



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

Department of Benefits  
and Family Support

Department of Disability  
and Aging Services

Office of Early Care  
and Education

P.O. Box 7988  
San Francisco, CA  
94120-7988  
[www.SFHSA.org](http://www.SFHSA.org)



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

**MEMORANDUM**

**TO:** DISABILITY AND AGING SERVICES COMMISSION

**THROUGH:** KELLY DEARMAN, EXECUTIVE DIRECTOR

**FROM:** CINDY KAUFFMAN, DEPUTY DIRECTOR  
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS DS  
EL

**DATE:** WEDNESDAY MAY 4, 2022

**SUBJECT:** GRANT MODIFICATION: THE ARC SF (NON-PROFIT) FOR PROVISION OF SUPPORTIVE EMPLOYMENT SERVICES

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
<b>GRANT TERM:</b>	01/01/21- 06/30/23	05/01/22- 6/30/22	01/01/21- 06/30/23		
<b>GRANT AMOUNT:</b>	\$286,495	\$40,000	\$326,495	\$32,650	\$359,145
<b>ANNUAL AMOUNT:</b>	<u>FY 21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>		
	\$61,960	\$152,275	\$112,260		
<b>Funding Source</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
	\$326,495			\$32,650	\$359,145
<b>FUNDING PERCENTAGE</b>	100%				100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant with The ARC SF for the period of May 1, 2022 through June 30, 2022 in the additional amount of \$40,000 plus a 10% contingency for a revised total amount not to exceed \$359,145. The purpose of this modification is to meet increased demand for the Supportive Employment Services program.

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### **Background**

The ARC San Francisco (ARC SF) is a non-profit organization that provides employment opportunities for adults with developmental disabilities. The ARC SF has provided this service to the Human Services Agency sites (which includes DAS) since 2006, as a part of its policy decision to create employment opportunities for people with developmental disabilities, in line with the Agency's mission to foster clients' economic success. These are services to train and provide work experience to adults with developmental disabilities so that they may graduate to unassisted employment. Around 2015, the Supportive Employment Services program came under the management of DAS, in order to receive additional analyst support. The supported work services fit well into the DAS portfolio with the other employment service programs focused on older adults and adults with disabilities.

### **Services to be Provided**

The ARC SF will recruit, train, supervise, and support ARC SF participants. By providing supportive work and training, the participants will not only receive an economic benefit but experience increased integration, inclusion, and knowledge in a work setting. ARC SF staff will be responsible for creating supported employment opportunities at the following locations:

- 1235 Mission Street
- 1440 Harrison Street
- 170 Otis
- 1650 Mission St
- 3801 3<sup>rd</sup> St
- 3120 Mission Street

The ARC SF has agreed to work with HSA/DAS for changes to operating sites including development of new sites for services.

### **Modification**

The additional funding that is being requested is to meet the increased demand for the services for the rest of FY 21-22. The need for this service was higher than originally anticipated for the year, and this funding will help maintain services at a level that HSA requests and the grantee is prepared to deliver. This funding also helps DAS avoid having to reduce hours.

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Under this modification, the ARC SF will provide an additional 940 service hours (New Goal: 3,580 service hours; Previous Goal: 2,640 service hours).

The ARC SF will also provide an additional 279 hours of on-site supervision to the ARC participants (New Goal: 1,176 on-site supervision hours; Previous Goal: 897 service hours).

### **Selection**

Grantee was selected through Request for Proposals #883, which was issued in August 2020

### **Funding**

Funding for this grant is provided through County General Funds

### **ATTACHMENTS**

Appendix A-2, Scope of Services

Appendix B-2, Budget

**APPENDIX A-2 – SERVICES TO BE PROVIDED BY GRANTEE  
THE ARC SAN FRANCISCO  
SUPPORTIVE EMPLOYMENT SERVICES  
Effective January 1, 2021 to June 30, 2023**

**I. Purpose**

These services are to create employment opportunities for people with developmental disabilities and to advance inclusionary employment practices. The program trains, places, and supervises participants in janitorial and recycling services, so that they may graduate to unassisted employment. Service sites will include Human Service Agency work settings.

**II. Definitions**

Adult with a Disability	Person 18-59 years of age living with a disability.
CA GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake and assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing Online System
City	City and County of San Francisco, a municipal corporation
DAS	Department of Disability and Aging Services, a Division of HSA
Developmental Disability	Developmental disability refers to a severe and chronic disability that is attributable to a mental or physical impairment that begins before an individual reaches adulthood. These disabilities include intellectual disability, cerebral palsy, epilepsy, autism, and disabling conditions closely related to intellectual disability or requiring similar treatment.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: Activities of Daily Living (ADL), and Instrumental Activities of Daily Living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Grantee	The ARC San Francisco
HSA	Human Services Agency of City and County of San Francisco
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).

### III. Eligibility for Services

- A resident of San Francisco
- Aged 18 or older with a developmental disability
- A participant of The ARC San Francisco programs

### IV. Location and time of Service

The ARC San Francisco main office is at 1500 Howard Street, San Francisco, CA, 94103 and open during regular business hours.

The ARC San Francisco Employment Services program currently has six sites. Work hours vary depending on the needs of the specific site and the employees. Work hours shall be negotiated by Grantee and work site staff and depend on the needs of the site.

Current work sites include:

- 1235 Mission Street
- 1440 Harrison Street
- 170 Otis Street
- 1650 Mission Street
- 3801 3<sup>rd</sup> Street
- 3120 Mission Street

The ARC San Francisco also agrees to work with HSA/DAS for changes to operating sites including development of new sites for services.

### V. Description of Services

The Grantee will develop and provide employment opportunities for adults with developmental disabilities; train, place, and supervise program participants; and establish a stable and reliable workforce to complete services as listed below. Through their participation in this program, participants will have continued employment and engagement in a work setting, experience increased integration and inclusion in a work setting, and receive the economic benefit of a regular income.

The Grantee will provide some or all of the following services depending on work site need:

1. Janitorial services including (but not limited to): gather trash, dust mop, spot mop and replace liners in trash cans; wipe/spray with cleaning solvent restrooms, toilets, counter-tops, and mirrors; dust and spot mop restrooms and restock restroom supplies; wipe/spray and restock portable toilet; wipe microwave; wet mop or vacuum offices and classrooms; clean windows; wipe down computers and keyboards.
2. Sort and consolidate materials, cleaning up office supplies and make them available for re-use by the Department or non-profit agencies, i.e. binders, in/out trash.
3. Provide assistance with mailroom overflow, as requested by the work site.
4. Provide workers and supervision sufficient to perform the above services.
5. Train, supervise, and maintain daily quality control for the work performed by program participants and provide all employees with all entitled benefits; process wages, fringe benefits, and workers compensation for supervisor and participants.
6. Follow the HSA work holiday schedule.
7. Maintain communication with Human Service Agency site managers.

\*\*\*Grantee shall continue to follow guidance or instructions from health care providers, the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments relating to COVID-19. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, provider should follow the strictest requirements. These requirements shall be followed with the intent to maximize the health and safety of Grantee staff and clients receiving services.

## VI. Objectives

### *Service Objectives*

On an annual basis Grantee will be required to follow specific service objectives that measure the quantity, quality and other aspects of the services provided:

#### *FY 2021*

- Grantee will serve 20 unduplicated program participants (individuals filling the jobs)
- Grantee will provide 1,549 service hours (hours worked by the participants)
- Grantee will provide 516 hours of on-site supervision and coaching by ARC staff

#### *FY 2021-2022*

- Grantee will serve 20 unduplicated program participants (individuals filling the jobs)
- Grantee will provide 3,580 service hours (hours worked by the participants)
- Grantee will provide 1,176 hours of on-site supervision and coaching by ARC staff

#### *FY 2022-2023*

- Grantee will serve 20 unduplicated program participants (individuals filling the jobs)
- Grantee will provide 3,742 service hours (hours worked by the participants)
- Grantee will provide 1,234 hours of on-site supervision and coaching by ARC staff

### *Outcome Objectives*

On an annual basis the Grantee will be required to meet specific outcome objectives that demonstrate and measure the impact, outcomes, and/or results of the service:

- At least 80% of program participants will have continued employment of at least 8 months, either through this program or a combination of this program and other similar programs.
- 100% of program participants will have individualized and measurable goals focused on worksite independence building (as documented by individual service plans).
- 100% of participants will learn basic employability skills (as documented by individual service plans).

## VII. Reporting Requirements

Grantee will provide various reports during the term of the grant agreement.

A. The grantee will enter into the CA Getcare all required consumers' data.

- B. The grantee will enter into the CA Getcare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
- C. Monthly, Quarterly and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department Staff.
- D. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section V and VI - Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system.
- F. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by DAS/HSA. The due dates for submitting the summary reports are January 10 (for July 1 – December 31 data) and July 10 (for January 1 – June 30 data)
- G. Grantee shall develop and deliver ad hoc reports as requested by HSA.
- H. Apart from reports with specific instructions above, all other reports and communications should be sent to the following addresses:

Justin Chico  
Management Assistant  
DAS, Office of Community Partnerships  
Justin.Chico@SFgov.org

Patrick Garcia  
Contract Manager  
Office of Contract Management  
Patrick.Garcia@SFgov.org

### VIII. Monitoring Activities

- A. Program Monitoring: Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; board of director list; and whether services are provided appropriately according to Sections IV, VI, and VII.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

### Appendix B-2 – Calculation of Charges

- I. The Department agrees to pay the Grantee a flat unit rate of **\$40.00** per client hour from January 1, 2021 to June 30, 2021; **\$42.54** per client hour from July 1, 2021 to June 30, 2022; **\$30.00** per client hour from July 1, 2022 to June 30, 2023. This unit rate includes client wages and benefits.

FY	Rate	Hours	Grant Amount
01/01/2021 – 06/30/2021	\$40.00*	1,549	\$61,960
07/01/2021 – 06/30/2022	\$42.54*	3,580	\$152,275
07/01/2022 – 06/30/2023	\$30.00	3,742	\$112,260
Total			\$326,495

\*includes COVID PPE materials

- II. Client hours for each site will be negotiated by The ARC San Francisco and the worksite, and will depend on site need. Current sites include:

- 1235 Mission Street
- 1440 Harrison Street
- 170 Otis
- 1650 Mission St
- 3801 3<sup>rd</sup> St
- 3120 Mission Street

III. Total grant amount is: **\$326,495**

IV. Contingent amount up to **\$32,650** may be available at the City's sole and absolute discretion.

V. The total grant will not exceed **\$359,145** for the period between January 1, 2021 and June 30, 2023.