



**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:** DISABILITY AND AGING SERVICES COMMISSI

**THROUGH:** KELLY DEARMAN, EXECUTIVE DIRECTOR

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

**DATE:** JULY 1, 2022

**SUBJECT:** NEW GRANT: **SWORDS TO PLOWSHARES (NON-PROFIT)** TO PROVIDE LEGAL ASSISTANCE FOR VETERANS WITH MENTAL HEALTH CLAIMS

DS  
JG

**GRANT TERM:** 7/1/2022-6/30/2024

<b>GRANT AMOUNT:</b>	<u>New</u>	<u>Contingency</u>	<u>Total</u>
	\$114,000	\$11,400	\$125,400

<b>ANNUAL AMOUNT</b>	<u>FY22/23</u>	<u>FY23/24</u>
	\$57,000	\$57,000

<b>Funding Source</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
<b>FUNDING:</b>		\$114,000		\$11,400	\$125,400
<b>PERCENTAGE:</b>		100%			100%



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

The Department of Disability and Aging Services (DAS) requests authorization for a sole source waiver exemption and to enter into a grant with Swords to Plowshares for the period of July 1, 2022 through June 30, 2024, in an amount of \$114,000, plus a 10% contingency for a total amount not to exceed \$125,400. The purpose of the grant is to provide legal assistance to veterans with mental health claims.

**Background**

Access to veteran’s benefits from the Department of Veterans Affairs (VA) can help to address many of the root causes that lead to homelessness and a lack of housing stability. Veterans with mental health disabilities have an overwhelming need for VA benefits assistance, but few options for support. Veterans unjustly labeled with less than

honorable discharges are especially vulnerable: they are twice as likely to commit suicide and experience homelessness, and three times as likely to become involved in the criminal justice system. Combat veterans with a psychiatric diagnosis are nine times more likely to have a less than honorable discharge. Due to their discharge status, they are often denied mental health treatment and benefits from the VA without an advocate. Securing access to VA benefits can be lengthy and complicated, particularly for veterans struggling with post-traumatic stress disorder, traumatic brain injury, chronic or severe mental illness, and/or homelessness who need additional support to complete the process.

Compared nationally, the San Francisco Continuum of Care has the 8th highest number of homeless veterans, and 3rd highest rate (61%) of unsheltered homeless veterans; and, with an estimated 1,805 chronically homeless individuals, is 4th highest in the nation. San Francisco's 2019 Point in Time Count discovered 608 homeless veterans, 81% were unsheltered.

The San Francisco County Veterans Service Office, part of DAS, assists veterans with filing and tracking claims in order to get benefits for veterans and their dependents. Swords to Plowshares is a community-based organization located in San Francisco dedicated to serving veterans. The SFCVSO has had a longstanding partnership with Swords to Plowshares who provides critical services particularly to veterans with complex legal benefits cases.

The CalVet Mental Health Services Act (MHSA) grant funding is intended to support enhancement of mental health outreach and treatment programs by County Veterans Service's Offices. The SFCVSO was awarded the MHSA funding in partnership with Swords to Plowshares by the VA after submitting a successful proposal highlighting ongoing collaboration and outreach activities to underserved veterans.

### **Services to be Provided**

The purpose of this grant is to provide outreach, intake, and free legal counseling and representation for vulnerable veterans with complex mental health benefits claims to remove legal barriers and increase access to VA mental and primary healthcare, and monetary benefits and housing assistance.

The goals of this grant align with the mission of DAS and the SFCVSO to streamline service coordination between the SFCVSO and community

based veteran's services. Collaboration between Swords to Plowshares and the SFCVSO will expand the availability and accessibility of legal assistance to increase access to veteran's benefits including mental health treatment programs, in turn, contributing to improved health and quality of life outcomes for veterans. Swords to Plowshares will provide legal counseling, case analysis, advice, self-help materials, and legal intake for full representation by an attorney.

Swords to Plowshares will focus outreach to low-income and/or homeless veterans with mental health disabilities who reside in San Francisco. The program will target underserved veterans (other than honorably discharged, LGBTQ+, women, student, and justice-involved) with complex VA mental health disability claims. These underserved veterans are frequently not receiving the benefits to which they are entitled due to eligibility barriers or difficulty proving their mental health disabilities are service-related; the majority of these veterans are unable to navigate the complex Veterans Benefits Administration benefits claims process without expert legal assistance.

Swords to Plowshares will provide outreach at Swords to Plowshares' Drop-in Center, the San Francisco Vet Center, and other locations where underserved veterans seek support. Swords to Plowshares will also hold legal clinics at the City College of San Francisco to reach transitioning student veterans. Veterans who require ongoing legal assistance and/or full representation to access VA benefits will be identified during intake interviews and/or SFCVSO referrals. Veterans will be offered referrals to Swords to Plowshares for additional services in case management, counseling, supportive services for veteran families, housing placement, supportive housing, and employment to address other than legal needs.

Achievement of the project goals will make a dramatic impact in the lives of veterans and their families by ensuring that more underserved veterans with mental health disabilities have access to VA mental and primary healthcare; VA monetary disability benefits that compensate for mental health disabilities incurred in military services; and available housing assistance and other supportive services designed to support their reintegration to civilian life.

### **Selection**

Grantee was selected through Sole Source Waiver as Swords to Plowshares was named in the California Department of Veterans Affairs grant award.

**Funding**

Funding for this grant is State Funds provided through California Department of Veterans Affairs.

**ATTACHMENTS**

Appendix A – Services to be Provided

Appendix B – Budget

Appendix F – Site Chart

Sole Source

## Appendix A – Services to be Provided

### Swords to Plowshares

#### Legal Assistance for Veterans with Mental Health Claims Project

**July 1, 2022 – June 30, 2024**

#### I. Purpose of Grant

The purpose of this grant is to provide free legal counseling and representation for vulnerable veterans with complex benefits claims to remove legal barriers and increase access to Veterans Administration healthcare, monetary benefits, and housing assistance.

#### II. Definitions

Adult with a Disability	Person 18 years of age or older living with a disability
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco
DAS	Department of Disability and Aging Services.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. Source: California Code of Regulations Title 22, Sec. 7630
Enterprise Content Management (ECM)	Grantees' organization-wide client database, that captures and reports on program participants' gender, age, ethnicity, military branch, era of service, disability status, department accessed, department-specific measures, and progress over time.
Grantee	Swords to Plowshares
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or

	origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulations Title 22, Sec. 7130.
Outreach	Formal and informal approaches used to engage the target population. Formal approaches can include, but are not limited to, one to one contact and/or working with a community collaborative group. Informal approaches can include, but are not limited to, designated staff being present and available in community spaces (i.e. community living room, game room, mailroom etc.)
Service Connection	Includes, but is not limited to 1) providing information about services and benefits that support and enhance an individual’s ability to remain in their home and community; 2) assisting an individual in applying for supportive services in the community; 3) providing follow up on any service connections made to ensure an individual’s needs are met.
SFCVSO	San Francisco County Veterans Services Office
SF-HSA	Human Services Agency of the 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.)
Unduplicated Consumer (UDC)	A consumer enrolled in the Supportive Services and Service Connection for Veterans Program.
U.S. Department of Defense (DoD)	Executive division of the U.S. federal government responsible for ensuring national security and supervising U.S. military forces.
U.S. Department of Veterans Affairs (VA)	A Cabinet-level executive branch department of the federal government charged with running programs benefiting veterans and members of their families.
Veteran	A person who served in any branch of the (US) military

### III. Target Population

The program will target underserved veterans including other than honorably discharged, LGBTQ+, women, students, and justice-involved.

### IV. Eligibility for Program Enrollment

1. A military veteran seeking assistance with accessing VA healthcare and monetary benefits for mental health disabilities.

### V. Description of Services

1. The San Francisco County Veterans Services Office (SFCVSO) and Grantees' legal team will refer veterans to Swords to Plowshares' Drop-in Center for a full intake, which provides a screening and assessment of vulnerabilities, including the presence of co-occurring mental and substance use disorders, and provide program and community-based referrals for other than legal needs.
2. Grantee will provide free legal benefits assistance, including legal representation, and accept all legal referrals from the SFCVSO.
  - a. Grantee will host on-site legal clinics where veterans seek services (e.g. Swords to Plowshares' Drop-in Center, the SF Vet Center, San Francisco VA Health Care System, and City College of San Francisco). Grantee will provide legal counseling, case analysis, advice, self-help materials, and legal intake for full representation by an attorney.
  - b. Veterans with less complicated cases and lower vulnerabilities will be referred to the SFCVSO for benefits application assistance.
3. The SFCVSO and Grantee will conduct both formal and informal outreach to the target population. Outreach efforts include, but not limited to, one to one contact, publicizing the Grantees' free legal clinics, and direct referral to the Grantee Drop-in Center.
4. Grantee will offer all clients served at legal clinics information on:
  - a. Available VA benefits, eligibility requirements, free self-help materials and legal counseling advice
  - b. Available community-based supportive services to increase their health, housing and income
5. Grantee will promote early intervention by increasing access to VA benefits for student veterans and other transitioning service members with mental health disabilities.
6. Grantee will outreach to justice-involved veterans in SF Vet Court diversion programs and incarcerated veterans through the Community of Veterans Engaged in Restoration (COVER) program to increase access and eligibility to VA benefits and services

**VI. Location and Time of Services**

Please refer to Appendix F – Site Chart

**VII. Service Objectives**

On an annual basis, the grantee will meet the following service objectives for the Mental Health Claims Project in Table A below:

<b>Performance Metric Year One</b>	<b>Data Source</b>	<b>FY 2021-2022</b>	<b>FY 2022-2023</b>	<b>Total 2-years</b>
1. Number of clients who receive direct one-time legal counseling to support access to their VA mental health benefits	Data collected at legal intake is entered into ECM	38 unduplicated veterans annually	38 unduplicated veterans annually	76 unduplicated veterans
2. Number of veterans who will report that they have an increase in awareness and understanding of their rights and entitlements at the end of the counseling session.	Data collected and recorded at end of session.	35 unduplicated veterans annually	35 unduplicated veterans annually	70 unduplicated veterans
3. Number of Free Legal Clinics Held (During COVID-19, these may be held in-person, via phone, and/or via videoconference)	Data collected and entered into ECM	At least 9 legal clinics held annually	At least 9 legal clinics held annually	18 total legal clinics
4. Number of new unduplicated veterans who received ongoing legal assistance by an attorney on their mental-health related VA benefits and/or Discharge Upgrade case.	Cases taken on for full representation will be entered and tracked in ECM.	7 unduplicated veterans annually	7 unduplicated veterans annually	14 unduplicated veterans
5. Number of veterans served who have a less than honorable discharge	Data collected entered and tracked in ECM.	12 veterans annually	12 veterans annually	24 veterans
6. Number of represented clients who receive a positive decision from the VA or the DoD on their mental-health related benefits and/or discharge upgrade case.	Successful outcomes will be tracked and recorded in ECM.	5 veterans annually	5 veterans annually	10 veterans

### **VIII. Outcome Objectives**

On an annual basis, the grantee will meet the following outcome objectives

1. Veterans will report, via a consumer satisfaction survey provided by Grantee, they have an increase in awareness and understanding of available VA benefits, their rights and entitlements at the end of the counseling session. Target: 75%



2. Veterans will receive a positive decision from the VA or the DoD where that decision provides an increase in access to VA mental healthcare benefits through removal of legal barriers, and/or an increase in monetary disability benefits income. Target: 75%
3. Veterans will access VA mental and physical healthcare by removing legal military discharge barriers. Target: 75%

## **IX. Reporting and Other Requirements**

1. Grantee will enroll eligible consumers in the Mental Health Claims Project. Their enrollment will be reflected in the ECM Case Management Software database.
2. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable, including the number of unduplicated veterans served, and number of legal clinics hosted.
3. Grantee will coordinate with DAS analyst on regular grant reporting to the California Department of Veterans Affairs (CalVet).
4. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The grantee will submit the report to SF-HSA through CARBON system no later than July 31 each grant year. SF-HSA may request and require additional reports at other times during the fiscal year.
5. Grantee will provide an annual client survey report to DAS by March 15 each grant year or a mutually agreed upon date between DAS and the grantee.
6. Grantee shall develop and deliver an annual summary report of SOGI data collected in each grant year as requested by SF-HSA. The due date for submitting the annual summary report is no later than July 10 each grant year.
7. Grantee program staff will complete security awareness training on an annual basis; grantee will maintain evidence of staff completion of this training.
8. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. For specific compliance requirements, please refer to Appendices within the Grant Agreement.
9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

10. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA and/or DAS.

For assistance with reporting requirements or submission of reports, contact:

Tara Alvarez, Contract Manager  
Office of Contract Management, HSA  
[tara.alvarez@sfgov.org](mailto:tara.alvarez@sfgov.org)

or

Paulo Salta, Benefits and Resource Hub Analyst  
Department of Disability and Aging Services  
[paulo.salta@sfgov.org](mailto:paulo.salta@sfgov.org)

## **X. Monitoring Activities**

Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; consumer eligibility and any targeted mandates, back up documentation for the units of service and all reporting including the log of service units which is based on the service provision hours; sign-in sheets of consumers who participated in services, and progress of service and outcome objectives; how consumer records are collected and maintained; reporting performance total number of unduplicated consumers served annually; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting, evidence that program staff have completed Security Awareness Training; program operation, which includes a review of a written policies and procedures manual of all DAS 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; a board of director list and whether services are provided appropriately according to Sections III through IV.

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.

	A	B	C	D
1	Appendix B, Page 1			
2				
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>			
4	<b>BY PROGRAM</b>			
5	Name		Term	
6	<b>Swords to Plowshares</b>		7/1/22-6/30/24	
7	(Check One)    New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
8	If modification, Effective Date of Mod.		No. of Mod.	
9	<b>Program: Legal Assistance for Veterans with Mental Health Claims</b>			
10	Budget Reference Page No.(s)			7/1/22-6/30/24
11	Program Term	<b>7/1/22-6/30/23</b>	<b>7/1/23-6/30/24</b>	Total
12	<b>Expenditures</b>			
13	Salaries & Benefits	\$51,647	\$51,647	\$103,294
14	Operating Expenses	\$171	\$171	\$342
15	<b>Subtotal</b>	<b>\$51,818</b>	<b>\$51,818</b>	<b>\$103,636</b>
16	Indirect Percentage (%)	10%	10%	
17	Indirect Cost (Line 16 X Line 15)	\$5,182	\$5,182	\$10,364
18	Subcontractor/Capital Expenditures	\$0	\$0	\$0
19	Total Expenditures	<b>\$57,000</b>	<b>\$57,000</b>	<b>\$114,000</b>
20	<b>HSA Revenues</b>			
21	State Fund	\$57,000	\$57,000	\$114,000
22				
23				
24				
25				
26				
27				
28				
29	TOTAL HSA REVENUES	<b>\$57,000</b>	<b>\$57,000</b>	<b>\$114,000</b>
30	<b>Other Revenues</b>			
31				
32				
33				
34				
35				
36	Total Revenues	<b>\$57,000</b>	<b>\$57,000</b>	<b>\$114,000</b>
37	Full Time Equivalent (FTE)			
39	Prepared by: Rose Mallamo	Telephone No.:	415 252-4788 ext 362	
40	HSA-CO Review Signature:	_____		
41	<b>HSA #1</b>			<b>7/14/2020</b>

	A	B	C	D	E	F	G	H
1	Appendix B, Page 2							
2								
3	<b>Swords to Plowshares</b>							
4	<b>Program: Legal Assistance for Veterans with Mental Health Claims</b>							
5								
6								
7	<b>Salaries &amp; Benefits Detail</b>							
8								
9								
10								
11						7/1/22-6/30/23	7/1/23-6/30/24	7/1/22-6/30/24
		Agency Totals		HSA Program		DAS	DAS	TOTAL
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary
12	POSITION TITLE							
13	Director of Legal Services	\$120,787	1.00	5%	0.05	\$6,500	\$6,500	\$13,000
14	Senior Staff Attorney	\$94,500	1.00	5%	0.05	\$5,000	\$5,000	\$10,000
15	Senior Paralegal/Contrcats Coordinator	\$69,300	1.00	4%	0.04	\$3,000	\$3,000	\$6,000
16	Intake Specialist/Admin Assistant	\$55,000	1.00	4%	0.04	\$2,000	\$2,000	\$4,000
17	Staff Attorney	\$75,600	1.00	7%	0.07	\$5,000	\$5,000	\$10,000
18	Managing Attorney	\$96,600	1.00	5%	0.05	\$5,000	\$5,000	\$10,000
19	Pro Bono Mgr/Staff Attorney	\$84,000	1.00	6%	0.06	\$5,000	\$5,000	\$10,000
20	Deputy Director of Legal Services	\$92,400	1.00	5%	0.05	\$5,000	\$5,000	\$10,000
21	Staff Attorney	\$81,900	1.00	6%	0.06	\$5,000	\$5,000	\$10,000
22								
23								
24								
25								
26								
27								
28								
29	TOTALS		9.00	48%	0.48	\$41,500	\$41,500	\$83,000
30								
31	FRINGE BENEFIT RATE	24%						
32	EMPLOYEE FRINGE BENEFITS	\$0				\$10,147	\$10,147	\$20,294
33								
34								
35	TOTAL SALARIES & BENEFITS	\$0				\$51,647	\$51,647	\$103,294
36	<b>HSA #2</b>							<b>7/14/2020</b>

	A	B	C	D	E	F	G	H	L
1	Appendix B, Page 3								
2									
3	<b>Swords to Plowshares</b>								
4	<b>Program: Legal Assistance for Veterans with Mental Health Claims</b>								
5									
6									
7	<b>Operating Expense Detail</b>								
8									
9									
10									
11									
12	<u>Expenditure Category</u>			TERM	<u>7/1/22-6/30/23</u>		<u>7/1/23-6/30/24</u>		<u>7/1/22-6/30/24</u> Total
13	Rental of Property				\$ -		\$ -		\$ -
14	Utilities(Elec, Water, Gas, Phone, Garbage)				\$ -		\$ -		\$ -
15	Office Supplies, Postage				\$ -		\$ -		\$ -
16	Building Maintenance Supplies and Repair				\$ -		\$ -		\$ -
17	Printing and Reproduction						\$ -		
18	Insurance				\$ -		\$ -		\$ -
19	Staff Training								
20	Staff Travel-(Local & Out of Town)				\$ 171		\$ 171		\$ 342
21	Rental of Equipment								
22									
23	<b>CONSULTANTS</b>								
24									
25									
26									
27	<b>OTHER</b>								
28									
29									
30									
31	<b>TOTAL OPERATING EXPENSE</b>				\$ 171		\$ 171		\$ 342
32									
33	<b>HSA #3</b>								<b>7/14/2020</b>

## APPENDIX F - SITE CHART

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HSA / DAS

AGENCY: Swords to Plowshares - Legal Assistance for Veterans  
 FISCAL YEAR: 22/24

CONTRACT: Legal Assistance for Veterans with Mental Health Claims Project - Cal Vet MHSA

DIRECTOR: Maureen Siedor

CA PHONE NO.:  
 (415) 252-4788

<u>SITES:</u>			
<b>Name of Site</b>	Swords to Plowshares		
Address and Zip	1060 Howard St. San Francisco, CA 94103		
Phone Number	(415) 252-4788		
Fax Number	(415) 864-4550		
Neighborhood	South of Market		
Muni Line #s	5 Fulton, 19 Polk, also walkable from Civic Center Station		
Person in Charge	Maureen Siedor		
Site Manager	Steve Culbertson		
Programs Offered at Site	Legal assistance to help veterans access VA benefits and assist with military discharge upgrades. Centralized Intake for all Swords services.		
Days Open	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thur <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Hours Open	8:30 am- 4:30 pm		
Hours of <u>scheduled</u> programming	<b>Legal services available by phone appointment only. Please call to schedule.</b>		
Hours of meal service	N/A		
Annual number of meals at site	N/A		
Average number of meals per day	N/A		
Total number of service days in FY	N/A		
Days closed	Weekends and holidays		
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



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P.O. Box 7988  
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Date: April 26, 2022

To: Dan Kaplan, Deputy Director, HSA

From: Esperanza Zapien, Director of Contracts, HSA

RE: Sole Source Waiver Exemption Request – Swords to Plowshares to provide legal assistance to veterans with mental health claims

The Human Services Agency (HSA), on behalf of the Department of Disability and Aging Services (DAS), respectfully requests the approval of the attached exemption of the sole source waiver form for Swords to Plowshares for the provision of the Legal Assistance to Veterans program.

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.

Therefore, when a grant is 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, then per the City Purchaser’s Administrative Code Chapter 21G Rules and Regulations, a waiver request form is not needed.

Access to veteran’s benefits from the Department of Veterans Affairs (VA) can help to address many of the root causes that lead to homelessness and a lack of housing stability. Veterans with mental health disabilities have an overwhelming need for VA benefits assistance, but few options for support. Veterans unjustly labeled with less than honorable discharges are especially vulnerable: they are twice as likely to commit suicide and experience homelessness, and three times as likely to become involved in the criminal justice system. Combat veterans with a psychiatric diagnosis are nine times more likely to have a less than honorable discharge. Due to their discharge status, they are often denied mental health treatment and benefits from the VA without an advocate. Securing access to VA benefits can be lengthy and complicated, particularly for veterans struggling with post-traumatic stress disorder, traumatic brain injury, chronic or severe mental illness, and/or homelessness who need additional support to complete the process.

The Department of Disability and Aging Services recognizes an ongoing need for the services that Swords to Plowshares provides and would like to request a continuation of services offered by Swords to Plowshares as a sole source grantee to provide legal assistance services for veterans with mental health claims.

DAS is proposing the following:

Request: To enter into a two (2) year sole source grant with Swords to Plowshares.



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

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

<u>Reason for this Request:</u> Admin Code 21G.3(a)(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
<u>Justification for Sole Source Exemption:</u> Swords to Plowshares was named in the California Department of Veterans Affairs grant award for San Francisco County’s Mental Health Services Act (MHSA) Proposition 63. 21.G.3(a)(2): Grants to a specific entity as required to comply with applicable law or contract, or <u>a result of the requirements of the funding source.</u>
<u>Brief description of services:</u> Swords to Plowshares will provide outreach, intake, and free legal counseling and representation for vulnerable veterans with complex mental health benefits claims to remove legal barriers and increase access to VA mental and primary healthcare, and monetary benefits and housing assistance.
<u>Duration:</u> July 01, 2022 through June 30, 2024
<u>Compliance:</u> The grantee meets City requirements for contracting.

Approved       Disapproved

DocuSigned by:  
*Daniel Kaplan*      5/20/2022  
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Dan Kaplan, Deputy Director of Administration and Finance