



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: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

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

DATE: APRIL 19, 2019

SUBJECT: NEW GRANT: **SAN FRANCISCO CLEAN CITY COALITION**
 (NON-PROFIT) TO PROVIDE TRANSITIONAL EMPLOYMENT IN
 URBAN MAINTENANCE

GRANT TERM: 7/1/2019 – 6/30/2022

GRANT AMOUNT:

Grant	Contingency	Total
\$957,190	\$95,719	\$1,052,909

ANNUAL AMOUNT:

FY19-20	FY20-21	FY21-22
\$319,092	\$319,049	\$319,049

Funding Source

County	State	Federal	Contingency	Total
\$639,949	\$0	\$317,241	\$95,719	\$1,052,909

FUNDING:

PERCENTAGE:

67%	0%	33%
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The Department of Human Services (DHS) requests authorization to enter into a new grant with San Francisco Clean City Coalition for the period of July 1, 2019 through June 30, 2022, in an amount of \$957,190 plus a 10% contingency for a total amount not to exceed \$1,052,909. 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 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.

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.

Employment Readiness Workshops / Job Placement Assistance

Each participant will attend job readiness and vocational workshops weekly, 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. Grantee will offer advanced training in their 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 tree well maintenance, daily sweeping routes, and graffiti removal. 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.

Selection

Grantee was selected through RFQ #1000010605 issued by DPW in June 2018. The Department is using the solicitation completed by DPW to issue the proposed DHS grant.

Funding

Services will be funded through local General Fund and Federal CFET (CFDA #10.561 and #93.558) dollars.

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, 2019 – June 30, 2022**

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.
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	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 landscape maintenance and urban maintenance activities, perform duties such as tree well maintenance, daily sweeping routes, and graffiti removal. 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 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. 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 or CAAP 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. 75% 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, unless the participant is hired by Grantee as described in VII-C. 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. Client Detail Reports

1. 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.
2. Program status change for all participants will be entered into Launchpad on a rolling basis, 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. 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.
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 15th 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 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.
3. 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 in the CARBON database by the 10th of the month following the end of the program year.

4. Grantee will provide Ad Hoc reports as required by the Department.

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

Jiro Arase, HSA Program Monitor, E307
Welfare to Work Services Division
Jiro.Arase-Barham@sfgov.org

or

Judy Ng, HSA Contract Manager, GB23
Office of Contract Management
Email: 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					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Agency Name:			Term:	
6	San Francisco Clean City Coalition			7/1/2019 - 6/30/2022	
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 Name: Transitional Employment in Urban Maintenance				
10	Budget Reference Page No.(s)				
11	Program Term:	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/21 - 6/30/22	Total
12	Expenditures				
13	Salaries & Benefits	\$114,592	\$114,592	\$114,592	\$343,776
14	Operating Expense	\$42,770	\$42,730	\$42,730	\$128,230
15	Subtotal	\$157,362	\$157,322	\$157,322	\$472,006
16	Indirect Percentage (%)	12%	12%	12%	
17	Indirect Cost (Line 16 X Line 15)	\$18,882	\$18,879	\$18,879	\$56,640
18	Total Program Expenditures	\$176,244	\$176,201	\$176,201	\$528,646
19	Capital Expenditure				
20	Participant Wages (40 participants x 16hrs week hrs x\$16.50/hr), Taxes; (FICA:7.65%, SUI:6.2%), Worker's Compensation Ins(11.09%), Payroll Expenses @\$14 per person per month	\$142,848	\$142,848	\$142,848	\$428,544
21	Total Expenditures	\$319,092	\$319,049	\$319,049	\$957,190
22	HSA Revenues				
23	General Fund	\$213,345	\$213,302	\$213,302	\$639,949
24	CFDA# 10.561	\$91,268	\$91,268	\$91,268	\$273,804
25	CFDA# 93.558	\$14,479	\$14,479	\$14,479	\$43,437
26					
27					
28					
29					
30					
31	TOTAL HSA REVENUES	\$319,092	\$319,049	\$319,049	\$957,190
32	Other Revenues				
33					
34					
35					
36					
37					
38	Total Other Revenues				
39	Full Time Equivalent (FTE)				
41	Prepared by: Gia Grant		Telephone: 415-552-9201 ext. 11		Date: 4/10/2019
42	HSA-CO Review Signature: _____				
43	HSA #1				

Program Name: Transitional Employment in Urban Maintenance
 (Same as Line 9 on HSA #1)

Salaries & Benefits Detail

11	12	Agency Totals		HSA Program		7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/21 - 6/30/22	TOTAL
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DHS Program	DHS Program	DHS Program	
				Budgeted Salary	Budgeted Salary	Budgeted Salary			
13	Director of Operations	\$136,375	1.00	25%	0.25	\$34,094	\$34,094	\$34,094	\$102,282
14	Employment & Training Coord	\$62,400	1.00	33%	0.33	\$20,798	\$20,798	\$20,798	\$62,394
15	Crew Supervisor	\$47,840	1.00	80%	0.80	\$38,272	\$38,272	\$38,272	\$114,816
16					-				
17					-				
18					-				
19					-				
20					-				
21					-				
22					-				
23					-				
24					-				
25					-				
26					-				
27					-				
28					-				
29					-				
30	TOTALS	\$246,615	3.00	138%	1.38	\$93,164	\$93,164	\$93,164	\$279,492
32	FRINGE BENEFIT RATE	23%							
33	EMPLOYEE FRINGE BENEFITS	\$21,428				\$21,428	\$21,428	\$21,428	\$64,284
36	TOTAL SALARIES & BENEFITS	\$114,591				\$114,592	\$114,592	\$114,592	\$343,776
37	HSA #2	Date: 4/10/2019							

	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B, Page 3										
2											
3											
4	Program Name: Transitional Employment in Urban Maintenance										
5	(Same as Line 9 on HSA #1)										
6											
7	Operating Expense Detail										
8											
9											
10											
11	TOTAL										
12	<u>EXPENDITURE CATEGORY</u>				<u>TERM 7/1/19 - 6/30/20</u>		<u>7/1/20 - 6/30/21</u>		<u>7/1/21 - 6/30/22</u>		
13	Rental of Property				\$21,920		\$25,380		\$25,380		\$ 72,680
14	Utilities (Elec, Water, Gas, Phone, Garbage)										\$ -
15	Office Supplies, Postage										\$ -
16	Building Maintenance Supplies and Repair										\$ -
17	Printing and Reproduction										\$ -
18	Insurance				\$8,500		\$8,500		\$8,500		\$ 25,500
19	Staff Training										\$ -
20	Staff Travel (Local & Out of Town)										\$ -
21	Rental of Equipment										\$ -
22	<u>CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE</u>										
23											\$ -
24											\$ -
25											\$ -
26											\$ -
27											\$ -
28	<u>OTHER</u>										
29	Program Supplies				\$12,350		\$8,850		\$8,850		\$ 30,050
30	Drug Testing										\$ -
31	Laundry, Tools, Supplies, Uniforms, Rain Gear										\$ -
32	Employment Center Equipment										\$ -
33											\$ -
34											
35	TOTAL OPERATING EXPENSE				\$42,770		\$42,730		\$42,730		\$ 128,230
36											
37	HSA #3										Date: 4/10/2019