



Shireen McSpadden, Executive Director

London Breed, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Marion Sanders, Chief Deputy Director Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
Date	October 10, 2024
Subject	Grant Agreement Approval: Five Keys Schools and Programs 42 Otis Permanent Supportive Housing (PSH) for Transitional Age Youth

<i>Agreement Information</i>	
F\$P#	1000034144
Provider	Five Keys Schools and Programs
Program Name	42 Otis Permanent Supportive Housing for Transitional Age Youth
Agreement Action	Original Agreement
Agreement Term	November 1, 2024 – June 30, 2029

Agreement Amount

New	Contingency	Total Not to Exceed (NTE)
\$6,196,796	\$1,239,359	\$7,436,155

<i>Funding Information</i>	
Funding Sources¹	44% Our City, Our Home (Prop C) 42% HUD CoC Federal Funding 14% Homekey State Funding

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to enter into a new grant agreement with Five Keys Schools and Programs for the provision of 42 Otis Permanent Supportive Housing for Transitional Age Youth (TAY) Property Management and Ground Lease Stewardship for the period of November 1, 2024 to June 30, 2029. This agreement is for new services.

Background

Five Keys Schools and Programs will provide Property Management services to 24 tenants at 42 Otis Street. The property consists of 24 residential studio units, plus five commercial units (consisting of four office spaces on the second floor that will be used for staff offices and programming, and a ground floor commercial space that will be converted into program space), a courtyard and a rooftop terrace open space, which will be utilized for community workshops and events for residents.

¹ The funding sources listed reflect current and future years.

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Property Management services include, but are not limited to, ongoing tenant lease management, building maintenance and repairs, ensuring safety of tenants and staff, and 24/7 onsite staffing. In alignment with HSH's strategic plan goals of decreasing homelessness and supporting people to succeed in housing, the goal of 42 Otis Street is to make homelessness rare, brief, and one time by providing permanent housing and wraparound onsite services to TAY.

Five Keys was also selected by HSH to enter into a 55-year ground lease for the property in order to transfer ownership of the building and improvements to the provider during the term of the lease, to facilitate residential property management operations of City-owned PSH sites and align HSH's funding model with the rest of the City's permanent affordable housing structure, similar to structured managed the Mayor's Office of Housing and Community Development. This grant agreement constitutes the funding necessary to operate the property under the ground lease and will include cross default provisions with the ground lease, which was scheduled to be heard at the Board of Supervisors.

Services to be Provided

The purpose of the grant is to provide three components: property management along with operating and replacement reserves, fund make-ready work for the property and predevelopment for tenant improvements, and provide ongoing rental assistance services to TAY, ages 18 to 24 years old who meet the U.S. Department of Housing and Urban Development (HUD) definition of chronic homelessness. HUD defines individuals as "chronically homeless" if they have a disability and have lived in a shelter, safe haven, or place not meant for human habitation for 12 continuous months or four separate occasions in the last three years. Grantee will provide property management services to 24 units with a budgeted staff of 7.65 full-time equivalent (FTE).

Additionally, the grantee will receive one-time funds for start-up and make-ready work to convert two units to ADA accessibility, purchase and install furniture, fixtures, and equipment, and begin predevelopment work for tenant improvements to be funded by a subsequent grant from HSH.

Selection

Grantee was selected through Request for Qualifications (RFQ) #144.

Agreement Materials

- HOC Approval Package
 - Appendix A-1, Services to be Provided
 - Appendix A-2, Services to be Provided
 - Appendix A-3, Services to be Provided
 - Appendix B, Budget



**Appendix A-1, Services to be Provided
by
Five Keys Schools & Programs
42 Otis Street Property Management and Ground Lease Stewardship**

I. Purpose of Grant

The purpose of the grant is to provide Property Management and Ground 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

A. Grantee shall serve Transition Age Youth (TAY) tenants experiencing homelessness, aged 18 to 24.

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.

Grantee shall provide rental assistance to individuals who meet criteria for Category 1, 2, or 4 of homelessness in the U.S. Department of Housing and Urban Development (HUD)'s Final Definition of Homeless under 24 CFR 578.3:

- Category 1: Individuals who lack a fixed, regular, and adequate nighttime residence; this includes a subset for an individual who is exiting an institution where he or she resided for 90 or fewer days and who resided in an emergency shelter, or a place not meant for human habitation immediately before entering that institution;
- Category 2: Individuals who will imminently lose their primary nighttime residence; and/or
- Category 4: Individuals who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

Individuals must also meet all other program eligibility criteria as defined by the HUD Continuum of Care (CoC) project application, including requirements related to income level (as a percentage of Area Median Income (AMI)) and/or disability status.

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.
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.
 - g. Development of a preventative maintenance schedule for review and approval by HSH, and monitor adherence to the approved schedule.
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. Harm reduction and overdose prevention: Integrate harm reduction principles into service delivery and agency structure as well as follow the HSH Overdose Prevention Policy. Staff that work directly with tenants must complete annual trainings on harm reduction and overdose recognition and response.
12. 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.
13. Asset Management: Contractor shall partner with HSH to safeguard the physical and financial health of the property and provide limited asset management services, which include the following:
 - a. Providing a capital needs assessment for review and approval by HSH, and manage approved capital improvement plan for the property;
 - b. Monitoring and reporting to HSH on property financial performance, recommending related actions, as appropriate; and
 - c. Monitoring and reporting to HSH on compliance requirements related to the funding, recommending related actions, as appropriate.

B. Stewardship of the Ground Lease:

1. Grantee shall operate the Property in accordance with the Lease at all times and in all respects.
2. Grantee shall coordinate and conduct regular asset management meetings with HSH staff to address ongoing maintenance and capital needs at the Property.
3. Grantee shall obtain HSH approval prior to entering into any agreement that will materially impact the HSH-funded portion of the budget.

V. Location and Time of Services

Grantee shall provide Property Management services at 42 Otis Street, San Francisco, CA.

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:

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

- 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 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.
- E. Contractor shall provide a preventative maintenance schedule to HSH for review and approval.
- F. Grantee shall provide a Property Management Plan within 90 days of agreement start date.

- G. Grantee shall submit all required asset management reports on a timely basis to HSH and external funders, if applicable.

VIII. Outcome Objectives

Grantee shall achieve the following Outcome Objectives:

- A. 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.
- B. 85 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
 - 3. 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 issue a quarterly report on program operations and outcomes, including benchmarks related to Good Neighbor policy compliance including response time to community calls/ texts, attendance at community meetings, community engagement events, etc.
- I. Grantee shall provide reports as required by Homekey funding, and respond to requests in a timely manner.
- J. 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.

- K. Grantee shall provide quarterly reports (income statement, balance sheet, cash flow statement, and general ledger detailed report), 15 days after the period ends.
- L. Grantee shall provide an annual financial report by July 15 of each calendar year with total annual revenue and expenses, including total collected rent revenue and total delinquent rent in a format acceptable to HSH.
- M. Grantee shall provide a copy of the annual external audit of Program Income, Annual Operating Subsidy, and expenses within 90 days of the fiscal year end.
- N. 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 & Programs
42 Otis CoC Rental Assistance**

I. Purpose of Grant

The purpose of the grant is to provide rental assistance to formerly unhoused individuals. The goal of these services is to empower tenants to become self-sufficient and retain their housing or move to other appropriate housing.

II. Served Population

- A. Grantee shall serve Transition Age Youth (TAY) tenants experiencing homelessness, aged 18 to 24 and;
- B. Grantee shall provide rental assistance to individuals who meet criteria for Category 1, 2, or 4 of homelessness in the U.S. Department of Housing and Urban Development (HUD)'s Final Definition of Homeless under 24 CFR 578.3:
- Category 1: Individuals who lack a fixed, regular, and adequate nighttime residence; this includes a subset for an individual who is exiting an institution where he or she resided for 90 or fewer days and who resided in an emergency shelter, or a place not meant for human habitation immediately before entering that institution;
 - Category 2: Individuals who will imminently lose their primary nighttime residence; and/or
 - Category 4: Individuals who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

Individuals must also meet all other program eligibility criteria as defined by the HUD Continuum of Care (CoC) project application, including requirements related to income level (as a percentage of Area Median Income (AMI)) and/or disability status.

III. Referral and Prioritization

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

IV. Description of Services

Using a Housing First program model¹, Grantee shall provide rental assistance to tenants of the minimum number of units listed in Appendix B, Budget ("Number Served" tab). Services shall include, but are not limited to, the following:

¹ The Housing First strategy prioritizes providing housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and stabilize their lives. Housing First is guided by the belief that people need necessities like food and a place to live before they can attend to other challenges such as employment or substance use issues.

- A. Grantee shall pay rental assistance directly to the property owner, or their designee, based on the rent calculation formula set forth in 24 CFR § 578.77(b).² The amount of rental assistance shall be the maximum amount that the tenant must pay for rent of the unit, including all services, maintenance, and utilities to be provided by the property owner, or their designee. The tenant portion of the rent can equal no more than the highest of:
1. 30 percent of the tenant's monthly adjusted income.³ Adjustment factors include number of people in household, age of household members, anticipated income, expenses, allowances and household-paid utilities; or
 2. 10 percent of the tenant's gross monthly income; or
 3. The portion of the tenant's benefits assistance designated for payment of rent.

The tenant portion of the rent is subject to change during the term of the grant.⁴ Any changes in this amount will be effective on the date stated in a notification by HSH to the tenant and the property owner, or their designee.

- B. Grantee shall ensure tenants are provided a copy of the CoC Permanent Supportive Housing (PSH) Subsidy Termination Policy at lease-signing.
- C. Grantee shall confirm that the lease was executed.
1. Grantee shall verify that the lease contains all provisions required by HUD and will not contain any provisions prohibited by HUD. For more information, see <https://www.hudexchange.info/resource/2894/coc-program-leasing-rental-assistance-examples-of-lease-agreements/>.
 2. Grantee shall ensure the lease contains other lease addenda as required by HSH for the CoC PSH Program.
 3. The initial lease for each tenant occupying a unit must be for a term of not less than one year and must be administered in accordance with the policies and procedures set forth in 24 CFR § 578.51.
 4. The lease must be automatically renewable upon expiration, for a minimum term of one month, except on prior notice by either party.⁵
- D. Lease Enforcement, Written Notices and Eviction Prevention:
1. 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.
 2. Grantee shall provide written notice to tenants regarding issues that may impact housing stability including, but not limited to, discontinuance from benefits, non-

² HSH will determine the portion of the rent payable by each tenant. HSH assumes no obligation for payment of the tenant portion of rent or for payment of any claim by the property owner, or their designee, against the tenant.

³ Calculated in accordance with 24 CFR 5.609 and 24 CFR 5.611(a)

⁴ HSH will review calculation of the tenant portion initially, annually, and on an interim basis if program tenant income changes (24 CFR § 578.77(c)(2)).

⁵ 24 CFR § 578.51(l)(1)

- payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants.
3. 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.
 4. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with all applicable laws.
 5. Grantee shall copy Support Services staff on all communications to tenants.
- E. Grantee shall assist tenants in submitting income recertification paperwork to HSH, by uploading documents to the Online Navigation and Entry (ONE) System.
- F. Grantee shall coordinate the scheduling of initial Housing Quality Standards (HQS) inspections with HSH for vacant units and ensure a vacant unit has passed HQS inspections within the last 90 days before moving a Category 1 Homeless client into the unit or moving a current CoC tenant into the unit.
- G. Grantee shall abide by CoC program regulations, policies, and procedures set forth by HSH and utilize the [CoC and ESG Desk Guide](#) as an ongoing resource.
- H. Grantee shall inform HSH within five business days of issuing an initial tenancy termination notice to any program tenant if the issue has not been resolved in that timeframe. HSH reserves the right to assist in mediation and/or conflict resolution to preserve housing stability for any CoC tenant. Grantee must furnish copies of the legal notices sent to program tenants to HSH upon request.

V. Location and Time of Services

Grantee shall provide services at 42 Otis Street, San Francisco, CA, 94103 during regular business hours. Grantee may also provide services evenings and weekends, and at other times when necessary to best serve the needs of tenants.

Grantee shall work with the Property Management staff to coordinate after-hours emergency backup, which shall include the ability to reach Property Management by phone. Grantee shall implement policies and procedures pertaining to emergency backup and train staff accordingly.

VI. Service Requirements

- A. 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.
- B. 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.
- C. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- D. 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>.
- E. 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 housing stability.
- F. 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.
- G. Critical Incident Reports: 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.

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 regarding completion of the survey 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 requirements related to training and meeting participation including, but not limited to:

1. Regular communication with HSH about the implementation of the program;
2. Attendance at all meetings as required by HSH. This shall include Operations Meetings; monthly Subrecipient Convenings; and monthly Data Strategy Working Group Meetings; and
3. Attendance at trainings (e.g., overdose prevention training), when required by HSH. Grantee shall 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. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process⁶, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
2. Records entered into the ONE System shall meet or exceed the ONE System CDQI Process standards.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. All grantees, subgrantees, and their employees and agents shall comply with the confidentiality and data security requirements of all federal, state and local privacy and data management laws and regulations, including, but not limited to,

⁶ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

24 C.F.R. Part 578 (Continuum of Care); 45 C.F.R. Parts 160 and 164 (Health Insurance Portability and Accountability Act “HIPAA”); 28 CFR §90.4 (Violence Against Women Act); 28 CFR §94.115 (Victim of Crimes Act); California Civil Code §§ 1798 - 1798.78 (Information Practices Act of 1977); §§1798.85 - 1798.89 (Confidentiality of Social Security Numbers); §§1798.79.8 - 1798.79.95 (Domestic Violence, Sexual Assault, and Stalking: Personal Information); California Welfare & Institutions Code §10850; disclosure of confidential information regarding the criminal justice system and child protective services records; and related and successor provisions.

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

K. Record Keeping, Documentation, and Files:

1. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility information, including, but not limited to, homelessness verification documents.
2. Grantee shall maintain confidential files on the served population, which shall contain developed plans, notes, and records of progress towards goals.
3. Grantee shall maintain all documentation related to subsidy invoicing, including but not limited to, Housing Assistance Payment (HAP) Contracts, HAP Contract Amendments, contract rent change notices, vacancy loss claim forms, and property damage claim forms.
4. Grantee is responsible for accurately invoicing for CoC rental assistance funds in CARBON.

- 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. Coordination with Property Management for After-Hours Coverage:

1. Grantee shall work with property management staff to coordinate after-hours emergency backup coverage, which includes the ability to reach property management by phone.
2. Grantee shall implement policies and procedures pertaining to emergency backup and train staff accordingly.

N. Good Neighbor Policy: Grantee shall maintain a good relationship with the neighborhoods, including:

1. Collaborating with neighbors and relevant city agencies to ensure that neighborhood concerns are 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. Participate in community, renter or apartment association events to improve relationships with neighborhood entities;
5. 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
6. Grantee shall create and offer a “good neighbor” onboarding orientation that outlines community resources, community norms, and expectations to tenants as they move in.

VII. Service Objectives

Grantee shall achieve the following service objectives annually:

- A. Grantee shall obtain feedback on type and quality of services through the Tenant Survey from at least 50 percent of tenants.
- B. Grantee shall create and maintain files for 100 percent of tenants, regardless of services type, in the San Francisco HMIS ONE System and keep hard copies of eligibility documents, including homelessness verification, disability status and household income.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives quarterly:

- A. At least 80 percent of tenants will achieve housing stability by remaining in permanent housing or exiting to permanent housing;
- B. At least 20 percent of tenants will increase their income between program entry and follow up/exit;
- C. At least 56 percent of tenants will have obtained or maintained mainstream cash income sources at program exit or follow-up;
- D. The program will have maintained an average unit utilization rate of at least 90 percent;
- E. Of the tenants who develop a rent payment plan, 80 percent will maintain their housing for at least six months; and
- F. Eighty percent of households completing an annual Tenant 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

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

- A. Evaluative Studies: Grantee shall participate, as requested by HSH, in evaluative studies designed to show the effectiveness of Grantee's services. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee or within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- B. Annual Performance Report (APR): Grantee shall submit to HSH, by the 60th day following the end of the project period, an APR on the served population, including progress toward objectives, and the amount of grant and matching funds expended.
- C. Match Funds: Per HSH instructions, Grantee shall identify, document, and report match funds for all CoC-funded grants that meet or exceed 25 percent of funds or in-kind contributions from other sources to be used on eligible costs of the project, as defined in 24 CFR Part 578.
- D. Personnel Activity Reports: Per HSH instructions, Grantees, partners, and subcontractors shall create and maintain personnel activity report time records showing the amount of time spent by Grantee personnel on HUD CoC projects and the costs associated with those activities. All timekeeping records shall reflect a daily breakdown of time spent on HUD CoC-funded eligible activities versus non-eligible activities.
- E. Ad Hoc Reports: Grantee shall provide Ad Hoc reports as required by HSH.
- F. Vacancy Reporting: Per HSH instructions, Grantees shall report unit vacancies.
- G. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to programmatic monitoring and/or audits, at any time, such as, but not limited to, review of the following: served population files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on APR, documentation of match sources, personnel activity reports, proper accounting for funds and other operational and administrative activities, back-up documentation for reporting progress towards meeting service and outcome objectives, and Disaster and Emergency Response Plan and training. For additional information regarding the monitoring requirements surrounding CoC, see CoC Subrecipient Grant Management:

https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2

Monitoring of program participation in the ONE System may include, but is not limited to, data quality reports from the ONE System, records of timeliness of data entry, and attendance records at required 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-3, Services to be Provided
by
Five Keys Schools & Programs
42 Otis Predevelopment/Preconstruction Scope of Work

I. Purpose of Grant

The anticipated scope of the permanent tenant improvements at the Premises is expected to include conversion of the ground floor commercial space to property management and support services offices, as well as community areas and a laundry room for residents; along with converting two units to accessible units; and compliance with all applicable building code requirements.

II. Description of Services

In order to prepare for the anticipated rehabilitation scope of work, Grantee and its consultants and subcontractors will perform the following project management of the predevelopment/preconstruction scope of work, in collaboration with HSH within 9 months from the Effective Date, as may be extended by HSH, and as may be further specified by HSH and Grantee:

- A. Entitlements, Designs, Permitting: Grantee shall manage the process of property conversion of the use of the second floor and ground floor commercial spaces to PSH and build out of the ground floor commercial space to property management and support services offices, lobby/ reception area, as well as community areas and a laundry room for residents; including working with and submitting materials (for approvals and close outs) to the appropriate City agencies, and participation in any required public hearings. Grantee shall oversee consultants in the development of permit sets and submission of permit documents to the Department of Building Inspection (DBI) and other permitting entities.
- B. Budget Management and Administration: Grantee shall develop a proposed tenant improvement scope of work and budget for HSH approval. Grantee shall continue to update the approved proposed rehabilitation scope of work and budget assumptions with actual proposal and bid costs as they are received. The Grantee and its subcontractors will make best efforts to manage the anticipated total rehabilitation budget (soft and hard cost) of \$1,000,000, which cannot be exceeded unless there is prior written approval by HSH. Grantee will report regularly to HSH regarding any necessary updates to the budget assumptions. Any unspent predevelopment/preconstruction funds are to be returned to HSH.
- C. Procurement: Grantee shall competitively procure and enter into any necessary professional services, such as a project manager/ construction manager/ owner's representative, architect, engineer, general contractor, and related services contracts, to complete the predevelopment/ preconstruction scope of work and refine the anticipated rehabilitation scope of work and budget. Grantee will submit the final scope of work and budget to HSH for approval. Such procurement shall comply with all applicable laws.
- D. Predevelopment/Preconstruction Oversight and Contract Negotiation: Grantee shall supervise all of the subcontractors (including project manager/ construction manager/

owner's representative, architect, general contractor) and their performance (including schedule management and meeting milestones) for the duration of the project, which may include but not limited to predevelopment/ preconstruction, cost estimating for the work at each phase, subcontractor bidding of construction documents, negotiation of construction contracts, and execution of the permitted scope of work. Grantee shall also manage such contracts including contract compliance and invoicing. HSH reserves the right to review subcontracts prior to execution.

- E. Financing and Compliance: Where applicable, Grantee shall coordinate and assist in funding applications to state and federal funding sources (e.g., CHCD Homekey) and/or assist with any reporting and compliance obligations related to applicable local, city, state or federal funding related to the project.

III. Schedule and Milestones

- A. Procure Project Manager: November 15, 2024
- B. Draft Preliminary Concept Design and Budget: December 15, 2024
- C. Procure Architect and Design Consultants: December 15, 2024
- D. Procure GC: January 1, 2025
- E. Complete scope and drawings: June 1, 2025
- F. Update Budget: July 1, 2025
- G. Pricing: September 15, 2025
- H. Receive Permits: September 15, 2025
- I. Submit Guaranteed Maximum Price (GMP) to HSH: September 15, 2025

IV. Temporary Relocation

If there are existing occupants that will be affected by the rehabilitation, Grantee shall work with the property manager, support services provider, architect, general construction contractor, and any other applicable consultants, to develop a phased on-site relocation plan or identify any time-limited off-site relocation, create a complete budget for the on-site and off-site relocation, ensure that the timing for phased rehabilitation and on-site relocation is incorporated into the general construction contractor's rehabilitation construction schedule and manage the temporary relocation process (including working with occupants to provide them with communication regarding relocation timing, moving assistance, cleaning of units to allow for on-site relocation, etc.) in compliance with all applicable laws. Any temporary relocation of residents must be reviewed and approved by HSH.

V. Predevelopment/Preconstruction Funding

Grantee's budget for the predevelopment/ preconstruction scope of work is included in Property Management agreement, as may be amended by HSH, and cannot be exceeded unless there is prior written approval by HSH. It is anticipated that upon completion of the predevelopment/ preconstruction scope of work, HSH and Grantee will enter into a separate agreement to complete and fund the tenant improvement scope of work. Any unspent predevelopment/ preconstruction funds are to be returned to HSH.

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET

Document Date	11/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	11/1/2024	6/30/2029	5
Amended Term	11/1/2024	6/30/2029	5
Program	TAY Site at 42 Otis		

Approved Subcontractors

None

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET

Document Date	11/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	11/1/2024	6/30/2029	5
Amended Term	11/1/2024	6/30/2029	5
Program	TAY Site at 42 Otis		

	Year 1	Year 2	Year 3	Year 4	Year 5
Service Component	11/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029
Property Management	24	24	24	24	24

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

Document Date	11/1/2024				
Contract Term	Begin Date	End Date	Duration (Years)		
Current Term	11/1/2024	6/30/2029	5		
Amended Term	11/1/2024	6/30/2029	5		
Program	TAY Site at 42 Otis				
Provider Unique Entity ID	MQ6YNKQJLK85				
HUD Award Information 24 CFR 578.99(e); 2 CFR 200.331(a)	Year 1	Year 2	Year 3	Year 4	Year 5
	11/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029
Federal Award Identification Number (from GIW Sheet)	NA	TBD	TBD	TBD	TBD
Federal Award Date (HUD Agreement Signature Date) 2 CFR 200.39	NA	TBD	TBD	TBD	TBD

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET



Document Date	11/1/2024		Duration (Years)
Contract Term	Begin Date	End Date	(Years)
Current Term	11/1/2024	6/30/2029	5
Amended Term	11/1/2024	6/30/2029	5
Provider Name	Five Keys		
Program	TAY Site at 42 Otis		
F\$P Contract ID#	1000034144		
Action (select)	New Agreement		
Effective Date	11/1/2024		
Budget Names	Prop C - GL & PM, Prop C - Start Up, Prop C - Reserve, Homekey - Non-Capital Start Up		
	Current	New	20%
Term Budget	\$ -	\$ 6,196,796	
Contingency	\$ -	\$ 1,239,359	
Not-To-Exceed	\$ -	\$ 7,436,155	

	Year 1	Year 2	Year 3	Year 4	Year 5	All Years
	11/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	11/1/2024 - 6/30/2029
	New	New	New	New	New	New
Expenditures						
Salaries & Benefits	\$ 435,736	\$ 579,232	\$ 590,817	\$ 602,633	\$ 614,685	\$ 2,823,103
Operating Expense	\$ 182,913	\$ 246,983	\$ 250,128	\$ 253,335	\$ 256,964	\$ 1,190,323
Subtotal	\$ 618,650	\$ 826,215	\$ 840,944	\$ 855,967	\$ 871,650	\$ 4,013,426
Indirect Percentage						
Indirect Cost (Line 24 X Line 25)	\$ 88,387	\$ 123,932	\$ 126,142	\$ 128,395	\$ 130,747	\$ 597,603
Other Expenses (Not subject to indirect %)	\$ 191,504	\$ 191,168	\$ 194,548	\$ 198,010	\$ 201,617	\$ 976,847
Capital Expenditure	\$ 703,921	\$ -	\$ -	\$ -	\$ -	\$ 703,921
Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 1,602,462	\$ 1,141,315	\$ 1,161,634	\$ 1,182,373	\$ 1,204,014	\$ 6,291,797
HSH Revenues (select)*						
Homekey	\$ 694,825	\$ 158,888	\$ -	\$ -	\$ -	\$ 853,713
Prop C	\$ 159,311	\$ 308,455	\$ 487,662	\$ 508,400	\$ 530,042	\$ 1,993,870
HUD CoC - Rental Assistance	\$ -	\$ 653,972	\$ 653,972	\$ 653,972	\$ 653,972	\$ 2,615,888
Prop C - One-Time Start-Up	\$ 703,921	\$ -	\$ -	\$ -	\$ -	\$ 703,921
Homekey - One-Time Start-Up	\$ 29,404	\$ -	\$ -	\$ -	\$ -	\$ 29,404
Total HSH Revenues*	\$ 1,587,461	\$ 1,121,315	\$ 1,141,634	\$ 1,162,372	\$ 1,184,014	\$ 6,196,796
Other Revenues (to offset Total Expenditures)						
Rental Income	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 95,000
Total Other Revenues	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 95,000
Total HSH + Other Revenues	\$ 1,602,461	\$ 1,141,315	\$ 1,161,634	\$ 1,182,372	\$ 1,204,014	\$ 6,291,796
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Adjusted Salary FTE (All Budgets)	5.78	7.65	7.65	7.65	7.65	

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*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.

Template last modified	7/26/2022
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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

APPENDIX B, BUDGET

Document Date	11/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	11/1/2024	6/30/2029	5
Amended Term	11/1/2024	6/30/2029	5
Provider Name	Five Keys		
Program	TAY Site at 42 Otis		
F\$P Contract ID#	1000034144		
Action (select)	New Agreement		
Effective Date	11/1/2024		
Budget Name	Prop C - GL & PM		
	Current	New	20%
Term Budget	\$ -	\$ 4,690,364	
Contingency	\$ -	\$ 1,239,359	
Not-To-Exceed	\$ -	\$ 7,436,155	

	Year 1	Year 2	Year 3	Year 4	All Years
	11/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	11/1/2024 - 6/30/2029
	New	New	New	New	New
Expenditures					
Salaries & Benefits	\$ 419,332	\$ 579,232	\$ 590,817	\$ 602,633	\$ 2,806,699
Operating Expense	\$ 169,913	\$ 246,983	\$ 250,128	\$ 253,335	\$ 1,177,323
Subtotal	\$ 589,245	\$ 826,215	\$ 840,944	\$ 855,967	\$ 3,984,022
Indirect Percentage	15.00%	15.00%	15.00%	15.00%	
Indirect Cost (Line 24 X Line 25)	\$ 88,387	\$ 123,932	\$ 126,142	\$ 128,395	\$ 597,603
Other Expenses (Not subject to indirect %)	\$ 32,193	\$ 41,465	\$ 42,391	\$ 43,349	\$ 203,740
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 709,825	\$ 991,612.10	\$ 1,009,476.91	\$ 1,027,711.46	\$ 4,785,364.80
HSH Revenues (select)					
Homekey	\$ 694,825	\$ 158,888	\$ -	\$ -	\$ 853,713
Prop C	\$ -	\$ 158,752	\$ 335,505	\$ 353,739	\$ 1,220,763
HUD CoC - Rental Assistance	\$ -	\$ 653,972	\$ 653,972	\$ 653,972	\$ 2,615,888
Total HSH Revenues	\$ 694,825.00	\$ 971,612.00	\$ 989,477.00	\$ 1,007,711.00	\$ 4,690,364.00
Other Revenues (to offset Total Expenditures)					
Rental Income	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 95,000
Total Other Revenues	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 95,000.00
Total HSH + Other Revenues	\$ 709,825.00	\$ 991,612.00	\$ 1,009,477.00	\$ 1,027,711.00	\$ 4,785,364.00
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -

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Template last modified 7/26/2022

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	11/1/2024
Provider Name	Five Keys
Program	TAY Site at 42 Otis
F\$P Contract ID#	1000034144
Budget Name	Prop C - GL & PM

POSITION TITLE	Year 1					Year 2					Year 3							
	Agency Totals		For HSH Funded Program		11/1/2024 - 6/30/2025	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027			
	Annual Full	Position	% FTE	Adjusted	New Budgeted Salary	Annual Full	Position	% FTE	Adjusted	New Budgeted Salary	Annual Full Time	Position	% FTE	Adjusted	New Budgeted Salary			
Director of Housing	\$154,500	1.00	0%	0.00	\$ -	\$159,135	1.00	0%	0.00	\$ -	\$162,318	1.00	0%	0.00	\$ -			
Deputy Director of Housing	\$135,000	1.00	0%	0.00	\$ -	\$139,050	1.00	0%	0.00	\$ -	\$141,831	1.00	0%	0.00	\$ -			
Director of Guest Services and Training	\$97,850	1.00	0%	0.00	\$ -	\$100,786	1.00	0%	0.00	\$ -	\$102,801	1.00	0%	0.00	\$ -			
Assistant Director of Care Coordination	\$81,370	1.00	0%	0.00	\$ -	\$83,811	1.00	0%	0.00	\$ -	\$85,487	1.00	0%	0.00	\$ -			
Property Manager	\$72,000	1.00	67%	0.67	\$ 48,024	\$74,160	1.00	100%	1.00	\$ 74,160	\$75,643	1.00	100%	1.00	\$ 75,643			
Ambassadors	\$49,920	5.00	67%	3.34	\$ 166,483	\$51,418	5.00	100%	5.00	\$ 257,088	\$52,446	5.50	100%	5.00	\$ 262,230			
Janitors	\$49,920	1.40	67%	0.93	\$ 46,615	\$51,418	1.40	100%	1.40	\$ 71,985	\$52,446	1.40	100%	1.40	\$ 73,424			
Maintenance	\$64,080	1.00	67%	0.67	\$ 42,741	\$66,002	1.00	25%	0.25	\$ 16,501	\$67,322	1.00	25%	0.25	\$ 16,831			
	TOTAL SALARIES					\$ 303,864	TOTAL SALARIES					\$ 419,733	TOTAL SALARIES					\$ 428,128
	TOTAL FTE				5.60	TOTAL FTE				7.65	TOTAL FTE				7.65			
	FRINGE BENEFIT RATE				38.00%	FRINGE BENEFIT RATE				38.00%	FRINGE BENEFIT RATE				38.00%			
	EMPLOYEE FRINGE BENEFITS				\$ 115,468	EMPLOYEE FRINGE BENEFITS				\$ 159,499	EMPLOYEE FRINGE BENEFITS				\$ 162,689			
	TOTAL SALARIES & BENEFITS					\$ 419,332	TOTAL SALARIES & BENEFITS					\$ 579,232	TOTAL SALARIES & BENEFITS					\$ 590,817

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
 SALARY & BENEFIT DETAIL

Document Date
Provider Name
Program
F\$P Contract ID#
Budget Name



POSITION TITLE	Year 4					Year 5					All Years		
	Agency Totals		For HSH Funded Program		7/1/2027 - 6/30/2028	Agency Totals		For HSH Funded Program		7/1/2028 - 6/30/2029	11/1/2024 - 6/30/2029		
	Annual Full Time	Position	% FTE	Adjusted	New Budgeted Salary	Annual Full Time	Position	% FTE	Adjusted	New Budgeted Salary	New Budgeted Salary		
Director of Housing	\$165,564	1.00	0%	0.00	\$ -	\$168,875	1.00	0%	0.00	\$ -	\$ -		
Deputy Director of Housing	\$144,668	1.00	0%	0.00	\$ -	\$147,561	1.00	0%	0.00	\$ -	\$ -		
Director of Guest Services and Training	\$104,857	1.00	0%	0.00	\$ -	\$106,954	1.00	0%	0.00	\$ -	\$ -		
Assistant Director of Care Coordination	\$87,197	1.00	0%	0.00	\$ -	\$88,941	1.00	0%	0.00	\$ -	\$ -		
Property Manager	\$77,156	1.00	100%	1.00	\$ 77,156	\$78,699	1.00	100%	1.00	\$ 78,699	\$ 353,682		
Ambassadors	\$53,495	5.00	100%	5.00	\$ 267,474	\$54,565	5.00	100%	5.00	\$ 272,824	\$ 1,226,099		
Janitors	\$53,495	1.40	100%	1.40	\$ 74,893	\$54,565	1.40	100%	1.40	\$ 76,391	\$ 343,308		
Maintenance	\$68,669	1.00	25%	0.25	\$ 17,167	\$70,042	1.00	25%	0.25	\$ 17,511	\$ 110,750		
	TOTAL SALARIES					\$ 436,690	TOTAL SALARIES					\$ 445,424	\$ 2,033,840
	TOTAL FTE				7.65	TOTAL FTE				7.65			
	FRINGE BENEFIT RATE				38.00%	FRINGE BENEFIT RATE				38.00%			
	EMPLOYEE FRINGE BENEFITS				\$ 165,942	EMPLOYEE FRINGE BENEFITS				\$ 169,261	\$ 772,859		
	TOTAL SALARIES & BENEFITS					\$ 602,633	TOTAL SALARIES & BENEFITS					\$ 614,685	\$ 2,806,699

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
OPERATING DETAIL**

Document Date
Provider Name
Program
FSP Contract ID#
Budget Name

	Year 1	Year 2	Year 3	Year 4	Year 5	All Years
	11/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	11/1/2024 - 6/30/2029
	New	New	New	New	New	New
	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
Operating Expenses						
Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$57,636.67	\$86,455	\$88,184	\$89,948	\$91,747	\$ 413,970
Office Supplies, Postage	\$2,228.67	\$3,343	\$3,410	\$3,478	\$3,548	\$ 16,007
Building Maintenance Supplies and Repair	\$7,000.00	\$10,500	\$10,362	\$10,149	\$10,362	\$ 48,373
Printing and Reproduction	\$0.00	\$ -	\$0	\$0	\$0	\$ -
Insurance	\$54,091.00	\$72,350	\$72,350	\$72,350	\$72,350	\$ 343,491
Staff Training	\$0.00	\$ 1,200	\$1,224	\$1,248	\$1,273	\$ 4,946
Staff Travel-(Local & Out of Town)	\$0.00	\$ -	\$0	\$0	\$0	\$ -
Rental of Equipment	\$0.00	\$ -	\$0	\$0	\$0	\$ -
Pest Control (Monthly inspections & Move in Inspections)	\$13,196.67	\$19,795	\$20,191	\$20,595	\$21,007	\$ 94,784
Elevator Maintenance	\$8,160.00	\$12,240	\$12,485	\$12,734	\$12,989	\$ 58,608
Fire Panel	\$3,000.00	\$4,500	\$4,590	\$4,682	\$4,775	\$ 21,547
Cable/Internet	\$6,000.00	\$9,000	\$9,180	\$9,364	\$9,551	\$ 43,094
Cell phone	\$400.00	\$600	\$612	\$624	\$637	\$ 2,873
Tenant Turnover appliance/furniture replacement	\$13,533.33	\$ 20,000	\$20,400	\$20,808	\$21,224	\$ 95,965
Consultants						\$ -
Legal Fees	\$ 4,667	\$ 7,000	\$ 7,140	\$ 7,354	\$ 7,501	\$ 33,662
TOTAL OPERATING EXPENSES	\$ 169,913	\$ 246,983	\$ 250,128	\$ 253,335	\$ 256,964	\$ 1,177,323
Other Expenses (not subject to indirect cost %)						
Asset Management Fee	\$ 17,193	\$ 26,465	\$ 27,391	\$ 28,349	\$ 29,342	\$ 128,740
Audit	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
TOTAL OTHER EXPENSES	\$ 32,193	\$ 41,465	\$ 42,391	\$ 43,349	\$ 44,342	\$ 203,740

HSH #3						7/26/2022
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BUDGET NARRATIVE

Fiscal Year

Prop C - GL & PM

FY24-25

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

<u>Salaries & Benefits</u>	<u>Adjusted</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
Director of Housing	0.00	\$ -	- Oversees Five Keys housing sites, staff success, tenant satisfaction and	Leveraged until year 5
Deputy Director of Housing	0.00	\$ -	- Establish systems and ensure adequate staffing, accountability, safety,	Leveraged until year 5
Director of Guest Services and Training	0.00	\$ -	- Ensures that all residents and treated with excellent customer services,	Leveraged until year 5
Assistant Director of Care Coordination	0.00	\$ -		Leveraged
Property Manager	0.67	\$ 48,024	Building management, tenant screening, rent collection and lease	1 FTE @ 72,000/year
Ambassadors	3.34	\$ 166,483	1 Ambassador for day shift (4 days/week); 1 Ambassador for swing shift (7	25 shifts total / 5 = 5.0 FTE
Janitors	0.93	\$ 46,615	Clean common building areas, empty trash, clear community areas, ensure high	1 shift x 7 days = 7
Maintenance	0.67	\$ 42,741	Repair and maintain building and equipment as needed	1 FTE @ 64,080/year (25% Will be part-time)
	0.00	\$ -		
	0.00	\$ -		
TOTAL	5.60	\$ 303,864		
Employee Fringe Benefits		\$ 115,468	Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of	
Salaries & Benefits Total		\$ 419,332		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ -	Building is owned by HSH	
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 57,637	Based on our experience and past history we estimate the true utility costs to be	Electricity: \$2,000/year
Office Supplies, Postage	\$ 2,229	Supplies necessary for administrative tasks, paper, binders, labels, clipboards,	based on proportional costs at current similar
Building Maintenance Supplies and Repair	\$ 7,000	Supplies for maintenance of the building as well as repair costs	based on proportional costs at current similar
Printing and Reproduction	\$ -	N/A	
Insurance	\$ 54,091	Worker's Comp, GL, Auto Liability, Professional Liability, Crime, Pollution, Property, Boilerplate and Machinery	per estimate from insurance co
Staff Training	\$ -	Providing ongoing training to staff to improve performance and knowledge	Staff training for 18 HSH required trainings
Staff Travel-(Local & Out of Town)	\$ -	Leveraged	
Rental of Equipment	\$ -	N/A	
Pest Control (Monthly inspections & Move in Inspections)	\$ 13,197	Using Artmar costs (\$41K x 1/2 unit count)	Move in \$105 per tenant \$2625 initially; monthly \$510 @ 9 months \$4,590; Additional abatement as needed is variable \$2,000-\$5,000 per year; Total is \$12,215.
Elevator Maintenance	\$ 8,160	Using 835 Turk costs -\$54K x 1/5 unit count x 1/2 for newer building	\$54K x 1/5 unit count x 1/2 for newer building
Fire Panel	\$ 3,000	Fire panel and extinguisher	\$500/month = \$4,500
Cable/Internet	\$ 6,000	Google Fiber service	\$1000/month = \$9,000
Cell phone	\$ 400	reimbursement for cell phone use	\$500/month = \$600
Tenant Turnover appliance/furniture replacement	\$ 13,533	6 rooms per year @ \$1,666	
	\$ -		
Consultants	\$ -		
Legal Fees	\$ 4,667	Lawyer fees for evictions, notice to quit, or any tenant issues	estimate
	\$ -		
TOTAL OPERATING EXPENSES	\$ 169,913		
Indirect Cost	15.0%	\$ 88,387	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Asset Management Fee	\$ 17,193	Amount recommended by HSH's Real Estate team	
Audit	\$ 15,000	Amount recommended by HSH's Real Estate team	
TOTAL OTHER EXPENSES	\$ 32,193		

F\$P Contract ID#	1000034144	
Action (select)	New Agreement	
Effective Date	11/1/2024	
Budget Name	Prop C - Start Up	
	Current	New
Term Budget	\$ -	\$ 703,921
Contingency	\$ -	\$ 1,239,359
Not-To-Exceed	\$ -	\$ 7,436,155

20%

	Year 1	All Years
	11/1/2024 - 1/31/2025	11/1/2024 - 1/31/2025
	New	New
Expenditures		
Capital Expenditure	\$ 703,921	\$ 703,921
Admin Cost (HUD Agreements Only)	\$ -	\$ -
Total Expenditures	\$ 703,921	\$ 703,921
HSH Revenues (select)		
Prop C - One-Time Start-Up	\$ 703,921	\$ 703,921
	\$ -	\$ -
Total HSH Revenues	\$ 703,921	\$ 703,921
Rev-Exp (Budget Match Check)	\$ -	\$ -

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Template last modified	7/26/2022
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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

OPERATING DETAIL

Document Date	11/1/2024
Provider Name	Five Keys
Program	TAY Site at 42 Otis
F\$P Contract ID#	1000034144
Budget Name	Prop C - Start Up

Year 1	All Years
11/1/2024 - 1/31/2025	11/1/2024 - 1/31/2025
New	New

Capital Expenses

Removal of Washer & Dryers	\$ 30,000	\$ 30,000
FF&E (Furniture for Apts)	\$ 18,321	\$ 18,321
Camera Consulting / System	\$ 70,000	\$ 70,000
Lockable breaker Panel	\$ 9,600	
ADA Unit Conversion (2 Units)	\$ 200,000	
Rooftop Guardrails Ext/Plexiglass	\$ 50,000	
Furniture, Equipment and Supplies	\$ 26,000	\$ 26,000
Predevelopment/Preconstruction funds	\$ 300,000	
TOTAL CAPITAL EXPENSES	\$ 703,921	\$ 144,321

HSH #3	7/26/2022
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BUDGET NARRATIVE

Fiscal Year

Prop C - Start Up

FY24-25

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

<u>Capital Expenses</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Removal of Washer & Dryers	\$ 30,000	Removal and disposal of 24 combined washer and dryer units with the covered area and shelves above	
FF&E (Furniture for Apts)	\$ 18,321	18 Queen Bed Frame, \$1,948, 21 Queen Mattress \$6,591, 22 Small Table \$2,420, 22 TV Mount \$670, 21 Televisions - 50in \$ 5,150, 24 Trash Cans 10g \$ 326, 27 Underbed Storage Bin \$191, 27 Curtain \$674, 27 Curtain Rod \$352	
Camera Consulting / System	\$ 70,000	Cameras throughout the site and directly outside the building	
Lockable breaker Panel	\$ 9,600	28 Lockable breaker panels - 4 commercial unit panels and 24 in residential units panels	
ADA Unit Conversion (2 Units)	\$ 200,000	Will convert the kitchen area and the bathrooms to be accessible. Will convert two units at 100k each unit	100k/room
Rooftop Guardrails Ext/Plexiglass	\$ 50,000	Installation of Plexiglass around the Rooftop of the building to prevent falls but keep the view	
Furniture, Equipment and Supplies	\$ 26,000	Furnishing and equipment for entryway, office area, homework area and community room. (Desks, Tables, Chairs)	
Predevelopment/Preconstruction funds	\$ 300,000	Reference Appx A-3 for scope of PreDev/ PreCon Work	
TOTAL CAPITAL EXPENSES	\$ 703,921		

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET



Document Date	11/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	11/1/2024	6/30/2029	5
Amended Term	11/1/2024	6/30/2029	5
Provider Name	Five Keys		
Program	TAY Site at 42 Otis		
FSP Contract ID#	1000034144		
Action (select)	New Agreement		
Effective Date	11/1/2024		
Budget Name	Homekey - Non-Capital Start Up		
	Current	New	20%
Term Budget	\$ -	\$ 29,404	
Contingency	\$ -	\$ 1,239,359	
Not-To-Exceed	\$ -	\$ 7,436,155	

	Year 1	All Years
	11/1/2024 - 1/31/2025	11/1/2024 - 6/30/2029
	New	New
Expenditures		
Salaries & Benefits	\$ 16,404	\$ 16,404
Operating Expense	\$ 13,000	\$ 13,000
Subtotal	\$ 29,404	\$ 29,404
Indirect Percentage	0.00%	
Indirect Cost (Line 24 X Line 25)	\$ -	\$ -
Other Expenses (Not subject to indirect %)	\$ -	\$ -
Capital Expenditure	\$ -	\$ -
Admin Cost (HUD Agreements Only)	\$ -	\$ -
Total Expenditures	\$ 29,404	\$ 29,404
HSH Revenues (select)		
Homekey - One-Time Start-Up	\$ 29,404	\$ 29,404
	\$ -	\$ -
	\$ -	\$ -
Total HSH Revenues	\$ 29,404	\$ 29,404
Rev-Exp (Budget Match Check)	\$ -	\$ -

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Template last modified	7/26/2022
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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

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Document Date	11/1/2024
Provider Name	Five Keys
Program	TAY Site at 42 Otis
F\$P Contract ID#	1000034144
Budget Name	Homekey - Nor

POSITION TITLE	Year 1				All Years	
	Agency Totals		For HSH Funded Program		11/1/2024 - 1/31/2025	11/1/2024 - 6/30/2029
	Annual Full	Position	% FTE	Adjusted	New Budgeted Salary	New Budgeted Salary
Property Manager	\$72,000	1.00	9%	0.09	\$ 6,120	\$ 6,120
Maintenance	\$64,080	1.00	9%	0.09	\$ 5,767	\$ 5,767
	TOTAL SALARIES				\$ 11,887	\$ 11,887
			TOTAL FTE		0.18	
			FRINGE BENEFIT RATE		38.00%	
			EMPLOYEE FRINGE BENEFITS		\$ 4,517	\$ 4,517
			TOTAL SALARIES & BENEFITS		\$ 16,404	\$ 16,404

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

OPERATING DETAIL

Document Date	11/1/2024
Provider Name	Five Keys
Program	TAY Site at 42 Otis
F\$P Contract ID#	1000034144
Budget Name	Homekey - Non-Capital Start U

	Year 1	All Years
	11/1/2024 - 1/31/2025	11/1/2024 - 6/30/2029
	New	New
	Budgeted Expense	Budgeted Expense
<u>Operating Expenses</u>		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 7,000	\$ 7,000
Building Maintenance Supplies and Repair	\$ 3,000	\$ 3,000
		\$ -
<u>Consultants</u>		
IPM Consulting - BanCal	\$ 3,000	\$ 3,000
		\$ -
TOTAL OPERATING EXPENSES	\$ 13,000	\$ 13,000

HSH #3	7/26/2022
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BUDGET NARRATIVE

Fiscal Year

Homekey - Non-Capital Start Up **FY24-25** <- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

<u>Salaries & Benefits</u>	<u>Adjusted</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
Property Manager	0.09	\$ 6,120	1 property manager to coordinate all building issues	\$72,000 * 8.5 FTE%
Maintenance	0.09	\$ 5,767	1 maintenance person to turn around all apartments and get them ready for new	\$64,080 * 8.5% FTE
TOTAL	0.18	\$ 11,887		
Employee Fringe Benefits		\$ 4,517	Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of	
Salaries & Benefits Total		\$ 16,404		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 7,000	Telephone \$2,000, Gas & Electric - \$1,000, Water - \$1,000, Garbage \$3,000	Telephone \$2,000, Gas & Electric - \$1,000, Water - \$1,000, Garbage \$3,000
Building Maintenance Supplies and Repair	\$ 3,000	Turnover 3 rooms that may still be there - \$1k per room	Turnover 3 rooms that may still
Consultants	\$ -		
IPM Consulting - BanCal	\$ 3,000	Salary/Benefit for 1 Staff to be on property for training and vendor access only.	Salary/Benefit for 1 Staff to be
TOTAL OPERATING EXPENSES	\$ 13,000		
Indirect Cost	0.0%	\$ -	



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

Document Date	11/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	11/1/2024	6/30/2029	5
Amended Term	11/1/2024	6/30/2029	5
Provider Name	Five Keys		
Program	TAY Site at 42 Otis		
FSP Contract ID#	1000034144		
Action (select)	New Agreement		
Effective Date	11/1/2024		
Budget Name	Prop C - Reserve		
	Current	New	20%
Term Budget	\$ -	\$ 773,107	
Contingency	\$ -	\$ 1,239,359	
Not-To-Exceed	\$ -	\$ 7,436,155	

	Year 1	Year 2	Year 3	Year 4	Year 5	All Years
	11/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	11/1/2024 - 6/30/2029
	New	New	New	New	New	New
Expenditures						
Other Expenses (Not subject to indirect %)	\$ 159,311	\$ 149,703	\$ 152,157	\$ 154,661	\$ 157,275	\$ 773,107
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 159,311	\$ 149,703	\$ 152,157	\$ 154,661	\$ 157,275	\$ 773,107
HSH Revenues (select)						
Prop C	\$ 159,311	\$ 149,703	\$ 152,157	\$ 154,661	\$ 157,275	\$ 773,107
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total HSH Revenues	\$ 159,311	\$ 149,703	\$ 152,157	\$ 154,661	\$ 157,275	\$ 773,107
Total HSH + Other Revenues	\$ 159,311	\$ 149,703	\$ 152,157	\$ 154,661	\$ 157,275	\$ 773,107
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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Template last modified	7/26/2022
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BUDGET NARRATIVE

Fiscal Year

Prop C - Reserve

FY24-25

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effect

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Replacement Reserve	\$ 12,000	\$500 PUPY	\$500 PUPY
Operating Reserve	\$ 147,311	2 months of non-capital and non-start up operating expenses. Added \$100k additional to each year per HSH real estate for possible insurance cost	See justification
TOTAL OTHER EXPENSES	\$ 159,311		