



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: WEDNESDAY, JUNE 7, 2023

SUBJECT: NEW GRANT: **THE ARC SAN FRANCISCO (NON-PROFIT)** TO PROVIDE SUPPORTIVE EMPLOYMENT SERVICES

DS
EB

GRANT TERM: 7/1/2023-6/30/2027

GRANT AMOUNT:	New	Contingency	Total
	\$467,000	\$46,700	\$513,700

ANNUAL AMOUNT	FY 23/24	FY 24/25	FY 25/26	FY 26/27
	\$116,750	\$116,750	\$116,750	\$116,750



London Breed
Mayor

Trent Rhorer
Executive Director

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$467,000			\$46,700	\$513,700
PERCENTAGE:	100%				100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into a grant with The ARC San Francisco for the period of July 1, 2023 through June 30, 2027, in an amount of \$467,000, plus a 10% contingency for a total amount not to exceed \$513,700. The purpose of the grant is to provide Supportive Employment Services.

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Background

The ARC San Francisco is a non-profit organization that provides employment opportunities for adults with intellectual and developmental disabilities. They have been administering the Supportive Employment Services program since 2006. This program provides employment training and work experience to adults with intellectual and developmental disabilities so that they may graduate to unassisted employment. The program provides janitorial and recycling services to multiple San Francisco Human Services Agency building locations.

Services to be Provided

The ARC San Francisco will recruit, train, supervise, and support the ARC participants. By providing supportive work and training, the participants will not only receive an economic benefit but experience increased integration, inclusion, and knowledge in a work setting. ARC Staff will be responsible for creating supported employment opportunities at the following locations:

- 1235 Mission Street
- 1440 Harrison Street
- 170 Otis
- 1650 Mission St
- 3801 3rd St
- 3120 Mission Street

The ARC San Francisco has agreed to work with HSA/DAS for changes to operating sites including development of new sites for services.

Selection

Grantee was selected through Request for Proposals #1054 which was competitively bid on March 28, 2023

Funding

Funding for this grant is provided through County General Funds.

ATTACHMENTS

Appendix A – Scope of Services

Appendix B - Budget

**APPENDIX A – SERVICES TO BE PROVIDED BY GRANTEE
THE ARC SAN FRANCISCO
SUPPORTIVE EMPLOYMENT SERVICES
Effective July 1, 2023 to June 30, 2027**

I. Purpose

The Supportive Employment Services program aims to create employment opportunities for people with intellectual and developmental disabilities and to advance inclusionary employment practices. The program trains, places, and supervises participants in janitorial and recycling services, so that they may graduate to unassisted employment. Service sites will include Human Service Agency work settings.

II. Definitions

Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transferring, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/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
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
DAS	Department of Disability and Aging Services
Intellectual / Developmental Disability	Intellectual / 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, but aren't limited to: intellectual disability, cerebral palsy, epilepsy, autism, and disabling conditions closely related to intellectual or developmental 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
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-speaking proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Older Adult	Person who is 60 years or older
SFHSA	Human Services Agency of the City and County of San Francisco
Socially Isolated	Having few social relationships and few people to interact with regularly.
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).

Target Population

This program is designed to serve all ethnicities and populations, with focused expertise to promote the unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English-speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

Client Eligibility

Program Participant Eligibility Requirements:

- An Adult age 18 or older with an intellectual or developmental disability *and*
- A resident of the City and County of San Francisco *and*
- A willing participant in the employment and training program to provide recycling and janitorial services

III. 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.

Participants of the ARC San Francisco Employment Services program may work at any of the following six service sites. Participant 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
- 1440 Harrison Street
- 170 Otis Street
- 1650 Mission Street
- 3801 3rd Street
- 3120 Mission St

The Arc San Francisco also agrees to work with HSA/DAS for changes to operating sites including development of new sites for services.

IV. Description of Services

The Grantee will develop and provide employment opportunities for adults with intellectual and 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, 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 computers and keyboards.
2. Sort and consolidate materials, clean up office supplies and make them available for re-use by the service sites, 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. Develop documented individual service plans with individualized and measurable goals focused on worksite independence building.
 6. 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.
 7. Follow the HSA work holiday schedule.
 8. Maintain communication with Human Service Agency site managers.

V. 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 3,068 service hours (hours worked by the participants)
- Grantee will provide 1,022 hours of on-site supervision and coaching by Arc staff

Outcome Objectives

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

- 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. Target: 80%
- Program participants will have documented individual service plans with individualized and measurable goals focused on worksite independence building. Target: 100%
- Program participants will learn basic employability skills (as documented by individual service plans). Target: 100%

VI. Reporting Requirements

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

- A. The Grantee will provide various reports during the term of the grant agreement.
- B. The Grantee will enter into the SF DAS GetCare all required consumers' data.
- C. The Grantee will enter into the SF DAS GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
- D. Monthly, quarterly and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department Staff.

- E. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section V - Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee.
- F. 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.
- G. Grantee will develop and deliver a bi-annual summary report of SOGI data collected as requested by HSA/DAS. The due dates for submitting the summary reports are January 10th (for July 1 – December 31 data) and July 10th (for January 1 – June 30 data).
- H. Grantee shall develop and deliver ad hoc reports as requested by HSA.
- I. Apart from reports with specific instructions above, all other reports and communications should be sent to the following addresses:

Noah Gallo
Administrative Analyst
DAS, Office of Community Partnerships
Noah.Gallo1@SFGov.org

Patrick Garcia
Contracts Manager
HSA Office of Contract Management
Patrick.Garcia@SFGov.org

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 SF DAS 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 OCP 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 – Calculation of Charges

- I. The Department agrees to pay the Grantee a flat unit rate of **\$38.05** per client hour from July 1, 2023 to June 30, 2027. This unit rate includes client wages and benefits.

FY	Rate	Hours	Grant Amount
07/01/2023 – 06/30/2024	\$38.05	3,068	\$116,750
07/01/2024 – 06/30/2025	\$38.05	3,068	\$116,750
07/01/2025 – 06/30/2026	\$38.05	3,068	\$116,750
07/01/2026 – 06/30/2027	\$38.05	3,068	\$116,750
Total			\$467,000

- II. 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:

- 1235 Mission Street
- 1440 Harrison Street
- 170 Otis
- 1650 Mission St
- 3801 3rd St
- 3120 Mission Street

III. Total grant amount is: **\$467,000**

IV. Contingent amount up to **\$46,700** may be available at the City's sole and absolute discretion.

V. The total grant will not exceed **\$513,700** for the period between July 1, 2023 to June 30, 2027.