



London Breed, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

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

DATE: JANUARY 18, 2019

SUBJECT: NEW GRANT: HUNTER'S POINT FAMILY (NON-PROFIT) TO PROVIDE PARK RESTROOM MONITOR PROGRAM

		<u>Contingency</u>	<u>Total</u>		
GRANT TERM:	2/1/19 – 6/30/22				
GRANT AMOUNT:	\$3,150,980	\$315,098	\$3,466,078		
ANNUAL AMOUNT:	FY18/19	FY19/20	FY20/21	FY21/22	
	\$387,339	\$921,214	\$921,214	\$921,214	
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$2,766,605		\$384,375	\$315,098	\$3,466,078
PERCENTAGE:	88%		12%		100%

The Department of Human Services (DHS) requests authorization to enter into a new grant agreement with Hunter's Point Family for the period of February 1, 2019 to June 30, 2022, in an amount of \$3,150,980, plus a 10% contingency for a total amount not to exceed \$3,466,078. The purpose of the grant is to provide clean and safe public toilets, supervised used-needle receptacles, and dog waste stations in eight (8) San Francisco Recreation and Park Department (RPD) sites. Further, the Grantee will provide a transitional employment program for participants to monitor these sites to ensure the availability of safe and clean restroom facilities to the public.

Background

In 2013, then San Francisco Mayor Ed Lee released his 17 Point Jobs Plan. This plan included points to: 1) hire San Franciscans, 2) make government more responsive and effective, and 3) improve blighted areas. Consistent with Mayor Lee's expressed goals, the San Francisco Department of Public Works (DPW) released a Request for Qualifications (RFQ) seeking non-profit community-based organizations to partner with DPW in some key areas that support the Mayor's goals and comport with DPW's Strategic Plan, adopted in 2014, with a goal of maintaining safe, clean and inviting public spaces as well as engaging the community and developing partnerships by increasing employment opportunities, job training and general workforce development for local residents.

The Grantee has partnered with the City and County of San Francisco for over 18 years. The Park Restroom Monitor Program provides transitional employment opportunities for participants while ensuring the availability of safe and clean restroom facilities to the public in select San Francisco parks.

Services to be Provided

With oversight provided by DHS and RPD, Grantee shall provide Orientation and Training, Park Restroom Monitoring Transitional Employment, Case Management, and Employer and Payroll services to 40 participants in the Park Restroom Monitor program annually, serving each participant for a maximum of 6 months.

For additional information regarding services, please refer to Appendix A (attached).

Location and Time of Services

- Raymond Kimbell Playground: Pierce Street & O'Farrell Street, San Francisco, CA 94115
- Mission Dolores Park: Dolores St & 19th Street, San Francisco, CA 94114
- Portsmouth Square: 733 Kearny Street, San Francisco, CA 94108
- James Rolph Jr. Playground: 2850 Cesar Chavez, San Francisco, CA 94110
- Potrero del Sol: 2827 Cesar Chavez, San Francisco, CA 94110
- Bay View Playground: 3rd & Armstrong, San Francisco, CA 94124
- Jackson Playground: Mariposa Street & Arkansas Street, San Francisco, CA 94107
- Victoria Manalo Draves Park: Folsom & Sherman Street, San Francisco, CA 94103

Services will be Sunday through Saturday, except on the following holidays: 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. Hours will vary by location, but are typically from 8am to 4pm, 7 days a week. The two restrooms at Mission Dolores Park will be monitored from 8am to 12pm, 7 days a week. Victoria Manalo Draves restroom monitor hours are 3pm to 8pm, 7 days a week (these hours to augment existing HPF contract hours through Public Works). Hours and locations are subject to change as deemed necessary by DHS and RPD. DHS, with RPD, will set the priority of which restrooms open first.

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) dollars.

ATTACHMENTS

Appendix A – Services to be Provided

Appendix B – Program Budget

**Appendix A – Services to be Provided
Hunters Point Family
Park Restroom Monitor Program for SF RPD Sites
February 1, 2019 – June 30, 2022**

I. Purpose of Grant

The purpose of the grant is to provide clean and safe public toilets, supervised used-needle receptacles, and dog waste stations in 8 San Francisco Recreation and Parks Department (RPD) sites. The Grantee will provide a transitional employment program for participants to monitor these sites to ensure the availability of safe and clean restroom facilities to the public.

II. Definitions

CalFresh	Self-Sufficiency Program administered by HSA, formerly known as Food Stamps and federally known as the Supplemental Nutrition Assistance Program (SNAP)
CalWORKs	California Work Opportunity and Responsibility to Kids, welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid.
Grantee	Hunters Point Family (HPF)
HSA	Human Services Agency of the City and County of San Francisco
PAES	Personal Assisted Employment Services, an HSA program that provides a cash stipend and employment services to low-income San Franciscans with no children.
RPD	San Francisco Recreation and Parks Department
SOGI	Sexual Orientation and Gender Identity. A City ordinance requiring grantees to collect data concerning SOGI information on clients they serve.

III. Target Population

The target population is low-income residents of San Francisco who receive CalFresh, and who may also receive cash assistance through the CalWORKs or CAAP program.

IV. Description of Services

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

A. Orientation and Training

1. Grantee will recruit eligible participants and accept referrals of eligible participants from HSA.
2. Orientation will instruct participants on the Grantee's core goals and how these goals can be met through the implementation of services.
3. Hard Skills training includes data collection, policies, and technical instruction.
4. Soft skills training is provided through a job-training curriculum that incorporates environmental literacy while teaching academic skills, interview skills, employer expectations, appropriate work attire, and life skills. Participants will also be required to complete training in conflict mediation, effective communication practices, crisis management, and emergency response.
5. Participants will complete and receive certification in First Aid and CPR.

B. Park Restroom Monitoring Transitional Employment

1. Daily set-up, stocking of supplies, and light cleaning/wiping/sweeping/mopping (excluding sanitizing) of the assigned Rec and Park Rest Stop restroom.
2. Ensure safe usage of the Park Rest Stop restroom by members of the public.
3. Report any unsanitary condition, damage or misuse of the Park Rest Stop restroom to Rec and Park and Public Works.
4. Secure Park Rest Stop restroom in the event that it becomes unusable due to unsanitary condition, damage or vandalism.
5. Clean the sidewalks, curbs, and other areas immediate to the Park Rest Stop restroom.
6. Provide weekly reports on usage, needle counts and other data relevant to performance of the Park Rest Stop program.
7. Manage the collection of waste (needles, trash, and animal/human waste) in designated City-provided receptacles at Park Rest Stop locations.
8. Serve as an "Ambassador" and assist the needs of the general public, such as, but not limited to, answering questions, providing directions, etc. in a respectful and professional manner.
9. Notify RPD when a worker is unable to work their shift and a replacement is not readily available to staff the restroom.
10. 1 Monitor per restroom will be stationed at each site during monitored hours.

C. Case Management

1. Participants will work with Grantee staff to create an individualized career plan, called an Individual Service Strategy.

2. Staff will meet with participants on a bi-weekly basis.
3. Barrier Removal: staff will leverage existing partnerships to ensure participants receive comprehensive services for all their identified needs in a culturally authentic manner.
4. Staff will provide GED/High School Diploma support to participants.
5. Provide Job Search and Job Placement services to participants. The goal is to place participants in unsubsidized employment within one year after their subsidized work experience, meaning that Grantee will follow up with participants up to one year after leaving the program.

D. Employer and Payroll

1. Participants will be employees of the Grantee. Grantee controls the work schedule and timesheets.
2. Grantee will pay participants the San Francisco Minimum Compensation Ordinance wage rate for hours worked, approved Paid Time Off, and HSA approved holidays, all paid at straight time. The total of these hours shall not exceed 8 hours per day or 27 hours per week. Any changes to the wage rate will conform to the San Francisco Minimum Compensation Ordinance currently in effect.
3. Participants will not work on the following holidays: 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.
4. Grantee will maintain workers compensation insurance for participants.
5. Participant wages, Paid Time Off, Holiday pay, Employer FICA, California Unemployment Insurance, and Workers Compensation insurance will be paid by Grantee through this agreement. Paid Time Off that complies with San Francisco Minimum Compensation ordinance will be paid to participants.
6. Grantee will provide Payroll reports for each pay date detailing each participant paid with participant name, social security number, Check number, number of hours worked and Paid Time Off hours paid, Gross and Net wages paid, and Year-to-Date gross Wages and number of hours. Reports will be available within a week of the pay date.
7. Grantee will provide to HSA copies of paychecks issued to participants within a week of issuance date.
8. Grantee will Issue paychecks and W-2s to Participants.

E. 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

- Raymond Kimbell Playground: Pierce Street & O'Farrell Street, San Francisco, CA 94115
- Mission Dolores Park: Dolores St & 19th Street, San Francisco, CA 94114
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VI. HSA/RPD Responsibilities

Recreation & Parks Department will:

- A. Provide storage space for all Park Rest Stop Monitors' materials, supplies, and equipment.
- B. Provide keys to said storage space.
- C. Provide appropriate contact information and phone numbers for RPD Park Rangers.
- D. Work with SFPD to provide appropriate SFPD contact information to the restroom monitor.
- E. Provide contact information and phone numbers for RPD Park Services Staff who will provide main point of contact to the monitor for day to day operations.
- F. Provide environmentally safe "green products" to be used in cleaning/maintaining the restroom.
- G. Provide contact information and phone number to Rec and Park contact person during the weekend in the event of an incident or emergency.
- H. Advise Rec and Park custodial staff of presence and role of Park Rest Stop Monitor.
- I. Rec and Park custodial staff will work with and assist the Park Rest Stop Monitor by deep cleaning and maintaining the restroom.

- J. Rec and Park staff will provide assistance and, when necessary, act in a supportive role to assist the Park Rest Stop Monitor to efficiently perform his/her duties.
- K. Rec and Park staff will do all they can to ensure the safety and well-being of Park Rest Stop Monitor(s) assigned to Park Rest Stops.
- L. HSA will refer eligible participants to Grantee.
- M. HSA will provide training to Grantee on the GetCalFresh.org application.
- N. HSA will provide Grantee with monthly reports on participants' CalFresh status.

VII. Service Objectives

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

- A. Enroll 40 participants in the Park Restroom Monitor program annually, serving each participant for a maximum of 6 months.
- B. CalFresh participants will represent a minimum of 35% of the population served. Funding availability will be contingent upon meeting the CalFresh participation goal.

VIII. Outcome Objectives

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

- A. 80% of participants enrolled in subsidized employment will successfully complete the six-month Park Restroom Monitor program.
- B. 50% of participants who complete will receive placement in unsubsidized employment through the combined efforts of the program partners.

IX. Monitoring Activities

- A. Program Monitoring: HSA/RPD 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.

X. Reporting Requirements

- A. Contractor will provide a monthly report of activities, referencing the tasks as described in Section IV– Description of Services, and VII- Service Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.

- B. Supporting documentation for the numbers presented in the reports must be maintained by the Grantee and must be submitted in the Launchpad data system.
- C. Grantee will also submit monthly reports in CARBON containing the following data:
 - 1. Pit Stop Data:
 - a. Number of uses by:
 - i. Gender
 - ii. Estimated Age Group
 - iii. Time of day
 - b. Number of needles
 - c. Number of trash bags
 - d. Number of doggie bags
 - 2. Comments Log:
 - a. Qualitative data on comments received or observations by:
 - i. Date
 - ii. Time
 - iii. Location
 - iv. Type: Positive or Negative
- D. Contractor will provide an annual report summarizing the contract activities, referencing the tasks as described in Section IV-Description of Services, VII-Service Objectives, and VIII-Outcome Objectives. This report will also include accomplishments and challenges encountered by the Contractor. Grantee will enter the report in the CARBON database by the 15th of the month following the completion of the program year.
- E. Grantee will enter the annual SOGI aggregate data in the CARBON database by the 10th of the month following the end of the program year.
- F. The reports are to be submitted electronically to the following staff:

David Flores, Jr., MPA, Principal Administrative Analyst, Office of Contract Management
 David.Flores@sfgov.org

Andy Beetley-Hagler, Community Services Specialist
 Andy.beetley@sfgov.org

	A	B	C	D	E	F
1						Appendix B, Page 1
2						Document Date: 1/18/19
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4	BY PROGRAM					
5	Name					Term
6	Hunters Point Family					2/1/19 - 6/30/22
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: Park Restroom Monitor Program					
10	Budget Reference Page No.(s)					Total
11	Program Term	2/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	2/1/19-6/30/22
12	Expenditures					
13	Salaries & Benefits	\$141,760	\$340,225	\$340,225	\$340,225	\$1,162,435
14	Operating Expense	\$23,771	\$57,050	\$57,050	\$57,050	\$194,921
15	Subtotal	\$165,531	\$397,275	\$397,275	\$397,275	\$1,357,356
16	Indirect Percentage (15%)	15%	15%	15%	15%	
17	Indirect Cost (Line 16 X Line 15)	\$24,830	\$59,591	\$59,591	\$59,591	\$203,603
18	Capital Expenditure	\$3,500	\$0	\$0	\$0	\$3,500
19	Total Program Expenditures: (Line 15 + Line 17)	\$193,861	\$456,866	\$456,866	\$456,866	\$1,564,460
20	Participant Wages; @\$17/hr, Taxes, Worker's Compensation Ins, benefits @ 17.25%	\$193,478	\$464,348	\$464,348	\$464,348	\$1,586,520
21	Total Expenditures: (Line 19 + Line 20)	\$387,339	\$921,214	\$921,214	\$921,214	\$3,150,980
22	HSA Revenues					
23	General Fund	\$340,464	\$808,714	\$808,714	\$808,714	\$2,766,606
24	Federal CFDA #10.561	\$46,875	\$112,500	\$112,500	\$112,500	\$384,375
25						
26						
27						
28						
29						
30						
31	TOTAL HSA REVENUES	\$387,339	\$921,214	\$921,214	\$921,214	\$3,150,980
32	Other Revenues					
33						
34						
35						
36						
37						
38	Total Revenues					
39	Full Time Equivalent (FTE)					
41	Prepared by:			Telephone No.:		Date
42	HSA-CO Review Signature: _____					
43	HSA #1					1/18/2019

Program Name: Park Restroom Monitor Program
 (Same as Line 9 on HSA #1)

Salaries & Benefits Detail

11	12	Agency Totals		HSA Program		2/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	2/1/19-6/30/22
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DHS Program Budgeted Salary	DHS Program Budgeted Salary	DHS Program Budgeted Salary	DHS Program Budgeted Salary	TOTAL 07/01/20 to 06/30/22
13	Executive Director	\$143,520	0.05	100%	0.05	\$2,990	\$7,176	\$7,176	\$7,176	\$24,518
14	Chief Operations Officer	\$95,000	0.15	100%	0.15	\$5,938	\$14,250	\$14,250	\$14,250	\$48,688
15	Lead Supervisor	\$58,240	1.00	100%	1.00	\$24,267	\$58,240	\$58,240	\$58,240	\$198,987
16	Supervisor	\$54,080	1.00	100%	1.00	\$22,533	\$54,080	\$54,080	\$54,080	\$184,773
17	Case Manager	\$65,000	1.00	100%	1.00	\$27,083	\$65,000	\$65,000	\$65,000	\$222,083
18	Administrative Assistant	\$49,920	0.40	100%	0.40	\$8,320	\$19,968	\$19,968	\$19,968	\$68,224
19	Bookkeeper	\$87,360	0.15	100%	0.15	\$5,460	\$13,104	\$13,104	\$13,104	\$44,772
20	Human Resources Support	\$79,040	0.40	100%	0.40	\$13,173	\$31,616	\$31,616	\$31,616	\$108,021
21										
22										
23										
24										
25										
26										
27										
28										
29										
30	TOTALS		4.15	800%	4.15	109,764.17	263,434.00	\$263,434	\$263,434	\$900,066
31										
32	FRINGE BENEFIT RATE	29%								
33	EMPLOYEE FRINGE BENEFITS					\$31,996	\$76,791	\$76,791	\$76,791	\$262,369
34										
35										
36	TOTAL SALARIES & BENEFITS					\$141,760	\$340,225	\$340,225	\$340,225	\$1,162,435
37	HSA #2									1/18/2019

4 Program Name: Park Restroom Monitor Program
 5 (Same as Line 9 on HSA #1)

Operating Expense Detail

12	Expenditure Category	TERM	2/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	TOTAL 2/1/19-6/30/22
13	Rental of Property		\$10,500	\$25,200	\$25,200	\$25,200	\$86,100
14	Utilities(Elec, Water, Gas, Phone, Garbage)						
15	Office Supplies, Postage		\$1,667	\$4,000	\$4,000	\$4,000	\$13,667
16	Building Maintenance Supplies and Repair						
17	Printing and Reproduction						
18	Insurance		\$3,188	\$7,650	\$7,650	\$7,650	\$26,138
19	Staff Training						
20	Staff Travel-(Local & Out of Town)		\$1,667	\$4,000	\$4,000	\$4,000	\$13,667
21	Rental of Equipment						
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE						
23							
24							
25							
26							
27							
28	OTHER						
29	Uniforms (40 @ \$250 ea)		\$4,167	\$10,000	\$10,000	\$10,000	\$34,167
30	Participant Trainings (40 @ \$155 ea)		\$2,583	\$6,200	\$6,200	\$6,200	\$21,183
31							
32							
33							
34							
35	TOTAL OPERATING EXPENSE		\$23,771	\$57,050	\$57,050	\$57,050	\$194,921
36							
37	HSA #3						1/18/2019

4 Program Name: Park Restroom Monitor Program
 5 (Same as Line 9 on HSA #1)

Capital Expenditure Detail

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9							
10	EQUIPMENT	TERM	2/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	TOTAL 2/1/19 - 6/30/22
11	No.	ITEM/DESCRIPTION					
12		two office workstations (desks, chairs, filing cabinet, computers)	\$3,500				\$ 3,500
13							
14							
15							
16							
17							
18							
19							
20	TOTAL EQUIPMENT COST		\$ 3,500				\$ 3,500
21							
22	REMODELING						
23	Description:						
24							
25							
26							
27							
28							
29	TOTAL REMODELING COST						
30							
31	TOTAL CAPITAL EXPENDITURE		\$ 3,500				\$ 3,500
32	(Equipment and Remodeling Cost)						
33	HSA #4						1/18/2019