



Shireen McSpadden, Executive Director

London Breed, Mayor

<b>To</b>	Homelessness Oversight Commission
<b>Through</b>	Shireen McSpadden, Executive Director
<b>From</b>	Marion Sanders, Chief Deputy Director Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
<b>Date</b>	October 10, 2024
<b>Subject</b>	Grant Agreement Approval: Five Keys Schools and Programs   42 Otis TAY PSH Support Services

<i>Agreement Information</i>	
<b>F\$P#</b>	1000034138
<b>Provider</b>	Five Keys Schools and Programs
<b>Program Name</b>	42 Otis TAY PSH Support Services
<b>Agreement Action</b>	Original Agreement
<b>Agreement Term</b>	November 1, 2024 – June 30, 2029

**Agreement Amount**

New	Contingency	Total Not to Exceed (NTE)
\$1,631,749	\$326,350	\$1,958,099

<i>Funding Information</i>	
<b>Funding Sources<sup>1</sup></b>	79% Our City, Our Home (Prop C) 12% Homekey State Funding 9% HUD CoC Federal 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 Transitional Age Youth (TAY) Permanent Supportive Housing (PSH) Support Services for the period of November 1 2024 to June 30, 2029. This new agreement is for new services.

**Background**

The intent of this program is to provide 24 studio units of Permanent Supportive Housing to TAY experiencing homelessness in San Francisco. With a minimum ratio of 1 case manager for every 15 tenants, Grantee shall provide support services including case management, education and employment services, housing retention support, and support to obtain and maintain income. The project is aligned with HSH’s Strategic Plan goals of decreasing homelessness and increasing the quality and quantity of housing options. The program’s PSH and tenant-centered onsite wraparound services will help advance these goals.

<sup>1</sup> The funding sources listed reflect current and future years.

**Services to be Provided**

The purpose of the grant is to provide support services to TAY, ages 18 to 24 years old, who are chronically homeless. An individual is defined by HUD 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 for four separate occasions in the last three years. Grantee will provide services to tenants of 24 units with a budgeted staff of 3.15 full time equivalent (FTE).

**Selection**

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

**Agreement Materials**

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



**Appendix A, Services to be Provided  
by  
Five Keys Schools & Programs  
42 Otis TAY PSH Support Services**

**I. Purpose of Grant**

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

**II. Served Population**

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

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

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

**IV. Description of Services**

Grantee shall provide Support Services to the total number tenants as listed in Appendix B-1, Budget and B-2, Budget ("Number Served" tab). Support Services are voluntary and

shall be available to all tenants in the service location(s). Support Services shall include, but are not limited to, the following:

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

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

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

Grantee intake of tenants shall include, but is not limited to, a review of the tenant's history in the Online Navigation and Entry (ONE) System, gathering updated information from the tenant, and establishing strengths, skills, needs, plans and goals that are participant-centered and supportive of housing retention. The intake shall take place at the same time of the interview with Property Management, on a separate date or time coordinated with Support Services during the application period, or within no more than 30 days of move-in.

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

- C. Case Management: Grantee shall provide case management services to tenants with the primary goal of maintaining housing stability, including ongoing meetings and counseling to establish goals, develop services plans that are tenant-driven without predetermined goals, provide referrals and linkages to off-site support services, and track progress toward achieving those goals. Grantee shall document case management meetings, engagement, and progress.
1. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
  2. Grantee shall refer tenants to and coordinate services within the community that support progress toward identified goals. This may include providing information about services, calling to make appointments, assisting with applications, providing appointment reminders, following up/checking in with households regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
  3. Grantee shall provide benefits advocacy to assist tenants with obtaining and maintaining benefits, including, but not limited to, cash aid, food programs, medical clinics and/or in-home support.

4. Grantee shall encourage and connect tenants with educational and employment services to increase education and skill levels.
  5. Through counseling, case management, and workshops, Grantee shall provide financial literacy education (e.g., paying rent, accessing public benefits, budgeting, financial planning, saving, and credit repair).
  6. Grantee shall provide resources to ensure transportation is not a barrier to a tenant's ability to become self-sufficient.
- D. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all tenants who display indications of housing instability, within a reasonable timeframe. Such indications include, but are not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants. Grantee shall work with tenants, in conjunction with Property Management, to resolve issues that put tenants at risk for eviction. Grantee shall assist with the de-escalation and resolution of conflicts, as needed. Grantee shall document Housing Stability outreach and assistance provided.
- E. Coordination with Property Management: Grantee shall assist tenants in communicating with, responding to, and meeting with Property Management. This may include helping a tenant to understand the communications from Property Management, helping to write requests, responses, or complaints to Property Management, and attending meetings between the tenant and Property Management to facilitate communication.

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

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

- F. Wellness and Emergency Safety Checks: Grantee shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety when there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency.
- G. Support Groups, Social Events and Organized Activities:
1. Grantee shall plan groups, events, and activities with input from tenants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events. Grantee shall post and provide to tenants a monthly calendar of events.

2. Grantee shall conduct monthly community meetings for tenants, in coordination with Property Management, during which tenants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
  3. Grantee shall periodically assess the needs of tenants with Property Management and other teams at the building to develop programming that will help tenants maintain stability and enjoy their housing.
- H. Tenant Financial Literacy Support: Grantee shall provide trainings and workshops to tenants on paying rent, accessing mainstream resources, budgeting, financial planning, saving, and credit repair.
- I. Connection to Income Benefits and/or Employment: Grantee shall provide navigation assistance and referrals to support a tenant to obtain or maintain benefits and solve problems related to county, state, and federal benefits programs. This may also include assistance in identifying, applying for, and establishing appointments with available services such as food programs, medical clinics, and in-home support services. As well as assessing tenant's skills and goals will be assessed at intake and encourage tenants to participate in educational and employment services. The goal of these services is to increase education levels, skill levels, and find employment all geared towards increasing the tenant's income.
- J. Tenant Rights: Grantee shall support tenants in understanding their tenant rights and ensure appropriate coordination with Property Management.
- K. Legal Support: Grantee shall assist and provide appropriate external referrals to support a tenant in accessing legal support, including but not limited to, obtaining identification documents, supporting tenant in legal name change process, and any other legal related support.
- L. 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.
- M. 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.
- N. Other Services that are eligible CoC costs:
1. Assistance with Moving Costs: Grantee shall provide reasonable one-time moving costs, including truck rental and hiring a moving company.

2. Education Services: Grantee shall improve knowledge and basic educational skills of tenants through services including instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED).
3. Employment Assistance and Job Training: Grantee shall establish and operate employment assistance and job training programs or classes, and provide reasonable stipends to program participants.
4. Food: Grantee shall provide meals or groceries to tenants, as needed.
5. Housing Search and Counseling Services: Grantee shall provide assistance to locate, obtain, and retain suitable housing; help understand leases, secure utilities, make moving arrangements, pay for rental application fees, mediate with property owners and landlords, and provide tenants counseling and credit counseling.
6. Legal Services: Grantee will utilize all legal services provided by the City. If there is no resolution, then Grantee may provide for fees charged for legal services for advice and representation in matters that interfere with the tenant's ability to obtain and retain housing.
7. Life Skills: Grantee shall assist tenants with participating in life skills training and improving critical life management skills that are necessary for them to function independently in the community.
8. Mental Health Services: Grantee shall make referrals to direct outpatient treatment of mental health conditions by licensed professionals.
9. Outpatient Health Services: Grantee shall make referrals to direct outpatient treatment of medical conditions by licensed medical professionals.
10. Substance Abuse Treatment Services: Grantee will utilize all substance use services provided by the City. If there is no resolution, then Grantee may provide for costs of intake and annual assessment, outpatient treatment, group and individual counseling, and drug testing.
11. Transportation: Grantee shall provide the costs for tenants to travel on public transportation to and from medical care, employment, or other services.
12. Utility Deposits: Grantee shall provide utility deposits, which must be a one-time fee, paid to utility companies.

## V. **Location and Time of Services**

Grantee shall provide Support Services at 42 Otis Street, San Francisco, CA.

Grantee shall provide services times when necessary to best serve tenants using the staffing outlined in Appendix B-1, Budget and B-2, Budget.

Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

## VI. Service Requirements

- A. Case Management Ratio: Grantee shall maintain a maximum 15:1 ratio of units to case management staff.
- B. Supervision: Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants.
- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.
- D. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- F. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's progress.
- G. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- H. Grievance Procedure:
  1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:



- a. The name or title of the person or persons authorized to make a determination regarding the grievance;
  - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
  - c. The amount of time required for each step, including when a tenant can expect a response; and
  - d. In accordance with published HSH policies/procedures, the HSH Grievances email address ([hshgrievances@sfgov.org](mailto:hshgrievances@sfgov.org)) and mailing address for the tenant to contact after the tenant has exhausted Grantee's internal Grievance Procedure.
2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- I. Feedback, Complaint and Follow-up Policies:  
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
  2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.
- J. City Communications, Trainings and Meetings:  
Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
  2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
  3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.
- K. Coordination with Other Service Providers: Grantee shall establish written agreements with Property Management and other service providers that are part of the site care team to formalize collaboration and roles and responsibilities.
- L. Critical Incidents: Grantee shall report critical incidents in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form](#) within 72 hours of the incident. In addition, critical incidents that involve life endangerment events or major service disruptions should be

reported immediately to the HSH Program Manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

- M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- N. Record Keeping and Files: Grantee shall maintain confidential tenant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
1. Grantee shall maintain client program enrollment, annual status updates and program exit information in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
  2. Grantee shall maintain a program roster of all current tenants in the ONE System.
  3. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
  4. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
- O. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to:
    - a. Entering all household data within three working days (unless specifically requested to do so sooner);
    - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
    - c. Running monthly data quality reports and correcting any errors.
  2. Records entered into the ONE System shall meet or exceed the ONE System CDQI Process standard.
  3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
  4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate

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

release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.

5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.
- P. Good Neighbor Policy: Grantee shall maintain a good relationship with the neighborhood, including:
1. In partnership with Property Management, collaborating with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
  2. 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;
  3. 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
  4. Grantee shall create and offer a “good neighbor” onboarding orientation for tenants as they move in that outlines community resources, community norms, and expectations.

## VII. Service Objectives

Grantee shall achieve the Service Objectives listed below.

- A. Grantee shall actively outreach to 100 percent of households at least once every month.
- B. Grantee shall contact each tenant at least three times during the first 60 days of placement.
- C. 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.
- D. 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.
- E. 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.
- F. 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.

- G. 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.
- H. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
- I. Grantee shall administer an annual written anonymous survey of households to obtain feedback on the type and quality of program services. Grantee shall offer all households the opportunity to take this survey.

### **VIII. Outcome Objectives**

Grantee shall achieve the Outcome Objectives listed below.

- A. Seventy five percent of tenants assessed with needs related to medical care, mental health, substance use, benefits and other income assistance will develop a service plan within the first six months. Review service plans at least once every six months and update as appropriate at this time.
- B. Ninety percent of tenants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- C. Sixty five percent of tenants shall complete an annual tenant satisfaction survey and of those, 80 percent of tenants completing an annual resident satisfaction survey will be satisfied or very satisfied with Support Services.

### **IX. Reporting Requirements**

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

- B. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each year:
1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
  2. The number and percentage of program participants participating in Support Services Grantee outreached to create Service Plans, as needed;
  3. The number of program participants who had a Service Plan during the program year; the number and percentage of Services Plans that were reviewed at least once every 6 months and updated as appropriate;
  4. The number and percentage of households who completed a written survey to provide feedback on the type and quality of program services. Please include survey results on what clients reported regarding the quality and satisfaction with services.
- C. 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.
- D. 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](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877), as instructed by HSH.
- E. Evaluative Studies: Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and any Grantee response will become part of the official report.
- F. Annual Performance Report (APR): Grantee shall submit, to HSH, by the 60<sup>th</sup> 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.
- G. 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.

- H. 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.
- I. 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.
- J. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.
- K. Grantee shall provide reports as required by Homekey funding and respond to requests 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-1, BUDGET**

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

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**Approved Subcontractors**

None
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**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

**APPENDIX B-1, BUDGET**

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

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Service Component</b>	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
Support Services	24	24	24	24	24

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

**APPENDIX B-1, BUDGET**

<b>Document Date</b>	11/1/2024				
<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>		
<b>Current Term</b>	11/1/2024	6/30/2029	5		
<b>Amended Term</b>	11/1/2024	6/30/2029	5		
<b>Program</b>	TAY Site at 42 Otis				
<b>Provider Unique Entity ID</b>	MQ6YNKQJLK85				
<b>HUD Award Information 24 CFR 578.99(e); 2 CFR 200.331(a)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
	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-1, BUDGET



Document Date	11/1/2024		Duration
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		
FSP Contract ID#	1000034138		
Action (select)	New Agreement		
Effective Date	11/1/2024		
Budget Names	Prop C/Homekey - Support Services, Prop C - Start Up		
	Current	New	
Term Budget	\$ -	\$ 1,631,749	20%
Contingency	\$ -	\$ 326,350	
Not-To-Exceed	\$ -	\$ 1,958,099	

	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
<b>Expenditures</b>						
Salaries & Benefits	\$ 142,578	\$ 287,792	\$ 287,792	\$ 287,792	\$ 287,792	\$ 1,293,746
Operating Expense	\$ 8,312	\$ 23,533	\$ 23,533	\$ 23,533	\$ 23,533	\$ 102,444
Subtotal	\$ 150,890	\$ 311,325	\$ 311,325	\$ 311,325	\$ 311,325	\$ 1,396,190
Indirect Percentage						
Indirect Cost (Line 24 X Line 25)	\$ 22,633	\$ 46,699	\$ 46,699	\$ 46,699	\$ 46,699	\$ 209,429
Other Expenses (Not subject to indirect %)	\$ 26,130	\$ -	\$ -	\$ -	\$ -	\$ 26,130
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 199,653</b>	<b>\$ 358,024</b>	<b>\$ 358,024</b>	<b>\$ 358,024</b>	<b>\$ 358,024</b>	<b>\$ 1,631,749</b>
<b>HSH Revenues (select)*</b>						
Homekey	\$ 173,523	\$ -	\$ -	\$ -	\$ -	\$ 173,523
Prop C	\$ -	\$ 323,024	\$ 323,024	\$ 323,024	\$ 323,024	\$ 1,292,096
HUD CoC - Support Services	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 140,000
Homekey - One-time Start-up	\$ 26,130	\$ -	\$ -	\$ -	\$ -	\$ 26,130
<b>Total HSH Revenues*</b>	<b>\$ 199,653</b>	<b>\$ 358,024</b>	<b>\$ 358,024</b>	<b>\$ 358,024</b>	<b>\$ 358,024</b>	<b>\$ 1,631,749</b>
<b>Other Revenues (to offset Total Expenditures)</b>						
<b>Total Other Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total HSH + Other Revenues</b>	<b>\$ 199,653</b>	<b>\$ 358,024</b>	<b>\$ 358,024</b>	<b>\$ 358,024</b>	<b>\$ 358,024</b>	<b>\$ 1,631,749</b>
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Adjusted Salary FTE (All Budgets)	2.37	3.15	3.15	3.15	3.15	

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

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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING  
APPENDIX B-1, 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#	1000034138		
Action (select)	New Agreement		
Effective Date	11/1/2024		
Budget Name	Prop C/Homekey - Support Services		
	Current	New	20%
Term Budget	\$ -	\$ 1,605,619	
Contingency	\$ -	\$ 326,350	
Not-To-Exceed	\$ -	\$ 1,958,099	

	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
<b>Expenditures</b>						
Salaries & Benefits	\$ 142,578	\$ 287,792	\$ 287,792	\$ 287,792	\$ 287,792	\$ 1,293,746
Operating Expense	\$ 8,312	\$ 23,533	\$ 23,533	\$ 23,533	\$ 23,533	\$ 102,444
Subtotal	\$ 150,890	\$ 311,325	\$ 311,325	\$ 311,325	\$ 311,325	\$ 1,396,190
Indirect Percentage	15.00%	15.00%	15.00%	15.00%	15.00%	
Indirect Cost (Line 24 X Line 25)	\$ 22,633	\$ 46,699	\$ 46,699	\$ 46,699	\$ 46,699	\$ 209,429
Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 173,523.23</b>	<b>\$ 358,023.87</b>	<b>\$ 358,023.87</b>	<b>\$ 358,023.87</b>	<b>\$ 358,023.87</b>	<b>\$ 1,605,618.69</b>
<b>HSH Revenues (select)</b>						
Homekey	\$ 173,523	\$ -	\$ -	\$ -	\$ -	\$ 173,523
Prop C	\$ -	\$ 323,024	\$ 323,024	\$ 323,024	\$ 323,024	\$ 1,292,096
HUD CoC - Support Services	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 140,000
Homekey - One-time Start-up	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total HSH Revenues</b>	<b>\$ 173,523.00</b>	<b>\$ 358,024.00</b>	<b>\$ 358,024.00</b>	<b>\$ 358,024.00</b>	<b>\$ 358,024.00</b>	<b>\$ 1,605,619.00</b>
<b>Other Revenues (to offset Total Expenditures)</b>						
<b>Total Other Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total HSH + Other Revenues</b>	<b>\$ 173,523.00</b>	<b>\$ 358,024.00</b>	<b>\$ 358,024.00</b>	<b>\$ 358,024.00</b>	<b>\$ 358,024.00</b>	<b>\$ 1,605,619.00</b>
Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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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#	1000034138
Budget Name	Prop C/Homekey - Support Services

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	Annual Full	Position	% FTE	Adjusted	New	Annual Full Time	Position	% FTE	Adjusted	New			
Director of Housing	\$154,500	1.00	1%	0.01	\$ 1,030	\$154,500	1.00	5%	0.05	\$ 7,725	\$154,500	1.00	5%	0.05	\$ 7,725			
Deputy Director of Housing	\$135,000	1.00	1%	0.01	\$ 900	\$135,000	1.00	5%	0.05	\$ 6,750	\$135,000	1.00	5%	0.05	\$ 6,750			
Director of Guest Services and Training	\$97,850	1.00	1%	0.01	\$ 652	\$97,850	1.00	5%	0.05	\$ 4,893	\$97,850	1.00	5%	0.05	\$ 4,893			
Director of Care Coordination	\$108,150	1.00	1%	0.01	\$ 721	\$108,150	1.00	5%	0.05	\$ 5,408	\$108,150	1.00	5%	0.05	\$ 5,408			
Care Coordinator Supervisor	\$75,000	1.00	67%	0.67	\$ 33,335	\$75,000	1.00	45%	0.45	\$ 33,750	\$75,000	1.00	45%	0.45	\$ 33,750			
Care Coordinator	\$66,040	1.50	67%	1.00	\$ 44,029	\$66,040	1.50	100%	1.50	\$ 99,060	\$66,040	1.50	100%	1.50	\$ 99,060			
Peer Coordinator	\$50,960	1.00	67%	0.67	\$ 22,650	\$50,960	1.00	100%	1.00	\$ 50,960	\$50,960	1.00	100%	1.00	\$ 50,960			
	<b>TOTAL SALARIES</b>					<b>\$ 103,317</b>	<b>TOTAL SALARIES</b>					<b>\$ 208,545</b>	<b>TOTAL SALARIES</b>					<b>\$ 208,545</b>
	<b>TOTAL FTE</b>				<b>2.37</b>	<b>TOTAL FTE</b>				<b>3.15</b>	<b>TOTAL FTE</b>				<b>3.15</b>			
	<b>FRINGE BENEFIT RATE</b>				<b>38.00%</b>	<b>FRINGE BENEFIT RATE</b>				<b>38.00%</b>	<b>FRINGE BENEFIT RATE</b>				<b>38.00%</b>			
	<b>EMPLOYEE FRINGE BENEFITS</b>				<b>\$ 39,261</b>	<b>EMPLOYEE FRINGE BENEFITS</b>				<b>\$ 79,247</b>	<b>EMPLOYEE FRINGE BENEFITS</b>				<b>\$ 79,247</b>			
	<b>TOTAL SALARIES &amp; BENEFITS</b>					<b>\$ 142,578</b>	<b>TOTAL SALARIES &amp; BENEFITS</b>					<b>\$ 287,792</b>	<b>TOTAL SALARIES &amp; BENEFITS</b>					<b>\$ 287,792</b>

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	\$154,500	1.00	5%	0.05	\$ 7,725	\$154,500	1.00	5%	5%	\$ 7,725	\$ 31,930		
Deputy Director of Housing	\$135,000	1.00	5%	0.05	\$ 6,750	\$135,000	1.00	5%	5%	\$ 6,750	\$ 27,900		
Director of Guest Services and Training	\$97,850	1.00	5%	0.05	\$ 4,893	\$97,850	1.00	5%	5%	\$ 4,893	\$ 20,222		
Director of Care Coordination	\$108,150	1.00	5%	0.05	\$ 5,408	\$108,150	1.00	5%	5%	\$ 5,408	\$ 22,351		
Care Coordinator Supervisor	\$75,000	1.00	45%	0.45	\$ 33,750	\$75,000	1.00	45%	45%	\$ 33,750	\$ 168,335		
Care Coordinator	\$66,040	1.50	100%	1.50	\$ 99,060	\$66,040	1.50	100%	150%	\$ 99,060	\$ 440,269		
Peer Coordinator	\$50,960	1.00	100%	1.00	\$ 50,960	\$50,960	1.00	100%	100%	\$ 50,960	\$ 226,490		
	<b>TOTAL SALARIES</b>					<b>\$ 208,545</b>	<b>TOTAL SALARIES</b>					<b>\$ 208,545</b>	<b>\$ 937,497</b>
	<b>TOTAL FTE</b>				<b>3.15</b>	<b>TOTAL FTE</b>				<b>3.15</b>			
	<b>FRINGE BENEFIT RATE</b>				<b>38.00%</b>	<b>FRINGE BENEFIT RATE</b>				<b>38.00%</b>			
	<b>EMPLOYEE FRINGE BENEFITS</b>				<b>\$ 79,247</b>	<b>EMPLOYEE FRINGE BENEFITS</b>				<b>\$ 79,247</b>	<b>\$ 356,249</b>		
	<b>TOTAL SALARIES &amp; BENEFITS</b>					<b>\$ 287,792</b>	<b>TOTAL SALARIES &amp; BENEFITS</b>					<b>\$ 287,792</b>	<b>\$ 1,293,746</b>

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING



OPERATING DETAIL

<b>Document Date</b>	11/1/2024
<b>Provider Name</b>	Five Keys
<b>Program</b>	TAY Site at 42 Otis
<b>FSP Contract ID#</b>	1000034138
<b>Budget Name</b>	<b>Prop C/Homekey - Support Servi</b>

	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
<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
Office Supplies, Postage, staff supply	\$ 3,299	\$ 4,949	\$ 4,949	\$ 4,949	\$ 4,949	\$ 23,095
Staff Training	\$ 824	\$ 1,236	\$ 1,236	\$ 1,236	\$ 1,236	\$ 5,768
Cell Phone	\$ 1,236	\$ 1,854	\$ 1,854	\$ 1,854	\$ 1,854	\$ 8,652
Client Incentives	\$ 1,717	\$ 2,575	\$ 2,575	\$ 2,575	\$ 2,575	\$ 12,017
Client Travel	\$ 1,236	\$ 1,854	\$ 1,854	\$ 1,854	\$ 1,854	\$ 8,652
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 8,312</b>	<b>\$ 23,533</b>	<b>\$ 23,533</b>	<b>\$ 23,533</b>	<b>\$ 23,533</b>	<b>\$ 102,444</b>

<b>HSH #3</b>						<b>7/26/2022</b>
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**BUDGET NARRATIVE**

Fiscal Year

**Prop C/Homekey - Support Services**

FY24-25

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

<u>Salaries &amp; Benefits</u>	<u>Adjusted</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
Director of Housing	0.01	\$ 1,030	Oversight of all housing services, compliance, accountability for 8 HSH sites	0.01 FTE at \$154,500 salary
Deputy Director of Housing	0.01	\$ 900	Supports the Housing Director and ensures contract compliance and smooth operations by overseeing housing programs and services to ensure safe and accessible support for our residents. Deputy Director is on site 4 to 5 days a week actively engaging with residents and	0.01 FTE at \$135,000 salary
Director of Guest Services and Training	0.01	\$ 652	Ensures that all residents are treated with excellent customer services, and supervises activities coordinator, resolving resident complaints and is accountable for resident satisfaction.	0.01 FTE at \$97,850 salary
Director of Care Coordination	0.01	\$ 721	Oversight of all Care Coordination and exit planning, compliance, training.	0.01 FTE at \$108,150 salary
Care Coordinator Supervisor	0.67	\$ 33,335	Provides care coordination, supervision of Care Coordinators and ensures compliance of 1:15 ratio to TAY units	.45 FTE @\$75,000
Care Coordinator	1.00	\$ 44,029	Provide case management services to chronically homeless youth tenants with the primary goal of maintaining housing stability, connecting with resources to make progress towards goals, provide benefits advocacy to assist tenants with obtaining and maintaining benefits.	\$31.75/hr x 2080
Peer Coordinator	0.67	\$ 22,650	Engage and organize tenants, plan activities related to program goals for tenants, coordinate client workshops and events, perform quality assurance for services.	24.5/hr x 2080
<b>TOTAL</b>	<b>2.37</b>	<b>\$ 103,317</b>		
<u>Employee Fringe Benefits</u>		\$ 39,261	Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of	
<b>Salaries &amp; Benefits Total</b>		<b>\$ 142,578</b>		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -		
Office Supplies, Postage, staff supply	\$ 3,299	Supplies necessary for administrative tasks, paper, binders, labels, clipboards,	
Building Maintenance Supplies and Repair	\$ -		
Printing and Reproduction	\$ -		
Insurance	\$ -		
Staff Training	\$ 824	Providing ongoing training to staff to improve performance and knowledge	
Staff Travel-(Local & Out of Town)	\$ -		
Rental of Equipment	\$ -		
Resident Supplies	\$ -	\$600 per month on resident activities	
Cell Phone	\$ 1,236	cell phone for case managers and peer manager	3 x \$50/month x 9 = \$1,350
Client Incentives	\$ 1,717	\$200 per month for tenant incentives (items used to keep rooms cleaned,	200 per month
Client Travel	\$ 1,236	transport to appointments etc (last minute urgent appointments we may use lyft if	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 8,312</b>		
<b>Indirect Cost</b>	<b>15.0%</b>	<b>\$ 22,633</b>	



DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING  
 APPENDIX B-1, 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#	1000034138		
Action (select)	New Agreement		
Effective Date	11/1/2024		
Budget Name	Prop C - Start Up		
	Current	New	20%
Term Budget	\$ -	\$ 26,130	
Contingency	\$ -	\$ 326,350	
Not-To-Exceed	\$ -	\$ 1,958,099	

	Year 1	All Years
	11/1/2024 - 6/30/2025	11/1/2024 - 6/30/2029
	New	New
<b>Expenditures</b>		
Other Expenses (Not subject to indirect %)	\$ 26,130	\$ 26,130
Capital Expenditure	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 26,130</b>	<b>\$ 26,130</b>
<b>HSH Revenues (select)</b>		
Homekey - One-time Start-up	\$ 26,130	\$ 26,130
<b>Total HSH Revenues</b>	<b>\$ 26,130</b>	<b>\$ 26,130</b>
<b>Total HSH + Other Revenues</b>	<b>\$ 26,130</b>	<b>\$ 26,130</b>
Rev-Exp (Budget Match Check)	\$ -	\$ -

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Template last modified **7/26/2022**

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

OPERATING DETAIL

Document Date	11/1/2024
Provider Name	Five Keys
Program	TAY Site at 42 Otis
FSP Contract ID#	1000034138
Budget Name	<b>Prop C - Start Up</b>

	Year 1	All Years
	11/1/2024 - 6/30/2025	11/1/2024 - 6/30/2029
	New	New
	Budgeted Expense	Budgeted Expense
<u>Operating Expenses</u>		\$ -

<u>Other Expenses (not subject to indirect cost %)</u>		
Computers, Software and Equipment	\$ 3,003	\$ 3,003
Cell Phone - go phone	\$ 200	\$ 200
Phone Installation	\$ 4,334	\$ 4,334
Cleaning/Janitorial Supplies - Start Up	\$ 1,369	\$ 1,369
Staff Supplies, First Aid Kits/Medical Supplies/Uniform -	\$ 3,032	\$ 3,032
Welcome baskets	\$ 14,192	\$ 14,192
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 26,130</b>	<b>\$ 26,130</b>
<b>HSH #3</b>		<b>7/26/2022</b>

**BUDGET NARRATIVE**

**Fiscal Year**

11/1/2024

FY24-25

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

Employee Fringe Benefits	\$ -	Includes FICA, SSUI, Workers Compensation and Medical
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<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Computers, Software and Equipment	\$ 3,003	laptops for Care Coordinators (2) and Property Manager	3 Laptops x \$600, \$900 printer and 200 x 1
Cell Phone - go phone	\$ 200	to purchase the cell phone used as a go phone	
Phone Installation	\$ 4,334	based on prior site phone system set up for the facility	4334 all inclusive - phones in offices
Cleaning/Janitorial Supplies - Start Up	\$ 1,369	Program staff cleaning supplies and initial equipment (cleaning products and supplies to maintain offices and common areas during programmatic operations - i.e. community workshops, events, etc)	Approx \$548 for cleaning supplies and \$821 for cleaning equipment
Staff Supplies, First Aid Kits/Medical Supplies/Uniform - St	\$ 3,032	AED defibrillator, wall mounting cabinet, first aid kit, PPE, Cut-Resistant, Hypodermic Needle Protective gloves, Uniforms, staff Radios,	AED \$1,615; wall mount \$122; first aid \$40; PPE Gloves, masks, hand sanitizer, and full coveralls for janitors to clean if we have positive on site \$600; uniforms \$25 for 4 staff @ 3 shirts each \$500; Cut-Resistant, Hypodermic Needle Protective lgloves \$50 x 1; Staff radios \$100; = \$2,827 plus tax = \$3032
Welcome baskets	\$ 14,192	Welcome basket kits consisting of essential housing items for 24 new tenants given at the time of move-in. Welcome baskets include kitchenware, cleaning supplies, bedding, eating utensils, etc.	\$591 per basket x 24 tenants = \$14,192
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 26,130</b>		