



Edwin M. Lee, Mayor

Shireen McSpadden, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: MELISSA MCGEE, ACTING DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JH*

DATE: JUNE 22, 2016

SUBJECT: NEW GRANT: **THE ARC SAN FRANCISCO** (NON-PROFIT) TO PROVIDE JANITORIAL AND RECYCLING SERVICES

GRANT TERM: 7/1/2016-6/30/2019

	<u>New</u>	<u>Contingency</u>	<u>Total</u>
GRANT AMOUNT:	\$300,279	\$30,028	\$330,307

	<u>FY 16/17</u>	<u>FY17/18</u>	<u>FY18/19</u>
ANNUAL AMOUNT:	\$100,093	\$100,093	\$100,093

	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING SOURCE:					
FUNDING:	\$180,167	\$60,056	\$60,056	\$30,028	\$330,307
PERCENTAGE:	60%	20%	20%		100%

The Department of Aging and Adult Services requests authorization to enter into a grant with The Arc San Francisco for the three-year period of July 1, 2016 to June 30, 2019, in the amount of \$300,279 plus a 10% contingency for a total grant amount not to exceed of \$330,307. The purpose of the grant is to provide janitorial and recycling services to create employment opportunities for people with developmental disabilities.

Background

The Arc San Francisco is a non-profit organization that provides employment opportunities for adults with developmental disabilities. Originally under the purview of Department of Human Services, the grantee has been contracted to provide janitorial and recycling services since 2006 as a part of its policy decision to create employment opportunities for people with developmental disabilities, in line with the Agency’s mission to foster clients’ economic success. These are services to train and provide work experience to adults with developmental disability so that they may graduate to unassisted employment.

Services to be Provided

The Arc crew will be responsible for performing janitorial and recycling services at the 1235 Mission Street, 39 Jones Street, 2 Gough Street and 1440 Harrison Street locations.

Selection

Grantee was selected through Request for Proposals 682, which was competitively bid in April 2016.

Funding

Funding for this grant is supported by State, Federal and County funds.

ATTACHMENTS

Appendix A – Services to be Provided by Grantee

Appendix B – Calculation of Charges

APPENDIX A – SERVICES TO BE PROVIDED BY GRANTEE

THE ARC OF SAN FRANCISCO

JANITORIAL AND RECYCLING SERVICES

Effective July 1, 2016 to June 30, 2019

I. Purpose

This grant is to provide janitorial and recycling services to create employment opportunities for people with developmental disabilities.

II. Definitions

City	City and County of San Francisco
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
DAAS	Department of Aging and Adult Services
Grantee	The Arc of San Francisco
HSA	Human Services Agency, City and County of San Francisco

III. Target Population / Eligibility for Services

The target population and individuals eligible for the services under this program are adults age 18 and over with developmental disabilities, who will participate in the employment and training program to provide the recycling and janitorial services.

IV. Scope of Work

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. The description below outlines the key program elements and services the selected grantee will provide.

A. Description of Services

The purpose of this contract is to develop and provide employment opportunities for adults with developmental disabilities, to train, place, and supervise program participants, and to establish a stable and reliable workforce to complete services as listed below. Through their

participation in this program, participants will demonstrate continued employment and engagement in a work setting, experience increased integration and inclusion in a work setting, and receive the economic benefit of a regular income.

The successful grantee will provide the following services:

1. Provide janitorial services including (but not limited to): gather trash, dust mop, spot mop and replace liners in trash cans; wipe/spray with cleaning solvent restrooms, toilets, counter-tops, and mirrors; dust and spot mop restrooms and restock restroom supplies; wipe/spray and restock portable toilet; wipe microwave; wet mop or vacuum offices and classrooms; clean windows; wipe down banisters and computers and keyboards.
2. Sort and consolidate materials, cleaning up office supplies and make them available for re-use by the Department or non-profit agencies, i.e. binders, in/out trash.
3. Provide assistance with mailroom overflow, as requested by the Support Services Division.
4. Provide a work crew of at least three participants and supervision to perform the aforementioned duties. This work crew will work Monday through Friday, and all members of the crew must be adults over the age of 18 with developmental disabilities (except for the site supervisor).
5. Train, supervise, and maintain daily quality control for the work performed by program participants and provide all employees with all entitled benefits; process wages, fringe benefits, and workers compensation for supervisor and participants.
6. Follow the HSA work holiday schedule.

B. Locations and Estimated Hours of Service Needed

1. 1235 Mission Street – 5 hours a day
2. 39 Jones Street – 8 hours a day
3. 2 Gough Street – 4 hours a day
4. 1440 Harrison Street – 4 hours a day

C. HSA Responsibilities

1. HSA will provide an integrated work and break area for participants and storage space for the participants' belongings.
2. HSA will meet with the supervisor on an as-needed basis to ensure appropriate workload.

V. Service Objectives

On an annual basis:

- A. Grantee will serve **20** unduplicated program participants who will be the actual individuals filling the job(s)
- B. Grantee will provide **5,360** service hours, the amount of hours worked by the participants
- C. Grantee will provide **1,820** hours of on-site supervision and coaching by Arc staff members

VI. Outcome Objectives

On an annual basis:

- A. At least 80% of program participants will demonstrate continued employment of at least 8 months, either through this program or a combination of this program and other similar programs.
- B. 100% of program participants will have individualized and measurable goals focused on worksite independence building.
- C. 100% of participants will learn basic employability skills.

VII. Program Evaluation Measures

Grantee will also be monitored by the City yearly in areas such as timeliness, cleanliness and reliability via survey to be developed and administered by HSA.

VIII. Reporting and Other Requirements

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

- A. The grantee will enter into the CA Getcare -consumers' data in the Community Services module.
- B. The grantee will enter into the CA Getcare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
- C. Monthly reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system regarding the following:
 - 1. Number of unduplicated consumers served during the month.
 - 2. Number of units of service of service hours and supervision hours as described in section V above.
- D. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section V and VI - Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system.
- F. Grantee shall develop and deliver ad hoc reports as requested by HSA.
- G. Apart from reports requested to be sent via e-mail to the Program Analyst and/or Contract Manager, all other reports should be sent to the following addresses

Arata Goto, Contract Manager (GB15)
Office of Contract Management
San Francisco Human Services Agency
1650 Mission Street, Suite 300
San Francisco, CA 94103
Arata.Goto1@sfgov.org

Michael Zaugg, Program Analyst
DAAS, Office on the Aging
P.O. Box 7988
San Francisco, CA 94120
michael.zaugg@sfgov.org

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-Getcare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; program operation, which includes a review of a written policies and procedures manual of all OOA funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool, translation and social services are based on staff hours.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B – Calculation of Charges

- I. The Department agrees to pay the Contractor a flat unit rate of \$18.67 per client hour. This unit rate includes client wages and benefits, as well as all costs associated with the operation and administration of this program.

- II. Total client hours will not exceed 5,360 annually. The breakdown of client hours for each site is as follows:
 - a. 1235 Mission St. 1,440 hours per year
 - b. 39 Jones St. 2,080 hours per year
 - c. 2 Gough St. 800 hours per year
 - d. 1440 Harrison St. 1,040 hours per year

- III. Annual amount will not exceed \$100,093

- IV. Total contract amount will not exceed **\$300,279**

FY16-17	\$100,093
FY17-18	\$100,093
FY18-19	\$100,093
Total	\$300,279