



**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**

<b>TO:</b>	HUMAN SERVICES COMMISSION										
<b>THROUGH:</b>	TRENT RHORER, EXECUTIVE DIRECTOR										
<b>FROM:</b>	JOAN MILLER, DEPUTY DIRECTOR OF FAMILY & CHILDREN'S SERVICES ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS <span style="float: right; border: 1px solid black; padding: 2px;">DS EL</span>										
<b>DATE:</b>	MAY 20, 2022										
<b>SUBJECT:</b>	<b>NEW GRANT: SAN FRANCISCO UNIFIED SCHOOL DISTRICT (NON-PROFIT) TO PROVIDE FOSTER YOUTH SERVICES</b>										
<b>GRANT TERM:</b>	7/1/2022 – 6/30/2026										
<b>GRANT AMOUNT:</b>	<table border="0"> <tr> <td><u>New</u></td> <td><u>Contingency</u></td> <td><u>Total</u></td> <td></td> <td></td> </tr> <tr> <td>\$961,630</td> <td>\$96,163</td> <td>\$1,057,793</td> <td></td> <td></td> </tr> </table>	<u>New</u>	<u>Contingency</u>	<u>Total</u>			\$961,630	\$96,163	\$1,057,793		
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<b><u>Funding Source</u> FUNDING:</b>	<table border="0"> <tr> <td><u>County</u></td> <td><u>State</u></td> <td><u>Federal</u></td> <td><u>Contingency</u></td> <td><u>Total</u></td> </tr> <tr> <td>\$961,630</td> <td>\$0</td> <td>\$0</td> <td>\$96,163</td> <td>\$1,057,793</td> </tr> </table>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>	\$961,630	\$0	\$0	\$96,163	\$1,057,793
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\$961,630	\$0	\$0	\$96,163	\$1,057,793							
<b>PERCENTAGE:</b>	100%										

The Department of Benefits and Family Support (BFS) requests approval of a sole source waiver exemption and authorization to enter into a grant with the San Francisco Unified School District for the period of July 1, 2022 through June 30, 2026, in an amount of \$961,630 plus a 10% contingency for a total amount not to exceed \$1,057,793. The purpose of the grant is to improve the school attendance, academic performance, and academic achievement of school aged children who are court dependents of San Francisco County.

### **Background**

Effective in January 2004, Assembly Bill 490 (Chapter 862, Statutes of 2003) established key provisions supporting the educational opportunities within the best interest of the children in foster care. The passage of Assembly Bill 854, in October of 2015, further clarified the requirements of operating an FYSCP.

Based on the similar mission of FYSCP and SFHSA-FCS a natural collaboration was established for serving the foster youth in the City and County of San Francisco and this Grant Plan is intended to ensure all of the San Francisco County foster youth receive support for educational opportunities, in accord with Education Code section 42921, 48853.5, and 49069.5.

The purpose of this collaboration is to improve the school attendance, academic performance, and academic attainment of school-aged youth who are court-dependents of San Francisco County. This program will improve the coordination between the San Francisco Human Services Agency and San Francisco Unified School District around developing educational plans and educational interventions to support dependent youth in meeting their full educational potential.

### **Services to be Provided**

SFUSD will continue to provide a comprehensive program of educational support for students involved in San Francisco's child welfare system and attending school in SFUSD. These services include promoting consistent attendance at school; referring youth to services including mentoring, tutoring, and transition services; facilitating the prompt transfer of educational records between educational institutions when placement changes are necessary; facilitating education-related communication between members of the Child and Family team; and providing trainings to SFUSD and HSA staff to increase knowledge related to foster youth education needs and services.

### **Location and Time of Services**

SFUSD Foster Youth Services will co-locate with identified office hours at three HSA sites (170 Otis, 3801 3rd, 3120 Mission) weekly for the provision of educational planning services, case consultation and

coaching. Services will be provided at San Francisco Unified School District sites and in community locations, including the homes of parents/guardians, as needed. Consultation for all matters is also available over the phone or email with any FYSCP staff and the HSA Education Liaison outside of the scheduled office hours. Some services are for SFUSD students only, and referrals to out-of-county contacts are made as applicable.

**Selection**

Grantee selected by Sole Source Waiver under Administrative Code 21G.3(a)(1) grants to a governmental entity for a public purpose, approved April 13, 2022.

**Funding**

Funding for this grant is provided entirely by City and County General Funds.

**ATTACHMENTS**

Appendix A – Services to be Provided

Appendix B – Budget

**Appendix A -Services to be Provided  
San Francisco Unified School District  
Foster Youth Services Coordinating Program  
July 1, 2022 through June 30, 2026**

**I. Purpose of Services**

The SFUSD operates the Foster Youth Services Coordinating Program (FYSCP) and is responsible for providing services in accordance with Education Code section 42920-26. Under this direction **SFUSD** has contracted to serve pupils in foster care within the City and County of **SAN FRANCISCO**. The San Francisco Human Services Agency / Family & Children's Services (SFHSA/FCS) is responsible for ensuring the safety, permanence and well-being of children and youth that become involved in the child welfare system.

Effective in January 2004, Assembly Bill 490 (Chapter 862, Statutes of 2003) established key provisions supporting the educational opportunities within the best interest of the children in foster care. The passage of Assembly Bill 854, in October of 2015, further clarified the requirements of operating an FYSCP.

Based on the similar mission of FYSCP and **SFHSA-FCS** a natural collaboration was established for serving the foster youth in the City and County of **SAN FRANCISCO** and this Grant Plan is intended to ensure all of the **SAN FRANCISCO** County foster youth receive support for educational opportunities, in accord with Education Code section 42921, 48853.5, and 49069.5.

The purpose of this collaboration is to improve the school attendance, academic performance, and academic attainment of school-aged youth who are court-dependents of San Francisco County. This program will improve the coordination between the San Francisco Human Services Agency and San Francisco Unified School District around developing educational plans and educational interventions to support dependent youth in meeting their full educational potential.

**II. Target Population**

The grant will assist school-aged San Francisco dependent youth, including family maintenance and out-of-home youth attending school in San Francisco

**III. Definitions**

Grantee – FYSCP / SFUSD	Foster Youth Services Coordinating Program , San Francisco Unified School District
SFHSA	San Francisco Human Services Agency (also HSA)
FCS	Family & Children Services Division of the San Francisco Human Services Agency
PSW	Protective Services Worker

Out-of-Home Care	A type of child welfare involvement in which children are placed in the home of a relative, a foster parent, or in a group home
Family Maintenance Case	Parents who are actively working to address identified risk-factors with the goal of preventing future harm, increasing protective capacity and promoting well-being of their child / children.
Family Reunification Case	Parents who are actively pursuing reunification with their children through a child welfare case plan.
Youth with Attendance and Academic Performance Issues	Any SFUSD enrolled, dependent youth who has missed 10 or more days of school in the spring semester of the previous school year or in the current school year  AND/OR  Any SFUSD enrolled, dependent youth with a cumulative GPA of fewer than 2.0 in the current school year.
1145 Form AB 490 Notification Letter (Receiving)	An FCS form that notifies the school district of placement and school changes
1143 Form Education Action Plan	An FCS form, completed during teaming meetings, that captures steps for school age children / youth with proposed placement change
1144 Form AB 490 Notification Letter (Sending)	An FCS form that notifies the school district of placement and school changes
HSA Linked	Child Welfare Case: Active FCS cases in which: 1. The child has been the subject of a child abuse referrals and 2. The primary plan is to sustain the family relationships.

#### IV. Services to be Provided

##### A. Staffing

**SFUSD provides .6 FTE funding and HSA will match 0.4 FTE funding for up to four (4) FYSCP positions:**

- Two Education Liaisons
- One Administrative Assistant
- One Foster Youth Services Coordinator

**B. Education Planning / Case Consultation / Coaching** (*FYSCP Staff Roles & Responsibilities*)

Provide regular, case-specific consultation and coaching for FCS staff in order to assist them in working effectively with schools, care providers and other professionals to meet educational outcomes. Activities will include but not be limited to:

- Linkages to SFUSD school site staff and out-of-county FYSCP Coordinators
- Strategizing interventions regarding truancy, behavior, and academic progress
- School of origin issues
- Enrollment support and consultation
- School change and transitions
- Transcript analysis (First Tuesdays on site at 170 for SFUSD students or upon request)
- Scheduling home visits
- Graduation requirements and progress
- Amended graduation requirements
- Transfer of records
- Post-Secondary Transition Planning
- Attendance at IEPs
- Navigating the IEP Process
- Referral to ombudsperson for assignment of educational surrogate
- Educational Rights Holders Consultation

**C. Staff Training will include:**

- Presentations at FCS Unit & Section Meetings
- Semi-Annual Trainings / Education Summit / 2 – ½ Day Sessions focused on K-12 Education Planning / FYSCP – Everything You Need to Know”

**D. Educational Support**

Provide the following types of educational support, as described in Education Code section 42921 to pupils in foster care. For the purposes of FYSCP, pupils in foster care are defined as stated in paragraph (b) of Education Code section 42238.01.

1. Working with **SF-HSA FCS** to ensure no duplication of activities to serve foster youth;
2. Working with **SF-HSA FCS** to minimize changes in school placement;
3. Supporting local education agencies in facilitating the prompt transfer of educational records between educational institutions when placement changes are necessary, ensure transfers are

done at an educationally appropriate time, ensure appropriate partial credits are awarded and the pupil in foster care is quickly enrolled in classes;

4. ***As permitted by law, providing education-related information*** to SF-HSA FCS to assist in delivering services to foster children, including, but not limited to, educational status and progress information required for inclusion in court reports by Welfare and Institutions Code (WIC) section 16010;
5. Responding to requests from the juvenile court for information and working with the court to ensure the delivery or coordination of necessary educational services;
6. ***Working to obtain, identify, and refer children to mentoring, tutoring, vocational training, and other services*** designed to enhance the educational prospects of foster children;
7. ***Facilitating communication between the educational rights holder, foster care provider, the teacher, and any other school staff or education service providers*** for the child;
8. Sharing information with the foster care provider regarding available training programs that address education issues for children in foster care;
9. Referring caregivers and educational rights holders of foster youth who have special education needs to special education programs and services;
10. ***Referring foster youth to services*** that meet local needs identified through collaborative relationships and local advisory groups, which may include, but shall not be limited to, all of the following:
  - a. Mentoring
  - b. Counseling
  - c. Transitioning services
11. Provide case consultation assistance to support the development ***Individualized Education Programs***, in accordance with the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 *et seq.*), and access to special education services;
12. Establishing collaborative relationships and local advisory groups;
13. Establishing a mechanism for the ***efficient and expeditious transfer of education records and the Health and Education Passport***;
14. ***As permitted by law, providing regular updates*** on the status, grades, and performance of SAN FRANCISCO County foster youth, including but not limited to Section 504 agreements, ***Individual Education Plans and evaluations***; and
15. ***Tracking data and reporting on outcomes*** within the time schedule established in joint agreement with SF-HSA FCS

#### **E. Chronic Absence Interventions**

**Provide the following interventions and supports to promote consistent attendance at school and address chronic absence:**

- Consistently monitor attendance for all FCS youth in SFUSD, to support early intervention as attendance issues develop

- Includes early identification of youth who experience declines in attendance, or who are chronically absent (monthly report)
- For chronically absent youth, closely monitor historic and ongoing attendance data to identify possible trends, which will guide implementation of supports and interventions
- For chronically absent youth, assign an education liaison to engage in the following interventions, as appropriate:
  - Send a notification letter/e-mail to PSW, school social worker, caregiver, and education rights holder
  - Engage caregiver, education rights holder, classroom teacher, and PSW to identify potential causes of attendance issues and brainstorm potential solutions
  - Develop a plan with specific goals to address attendance issues
    - Plan should be developed in collaboration with school staff, classroom teacher(s), School Attendance Review Team, caregiver, education rights holder, and student
  - Connect youth and families to school- and community-based resources that can support consistent attendance
  - Participate in School Attendance Review Board Meetings
- Convene and participate in a case consult and/or Administrative Review. Invitees should include the PSW, caregiver (as appropriate), education rights holder, youth (as appropriate), teacher(s), and other school staff.
- Praise youth who show improvements in attendance, and build on those youth's improvements and strengths with respect to attendance
- Identify system-wide patterns in attendance issues, and bring those issues to the education workgroup for discussion and problem-solving

#### **F. School Transition & Stability**

SFUSD FYSCP will work with the families and PSWs of youth who are transitioning between schools in order to facilitate the transfer of school records within two business days upon receipt of the 1144 form.

SFUSD FYSCP will evaluate youth transcripts to ensure full and partial credits are reflected on one transcript for all current and previously attended schools.

#### **G. Data Sharing**

As noted in Section 12.1 (“Proprietary or Confidential Information”) of this Grant Agreement, the disclosure of student information is subject to state and federal law. The provisions of this Section III.G (“Data Sharing”), and any other data sharing requirement of this Agreement, shall apply only to the extent permitted by laws applicable to the confidentiality of students’ educational records. Any data disclosure requirement of this Section IV.2., or any other data sharing requirement of this Agreement, that does not comply with applicable law shall be deemed stricken as a requirement of this Agreement. Subject to the foregoing, SFHSA seeks the following student data from the Grantee during the academic school year for all dependent youth enrolled at SFUSD schools: (i) develop a system for sharing detailed attendance data on monthly basis and school performance data on a semester basis with FCS “SFUSD Foster Youth Services DASHBOARD”; Upon request, letter grades



or equivalent indicators of academic performance can be provided for identified secondary or elementary foster youth respectively.

(ii) The attendance data will show the exact days when the youth in care were absent, both prior to their child welfare involvement and after their child welfare involvement; (iii) The attendance data will distinguish between period absences and full day school absences; (iv) The attendance data will be sent the Human Services Agency electronically, via a mutually agreed-upon secure means of transmission such as secure file transfer protocol (secure FTP) or equivalent, and will show, for each youth in care, their grade point average, cumulative credits, letter grades for each course or equivalent indicators of academic performance at the elementary or secondary school level. The determination of what data may be provided to SF HSA under applicable law (including but not limited to CA Education Code Section 49076(a) (1) (N) and 1232 g (b) (1) (L)) shall be made by the Grantee, in consultation with Grantee's Legal Office and its office of Research, Planning and Accountability.

## V. Location and Time of Services

SFUSD Foster Youth Services will co-locate with identified office hours at three HSA sites (170 Otis, 3801 3<sup>rd</sup>, 3120 Mission) weekly for the provision of educational planning services, case consultation and coaching.

Services will be provided at San Francisco Unified School District sites and in community locations, including the homes of parents/guardians, as needed.

Consultation for all matters is also available over the phone or email with any FYSCP staff and the HSA Education Liaison outside of the scheduled office hours.

Some services are for SFUSD students only, and referrals to out-of-county contacts are made as applicable.

## VI. Annual Service and Outcome Objectives

- 1) For all SFUSD/FCS youth with identified attendance and academic performance problems, the Grantee will team with the PSW to identify needs and evidence-based interventions as documented in the Teaming Action Plan. FYSCP staff will capture and report out progress towards identified goals.
- 2) At least **35 youth will receive transcript evaluations** and as needed assistance with full and/or partial credit recovery.
- 3) **At least 80% of all youth who are transitioning out of a San Francisco school will have records transferred within two business days upon notification through the 1144 form.**
- 4) **By the end of the academic school year, no more than 25% of the child(ren) / youth in Family Maintenance status (e.g. Court) will receive a third truancy notice for truancy that occurred during the period services are provided and the case remains open while attending a SFUSD school.**

- 5) By the end of the academic school year, **no more than 25% of the dependent child(ren) / youth in out-of-home placements will receive a third truancy notice for truancy that occurred during the period of time services are provided and the case remains open while attending a SFUSD school..**
- 6) **At least 35% of high school students in the target population will have up to date transcripts** as a result of the transcript analysis provided by Foster Youth Services staff.

**VII. SFHSA - FCS agrees to:**

- 1) Provide space for co-location at main office (170 Otis) and outstation offices (3120 Mission and 3801 3rd Street)
- 2) Work in partnership with **SFUSD - FYSCP** to achieve the identified goals and outcomes;
- 3) Assign a lead staff person to coordinate issues, resolve problems, and facilitate the timely referral or notification of placement moves for eligible foster youth;
- 4) Work with the **SFUSD - FYSCP** to implement a jointly-developed process for the sharing/mutual exchange of information and data for all youth served pursuant to this MOU;
- 5) Facilitate and participate in joint problem solving with **SFUSD FYSCP** to address youth needs while partnering to establish target youth populations and prioritizing needs based on funding;
- 6) Provide a venue to leverage California Department of Education Foster Youth Services Coordinating Program funding to allow the claiming of Title IV-E allowable administrative costs; and
- 7) Work with **SFUSD FYSCP** to enhance educational involvement in the Transitional Independent Living Plan through a teaming process, e.g. GOALS, Child & Family Team meeting, etc.

**VIII. Grantee Reporting Requirements**

**A. Quarterly Reports**

- a. Grantee will provide quarterly reports that summarize progress toward service and outcome objectives. Quarterly progress reports are due 15 days after the completion of the period and will be submitted to the FCS Project Manager. Reports must include the following components:
- b. A statement describing progress towards meeting all of the service and outcome objectives outlined in this scope of work.
- c. To the extent permitted by law, a list of all of the youth who received transcript evaluation and credit recovery services, listing the number of credits they had before and after their transcripts were reviewed.
- d. To the extent permitted by law, a list of all of the youth who received truancy and academic interventions, indicating what services they received. A description of all intervention types should be included with the report.

- e. *To the extent permitted by law, a list of all of the youth who exited or entered a San Francisco school and a statement of how many school days elapsed between the date of receiving the 1144 form and the date their school records were transferred.*
- f. A time study documenting how funded FYSCP staff allocate their time to specific identified services. The time study should use an established time study method, as dictated by the San Francisco Human Services Agency. The time study should distinguish between time spent serving children in out-of-home care versus children in family maintenance status. The time study will align with similar expectations for PSWs, for 4 weeks in the mid-month of every quarter.

## **B. Annual Report**

- a. For each grant year, Grantee shall submit an annual report that provides data for the year ending June 30. This report shall provide cumulative results for each objective as outlined above.
- b. Annual reports are due August 31 after the end of the each grant year.
- c. All reports must be submitted electronically, unless, due to the confidential nature of the information contained in them, another, more secure means of transfer is called for, to:

Robin Love, Program Manager II, Family & Children’s Services, [Robin.Love@sfgov.org](mailto:Robin.Love@sfgov.org),

Casey Schutte, Sr. Analyst, Family & Children’s Services, [Casey.Schutte@sfgov.org](mailto:Casey.Schutte@sfgov.org)

Irina Kadantseva, Sr. Analyst, Family & Children’s Services, [Irina.Kadantseva@sfgov.org](mailto:Irina.Kadantseva@sfgov.org)

## **IV. Monitoring Requirements**

Program Monitoring: Consistent with Section III.H. (Data Sharing) above, the provisions of this Section VIII.A. (“Program Monitoring”) shall apply only to the extent permitted by laws governing the confidentiality of student records. Subject to the foregoing, Program Monitoring will include (i) a review of the Grantee’s progress in meeting its service and outcome objectives, (ii) a review of the Grantee’s written policies and procedures around how their services are provided; (iii) an assessment of the staffing qualifications of the positions funded through this grant; (iv) an overview of the Grantee’s recordkeeping protocols; (v) an assessment of the overall approach used by the Grantee; and (vi) an overview of how client data is protected. In addition, the parties understand and agree that the Grantee is an independent public agency and a political subdivision of the State of California. To the extent that any Program Monitoring requirement conflicts with the mandates or authority of the Grantee’s Board of Education, such requirement may be modified or deemed stricken as a requirement of this Agreement by written agreement of the parties as provided for herein.

**HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM**

Name <b>San Francisco Unified School District</b>					Term: <b>7/1/2022 - 6/30/2026</b>	
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
Program: <b>FCS/Foster Youth Services Coordinating Program 22-26</b>						
Program Term:		<b>7/1/22 - 6/30/23</b>	<b>7/1/23 - 6/30/24</b>	<b>7/1/24 - 6/30/25</b>	<b>7/1/25 - 6/30/26</b>	<b>Y1 - Y4</b>
	<b>FTE</b>	Original	Original	Original	Original	<b>Total</b>
<b>Expenditures (Salary Only)</b>						
Head Counselor	0.4	\$36,595	\$38,059	\$39,581	\$41,164	\$155,399
Parent & Community Coordinator	0.4	\$31,102	\$32,346	\$33,640	\$34,986	\$132,074
School Social Worker I	0.4	\$40,535	\$42,156	\$43,842	\$45,596	\$172,129
School Social Worker II	0.4	\$39,252	\$40,822	\$42,455	\$44,153	\$166,682
<b>Salaries Subtotal:</b>		<b>\$147,484</b>	<b>\$153,383</b>	<b>\$159,518</b>	<b>\$165,899</b>	<b>\$626,284</b>
Benefits		\$66,482	\$71,458	\$77,340	\$83,216	\$298,496
<b>Salaries &amp; Benefits Subtotal:</b>		<b>\$213,966</b>	<b>\$224,841</b>	<b>\$236,858</b>	<b>\$249,115</b>	<b>\$924,780</b>
Indirect Percentage (%)		3.75%	3.90%	4.05%	4.20%	
Indirect Cost (Line 16 X Line 15)		\$8,024	\$8,769	\$9,593	\$10,463	\$36,848
<b>Total Expenditures</b>		<b>\$221,991</b>	<b>\$233,610</b>	<b>\$246,452</b>	<b>\$259,578</b>	<b>\$961,629</b>
<b>HSA Revenues</b>						
General Fund		\$221,991	\$233,610	\$246,452	\$259,578	\$961,630
<b>TOTAL HSA REVENUES</b>		<b>\$221,991</b>	<b>\$233,610</b>	<b>\$246,452</b>	<b>\$259,578</b>	<b>\$961,630</b>
<b>Other Revenues</b>						
Total Revenues						
Full Time Equivalent (FTE)						
Prepared by: _____				Telephone No.: _____ Date _____		
HSA-CO Review Signature: _____						
HSA #1						



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

Department of Benefits  
and Family Support

Department of Disability  
and Aging Services

Office of Early Care  
and Education

Date: April 12, 2022  
 To: Dan Kaplan, Deputy Director, HSA  
 From: Esperanza Zapien, Director of Contracts, HSA  
 RE: Sole Source Waiver request – San Francisco Unified School District to provide Foster Youth Services

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

The Human Services Agency (HSA), on behalf of the Family and Children’s services division (FCS), respectfully requests the approval of the attached exemption of the sole source waiver form for the San Francisco Unified School District (SFUSD) for the provision of the Foster Youth Services to improve the school attendance, academic performance and academic achievement of school aged children who are court dependents of San Francisco County.

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) grants to any of the four City-owned community cultural center.

SFUSD is considered a local governmental agency per the California Department of Educations. 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

FCS is proposing the following:

Request: To enter into a four (4) year sole source grant with San Francisco Unified School District
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: Per California Department of Education. SFUSD is a governmental agency.
Brief description of services: SFUSD major service areas are: <ol style="list-style-type: none"> <li>1. Provision of foster youth educational services coordinator</li> <li>2. Improving School Attendance of school aged foster children</li> <li>3. Improving Academic Performance of school aged foster children</li> <li>4. Improving Academic Attainment of school aged foster children</li> </ol>



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94120-7988  
[www.SFHSA.org](http://www.SFHSA.org)

Duration: July 1, 2022 through June 30, 2026
Compliance: The grantee meets City requirements for contracting.

Approved       Disapproved

DocuSigned by:  
*Daniel Kaplan* 4/15/2022  
ED8A450D2D23472...  
Dan Kaplan, Deputy Director of Administration and Finance

## Grant Solicitation Waiver Instructions

**WHEN TO USE:** For approval of grant solicitation waivers under [Administrative Code Section 21G.8](#), where:

- A competitive process is infeasible or impracticable
- A Public Purpose may reasonably be accomplished by one particular Grantee

Per the City Purchaser's Administrative Code Chapter 21G Rules and Regulations, this Waiver Form is **not required** for grants awarded in accordance with Administrative Code Sections:

- **21G.3(a)(1):** Grants to a governmental entity for programs, activities, or services that can be practically performed only by that particular entity
- **21G.3(a)(2):** Grants to a specific entity as required to comply with applicable law or contract, or as a result of the requirements of the funding source
- **21G.3(a)(3):** Grants made for improvement to property by a property owner
- **21G.8(c):** Grants to any of the four City-owned community cultural center

**INSTRUCTIONS:** Complete this Grant Solicitation Waiver Form to request approval to waive the competitive solicitation requirements under Administrative Code Section 21G.8. Provide specific and comprehensive information to justify why the requested grant should be awarded absent a solicitation. Attach appropriate/required supporting documentation.

The Grant Solicitation Waiver Form must be signed by the Granting Officer or their designee. The Solicitation Waiver must be fully approved before the department makes a commitment to the grantee, and before City funds are encumbered. If the Solicitation Waiver request is denied, the department must conduct a competitive process to select the grantee(s).

For extensions of Solicitation Waivers for a previously awarded sole source grant, attach a copy of all prior approved Solicitation Waivers or other sole source determinations by the relevant authority.

Submit Grant Solicitation Waiver Form for final approval as follows:

- **Granting Agencies under jurisdiction of a commission or board:** to the commission or board, recommending waiver of solicitation requirements for this grant award.
- **Granting Agencies with no board or commission:** to the Purchaser ([oca@sfgov.org](mailto:oca@sfgov.org)), who shall convene the Grant Consensus Committee<sup>1</sup> to review the request.

Once fully approved, upload this signed form, all supporting documentation, and commission, board, or Grant Consensus Committee final approval, as applicable, to PeopleSoft. Select the appropriate Purchasing Authority for the grant award in PeopleSoft.

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<sup>1</sup> Representatives from the Controller's Office, Human Resources Department, Office of Contract Administration, and City Attorney's Office