



**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)

**MEMORANDUM**

**TO:** HUMAN SERVICES COMMISSION

**THROUGH:** TRENT RHORER, EXECUTIVE DIRECTOR

**FROM:** ANNA PINEDA, DEPUTY DIRECTOR  
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS DS  
EZ

**DATE:** MAY 20, 2022

**SUBJECT:** AGREEMENT: STATE OF CALIFORNIA DEPARTMENT OF REHABILITATION (GOVERNMENT) TO PROVIDE VOCATIONAL REHABILITATION SERVICES AND TRAINING

**TERM** 7/1/22-6/30/25

<b>AMOUNT:</b>	<u>New</u>	<u>Contingency</u>	<u>Total</u>		
	\$171,849	\$17,185	\$189,034		

  

<b>ANNUAL AMOUNT</b>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 24/25</u>	<u>Contingency</u>	<u>Total</u>
	\$57,283	\$57,283	\$57,283	\$17,185	\$189,034

  

<b>Funding Source</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
<b>FUNDING:</b>	\$171,849			\$17,185	\$189,034
<b>PERCENTAGE</b>	100%				100%



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

The Department of Benefits and Family Support requests approval of a sole source waiver exemption and authorization to enter into a new agreement with the State of California Department of Rehabilitation to provide vocational rehabilitation services to HSA clients with disabilities, including clients of CAAP, CalWORKs, and CalFresh. The agreement will begin July 1, 2022 and end June 30, 2025, in an amount of \$171,849 plus a 10% contingency for a total amount not to exceed \$189,034.

## **Background**

The State of California Department of Rehabilitation (DOR) works in partnership with local counties to provide vocational rehabilitation services and advocacy resulting in employment, independent living, and equality for individuals with disabilities. DOR vocational rehabilitation staff will establish eligibility for services and develop Individual Plans for Employment with clients.

## **Services to be Provided**

In addition to serving continuing HSA clients, DOR rehabilitation counselors will open 50 new cases per year and have these clients assessed for disabilities based on the State rehabilitation criteria. New cases are opened either by referrals from HSA staff, or by clients that access DOR services directly and are verified by HSA as its clients.

For participants that complete the assessment process and have their disability established, the DOR Vocational Counselor develops with the clients an employment plan with appropriate DOR services. DOR will develop 40 new employment plans per year. Positive Resource Center (PRC) was selected as the subcontractor to DOR to provide support for job readiness and job placement to HSA clients. PRC counselors will assess each client's needs, help clients to complete tasks such as transportation to interviews, and assist them to prepare for, obtain, and retain employment. PRC staff helps to find suitable employment for clients.

Of the 33 clients per year expected to receive job placement services, 19 clients are expected to obtain and retain employment for 90 days or longer. PRC provides job coaching and facilitates workplace accommodations for client disabilities. Once hired, clients receive individualized follow-up to promote job retention.

## **Selection**

DOR is an approved exemption from the sole source process due to being a governmental entity per Admin Code 21G.3(a)(1).

## **Funding**

Funding for the cash match contribution is provided with City and County General Fund.

The agreement allows HSA to take advantage of the Department of Rehabilitation's match of \$3.69 for every \$1 contributed by a local agency such as HSA. The cash match contribution from HSA of \$171,849 to DOR allows DOR to use \$634,954 of available funding from the federal Rehabilitation Services Administration (RSA).

## **ATTACHMENTS**

Appendix A – Services to be Provided

Appendix B – Budget

Sole Source memo

## **Appendix A -Services to be Provided**

City & County of San Francisco, Human Services Agency (HSA)  
& Department of Rehabilitation (DOR), San Francisco District  
July 1, 2022 – June 30, 2025

### **I. Introduction**

The Department of Rehabilitation (DOR) and Human Services Agency (HSA) will combine both staff and financial resources to provide an integrated program of vocational rehabilitation services for individuals with disabilities who are eligible to receive services from both DOR and HSA (hereinafter referred to as “mutual participants” or “DOR participants”). The services are designed to prepare for, secure, retain, advance in, or regain employment that is consistent with the individual’s unique strengths, resources, priorities, concerns, abilities, capabilities, interest, and informed choice.

Employment services will be provided through DOR’s third-party case service provider, Positive Resource Center (PRC), and are designed to identify and prepare the cooperative program consumers with the services necessary to secure and maintain competitive employment in agreement with their Individual Plan for Employment (IPE).

### **II. Definitions**

DOR	Department of Rehabilitation
HSA	Human Services Agency, City and County of San Francisco
IPE	Individual Plans for Employment
PRC	Positive Resource Center

### **III. Target Population**

The target population are individuals with disabilities who have been determined eligible to receive services from both DOR and HSA.

### **IV. Description of Services**

- A. Complete intake and eligibility determination process for the individuals referred by HSA.
- B. Provide counseling and guidance and develop an Individualized Plan for Employment (IPE) in collaboration with the DOR participant consistent with the individual’s strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.
- C. Provide vocational rehabilitation services consistent with the individual’s strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

Services may include, but are not limited to the following:

- Intake

- Employment Preparation - development of job search techniques and appropriate work-related behaviors that will enhance the participant's employability
- Job Development and Placement - assistance in the development of job search skills, coordination of job search activities, and identification of appropriate job openings
- Employment Retention - designed to support DOR participants and employers in achieving a successful employment outcome and in meeting DOR's criteria for case closure

D. DOR Counselors will maintain ongoing communication with HSA staff to provide client status reports.

**V. Service Objectives**

On an annual basis, Grantee will:

- A. Serve 70 HSA/DOR participants
- B. Enroll 50 HSA/DOR participants
- C. Develop new IPEs for 40 HSA/DOR participants

**VI. Outcome Objectives**

On an annual basis, Grantee will:

- A. 33 HSA/DOR participants enrolled will receive employment preparation, job development, placement and follow-up services.
- B. 23 HSA/DOR participants enrolled will be placed in jobs consistent with their IPE goals
- C. 19 HSA/DOR participants placed in jobs will receive employment retention services.

**VII. In-Service Training**

HSA and DOR staff, through collaboration meetings, will be cross-trained in the other agency's mission, goals, services and procedures at least twice per fiscal year.

**VIII. Reporting Requirements**

DOR will send monthly reports listing all the current HSA participants being served and their status and complete other reporting as requested by the City and County of San Francisco, HSA.

**IX. Contract Administrator/Program Coordinator**

Department of Rehabilitation

Liezel Taube  
455 Golden Gate Avenue  
Suite 7727  
San Francisco, CA 94102  
(415) 805-1285  
Liezel.Taube@dor.ca.gov

Human Services Agency

Christina Iwasaki  
170 Otis Street, 3rd Floor  
San Francisco, CA 94103  
(415) 557-6261  
Christina.Iwasaki@sfgov.org

**Appendix B – Calculation of Charges****PROGRAM BUDGET SUMMARY**

July 1, 2022 – June 30, 2025

<b>PROGRAM INCOME</b>	<b>FY22/23</b>	<b>FY23/24</b>	<b>FY 24/25</b>	<b>TOTAL</b>
<b>HSA SHARE</b>	<b>\$57,283</b>	<b>\$57,283</b>	<b>\$57,283</b>	<b>\$171,849</b>
HSA contribution/ cash match must come from non-federal funds. The source of funding for the HSA cash contribution/cash match is SF County general funds.				
Department of Rehabilitation share	\$211,651	\$211,651	\$211,651	\$634,953
<b>TOTAL BUDGET</b>	<b>\$268,934</b>	<b>\$268,934</b>	<b>\$268,934</b>	<b>\$806,802</b>
=====				
<b>PROGRAM COSTS</b>	<b>FY22/23</b>	<b>FY23/24</b>	<b>FY 24/25</b>	<b>TOTAL</b>
DEPARTMENT OF REHABILITATION Rehabilitation Counselor (1.00 FTE)	\$110,377	\$110,377	\$110,377	\$331,131
Case Services (Individual Client Expenses)	\$68,242	\$68,242	\$68,242	\$204,726
Positive Resource Center	\$90,315	\$90,315	\$90,315	\$270,945
<b>TOTAL COSTS</b>	<b>\$268,934</b>	<b>\$268,934</b>	<b>\$268,934</b>	<b>\$806,802</b>



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Date: May 13, 2022  
To: Dan Kaplan, Deputy Director, HSA  
From: Esperanza Zapien, Director of Contracts, HSA  
RE: Sole Source Waiver Exemption request – CA State Department of Rehabilitation

The Human Services Agency (HSA), on behalf of the Workforce Development Division (WDD), respectfully requests the approval of the attached exemption of the sole source waiver form for the California State Department of Rehabilitation (DOR) for the provision of vocational rehabilitation services and training. This agreement will allow the HSA to take advantage of the DOR’s match of \$3.69 for every \$1 contributed by a local agency such as HSA. The cash match contribution from HSA of \$171,849 to DOR allows DOR to use \$634,954 available to DOR from the Federal Rehabilitation Services Administration (RSA)

Per Administrative Code Section 21.G, Granting Agencies shall award all Grants through an open and competitive process under Sections 21G.4, 21G.5, and 21G.6, except for Grants (1) to a governmental entity for programs, activities, or services that can be practically performed only by that particular entity, (2) made to a specific entity as required to comply with applicable law or contract, or as a result of the requirements of the funding source, (3) made for improvement to property by a property owner, or (4) awarded on a sole source basis pursuant to Section 21G.8.

California State Department of Rehabilitation is considered a governmental entity. Therefore, when a grant is to a governmental entity for programs, activities, or services that can be practically performed only by that particular entity, then per the City Purchaser’s Administrative Code Chapter 21G Rules and Regulations, a waiver request form is not needed.



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

WDD is proposing the following:

Request: To enter into a three (3) year sole source grant with California State Department of Rehabilitation
Reason for this Request: Admin Code 21G.3(a)(1): Grants to a governmental entity for programs, activities, or services that can be practically performed only by that particular entity.
Justification for Sole Source Exemption: California State Department of Rehabilitation is considered a governmental entity.
Brief description of services:  At each fiscal year during the FY19-22 contract term, DOR will serve 70 unduplicated continuing clients; in addition, DOR rehabilitation counselors will open 50 new cases per year and have these clients assessed for disabilities based on the State rehabilitation criteria. New cases are opened either from referrals from DHS staff or



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clients that access DOR services directly and are verified by DHS as its clients. For participants that complete the assessment process and have their disability established, the DOR Vocational Counselor develops with the participants an employment plan with appropriate DOR services.
Duration: July 1, 2022 through June 30, 2025
Compliance: The grantee meets City requirements for contracting.

Approved                       Disapproved

DocuSigned by:

*Dan Kaplan*

5/12/2022

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Dan Kaplan, Deputy Director of Administration and Finance