



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	May 2, 2024
Subject	Grant Agreement Approval: Five Keys Schools and Programs Artmar Hotel

<i>Agreement Information</i>	
F\$P#	1000021966
Provider	Five Keys Schools and Programs
Program Name	Artmar Hotel
Agreement Action	1 st Amendment
Agreement Term	June 1, 2021 – June 30, 2025

Agreement Amount

Current Budget ¹	Amended	New	Contingency ²	Total Not to Exceed (NTE)
\$6,187,871	\$2,205,743	\$8,393,614	\$661,723	\$9,055,337

Funding Summary

Fiscal Year (FY)	Budget	Actual Spent	Amended to Add	New Budget
2020-21	\$114,655	\$114,655	--	\$114,655
2021-22	\$1,789,482	\$1,789,482	--	\$1,789,482
2022-23	\$2,077,991	\$2,077,991	--	\$2,077,991
2023-24	\$2,205,743	--	--	\$2,205,743
2024-25	--	--	\$2,205,743	\$2,205,743
TOTAL	\$6,187,871	\$3,982,128	\$2,205,743	\$8,393,614
			15% Contingency	\$661,723
			Total NTE³	\$9,055,337

<i>Funding Information</i>	
Funding Sources⁴	53% Our City, Our Home Fund (Prop C) 47% State - Homeless Housing Assistance & Prevention (HHAP) 1

¹ Current budget adjusted for actuals. Current Not-to-Exceed Amount is \$6,704,364.

² Contingency only applied to FY23-24 – FY24-25 budgeted amount.

³ NTE is calculated using the Actual Spent for prior years.

⁴ The funding sources listed reflect current and future years. This amendment includes the addition of Prop C funding source and the removal of HHAP 1 funding source.

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to amend the existing grant with Five Keys Schools and Programs for the provision of Artmar Hotel for the period of June 1, 2021 to June 30, 2025, in an additional amount of \$2,205,743. The addition of funds includes one additional performance year. The new Not-to-Exceed amount is \$9,055,337, which includes a 15% percent contingency of \$661,723 on the FY23-24 and FY24-25 amounts.

Background

The Artmar Hotel program began in June 2021. Five Keys provides both Property Management and Support Services at the Artmar Hotel. Five Keys master leases the Artmar Hotel, which provides 60 units of housing for Transition Age Youth (TAY) who are experiencing homelessness. Supportive services for tenants include education and employment services, housing retention support, and external referrals to behavioral health services provided through a 1:20 case management ratio. 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 the Artmar Hotel is to make homelessness rare, brief, and one time by providing permanent housing and wraparound onsite services.

Services to be Provided

The purpose of this grant is to provide property management and support services to formerly homeless and income-eligible Transition Aged Youth, aged 18 to 27. Grantee will provide services for 60 units, with a budgeted staff of 12.94 full-time equivalent (FTE).

Selection

The Board of Supervisors adopted Ordinance No. 61-19, which authorizes HSH to enter into and amend contracts and grants without adhering to the Administrative Code provisions regarding requirements for construction work, procurement, and personal services related to the shelter crisis, which is valid until May 2024, or until the Point In Time (PIT) count is at 5,350. Five Keys Schools and Programs was selected for provision of these services based on the organization's experience and ability to begin services in a timely manner.

Performance History

Five Keys Schools and Programs underwent fiscal monitoring most recently in Fiscal Year 2022-2023 and there were no unresolved findings.

The Artmar Hotel's most recent program monitoring and site visit occurred on August 15, 2023. The site visit included a review of program policies and procedures, staff development and training activities, outreach procedures and materials, staffing pattern and job descriptions and monthly and quarterly reports for Support Service and Property Management Service delivery. For Fiscal Year 2022-2023, 90 percent of tenants maintained their housing for a minimum of 12 months with one exit due to eviction related to lease violations. The Artmar has an average occupancy rate of 87 percent and an average vacancy rate of 8 to 15 percent. The vacancy reasons include: tenant requested transfers, tenants having positive exits including but not limited to family reunification, or seeking more independent housing. The program met all program objectives outcomes and passed the monitoring successfully with no concerning findings.

Agreement Materials

- HOC Approval Package



- Appendix A, Services to be Provided
- Appendix B, Budget



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 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

A. Support 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:

1. 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.

2. 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.

3. 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.
 - a. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
 - b. 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.
 - c. 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.
 - d. Grantee shall encourage and connect tenants with educational and employment services to increase education and skill levels.
 - e. 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).
 - f. Grantee shall provide resources to ensure transportation is not a barrier to a tenant's ability to become self-sufficient.
4. 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.

5. **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.
6. **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.
7. **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.

8. **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.
9. **Support Groups, Social Events and Organized Activities:**
 - a. 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.

- b. 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.
 - c. 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.
 - d. 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.
10. 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.

B. Property Management

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

- 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. Wellness 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.

C. 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. 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. 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 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. 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.

- 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. 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 Online Navigation and Entry (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 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 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.

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

VII. Service Objectives

Grantee shall achieve the Service Objectives listed below.

A. Support Services:

1. Grantee shall actively outreach to 100 percent of households at least once every month.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
8. 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.

B. Property Management

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

VIII. Outcome Objectives

Grantee shall achieve the Outcome Objectives listed below.

A. Support Services

1. 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.
2. 80 percent of individualized service plans will be reviewed at least once every six months and updated as appropriate at this time.
3. 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).

B. Property Management

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. 85 percent of tenant lease violations will be resolved without loss of housing to tenants.
3. 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

- 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 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;
 2. The total number of new move-ins during the month; and
 3. The occupancy rate.

- 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:

Support Services

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 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;

Property Management

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:

Property Management

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 exits;
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
4. The number of households showing housing instability that remained housed.

Support Services

1. The number and percentage of program participants participating in Support Services Grantee outreached to create Service Plans, as needed;
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 six months and updated as appropriate;

- 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. On an annual basis, 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, 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	7/1/2024							
Contract Term	Begin Date	End Date	Duration (Years)					
Current Term	6/1/2021	6/30/2024	4					
Amended Term	6/1/2021	6/30/2025	5					
Program	Artmar Hotel							
Service Component				Year 1	Year 2	Year 3	Year 4	Year 5
				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
Support Services and Property Management				60	60	60	60	60

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

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	6/1/2021	6/30/2024	4
Amended Term	6/1/2021	6/30/2025	5
Program	Artmar Hotel		
Approved Subcontractors			
None.			

Program Budget History

Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Change Description
6/1/2021	New	Ongoing	\$ 1,785,874	New agreement effective 6/1/2021
10/19/2022	Modification	Ongoing	\$ 278,912	FY22-23 CODB + CM Case Manager Enhancement + Frontline Staff Wage Enhancement
6/16/2023	Revision	One-Time	\$ -	building rent expenses in excess of what available ERAF budget can cover
7/1/2023	Modification	Ongoing	\$ 140,955	Master Lease Increase + Utilities & Supplies
5/2/2024	Amendment	Ongoing	\$ 2,205,743	1st Amendment to extend term by one year through 6/30/2025

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	6/1/2021	6/30/2024	4
Amended Term	6/1/2021	6/30/2025	5
Provider Name	Five Keys Schools and Programs		
Program	Artmar Hotel		
F\$P Contract ID#	1000021966		
Action (select)	Amendment		
Effective Date	7/1/2024		
Budget Names	General Fund - Support Services & Property Management, HHAP 2 - Support Services & Property Management, ERAF - Support Services & Property Management		

	Current	New	
Term Budget	\$ 6,187,871	\$ 8,393,614	15%
Contingency	\$ 516,493	\$ 661,723	
Not-To-Exceed	\$ 6,704,364	\$ 9,055,337	

EXTENSION YEAR

	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
Expenditures										
Salaries & Benefits	\$ 79,863	\$ 921,029	\$ 1,057,695	\$ 1,161,333	\$ -	\$ 1,161,333	\$ 1,161,333	\$ 3,219,920	\$ 1,161,333	\$ 4,381,253
Operating Expense	\$ 29,396	\$ 216,113	\$ 203,137	\$ 270,630	\$ -	\$ 270,630	\$ 270,630	\$ 719,276	\$ 270,630	\$ 989,906
Subtotal	\$ 109,259	\$ 1,137,142	\$ 1,260,832	\$ 1,431,963	\$ -	\$ 1,431,963	\$ 1,431,963	\$ 3,939,196	\$ 1,431,963	\$ 5,371,159
Indirect Cost	\$ 16,389	\$ 170,571	\$ 189,125	\$ 214,794	\$ -	\$ 214,794	\$ 214,794	\$ 590,879	\$ 214,794	\$ 805,674
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
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 114,656	\$ 1,889,921	\$ 2,178,430	\$ 2,306,183	\$ -	\$ 2,306,183	\$ 2,306,183	\$ 6,489,190	\$ 2,306,183	\$ 8,795,373
HSH Revenues (select)										
General Fund - Ongoing	\$ 15,100	\$ 972,779	\$ 929,691	\$ -	\$ -	\$ -	\$ -	\$ 1,917,569	\$ -	\$ 1,917,569
General Fund - CODB	\$ -	\$ -	\$ 38,931	\$ -	\$ -	\$ -	\$ -	\$ 38,931	\$ -	\$ 38,931
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 - Master Lease Increase	\$ -	\$ -	\$ -	\$ 37,225	\$ -	\$ -	\$ -	\$ 37,225	\$ -	\$ 37,225
Prop C	\$ -	\$ -	\$ -	\$ 103,730	\$ -	\$ 2,205,743	\$ 2,205,743	\$ 103,730	\$ 2,205,743	\$ 2,309,473
Total HSH Revenues	\$ 114,655	\$ 1,789,482	\$ 2,077,991	\$ 2,205,743	\$ -	\$ 2,205,743	\$ 2,205,743	\$ 6,187,871	\$ 2,205,743	\$ 8,393,614
Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)										
Rental Income	\$ -	\$ 100,440	\$ 100,440	\$ 100,440	\$ -	\$ 100,440	\$ 100,440	\$ 301,320	\$ 100,440	\$ 401,760
Total Other Revenues	\$ -	\$ 100,440	\$ 100,440	\$ 100,440	\$ -	\$ 100,440	\$ 100,440	\$ 301,320	\$ 100,440	\$ 401,760
Total HSH + Other Revenues	\$ 114,655	\$ 1,889,922	\$ 2,178,431	\$ 2,306,183	\$ -	\$ 2,306,183	\$ 2,306,183	\$ 6,489,191	\$ 2,306,183	\$ 8,795,374
Total Adjusted Salary FTE (All Budgets)								12.94		

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	6/1/2021	6/30/2024	4
Amended Term	6/1/2021	6/30/2025	5
Provider Name	Five Keys Schools and Programs		
Program	Artmar Hotel		
F\$P Contract ID#	1000021966		
Action (select)	Amendment		
Effective Date	7/1/2024		
Budget Name	General Fund - Support Services & Property Management		

	Current	New	
Term Budget	\$ 4,402,223	\$ 6,607,966	15%
Contingency	\$ 516,493	\$ 661,723	
Not-To-Exceed	\$ 6,704,364	\$ 9,055,337	

EXTENSION YEAR

	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	7/1/2023 - 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			
	Actuals	Actuals	Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
Expenditures															
Salaries & Benefits	\$ 79,863	\$ 808,427	\$ 945,093	\$ 1,161,333	\$ -	\$ 1,161,333	\$ -	\$ 1,161,333	\$ 1,161,333	\$ 2,994,716	\$ 1,161,333	\$ 4,156,049			
Operating Expense	\$ -	\$ 37,913	\$ 2,485	\$ 270,630	\$ -	\$ 270,630	\$ -	\$ 270,630	\$ 270,630	\$ 311,028	\$ 270,630	\$ 581,658			
Subtotal	\$ 79,863	\$ 846,340	\$ 947,578	\$ 1,431,963	\$ -	\$ 1,431,963	\$ -	\$ 1,431,963	\$ 1,431,963	\$ 3,305,744	\$ 1,431,963	\$ 4,737,707			
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	\$ 214,794	\$ -	\$ 214,794	\$ -	\$ 214,794	\$ 214,794	\$ 495,862	\$ 214,794	\$ 710,656			
Other Expenses (Not subject to indirect %)	\$ (76,742)	\$ (512)	\$ 118,888	\$ 659,425	\$ -	\$ 659,425	\$ -	\$ 659,425	\$ 659,425	\$ 701,058	\$ 659,425	\$ 1,360,483			
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total Expenditures	\$ 15,100	\$ 972,779	\$ 1,208,602	\$ 2,306,183	\$ -	\$ 2,306,183	\$ -	\$ 2,306,183	\$ 2,306,183	\$ 4,502,664	\$ 2,306,183	\$ 6,808,846			
HSH Revenues (select)															
General Fund - Ongoing	\$ 15,100	\$ 972,779	\$ 929,691			\$ -			\$ -	\$ 1,917,569	\$ -	\$ 1,917,569			
General Fund - CODB			\$ 38,931			\$ -			\$ -	\$ 38,931	\$ -	\$ 38,931			
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				\$ 2,064,788		\$ 2,064,788			\$ -	\$ 2,064,788	\$ -	\$ 2,064,788			
Prop C - Master Lease Increase				\$ 37,225		\$ 37,225			\$ -	\$ 37,225	\$ -	\$ 37,225			
Prop C				\$ 103,730		\$ 103,730			\$ 2,205,743	\$ 2,205,743	\$ 103,730	\$ 2,309,473			
Total HSH Revenues	\$ 15,100	\$ 972,779	\$ 1,208,602	\$ 2,205,743	\$ -	\$ 2,205,743	\$ -	\$ 2,205,743	\$ 2,205,743	\$ 4,402,223	\$ 2,205,743	\$ 6,607,966			
Other Revenues (to offset Total Expenditures)															
Rental Income				\$ 100,440		\$ 100,440			\$ 100,440	\$ 100,440	\$ 100,440	\$ 200,880			
Total Other Revenues	\$ -	\$ -	\$ -	\$ 100,440	\$ -	\$ 100,440	\$ -	\$ 100,440	\$ 100,440	\$ 100,440	\$ 100,440	\$ 200,880			
Total HSH + Other Revenues	\$ 15,100	\$ 972,779	\$ 1,208,602	\$ 2,306,183	\$ -	\$ 2,306,183	\$ -	\$ 2,306,183	\$ 2,306,183	\$ 4,502,663	\$ 2,306,183	\$ 6,808,846			

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

Document Date	7/1/2024
Provider Name	Five Keys Schools and Programs
Program	Artmar Hotel
FSP Contract ID#	1000021966
Budget Name	General Fund - Support Services & Property Management

EXTENSION YEAR

POSITION TITLE	Year 1				Year 2		Year 3		Year 4		Year 5						All Years		
	Agency Totals		For HSH Funded Program		6/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	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	
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Actuals	Actuals	Actuals	Current/Actuals	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	
	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary		
Director of Housing	\$ 135,000	1.00	2%	0.02	\$ 2,209	\$ 13,500	\$ 12,000	\$ 13,000	\$ 130,000	1.00	10%	0.10		\$ 13,000	\$ 13,000	\$ 40,709	\$ 13,000	\$ 53,709	
Site Program Manager/Director	\$ 80,000	1.00	8%	0.08	\$ 6,640	\$ 80,000	\$ 15,036	\$ 80,000	\$ 80,000	1.00	100%	1.00		\$ 80,000	\$ 80,000	\$ 181,676	\$ 80,000	\$ 261,676	
PSH Director	\$ -	0.00	0.00%	0.00	\$ -		\$ 17,483	\$ 19,231	\$ 87,414	1.00	22%	0.22		\$ 19,231	\$ 19,231	\$ 36,714	\$ 19,231	\$ 55,945	
Director Care Coordination	\$ -	0.00	0%	0.00	\$ -		\$ 13,300	\$ 13,300	\$ 95,000	1.00	14%	0.14		\$ 13,300	\$ 13,300	\$ 26,600	\$ 13,300	\$ 39,900	
Director of Guest Services and Training	\$ -	0.00	0%	0.00	\$ -		\$ 12,181	\$ 13,118	\$ 93,700	1.00	14%	0.14		\$ 13,118	\$ 13,118	\$ 25,299	\$ 13,118	\$ 38,417	
Care Manager	\$ 57,000	1.00	8%	0.08	\$ 4,731	\$ 62,625	\$ 66,160	\$ 69,680	\$ 69,680	1.00	100%	1.00		\$ 69,680	\$ 69,680	\$ 203,196	\$ 69,680	\$ 272,876	
Care Manager	\$ 57,000	1.00	8%	0.08	\$ 4,731	\$ 62,625	\$ 66,160	\$ 69,680	\$ 69,680	1.00	100%	1.00		\$ 69,680	\$ 69,680	\$ 203,196	\$ 69,680	\$ 272,876	
Care Manager	\$ 57,000	1.00	8%	0.08	\$ 4,731	\$ 62,625	\$ 66,160	\$ 69,680	\$ 69,680	1.00	100%	1.00		\$ 69,680	\$ 69,680	\$ 203,196	\$ 69,680	\$ 272,876	
Ambassador	\$ 50,000	5.60	8%	0.46	\$ 23,240	\$ 176,265	\$ 256,673	\$ 351,969	\$ 55,557	8.40	75%	6.34		\$ 351,969	\$ 351,969	\$ 808,147	\$ 351,969	\$ 1,160,116	
Janitor	\$ 45,000	1.40	8%	0.12	\$ 5,229	\$ 49,050	\$ 77,780	\$ 55,557	\$ 55,557	1.40	71%	1.00		\$ 55,557	\$ 55,557	\$ 187,616	\$ 55,557	\$ 243,173	
Maintenance	\$ 57,000	1.00	8%	0.08	\$ 4,731	\$ 62,625	\$ 62,625	\$ 62,625	\$ 62,625	1.00	100%	1.00		\$ 62,625	\$ 62,625	\$ 192,606	\$ 62,625	\$ 255,231	
Director of Community Partnerships and Harm Reduction Initiaves	\$ -	0.00	0%	0.00					\$ 120,000	1.00	0%	0.00		\$ -	\$ -	\$ -	\$ -	\$ -	
	TOTAL SALARIES				\$ 56,242	\$ 569,315	\$ 665,558	\$ 817,840	TOTAL SALARIES				\$ -	\$ 817,840	\$ 817,840	\$ 2,108,955	\$ 817,840	\$ 2,926,795	
	TOTAL FTE				1.01				TOTAL FTE				12.94						
	FRINGE BENEFIT RATE				42.00%				FRINGE BENEFIT RATE				42.00%						
	EMPLOYEE FRINGE BENEFITS				\$ 23,621	\$ 239,112	\$ 279,534	\$ 343,493	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 343,493	\$ 343,493	\$ 885,761	\$ 343,493	\$ 1,229,254	
	TOTAL SALARIES & BENEFITS				\$ 79,863	\$ 808,427	\$ 945,093	\$ 1,161,333	TOTAL SALARIES & BENEFITS				\$ -	\$ 1,161,333	\$ 1,161,333	\$ 2,994,716	\$ 1,161,333	\$ 4,156,049	

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

Document Date	7/1/2024			
Contract Term	Begin Date	End Date	Duration (Years)	
Current Term	6/1/2021	6/30/2024	4	
Amended Term	6/1/2021	6/30/2025	5	
Provider Name	Five Keys Schools and Programs			
Program	Artmar Hotel			
FSP Contract ID#	1000021966			
Action (select)	Amendment			
Effective Date	7/1/2024			
Budget Name	HHAP 2 - Support Services & Property Management			
	Current	New		
Term Budget	\$ 1,027,344	\$ 1,027,344	15%	
Contingency	\$ 516,493	\$ 661,723		
Not-To-Exceed	\$ 6,704,364	\$ 9,055,337		
	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 - 6/30/2024
	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	15.00%	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
Capital Expenditure	\$ -	\$ -	\$ -	\$ -
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

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

SALARY & BENEFIT DETAIL

Document Date	7/1/2024
Provider Name	Five Keys Schools and Programs
Program	Artmar Hotel
FSP Contract ID#	1000021966
Budget Name	HHAP 2 - Support Services & Property Management

POSITION TITLE	Year 1							Year 2				Year 3				All Years					
	Agency Totals		For HSH Funded Program		6/1/2021 - 6/30/2021	6/1/2021 - 6/30/2021	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	6/1/2021 - 6/30/2024	6/1/2021 - 6/30/2025	6/1/2021 - 6/30/2025	
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Current/Actuals	Amendment	New	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Actuals	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Actuals	Actuals	Modification	New	
Residential Counselor/Desk Clerk	\$ -	0.00	0%	0.00			\$ 55,557	4.60	31%	1.43	\$ 79,297	\$ 55,557	4.60	31%	1.43	\$ 79,297	\$ 158,594	\$ -	\$ 158,594		
	TOTAL SALARIES				\$ -	\$ -	\$ -	TOTAL SALARIES				\$ 79,297	TOTAL SALARIES				\$ 79,297	\$ 158,594	\$ -	\$ 158,594	
	TOTAL FTE				0.00			TOTAL FTE				1.43	TOTAL FTE				1.43				
	FRINGE BENEFIT RATE				42.00%	0.00%	42.00%	FRINGE BENEFIT RATE				42.00%	FRINGE BENEFIT RATE				42.00%				
	EMPLOYEE FRINGE BENEFITS				\$ -	\$ -	\$ -	EMPLOYEE FRINGE BENEFITS				\$ 33,305	EMPLOYEE FRINGE BENEFITS				\$ 33,305	\$ 66,610	\$ -	\$ 66,610	
	TOTAL SALARIES & BENEFITS				\$ -	\$ -	\$ -	TOTAL SALARIES & BENEFITS				\$ 112,602	TOTAL SALARIES & BENEFITS				\$ 112,602	\$ 225,204	\$ -	\$ 225,204	

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

Document Date	7/1/2024
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	6/1/2021 - 6/30/2021	6/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	6/1/2021 - 6/30/2024
	Current/Actuals	Amendment	New	Actuals	Actuals	Actuals
	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
<u>Operating Expenses</u>						
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
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
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ 178,200	\$ 70,565	\$ 248,765
<u>Other Expenses (not subject to indirect cost %)</u>						
Rental of Property		\$ -	\$ -	\$ 622,200		\$ 622,200
Actuals Adjustment		\$ -		\$ (39,480)		\$ (39,480)
TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ 582,720	\$ -	\$ 582,720
<u>Capital Expenses</u>						
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
SALARY & BENEFIT DETAIL

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

POSITION TITLE	Year 2					Year 3					All Years		
	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	6/1/2021 - 6/30/2024	6/1/2021 - 6/30/2025	6/1/2021 - 6/30/2025
					Actuals					Actuals	Actuals	Modification	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	Budgeted Salary	Change	Budgeted Salary
Residential Counselor/Desk Clerk	\$ 55,557	4.60	31%	1.43	\$ 79,297	\$ 55,557	4.60	31%	1.43	\$ 79,297	\$ 158,594	\$ -	\$ 158,594
	TOTAL SALARIES				\$ 79,297	TOTAL SALARIES				\$ 79,297	\$ 158,594	\$ -	\$ 158,594
	TOTAL FTE				1.43	TOTAL FTE				1.43			
	FRINGE BENEFIT RATE				42.00%	FRINGE BENEFIT RATE				42.00%			
	EMPLOYEE FRINGE BENEFITS				\$ 33,305	EMPLOYEE FRINGE BENEFITS				\$ 33,305	\$ 66,610	\$ -	\$ 66,610
	TOTAL SALARIES & BENEFITS				\$ 112,602	TOTAL SALARIES & BENEFITS				\$ 112,602	\$ 225,204	\$ -	\$ 225,204

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

Document Date	7/1/2024		
Contract Term	Begin Date	End Date	Duration (Years)
Current Term	6/1/2021	6/30/2024	4
Amended Term	6/1/2021	6/30/2025	5
Provider Name	Five Keys Schools and Programs		
Program	Artmar Hotel		
FSP Contract ID#	1000021966		
Action (select)	Modification		
Effective Date	7/1/2022		
Budget Name	ERAF - Support Services & Property Management		

	Current	New	
Term Budget	\$ 758,304	\$ 758,304	15%
Contingency	\$ 516,493	\$ 661,723	
Not-To-Exceed	\$ 6,704,364	\$ 9,055,337	

	Year 1	Year 2	Year 3	Year 4	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	6/1/2021 - 6/30/2024
	Actuals	Actuals	Actuals	Actuals	Actuals
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%	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
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 99,556	\$ -	\$ 759,186	\$ -	\$ 858,742
HSH Revenues (select)					
Educational Revenue Augmentation Fund (ERAF)	\$ 99,556		\$ 632,928		\$ 732,484
ERAF - CODB			\$ 25,820		\$ 25,820
Total HSH Revenues	\$ 99,556	\$ -	\$ 658,748	\$ -	\$ 758,304
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	\$ 99,556	\$ -	\$ 759,188	\$ -	\$ 858,744

