



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

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London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO:	HUMAN SERVICES COMMISSION				
THROUGH:	TRENT RHORER, EXECUTIVE DIRECTOR				
FROM:	ANNA PINEDA, DEPUTY DIRECTOR				
DATE:	ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS				
SUBJECT:	JUNE 17, 2022				
GRANT TERM	NEW GRANT: SAN FRANCISCO CLEAN CITY COALITION (NON-PROFIT) TO PROVIDE TRANSITIONAL EMPLOYMENT IN URBAN MAINTENANCE				
GRANT AMOUNT:	<u>Current</u>	<u>Contingency</u>	<u>Total</u>		
	\$1,349,131	\$134,913	\$1,484,044		
ANNUAL AMOUNT	<u>Annual Amount</u>				
	\$337,278				
FUNDING SOURCE	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$903,918		\$445,213	\$134,913	\$1,484,044
PERCENTAGE:	67%		33%		100%

DS
EL

The Department of Benefits and Family Support requests authorization to enter into a new grant with San Francisco Clean City Coalition for the period of July 1, 2022 through June 30, 2026, in an amount of \$1,349,131 plus a 10% contingency for a total amount not to exceed \$1,484,044. The purpose of the grant is to provide a comprehensive employment training program that assists men and women to transition from homelessness and/or public assistance to employment, and to address core employment barriers.

Background

The Human Services Agency (HSA) works with other City Agencies (Public Works, Recreation and Parks, etc.), and non-profit organizations to develop various paid training programs for the diverse segments of San Francisco residents served by HSA. There is an additional commitment to improve the appearance and upkeep of San Francisco neighborhoods. These services provide four-month transitional employment opportunities to low income and homeless individuals through community improvement activities.

Services to be Provided

Grantee will provide transitional employment, job readiness instruction, job placement and job retention assistance. The participants work 12 to 20 hours a week performing civic improvement and beautification activities in various San Francisco neighborhoods. Duties include tree well maintenance, daily sweeping routes, and graffiti removal. The on-the-job training covers topics such as workplace safety, graffiti abatement, light landscaping, and recycling practices.

Participants will attend individualized training appointments and job readiness workshops designed to cover a wide-range of topics and skills to prepare participants for employment and address employment barriers. Participants will be trained in professional work ethics, time management, and personal responsibility for job assignments. Each participant will engage in supervised job search for five hours per week. Services will also include computer skills improvement and access to online job opportunities.

On an annual basis, Grantee will enroll 40 participants per year, with at least 50% of those individuals being either CalWORKs, CAAP, Medi-Cal, CalFresh, or CalFresh ABAWD (Able-Bodied Adults Without Dependents) recipients.

Grantee services are provided at 1185 Geneva Ave. and 965 Edinburgh St. Work experience sites are throughout San Francisco. Hours of operation are 7:00 am to 6 pm, Monday through Sunday.

Selection

Grantee was selected through Request for Proposals #987, which was competitively bid in May 2022.

Funding

Funding for this grant is provided by the City and County General Funds and Federal funds.

ATTACHMENTS

Appendix A – Services to be Provided

Appendix B – Budget

**Appendix A – Services to be Provided
San Francisco Clean City Coalition
Transitional Employment in Urban Maintenance
July 1, 2022 – June 30, 2026**

I. Purpose

The purpose of this grant is to provide a comprehensive employment training program in a supportive environment to assist eligible San Franciscans to transition from homelessness and/or public assistance to employment, and to address core employment barriers. Services provided will include transitional employment, job readiness instruction, job placement assistance, and job retention support.

II. Definitions

ABAWD	Able-Bodied Adults Without Dependents, i.e., CalFresh recipients aged 18 to 49 who are able to work and do not share a household with a minor child.
CAAP	County Adult Assistance Program
CalFresh	Formerly known as Food Stamps. A federal public assistance program that helps children and low-income households improve their diets by providing access to a nutritious diet.
CalWORKs	California Work Opportunity and Responsibility to Kids welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid.
Formerly Homeless	Individuals who have past experience of homelessness but are now off the street and living in City-funded permanent supportive housing, transitional housing, long-term shelter, public housing or other City-subsidized housing.
Grantee	San Francisco Clean City Coalition
HSA, also the Department	Human Services Agency of the City and County of San Francisco
Launchpad	A client tracking system used by HSA.
Medi-Cal	A free or low-cost health care coverage for low-income CA residents.
PAES	Personal Assisted Employment Services. HSA program that assists employable single indigent adults to get employment

and become self-sufficient.

SOGI Sexual Orientation and Gender Identity. A City ordinance requiring grantees to collect data concerning SOGI information on clients they serve.

Supportive Housing Subsidized housing that ensures residents have access to services such as physical health, mental health, and substance abuse treatment, which residents need to achieve long-term residential stability.

ZixCorp An email encryption & email data loss prevention system.

III. Target Population

The target population is residents of San Francisco who are formerly homeless, in Supportive Housing, and/or who receive CalWORKs, CAAP, Medi-Cal, CalFresh, or CalFresh ABAWD public assistance.

IV. Description of Services

Grantee shall provide the following services during the term of this grant agreement:

A. Outreach and Recruitment

Grantee will provide continuous outreach to Community Based Organizations, the Department, and other government agencies, in order to recruit participants.

B. Enrollment

Grantee will promote and facilitate CalFresh applications and ongoing eligibility for participants who are not receiving CalWORKs, CAAP, Medi-Cal, or CalFresh.

C. Transitional Employment

1. Grantee has short-term work experience for enrollees to transition into permanent employment. Participants will engage in landscape maintenance and urban maintenance activities, performing duties such as tree well maintenance, daily sweeping routes, and graffiti removal.
2. As the employer of record, Grantee will offer 12-20 hours per week of work for up to four months to participants. Participants will be trained in professional work ethics, time management, and personal responsibility for job assignments.
3. Grantee will provide supervision of participants at all times in transitional employment. A system must be maintained that details names of individuals, time they worked, and absences.

D. Payroll

1. Participants will be employees of Grantee. Grantee controls the work schedule and timesheets.
2. Grantee will maintain workers' compensation insurance for participants.
3. Grantee will pay participants the San Francisco Minimum Compensation Ordinance wage rate for hours worked, approved Paid Time Off, and HSA holidays, all paid at straight time. The total of these hours shall not exceed 8 hours per day or 40 hours per week. Any changes to the wage rate will conform to the San Francisco Minimum Compensation Ordinance currently in effect.
4. Participant wages, Paid Time Off, Holiday pay, Employer FICA, California Unemployment Insurance, and Workers Compensation insurance will be paid by Grantee through this agreement. Only Work Experience hours actually worked are paid a wage. Paid Time Off that complies with HSA program participation requirements and San Francisco Minimum Compensation ordinance will be paid to participants for Work Experience.
5. Grantee will issue paychecks and W-2s to Participants.

E. Job Readiness and Vocational Workshops

1. Each participant will attend weekly job readiness and vocational workshops supervised by Grantee staff.
2. Participant sign-in and sign-out sheets shall be maintained for each workshop to document attendance.
3. Each workshop will be one to two hour long and designed to cover a wide-range of topics and skills to prepare participants for employment in landscape construction and greening and address barriers to employment.
4. Topics covered in the job readiness workshops include: Developing a Work Plan, Filling Out a Master Application, Skills Assessment, Introduction to Resumes, Introduction to Cover Letters, Sexual Harassment in the Workplace, Mock Interviews, Conflict Resolution, and Smart Money Management.
5. In the vocational workshops, topics may include: Work Place Safety, Introduction to Gardening Tools, Landscape Maintenance, Plant Installation, Composting and Fertilizers, Waste Diversion and Recycling.

F. Job Placement Assistance

1. Grantee will assist participants with job readiness and job placement individually. Each participant will be scheduled to participate in supervised job search for five hours per week.
2. The employment counselor minimally develops an individual job search plan for participants, and meets with them one-on-one throughout the program. Services must include opportunities for clients to improve computer skills and access to online job opportunities.
3. Grantee staff shall supervise and monitor participants' attendance of workshops and execution of their job search plan. Grantee will leverage its

existing network of employer partners to enhance participant placement into employment.

G. Job Retention Support

1. Grantee will provide 90 days of job retention support post-placement to clients who obtain employment.
2. Grantee will track the employment status of the participants and provide ancillary support such as transportation, and job coaching or re-employment services as needed.

H. Added Services for CalWORKs or ABAWD clients served

1. Work with HSA staff to have services become participants' employment plan, if not already, subject to vocational assessment.
2. Develop a process for recording participants' daily participation and attendance. Enter progress and attendance reports into Launchpad for each participant.
3. Communicate with the participant's HSA contact immediately when participant is not participating.

I. Information and Referral

Through Grantee's connections to the community, Grantee will refer potential CalWORKs or CAAP clients to HSA to be screened for benefits eligibility.

V. Location and Time of Services

Grantee services are provided at 1185 Geneva Ave. and 965 Edinburgh St. Work experience sites are located throughout San Francisco. Hours of operation are 7:00 am to 6 pm, Monday through Sunday. The following days are holidays recognized by CalWORKs and PAES: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

VI. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- A. Enroll 40 participants per year.
- B. 75% of the enrolled participants will be CalWORKs, CAAP, Medi-Cal, CalFresh, or CalFresh ABAWD recipients.
- C. 80% of participants actively participating in the program will complete a client satisfaction survey.

VII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives:

- A. 75% of enrolled participants will complete the four-month transitional employment job. If a participant leaves the transitional job prior to four months due to employment, it will be credited as a completion.
- B. 80% of the participants who complete their transitional job will secure employment. For the purposes of this contract, a successful job placement will

be defined as 20 hours of unsubsidized employment within a 40 hour pay period. Participant job placement information must be submitted to HSA with verification. Verification should include a copy of a participant pay stub or a letter from the employer on business letterhead or other approved HSA method.

- C. 20% of the participants who complete their transitional job will be hired by Grantee and paid above the Minimum Compensation Ordinance rate to advance their skills in the landscape trade with a focus on green jobs and urban environmental sustainability.
- D. Of the participants placed in jobs, 60% will successfully retain their jobs for 90 days from job placement.
- E. 75% of the survey respondents will report that Grantee's services enhance their ability to obtain future employment, indicated as a 3 or above on a 5-point scale on an annual client satisfaction survey.

VIII. Reporting Requirements

- A. Grantee shall submit enrollment reports on program participants within 5 business days of enrollment in a format provided by HSA. The enrollment report will contain demographic information on each new participant and be submitted with the participant's signed Release of Information form.
- B. Program status change for all participants will be entered into Launchpad on a rolling basis, including the following information:
 - 1. Program exit date and reason
 - 2. Job placement information
 - 3. Job retention information (including employer name and address, date of Hire, position title, hourly wage, and hours per week)
- C. Submit daily attendance in Launchpad. All data must be entered no later than the 3rd of the month following the calendar month report period. Additional attendance reports may be required by CalWORKs management.
- D. Absences of CalWORKs and CalFresh/ABAWD participants shall be reported to participants' HSA staff within two business days by email when:
 - 1. Participant has two (2) unexcused absences or eight (8) cumulative hours absent;
 - 2. Attendance falls below 80% of total program hours; or
 - 3. Participant is being exited from the program.
- E. Monthly Reports. HSA will generate monthly reports from Launchpad database by the 10th day following the reporting month. Grantee must review and make Launchpad data corrections in a timely manner. Reports shall contain the following data:
 - 1. Number of referrals, enrollments, and completions
 - 2. Number who are placed in jobs
 - 3. Number of program exits

4. Number active or currently enrolled as of the last day of the month
 5. Job placement information
 6. Job retention information
- F. Supporting documentation for all the other numbers presented in the reports (except job placement, which is addressed above) must be maintained by Grantee and must be available for auditing by the Department but need not be attached to the reports.
- G. Participant confidential information sent via email must follow HSA's ZixCorp secured and encrypted system.
- H. Grantee will provide SOGI aggregate data in the CARBON database semi-annually by the 10th of the month following the end of the second and fourth quarters of the program year.
- I. Annual Reports summarizing the grant activities including accomplishments and challenges encountered by Grantee will be submitted directly to Contracts Monitor.
- J. Grantee will develop and deliver ad hoc reports as requested by the HSA. For assistance with reporting requirements or submission of reports, contact:
Leslie Lau, Senior Contracts Manager, GB11
Office of Contract Management
Leslie.Lau1@sfgov.org
Or
Christina Chen, Community Services Program Monitor, E307
Welfare-to-Work Services Division
Christina.X.Chen@sfgov.org

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- 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.

	A	B	C	D	E	F
1						Appendix B, Page 1
2						Document Date: 4/19/2022
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4	BY PROGRAM					
5	Vendor's Name			Term		
6	San Francisco Clean City Coalition			7/1/22-6/30/26		
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	Program: Green City Program					
10	Budget Reference Page No.(s)					
11	Program Term	7/1/22-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	Total
12	Expenditures					
13	Salaries & Benefits	\$156,831	\$156,831	\$156,831	\$156,831	\$470,494
14	Operating Expense	\$46,776	\$46,776	\$46,776	\$46,776	\$187,104
15	Subtotal	\$203,607	\$203,607	\$203,607	\$203,607	\$814,430
16	Indirect Percentage (%)	12%	12%	12%	12%	12%
17	Indirect Cost (Line 16 X Line 15)	\$24,453	\$24,453	\$24,453	\$24,453	\$97,812
18	Capital Expenditure					
19	Participant Wages, taxes, Workers Comp and Payroll Expenses	\$109,328	\$109,328	\$109,328	\$109,328	\$437,312
20	Total Expenditures	\$337,388	\$337,388	\$337,388	\$337,388	\$1,349,552
21	HSA Revenues					
22	General Fund	\$226,050	\$226,050	\$226,050	\$226,050	\$904,201
23	Federal	\$111,338	\$111,338	\$111,338	\$111,338	\$445,353
24						
25						
26						
27						
28						
29						
30	TOTAL HSA REVENUES	\$337,388	\$337,388	\$337,388	\$337,388	\$1,349,552
31	Other Revenues					
32						
33						
34						
35						
36						
37	Total Revenues	\$337,388	\$337,388	\$337,388	\$337,388	\$1,349,552
38						
40	Prepared by:		Telephone No.:		Date	
41	HSA-CO Review Signature: _____					
42	HSA #1					11/15/2007

	A	B	C	D	E	F	G	H	I	J	K	L
1	Appendix B, Page 3											
2												
3												
4	Program Name:											
5	(Same as Line 9 on HSA #1)											
6												
7	Operating Expense Detail											
8												
9												
10												
11	TOTAL											
12	<u>Expenditure Category</u>		TERM	<u>7/1/22-6/30/23</u>	<u>7/1/23-6/30/24</u>	<u>7/1/24-6/30/25</u>	<u>7/1/25-6/30/26</u>					
13	Rental of Property			\$15,000	\$15,000	\$15,000	\$15,000	\$60,000				
14	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$2,000	\$2,000	\$2,000	\$2,000	\$8,000				
15	Office Supplies, Postage			\$700	\$700	\$700	\$700	\$2,800				
16	Building Maintenance Supplies and Repair							\$0				
17	Printing and Reproduction			\$500	\$500	\$500	\$500	\$2,000				
18	Insurance			\$6,720	\$6,720	\$6,720	\$6,720	\$26,880				
19	Staff Training											
20	Staff Travel-(Local & Out of Town)											
21	Rental of Equipment											
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE											
23	Program Supplies including uniforms, safety			\$21,856	\$21,856	\$21,856	\$21,856	\$87,424				
24	gear, vests, gloves,							\$ -				
25								\$ -				
26								\$ -				
27								\$ -				
28	OTHER											
29												
30								\$ -				
31								\$ -				
32								\$ -				
33								\$ -				
34												
35	TOTAL OPERATING EXPENSE			\$46,776	\$46,776	\$46,776	\$46,776	\$187,104				
36												
37	HSA #3											11/15/2007