing staff training in de-escalation and crisis response, including having written policies and protocols for contacting law enforcement, San Francisco Homeless Outreach Team (SFHOT), Healthy Streets Operation Center (HSOC), Department of Public Works (DPW), and/or crisis response teams as needed; and
 7. Grantee shall create and offer a “good neighbor” onboarding orientation for tenants as they move in that outlines community resources, community norms, and expectations.

N. Record Keeping and Files: Grantee shall update applicant referral status information in the ONE System in accordance with HSH policy and instruction.

1. Grantee shall maintain confidential tenant files on the served population, including signed lease agreement and addenda, notices or lease violations issued to the tenant, copies of payment plans or other agreements to support housing stability.
2. Grantee shall track receipt and completion of maintenance work orders.
3. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.

O. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, 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 (if applicable) client move in; and
 - c. Running monthly data quality reports and correcting errors.
2. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
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.

P. Confidentiality:

1. Grantee shall safeguard the confidentiality of all client records or data in compliance with applicable federal, state, or local privacy laws at all times, including but not limited to (a) ensuring the security and confidentiality of all client data; (b) protecting against any anticipated threats or hazards to the security and integrity all client data; (c) protecting against unauthorized disclosure, access, or use of all client data; (d) ensuring the proper disposal of client data; and (e) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.

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

2. Grantee shall notify HSH upon receipt of any legal requests related to client data shared under this contract, or which in any way might reasonably require access to client data, to the extent required by applicable law. Grantee shall not respond to legal requests related to HSH without first notifying HSH.
3. Grantee shall maintain computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner.
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 records or 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. 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 the U.S. Department of Housing and Urban Department (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice; 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.
6. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

VII. Service Objectives

Grantee shall achieve the following Service Objectives:

- A. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 21 days, on average.
- B. Grantee shall ensure that new tenant move-ins occur within 30 days of referral.
- C. Grantee shall collect at least 90 percent of tenant portions of monthly rent from occupied units.
- D. Grantee shall maintain an occupancy rate of at least 93 percent.

VIII. Outcome Objectives

Grantee shall achieve the following Outcome Objectives:

- A. Ninety percent of tenants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. Eighty-five percent of tenant lease violations will be resolved without loss of housing to tenants.
- C. At least 65 percent of tenants shall complete an annual Tenant Satisfaction Survey and of those, 80 percent of tenants will be satisfied or very satisfied with Property Management services.

IX. Reporting Requirements

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

- A. Grantee shall report vacancies to HSH in a timely fashion according to established procedures and process all tenant referrals in the pre-established timeframe. When required by HSH, Grantee shall enter tenant data in the ONE System.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. Average number of days to turn over units; and
 - 2. The number of tenants receiving lease violations, and the number and percentage of tenant lease violations that were resolved without loss of housing to tenants.
- C. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
 - 1. The number and percentage of tenants who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 - 2. The number of program exits;
 - 3. The number and percentage of tenants who completed a written survey to provide feedback on the type and quality of program services;
 - 4. The tenant satisfaction survey results; and
 - 5. The number of households showing housing instability that remained housed.
- D. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide information on evictions and eviction notices issued to households residing in City-funded housing to Support Services to enter into the ONE System. Grantee shall verify the accuracy of eviction reporting data in the ONE System quarterly, and shall review the annual eviction report prior to submission to HSH. Grantee shall adhere to all deadlines for submission as required by HSH.

- E. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- F. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877, as instructed by HSH.
- G. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and any Grantee response will become part of the official report.
- H. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to review of the following: tenant files, administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

Monitoring of program participation in the ONE System may include, but is not limited to, data quality reports from the ONE System, records of timeliness of data entry, and attendance records at required trainings 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 Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**Appendix A-2, Services to be Provided
by
Five Keys Schools and Programs
Artmar Hotel Support Services**

I. Purpose of Grant

The purpose of the grant is to provide Support Services to the served population. The goals of these services are to support the served population in retaining their housing; or moving to other appropriate housing.

II. Served Population

Grantee shall serve transitional age youth (TAY) tenants experiencing homelessness, ages 18 to 24, and will also serve those ages 25 to 27 who have been part of the Homelessness Response System (HRS) as TAY.

III. Referral and Prioritization

All new tenants will be referred by The Department of Homelessness and Supportive Housing (HSH) through Coordinated Entry (CE), which organizes the City's homelessness response system (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

Eligibility criteria for permanent supportive housing (PSH) varies upon the subsidy funding source and may include meeting a definition of homelessness at the time of referral and placement, enrollment in specific benefits programs, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for PSH are prioritized based on various criteria, such as levels of vulnerability, length and history of homelessness, and severity of housing barriers.

IV. Description of Services

Grantee shall provide Support Services to the total number tenants as listed in Appendix B, Budget ("Number Served" tab). Support Services are voluntary and shall be available to all tenants in the service location(s). Support Services shall include, but are not limited to, the following:

- A. Outreach: Grantee shall engage with tenants to provide information about available Support Services and invite them to participate.

Grantee shall contact each tenant at least three times during the first 60 days following placement. Grantee shall document all outreach and attempts.

- B. Intake and Assessment: Grantee shall coordinate with Property Management during the initial intake for units and participate in orientation meetings with Property Management. If possible, Grantee shall establish rapport with tenants prior to move-in to support tenants during the application and move-in process. Grantee shall coordinate with tenant's current support service provider(s) to ensure a successful transition into housing.

Grantee intake of tenants shall include, but is not limited to, a review of the tenant's history in the Online Navigation and Entry (ONE) System, gathering updated

information from the tenant, and establishing strengths, skills, needs, plans and goals that are participant-centered and supportive of housing retention. The intake shall take place at the same time as the interview with Property Management, on a separate date or time coordinated with Support Services during the application period, or within no more than 30 days of move-in.

Grantee shall assess tenant employment and education skills and goals at intake and incorporate those into their case management plan.

- C. Case Management: Grantee shall provide case management services to tenants with the primary goal of maintaining housing stability, including ongoing meetings and counseling to establish goals, develop services plans that are tenant-driven without predetermined goals, provide referrals and linkages to off-site support services, and track progress toward achieving those goals. Grantee shall document case management meetings, engagement, and progress.
1. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
 2. Grantee shall refer tenants to and coordinate services within the community that support progress toward identified goals. This may include providing information about services, calling to make appointments, assisting with applications, providing appointment reminders, following up/checking in with households regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
 3. Grantee shall provide benefits advocacy to assist tenants with obtaining and maintaining benefits, including, but not limited to, cash aid, food programs, medical clinics and/or in-home support.
 4. Grantee shall encourage and connect tenants with educational and employment services to increase education and skill levels.
 5. Through counseling, case management, and workshops, Grantee shall provide financial literacy education (e.g., paying rent, accessing public benefits, budgeting, financial planning, saving, and credit repair).
 6. Grantee shall provide resources to ensure transportation is not a barrier to a tenant's ability to become self-sufficient.
- D. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all tenants who display indications of housing instability, within a reasonable timeframe. Such indications include, but are not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants. Grantee shall work with tenants, in conjunction with Property Management, to resolve issues that put tenants at risk for eviction. Grantee shall assist with the de-escalation and resolution of conflicts, as needed. Grantee shall document Housing Stability outreach and assistance provided.

- E. Coordination with Property Management: Grantee shall assist tenants in communicating with, responding to, and meeting with Property Management. This may include helping a tenant to understand the communications from Property Management, helping to write requests, responses, or complaints to Property Management, and attending meetings between the tenant and Property Management to facilitate communication.

If a tenant is facing housing instability, Grantee shall coordinate with Property Management to find creative ways to engage with tenants to prevent housing loss. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.

Grantee shall ensure there is a process in place for receiving timely communication from Property Management and copies of correspondence (e.g., notices, warning letters, lease violations, etc.) issued. Grantee shall have a structured written process for engaging tenants who receive such notices.

- F. Wellness and Emergency Safety Checks: Grantee shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety when there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency.

- G. Support Groups, Social Events and Organized Activities:

1. Grantee shall plan groups, events, and activities with input from tenants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events. Grantee shall post and provide to tenants a monthly calendar of events.
2. Grantee shall conduct monthly community meetings for tenants, in coordination with Property Management, during which tenants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
3. Grantee shall periodically assess the needs of tenants with Property Management and other teams at the building to develop programming that will help tenants maintain stability and enjoy their housing.
4. Grantee shall provide appropriate programming for the population served. Grantee shall provide linkages to activities and services, to meet the needs of youth in the program, on an as-needed basis.

- H. Exit Planning: If a tenant is moving out of the building, Grantee shall engage tenant in exit planning to support the tenant's successful transition out of the program. The exit plan shall depend on the tenant's needs and preferences, and may include establishing a link to services in the community. Grantee shall also provide housing related support that assists tenants in achieving goals that move them towards more independent housing. When this level of self-sufficiency is achieved, Grantee shall assist tenants in housing searches and applications.

V. Location and Time of Services

Grantee shall provide support services at the Artmar Hotel, located at 433 Ellis Street, San Francisco.

Grantee shall provide support services when necessary to best serve tenants using the staffing outlined in Appendix B, Budget. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

VI. Service Requirements

- A. Case Management Ratio: Grantee shall maintain a maximum 20:1 ratio of units to case management staff.
- B. Supervision: Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants.
- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.
- D. 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 tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. 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>.
- F. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's progress.
- G. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.

H. Grievance Procedure:

1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a tenant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the tenant to contact after the tenant has exhausted Grantee's internal Grievance Procedure.
2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

I. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:

1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.

J. City Communications, Trainings and Meetings:

Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:

1. Regular communication to HSH about the implementation of the program;
2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.

K. Coordination with Other Service Providers: Grantee shall establish written agreements with Property Management and other service providers that are part of the site care team to formalize collaboration and roles and responsibilities.

- L. Critical Incidents: 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.
- M. 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).
- N. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Collaborating with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
 2. Have a public phone line (and/or email) available for the community to report concerns;
 3. Grantee management staff are available to respond to neighbors within two business days;
 4. Have a representative of the Grantee attend neighborhood meetings focused on public safety, issues related to the housing program, street conditions or other topics that may be related to the impact of the project;
 5. Participating in community/neighborhood events in partnership with the local community benefit district, if applicable (not all neighborhoods have CBDs)
 6. Providing staff training in de-escalation and crisis response, including having written policies and protocols for contacting law enforcement, San Francisco Homeless Outreach Team (SFHOT), Healthy Streets Operation Center (HSOC), Department of Public Works (DPW), and/or crisis response teams as needed; and
 7. Grantee shall create and offer a “good neighbor” onboarding orientation for tenants as they move in that outlines community resources, community norms, and expectations.
- O. Record Keeping and Files: Grantee shall maintain confidential tenant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
1. Grantee shall maintain client program enrollment, annual status updates and program exit information in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
 2. Grantee shall maintain a program roster of all current tenants in the ONE System.

3. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
4. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.

P. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, 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 (if applicable) client move in; and
 - c. Running monthly data quality reports and correcting errors.
2. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
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.

Q. Confidentiality:

1. Grantee shall safeguard the confidentiality of all client records or data in compliance with applicable federal, state, or local privacy laws at all times, including but not limited to (a) ensuring the security and confidentiality of all client data; (b) protecting against any anticipated threats or hazards to the security and integrity all client data; (c) protecting against unauthorized disclosure, access, or use of all client data; (d) ensuring the proper disposal of client data; and (e) ensuring that all of Grantee's employees, agents, and subcontractors, if any, comply with all of the foregoing.
2. Grantee shall notify HSH upon receipt of any legal requests related to client data shared under this contract, or which in any way might reasonably require access to client data, to the extent required by applicable law. Grantee shall not respond to legal requests related to HSH without first notifying HSH.

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

3. Grantee shall maintain computers and other information systems and technology infrastructure that it uses to create, receive, maintain, use, or transmit client data in a secure manner.
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 records or 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. 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 the U.S. Department of Housing and Urban Development (2004) Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice; 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.
6. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

VII. Service Objectives

Grantee shall achieve the Service Objectives listed below.

- A. Grantee shall actively outreach to 100 percent of households at least once every month.
- B. Grantee shall offer assessment to 100 percent of households for primary medical care, mental health and substance use treatment needs within 60 days of move-in.
- C. Grantee shall offer assessment to 100 percent of households for benefits within 60 days of move-in, and shall assist tenants to apply for benefits for which they are eligible.
- D. Grantee shall offer Support Services to 100 percent of all households who showed housing instability (e.g., non-payment of rent, lease violations) at least once per incident.
- E. Grantee shall outreach to 100 percent of households with planned exits from the program to engage in comprehensive discharge planning, which includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.

- F. Grantee shall outreach to 100 percent of program participants participating in Support Services to create/engage in Service Plans, as needed, on an ongoing basis.
- G. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
- H. Grantee shall administer an annual written anonymous survey of households to obtain feedback on the type and quality of program services. Grantee shall offer all households the opportunity to take this survey.

VIII. Outcome Objectives

Grantee shall achieve the Outcome Objectives listed below.

- A. Ninety percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. Eighty percent of individualized service plans will be reviewed at least once every six months and updated as appropriate at this time.
- C. Eighty percent of households completing an annual tenant satisfaction survey will be satisfied or very satisfied with program services (based on a four-point scale: 1 = very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

IX. Reporting Requirements

- A. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the month of service.
 - 1. The total number of unduplicated households who resided at the site during the month and the number of unduplicated households actively outreached to at least once during the month.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. The number and percentage of households Grantee outreached to complete an assessment for primary medical care, mental health, and substance use treatment needs within 60 days of move-in;
 - 2. The number and percentage of households Grantee outreached to complete a benefits assessment within 60 days of move-in;
 - 3. The number of lease/program rule violations Property Management issued and shared with Support Services for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services;

4. The number and percentage of program participants participating in support services with an active Service Plan; and
 5. The number and percentage of households with planned exits from the program who were outreached to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- C. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 2. The number of program participants who had a Service Plan during the program year; the number and percentage of Services Plans that were reviewed at least once every 6 months and updated as appropriate;
 3. The number and percentage of households who completed a written survey to provide feedback on the type and quality of program services. Please include survey results on what clients reported regarding the quality and satisfaction with services, and program or policy changes implemented in response to tenant feedback.
- D. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- E. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877, as instructed by HSH.
- F. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and any Grantee response will become part of the official report.

- G. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

X. Monitoring Activities

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

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

- B. Fiscal Compliance and Contract 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 Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2025		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	6/1/2021	6/30/2025	5
Amended Term	6/1/2021	6/30/2027	7
Program	Artmar Hotel		

Service Component	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
	6/1/2021 - 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	7/1/2026 - 6/30/2027
Support Services and Property Management	60	60	60	60	60	60	60

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2025		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	6/1/2021	6/30/2025	5
Amended Term	6/1/2021	6/30/2027	7
Program	Artmar Hotel		

Approved Subcontractors

None.

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2025												
Contract Term	Begin Date	End Date	Duration (Years)										
Current Term	6/1/2021	6/30/2025	5										
Amended Term	6/1/2021	6/30/2027	7										
Provider Name	Five Keys Schools and Programs												
Program	Artmar Hotel												
F&P Contract ID#	1000021966												
Action (select)	Amendment												
Effective Date	7/1/2025												
Budget Names	Prop C - Support Services & Property Management, HHAP 2 - Support Services & Property Management, ERAF - Support Services & Property Management												
	Current	New											
Term Budget	\$ 8,564,784	\$ 13,215,088	15%	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	All Years		
Contingency	\$ 490,553	\$ 697,546		6/1/2021 - 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	7/1/2026 - 6/30/2027	6/1/2021 - 6/30/2025	6/1/2021 - 6/30/2027	6/1/2021 - 6/30/2027
Not-To-Exceed	\$ 9,055,337	\$ 13,912,633		Actuals	Actuals	Actuals	Current/Actuals	Actuals	New	New	Current/Actuals	Amendment	New
Expenditures													
Salaries & Benefits	\$ 79,863	\$ 921,029		\$ 1,057,695	\$ 1,160,931	\$ 1,219,373	\$ 1,218,872	\$ 1,218,872	\$ 4,438,891	\$ 2,437,745	\$ 6,876,635		
Operating Expense	\$ 29,396	\$ 216,113		\$ 203,137	\$ 316,042	\$ 293,047	\$ 293,547	\$ 293,547	\$ 1,057,735	\$ 587,094	\$ 1,644,829		
Subtotal	\$ 109,259	\$ 1,137,142		\$ 1,260,832	\$ 1,476,973	\$ 1,512,420	\$ 1,512,419	\$ 1,512,419	\$ 5,496,625	\$ 3,024,839	\$ 8,521,464		
Indirect Cost	\$ 16,389	\$ 170,571		\$ 189,125	\$ 221,546	\$ 226,863	\$ 226,863	\$ 226,863	\$ 824,494	\$ 453,726	\$ 1,278,220		
Other Expenses (Not subject to indirect %)	\$ (10,992)	\$ 582,208		\$ 728,474	\$ 659,425	\$ 681,845	\$ 681,845	\$ 681,845	\$ 2,640,960	\$ 1,363,690	\$ 4,004,650		
Capital Expenditure	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Expenditures	\$ 114,656	\$ 1,889,921		\$ 2,178,430	\$ 2,357,944	\$ 2,421,128	\$ 2,421,128	\$ 2,421,128	\$ 8,962,079	\$ 4,842,255	\$ 13,804,334		
HSH Revenues (select)													
General Fund - Ongoing	\$ 15,100	\$ 972,779		\$ 968,622	\$ 51,761	\$ -	\$ -	\$ -	\$ 2,008,261	\$ -	\$ 2,008,261		
State - Homeless Housing Assistance & Prevention (HHAP) 2	\$ -	\$ 816,703		\$ 210,641	\$ -	\$ -	\$ -	\$ -	\$ 1,027,344	\$ -	\$ 1,027,344		
Educational Revenue Augmentation Fund (ERAF)	\$ 99,556	\$ -		\$ 632,928	\$ -	\$ -	\$ -	\$ -	\$ 732,484	\$ -	\$ 732,484		
General Fund - Frontline Staff Wage Enhancement	\$ -	\$ -		\$ 15,860	\$ -	\$ -	\$ -	\$ -	\$ 15,860	\$ -	\$ 15,860		
General Fund - Case Manager Wage Enhancement	\$ -	\$ -		\$ 224,120	\$ -	\$ -	\$ -	\$ -	\$ 224,120	\$ -	\$ 224,120		
State - Homeless Housing Assistance & Prevention (HHAP) 1	\$ -	\$ -		\$ 25,820	\$ 2,064,788	\$ -	\$ -	\$ -	\$ 2,090,608	\$ -	\$ 2,090,608		
Prop C	\$ -	\$ -		\$ -	\$ 140,955	\$ 2,325,152	\$ 2,325,152	\$ 2,325,152	\$ 2,466,107	\$ 4,650,304	\$ 7,116,411		
Total HSH Revenues	\$ 114,655	\$ 1,789,482		\$ 2,077,991	\$ 2,257,504	\$ 2,325,152	\$ 2,325,152	\$ 2,325,152	\$ 8,564,784	\$ 4,650,304	\$ 13,215,088		
Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)													
Rental Income	\$ -	\$ 100,440		\$ 100,440	\$ 100,440	\$ 95,976	\$ 95,976	\$ 95,976	\$ 397,296	\$ 191,952	\$ 589,248		
Total Other Revenues	\$ -	\$ 100,440		\$ 100,440	\$ 100,440	\$ 95,976	\$ 95,976	\$ 95,976	\$ 397,296	\$ 191,952	\$ 589,248		
Total HSH + Other Revenues	\$ 114,655	\$ 1,889,922		\$ 2,178,431	\$ 2,357,944	\$ 2,421,128	\$ 2,421,128	\$ 2,421,128	\$ 8,962,080	\$ 4,842,256	\$ 13,804,336		
Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		
Total Adjusted Salary FTE (All Budgets)							14.05	14.05					

Prepared by	Brandi Marshall	*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.
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Email	brandim@fivekeys.org	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2025		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	6/1/2021	6/30/2025	5
Amended Term	6/1/2021	6/30/2027	7
Provider Name	Five Keys Schools and Programs		
Program	Artmar Hotel		
F\$P Contract ID#	1000021966		
Action (select)	Amendment		
Effective Date	7/1/2025		
Budget Name	Prop C - Support Services & Property Management		

	Current	New	15%
Term Budget	\$ 6,779,136	\$ 11,429,440	
Contingency	\$ 490,553	\$ 697,546	
Not-To-Exceed	\$ 9,055,337	\$ 13,912,633	

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	All Years		
	6/1/2021 - 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	7/1/2026 - 6/30/2027	6/1/2021 - 6/30/2025	6/1/2021 - 6/30/2027	6/1/2021 - 6/30/2027
	Actuals	Actuals	Actuals	Actuals	Current/Actuals	New	New	Current/Actuals	Amendment	New
Expenditures										
Salaries & Benefits	\$ 79,863	\$ 808,427	\$ 945,093	\$ 1,160,931	\$ 1,219,373	\$ 1,218,872	\$ 1,218,872	\$ 4,213,687	\$ 2,437,745	\$ 6,651,431
Operating Expense	\$ -	\$ 37,913	\$ 2,485	\$ 316,042	\$ 293,047	\$ 293,547	\$ 293,547	\$ 649,487	\$ 587,094	\$ 1,236,581
Subtotal	\$ 79,863	\$ 846,340	\$ 947,578	\$ 1,476,973	\$ 1,512,420	\$ 1,512,419	\$ 1,512,419	\$ 4,863,173	\$ 3,024,839	\$ 7,888,012
Indirect Percentage	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%			
Indirect Cost (Line 22 X Line 23)	\$ 11,979	\$ 126,951	\$ 142,137	\$ 221,546	\$ 226,863	\$ 226,863	\$ 226,863	\$ 729,476	\$ 453,726	\$ 1,183,202
Other Expenses (Not subject to indirect %)	\$ (76,742)	\$ (512)	\$ 118,888	\$ 659,425	\$ 681,845	\$ 681,845	\$ 681,845	\$ 1,382,903	\$ 1,363,690	\$ 2,746,594
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 15,100	\$ 972,779	\$ 1,208,602	\$ 2,357,944	\$ 2,421,128	\$ 2,421,128	\$ 2,421,128	\$ 6,975,553	\$ 4,842,255	\$ 11,817,808
HSH Revenues (select)										
Prop C				\$ 140,955	\$ 2,325,152	\$ 2,325,152	\$ 2,325,152	\$ 2,466,107	\$ 4,650,304	\$ 7,116,411
Total HSH Revenues	\$ 15,100	\$ 972,779	\$ 1,208,602	\$ 2,257,504	\$ 2,325,152	\$ 2,325,152	\$ 2,325,152	\$ 6,779,136	\$ 4,650,304	\$ 11,429,440
Other Revenues (to offset Total Expenditures)										
Rental Income				\$ 100,440	\$ 95,976	\$ 95,976	\$ 95,976	\$ 196,416	\$ 191,952	\$ 388,368
Total Other Revenues	\$ -	\$ -	\$ -	\$ 100,440	\$ 95,976	\$ 95,976	\$ 95,976	\$ 196,416	\$ 191,952	\$ 388,368
Total HSH + Other Revenues	\$ 15,100	\$ 972,779	\$ 1,208,602	\$ 2,357,944	\$ 2,421,128	\$ 2,421,128	\$ 2,421,128	\$ 6,975,552	\$ 4,842,256	\$ 11,817,808
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

Prepared by	Brandi Marshall
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Template last modified	1/22/2020
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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document DateA:AQ	7/1/2025
Provider Name	Five Keys Schools and Programs
Program	Artmar Hotel
FSP Contract ID#	1000021966
Budget Name	Prop C - Support Services & Property Management

Budget Name	Prop C - Support Services & Property Management					EXTENSION YEAR					EXTENSION YEAR							
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6				Year 7					All Years			
POSITION TITLE	6/1/2021 - 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	Agency Totals		For HSH Funded Progarm		7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Progarm		7/1/2026 - 6/30/2027	6/1/2021 - 6/30/2025	6/1/2021 - 6/30/2027	6/1/2021 - 6/30/2027
	Actuals	Actuals	Actuals	New	Current/Actuals					New					Current/Actuals	Amendment	New	
	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	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
Director of Housing	\$ 2,209	\$ 13,500	\$ 12,000	\$ 13,000	\$ 11,900	\$ 170,000	1.00	7%	0.07	\$ 11,900	\$ 170,000	1.00	7%	0.07	\$ 11,900	\$ 52,609	\$ 23,800	\$ 76,409
Site Program Mananger/Director	\$ 6,640	\$ 80,000	\$ 15,036	\$ 45,000	\$ 80,000	\$ 80,000	1.00	100%	1.00	\$ 80,000	\$ 80,000	1.00	100%	1.00	\$ 80,000	\$ 226,676	\$ 160,000	\$ 386,676
Care Manager	\$ 4,731	\$ 62,625	\$ 66,160	\$ 69,680	\$ 69,680	\$ 69,680	1.00	100%	1.00	\$ 69,680	\$ 69,680	1.00	100%	1.00	\$ 69,680	\$ 272,876	\$ 139,360	\$ 412,236
Care Manager	\$ 4,731	\$ 62,625	\$ 66,160	\$ 69,680	\$ 69,680	\$ 69,680	1.00	100%	1.00	\$ 69,680	\$ 69,680	1.00	100%	1.00	\$ 69,680	\$ 272,876	\$ 139,360	\$ 412,236
Care Manager	\$ 4,731	\$ 62,625	\$ 66,160	\$ -	\$ -	\$ 69,680	0.00	0%	0.00	\$ -	\$ 69,680	0.00	0%	0.00	\$ -	\$ 133,516	\$ -	\$ 133,516
Ambassador	\$ 23,240	\$ 176,265	\$ 256,673	\$ 499,294	\$ 411,122	\$ 55,557	6.30	100%	6.30	\$ 350,009	\$ 55,557	6.30	100%	6.30	\$ 350,009	\$ 1,366,594	\$ 700,018	\$ 2,066,612
Janitor	\$ 5,229	\$ 49,050	\$ 77,780	\$ 55,557	\$ 77,780	\$ 55,557	1.40	100%	1.40	\$ 77,780	\$ 55,557	1.40	100%	1.40	\$ 77,780	\$ 265,396	\$ 155,560	\$ 420,955
Maintenance	\$ 4,731	\$ 62,625	\$ 62,625	\$ 62,625	\$ 62,625	\$ 62,625	1.00	100%	1.00	\$ 62,625	\$ 62,625	1.00	100%	1.00	\$ 62,625	\$ 255,231	\$ 125,250	\$ 380,481
PSH Director	\$ -		\$ 17,483	\$ -	\$ -	\$ 87,414	1.00	0%	0.00	\$ -	\$ 87,414	1.00	0%	0.00	\$ -	\$ 17,483	\$ -	\$ 17,483
Assistant Director Care Coordination	\$ -		\$ 13,300	\$ 13,300	\$ 6,650	\$ 95,000	1.00	7%	0.07	\$ 6,650	\$ 95,000	1.00	7%	0.07	\$ 6,650	\$ 33,250	\$ 13,300	\$ 46,550
Director of Guest Services and Training	\$ -		\$ 12,181	\$ 13,118	\$ 6,860	\$ 98,000	1.00	7%	0.07	\$ 6,860	\$ 98,000	1.00	7%	0.07	\$ 6,860	\$ 32,159	\$ 13,720	\$ 45,879
Deputy Director of Housing				\$ -	\$ 9,450	\$ 135,000	1.00	7%	0.07	\$ 9,450	\$ 135,000	1.00	7%	0.07	\$ 9,450	\$ 9,450	\$ 18,900	\$ 28,350
Restorative Justice Strategist / Training				\$ -	\$ 8,050	\$ 115,000	1.00	7%	0.07	\$ 8,050	\$ 115,000	1.00	7%	0.07	\$ 8,050	\$ 8,050	\$ 16,100	\$ 24,150
Care Coordinator Supervisor				\$ -	\$ 69,807	\$ 75,000	1.00	100%	1.00	\$ 75,000	\$ 75,000	1.00	100%	1.00	\$ 75,000	\$ 69,807	\$ 150,000	\$ 219,807
Activities Coordinator				\$ -		\$ 55,557	1.00	100%	1.00	\$ 55,557	\$ 55,557	1.00	100%	1.00	\$ 55,557	\$ -	\$ 111,114	\$ 111,114
	\$ 56,242	\$ 569,315	\$ 665,558	\$ 841,254	\$ 883,604	TOTAL SALARIES				\$ 883,241	TOTAL SALARIES				\$ 883,241	\$ 3,015,972	\$ 1,766,482	\$ 4,782,454
						TOTAL FTE		14.05		TOTAL FTE		14.05						
	42.00%	42.00%	42.00%	38.00%	38.00%	FRINGE BENEFIT RATE			38.00%	FRINGE BENEFIT RATE			38.00%					
	\$ 23,621	\$ 239,112	\$ 279,534	\$ 319,677	\$ 335,769	EMPLOYEE FRINGE BENEFITS				\$ 335,632	EMPLOYEE FRINGE BENEFITS				\$ 335,632	\$ 1,197,714	\$ 671,263	\$ 1,868,977
	\$ 79,863	\$ 808,427	\$ 945,093	\$ 1,160,931	\$ 1,219,373	TOTAL SALARIES & BENEFITS				\$ 1,218,872	TOTAL SALARIES & BENEFITS				\$ 1,218,872	\$ 4,213,687	\$ 2,437,745	\$ 6,651,431

10/10/2016

Document Date	7/1/2025
Provider Name	Five Keys Schools and Programs
Program	Artmar Hotel
F&P Contract ID#	1000021966
Budget Name	Prop C - Support Services & Pro

HSH #3								Template last modified	1/22/2020
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BUDGET NARRATIVE

Fiscal Year					
Prop C - Support Services & Prop		FY25-26	<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective		
Salaries & Benefits	Adjusted	Budgeted	Justification	Calculation	Employee Name
Director of Housing	0.07	\$ 11,900	Oversees Five Keys housing sites	.07 FTE at \$170,000	Brandi Marshall
Site Program Mananger/Director	1.00	\$ 80,000	Responsible for overall site compliance and reporting and oversight of all operations; tenant satisfaction and employee accountability	1 FTE at \$80,000	Edurado Garcia
Care Manager	1.00	\$ 69,680	Provides Care Coordination and exit planning, compliance, to ensure coordination and placement to housing ratio of 1:20	1 FTE at \$69,680	Maria Alefosio
Care Manager	1.00	\$ 69,680	Provides Care Coordination and exit planning, compliance, to ensure coordination and placement to housing ratio of 1:20	1 FTE at \$69,680	Kana Uch
Care Manager	0.00	\$ -			Jamil Wilson
Ambassador	6.30	\$ 350,009	Ensure guest safety and comfort, de-escalate conflicts, provide access to food, hygiene, and basic needs.	6.4 FTE 50% of the staff are based on \$23-25/hour (due to longevity) and 50% of the staff are based on \$22/hour	Various
Janitor	1.40	\$ 77,780	Clean facilities, empty trash, clear grounds around facilities, keep ensure guest bathrooms are clean, ensure high touch services are cleaned regularly, ensure facilities - both guest and staff spaces are clean and sanitized. One Janitor every day for 8 hours.	1.4 FTE Janitorial staff. 50% of the staff are based on \$23-24/hour (due to longevity) and 50% of the staff are based on \$22/hour	Various
Maintenance	1.00	\$ 62,625	Maintain the site, ensure all systems are operating smoothly, repair and replace. One Maintenance person Mon-Friday for 8 hours	1 FTE at \$62,625	Joshua Silvia
PSH Director	0.00	\$ -		.	.
Assistant Director Care Coordination	0.07	\$ 6,650	Provides support in oversight and compliance for Care Coordinators	0.07 FTE at \$95,000	Dana Pine
Director of Guest Services and Training	0.07	\$ 6,860	Ensures that all residents and treated with excellent customer services, resolving guest complaints and is accountable for resident satisfaction.	0.07 FTE at \$98,000	Jamil Wilson
Deputy Director of Housing	0.07	\$ 9,450	Establish systems and ensure adequate staffing, accountability, safety, emergency response, tenant satisfaction	.07 FTE at \$135,000	Kim Duong
Restorative Justice Strategist / Training	0.07	\$ 8,050	Trains and supports staff and leaders in a variety of conflict resolution approaches to develop community within the site and to resolve conflicts with guests and staff in a restorative manner	.07 FTE at \$115,000	Rita Alfred
Care Coordinator Supervisor	1.00	\$ 75,000	Recruit, screen, interview, hire and onboard applicants, train, overseas onsite CMs and holds case load up to 1:20	1 FTE at \$69,807	Rocky Nguyen
Activities Coordinator	1.00	\$ 55,557	Engage and organize tenants, plan activities related to program goals for tenants, co	1 FTE at \$55,557	TBH
TOTAL	14.05	\$ 883,241			
Employee Fringe Benefits		\$ 335,632	Includes FICA, SSUI, Workers Compensation and Medical calculated at 42% of		
Salaries & Benefits Total		\$ 1,218,872			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ -	.	.
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 150,000	All utilities including gas & Electric, Phone lines, Water, Recology trash pickup	Based on prior actuals
Office Supplies, Postage	\$ 7,000	Supplies necessary for administrative tasks, paper, binders, labels, clipboards,	Based on prior actuals
Building Maintenance Supplies and Repair	\$ 39,812	Supplies for maintenance of the building as well as repair costs	Based on prior actuals
Printing and Reproduction	\$ -	.	.
Insurance	\$ 17,020	Liability operating insurance	Based on prior actuals
Staff Training	\$ 8,000	Providing ongoing training to staff to improve performance and knowledge	Based on prior actuals
Staff Travel-(Local & Out of Town)	\$ 1,000	Staff travel	Based on prior actuals
Rental of Equipment	\$ -	.	Based on prior actuals
Pest Control	\$ 22,000	Elimination of rodents, bed bugs, mice, rats in the facility.	Based on prior actuals
Guest Supplies, food, socks, etc	\$ 2,487	Emergency guest supplies including food, hygienics, etc.	Based on prior actuals
Resident activities and supplies	\$ 15,228	Weekly resident events, monthly town halls, assistance with one time job fees	.
Maintenance supplies	\$ 10,000	Chemicals, tools and equipment used to clean facilities	Based on prior actuals
Internet / cable / telephone	\$ 16,000	Actual costs from Last FY	Based on prior actuals
Legal Fees	\$ 5,000	Legal fees for evictions	Based on prior actuals
	\$ -	.	.
Consultants	\$ -	.	.
	\$ -	.	.
Subcontractors	\$ -	.	.
TOTAL OPERATING EXPENSES	\$ 293,547		
Indirect Cost	15.0%	\$ 226,863	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Rental of Property	\$ 681,845	.	.
TOTAL OTHER EXPENSES	\$ 681,845		

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2025						
Contract Term	Begin Date	End Date	Duration (Years)				
Current Term	6/1/2021	6/30/2025	5				
Amended Term	6/1/2021	6/30/2027	7				
Provider Name	Five Keys Schools and Programs						
Program	Artmar Hotel						
F\$P Contract ID#	1000021966						
Action (select)	Amendment						
Effective Date	7/1/2025						
Budget Name	HHAP 2 - Support Services & Property Management						
	Current	New					
Term Budget	\$ 1,027,344	\$ 1,027,344	15%				
Contingency	\$ 490,553	\$ 697,546					
Not-To-Exceed	\$ 9,055,337	\$ 13,912,633					
				Year 1	Year 2	Year 3	All Years
				6/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	6/1/2021 - 6/30/2025
				Current/Actuals	Actuals	Actuals	Actuals
Expenditures							
Salaries & Benefits				\$ -	\$ 112,602	\$ 112,602	\$ 225,204
Operating Expense				\$ -	\$ 178,200	\$ 70,565	\$ 248,765
Subtotal				\$ -	\$ 290,802	\$ 183,167	\$ 473,969
Indirect Percentage				0.00%	15.00%	15.00%	
Indirect Cost (Line 21 X Line 22)				\$ -	\$ 43,620	\$ 27,475	\$ 71,095
Other Expenses (Not subject to indirect %)				\$ -	\$ 582,720	\$ -	\$ 582,720
Total Expenditures				\$ -	\$ 917,142	\$ 210,642	\$ 1,127,784
HSH Revenues (select)							
State - Homeless Housing Assistance & Prevention (HHAP) 2					\$ 816,703	\$ 210,641	\$ 1,027,344
Total HSH Revenues				\$ -	\$ 816,703	\$ 210,641	\$ 1,027,344
Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)							
Rental Income					\$ 100,440		\$ 100,440
Total Other Revenues				\$ -	\$ 100,440	\$ -	\$ 100,440
Total HSH + Other Revenues				\$ -	\$ 917,143	\$ 210,641	\$ 1,127,784
Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -

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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

Document Date	7/1/2025			
Provider Name	Five Keys Schools and Programs			
Program	Artmar Hotel			
F\$P Contract ID#	1000021966			
Budget Name	HHAP 2 - Support Services & Property Management			
POSITION TITLE	Year 1	Year 2	Year 3	All Years
	6/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	6/1/2021 - 6/30/2025
	Current/Actuals	Actuals	Actuals	Actuals
	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Residential Counselor/Desktop Clerk		\$ 79,297	\$ 79,297	\$ 158,594
	\$ -	\$ 79,297	\$ 79,297	\$ 158,594
		42.00%	42.00%	
	\$ -	\$ 33,305	\$ 33,305	\$ 66,610
	\$ -	\$ 112,602	\$ 112,602	\$ 225,204

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
OPERATING DETAIL

Document Date	7/1/2025
Provider Name	Five Keys Schools and Programs
Program	Artmar Hotel
F\$P Contract ID#	1000021966
Budget Name	HHAP 2 - Support Services & Property Management

	Year 1	Year 2	Year 3	All Years
	6/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	6/1/2021 - 6/30/2025
	Current/Actuals	Actuals	Actuals	Actuals
	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
Operating Expenses				
Rental of Property		\$ -	\$ -	\$ -
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 80,000	\$ -	\$ 80,000
Office Supplies, Postage		\$ 5,000	\$ 5,000	\$ 10,000
Building Maintenance Supplies and Repair		\$ 15,000	\$ 15,000	\$ 30,000
Printing and Reproduction		\$ 1,000	\$ 1,000	\$ 2,000
Insurance		\$ 5,000	\$ 5,000	\$ 10,000
Staff Training		\$ 10,000	\$ 10,000	\$ 20,000
Staff Travel-(Local & Out of Town)		\$ 2,000	\$ 2,000	\$ 4,000
Rental of Equipment		\$ -	\$ -	\$ -
Resident activities and supplies		\$ 30,000	\$ 2,365	\$ 32,365
Maintenance supplies		\$ 10,000	\$ 10,000	\$ 20,000
Pest Control		\$ 5,200	\$ 5,200	\$ 10,400
internet / cable / telephone		\$ 15,000	\$ 15,000	\$ 30,000
Computers / Staff and Guest		\$ -	\$ -	\$ -
TOTAL OPERATING EXPENSES	\$ -	\$ 178,200	\$ 70,565	\$ 248,765
Other Expenses (not subject to indirect cost %)				
Rental of Property		\$ 622,200		\$ 622,200
Actuals Adjustment		\$ (39,480)		\$ (39,480)
TOTAL OTHER EXPENSES	\$ -	\$ 582,720	\$ -	\$ 582,720
HSH #3				

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2025		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	6/1/2021	6/30/2025	5
Amended Term	6/1/2021	6/30/2027	7
Provider Name	Five Keys Schools and Programs		
Program	Artmar Hotel		
F\$P Contract ID#	1000021966		
Action (select)	Modification		
Effective Date	7/1/2022		
Budget Name	ERAF - Support Services & Property Management		

	Current	New	15%	Year 1	Year 2	Year 3	All Years
Term Budget	\$ 758,304	\$ 758,304		6/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	6/1/2021 - 6/30/2025
Contingency	\$ 490,553	\$ 697,546		Actuals	Actuals	Actuals	Actuals
Not-To-Exceed	\$ 9,055,337	\$ 13,912,633					
Expenditures							
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -			
Operating Expense	\$ 29,396	\$ -	\$ 130,087	\$ 159,483			
Subtotal	\$ 29,396	\$ -	\$ 130,087	\$ 159,483			
Indirect Percentage	15.00%	15.00%	15.00%				
Indirect Cost (Line 21 X Line 22)	\$ 4,409	\$ -	\$ 19,513	\$ 23,922			
Other Expenses (Not subject to indirect %)	\$ 65,751	\$ -	\$ 609,586	\$ 675,337			
Total Expenditures	\$ 99,556	\$ -	\$ 759,186	\$ 858,742			
HSH Revenues (select)							
Educational Revenue Augmentation Fund (ERAF)	\$ 99,556		\$ 632,928	\$ 732,484			
Total HSH Revenues	\$ 99,556	\$ -	\$ 658,748	\$ 758,304			
Total HSH + Other Revenues	\$ 99,556	\$ -	\$ 759,188	\$ 858,744			
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -			

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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

OPERATING DETAIL

Document Date	7/1/2025
Provider Name	Five Keys Schools and Programs
Program	Artmar Hotel
F\$P Contract ID#	1000021966
Budget Name	ERAf - Support Services & Property Management

	Year 1	Year 2	Year 3	All Years
	6/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	6/1/2021 - 6/30/2025
	Actuals	Actuals	Actuals	Actuals
	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
Operating Expenses				
Rental of Property	\$ -		\$ -	\$ -
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 6,666		\$ 80,000	\$ 86,666
Office Supplies, Postage	\$ 3,781		\$ -	\$ 3,781
Building Maintenance Supplies and Repair	\$ 1,250		\$ -	\$ 1,250
Printing and Reproduction	\$ 1,000		\$ -	\$ 1,000
Insurance	\$ 416		\$ -	\$ 416
Staff Training	\$ -		\$ -	\$ -
Staff Travel-Local & Out of Town)	\$ -		\$ -	\$ -
Rental of Equipment	\$ -		\$ -	\$ -
Resident activities and supplies	\$ 2,500		\$ 27,635	\$ 30,135
Maintenance supplies	\$ 833		\$ -	\$ 833
Legal Fees			\$ 22,452	\$ 22,452
Pest Control	\$ 1,700			\$ 1,700
internet / cable / telephone	\$ 1,250			\$ 1,250
Computers / Staff and Guest	\$ 10,000			\$ 10,000
TOTAL OPERATING EXPENSES	\$ 29,396	\$ -	\$ 130,087	\$ 159,483
Other Expenses (not subject to indirect cost %)				
Rental of Property	\$ 51,850		\$ 622,200	\$ 674,050
Security Deposit	\$ 51,850			\$ 51,850
Actuals Adjustment	\$ (37,949)		\$ (12,614)	\$ (50,563)
TOTAL OTHER EXPENSES	\$ 65,751	\$ -	\$ 609,586	\$ 675,337
Capital Expenses				
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -
HSH #3				

Appendix C, Method of Payment

- I. Reimbursement for Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred, paid by the Grantee, and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in the Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.
- A. Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
 - B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
 - C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
 - D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee's ability to apply for future funding or requests for additional funding.

Billing Month/Date	Service Begin Date	Service End Date
August 15	July 1	July 31
September 15	August 1	August 31
October 15	September 1	September 30
November 15	October 1	October 31
December 15	November 1	November 30
January 15	December 1	December 31
February 15	January 1	January 31
March 15	February 1	February 28/29
April 15	March 1	March 31
May 15	April 1	April 30
June 15	May 1	May 31
July 15	June 1	June 30

E. Invoicing System:

- 1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.

2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
 3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- F. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- G. Spend Down
1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
 2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
 3. Failure to spend Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

H. Documentation and Record Keeping:

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
 - a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
 - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
 - 1) Program Monitoring;
 - 2) Fiscal and Compliance Monitoring;
 - 3) Year End Invoice Review;
 - 4) Monthly Invoice Review;
 - 5) As needed per HSH request; and/or
 - 6) As needed to fulfill audit and other monitoring requirements.
2. All documentation requested by and submitted to HSH must:
 - a. Be easily searchable (e.g., PDF) and summarized in excel;
 - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
 - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII));
 - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed as Approved Subcontractors;
 - e. Include only documentation that pertains to the Grant budget that is being invoiced. Grantee shall not provide agency-wide supporting documentation for other agency costs or HSH Grants. (e.g., only payroll documentation for the personnel being charged to that invoice should be included); and
 - f. Include the Grantee's cost allocation plan.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities. HSH reserves the right to reject and/or deny invoices, in part or as a whole, that do not follow these instructions.

General Fund / Prop C	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, a personnel report in excel format that itemizes all payroll costs included in the invoice, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any single expense within the Operating budget category that exceed \$10,000.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in excel format that itemizes all costs included in each operating invoice line, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
Operating - Direct Assistance	<p>Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include a detailed summary report in excel format, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds per the established program policy.</p>
Capital and/or One-Time Funding	<p>Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in excel format that itemizes all costs included in each capital/one-time invoice line, receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>

General Fund / Prop C	
Type	Instructions and Examples of Documentation
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

4. HSH will conduct regular monitoring of provider operating expenses under \$10,000 including, but not limited to requesting supporting documentation showing invoices were paid. Grantees shall provide requested information within specified timelines. HSH reserves the right to require full documentation of invoice submission regardless of amount to ensure the Grantee's compliance with HSH's invoicing requirements.

III. Advances or Prepayments: Advances or prepayments are allowable on certified annual ongoing General Fund or Prop C amounts (i.e., authorized by executed Agreements) in order to meet non-profit Grantee cash flow needs in certain circumstances. Requests for advance payment will be granted by HSH on a case-by-case basis. Advances are not intended to be a regular automatic procedure.

A. Advance Requirements:

Once the Agreement is certified, Grantee, prior to distribution of any advanced payment, must fulfill the following conditions:

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);
2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

1. Grantee shall submit a written request to the assigned HSH Contract Manager, as listed in CARBON, on an agency letterhead with a narrative justification that fully describes the unique circumstances, for review and approval. Advance requests must be submitted by the Grantee's authorized staff only.
2. HSH, at its sole discretion, may make available to Grantee up to one month of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than one month of the ongoing annualized budget amount may be considered on a case-by-case basis only.

3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

IV. **Timely Submission of Reports and Compliance:** If a Grantee has outstanding items due to the City (e.g., Corrective Action Plans/report/document/data input), as specified in any written form from HSH (e.g., Letter of Correction, Corrective Action Plan, and/or Appendix A(s), Services to be Provided of the Agreement), Grantee shall submit and comply with such requirements prior to or in conjunction with monthly invoicing. Failure to submit required information or comply by specified deadlines may result in HSH withholding payments.

Appendix D - Interests In Other City Grants

**Subgrantees must also list their interests in other City Grants

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Homelessness and Supportive Housing	835 Turk Lease & Property Management	March 1, 2023 – February 29, 2028	\$16,682,000
Department of Homelessness and Supportive Housing	Artmar Hotel	June 1, 2021 – June 30, 2025	\$9,055,337
Department of Homelessness and Supportive Housing	Baldwin SAFE Navigation Center	July 1, 2022 – June 30, 2026	\$37,072,314
Department of Homelessness and Supportive Housing	Bayshore Navigation Center	January 1, 2021 – June 30, 2026	\$25,071,112
Department of Homelessness and Supportive Housing	Central Waterfront Navigation Center	June 30, 2024 – June 30, 2025	\$3,601,148
Department of Homelessness and Supportive Housing	Ellis Semi-Congregate Shelter	December 15, 2022 – June 30, 2026	\$27,296,993
Department of Homelessness and Supportive Housing	Embarcadero SAFE Navigation Center (AKA Site H)	September 1, 2020 – December 31, 2027	\$36,621,656
Department of Homelessness and Supportive Housing	Flexible Housing Subsidy Pool & Rapid Re-Housing	February 15, 2021 – June 30, 2025	\$6,000,000
Department of Homelessness and Supportive Housing	Mission Cabins	March 1, 2024 – June 30, 2026	\$7,697,435
Department of Homelessness and Supportive Housing	Next Door Site S	December 1, 2020 – June 30, 2025	\$32,449,102
Department of Homelessness and Supportive Housing	Support Services at 835 Turk	June 1, 2022 – June 30, 2025	\$2,836,435
Department of Homelessness and Supportive Housing	42 Otis Property Management	November 1, 2024 - June 30, 2029	\$7,436,155
Department of Homelessness and Supportive Housing	42 Otis Support Services	November 1, 2024 - June 30, 2029	\$1,959,099
Department of Homelessness and Supportive Housing	Non-Congregate Shelter Services (Adante)	July 1, 2024 - March 31, 2025	\$4,025,064
Human Services Agency	Academic Assessment Services	July 1, 2024 - June 30, 2025	\$66,000
Mayor's Office of Housing and Community Development (MOHCD)	Self Determination Project (Mobile Classroom)	July 1, 2023 - June 30, 2025	\$215,800
Mayor's Office of Housing and Community Development (MOHCD)	Southeast Community Center Digital Equity Access Program	September 1, 2022 - June 30, 2025	\$250,000
Department of Children, Youth and their Families (DCYF)	TAY/A Resilience	July 1, 2024 - June 30, 2029	\$1,062,000

Department of Children, Youth and their Families (DCYF)	JJC Resilience	July 1, 2024 - June 30, 2029	\$531,000
Office of Economic and Workforce Development (OEWD)	Tech SF	July 1, 2024 - June 30, 2025	\$100,000
Office of Economic and Workforce Development (OEWD)	Specialized Job Center - Reentry Services	July 1, 2021 - June 30, 2025	\$717,086
Department of Public Health	Emergency Stabilization Units	(Contract Pending) November 15, 2024 - June 30, 2027	\$3,978,439
Adult Probation Department (APD)	**Discontinued** CASC Ambassador Program	April 1, 2024 - June 30, 2026	\$232,425
Department of Children, Youth and their Families (DCYF) **Subcontract**	Instituto Familiar de la Raza (IFR) / Roadmap to Peace	July 1, 2024 - June 30, 2025	\$10,000



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

Five Keys Schools and Programs: The Artmar Grant Agreement 2nd Amendment

Budget and Finance Committee | April 9, 2025



Proposed Amendment Details

- **Resolution:** Approve the **2nd amendment** to the grant agreement between HSH and **Five Keys Schools and Programs (Five Keys)** for **the Artmar Hotel**.
- **Term:**
 - Current Term: June 30, 2021 – June 30, 2025
 - Amended Term: **June 30, 2021 – June 30, 2027**
- **Amount:** Increases not-to-exceed amount by **\$4,857,296** for a total not-to-exceed amount of **\$13,912,633**.
- **Commission approval:** March 6, 2025

Grant Agreement Overview

- The **Artmar Hotel** is 60 units of permanent supportive housing for formerly-homeless transitional-aged youth (TAY).
- **Five Keys** provides:
 - Property management services
 - Tenant lease management
 - Building maintenance and repairs
 - 24/7 onsite staffing
 - Support services for tenants:
 - Education and employment services
 - Housing retention support
 - External referrals to behavioral health services

Program Context

- The Artmar Hotel housed 39 TAY and 25 adults in Fiscal Year 2023-24
 - When residents age out of the TAY age designation, they can continue to live at the Artmar.
- 100% Our City, Our Home (Prop C) funded
- This extension is timed with the HSH Multi-Year Procurement Plan

64 People served in FY 2023-24

42% Black

27% Latine

33% LGBTQ+



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

Questions?

Thank you!

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

**GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
FIVE KEYS SCHOOLS AND PROGRAMS**

THIS GRANT AGREEMENT (“Agreement”) is made as of **June 1, 2021**, in the City and County of San Francisco, State of California, by and between **FIVE KEYS SCHOOLS AND PROGRAMS** (“Grantee”) and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation (“City”) acting by and through The Department of Homelessness and Supportive Housing (“Department”),

RECITALS

WHEREAS, Grantee has applied to the Department to fund the matters set forth in a grant plan; and summarized briefly as follows: to provide property management and support services; and

WHEREAS, City desires to provide such a grant on the terms and conditions set forth herein; and

WHEREAS, Ordinance No. 61-19 authorizes the Department to enter into grants and contracts without adhering to the Administrative Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to the shelter crisis; and

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is acknowledged, the parties agree as follows:

**ARTICLE 1
DEFINITIONS**

1.1 Specific Terms. Unless the context otherwise requires, the following capitalized terms (whether singular or plural) shall have the meanings set forth below:

(a) “ADA” shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.

(b) “Application Documents” shall mean collectively: (i) the grant application submitted

- by Grantee, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents, correspondence and other written materials submitted with respect to the grant application; and (iii) all amendments, modifications or supplements to any of the foregoing approved in writing by City.
- (c) "Budget" shall mean the budget attached hereto as part of Appendix B, Budget.
 - (d) "Charter" shall mean the Charter of City.
 - (e) "Contractor" shall have the meaning as "Grantee" if used in this Agreement, as certain City contracting requirements also apply to grants of the City of San Francisco.
 - (f) "Controller" shall mean the Controller of City.
 - (g) "Eligible Expenses" shall have the meaning set forth in Appendix A, Services to be Provided and Appendix B, Budget.
 - (h) "Event of Default" shall have the meaning set forth in Section 11.1.
 - (i) "Fiscal Quarter" shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.
 - (j) "Fiscal Year" shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during which all or any portion of this Agreement is in effect.
 - (k) "Funding Request" shall have the meaning set forth in Section 5.3(a).
 - (l) "Grant" means this document, including all attached appendices, and all applicable City Ordinances and Mandatory City Requirements specifically incorporated into this Agreement by reference as provided herein.
 - (m) "Grant Funds" shall mean any and all funds allocated or disbursed to Grantee under this Agreement.
 - (n) "Grant Plan" shall have the meaning set forth in Appendix A, Services to be Provided and Appendix B, Budget.
 - (o) "Indemnified Parties" shall mean: (i) City, including the Department and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.
 - (p) "Losses" shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and

nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or unfounded, of whatsoever kind and nature.

- (q) "Publication" shall mean any report, article, educational material, handbook, brochure, pamphlet, press release, public service announcement, web page, audio or visual material or other communication for public dissemination, which relates to all or any portion of the Grant Plan or is paid for in whole or in part using Grant Funds.
- (r) "Subgrantee" shall mean any person or entity expressly permitted under Article 13 that provides services to Grantee in fulfillment of Grantee's obligations arising from this Agreement.

1.2 Additional Terms. The terms "as directed," "as required" or "as permitted" and similar terms shall refer to the direction, requirement, or permission of the Department. The terms "sufficient," "necessary" or "proper" and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Department. The terms "approval," "acceptable" or "satisfactory" or similar terms shall mean approved by, or acceptable to, or satisfactory to the Department. The terms "include," "included" or "including" and similar terms shall be deemed to be followed by the words "without limitation". The use of the term "subcontractor," "successor" or "assign" herein refers only to a subcontractor ("subgrantee"), successor or assign expressly permitted under Article 13.

1.3 References to this Agreement. References to this Agreement include: (a) any and all appendices, exhibits, schedules, attachments hereto; (b) any and all statutes, ordinances, regulations or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or supplements hereto made in accordance with Section 17.2. References to articles, sections, subsections or appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as "hereunder," "herein" or "hereto" refer to this Agreement as a whole.

ARTICLE 2 APPROPRIATION AND CERTIFICATION OF GRANT FUNDS; LIMITATIONS ON CITY'S OBLIGATIONS

2.1 Risk of Non-Appropriation of Grant Funds. This Agreement is subject to the budget and fiscal provisions of the Charter. City shall have no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. Grantee acknowledges that City budget decisions are subject to the discretion of its Mayor and Board of Supervisors. Grantee assumes all risk of possible non-appropriation or non-certification of funds, and such assumption is part of the consideration for this Agreement.

2.2 Certification of Controller. Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation shall not at any time

exceed the amount certified for the purpose and period stated in such advance authorization.

- 2.3 Automatic Termination for Non-Appropriation of Funds.** This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of any Fiscal Year if funds are not appropriated for the next succeeding Fiscal Year. If funds are appropriated for a portion of any Fiscal Year, this Agreement shall terminate, without penalty, liability or expense of any kind to City, at the end of such portion of the Fiscal Year.
- 2.4 SUPERSEDURE OF CONFLICTING PROVISIONS.** IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.
- 2.5 Maximum Costs.** Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies provided by Grantee that are beyond the scope of the services, materials, equipment and supplies agreed upon herein and not approved by a written amendment to this Agreement lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement that exceeds the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

ARTICLE 3 TERM

- 3.1 Effective Date.** This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.
- 3.2 Duration of Term.** The term of this Agreement shall commence on **June 1, 2021** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee

shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

ARTICLE 4 IMPLEMENTATION OF GRANT PLAN

- 4.1 Implementation of Grant Plan; Cooperation with Monitoring.** Grantee shall diligently and in good faith implement the Grant Plan on the terms and conditions set forth in this Agreement and, to the extent that they do not differ from this Agreement, the Application Documents. Grantee shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without the prior written consent of City. Grantee shall promptly comply with all standards, specifications and formats of City, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and shall cooperate in good faith with City in any evaluation, planning or monitoring activities conducted or authorized by City.
- 4.2 Grantee's Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.
- 4.3 Ownership of Results.** Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.
- 4.4 Works for Hire.** If, in connection with this Agreement or the implementation of the Grant Plan, Grantee or any subgrantee creates artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship or Publications, such creations shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such creations shall be the property of City. If it is ever determined that any such creations are not works for hire under applicable law, Grantee hereby assigns all copyrights thereto to City, and agrees to provide any material, execute such documents and take such other actions as may be necessary or desirable to effect such assignment. With the prior written approval of City, Grantee may retain and use copies of such creations for reference and as documentation of its experience and capabilities. Grantee shall obtain all releases, assignments or other agreements from subgrantees or other persons or entities implementing the Grant Plan to ensure that City obtains the rights set forth in this Grant.
- 4.5 Publications and Work Product.**
- (a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property

funded in whole or part with the Grant Funds, whether those elements are written, oral or in any other medium. Grantee has the burden of demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.

- (b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for approval, if City so requests, any other program material or form that Grantee uses or proposes to use in furtherance of the Grant Plan, and Grantee shall promptly provide to City one copy of all such materials or forms within two (2) days following City's request. The City's approval of any material hereunder shall not be deemed an endorsement of, or agreement with, the contents of such material, and the City shall have no liability or responsibility for any such contents. The City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by the City of such material. Grantee shall not charge for the use or distribution of any Publication funded all or in part with the Grant Funds, without first obtaining City's written consent, which City may give or withhold in its sole discretion.
- (c) Grantee shall distribute any Publication solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion. In addition, Grantee shall furnish any services funded in whole or part with the Grant Funds under this Agreement solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion.
- (d) City may disapprove any element of work or property funded in whole or part by the Grant Funds that City determines, in its sole discretion, has any of the following characteristics: is divisive or discriminatory; undermines the purpose of the Grant Plan; discourages otherwise qualified potential employees or volunteers or any clients from participating in activities covered under the Grant Plan; undermines the effective delivery of services to clients of Grantee; hinders the achievement of any other purpose of City in making the Grant under this Agreement; or violates any other provision of this Agreement or applicable law. If City disapproves any element of the Grant Plan as implemented, or requires any change to it, Grantee shall immediately eliminate the disapproved portions and make the required changes. If City disapproves any materials, activities or services provided by third parties, Grantee shall immediately cease using the materials and terminate the activities or services and shall, at City's request, require that Grantee obtain the return of materials from recipients or deliver such materials to City or destroy them.
- (e) City has the right to monitor from time to time the administration by Grantee or any of its subcontractors of any programs or other work, including, without limitation, educational programs or trainings, funded in whole or part by the Grant Funds, to

ensure that Grantee is performing such element of the Grant Plan, or causing such element of the Grant Plan to be performed, consistent with the terms and conditions of this Agreement.

- (f) Grantee shall acknowledge City's funding under this Agreement in all Publications. Such acknowledgment shall conspicuously state that the activities are sponsored in whole or in part through a grant from the Department. Except as set forth in this subsection, Grantee shall not use the name of the Department or City (as a reference to the municipal corporation as opposed to location) in any Publication without prior written approval of City.

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Six Million Seven Hundred Four Thousand Three Hundred Sixty Four Dollars (\$6,704,364)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million One Hundred Seventeen Thousand Three Hundred Ninety Four Dollars (\$1,117,394)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

5.3 Disbursement Procedures. Grant Funds shall be disbursed to Grantee as follows:

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in

such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.

- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit www.sfgov.org/ach. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 State or Federal Funds

- (a) **Disallowance.** With respect to Grant Funds, if any, which are ultimately provided by the State or Federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the State or Federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.
- (b) **Grant Terms.** The funding for this Agreement is provided in full or in part by a federal or state grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements.

ARTICLE 6 REPORTING REQUIREMENTS; AUDITS; PENALTIES FOR FALSE CLAIMS

- 6.1 Regular Reports.** Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Department, in form and substance satisfactory to the Department. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.
- 6.2 Organizational Documents.** If requested by City, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.

- 6.3 Notification of Defaults or Changes in Circumstances.** Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at any time during the term of this Agreement.
- 6.4 Financial Statements.** Pursuant to San Francisco Administrative Code Section 67.32 and Controller requirements, if requested, within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee.
- 6.5 Books and Records.** Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.
- 6.6 Inspection and Audit.** Grantee shall make available to City, its employees and authorized representatives, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.
- 6.7 Submitting False Claims** Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendix A, Services to be Provided. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a)

knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d) conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

- 6.8 Grantee's Board of Directors.** Grantee shall at all times be governed by a legally constituted and fiscally responsible board of directors. Such board of directors shall meet regularly and maintain appropriate membership, as established in Grantee's bylaws and other governing documents and shall adhere to applicable provisions of federal, state and local laws governing nonprofit corporations. Grantee's board of directors shall exercise such oversight responsibility with regard to this Agreement as is necessary to ensure full and prompt performance by Grantee of its obligations under this Agreement.

ARTICLE 7 TAXES

- 7.1 Grantee to Pay All Taxes.** Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.
- 7.2 Use of City Real Property.** If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:
- (a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.
 - (b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.
 - (c) Grantee shall provide such other information as may be requested by City to enable City to comply with any reporting requirements under applicable law with respect to

possessory interests.

- 7.3 Withholding.** Grantee agrees that it is obligated to pay all amounts due to the City under the San Francisco Business and Tax Regulations Code during the term of this Agreement. Pursuant to Section 6.10-2 of the San Francisco Business and Tax Regulations Code, Grantee further acknowledges and agrees that City may withhold any payments due to Grantee under this Agreement if Grantee is delinquent in the payment of any amount required to be paid to the City under the San Francisco Business and Tax Regulations Code. Any payments withheld under this paragraph shall be made to Grantee, without interest, upon Grantee coming back into compliance with its obligations.

ARTICLE 8 REPRESENTATIONS AND WARRANTIES

Grantee represents and warrants each of the following as of the date of this Agreement and at all times throughout the term of this Agreement:

- 8.1 Organization; Authorization.** Grantee is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed. Grantee has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.
- 8.2 Location.** Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.
- 8.3 No Misstatements.** No document furnished or to be furnished by Grantee to City in connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.
- 8.4 Conflict of Interest.**
- (a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact

during the term of this Agreement.

(b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For purposes of this subsection, "immediate family" shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and stepparents).

8.5 No Other Agreements with City. Except as expressly itemized in Appendix D, Interest in Other City Grants, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other agreement with City including any commission, department or other subdivision thereof.

8.6 Subcontracts. Except as may be permitted under Section 13.3, Grantee has not entered into any agreement, arrangement or understanding with any other person or entity pursuant to which such person or entity will implement or assist in implementing all or any portion of the Grant Plan.

8.7 Eligibility to Receive Federal Funds. By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Grantee acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement.

ARTICLE 9 INDEMNIFICATION AND GENERAL LIABILITY

9.1 Indemnification. Grantee shall indemnify, protect, defend and hold harmless each of the Indemnified Parties from and against any and all Losses arising from, in connection with or caused by: (a) a material breach of this Agreement by Grantee; (b) a material breach of any representation or warranty of Grantee contained in this Agreement; (c) any personal injury caused, directly or indirectly, by any act or omission of Grantee or its employees, subgrantees or agents; (d) any property damage caused, directly or indirectly by any act or omission of Grantee or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by Grantee, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is furnished, rented or loaned to Grantee by an Indemnified Party; (f) any tax, fee, assessment or other charge for which Grantee is responsible under Article 7; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished to such Indemnified Party in connection with this Agreement. Grantee's obligations under the immediately preceding sentence shall apply to any Loss that is caused in whole or in part by the active or passive negligence of any Indemnified Party, but shall exclude any Loss caused solely by the willful misconduct of the Indemnified Party. The foregoing indemnity shall include, without limitation, consultants and experts and related costs and City's costs of investigating any claims against the City.

- 9.2 Duty to Defend; Notice of Loss.** Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any liability to such Indemnified Party pursuant to Section 9.1, unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if Grantee contends that such Indemnified Party shares in liability with respect thereto.
- 9.3 Incidental and Consequential Damages.** Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.
- 9.4 LIMITATION ON LIABILITY OF CITY.** CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

ARTICLE 10 INSURANCE

- 10.1 Types and Amounts of Coverage.** Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:
- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.

- (b) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage.
- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

10.2 Additional Requirements for General and Automobile Coverage. Commercial General Liability and Commercial Automobile Liability insurance policies shall:

- (a) Name as Additional Insured City and its officers, agents and employees.
- (b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

10.3 Additional Requirements for All Policies. All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.

10.4 Required Post-Expiration Coverage. Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs. Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

10.6 Evidence of Insurance. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall

constitute a material breach of this Agreement.

10.7 Effect of Approval. Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.

10.8 Insurance for Subcontractors and Evidence of this Insurance. If a subcontractor will be used to complete any portion of this agreement, Grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and Grantee listed as additional insureds.

ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES

11.1 Events of Default. The occurrence of any one or more of the following events shall constitute an “Event of Default” under this Agreement:

- (a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.
- (b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.
- (c) **Failure to Comply with Representations and Warranties or Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 16.
- (d) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.
- (e) **Cross Default.** Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).
- (f) **Voluntary Insolvency.** Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.

- (g) **Involuntary Insolvency.** Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.

11.2 Remedies upon Event of Default. Upon and during the continuance of an Event of Default, City may do any of the following, individually or in combination with any other remedy:

- (a) **Termination.** City may terminate this Agreement by giving a written termination notice to Grantee of the Event of Default and that, on the date specified in the notice, this Agreement shall terminate, and all rights of Grantee hereunder shall be extinguished. In the sole discretion of the City, Grantee may be allowed ten (10) days to cure the default. In the event of termination for default, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.
- (b) **Withholding of Grant Funds.** City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default, if granted by the City in its sole discretion, shall be disbursed without interest.
- (c) **Offset.** City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.
- (d) **Return of Grant Funds.** City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

11.3 Termination for Convenience. City shall have the option, in its sole discretion, to terminate this Agreement at any time for convenience and without cause. City shall exercise this option by giving Grantee written notice that specifies the effective date of termination. Upon receipt of the notice of termination, Grantee shall undertake with diligence all necessary actions to effect the termination of this Agreement on the date specified by City and minimize the liability of Grantee and City to third parties. Such actions shall include, without limitation:

- (a) Halting the performance of all work under this Agreement on the date(s) and in the manner specified by City;
- (b) Terminating all existing orders and subcontracts, and not placing any further orders or subcontracts for materials, services, equipment or other items; and
- (c) Completing performance of any work that City designates to be completed prior to the date of termination specified by City.

In no event shall City be liable for costs incurred by Grantee or any of its subcontractors after the termination date specified by City, except for those costs incurred at the request of City pursuant to this section.

- 11.4 Remedies Nonexclusive.** Each of the remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The remedies contained herein are in addition to all other remedies available to City at law or in equity by statute or otherwise and the exercise of any such remedy shall not preclude or in any way be deemed to waive any other remedy.

ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS

- 12.1 Proprietary or Confidential Information of City.** Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.
- 12.2 Sunshine Ordinance.** Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee covered by Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.

- 12.3 Financial Projections.** Pursuant to San Francisco Administrative Code Section 67.32, Grantee agrees upon request to provide City with financial projections (including profit and loss figures) for the activities and/or projects contemplated by this Grant ("Project") and annual audited financial statements thereafter. Grantee agrees that all such projections and financial statements shall be public records that must be disclosed.

ARTICLE 13 ASSIGNMENTS AND SUBCONTRACTING

- 13.1 No Assignment by Grantee.** Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.
- 13.2 Agreement Made in Violation of this Article.** Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.
- 13.3 Subcontracting.** If Appendix E, Permitted Subgrantees, lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If Appendix E, Permitted Subgrantees, is blank or specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.
- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix E, Permitted Subgrantees without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.
- (b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the

Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

- 13.4 Grantee Retains Responsibility.** Grantee shall remain liable for the performance by any assignee or subgrantee of all of the covenants terms and conditions contained in this Agreement.

ARTICLE 14 INDEPENDENT CONTRACTOR STATUS

- 14.1 Nature of Agreement.** Grantee shall be deemed at all times to be an independent contractor and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.
- 14.2 Direction.** Any terms in this Agreement referring to direction or instruction from the Department or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.
- 14.3 Consequences of Recharacterization.**
- (a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.
 - (b) Should a relevant taxing authority determine a liability for past services performed by Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).
 - (c) A determination of employment status pursuant to either subsection (a) or (b) of this Section 14.3 shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been

the amount of such Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS

- 15.1 Requirements.** Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or email, and shall be addressed as follows:

If to the Department or City: Department of Homelessness and Supportive Housing
Contracts Unit
P.O. Box 427400
San Francisco, CA 94142-7400
hshcontracts@sfgov.org

If to Grantee: Five Keys Schools and Programs
70 Oak Grove Street
San Francisco, CA 94107
Attn: Steve Good
Email: steveg@fivekeys.org

Any notice of default must be sent by registered mail.

- 15.2 Effective Date.** All communications sent in accordance with Section 15.1 shall become effective on the date of receipt.
- 15.3 Change of Address.** Any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

ARTICLE 16 COMPLIANCE

- 16.1 Reserved.**

- 16.2 Nondiscrimination; Penalties.**

(a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune

Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

- (b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- (c) **Non-Discrimination in Benefits.** Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.
- (d) **Condition to Contract.** As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.
- (e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

16.3 Reserved.

16.4 Tropical Hardwood and Virgin Redwood Ban. Pursuant to § 804(b) of the San Francisco Environment Code, City urges all grantees not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

- 16.5 Drug-Free Workplace Policy.** Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.
- 16.6 Resource Conservation; Liquidated Damages.** Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.
- 16.7 Compliance with ADA.** Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.
- 16.8 Requiring Minimum Compensation for Employees.** Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Chapter 12P.
- 16.9 Limitations on Contributions.** By executing this Agreement, Grantee acknowledges its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the

contract; each member of Grantee's board of directors; Grantee's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10 percent in Grantee; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Grantee. Grantee certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the grant, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

16.10 First Source Hiring Program. Contractor must comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code, that apply to this Agreement, and Contractor is subject to the enforcement and penalty provisions in Chapter 83.

16.11 Prohibition on Political Activity with City Funds. In accordance with San Francisco Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity"). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference. Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (ii) Grantee shall have the burden to prove that no funding from this Agreement has been used for such Political Activity. Grantee agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this section. In the event Grantee violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other agreements between Grantee and City, (ii) prohibit Grantee from bidding on or receiving any new City contract for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

16.12 Preservative-treated Wood Containing Arsenic. Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Grantee may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Grantee from purchasing

preservative-treated wood containing arsenic for saltwater immersion. The term “saltwater immersion” shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

16.13 Reserved. (Working with Minors).

16.14 Protection of Private Information. Grantee has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, “Nondisclosure of Private Information,” and 12M.3, “Enforcement” of Administrative Code Chapter 12M, “Protection of Private Information,” which are incorporated herein as if fully set forth. Grantee agrees that any failure of Grantee to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Agreement. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement, bring a false claim action against Grantee pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar Grantee.

16.15 Public Access to Meetings and Records. If Grantee receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, Grantee agrees to open its meetings and records to the public in the manner set forth in Sections 12L.4 and 12L.5 of the Administrative Code. Grantee further agrees to make good-faith efforts to promote community membership on its Board of Directors in the manner set forth in Section 12L.6 of the Administrative Code. Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. Grantee further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

16.16 Consideration of Criminal History in Hiring and Employment Decisions.

(a) Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T, “City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions,” of the San Francisco Administrative Code (“Chapter 12T”), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at <http://sfgov.org/olse/fco>. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.

(b) The requirements of Chapter 12T shall only apply to a Contractor’s or subcontractor’s operations to the extent those operations are in furtherance of the performance of this

Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, and shall apply when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco. Chapter 12T shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

16.17 Food Service Waste Reduction Requirements. Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

16.18 Reserved. (Slavery Era Disclosure).

16.19 Distribution of Beverages and Water.

(a) **Sugar-Sweetened Beverage Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

(b) **Waived pursuant to San Francisco Environment Code Chapter 24, section 2406. (Packaged Water Prohibition).**

16.20 Duty to Collect and Record Client Sexual Orientation and Gender Identity Data. Contractor shall comply with San Francisco Administrative Code Chapter 104 by seeking to collect and record information about clients' sexual orientation and gender identity, and reporting such data to the Department of Homelessness and Supportive Housing at intake and as instructed by the Department. In seeking to collect information about clients' sexual orientation and gender identity, Contractor shall: (1) communicate to clients that the provision of sexual orientation and gender identity information is voluntary, and no direct services shall be denied to clients who decline to provide that information; (2) solicit gender identity and sexual orientation data using questions and approaches consistent with the Department of Public Health's Policies and Procedures entitled "Sexual Orientation Guidelines: Principles for Collecting, Coding, and

Reporting Identity Data,” reissued on September 2, 2014, and “Sex and Gender Guidelines: Principles for Collecting, Coding, and Reporting Identity Data,” reissued on September 2, 2014, or any successor Policies and Procedures; and (3) advise clients that they will protect personally identifiable information regarding clients’ sexual orientation and gender identity from unauthorized disclosure, to the extent permitted by law. The duty to collect information about gender identity and sexual orientation shall not apply to the extent such collection is incompatible with any professionally reasonable clinical judgment that is based on articulable facts of clinical significance. Further, Contractor shall protect personally identifiable information from unauthorized disclosure, to the extent permitted by law and as required by the Health Insurance Portability and Accountability Act, the California Medical Information Act, Article 1 of the California Constitution, the California Health and Safety Code and regulations promulgated thereunder, the California Welfare and Institutions Code and regulations promulgated thereunder, and any other applicable provision of federal or state law.

16.21 Compliance with Other Laws. Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City’s Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

16.22 Reserved. (Additional Provisions for Shelter and Resource Center Grants – Standard of Care).

16.23 Reserved. (Additional Requirements for Federally-Funded Awards).

ARTICLE 17 MISCELLANEOUS

17.1 No Waiver. No waiver by the Department or City of any default or breach of this Agreement shall be implied from any failure by the Department or City to take action on account of such default if such default persists or is repeated. No express waiver by the Department or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Department of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Department or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.

17.2 Modification. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

17.3 Administrative Remedy for Agreement Interpretation. Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or

resort to any other legal remedy, be referred to Department Head, as the case may be, of the Department who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.

17.4 Governing Law; Venue. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

17.5 Headings. All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.

17.6 Entire Agreement. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A, Services to be Provided
 Appendix B, Budget
 Appendix C, Method of Payment
 Appendix D, Interests in Other City Grantees
 Appendix E, Permitted Subgrantees

17.7 Certified Resolution of Signatory Authority. Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.

17.8 Severability. Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

17.9 Successors; No Third-Party Beneficiaries. Subject to the terms of Article 13, the terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their respective successors and assigns and, in the case of Article 9, the Indemnified Parties) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants, conditions or provisions contained herein.

17.10 Survival of Terms. The obligations of Grantee and the terms of the following provisions

of this Agreement shall survive and continue following expiration or termination of this Agreement:

Section 4.3	Ownership of Results.
Section 6.4	Financial Statements.
Section 6.5	Books and Records.
Section 6.6	Inspection and Audit.
Section 6.7	Submitting False Claims; Monetary Penalties.
Article 7	Taxes.
Article 8	Representations and Warranties.
Article 9	Indemnification and General Liability.
Section 10.4	Required Post-Expiration Coverage.
Article 12	Disclosure of Information and Documents.
Section 13.4	Grantee Retains Responsibility.
Section 14.3	Consequences of Recharacterization.
This Article 17	Miscellaneous.

17.11 Further Assurances. From and after the date of this Agreement, Grantee agrees to do such things, perform such acts, and make, execute, acknowledge and deliver such documents as may be reasonably necessary or proper and usual to complete the transactions contemplated by this Agreement and to carry out the purpose of this Agreement in accordance with this Agreement.

17.12 Dispute Resolution Procedure.

- (a) The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF. The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.
- (b) The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt

this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit Grantees. Any questions for concerns about this Dispute Resolution Procedure should be addressed to purchasing@sfgov.org.

- (c) The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services Grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, Grantees and departments should employ the following steps:
- (1) Grantee will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with Grantee or provide a written response to Grantee within 10 working days.
 - (2) Should the dispute or concern remain unresolved after the completion of Step 1, Grantee may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to Grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
 - (3) Should Steps 1 and 2 above not result in a determination of mutual agreement, Grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to Grantee. The Department will respond in writing within 10 working days.
- (d) In addition to the above process, Grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF.

- (e) The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites Grantees to submit concerns about a department's implementation of the policies and procedures. Grantees can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. Grantee must submit the request in writing to purchasing@sfgov.org. This request shall describe both the nature of the concern and why the process to date is not satisfactory to Grantee. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

17.13 Cooperative Drafting. This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

17.14 Services During a City-Declared Emergency. In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Appendix A, Services to be Provided. Any services provided beyond those listed in Appendix A, Services to be Provided must be approved by the Department.

17.15 MacBride Principles--Northern Ireland. Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of this Agreement.

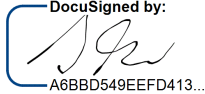
CITY

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

By:  CAD7B781896B449...
Shireen McSpadden
Director

GRANTEE

**FIVE KEYS SCHOOLS AND
PROGRAMS**

By:  A6BBD549EEFD413...
Steve Good
Executive Director
City Supplier Number: 0000011181

Approved as to Form:

By:  F013CEBF5B1B482...
Virginia Dario Elizondo
Deputy City Attorney

**Appendix A, Services to be Provided
by
Five Keys Schools and Programs
Artmar Hotel**

I. Purpose of Grant

The purpose of this grant is to provide property management and support services to the served population. The goals of these services are to empower tenants to achieve their goals, retain their housing or move to other appropriate housing, promote community building and tenant participation, and maintain a safe, supportive and stable environment that fosters independence.

II. Served Population

Grantee shall serve transitional age youth (TAY) aged 18 to 24 and adults experiencing homelessness. An adult is defined as an individual or couple 18 years old or older without the custody of minors below 18 years of age. Couples consist of two adult individuals who are married, in a domestic partnership, or who can provide documentation of an established partnership.

III. Referral and Prioritization

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

Eligibility criteria may include meeting a definition of homelessness at the time of referral and placement, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for Permanent Supportive Housing programs are prioritized based on various criteria, such as levels of vulnerability, length and history of homelessness, and severity of housing barriers.

IV. Description of Services

A. Support Services

Grantee shall provide Support Services to tenants who reside in 60 units at the Artmar Hotel. Support Services are voluntary and shall be available to all tenants of the building. Support Services shall include, but are not limited to the following:

1. Outreach: Grantee shall actively engage with tenants to provide information about available Support Services and invite them to participate. Outreach methods shall include in-person interactions, written messages, phone calls, voice mail, and emails, as available and appropriate to reach individual tenant. Grantee shall contact each tenant at least three times during the first 60 days following placement in housing to engage the tenant in services.
2. Intake and Assessment: Grantee shall coordinate the initial intake with applicants for vacant units with Property Management, and if possible, begin establishing a rapport with tenants prior to move-in. Grantee shall attempt to coordinate with an incoming tenant's current Case Manager(s) (e.g., at the shelter, agency, or

Coordinated Entry Access Point where a tenant is currently receiving services) to ensure a warm hand-off and transition into housing. This may include an exchange of information about challenges the tenant is experiencing and/or and current services being accessed in the community.

3. **Case Management:** Grantee shall provide ongoing meetings and counseling for tenants to establish goals, develop Individualized Service Plans, and track progress toward achieving those goals. Grantee shall document Case Management meetings, engagement, and status of tenants at least once per month to ensure they are doing well and are receiving the support they need to maintain housing.
4. **Benefits Advocacy and Assistance:** Grantee shall assist tenants with obtaining or maintaining benefits. Grantee shall provide referrals for and solve problems preventing a tenant's enrollment in county, state, and federal benefits programs. Grantee may help tenants identify, apply for, and establish appointments for available services such as cash aid, food programs, medical clinics and/or in-home support.
5. **Referrals and Coordination of Services:** Grantee shall help tenants 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 applications, providing appointment reminders, following up/checking in with tenants regarding the process, and, as necessary, re-referral. Grantee shall also communicate and coordinate with outside service providers and mental health clinics to support existing linkages that tenants may have.
6. **Coordination with Property Management:** Grantee shall assist tenants in communicating with, responding to, and meeting with Property Management. This may include helping a tenant understand the meaning of messages, letters, and/or warnings from Property Management, helping a tenant write requests, responses, or complaints, and attending meetings between the tenant and Property Management to facilitate communication. Grantee shall coordinate with Property Management and external agencies to find creative ways to engage with tenants, as necessary. This may be the case if a tenant is experiencing challenges with their housing and is not inclined to proactively engage.
7. **Wellness Checks:** Grantee shall conduct Wellness Checks in accordance with HSH policy to assess a tenant's safety when there is a reason to believe the tenant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
8. **Support Groups, Social Events and Organized Activities:**
 - i. Grantee shall provide tenants with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each

other, to form social connections with other tenants and staff, or to celebrate significant individual, holiday, and community events. These events may be planned with or based on input from tenants and shall be held on site at least once per week. Grantee shall post and provide to tenants with a monthly calendar of events. When appropriate, events should be open to all building tenants.

- ii. Grantee shall conduct monthly community meetings for tenants, in coordination with Property Management, during which tenants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
 - iii. Grantee shall provide appropriate programming for the population served.
9. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all tenants who display indications of housing instability. Such indications include but are not limited to discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants. Grantee shall assist with the de-escalation and resolution of conflicts as needed.
10. Exit Planning and After-Care Services: If a tenant is moving out of the building, Grantee shall outreach to the tenant to engage in exit planning and support the tenant's successful transition out of the program, and coordinate with Property Management, as necessary. The exit plan shall depend on the tenant's needs and preferences but may include establishing a link to outpatient case management as well as access to services in the community. Grantee shall provide and/or coordinate aftercare services following a tenant's exit from the program for up to 90 days or as indicated by tenant need.

B. Property Management

Grantee shall provide Property Management to tenants residing in 60 units. Property Management services shall include, but are not limited to, the following:

- 1. Program Applicant Selection and Intake: Grantee shall follow the processes agreed upon by Grantee, HSH, property owner, housing subsidy administrators, and/or other entities involved with referrals.
- 2. Annual Tenant Re-certification: As required by rental subsidy type, Grantee shall re-certify tenant income after each year of residence. This is generally done on the anniversary of a tenant's move-in date.
- 3. Residential Lease Set-Up: Grantee shall draft, provide, and sign a rental agreement with each tenant at the time of move-in. The lease agreement shall include House Rules and other pertinent Lease Addenda. Grantee shall review its Grievance policies and procedures and HSH policies and procedures with tenants at the time of lease signing.

4. Collection of Rents, Security Deposits, and Other Receipts: Grantee shall collect and process rent and other housing-related payments made by tenants.
 - i. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
 - ii. For tenants paying a portion of their income towards rent, Grantee shall assist with payment arrangements and comply with HSH and other applicable requirements governing how much tenants are required to pay.
 - iii. Tenants are encouraged to enroll in third party rent payment services. Grantee shall complete and submit referral paperwork to the agency providing the service and notify HSH of any problems with the arrangement.
5. Lease Enforcement, Written Notices and Eviction Prevention:
 - i. Grantee shall provide written notice to tenants to notify them of any issue that may affect ongoing tenancy including, but not limited to, failure to pay rent on time or in full, violations of house rules, and/or actions that are in violation of the lease agreement.
 - ii. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with laws in effect in San Francisco.
 - iii. Grantee shall work with tenants, in conjunction with Support Services staff, to resolve issues that put tenants at risk of eviction.
 - iv. Grantee shall copy Support Services staff on all of these communications.
6. Building Service Payments: Grantee shall set up and manage utility accounts and services related to the property, including but not limited to communications, alarms/security, fire alarm monitoring, garbage, water, and pest control. This may include elevator maintenance, as required.
7. Building Maintenance: Grantee shall maintain the facility in sanitary and operable condition, post protocol and forms for tenant requests for maintenance or repairs and respond to requests in a timely manner. Building maintenance shall include the following services:
 - i. Janitorial services in common areas, offices, and shared-use restroom and shower facilities;
 - ii. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
 - iii. Pest control services, as needed;
 - iv. Maintenance and repair of facility systems, plumbing, electrical, safety issues;
 - v. Building security; and
 - vi. Preparation of apartments for tenant move-in and move-out.
8. Wellness Checks and Emergency Safety Checks: Grantee shall conduct Wellness Checks and/or Emergency Safety Checks in accordance with HSH policy to

assess a tenant's safety when there is a reason to believe the tenant is at immediate and substantial risk due to a medical and/or psychiatric emergency.

9. **Front Desk Coverage:** Grantee shall provide front desk coverage 24 hours per day, seven days per week.

10. **Program Exit Planning:** Grantee shall alert Support Services staff when tenants give notice to leave housing and shall keep a record of each tenant's forwarding address, whenever possible.

V. Location and Time of Services

Grantee shall provide services at the Artmar Hotel, located at 433 Ellis Street, San Francisco.

Grantee shall provide Support Services Monday through Friday, during posted business hours. Grantee may also provide services evenings and weekends, and at other times when necessary to best serve tenants.

Grantee shall provide Property Management 24 hours per day, seven days per week.

VI. Service Requirements

- A. Case Management Ratio: Grantee shall maintain a 1:20 ratio of Case Managers to units.
- B. Supervision: Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants.
- C. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
- D. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.
- E. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow HSH overdose prevention policy. Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- F. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed.

- G. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's progress.
- H. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- I. Grievance Procedure:
Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a participant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.

Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

- J. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
 - a. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
 - b. A written annual survey 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.
- K. City Communications, Trainings and Meetings: Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
 - a. Regular communication to HSH about the implementation of the program;

- b. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 - c. Attendance at trainings (e.g. overdose prevention training), when required by HSH.
- L. Coordination with Other Service Providers: Grantee shall establish written agreements with Property Management and other service providers that are part of the site care team to formalize collaboration and roles and responsibilities.
- M. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and published HSH policies/procedures.
- N. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- O. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
 - a. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
 - b. That Grantee management staff is available to respond to neighbors within three business days, if reasonable; and
 - c. Having a representative of the Grantee attend all appropriate neighborhood meetings.
- P. Record Keeping and Files: Grantee shall maintain confidential tenant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
 - a. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
 - b. Grantee shall maintain confidential tenant files on the served population, including signed lease agreement and addenda, notices or lease violations issued to the tenant, copies of payment plans or other agreements to support housing stability, etc.
 - c. Grantee shall track receipt and completion of maintenance work orders.
 - d. Grantee shall maintain client program enrollment, annual status updates and program exit information in the Online Navigation and Entry (ONE) System and maintain hard copy files with eligibility, including homelessness verification documents.
 - e. Grantee shall maintain a program roster of all current tenants in the ONE System.

Q. Data Standards:

- a. Records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
- b. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
- c. Grantee shall maintain updated unit vacancy information on a weekly basis in the data system designated by HSH (Offline Vacancy Tracker and/or ONE System) as required. Changes to vacancy reporting shall be communicated to Grantees in writing from HSH.
- d. 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 Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

VII. Service Objectives

Grantee shall achieve the Service Objectives listed below.

A. Support Services:

1. Grantee shall actively outreach to at least 95 percent of tenants once every 30 days.
2. Grantee shall offer assessment to 100 percent of tenants for primary medical care needs within 90 days of move-in.
3. Grantee shall offer assessment to 100 percent of tenants for mental health and substance use treatment needs within 90 days of move-in.
4. Grantee shall offer assessment to 100 percent of tenants for benefits within 30 days of move-in.
5. Grantee shall offer to develop Individualized Service Plans for 100 percent of tenants within 90 days of service enrollment.
6. Grantee shall update at minimum 80 percent of Individualized Service Plans at least once every six months, or as required by HSH.

7. Grantee shall offer Support Services to 100 percent of all tenants that showed housing instability (non-payment of rent, lease violations) at least once per incident.
8. Grantee shall outreach to 100 percent of tenants with planned exits from the program to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
9. Grantee shall administer an annual written anonymous survey of tenants to obtain feedback on the type and quality of program services. Grantee shall offer all tenants the opportunity to take this survey.

B. Property Management

1. Grantee shall provide property management services to the tenants residing in the 60 units of the Artmar Hotel.
2. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 7 days, on average.
3. Grantee shall maintain an occupancy rate of at least 90 percent.
4. Grantee shall offer all tenants the opportunity to complete an annual anonymous Tenant Satisfaction Survey, with the goal of at least sixty-five percent participation.
5. Grantee shall collect at least 90 percent of tenant portions of monthly rent from occupied units.

VIII. Outcome Objectives

Grantee shall achieve the Outcome Objectives listed below.

A. Support Services

1. 90 percent of tenants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
2. 100 percent of tenants housed for at least six months will have maximized their income and benefits for which they are eligible, or will be in the application process. The percentage requirement in this objective will be benchmarked over the first 12 months of service to ensure it is attainable, and may be adjusted accordingly.

3. At least 85 percent of tenant lease violations will be resolved without loss of housing to tenants.
4. At least 75 percent of residents who have an Individualized Service Plan will accomplish one or more goals.
5. At least 80 percent of residents completing an annual resident satisfaction survey will be satisfied or very satisfied with program services.

B. Property Management

1. 90 percent of tenants will maintain their housing for a minimum of 12 months.
2. 75 percent of tenants who exit housing will move to other permanent housing, or be provided with more appropriate placements.
3. 85 percent of tenant lease violations will be resolved without loss of housing to tenants.
4. 85 percent of tenants completing an annual Tenant Satisfaction Survey will be satisfied or very satisfied with Property Management services.

IX. Reporting Requirements

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

- A. When required by HSH, Grantee shall enter tenant data in the ONE System.
- B. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month, including:
 1. The total number of unduplicated tenants who resided at the site during the month and the number of unduplicated tenants actively outreached to at least once during the month; and
 2. The number of lease/program rule violations issued for the month and the number of lease/program rule violations for which Support Services outreached to tenants to offer support; and
 3. Occupancy rate; and
 4. Number of new placements made for the month
- C. On a quarterly basis, Grantee shall enter the required metrics, including any required templates and supporting documentation to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:

1. The number and percentage of tenants that had an Individualized Service Plan in place within 90 days of service enrollment;
 2. The number and percentage of tenants assessed for primary medical care needs within 90 days of move-in;
 3. The number and percentage of tenants assessed for mental health and substance use treatment needs within 90 days of move-in;
 4. The number and percentage of tenants with planned exits to whom Grantee outreached to design an exit plan; and
 5. The number and percentage of lease violations that were resolved without loss of housing to tenants.
 6. Average number of days to turn over units;
 7. Number of tenant lease violations that were resolved without loss of housing to tenants; and
 8. Number of tenants who exit housing or move to other permanent housing, or are provided with more appropriate placements.
- D. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
1. The number and percentage of tenants who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 2. The number and percentage of Individualized Services Plans that were updated at least once every six months;
 3. The number and percentage of tenants who completed a written survey to provide feedback on the type and quality of program services;
 4. The number and percentage of tenants to whom Grantee outreached to complete a benefits assessment within 30 days of move-in; and
 5. The number and percentage of tenants who maximized their income and benefits for which they are eligible, or are in the application process.
 6. Number and percentage of tenants who completed an annual Tenant Satisfaction Survey;
 7. Number and percentage of Tenant Satisfaction Survey respondents who indicated they were satisfied or very satisfied with program services; and
 8. Number and percentage of surviving tenants who maintain their housing for a minimum of 12 months.
- E. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide the number of evicted households and eviction notices issued to households residing in City-funded housing through the annual HSH administered Eviction Survey. Grantee shall adhere to all deadlines for submission as required by HSH.

- F. Grantee shall submit Facility Inventory data to the Department of Homelessness and Supportive Housing during the last week of January. Data will include unit/bed inventory, point in time population count of residents, and general characteristic data of residents. Data is used for reporting mandated by the Federal Government under the US Department of Housing and Urban Development's Continuum of Care program.
- G. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code - Permanent Supportive Housing - Rent Contribution Standard (<https://sfgov.legistar.com/View.ashx?M=F&ID=9074560&GUID=FDA1BCF9-1096-42C8-AD19-9143A348AC07>), as instructed by HSH.
- H. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and any Grantee response will become part of the official report.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, tenant 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.
- A. 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.

	A	B	C	D	G	J	M	P	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	6/1/2021								
4	Contract Term	Begin Date	End Date							Duration (Years)
5	Current Term	6/1/2021	6/30/2024							4
6	Amended Term	6/1/2021	6/30/2024							4
7	Provider Name	Five Keys Schools and Programs								
8	Program	Artmar Hotel								
9	FSP Contract ID#	1000021966								
10	Action (select)	New Agreement								
11	Effective Date	6/1/2021								
12	Budget Names	General Fund - Support Services & Property Management, HHAP 2 - Support Services & Property Management, ERAF - Support Services & Property Management								
13		Current	New							
14	Term Budget	\$ -	\$ 5,586,970	20%						
15	Contingency	\$ -	\$ 1,117,394							
16	Not-To-Exceed	\$ -	\$ 6,704,364		Year 1	Year 2	Year 3	Year 4	All Years	
17					6/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	6/1/2021 - 6/30/2024	
18					New	New	New	New	New	
19	Expenditures									
20	Salaries & Benefits				\$ 79,863	\$ 921,029	\$ 921,029	\$ 921,029	\$ 2,842,951	
21	Operating Expense				\$ 29,396	\$ 178,200	\$ 178,200	\$ 178,200	\$ 563,996	
22	Subtotal				\$ 109,259	\$ 1,099,229	\$ 1,099,229	\$ 1,099,229	\$ 3,406,947	
23	Indirect Percentage									
24	Indirect Cost (Line 21 X Line 22)				\$ 16,389	\$ 164,884	\$ 164,884	\$ 164,884	\$ 511,042	
25	Other Expenses (Not subject to indirect %)				\$ 103,700	\$ 622,200	\$ 622,200	\$ 622,200	\$ 1,970,300	
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -	
27	Admin Cost (HUD Only)				\$ -	\$ -	\$ -	\$ -	\$ -	
28	Total Expenditures				\$ 229,348	\$ 1,886,314	\$ 1,886,314	\$ 1,886,314	\$ 5,888,289	
29										
30	HSH Revenues (select)									
31	General Fund - Ongoing				\$ 91,843	\$ 929,691	\$ 929,691	\$ 1,785,874	\$ 3,737,099	
32					\$ -	\$ -	\$ -	\$ -	\$ -	
33	State - Homeless Housing Assistance & Prevention (HHAP) 2				\$ -	\$ 856,183	\$ 210,641	\$ -	\$ 1,066,824	
34	Educational Revenue Augmentation Fund (ERAF)				\$ 137,505	\$ -	\$ 645,542	\$ -	\$ 783,047	
35					\$ -	\$ -	\$ -	\$ -	\$ -	
36					\$ -	\$ -	\$ -	\$ -	\$ -	
37					\$ -	\$ -	\$ -	\$ -	\$ -	
38					\$ -	\$ -	\$ -	\$ -	\$ -	
39					\$ -	\$ -	\$ -	\$ -	\$ -	
40	Total HSH Revenues				\$ 229,348	\$ 1,785,874	\$ 1,785,874	\$ 1,785,874	\$ 5,586,970	
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)									
42	Rental Income				\$ -	\$ 100,440	\$ 100,440	\$ 100,440	\$ 301,320	
43					\$ -	\$ -	\$ -	\$ -	\$ -	
44					\$ -	\$ -	\$ -	\$ -	\$ -	
45					\$ -	\$ -	\$ -	\$ -	\$ -	
46					\$ -	\$ -	\$ -	\$ -	\$ -	
47	Total Other Revenues				\$ -	\$ 100,440	\$ 100,440	\$ 100,440	\$ 301,320	
48										
49	Total HSH + Other Revenues				\$ 229,348	\$ 1,886,314	\$ 1,886,314	\$ 1,886,314	\$ 5,888,290	
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -	\$ -	
52	Total Adjusted Salary FTE (All Budgets)				1.01	10.70	10.70	10.70		
53										
54	Prepared by									
55	Phone									
56	Email									

	A	B	C	D	G	J	M	P	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	6/1/2021							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	6/1/2021	6/30/2024	4					
6	Amended Term	6/1/2021	6/30/2024	4					
7	Provider Name	Five Keys Schools and Programs							
8	Program	Artmar Hotel							
9	F\$P Contract ID#	1000021966							
10	Action (select)	New Agreement							
11	Effective Date	6/1/2021							
12	Budget Name	General Fund - Support Services & Property M							
13		Current	New						
14	Term Budget	\$ -	\$ 3,737,099	20%	Year 1	Year 2	Year 3	Year 4	All Years
15	Contingency	\$ -	\$ 1,117,394		6/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	6/1/2021 - 6/30/2024
16	Not-To-Exceed	\$ -	\$ 6,704,364		New	New	New	New	New
17					6/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	6/1/2021 - 6/30/2024
18					New	New	New	New	New
19	Expenditures								
20	Salaries & Benefits				\$ 79,863	\$ 808,427	\$ 808,427	\$ 921,029	\$ 2,617,747
21	Operating Expense				\$ -	\$ -	\$ -	\$ 178,200	\$ 178,200
22	Subtotal				\$ 79,863	\$ 808,427	\$ 808,427	\$ 1,099,229	\$ 2,795,947
23	Indirect Percentage				15.00%	15.00%	15.00%	15.00%	
24	Indirect Cost (Line 21 X Line 22)				\$ 11,979	\$ 121,264	\$ 121,264	\$ 164,884	\$ 419,392
25	Other Expenses (Not subject to indirect %)				\$ -	\$ -	\$ -	\$ 622,200	\$ 622,200
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Agreements Only)								\$ -
28	Total Expenditures				\$ 91,843	\$ 929,691	\$ 929,691	\$ 1,886,314	\$ 3,837,538
29									
30	HSH Revenues (select)								
31	General Fund - Ongoing				\$ 91,843	\$ 929,691	\$ 929,691	\$ 1,785,874	\$ 3,737,099
32					\$ -	\$ -	\$ -	\$ -	\$ -
33	State - Homeless Housing Assistance & Prevention (HHAP) 2				\$ -	\$ -	\$ -	\$ -	\$ -
34	Educational Revenue Augmentation Fund (ERAF)				\$ -	\$ -	\$ -	\$ -	\$ -
35					\$ -	\$ -	\$ -	\$ -	\$ -
36					\$ -	\$ -	\$ -	\$ -	\$ -
37					\$ -	\$ -	\$ -	\$ -	\$ -
38					\$ -	\$ -	\$ -	\$ -	\$ -
39					\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues				\$ 91,843	\$ 929,691	\$ 929,691	\$ 1,785,874	\$ 3,737,099
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)								
42	Rental Income				\$ -	\$ -	\$ -	\$ 100,440	\$ 100,440
43					\$ -	\$ -	\$ -	\$ -	\$ -
44					\$ -	\$ -	\$ -	\$ -	\$ -
45					\$ -	\$ -	\$ -	\$ -	\$ -
46					\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues				\$ -	\$ -	\$ -	\$ 100,440	\$ 100,440
48									
49	Total HSH + Other Revenues				\$ 91,843	\$ 929,691	\$ 929,691	\$ 1,886,314	\$ 3,837,539
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -	\$ -
52									
53	Prepared by								
54	Phone								
55	Email								

	A					B	C	D	E	H	I	J	K	L	O	P	Q	R	S	V	W	X	Y	Z	AC	BV					
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																														
2	SALARY & BENEFIT DETAIL																														
3	Document Date					6/1/2021																									
4	Provider Name					Five Keys Schools and Programs																									
5	Program					Artmar Hotel																									
6	FSP Contract ID#					1000021966																									
7	Budget Name					General Fund -																									
8						Year 1					Year 2					Year 3					Year 4					All Years					
9	POSITION TITLE					Agency Totals		For HSH Funded Program		6/1/2021 - 6/30/2021		Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022		Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023		Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024		6/1/2021 - 6/30/2024	
10																															
11						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	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					
12	Director of SF Housing					\$ 135,000	1.00	2%	0.02	\$ 2,209	\$ 135,000	1.00	10%	0.10	\$ 13,500	\$ 135,000	1.00	10%	0.10	\$ 13,500	\$ 135,000	1.00	10%	0.10	\$ 13,500	\$ 42,709					
13	Site Program Mananger/Director					\$ 80,000	1.00	8%	0.08	\$ 6,640	\$ 80,000	1.00	100%	1.00	\$ 80,000	\$ 80,000	1.00	100%	1.00	\$ 80,000	\$ 80,000	1.00	100%	1.00	\$ 80,000	\$ 246,640					
14	Case Manager					\$ 57,000	1.00	8%	0.08	\$ 4,731	\$ 62,625	1.00	100%	1.00	\$ 62,625	\$ 62,625	1.00	100%	1.00	\$ 62,625	\$ 62,625	1.00	100%	1.00	\$ 62,625	\$ 192,606					
15	Case Manager					\$ 57,000	1.00	8%	0.08	\$ 4,731	\$ 62,625	1.00	100%	1.00	\$ 62,625	\$ 62,625	1.00	100%	1.00	\$ 62,625	\$ 62,625	1.00	100%	1.00	\$ 62,625	\$ 192,606					
16	Case Manager					\$ 57,000	1.00	8%	0.08	\$ 4,731	\$ 62,625	1.00	100%	1.00	\$ 62,625	\$ 62,625	1.00	100%	1.00	\$ 62,625	\$ 62,625	1.00	100%	1.00	\$ 62,625	\$ 192,606					
17	Residential Counselor/Desk Clerk					\$ 50,000	5.60	8%	0.46	\$ 23,240	\$ 55,557	4.60	69%	3.17	\$ 176,265	\$ 55,557	4.60	69%	3.17	\$ 176,265	\$ 55,557	4.60	100%	4.60	\$ 255,562	\$ 631,332					
18	Janitor					\$ 45,000	1.40	8%	0.12	\$ 5,229	\$ 49,050	1.00	100%	1.00	\$ 49,050	\$ 49,050	1.00	100%	1.00	\$ 49,050	\$ 49,050	1.00	100%	1.00	\$ 49,050	\$ 152,379					
19	Maintenance					\$ 57,000	1.00	8%	0.08	\$ 4,731	\$ 62,625	1.00	100%	1.00	\$ 62,625	\$ 62,625	1.00	100%	1.00	\$ 62,625	\$ 62,625	1.00	100%	1.00	\$ 62,625	\$ 192,606					
20										\$ -					\$ -					\$ -					\$ -	\$ -					
21										\$ -					\$ -					\$ -					\$ -	\$ -					
53										\$ -					\$ -					\$ -					\$ -	\$ -					
54										\$ -					\$ -					\$ -					\$ -	\$ -					
55						TOTAL SALARIES				\$ 56,242	TOTAL SALARIES				\$ 569,315	TOTAL SALARIES				\$ 569,315	TOTAL SALARIES				\$ 648,612	\$ 1,843,483					
56						TOTAL FTE		1.01		TOTAL FTE		9.27	TOTAL FTE		9.27	TOTAL FTE		9.27	TOTAL FTE		10.70										
57						FRINGE BENEFIT RATE				42.00%	FRINGE BENEFIT RATE				42.00%	FRINGE BENEFIT RATE				42.00%	FRINGE BENEFIT RATE				42.00%						
58						EMPLOYEE FRINGE BENEFITS				\$ 23,621	EMPLOYEE FRINGE BENEFITS				\$ 239,112	EMPLOYEE FRINGE BENEFITS				\$ 239,112	EMPLOYEE FRINGE BENEFITS				\$ 272,417	\$ 774,263					
59						TOTAL SALARIES & BENEFITS				\$ 79,863	TOTAL SALARIES & BENEFITS				\$ 808,427	TOTAL SALARIES & BENEFITS				\$ 808,427	TOTAL SALARIES & BENEFITS				\$ 921,029	\$ 2,617,747					
60																															
61																															
62																															

	A	D	G	J	M	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	OPERATING DETAIL					
3	Document Date					
4	Provider Name					
5	Program					
6	F\$P Contract ID#					
7	Budget Name					
8						
9		Year 1	Year 2	Year 3	Year 4	All Years
10		6/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	6/1/2021 - 6/30/2024
11		New	New	New	New	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000
15	Office Supplies, Postage	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
16	Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
18	Insurance	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
19	Staff Training	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
20	Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
22	Resident activities and supplies	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
23	Maintenance supplies	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
24		\$ -	\$ -	\$ -	\$ -	\$ -
25	Pest Control	\$ -	\$ -	\$ -	\$ 5,200	\$ 5,200
26	internet / cable / telephone	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
27	Computers / Staff and Guest	\$ -	\$ -	\$ -	\$ -	\$ -
28						\$ -
29						\$ -
67						
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ 178,200	\$ 178,200
69						
70	Other Expenses (not subject to indirect cost %)					
71	Rental of Property	\$ -	\$ -	\$ -	\$ 622,200	\$ 622,200
72						\$ -
73						\$ -
74						\$ -
75						\$ -
76						\$ -
77						\$ -
78						\$ -
79						\$ -
80						\$ -
81						\$ -
82						\$ -
83						
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ 622,200	\$ 622,200
85						
86	Capital Expenses					
87						\$ -
88						\$ -
89						\$ -
90						\$ -
91						\$ -
92						\$ -
93						\$ -
94						
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
96						
97	HSH #3					1/22/2020

	A	B	C	D	G	J	M	P	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	6/1/2021							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	6/1/2021	6/30/2024	4					
6	Amended Term	6/1/2021	6/30/2024	4					
7	Provider Name	Five Keys Schools and Programs							
8	Program	Artmar Hotel							
9	F\$P Contract ID#	1000021966							
10	Action (select)	New Agreement							
11	Effective Date	6/1/2021							
12	Budget Name	HHAP 2 - Support Services & Property Manag							
13		Current	New						
14	Term Budget	\$ -	\$ 1,066,824	20%					
15	Contingency	\$ -	\$ 1,117,394						
16	Not-To-Exceed	\$ -	\$ 6,704,364		Year 1	Year 2	Year 3	Year 4	All Years
17					6/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	6/1/2021 - 6/30/2024
18					New	New	New	New	New
19	Expenditures								
20	Salaries & Benefits				\$ -	\$ 112,602	\$ 112,602	\$ -	\$ 225,205
21	Operating Expense				\$ -	\$ 178,200	\$ 70,565	\$ -	\$ 248,765
22	Subtotal				\$ -	\$ 290,802	\$ 183,167	\$ -	\$ 473,970
23	Indirect Percentage				15.00%	15.00%	15.00%	15.00%	
24	Indirect Cost (Line 21 X Line 22)				\$ -	\$ 43,620	\$ 27,475	\$ -	\$ 71,095
25	Other Expenses (Not subject to indirect %)				\$ -	\$ 622,200	\$ -	\$ -	\$ 622,200
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Agreements Only)								\$ -
28	Total Expenditures				\$ -	\$ 956,623	\$ 210,642	\$ -	\$ 1,167,265
29									
30	HSH Revenues (select)								
31	General Fund - Ongoing				\$ -	\$ -	\$ -	\$ -	\$ -
32					\$ -	\$ -	\$ -	\$ -	\$ -
33	State - Homeless Housing Assistance & Prevention (HHAP) 2				\$ -	\$ 856,183	\$ 210,641	\$ -	\$ 1,066,824
34	Educational Revenue Augmentation Fund (ERAF)				\$ -	\$ -	\$ -	\$ -	\$ -
35					\$ -	\$ -	\$ -	\$ -	\$ -
36					\$ -	\$ -	\$ -	\$ -	\$ -
37					\$ -	\$ -	\$ -	\$ -	\$ -
38					\$ -	\$ -	\$ -	\$ -	\$ -
39					\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues				\$ -	\$ 856,183	\$ 210,641	\$ -	\$ 1,066,824
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)								
42	Rental Income				\$ -	\$ 100,440	\$ -	\$ -	\$ 100,440
43					\$ -	\$ -	\$ -	\$ -	\$ -
44					\$ -	\$ -	\$ -	\$ -	\$ -
45					\$ -	\$ -	\$ -	\$ -	\$ -
46					\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues				\$ -	\$ 100,440	\$ -	\$ -	\$ 100,440
48									
49	Total HSH + Other Revenues				\$ -	\$ 956,623	\$ 210,641	\$ -	\$ 1,167,264
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -	\$ -
52									
53	Prepared by								
54	Phone								
55	Email								

	A	B	C	D	E	H	I	J	K	L	O	P	Q	R	S	V	W	X	Y	Z	AC	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																						
2	SALARY & BENEFIT DETAIL																						
3	Document Date		6/1/2021																				
4	Provider Name		Five Keys Schools and Programs																				
5	Program		Artmar Hotel																				
6	FSP Contract ID#		1000021966																				
7	Budget Name		HHAP 2 - Supp																				
8		Year 1					Year 2					Year 3					Year 4					All Years	
9	POSITION TITLE	Agency Totals		For HSH Funded Program		6/1/2021 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	6/1/2021 - 6/30/2024	
10						New					New					New					New		
		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	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	
11																							
12	Residential Counselor/Desk Clerk	\$ -			\$ -	\$ 55,557	4.60	31%	1.43	\$ 79,297	\$ 55,557	4.60	31%	1.43	\$ 79,297	\$ -				\$ -	\$ 158,595		
13					\$ -					\$ -					\$ -					\$ -	\$ -		
14					\$ -					\$ -					\$ -					\$ -	\$ -		
15					\$ -					\$ -					\$ -					\$ -	\$ -		
55		TOTAL SALARIES			\$ -	TOTAL SALARIES			\$ 79,297	TOTAL SALARIES			\$ 79,297	TOTAL SALARIES			\$ -	\$ 158,595					
56		TOTAL FTE		1.43		TOTAL FTE		1.43		TOTAL FTE		1.43		TOTAL FTE		1.43		TOTAL FTE					
57		FRINGE BENEFIT RATE		42.00%		FRINGE BENEFIT RATE		42.00%		FRINGE BENEFIT RATE		42.00%		FRINGE BENEFIT RATE		42.00%		FRINGE BENEFIT RATE		42.00%			
58		EMPLOYEE FRINGE BENEFITS		\$ -		EMPLOYEE FRINGE BENEFITS		\$ 33,305		EMPLOYEE FRINGE BENEFITS		\$ 33,305		EMPLOYEE FRINGE BENEFITS		\$ 33,305		EMPLOYEE FRINGE BENEFITS		\$ -	\$ 66,610		
59		TOTAL SALARIES & BENEFITS			\$ -	TOTAL SALARIES & BENEFITS			\$ 112,602	TOTAL SALARIES & BENEFITS			\$ 112,602	TOTAL SALARIES & BENEFITS			\$ -	\$ 225,205					
60																							
61																							
62																							

	A	D	G	J	M	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	OPERATING DETAIL					
3	Document Date					
4	Provider Name					
5	Program					
6	FSP Contract ID#					
7	Budget Name					
8						
9		Year 1	Year 2	Year 3	Year 4	All Years
10		6/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	6/1/2021 - 6/30/2024
11		New	New	New	New	New
		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
12	Operating Expenses					
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ 80,000	\$ -	\$ -	\$ 80,000
15	Office Supplies, Postage	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 10,000
16	Building Maintenance Supplies and Repair	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 30,000
17	Printing and Reproduction	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 2,000
18	Insurance	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 10,000
19	Staff Training	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 20,000
20	Staff Travel-Local & Out of Town)	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 4,000
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
22	Resident activities and supplies	\$ -	\$ 30,000	\$ 2,365	\$ -	\$ 32,365
23	Maintenance supplies	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 20,000
24		\$ -	\$ -	\$ -		\$ -
25	Pest Control	\$ -	\$ 5,200	\$ 5,200	\$ -	\$ 10,400
26	internet / cable / telephone	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 30,000
27	Computers / Staff and Guest	\$ -	\$ -	\$ -	\$ -	\$ -
28						\$ -
29						\$ -
30						\$ -
67						
68	TOTAL OPERATING EXPENSES	\$ -	\$ 178,200	\$ 70,565	\$ -	\$ 248,765
69						
70	Other Expenses (not subject to indirect cost %)					
71	Rental of Property	\$ -	\$ 622,200	\$ -		\$ 622,200
72						\$ -
73						\$ -
74						\$ -
75						\$ -
76						\$ -
77						\$ -
78						\$ -
79						\$ -
80						\$ -
81						\$ -
82						\$ -
83						
84	TOTAL OTHER EXPENSES	\$ -	\$ 622,200	\$ -	\$ -	\$ 622,200
85						
86	Capital Expenses					
87						\$ -
88						\$ -
89						\$ -
90						\$ -
91						\$ -
92						\$ -
93						\$ -
94						
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
96						
97	HSH #3					1/22/2020

	A	B	C	D	G	J	M	P	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	6/1/2021							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	6/1/2021	6/30/2024	4					
6	Amended Term	6/1/2021	6/30/2024	4					
7	Provider Name	Five Keys Schools and Programs							
8	Program	Artmar Hotel							
9	F\$P Contract ID#	1000021966							
10	Action (select)	New Agreement							
11	Effective Date	6/1/2021							
12	Budget Name	ERAF - Support Services & Property Managen							
13		Current	New						
14	Term Budget	\$ -	\$ 783,047	20%	Year 1	Year 2	Year 3	Year 4	All Years
15	Contingency	\$ -	\$ 1,117,394		6/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	6/1/2021 - 6/30/2024
16	Not-To-Exceed	\$ -	\$ 6,704,364		New	New	New	New	New
17									
18									
19	Expenditures								
20	Salaries & Benefits				\$ -	\$ -	\$ -	\$ -	\$ -
21	Operating Expense				\$ 29,396	\$ -	\$ 107,635	\$ -	\$ 137,031
22	Subtotal				\$ 29,396	\$ -	\$ 107,635	\$ -	\$ 137,031
23	Indirect Percentage				15.00%	15.00%	15.00%	15.00%	
24	Indirect Cost (Line 21 X Line 22)				\$ 4,409	\$ -	\$ 16,145	\$ -	\$ 20,555
25	Other Expenses (Not subject to indirect %)				\$ 103,700	\$ -	\$ 622,200	\$ -	\$ 725,900
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Agreements Only)								\$ -
28	Total Expenditures				\$ 137,505	\$ -	\$ 745,980	\$ -	\$ 883,486
29									
30	HSH Revenues (select)								
31	General Fund - Ongoing				\$ -	\$ -	\$ -	\$ -	\$ -
32					\$ -	\$ -	\$ -	\$ -	\$ -
33	State - Homeless Housing Assistance & Prevention (HHAP) 2				\$ -	\$ -	\$ -	\$ -	\$ -
34	Educational Revenue Augmentation Fund (ERAF)				\$ 137,505	\$ -	\$ 645,542	\$ -	\$ 783,047
35					\$ -	\$ -	\$ -	\$ -	\$ -
36					\$ -	\$ -	\$ -	\$ -	\$ -
37					\$ -	\$ -	\$ -	\$ -	\$ -
38					\$ -	\$ -	\$ -	\$ -	\$ -
39					\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues				\$ 137,505	\$ -	\$ 645,542	\$ -	\$ 783,047
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)								
42	Rental Income				\$ -	\$ -	\$ 100,440	\$ -	\$ 100,440
43					\$ -	\$ -	\$ -	\$ -	\$ -
44					\$ -	\$ -	\$ -	\$ -	\$ -
45					\$ -	\$ -	\$ -	\$ -	\$ -
46					\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues				\$ -	\$ -	\$ 100,440	\$ -	\$ 100,440
48									
49	Total HSH + Other Revenues				\$ 137,505	\$ -	\$ 745,982	\$ -	\$ 883,487
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -	\$ -
52									
53	Prepared by								
54	Phone								
55	Email								

	A	B	C	D	E	H	I	J	K	L	O	P	Q	R	S	V	W	X	Y	Z	AC	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																					
2	SALARY & BENEFIT DETAIL																					
3	Document Date		6/1/2021																			
4	Provider Name		Five Keys Schools and Programs																			
5	Program		Artmar Hotel																			
6	FSP Contract ID#		1000021966																			
7	Budget Name		ERAF - Support																			
8		Year 1					Year 2					Year 3					Year 4					All Years
9	POSITION TITLE	Agency Totals		For HSH Funded Program		6/1/2021 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Progarm		7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Progarm		7/1/2023 - 6/30/2024	6/1/2021 - 6/30/2024
10						New					New					New					New	New
		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	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
11																						
12					\$ -					\$ -					\$ -						\$ -	\$ -
13					\$ -					\$ -					\$ -						\$ -	\$ -
14					\$ -					\$ -					\$ -						\$ -	\$ -
15					\$ -					\$ -					\$ -						\$ -	\$ -
16					\$ -					\$ -					\$ -						\$ -	\$ -
17					\$ -					\$ -					\$ -						\$ -	\$ -
18					\$ -					\$ -					\$ -						\$ -	\$ -
19					\$ -					\$ -					\$ -						\$ -	\$ -
20					\$ -					\$ -					\$ -						\$ -	\$ -
21					\$ -					\$ -					\$ -						\$ -	\$ -
22					\$ -					\$ -					\$ -						\$ -	\$ -
23					\$ -					\$ -					\$ -						\$ -	\$ -
54					\$ -					\$ -					\$ -						\$ -	\$ -
55		TOTAL SALARIES			\$ -	TOTAL SALARIES			\$ -	TOTAL SALARIES			\$ -	TOTAL SALARIES			\$ -	\$ -				
56		TOTAL FTE				TOTAL FTE				TOTAL FTE				TOTAL FTE				TOTAL FTE				
57		FRINGE BENEFIT RATE			42.00%	FRINGE BENEFIT RATE			42.00%	FRINGE BENEFIT RATE			42.00%	FRINGE BENEFIT RATE			42.00%	FRINGE BENEFIT RATE			42.00%	
58		EMPLOYEE FRINGE BENEFITS			\$ -	EMPLOYEE FRINGE BENEFITS			\$ -	EMPLOYEE FRINGE BENEFITS			\$ -	EMPLOYEE FRINGE BENEFITS			\$ -	EMPLOYEE FRINGE BENEFITS			\$ -	\$ -
59		TOTAL SALARIES & BENEFITS			\$ -	TOTAL SALARIES & BENEFITS			\$ -	TOTAL SALARIES & BENEFITS			\$ -	TOTAL SALARIES & BENEFITS			\$ -	\$ -				
60																						
61																						
62																						

	A	D	G	J	M	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	OPERATING DETAIL					
3	Document Date					
4	Provider Name					
5	Program					
6	FSP Contract ID#					
7	Budget Name					
8						
9		Year 1	Year 2	Year 3	Year 4	All Years
10		6/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	6/1/2021 - 6/30/2024
11		New	New	New	New	New
		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
12	Operating Expenses					
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 6,666	\$ -	\$ 80,000	\$ -	\$ 86,666
15	Office Supplies, Postage	\$ 3,781	\$ -	\$ -	\$ -	\$ 3,781
16	Building Maintenance Supplies and Repair	\$ 1,250	\$ -	\$ -	\$ -	\$ 1,250
17	Printing and Reproduction	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
18	Insurance	\$ 416	\$ -	\$ -	\$ -	\$ 416
19	Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -
20	Staff Travel-Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
22	Resident activities and supplies	\$ 2,500	\$ -	\$ 27,635	\$ -	\$ 30,135
23	Maintenance supplies	\$ 833	\$ -	\$ -	\$ -	\$ 833
24		\$ -			\$ -	\$ -
25	Pest Control	\$ 1,700	\$ -	\$ -	\$ -	\$ 1,700
26	internet / cable / telephone	\$ 1,250	\$ -	\$ -	\$ -	\$ 1,250
27	Computers / Staff and Guest	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
28						\$ -
29						\$ -
66						\$ -
67						
68	TOTAL OPERATING EXPENSES	\$ 29,396	\$ -	\$ 107,635	\$ -	\$ 137,031
69						
70	Other Expenses (not subject to indirect cost %)					
71	Rental of Property	\$ 51,850	\$ -	\$ 622,200	\$ -	\$ 674,050
72	Security Deposit	\$ 51,850	\$ -	\$ -	\$ -	\$ 51,850
73						\$ -
74						\$ -
75						\$ -
76						\$ -
77						\$ -
78						\$ -
79						\$ -
80						\$ -
81						\$ -
82						\$ -
83						
84	TOTAL OTHER EXPENSES	\$ 103,700	\$ -	\$ 622,200	\$ -	\$ 725,900
85						
86	Capital Expenses					
87						\$ -
88						\$ -
89						\$ -
90						\$ -
91						\$ -
92						\$ -
93						\$ -
94						
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
96						
97	HSH #3					1/22/2020

Appendix C, Method of Payment

- I. Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual expenditures for eligible activities incurred during the month.
- A. Timelines: Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred, and within 15 days after the month the service has occurred. All final invoices must be submitted 15 days after the close of the fiscal year or project period.

Billing Month/Date	Service Begin Date	Service End Date
August 15	July 1	July 31
September 15	August 1	August 31
October 15	September 1	September 30
November 15	October 1	October 31
December 15	November 1	November 30
January 15	December 1	December 31
February 15	January 1	January 31
March 15	February 1	February 28/29
April 15	March 1	March 31
May 15	April 1	April 30
June 15	May 1	May 31
July 15	June 1	June 30

B. Invoicing System:

1. Grantee shall submit invoices and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.
2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an **ongoing General Fund** line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Spend Down
1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
 2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
 3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.
- E. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer

- than five years after final payment under this Agreement, and shall provide to the City upon request.
- a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
 - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
 - 1) Program Monitoring;
 - 2) Fiscal and Compliance Monitoring;
 - 3) Year End Invoice Review;
 - 4) Monthly Invoice Review;
 - 5) As needed per HSH request; and/or
 - 6) As needed to fulfill audit and other monitoring requirements.
2. All documentation requested by and submitted to HSH must:
- a. Be easily searchable (e.g., PDF) or summarized;
 - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
 - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII)); and
 - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed in the Permitted Subcontractors Appendix.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

General Fund/EFAF/HHAP 2	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs,

General Fund/EFAF/HHAP 2	
Type	Instructions and Examples of Documentation
	and documentation for any Operating line items that exceed \$10,000. Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.
Operating - Direct Assistance	Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted. Documentation shall include a General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted. Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

III. Advances or Prepayments: Advances or prepayments are allowable on certified annual ongoing General Fund amounts (i.e., authorized by executed Agreements) in order to meet non-profit Grantee cash flow needs in certain circumstances. Requests for advance payment will be granted by HSH on a case-by-case basis. Advances are not intended to be a regular automatic procedure.

A. Advance Requirements:

Once the Agreement is certified, Grantee, prior to distribution of any advanced payment, must fulfill the following conditions:

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);
2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and

3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

1. Grantee shall submit a written request via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to two months of the total ongoing annualized General Fund budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall be repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

- IV. Timely Submission of Reports and Compliance:** If a Grantee has outstanding items due to the City (e.g., Corrective Action Plans/report/document/data input), as specified in any written form from HSH (e.g., Letter of Correction, Corrective Action Plan, and/or Appendix A(s), Services to be Provided of the Agreement), Grantee shall submit and comply with such requirements prior to or in conjunction with invoices. Failure to submit required information or comply by specified deadlines may result in HSH withholding of payments.

Appendix D - Interests in Other City Grants

**Subgrantees must also list their interests in other City contracts

City Department or Commission	Date of Grant	Amount of Grant
San Francisco Mayors Office of Housing and Community Development	7/1/2017	\$375,000.00
San Francisco Human Services Agency	7/1/2018	\$742,000.00
San Francisco Mayors Office of Housing and Community Development	7/1/2018	\$184,920.00
DCYF	7/1/2018	\$1,060,000.00
SF Adult Probation Department	11/1/2015	\$1,000,000.00
Homelessness and Supportive Housing (SFHSH)	2/1/2019	\$442,627.00
San Francisco Human Services Agency	7/1/2015	\$130,260.00
City and County of San Francisco Department of Homelessness and Supportive Housing	9/1/2018	\$6,827,328.00

Appendix E – Permitted Subgrantees

1. None.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

**FIRST AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
FIVE KEYS SCHOOLS AND PROGRAMS**

THIS AMENDMENT of the **June 1, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2024** and is made in the City and County of San Francisco, State of California, by and between **FIVE KEYS SCHOOLS AND PROGRAMS** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, 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 relating to Projects Addressing Homelessness, which expired on May 4, 2024; and

WHEREAS, this extension is justified 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; such authority is valid until May 5, 2029 or until the Point In Time (PIT) count is fewer than 2,199; and

WHEREAS, City and Grantee desire to execute this Amendment to update the Agreement in order to update the grant amount, extend the agreement term, and update the scope of the grant plan; and

WHEREAS, the City's Homelessness Oversight Commission approved this Amendment by Resolution 24-050 on May 2, 2024; and

NOW, THEREFORE, City and Grantee agree to amend said Grant Agreement as follows:

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
 - (a) "Agreement" shall mean the Agreement dated **June 1, 2021** between Grantee and City.
 - (b) "Budget" shall mean the budget attached hereto as part of Appendix B, Budget.

- (c) “Eligible Expenses” shall have the meaning set forth in Appendix A-1, Services to be Provided, Appendix A-2, Services to be Provided and Appendix B, Budget.
- (d) “Grant Plan” shall have the meaning set forth in Appendix A-1, Services to be Provided, Appendix A-2, Services to be Provided and Appendix B, Budget.
- (e) “San Francisco Labor and Employment Code”: As of January 4, 2024, San Francisco Administrative Code Chapters 21C (Miscellaneous Prevailing Wage Requirements), 12B (Nondiscrimination in Contracts), 12C (Nondiscrimination in Property Contracts), 12K (Salary History), 12P (Minimum Compensation), 12Q (Health Care Accountability), 12T (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 12U (Sweatfree Contracting) are redesignated as Articles 102 (Miscellaneous Prevailing Wage Requirements), 131 (Nondiscrimination in Contracts), 132 (Nondiscrimination in Property Contracts), 141 (Salary History), 111 (Minimum Compensation), 121 (Health Care Accountability), 142 (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 151 (Sweatfree Contracting) of the San Francisco Labor and Employment Code, respectively. Wherever this Agreement refers to San Francisco Administrative Code Chapters 21C, 12B, 12C, 12K, 12P, 12Q, 12T, and 12U, it shall be construed to mean San Francisco Labor and Employment Code Articles 102, 131, 132, 141, 111, 121, 142, and 151, respectively.

2. Modifications to the Agreement. The Grant Agreement is hereby modified as follows:

2.1 Section 3.2 Duration of Term of the Agreement currently reads as follows:

3.2 Duration of Term. The term of this Agreement shall commence on **June 1, 2021** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

Such section is hereby replaced in its entirety to read as follows:

3.2 Duration of Term. The term of this Agreement shall commence on **June 1, 2021** and expire on **June 30, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

2.2 Section 4.2 Grantee’s Personnel of the Agreement is hereby deleted and replaced in its entirety to read as follows:

4.2 Qualified Personnel. The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.

2.3 Section 5.1 Maximum Amount of Grant Funds of the Agreement currently reads as follows:

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Six Million Seven Hundred Four Thousand Three Hundred Sixty Four Dollars (\$6,704,364).**
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million One Hundred Seventeen Thousand Three Hundred Ninety Four Dollars (\$1,117,394)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

Such section is hereby replaced in its entirety to read as follows:

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Fifty Five Thousand Three Hundred Thirty Seven Dollars (\$9,055,337).**
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Five Hundred Fifty Eight Thousand Two Hundred One Dollars (\$558,201)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

- 2.4 Section 5.2 Use of Grant Funds** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

- 2.5 Section 5.4 State or Federal Funds** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

5.4 State or Federal Funds.

- (a) **Disallowance.** Where the funds are provided by the State or Federal government, with respect to Grant Funds, if any, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the State or Federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.
- (b) **Grant Terms.** Where the funding for this Agreement is provided in full or in part by a federal or state Grant to the City, as part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements.

- 2.6 Section 6.7 Submitting False Claims** of the Agreement is hereby deleted and replaced in its entirety with:

6.7 Submitting False Claims. Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d) conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the

falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

2.7 Section 13.3 Subcontracting of the Agreement is hereby deleted and replaced in its entirety to read as follows:

13.3 Subcontracting. If the Budget lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If the Budget specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.

- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth in the Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.
- (b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

2.8 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS of the Agreement is replaced by the following:

15.1 Requirements. Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or email, and shall be addressed as follows:

If to the Department or City: Department of Homelessness and Supportive Housing
Contracts Unit
440 Turk Street
San Francisco, CA 94102
hshcontracts@sfgov.org

If to Grantee: Five Keys Schools and Programs
70 Oak Grove Street
San Francisco, CA 94107
Attn: Steve Good
Email: steveg@fivekeys.org

Any notice of default must be sent by certified mail or other trackable written communication.

2.9 Section 16.8 Requiring Minimum Compensation for Employees of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.8 Requiring Minimum Compensation for Employees. Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Labor and Employment Code Article 111, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Article 111. Information about and the text of the Article 111 is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of Article 111, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Article 111.

2.10 Section 16.21 Compliance with Other Laws of the Agreement is hereby deleted and replaced in its entirety to read as follows:

- (a) Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.
- (b) Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subcontractors/subgrantees/subrecipients to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California

Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subcontractors/subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.

- 2.11 Section 16.23 Reserved. Additional Requirements for Federally-Funded Awards** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.23 Additional Requirements for Federally-Funded Awards, when applicable.

- (a) Grantee shall comply with the requirements described in 2 CFR 25.200, or any successor provisions, to provide a valid Unique Entity Identifier (UEI) and maintain an active SAM.gov registration with current information.
- (b) The Grant Agreement is subject to 2 CFR Part 175, Award Term for Trafficking in Persons. Federal funding under this Grant Agreement may be terminated without penalty if Grantee:
 - (1) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procures a commercial sex act during the period of time that the award is in effect; or
 - (3) Uses forced labor in the performance of the award or sub-awards under the award.

- 2.12 Section 17.6 Entire Agreement** of the Agreement is hereby deleted and replaced with the following:

17.6 Entire Agreement. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A-1, Services to be Provided
 Appendix A-2, Services to be Provided
 Appendix B, Budget (dated July 1, 2024)
 Appendix C, Method of Payment (dated July 1, 2024)
 Appendix D, Interests in Other City Grants (dated July 1, 2024)

- 2.13 Section 17.12 Dispute Resolution Procedure** of the Agreement is hereby deleted and replaced with the following:

17.12 Reserved.

- 2.14 Section 17.14 Services During a City-Declared Emergency** of the Agreement is hereby deleted and replaced with the following:

17.14 Services During a City-Declared Emergency. In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Eligible Expenses. Any services provided beyond those listed in Eligible Expenses must be approved by the Department.

- 2.15 Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A-1, Services to be Provided** and **Appendix A-2, Services to be Provided**, for the period of July 1, 2024 to June 30, 2025.
- 2.16 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2024) for the period of July 1, 2024 to June 30, 2025.
- 2.17 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2024).
- 2.18 Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2024).
- 2.19 Appendix E, Permitted Subgrantees**, of the Agreement is hereby deleted.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of this Agreement.

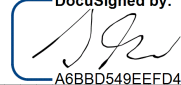
CITY

GRANTEE


**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

**FIVE KEYS SCHOOLS AND
PROGRAMS**

By: 
Shireen McSpadden
Executive Director

By: 
Steve Good
Executive Director
City Supplier Number: 0000011181

Approved as to Form:
David Chiu
City Attorney

By: 
Adam Radtke
Deputy City Attorney

**Appendix A-1, Services to be Provided
by
Five Keys Schools and Programs
Artmar Hotel Property Management**

I. Purpose of Grant

The purpose of the grant is to provide Property Management and Master Lease Stewardship to the served population. The goals of these services are to support tenants in retaining their housing; or moving to other appropriate housing.

II. Served Population

Grantee shall serve Transition Age Youth (TAY) tenants experiencing homelessness, aged 18 to 24, and will also serve those aged 25 to 27 who have been part of the Homelessness Response System (HRS) as TAY.

III. Referral and Prioritization

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

Eligibility criteria for Permanent Supportive Housing (PSH) varies upon the subsidy funding source and may include meeting a definition of homelessness at the time of referral and placement, enrollment in specific benefits programs, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for PSH are prioritized based on various criteria, such as levels of vulnerability, length and history of homelessness, and severity of housing barriers.

IV. Description of Services

Grantee shall provide Property Management to the total number of units listed in Appendix B, Budget ("Number Served" tab).

A. Property Management

1. Program Applicant Selection and Intake: Grantee shall align with Housing First principles and follow the processes agreed upon by Grantee, HSH, property owner, housing subsidy administrators, fair housing laws, and/or other entities involved with referrals.

Under Housing First, tenant screening and selection practices must promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services. Applicants must not be rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness."

Grantee shall adhere to all published HSH policies, including, but not limited to those covering tenant intake, HSH housing documentation, reasonable

accommodation, and transfers when accepting referrals and placing tenants into housing.

2. **Tenant Lease Set-Up:** Grantee shall draft, provide, and sign a rental agreement with each tenant at the time of move-in. The lease agreement shall include Community Rules, the Lease Addendum for City & County of San Francisco PSH, HSH Resident Emergency Safety Check Policy Notice, and other pertinent Lease Addenda. Grantee shall review its Grievance policies and procedures and HSH policies and procedures with tenants at the time of lease signing.
3. **Annual Tenant Re-certification:** As required by rental subsidy type, Grantee shall re-certify tenant income annually. This is generally done on the anniversary of a tenant's move-in date.
4. **Collection of Rents, Security Deposits, and Other Receipts:** Grantee shall collect and process rent and other housing-related payments (e.g. security deposit) made by tenants.
 - a. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
 - b. Grantee shall assist with payment arrangements and comply with HSH and other applicable requirements governing the tenant portion of rent. All PSH tenants will pay no more than 30 percent of their monthly adjusted household income towards rent.
 - c. Tenants are required to enroll in third party rent payment services or modified payment services. Grantee shall complete and submit referral paperwork to the agency providing the service and notify HSH of any problems with the arrangement. (Refer to the Third Party Rent Payment (TPRP) agreement in the Universal Housing Application.) Grantee shall also communicate tenant rent amounts to the TPRP/MPP provider monthly.
5. **Lease Enforcement, Written Notices and Eviction Prevention:**
 - a. Grantee shall take a housing retention approach to lease enforcement, including, but not limited to, proactive engagement in collaboration with Support Services, conversations and meetings with tenants, and mediation strategies. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.
 - b. Grantee shall provide written notice to tenants regarding issues that may impact housing stability including, but not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants.
 - c. Grantee shall offer tenants who become delinquent in rent the opportunity to enter into a rent payment plan or referral to third party rent payment services.
 - d. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with all applicable laws.
 - e. Grantee shall copy Support Services staff on all communications to tenants.

6. **Building Service Payments:** Grantee shall set up and manage utility accounts and services related to the property, including but not limited to communications, alarms/security, fire alarm monitoring, garbage, water, and pest control. This may include elevator maintenance, as required.
7. **Building Maintenance:** Grantee shall maintain the facility in sanitary and operable condition, post protocol and forms for tenant requests for maintenance or repairs and respond to requests in a timely manner. Building maintenance shall include the following services:
 - a. Janitorial services in common areas, offices, and shared-use restrooms, and shower facilities;
 - b. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
 - c. Pest control services, as needed;
 - d. Maintenance and repair of facility systems, plumbing, electrical;
 - e. Building security; and
 - f. Preparation of apartments for tenant move-in and move-out.
8. **Coordination with Support Services:** If a tenant is facing housing instability, Grantee shall coordinate with Support Services staff to find creative ways to engage with tenants to prevent housing loss. Grantee shall work with Support Services staff in communicating with and meeting with tenant regarding behaviors and issues that put the tenant at risk for housing instability.

Grantee shall participate in regular coordination meetings with Support Services to review tenants at risk for eviction and strategize on how to support tenants in maintaining their housing.
9. **Wellness Checks and Emergency Safety Checks:** Grantee shall conduct Wellness Checks and/or Emergency Safety Checks in accordance with HSH policy, internal agency policies and tenant laws to assess a tenant's safety when there is a reason to believe the tenant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
10. **Front Desk Coverage:** Grantee shall provide front desk coverage 24 hours per day, seven days per week.
11. **Exit Planning:** Grantee shall alert Support Services staff when tenants give notice to leave housing and shall keep a record of each tenant's forwarding address, whenever possible. Grantee shall provide exit information to Support Services to complete the client program exit in the Online Navigation and Entry (ONE) System.

B. Stewardship of the Master Lease:

1. Grantee shall provide HSH with a copy of the master 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 master lease agreement.

V. Location and Time of Services

Grantee shall provide services at the Artmar Hotel, located at 433 Ellis Street, San Francisco.

Grantee shall provide support services when necessary to best serve tenants using the staffing outlined in Appendix B, Budget. Grantee shall provide Property Management services 24 hours a day, seven days a week, either on-site or on-call. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

VI. Service Requirements

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
 1. Grantee shall notify HSH immediately in the event it is given notice of violations by the Department of Building Inspection (DBI), Department of Public Health (DPH), or another City agency.
- B. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First. Housing First Principles means tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services, and prohibit rejecting applicants on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness," as further described in California Welfare and Institutions Code section 8255.

- D. 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 tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. 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>.
- F. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's housing stability.
- G. Grievance Procedure:
1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a tenant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the tenant to contact after the tenant has exhausted Grantee's internal Grievance Procedure.
 2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- H. Feedback, Complaint and Follow-up Policies:
 Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
 2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.

- I. City Communications, Trainings and Meetings:
Grantee shall keep HSH informed of program operations and comply with HSH policies and training requirements, and participate in meetings including but not limited to:
 1. Regular communication to HSH about the implementation of the program;
 2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
 3. Attendance at trainings (e.g., overdose prevention training), when required by HSH. Ensure all site-based or tenant-facing staff and subcontractors are onboarded and trained to perform the services in accordance with Housing First, Harm Reduction, and Trauma-Informed Principles.
- J. Coordination with Other Service Providers: Grantee shall establish written agreements with Support Services and other service providers that are part of the site team to formalize collaboration and roles and responsibilities.
- K. Critical Incidents: Grantee shall report critical incidents in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report form](#) within 72 hours of the incident. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- L. 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).
- M. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
 1. Collaborating with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
 2. Have a public phone line (and/or email) available for the community to report concerns;
 3. Grantee management staff are available to respond to neighbors within two business days;
 4. Have a representative of the Grantee attend neighborhood meetings focused on public safety, issues related to the housing program, street conditions or other topics that may be related to the impact of the project;
 5. Participating in community/neighborhood events in partnership with the local community benefit district, if applicable (not all neighborhoods have CBDs)
 6. Providing staff training in de-escalation and crisis response, including having written policies and protocols for contacting law enforcement, San Francisco

Homeless Outreach Team (SFHOT), Healthy Streets Operation Center (HSOC), Department of Public Works (DPW), and/or crisis response teams as needed; and

7. Grantee shall create and offer a “good neighbor” onboarding orientation for tenants as they move in that outlines community resources, community norms, and expectations.

N. Record Keeping and Files: Grantee shall update applicant referral status information in the ONE System in accordance with HSH policy and instruction.

1. Grantee shall maintain confidential tenant files on the served population, including signed lease agreement and addenda, notices or lease violations issued to the tenant, copies of payment plans or other agreements to support housing stability.
2. Grantee shall track receipt and completion of maintenance work orders.
3. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.

O. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to:
 - a. Entering all household data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
 - c. Running monthly data quality reports and correcting any errors.
2. Records entered into the ONE system shall meet or exceed the ONE System CDQI Process standard.
3. Grantee shall maintain updated unit vacancy information on a weekly basis in the data system designated by HSH (Offline Vacancy Tracker and/or ONE System) as required. Changes to vacancy reporting shall be communicated to Grantees in writing from HSH.
4. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
5. 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

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

Accountability Act (HIPAA) and federal and state data privacy and security guidelines.

6. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

VII. Service Objectives

Grantee shall achieve the following Service Objectives:

- A. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 21 days, on average.
- B. Grantee shall ensure that new tenant move-ins occur within 30 days of referral.
- C. Grantee shall collect at least 90 percent of tenant portions of monthly rent from occupied units.
- D. Grantee shall maintain an occupancy rate of at least 93 percent.

VIII. Outcome Objectives

Grantee shall achieve the following Outcome Objectives:

- A. Ninety percent of tenants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. Eighty-five percent of tenant lease violations will be resolved without loss of housing to tenants.
- C. At least 65 percent of tenants shall complete an annual Tenant Satisfaction Survey and of those, 80 percent of tenants will be satisfied or very satisfied with Property Management services.

IX. Reporting Requirements

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

- A. Grantee shall report vacancies to HSH in a timely fashion according to established procedures and process all tenant referrals in the pre-established timeframe. When required by HSH, Grantee shall enter tenant data in the ONE System.
- B. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the month of service.
 1. The occupancy rate; and
 2. The number of new placements.

- C. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. Average number of days to turn over units; and
 - 2. The number of tenants receiving lease violations, and the number and percentage of tenant lease violations that were resolved without loss of housing to tenants.
- D. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
 - 1. The number and percentage of tenants who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 - 2. The number of program exits;
 - 3. The number and percentage of tenants who completed a written survey to provide feedback on the type and quality of program services;
 - 4. The tenant satisfaction survey results; and
 - 5. The number of households showing housing instability that remained housed.
- E. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide information on evictions and eviction notices issued to households residing in City-funded housing to Support Services to enter into the ONE System. Grantee shall verify the accuracy of eviction reporting data in the ONE System quarterly, and shall review the annual eviction report prior to submission to HSH. Grantee shall adhere to all deadlines for submission as required by HSH.
- F. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- G. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877, as instructed by HSH.
- H. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's

services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and any Grantee response will become part of the official report.

- I. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to review of the following: tenant files, administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

Monitoring of program participation in the ONE system may include, but is not limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required trainings 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 Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**Appendix A-2, Services to be Provided
by
Five Keys Schools and Programs
Artmar Hotel Support Services**

I. Purpose of Grant

The purpose of the grant is to provide Support Services to the served population. The goals of these services are to support the served population in retaining their housing; or moving to other appropriate housing.

II. Served Population

Grantee shall serve Transition Age Youth (TAY) tenants experiencing homelessness, aged 18 to 24, and will also serve those aged 25 to 27 who have been part of the Homelessness Response System (HRS) as TAY.

III. Referral and Prioritization

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

Eligibility criteria for Permanent Supportive Housing (PSH) varies upon the subsidy funding source and may include meeting a definition of homelessness at the time of referral and placement, enrollment in specific benefits programs, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for PSH are prioritized based on various criteria, such as levels of vulnerability, length and history of homelessness, and severity of housing barriers.

IV. Description of Services

Grantee shall provide Support Services to the total number tenants as listed in Appendix B, Budget ("Number Served" tab). Support Services are voluntary and shall be available to all tenants in the service location(s). Support Services shall include, but are not limited to, the following:

- A. Outreach: Grantee shall engage with tenants to provide information about available Support Services and invite them to participate.

Grantee shall contact each tenant at least three times during the first 60 days following placement. Grantee shall document all outreach and attempts.

- B. Intake and Assessment: Grantee shall coordinate with Property Management during the initial intake for units and participate in orientation meetings with Property Management. If possible, Grantee shall establish rapport with tenants prior to move-in to support tenants during the application and move-in process. Grantee shall coordinate with tenant's current support service provider(s) to ensure a successful transition into housing.

Grantee intake of tenants shall include, but is not limited to, a review of the tenant's history in the Online Navigation and Entry (ONE) System, gathering updated

information from the tenant, and establishing strengths, skills, needs, plans and goals that are participant-centered and supportive of housing retention. The intake shall take place at the same time as the interview with Property Management, on a separate date or time coordinated with Support Services during the application period, or within no more than 30 days of move-in.

Grantee shall assess tenant employment and education skills and goals at intake and incorporate those into their case management plan.

- C. Case Management: Grantee shall provide case management services to tenants with the primary goal of maintaining housing stability, including ongoing meetings and counseling to establish goals, develop services plans that are tenant-driven without predetermined goals, provide referrals and linkages to off-site support services, and track progress toward achieving those goals. Grantee shall document case management meetings, engagement, and progress.
1. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
 2. Grantee shall refer tenants to and coordinate services within the community that support progress toward identified goals. This may include providing information about services, calling to make appointments, assisting with applications, providing appointment reminders, following up/checking in with households regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
 3. Grantee shall provide benefits advocacy to assist tenants with obtaining and maintaining benefits, including, but not limited to, cash aid, food programs, medical clinics and/or in-home support.
 4. Grantee shall encourage and connect tenants with educational and employment services to increase education and skill levels.
 5. Through counseling, case management, and workshops, Grantee shall provide financial literacy education (e.g., paying rent, accessing public benefits, budgeting, financial planning, saving, and credit repair).
 6. Grantee shall provide resources to ensure transportation is not a barrier to a tenant's ability to become self-sufficient.
- D. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all tenants who display indications of housing instability, within a reasonable timeframe. Such indications include, but are not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants. Grantee shall work with tenants, in conjunction with Property Management, to resolve issues that put tenants at risk for eviction. Grantee shall assist with the de-escalation and resolution of conflicts, as needed. Grantee shall document Housing Stability outreach and assistance provided.

- E. Coordination with Property Management: Grantee shall assist tenants in communicating with, responding to, and meeting with Property Management. This may include helping a tenant to understand the communications from Property Management, helping to write requests, responses, or complaints to Property Management, and attending meetings between the tenant and Property Management to facilitate communication.

If a tenant is facing housing instability, Grantee shall coordinate with Property Management to find creative ways to engage with tenants to prevent housing loss. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.

Grantee shall ensure there is a process in place for receiving timely communication from Property Management and copies of correspondence (e.g., notices, warning letters, lease violations, etc.) issued. Grantee shall have a structured written process for engaging tenants who receive such notices.

- F. Wellness and Emergency Safety Checks: Grantee shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety when there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency.

- G. Support Groups, Social Events and Organized Activities:

1. Grantee shall plan groups, events, and activities with input from tenants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events. Grantee shall post and provide to tenants a monthly calendar of events.
2. Grantee shall conduct monthly community meetings for tenants, in coordination with Property Management, during which tenants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
3. Grantee shall periodically assess the needs of tenants with Property Management and other teams at the building to develop programming that will help tenants maintain stability and enjoy their housing.
4. Grantee shall provide appropriate programming for the population served. Grantee shall provide linkages to activities and services, to meet the needs of youth in the program, on an as-needed basis.

- H. Exit Planning: If a tenant is moving out of the building, Grantee shall engage tenant in exit planning to support the tenant's successful transition out of the program. The exit plan shall depend on the tenant's needs and preferences, and may include establishing a link to services in the community. Grantee shall also provide housing related support that assists tenants in achieving goals that move them towards more independent housing. When this level of self-sufficiency is achieved, Grantee shall assist tenants in housing searches and applications.

V. Location and Time of Services

Grantee shall provide services at the Artmar Hotel, located at 433 Ellis Street, San Francisco.

Grantee shall provide support services when necessary to best serve tenants using the staffing outlined in Appendix B, Budget. Grantee shall provide Property Management services 24 hours a day, seven days a week, either on-site or on-call. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

VI. Service Requirements

- A. Case Management Ratio: Grantee shall maintain a maximum 20:1 ratio of units to case management staff.
- B. Supervision: Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants.
- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.
- D. 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 tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. 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>.
- F. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's progress.
- G. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.

H. Grievance Procedure:

1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
 - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - c. The amount of time required for each step, including when a tenant can expect a response; and
 - d. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the tenant to contact after the tenant has exhausted Grantee's internal Grievance Procedure.
2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

I. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:

1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.

J. City Communications, Trainings and Meetings:

Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:

1. Regular communication to HSH about the implementation of the program;
2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.

K. Coordination with Other Service Providers: Grantee shall establish written agreements with Property Management and other service providers that are part of the site care team to formalize collaboration and roles and responsibilities.

- L. Critical Incidents: Grantee shall report critical incidents in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form](#) within 72 hours of the incident. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH Program Manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- M. 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).
- N. Record Keeping and Files: Grantee shall maintain confidential tenant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
1. Grantee shall maintain client program enrollment, annual status updates and program exit information in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
 2. Grantee shall maintain a program roster of all current tenants in the ONE System.
 3. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
 4. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
- O. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to:
 - a. Entering all household data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
 - c. Running monthly data quality reports and correcting any errors.
 2. Records entered into the ONE system shall meet or exceed the ONE System CDQI Process standard.
 3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be

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

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.

VII. Service Objectives

Grantee shall achieve the Service Objectives listed below.

- A. Grantee shall actively outreach to 100 percent of households at least once every month.
- B. Grantee shall offer assessment to 100 percent of households for primary medical care, mental health and substance use treatment needs within 60 days of move-in.
- C. Grantee shall offer assessment to 100 percent of households for benefits within 60 days of move-in, and shall assist tenants to apply for benefits for which they are eligible.
- D. Grantee shall offer Support Services to 100 percent of all households who showed housing instability (e.g., non-payment of rent, lease violations) at least once per incident.
- E. Grantee shall outreach to 100 percent of households with planned exits from the program to engage in comprehensive discharge planning, which includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- F. Grantee shall outreach to 100 percent of program participants participating in Support Services to create/engage in Service Plans, as needed, on an ongoing basis.
- G. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
- H. Grantee shall administer an annual written anonymous survey of households to obtain feedback on the type and quality of program services. Grantee shall offer all households the opportunity to take this survey.

VIII. Outcome Objectives

Grantee shall achieve the Outcome Objectives listed below.

- A. 90 percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. 80 percent of individualized service plans will be reviewed at least once every six months and updated as appropriate at this time.
- C. 80 percent of households completing an annual tenant satisfaction survey will be satisfied or very satisfied with program services (based on a four-point scale: 1 = very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

IX. Reporting Requirements

- A. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the month of service.
 - 1. The total number of unduplicated households who resided at the site during the month and the number of unduplicated households actively outreached to at least once during the month; and
 - 2. The total number of new move-ins during the month.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. The number and percentage of households Grantee outreached to complete an assessment for primary medical care, mental health, and substance use treatment needs within 60 days of move-in;
 - 2. The number and percentage of households Grantee outreached to complete a benefits assessment within 60 days of move-in;
 - 3. The number of lease/program rule violations Property Management issued and shared with Support Services for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services; and
 - 4. The number and percentage of households with planned exits from the program who were outreached to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- C. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
 - 1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 - 2. The number and percentage of program participants participating in Support Services Grantee outreached to create Service Plans, as needed;

3. The number of program participants who had a Service Plan during the program year; the number and percentage of Services Plans that were reviewed at least once every 6 months and updated as appropriate;
 4. The number and percentage of households who completed a written survey to provide feedback on the type and quality of program services. Please include survey results on what clients reported regarding the quality and satisfaction with services.
- D. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- E. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877, as instructed by HSH.
- F. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and any Grantee response will become part of the official report.
- G. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, review of the following: tenant files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and

other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

- B. Fiscal Compliance and Contract 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 Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	7/1/2024																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	6/1/2021	6/30/2024	4															
6	Amended Term	6/1/2021	6/30/2025	5															
7	Program	Artmar Hotel																	
8	Service Component																		
9					Year 1		Year 2		Year 3		Year 4		Year 5						
10					6/1/2021 - 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						
11	Support Services and Property Management				60	60		60		60		60							
12																			
13																			
14																			
15																			
16																			
17																			
18																			
19																			

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING APPENDIX B, BUDGET			
2				
3	Document Date	7/1/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	6/1/2021	6/30/2024	4
6	Amended Term	6/1/2021	6/30/2025	5
7	Program	Artmar Hotel		
8				
9	Approved Subcontractors			
10	None.			
11				
12				
13				
14				
15				
16				
17				
18				
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21				
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25				

	A	B	C	D	F
1	Program Budget History				
2					
3	Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Change Description
4	6/1/2021	New	Ongoing	\$ 1,785,874	New agreement effective 6/1/2021
5	10/19/2022	Modification	Ongoing	\$ 278,912	FY22-23 CODB + CM Case Manager Enhancement + Frontline Staff Wage Enhancement
6	6/16/2023	Revision	One-Time	\$ -	building rent expenses in excess of what available ERAF budget can cover
7	7/1/2023	Modification	Ongoing	\$ 140,955	Master Lease Increase + Utilities & Supplies
8	7/1/2023	Modification	Ongoing	\$ 51,761	FY23-24 CODB
9	5/2/2024	Amendment	Ongoing	\$ -	1st Amendment to extend term by one year through 6/30/2025
10					
11					
12					
13					
14					
15					
16					

	A	B	C	D	E	H	K	N	Q	R	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	APPENDIX B, BUDGET													
3	Document Date	7/1/2024												
4	Contract Term	Begin Date	End Date	Duration (Years)										
5	Current Term	6/1/2021	6/30/2024	4										
6	Amended Term	6/1/2021	6/30/2025	5										
7	Provider Name	Five Keys Schools and Programs												
8	Program	Artmar Hotel												
9	FSP Contract ID#	1000021966												
10	Action (select)	Amendment												
11	Effective Date	7/1/2024												
	Budget Names	General Fund - Support Services & Property Management, HHAP 2 - Support Services & Property Management, ERAF - Support Services & Property Management												
12														
13		Current	New											
14	Term Budget	\$ 6,239,632	\$ 8,497,136											
15	Contingency	\$ 464,732	\$ 558,201	15%										
16	Not-To-Exceed	\$ 6,704,364	\$ 9,055,337											
					Year 1	Year 2	Year 3	Year 4	Year 5		All Years			
		6/1/2021 - 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	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	6/1/2021 - 6/30/2024	6/1/2021 - 6/30/2025	6/1/2021 - 6/30/2025			
		Actuals	Actuals	Actuals	Current/Actuals	Actuals	Amendment	New	Current/Actuals	Amendment	New			
17	Expenditures													
18	Salaries & Benefits	\$ 79,863	\$ 921,029	\$ 1,057,695	\$ 1,160,931	\$ -	\$ 1,160,931	\$ 1,160,931	\$ 3,219,518	\$ 1,160,931	\$ 4,380,448			
19	Operating Expense	\$ 29,396	\$ 216,113	\$ 203,137	\$ 316,042	\$ -	\$ 316,042	\$ 316,042	\$ 764,688	\$ 316,042	\$ 1,080,730			
20	Subtotal	\$ 109,259	\$ 1,137,142	\$ 1,260,832	\$ 1,476,973	\$ -	\$ 1,476,973	\$ 1,476,973	\$ 3,984,206	\$ 1,476,973	\$ 5,461,178			
21	Indirect Cost	\$ 16,389	\$ 170,571	\$ 189,125	\$ 221,546	\$ -	\$ 221,546	\$ 221,546	\$ 597,631	\$ 221,546	\$ 819,177			
22	Other Expenses (Not subject to indirect %)	\$ (10,992)	\$ 582,208	\$ 728,474	\$ 659,425	\$ -	\$ 659,425	\$ 659,425	\$ 1,959,114	\$ 659,425	\$ 2,618,539			
23	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
24	Total Expenditures	\$ 114,656	\$ 1,889,921	\$ 2,178,430	\$ 2,357,944	\$ -	\$ 2,357,944	\$ 2,357,944	\$ 6,540,951	\$ 2,357,944	\$ 8,898,894			
25														
26	HSR Revenues (select)													
27	General Fund - Ongoing	\$ 15,100	\$ 972,779	\$ 929,691	\$ -	\$ -	\$ -	\$ -	\$ 1,917,569	\$ -	\$ 1,917,569			
28	General Fund - CODB	\$ -	\$ -	\$ 38,931	\$ 51,761	\$ -	\$ 51,761	\$ 51,761	\$ 90,692	\$ 51,761	\$ 142,453			
29	State - Homeless Housing Assistance & Prevention (HHAP) 2	\$ -	\$ 816,703	\$ 210,641	\$ -	\$ -	\$ -	\$ -	\$ 1,027,344	\$ -	\$ 1,027,344			
30	Educational Revenue Augmentation Fund (ERAF)	\$ 99,556	\$ -	\$ 632,928	\$ -	\$ -	\$ -	\$ -	\$ 732,484	\$ -	\$ 732,484			
31	General Fund - Frontline Staff Wage Enhancement	\$ -	\$ -	\$ 15,860	\$ -	\$ -	\$ -	\$ -	\$ 15,860	\$ -	\$ 15,860			
32	General Fund - Case Manager Wage Enhancement	\$ -	\$ -	\$ 224,120	\$ -	\$ -	\$ -	\$ -	\$ 224,120	\$ -	\$ 224,120			
33	State - Homeless Housing Assistance & Prevention (HHAP) 1	\$ -	\$ -	\$ 25,820	\$ 2,064,788	\$ -	\$ -	\$ -	\$ 2,090,608	\$ -	\$ 2,090,608			
34	Prop C - Master Lease Increase	\$ -	\$ -	\$ -	\$ 37,225	\$ -	\$ -	\$ -	\$ 37,225	\$ -	\$ 37,225			
35	Prop C	\$ -	\$ -	\$ -	\$ 103,730	\$ -	\$ 2,205,743	\$ 2,205,743	\$ 103,730	\$ 2,205,743	\$ 2,309,473			
36	Total HSR Revenues	\$ 114,655	\$ 1,789,482	\$ 2,077,991	\$ 2,257,504	\$ -	\$ 2,257,504	\$ 2,257,504	\$ 6,239,632	\$ 2,257,504	\$ 8,497,136			
37	Other Revenues (to offset Total Expenditures & Reduce HSR Revenues)													
38	Rental Income	\$ -	\$ 100,440	\$ 100,440	\$ 100,440	\$ -	\$ 100,440	\$ 100,440	\$ 301,320	\$ 100,440	\$ 401,760			
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ 100,440	\$ 100,440	\$ 100,440	\$ -	\$ 100,440	\$ 100,440	\$ 301,320	\$ 100,440	\$ 401,760			
48														
49	Total HSR + Other Revenues	\$ 114,655	\$ 1,889,922	\$ 2,178,431	\$ 2,357,944	\$ -	\$ 2,357,944	\$ 2,357,944	\$ 6,540,952	\$ 2,357,944	\$ 8,898,896			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51	Total Adjusted Salary FTE (All Budgets)							13.93						
52														
53	Prepared by	Brandi Marshall												
54	Phone	415-209-5372												
55	Email	brandim@fivekeys.org												
56														
57														
58	Template last modified	1/22/2020												
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71														
72	Contract year	1	2	3	4	5								
73	FY begin date	6/1/2021	7/1/2021	7/1/2022	7/1/2023	7/1/2024	7/1/2024	7/1/2024	6/1/2021	6/1/2021	6/1/2021			
74	FY end date	6/30/2021	6/30/2022	6/30/2023	6/30/2024	6/30/2025	6/30/2025	6/30/2025	5/31/2025	5/31/2026	5/31/2026			
75	Document date	7/1/2024	7/1/2024	7/1/2024	7/1/2024	7/1/2024	7/1/2024	7/1/2024	7/1/2024	7/1/2024	7/1/2024			
76	Extension Year	0	0	0	0	1	1	1						
77														
78									6/1/2021	6/1/2021	6/1/2021			
79									6/30/2024	6/30/2025	6/30/2025			

	A	F	M	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	BT	BU	BV					
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																											
2	SALARY & BENEFIT DETAIL																											
3	Document Date																											
4	Provider Name																											
5	Program																											
6	FSP Contract ID#																											
7	Budget Name																											
8		Year 1		Year 2		Year 3		Year 4						Year 5						EXTENSION YEAR						All Years		
9	POSITION TITLE	6/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	6/1/2021 - 6/30/2024	6/1/2021 - 6/30/2025	6/1/2021 - 6/30/2025					
10		Actuals	Actuals	Actuals	Amendment	New					Current/Actuals	Amendment	New					Current/Actuals	Amendment	New	Current/Actuals	Amendment	New					
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary		
12	Director of Housing	\$ 2,209	\$ 13,500	\$ 12,000	\$ -	\$ 12,000	\$ 130,000	1.00	10%	0.10	\$ 13,000	\$ -	\$ 13,000	\$ 130,000	1.00	10%	0.10		\$ 13,000	\$ 13,000	\$ 13,000	\$ 40,709	\$ 13,000	\$ 53,709				
13	Site Program Manager/Director	\$ 6,640	\$ 80,000	\$ 15,036	\$ -	\$ 15,036	\$ 80,000	1.00	56%	0.56	\$ 45,000	\$ -	\$ 45,000	\$ 80,000	1.00	56%	0.56		\$ 45,000	\$ 45,000	\$ 45,000	\$ 146,676	\$ 45,000	\$ 191,676				
14	PSH Director	\$ -		\$ 17,483	\$ -	\$ 17,483	\$ 87,414	1.00	0%	0.00	\$ -	\$ -	\$ -	\$ 87,414	1.00	0%	0.00		\$ -	\$ -	\$ -	\$ 17,483	\$ -	\$ 17,483				
15	Director Care Coordination	\$ -		\$ 13,300	\$ -	\$ 13,300	\$ 95,000	1.00	14%	0.14	\$ 13,300	\$ -	\$ 13,300	\$ 95,000	1.00	14%	0.14		\$ 13,300	\$ 13,300	\$ 13,300	\$ 26,600	\$ 13,300	\$ 39,900				
16	Director of Guest Services and Training	\$ -		\$ 12,181	\$ -	\$ 12,181	\$ 93,700	1.00	14%	0.14	\$ 13,118	\$ -	\$ 13,118	\$ 93,700	1.00	14%	0.14		\$ 13,118	\$ 13,118	\$ 13,118	\$ 25,299	\$ 13,118	\$ 38,417				
17	Care Manager	\$ 4,731	\$ 62,625	\$ 66,160	\$ -	\$ 66,160	\$ 69,680	1.00	100%	1.00	\$ 69,680	\$ -	\$ 69,680	\$ 69,680	1.00	100%	1.00		\$ 69,680	\$ 69,680	\$ 69,680	\$ 203,196	\$ 69,680	\$ 272,876				
18	Care Manager	\$ 4,731	\$ 62,625	\$ 66,160	\$ -	\$ 66,160	\$ 69,680	1.00	100%	1.00	\$ 69,680	\$ -	\$ 69,680	\$ 69,680	1.00	100%	1.00		\$ 69,680	\$ 69,680	\$ 69,680	\$ 203,196	\$ 69,680	\$ 272,876				
19	Care Manager	\$ 4,731	\$ 62,625	\$ 66,160	\$ -	\$ 66,160	\$ 69,680	1.00	0%	0.00	\$ -	\$ -	\$ -	\$ 69,680	1.00	0%	0.00		\$ -	\$ -	\$ -	\$ 133,516	\$ -	\$ 133,516				
20	Ambassador	\$ 23,240	\$ 176,265	\$ 256,673	\$ -	\$ 256,673	\$ 55,557	8.99	100%	8.99	\$ 499,294	\$ -	\$ 499,294	\$ 55,557	8.99	100%	8.99		\$ 499,294	\$ 499,294	\$ 499,294	\$ 955,472	\$ 499,294	\$ 1,454,766				
21	Janitor	\$ 5,229	\$ 49,050	\$ 77,780	\$ -	\$ 77,780	\$ 55,557	1.40	71%	1.00	\$ 55,557	\$ -	\$ 55,557	\$ 55,557	1.40	71%	1.00		\$ 55,557	\$ 55,557	\$ 55,557	\$ 187,616	\$ 55,557	\$ 243,173				
22	Maintenance	\$ 4,731	\$ 62,625	\$ 62,625	\$ -	\$ 62,625	\$ 62,625	1.00	100%	1.00	\$ 62,625	\$ -	\$ 62,625	\$ 62,625	1.00	100%	1.00		\$ 62,625	\$ 62,625	\$ 62,625	\$ 192,606	\$ 62,625	\$ 255,231				
23	Director of Community Partnerships and Harm Reduction Initiatives				\$ -	\$ -	\$ 120,000	1.00	0%	0.00	\$ -	\$ -	\$ -	\$ 120,000	1.00	0%	0.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
58		\$ 56,242	\$ 569,315	\$ 665,558	\$ -	\$ 665,558	TOTAL SALARIES				\$ 841,254	\$ -	\$ 841,254	TOTAL SALARIES				\$ -	\$ 841,254	\$ 841,254	\$ 2,132,369	\$ 841,254	\$ 2,973,623					
60		TOTAL FTE		13.93		TOTAL FTE		13.93		TOTAL FTE		13.93		TOTAL FTE		13.93		TOTAL FTE		13.93		TOTAL FTE		13.93				
61		42.00%	42.00%	42.00%	0.00%	42.00%	FRINGE BENEFIT RATE				38.00%	0.00%	38.00%	FRINGE BENEFIT RATE				38.00%	0.00%	38.00%	FRINGE BENEFIT RATE				38.00%			
62		\$ 23,621	\$ 239,112	\$ 279,534	\$ -	\$ 279,534	EMPLOYEE FRINGE BENEFITS				\$ 319,677	\$ -	\$ 319,677	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 319,677	\$ 319,677	\$ 861,945	\$ 319,677	\$ 1,181,621					
63		\$ 79,863	\$ 808,427	\$ 945,093	\$ -	\$ 945,093	TOTAL SALARIES & BENEFITS				\$ 1,160,931	\$ -	\$ 1,160,931	TOTAL SALARIES & BENEFITS				\$ -	\$ 1,160,931	\$ 1,160,931	\$ 2,994,314	\$ 1,160,931	\$ 4,155,244					
64																												

	A	B	E	H	K	L	M	N	O	P	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	OPERATING DETAIL												
3	Document Date	7/1/2024											
4	Provider Name	Five Keys School											
5	Program	Artmar Hotel											
6	FSP Contract ID#	1000021966											
7	Budget Name	General Fund - 5											
8		EXTENSION YEAR											
9		Year 1	Year 2	Year 3	Year 4		Year 5			All Years			
10		6/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	6/1/2021 - 6/30/2024	6/1/2021 - 6/30/2025	6/1/2021 - 6/30/2025
11		Actuals	Actuals	Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property				\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$ 150,000	\$ -	\$ 150,000		\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 300,000
15	Office Supplies, Postage				\$ 7,000	\$ -	\$ 7,000		\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 14,000
16	Building Maintenance Supplies and Repair		\$ 37,913	\$ 2,195	\$ 39,812	\$ -	\$ 39,812		\$ 39,812	\$ 39,812	\$ 79,920	\$ 39,812	\$ 119,732
17	Guest Supplies, food, socks, etc				\$ 2,230	\$ -	\$ 2,230		\$ 2,230	\$ 2,230	\$ 2,230	\$ 2,230	\$ 4,460
18	Staff Supplies, First Aid Kits/Medical Supplies/Uniform				\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
19	Legal Fees				\$ 5,000	\$ -	\$ 5,000		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 10,000
20	Printing and Reproduction				\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
21	Insurance				\$ 5,000	\$ -	\$ 5,000		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 10,000
22	Staff Training				\$ 10,000	\$ -	\$ 10,000		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000
23	Staff Travel-(Local & Out of Town)				\$ 1,000	\$ -	\$ 1,000		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 2,000
24	Rental of Equipment				\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
25	Resident activities and supplies				\$ 15,000	\$ -	\$ 15,000		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 30,000
26	Maintenance supplies				\$ 10,000	\$ -	\$ 10,000		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000
27					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
28	Pest Control			\$ 290	\$ 55,000	\$ -	\$ 55,000		\$ 55,000	\$ 55,000	\$ 55,290	\$ 55,000	\$ 110,290
29	internet / cable / telephone				\$ 16,000	\$ -	\$ 16,000		\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 32,000
30	Computers / Staff and Guest				\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
31					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
32					\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
70													
71	TOTAL OPERATING EXPENSES	\$ -	\$ 37,913	\$ 2,485	\$ 316,042	\$ -	\$ 316,042	\$ -	\$ 316,042	\$ 316,042	\$ 356,440	\$ 316,042	\$ 672,482
72													
73	Other Expenses (not subject to indirect cost %)												
74	Rental of Property			\$ 106,086	\$ 659,425	\$ -	\$ 659,425		\$ 659,425	\$ 659,425	\$ 765,511	\$ 659,425	\$ 1,424,936
75	Janitorial retro July 1, 2022 - Nov 30, 2022			\$ 3,696		\$ -	\$ -		\$ -	\$ -	\$ 3,696	\$ -	\$ 3,696
76	PM Frontline staff wage increase - Desk Clerk			\$ 5,586		\$ -	\$ -		\$ -	\$ -	\$ 5,586	\$ -	\$ 5,586
77	Case Manager Wage Floor Increase			\$ 3,520		\$ -	\$ -		\$ -	\$ -	\$ 3,520	\$ -	\$ 3,520
78	Actuals Adjustment	\$ (76,742)	\$ (512)			\$ -	\$ -		\$ -	\$ -	\$ (77,255)	\$ -	\$ (77,255)
79						\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
80						\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
86													
87	TOTAL OTHER EXPENSES	\$ (76,742)	\$ (512)	\$ 118,888	\$ 659,425	\$ -	\$ 659,425	\$ -	\$ 659,425	\$ 659,425	\$ 701,058	\$ 659,425	\$ 1,360,483
88													
89	Capital Expenses												
90					\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
97													
98	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
99													
100	HSH #3										Template last modified 1/22/2020		

	A	B	C	D	H	K	AI		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	7/1/2024		Duration (Years)					
4	Contract Term	Begin Date	End Date						
5	Current Term	6/1/2021	6/30/2024						
6	Amended Term	6/1/2021	6/30/2025						
7	Provider Name	Five Keys Schools and Programs							
8	Program	Artmar Hotel							
9	FSP Contract ID#	1000021966							
10	Action (select)	Amendment							
11	Effective Date	7/1/2024							
12	Budget Name	HHAP 2 - Support Services & Property Manage							
13		Current	New	15%					
14	Term Budget	\$ 1,027,344	\$ 1,027,344						
15	Contingency	\$ 464,732	\$ 558,201						
16	Not-To-Exceed	\$ 6,704,364	\$ 9,055,337						
17					Year 2	Year 3	All Years		
18					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	6/1/2021 - 6/30/2024		
19	Expenditures				Actuals	Actuals	Actuals		
20	Salaries & Benefits				\$ 112,602	\$ 112,602	\$ 225,204		
21	Operating Expense				\$ 178,200	\$ 70,565	\$ 248,765		
22	Subtotal				\$ 290,802	\$ 183,167	\$ 473,969		
23	Indirect Percentage				15.00%	15.00%			
24	Indirect Cost (Line 21 X Line 22)				\$ 43,620	\$ 27,475	\$ 71,095		
25	Other Expenses (Not subject to indirect %)				\$ 582,720	\$ -	\$ 582,720		
26	Capital Expenditure				\$ -	\$ -	\$ -		
27	Admin Cost (HUD Agreements Only)						\$ -		
28	Total Expenditures				\$ 917,142	\$ 210,642	\$ 1,127,784		
29									
30	HSH Revenues (select)								
31	General Fund - Ongoing						\$ -		
32	General Fund - CODB						\$ -		
33	State - Homeless Housing Assistance & Prevention (HHAP) 2				\$ 816,703	\$ 210,641	\$ 1,027,344		
34	Educational Revenue Augmentation Fund (ERAF)						\$ -		
35	General Fund - Frontline Staff Wage Enhancement						\$ -		
36	General Fund - Case Manager Wage Enhancement						\$ -		
37	State - Homeless Housing Assistance & Prevention (HHAP) 1						\$ -		
38	Prop C - Master Lease Increase						\$ -		
39	Prop C						\$ -		
40	Total HSH Revenues				\$ 816,703	\$ 210,641	\$ 1,027,344		
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)								
42	Rental Income				\$ 100,440		\$ 100,440		
43							\$ -		
44							\$ -		
45							\$ -		
46							\$ -		
47	Total Other Revenues				\$ 100,440	\$ -	\$ 100,440		
48									
49	Total HSH + Other Revenues				\$ 917,143	\$ 210,641	\$ 1,127,784		
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -		
52									
53	Prepared by	Brandl Marshall							
54	Phone	415-209-5372							
55	Email	brandlm@fivekeys.org							
56									
57	Template last modified		1/22/2020						
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68									
69									
70									
71	Contract year	2		3	4				
72	FY begin date	7/1/2021		7/1/2022	6/1/2021				
73	FY end date	6/30/2022		6/30/2023	5/31/2025				
74	Document date	7/1/2024		7/1/2024	7/1/2024				
75	Extension Year	0		0					
76									
77							6/1/2021		
78							6/30/2024		

	A	I	J	K	L	M	P	Q	R	S	T	BT
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date											
4	Provider Name											
5	Program											
6	F\$P Contract ID#											
7	Budget Name											
8		Year 2					Year 3					All Years
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Progarm		7/1/2022 - 6/30/2023	6/1/2021 - 6/30/2024
10						Actuals					Actuals	
		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
11												
12	Residential Counselor/Desk Clerk	\$ 55,557	4.60	31%	1.43	\$ 79,297	\$ 55,557	4.60	31%	1.43	\$ 79,297	\$ 158,594
55		TOTAL SALARIES				\$ 79,297	TOTAL SALARIES				\$ 79,297	\$ 158,594
56		TOTAL FTE			1.43		TOTAL FTE			1.43		
57		FRINGE BENEFIT RATE			42.00%	FRINGE BENEFIT RATE			42.00%			
58		EMPLOYEE FRINGE BENEFITS				\$ 33,305	EMPLOYEE FRINGE BENEFITS				\$ 33,305	\$ 66,610
59		TOTAL SALARIES & BENEFITS				\$ 112,602	TOTAL SALARIES & BENEFITS				\$ 112,602	\$ 225,204
60												
61												
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	A	E	H	AF
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	OPERATING DETAIL			
3	Document Date			
4	Provider Name			
5	Program			
6	FSP Contract ID#			
7	Budget Name			
8				
9		Year 2	Year 3	All Years
10		7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	6/1/2021 - 6/30/2024
11		Actuals	Actuals	Actuals
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 80,000	\$ -	\$ 80,000
15	Office Supplies, Postage	\$ 5,000	\$ 5,000	\$ 10,000
16	Building Maintenance Supplies and Repair	\$ 15,000	\$ 15,000	\$ 30,000
17	Printing and Reproduction	\$ 1,000	\$ 1,000	\$ 2,000
18	Insurance	\$ 5,000	\$ 5,000	\$ 10,000
19	Staff Training	\$ 10,000	\$ 10,000	\$ 20,000
20	Staff Travel-(Local & Out of Town)	\$ 2,000	\$ 2,000	\$ 4,000
21	Rental of Equipment	\$ -	\$ -	\$ -
22	Resident activities and supplies	\$ 30,000	\$ 2,365	\$ 32,365
23	Maintenance supplies	\$ 10,000	\$ 10,000	\$ 20,000
24		\$ -	\$ -	\$ -
25	Pest Control	\$ 5,200	\$ 5,200	\$ 10,400
26	internet / cable / telephone	\$ 15,000	\$ 15,000	\$ 30,000
27	Computers / Staff and Guest	\$ -	\$ -	\$ -
67				
68	TOTAL OPERATING EXPENSES	\$ 178,200	\$ 70,565	\$ 248,765
69				
70	Other Expenses (not subject to indirect cost %)			
71	Rental of Property	\$ 622,200		\$ 622,200
72	Actuals Adjustment	\$ (39,480)		\$ (39,480)
83				
84	TOTAL OTHER EXPENSES	\$ 582,720	\$ -	\$ 582,720
85				
86	Capital Expenses			
87				\$ -
88				\$ -
94				
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -
96				
97	HSH #3			
98				

Appendix C, Method of Payment

- I. Reimbursement for Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred, paid by the Grantee, and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in the Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.
- A. Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
 - B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
 - C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
 - D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee's ability to apply for future funding or requests for additional funding.

Billing Month/Date	Service Begin Date	Service End Date
August 15	July 1	July 31
September 15	August 1	August 31
October 15	September 1	September 30
November 15	October 1	October 31
December 15	November 1	November 30
January 15	December 1	December 31
February 15	January 1	January 31
March 15	February 1	February 28/29
April 15	March 1	March 31
May 15	April 1	April 30
June 15	May 1	May 31
July 15	June 1	June 30

E. Invoicing System:

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.

2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
 3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- F. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- G. Spend Down
1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
 2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
 3. Failure to spend Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

H. Documentation and Record Keeping:

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
 - a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
 - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
 - 1) Program Monitoring;
 - 2) Fiscal and Compliance Monitoring;
 - 3) Year End Invoice Review;
 - 4) Monthly Invoice Review;
 - 5) As needed per HSH request; and/or
 - 6) As needed to fulfill audit and other monitoring requirements.
2. All documentation requested by and submitted to HSH must:
 - a. Be easily searchable (e.g., PDF) and summarized in excel;
 - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
 - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII));
 - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed as Approved Subcontractors;
 - e. Include only documentation that pertains to the Grant budget that is being invoiced. Grantee shall not provide agency-wide supporting documentation for other agency costs or HSH Grants. (e.g., only payroll documentation for the personnel being charged to that invoice should be included); and
 - f. Include the Grantee's cost allocation plan.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities. HSH reserves the right to reject and/or deny invoices, in part or as a whole, that do not follow these instructions.

General Fund / Prop C	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, a personnel report in excel format that itemizes all payroll costs included in the invoice, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any single expense within the Operating budget category that exceed \$10,000.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in excel format that itemizes all costs included in each operating invoice line, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
Operating - Direct Assistance	<p>Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include a detailed summary report in excel format, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds per the established program policy.</p>
Capital and/or One-Time Funding	<p>Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in excel format that itemizes all costs included in each capital/one-time invoice line, receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>

General Fund / Prop C	
Type	Instructions and Examples of Documentation
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

4. HSH will conduct regular monitoring of provider operating expenses under \$10,000 including, but not limited to requesting supporting documentation showing invoices were paid. Grantees shall provide requested information within specified timelines. HSH reserves the right to require full documentation of invoice submission regardless of amount to ensure the Grantee's compliance with HSH's invoicing requirements.

III. Advances or Prepayments: Advances or prepayments are allowable on certified annual ongoing General Fund or Prop C amounts (i.e., authorized by executed Agreements) in order to meet non-profit Grantee cash flow needs in certain circumstances. Requests for advance payment will be granted by HSH on a case-by-case basis. Advances are not intended to be a regular automatic procedure.

A. Advance Requirements:

Once the Agreement is certified, Grantee, prior to distribution of any advanced payment, must fulfill the following conditions:

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);
2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

1. Grantee shall submit a written request to the assigned HSH Contract Manager, as listed in CARBON, on an agency letterhead with a narrative justification that fully describes the unique circumstances, for review and approval. Advance requests must be submitted by the Grantee's authorized staff only.
2. HSH, at its sole discretion, may make available to Grantee up to one month of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than one month of the ongoing annualized budget amount may be considered on a case-by-case basis only.

3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

IV. **Timely Submission of Reports and Compliance:** If a Grantee has outstanding items due to the City (e.g., Corrective Action Plans/report/document/data input), as specified in any written form from HSH (e.g., Letter of Correction, Corrective Action Plan, and/or Appendix A(s), Services to be Provided of the Agreement), Grantee shall submit and comply with such requirements prior to or in conjunction with monthly invoicing. Failure to submit required information or comply by specified deadlines may result in HSH withholding payments.

Appendix D - Interests In Other City Grants

**Subgrantees must also list their interests in other City Grants

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
San Francisco Mayors Office of Housing and Community Development	GFA-CBO Pool	July 1, 2023 – June 30, 2024	\$107,900
San Francisco Mayors Office of Housing and Community Development	184414-22: GF-Work Order	September 1, 2022 – August 31, 2024	\$125,000
San Francisco Human Services Agency	Academic Assessment Services For WTW Participants	July 1, 2019 – June 30, 2024	\$336,641
San Francisco Human Services Agency	Cal-Learn Educational Support Services 19-24	July 1, 2019 – June 30, 2024	\$99,305
Office of Economic and Workforce Development	TechSF On-Ramps	July 1, 2021 – June 30, 2025	\$401,200
Office of Economic and Workforce Development	Specialized Job Centers	July 1, 2021 – June 30, 2025	\$721,978
Department of Homelessness and Supportive Housing (HSH)	Flex Housing Subsidy Pool	February 15, 2021 – June 30, 2025	\$6,000,000
Department of Homelessness and Supportive Housing (HSH)	Adante Non-Congregate Shelter	March 1, 2022 – August 31, 2024	\$9,817,530
Department of Homelessness and Supportive Housing (HSH)	Artmar Hotel	June 1, 2021 – June 30, 2024	\$6,704,364
Department of Homelessness and Supportive Housing (HSH)	Baldwin SAFE Navigation Center	July 1, 2022 – June 30, 2026	\$37,072,314
Department of Homelessness and Supportive Housing (HSH)	Bayshore Navigation Center	January 1, 2021 – June 30, 2026	\$25,071,112
Department of Homelessness and Supportive Housing (HSH)	Embarcadero SAFE Center	September 1, 2020 – June 30, 2026	\$36,621,656
Department of Homelessness and Supportive Housing (HSH)	Ellis Semi-Congregate Shelter	December 15, 2022 – June 30, 2026	\$27,296,993
Department of Homelessness and Supportive Housing (HSH)	Next Door Site S	December 1, 2020 – June 30, 2025	\$32,449,102
Department of Homelessness and Supportive Housing (HSH)	Street Ambassador Services	June 1, 2022 – June 30, 2024	\$5,439,942
Department of Homelessness and Supportive Housing (HSH)	835 Turk Lease & Property Management	March 1, 2023 – February 29, 2028	\$16,682,000
Department of Homelessness and Supportive Housing (HSH)	Support Services at 835 Turk	June 1, 2022 – June 30, 2025	\$2,836,435



San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 . Fax: 415.252.3112

ethics.commission@sfgov.org . www.sfethics.org

Received On:

File #: 250232

Bid/RFP #:

Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

1. FILING INFORMATION

TYPE OF FILING	DATE OF ORIGINAL FILING (for amendment only)
Original	
AMENDMENT DESCRIPTION – Explain reason for amendment	

2. CITY ELECTIVE OFFICE OR BOARD

OFFICE OR BOARD	NAME OF CITY ELECTIVE OFFICER
Board of Supervisors	Members

3. FILER'S CONTACT

NAME OF FILER'S CONTACT	TELEPHONE NUMBER
Angela Calvillo	415-554-5184
FULL DEPARTMENT NAME	EMAIL
Office of the Clerk of the Board	Board.of.Supervisors@sfgov.org

4. CONTRACTING DEPARTMENT CONTACT

NAME OF DEPARTMENTAL CONTACT	DEPARTMENT CONTACT TELEPHONE NUMBER
Dylan Schneider	628-652-7742
FULL DEPARTMENT NAME	DEPARTMENT CONTACT EMAIL
HOM Homelessness and Supportive Housing	dylan.schneider@sfgov.org

5. CONTRACTOR	
NAME OF CONTRACTOR Five Keys Schools and Programs	TELEPHONE NUMBER 209-969-5983
STREET ADDRESS (including City, State and Zip Code) 320 13th Street, Oakland, CA 94612	EMAIL

6. CONTRACT		
DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)	ORIGINAL BID/RFP NUMBER	FILE NUMBER (If applicable) 250232
DESCRIPTION OF AMOUNT OF CONTRACT \$13,912,633		
NATURE OF THE CONTRACT (Please describe) The second amendment to the grant agreement between Five Keys Schools and Programs ("Five Keys") and the Department of Homelessness and Supportive Housing ("HSH"), for property management and support services at the Artmar Hotel, a permanent supportive housing site for transitional aged youth; extending the grant term by 24 months from June 30, 2025, for a total term of June 1, 2021, through June 30, 2027; increasing the agreement amount by \$4,857,296 for a total amount not to exceed \$13,912,633.		

7. COMMENTS

8. CONTRACT APPROVAL	
This contract was approved by:	
<input type="checkbox"/>	THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM
<input checked="" type="checkbox"/>	A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES Board of Supervisors
<input type="checkbox"/>	THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS

9. AFFILIATES AND SUBCONTRACTORS

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Eaton	Tijanna O.	Board of Directors
2	Ginorio	Delia	Board of Directors
3	Schwartz	Sunny	Board of Directors
4	Horne	Freya	Board of Directors
5	Miyamoto	Sheriff Paul	Board of Directors
6	Good	Steve	CEO
7	West	Antonette	CFO
8	Graham	Elyse	COO
9	Mowji	Pranay	Subcontractor
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9. AFFILIATES AND SUBCONTRACTORS

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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9. AFFILIATES AND SUBCONTRACTORS

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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☐ Check this box if you need to include additional names. Please submit a separate form with complete information. Select "Supplemental" for filing type.

10. VERIFICATION

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK

DATE SIGNED

BOS Clerk of the Board

OFFICE OF THE MAYOR
SAN FRANCISCO



DANIEL LURIE
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Adam Thongsavat, Liaison to the Board of Supervisors
RE: [Grant Agreement Amendment – Five Keys – Artmar Hotel - Not to Exceed \$13,912,633]
DATE: March 11, 2025

Resolution approving the second amendment to the grant agreement between Five Keys Schools and Programs and the Department of Homelessness and Supportive Housing ("HSH"), for the Artmar Hotel, a permanent supportive housing site for 60 transitional aged youth; extending the grant term by 24 months from June 30, 2025, for a total term of June 1, 2021, through June 30, 2027; increasing the agreement amount by \$4,857,296 for a total amount not to exceed \$13,912,633; and authorizing HSH to enter into any amendments or other modifications to the amendment that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City and are necessary or advisable to effectuate the purposes of the agreement.

Should you have any questions, please contact Adam Thongsavat at adam.thongsavat@sfgov.org