



London Breed, Mayor

Department of Human Services
 Department of Aging and Adult Services
 Office of Early Care and Education

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
 JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *ju 1*

DATE: MAY 1, 2019

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

GRANT TERM:	<u>Original Term</u> 7/1/16-6/30/19	<u>Modification Term</u> 7/1/19-6/30/20	<u>Revised Term</u> 7/1/16 – 6/30/20		
GRANT AMOUNT:	<u>Current</u> \$307,848	<u>Modification</u> \$105,163	<u>Revised</u> \$413,011	<u>Contingency</u> \$41,301	<u>Total</u> \$454,312
ANNUAL AMOUNT:	<u>FY 16/17</u> \$100,093	<u>FY17/18</u> \$102,595	<u>FY18/19</u> \$105,160	<u>FY 19/20</u> \$105,163	
MODIFICATION FUNDING:	<u>County</u> \$78,872	<u>State</u> \$12,620	<u>Federal</u> \$13,671	<u>Contingency</u> \$10,516	<u>Total</u> \$115,679
PERCENTAGE:	75%	12%	13%		100%

The Department of Aging and Adult Services requests authorization to modify the existing grant agreement with The ARC San Francisco for the period of July 1, 2019 to June 30, 2020, in the amount of \$105,163 plus a 10% contingency for a revised total amount not to exceed \$454,312. The purpose of the grant is to create employment opportunities for people with developmental disabilities.

Background

The ARC San Francisco is a non-profit organization that provides services 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.

The program is in line with the Agency's mission to foster clients' economic success. These are services to train and provide work experience for adults with developmental disabilities. The grant has been managed by DAAS' Office on the Aging since FY15/16.

Services to be Provided

The Arc SF Janitorial and Recycling program develops work sites and provides site supervision for adults with developmental disabilities; trains and places program participants; and establishes a stable and reliable workforce to complete services as described in Appendix A-1. Program participants will have stable employment and meaningful engagement in a work setting, experience increased integration and inclusion in a work setting, and receive the economic benefit of a regular income. The ARC program currently provides janitorial and recycling services at the Human Service Agency locations at 1235 Mission Street, 2 Gough Street and 1440 Harrison Street, and other sites as developed.

Performance

Program Monitoring:

The Office on the Aging conducted its program monitoring visit for The ARC SF's Janitorial and Recycling Program on April 5, 2019. Although the program was determined to be in compliance with no findings, a plan to ensure timely data entry has been developed and will be monitored monthly this fiscal year.

Fiscal Monitoring:

A Citywide Fiscal and Compliance Monitoring visit was conducted on March 4, 2019. There were no significant findings identified in the monitoring. The grantee is in compliance with performance and monitoring requirements.

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-1

Appendix B-1

**APPENDIX A-1 – SERVICES TO BE PROVIDED BY GRANTEE
THE ARC SAN FRANCISCO
JANITORIAL AND RECYCLING EMPLOYMENT SERVICES
Effective July 1, 2016 to June 30, 2020**

I. Purpose

This grant is to create employment opportunities for people with developmental disabilities and to advance inclusionary employment practices. The program trains, places, and supervises participants. Service sites will include Human Service Agency work settings.

II. Definitions

Adult with Disability	Person 18-59 years of age living with a disability.
CA GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake and assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing Online System
City	City and County of San Francisco, a municipal corporation
DAAS	Department of Aging and Adult Services
Developmental Disability	Developmental disability refers to a severe and chronic disability that is attributable to a mental or physical impairment that begins before an individual reaches adulthood. These disabilities include intellectual disability, cerebral palsy, epilepsy, autism, and disabling conditions closely related to intellectual disability or requiring similar treatment.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: Activities of Daily Living (ADL), and Instrumental Activities of Daily Living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Grantee	The ARC San Francisco
HSA	Human Services Agency of 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).

III. Eligibility for Services

- A resident of San Francisco
- Aged 18 or older with a developmental disability
- A participant of The ARC San Francisco programs

IV. Location and time of Service

The ARC San Francisco main office is at 1500 Howard Street, San Francisco, CA, 94103 and open during regular business hours.

The ARC San Francisco janitorial and recycling program currently has three sites. Work hours vary depending on the needs of the specific site and the employees. Work hours shall be negotiated by Grantee and work site staff and depend on the needs of the site.

Current work sites include:

- 1235 Mission Street
- 2 Gough Street
- 1440 Harrison Street

V. Description of Services

The Grantee will develop and provide employment opportunities for adults with developmental disabilities; train, place, and supervise program participants; and establish a stable and reliable workforce to complete services as listed below. Through their participation in this program, participants will have 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 Grantee will provide some or all of the following services depending on work site need:

1. 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, countertops, 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 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 work site.
4. Provide workers and supervision sufficient to perform the above services.
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.
7. Maintain communication with Human Service Agency site managers.

VI. Objectives

Service Objectives

On an annual basis Grantee will be required to follow specific service objectives that measure the quantity, quality and other aspects of the services provided:

- Grantee will serve **20** unduplicated program participants (individuals filling the jobs)
- Grantee will provide **5,360** service hours (hours worked by the participants)
- Grantee will provide **1,820** hours of on-site supervision and coaching by Arc staff

Outcome Objectives

On an annual basis the Grantee will be required specific outcome objectives that demonstrate and measure the impact, outcomes, and/or results of the service:

- At least 80% of program participants will have continued employment of at least 8 months, either through this program or a combination of this program and other similar programs.
- 100% of program participants will have individualized and measurable goals focused on worksite independence building (as documented by individual service plans).
- 100% of participants will learn basic employability skills (as documented by individual service plans).

VII. Reporting Requirements

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

- A. The grantee will enter into the CA Getcare all required consumers' data.
- 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, Quarterly and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAAs and Contracts Department Staff.
- 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 will develop and deliver an annual summary report of SOGI data collected in the year as requested by DAAS/HSA. The due date for submitting the annual summary report is July 10th.
- G. Grantee shall develop and deliver ad hoc reports as requested by HSA.
- H. Apart from reports with specific instructions above, all other reports and communications should be sent to the following addresses:

Annyse Acevedo, Senior Administrative Analyst
Office of Contract Management
San Francisco Human Services Agency
1650 Mission Street, Suite 300
San Francisco, CA 94103
Annyse.acevedo@sfgov.org

Rick Appleby, Program Analyst
DAAS, Office on the Aging
P.O. Box 7988
San Francisco, CA 94120
Rick.appleby@sfgov.org

VIII. Monitoring Activities

- A. Program Monitoring: 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; board of director list; and whether services are provided appropriately according to Sections IV, VI, and VII.
- 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-1 – Calculation of Charges

- I. The Department agrees to pay the Contractor a flat unit rate of \$19.62 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. Client hours for each site will be negotiated by The ARC San Francisco and the worksite, and will depend on site need. Current sites include:
 - a. 1235 Mission St.
 - b. 2 Gough St.
 - c. 1440 Harrison St.
- III. Annual amount will not exceed \$105,163
- IV. Total contract amount will not exceed **\$413,011**

FY16-17	\$100,093
FY17-18	\$102,595
FY18-19	\$105,160
FY19-20	\$105,163
Total	\$413,011