




Mark Farrell, Mayor

Trent Rhorer, Executive Director

**MEMORANDUM**

**TO:** HUMAN SERVICES COMMISSION

**THROUGH:** TRENT RHORER, EXECUTIVE DIRECTOR

**FROM:** NOELLE SIMMONS, DEPUTY DIRECTOR  
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS 

**DATE:** JUNE 22, 2018

**SUBJECT:** GRANT RENEWAL: SAN FRANCISCO CLEAN CITY COALITION (NON-PROFIT) TO PROVIDE NEIGHBORHOOD BEAUTIFICATION TRANSITIONAL EMPLOYMENT SERVICES

<b>GRANT TERM:</b>	<u>Current</u> 7/1/17- 6/30/18	<u>Renewal</u> 7/1/18- 6/30/19	<u>Contingency</u>	<u>Total</u>	
<b>GRANT AMOUNT:</b>	\$392,547	\$319,093	\$31,909	\$351,002	
<b>ANNUAL AMOUNT:</b>	<u>FY 18/19</u> \$319,093				
<b>Funding Source</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
<b>PERCENTAGE:</b>	\$240,626	\$10,823	\$67,644	\$31,909	\$351,002
	76%	3%	21%		100%

The Department of Human Services (DHS) requests authorization to renew the grant with San Francisco Clean City Coalition for the period of July 1, 2018 through June 30, 2019, in an amount of \$319,093 plus a 10% contingency for a total amount not to exceed \$351,002. The purpose of this 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. This renewal represents a consolidation of similar services provided by SF Clean City Coalition to help participants build a stronger foundation for further career advancement in community improvement and beautification activities.

## **Background**

The Department of Human Services works with other City Agencies (Public Works, Recreation and Parks, etc.), and nonprofit organizations to develop various paid training programs for the diverse segments of the welfare population. There is also an initiative to improve the appearance and upkeep of San Francisco neighborhoods. The service provides four-month transitional employment opportunities to low income and homeless individuals through community improvement activities such as street sweeping, graffiti removal, and neighborhood greening.

## **Services to be Provided**

### *Outreach*

Grantee will provide continuous outreach to Community Based Organizations, the Department, and other government agencies, in order to recruit participants. Orientations will be held at least once a month.

### *Employment Readiness Workshops / Job Placement Assistance*

Each participant will attend two (2) hours per week of job readiness and vocational workshops, and five (5) hours per week of supervised job search activities. Job readiness workshops will be designed to cover a wide-range of topics and skills to prepare participants for employment and address barriers to employment. Services will include computer skills improvement and access to job opportunities through the Internet. Vocational workshops will help participants develop a knowledge base in landscape construction and greening. Graduates of the program will have an option of receiving advanced training in Grantee's Green City Program, which provides a higher wage through transitional employment.

### *Transitional Employment*

Grantee has short term work experience for enrollees to transition into permanent employment. Participants will work doing civic improvement and beautification activities in various San Francisco neighborhoods, and perform duties such as daily sweeping routes, graffiti removal and tree well maintenance. As the employer of record, Grantee will offer 12-20 hours per week of work at the San Francisco Minimum Compensation Ordinance wage rate for up to four months to participants. Participants will be trained in professional work ethics, time management, and personal responsibility for job assignments.

### *Job Retention Support*

Over a period of at least ninety (90) days, Grantee will provide support to clients who have obtained employment. Grantee will follow the employment status of the participants and provide job coaching or re-employment services as needed.

On an annual basis, Grantee will enroll 40 participants per year, with at least 50% of those individuals being either CalWORKs, CAAP/PAES, Medi-Cal, CalFresh, CalFresh ABAWD recipients.

Grantee services are provided at 366 Eddy Street. Work experience sites are throughout San Francisco. Hours of operation are 7:00 am to 6 pm, Monday through Sunday.

**Performance**

Grantee received a program monitoring visit on April 4, 2018 with no significant findings. Grantee was eligible for a Good Performance Waiver and received a fiscal and compliance monitoring waiver for FY17-18.

**Selection**

Grantee was selected through Request for Proposals #606, which was competitively bid in April 2014.

**Funding**

Funding for this grant renewal will be provided entirely by County General Funds.

**ATTACHMENTS**

Appendix A – Services to be Provided

Appendix B – Budget

**Appendix A –Services to be Provided  
San Francisco Clean City Coalition  
Neighborhood Beautification Transitional Employment Program  
July 1, 2018 – June 30, 2019**

**I. Purpose of Grant**

The purpose of this grant is to provide a comprehensive employment training program in a supportive environment to assist men and women 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. Sector-based training will lead participants to advancement opportunities with higher wages.

**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.
CalWORKs	California Work Opportunity and Responsibility to Kids welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid.
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.
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	Human Services Agency of the City and County of San Francisco, also the Department
Medi-Cal	A free or low-cost health care coverage for low-income CA residents.
Launchpad	A client tracking system used by HSA.
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/PAES, Medi-Cal, CalFresh, or CalFresh ABAWD public assistance.

### IV. Description of Services

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

#### 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/PAES, Medi-Cal, or CalFresh.

#### C. Transitional Employment

Grantee has short-term work experience for enrollees to transition into permanent employment. Participants will engage in urban maintenance and landscape maintenance activities, perform duties such as daily sweeping routes, graffiti removal and tree well maintenance. 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. Participants will be supervised 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. Participant wages at the San Francisco Minimum Compensation Ordinance nonprofit hourly rate, Employer FICA, California Unemployment Insurance,

and Workers' Compensation insurance will be paid by Grantee. Only Work Experience hours actually worked are paid a wage. Job Readiness Training participation hours are not paid. Paid Time Off that complies with CalWORKs and PAES participation requirements, San Francisco Minimum Compensation Ordinance and Paid Sick Leave Ordinance will be paid to participants for Work Experience.

**E. Job Readiness and Vocational Workshops**

Each participant will attend weekly **job readiness and vocational workshops** supervised by Grantee staff. Participant sign-in and sign-out sheets shall be maintained for each workshop to document attendance. Each workshop will be 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. 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. In the vocational workshops, participants will learn Work Place Safety, Introduction to Gardening Tools, Landscape Maintenance, Plant Installation, Composting and Fertilizers, Waste Diversion and Recycling, and Introduction to Green Jobs and Environmental Stewardship Opportunities. The vocational workshops will prepare participants for Grantee's advanced training program, Green City Program, which provides additional workshops and hands-on training in landscape construction.

**F. Job Placement Assistance**

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. 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 job opportunities through the Internet. 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**

Grantee will provide a program to support clients that obtain employment for a minimum of 90 days. Grantee will follow the employment status of the participants and provide job coaching or re-employment services as needed.

**H. Added Services for CalWORKs or ABAWD clients served**

- Work with HSA staff to have services become participants' employment plan, if not already, subject to vocational assessment.
- Have a process for recording participants' daily participation and attendance. Enter progress and attendance reports into Launchpad for each participant.

- 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 clients to HSA to be screened for CalWORKs eligibility.

#### **V. Location and Time of Services**

Grantee services are provided at 366 Eddy Street. 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, Independence Day, Labor 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. 50% of the enrolled participants will be CalWORKs, CAAP/PAES, 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 at a wage of \$17 per hour 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. Client Detail Reports

1. Grantee shall submit enrollment reports on program participants due on the 10th of each month for the prior month in a format provided by HSA. The enrollment report will contain demographic information on each new participant.
2. Program status change for all participants will be entered into Launchpad on a rolling basis, but no later than the 10<sup>th</sup> of the month following the date of status change, including minimally the following information:
  - a) Program exit date and reason
  - b) Job placement information
  - c) Job retention information
3. 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.
4. Participant confidential information sent via email must follow HSA's ZixCorp secured and encrypted system.

### B. HSA Client Reports

1. Monthly progress and attendance reports for each CalWORKs and ABAWD participant served will be entered into Launchpad by the 5<sup>th</sup> of each month for the prior month.
2. Absences of CalWORKs and ABAWD participants shall be reported to participants' HSA staff within two business days by email when:
  - a) Participant has two (2) unexcused absences or eight (8) cumulative hours absent;
  - b) Attendance falls below 80% of total program hours; or
  - c) Participant is being exited from the program.

### C. CARBON Reporting

1. Grantee will provide a **monthly** report of activities by entering the monthly metrics in the CARBON database by the 10<sup>th</sup> of the following month. The monthly report will contain quantitative progress toward achieving the service and outcome objectives as identified in Section VI and VII of this appendix. Reports must provide statistics for the period, as well as totals for the fiscal year-to-date.
2. Grantee will provide an **annual** report summarizing the contract activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by Grantee. Grantee will enter the annual metrics and the



annual SOGI aggregate data in the CARBON database by the 10<sup>th</sup> of the month following the end of the program year.

- D. Grantee will provide Ad Hoc reports as required by the Department.
- E. For assistance with reporting requirements or submission of reports, contact:  
Jiro Arase, Program Monitor, E307  
Welfare to Work Services Division  
Jiro.Arase-Barham@sfgov.org

or

Judy Ng, Contract Manager, GB23  
Office of Contract Management  
Judy.Ng@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 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
1	Appendix B, Page 1				
2	Document Date: 6/07/18				
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>				
4	<b>BY PROGRAM</b>				
5	Contractor Name:			Term:	7/1/2018 - 6/30/2019
6	<b>San Francisco Clean City Coalition</b>				
7	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	<b>Program: Neighborhood Beautification and Transitional Employment</b>				
10	Budget Reference Page No.(s)				Total
11	Program Term	7/1/18 - 6/30/19			7/1/2018 - 6/30/2019
12	<b>Expenditures</b>				
13	Salaries & Benefits	\$126,422			\$126,422
14	Operating Expense	\$30,940			\$30,940
15	<b>Subtotal</b>	<b>\$157,362</b>			<b>\$157,362</b>
16	Indirect Percentage (%)	12%			
17	Indirect Cost (Line 16 X Line 15)	\$18,883			\$18,883
18	Total Program Expenditures	\$176,245			\$176,245
19	Capital Expenditure	\$0			\$0
20	Participant Wages (40 participants x 16hrs week hrs x\$15/hr), Taxes; (FICA:7.65%, SUI:6.2%), Worker's Compensation Ins(11.09%)	\$142,848			\$142,848
21	Total Expenditures	\$319,093			\$319,093
22	<b>HSA Revenues</b>				
23					
24	HSA Funds	\$319,093			\$319,093
25					
26					
27					
28					
29					
30					
31	<b>TOTAL HSA REVENUES</b>	<b>\$319,093</b>			<b>\$319,093</b>
32	<b>Other Revenues</b>				
33					
34					
35					
36					
37					
38	Total Revenues	\$319,093			\$319,093
39	Full Time Equivalent (FTE)				
41	Prepared by: Gia Grant	Telephone No.:		Date	
42	HSA-CO Review Signature:	_____			
43	<b>HSA #1</b>				<b>6/20/2018</b>

Program Name: **Transitional Employment and Beautification Program**  
 (Same as Line 9 on HSA #1)

**Salaries & Benefits Detail**

11	12	Agency Totals		HSA	7/1/18 - 6/30/19	1/0/00	1/0/00	7/1/18-6/30/19
		Annual Full Time Salary for FTE	Total % FTE	Adjusted FTE	For DHS Program Budgeted Salary	For DHS Program Budgeted Salary	For DHS Program Budgeted Salary	TOTAL
13	Director of Operations	129,881	100%	25%	\$32,470			\$32,470
14	Crew Supervisor	43,680	100%	75%	\$32,760			\$32,760
15	Employment & Training Coordinator	44,138	100%	50%	\$22,069			\$22,069
16	Employment Counselor	38,563	38%	38%	\$14,654			\$14,654
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28	TOTALS		3.38	1.88	\$101,953	\$0	\$0	\$101,953
29								
30	FRINGE BENEFIT RATE	24%						
31	EMPLOYEE FRINGE BENEFITS				\$24,469		\$0	\$24,469
32								
33								
34	TOTAL SALARIES & BENEFITS				\$126,422	\$0	\$0	\$126,422
35	HSA #2							

	A	B	C	D	E	F	G	H	I	J	K
1											Appendix B, Page 3
2											Document Date: 6/07/18
3											
4	Program: Neighborhood Bea										
5	(Same as Line 9 on HSA #1)										
6											
7	<b>Operating Expense Detail</b>										
8											
9											
10											
11											TOTAL
12	<u>Expenditure Category</u>				<u>TERM 7/1/18 - 6/30/19</u>		<u>1/0/00</u>		<u>1/0/00</u>		<u>7/1/2018 - 6/30/2019</u>
13	Rental of Property				\$15,000						\$15,000
14	Utilities(Elec, Water, Gas, Phone, Scavenger)										
15	Office Supplies, Postage										
16	Building Maintenance Supplies and Repair										
17	Printing and Reproduction										
18	Insurance				\$8,500						\$8,500
19	Staff Training										
20	Staff Travel-(Local & Out of Town)										
21	Rental of Equipment										
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23											
24											
25											
26											
27											
28	OTHER										
29	Program Supplies - <i>Drug testing, uniforms,</i>										
30	<i>laundry, tools, supplies, uniforms, rain gear</i>				\$5,200						\$5,200
31											
32	Payroll Processing Expenses (\$14 person/per mon				\$2,240						\$2,240
33											
34											
35	TOTAL OPERATING EXPENSE				\$30,940		\$0		\$0		\$30,940
36											
37	HSA #3										6/20/2018