



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



London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO:	HUMAN SERVICES COMMISSION						
THROUGH:	TRENT RHORER, EXECUTIVE DIRECTOR						
FROM:	DAN KAPLAN, DEPUTY DIRECTOR ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS						
DATE:	MAY 19, 2023						
SUBJECT:	NEW GRANT: FIRST PLACE FOR YOUTH (NON-PROFIT) FOR PROVISION OF VOLUNTARY COUNSELING SERVICES OF GUARANTEED INCOME PILOT PARTICIPANTS						
GRANT TERM:	7/1/23 to 6/30/26						
GRANT AMOUNT:	<table border="0"> <tr> <td><u>New</u></td> <td><u>Contingency</u></td> <td><u>Total</u></td> </tr> <tr> <td>\$908,250</td> <td>\$90,825</td> <td>\$999,075</td> </tr> </table>	<u>New</u>	<u>Contingency</u>	<u>Total</u>	\$908,250	\$90,825	\$999,075
<u>New</u>	<u>Contingency</u>	<u>Total</u>					
\$908,250	\$90,825	\$999,075					
ANNUAL AMOUNT:	<table border="0"> <tr> <td><u>FY23-24</u></td> <td><u>FY24-25</u></td> <td><u>FY25-26</u></td> </tr> <tr> <td>\$350,542</td> <td>\$354,851</td> <td>\$202,857</td> </tr> </table>	<u>FY23-24</u>	<u>FY24-25</u>	<u>FY25-26</u>	\$350,542	\$354,851	\$202,857
<u>FY23-24</u>	<u>FY24-25</u>	<u>FY25-26</u>					
\$350,542	\$354,851	\$202,857					
<u>Funding Source</u>	<u>County</u>						
FUNDING:	<u>State</u>						
PERCENTAGE:	<u>Federal</u>						
	<u>Contingency</u>						
	<u>Total</u>						
	\$908,250						
	\$90,825						
	\$999,075						
	100%						

DS
EE

The Department of Benefits and Family Support (BFS) requests authorization to approve a sole source waiver and to enter into a grant with First Place for Youth (FPFY) for the period of July 1, 2023 to June 30, 2026, in an amount of \$908,250 plus a 10% contingency for a total amount not to exceed \$999,075. The purpose of the grant is to provide voluntary support services for the Guaranteed Income Pilot Program (GI) for Former Foster Youth.

Background

In September of 2022, HSA applied to the State of California's request to launch a guaranteed pilot income program for foster youth. HSA received notice of award in fall of 2022. As the Commission has previously seen, the pilot program will offer \$1200 monthly benefit to a total of 150 foster youth over the age of 21 for the period of 18 months, who meet the established income thresholds. San Francisco is planning to provide twice the suggested monthly amount due to San Francisco rental costs being some of the highest in the nation.

The pilot program has three goals:

1. Ensure the pilot project is grounded in equity and community voice and supports the needs of former foster youth as they transition to adulthood
2. Contribute to a growing field of research on guaranteed income
3. Contribute to telling the stories of young people who have experienced child welfare services.

FPFY currently offers Independent Living Skills services and programs to prepare foster and probation youth ages 16 – 21 for independent living and self-sufficiency upon exiting the foster care and juvenile probation systems.

Services to be Provided

The grantee will provide voluntary financial literacy coaching and case management to GI pilot participants.

Services will be offered on-site, at HSA-FCS offices, at school sites, or in the home via face-to-face and/or phone contacts. The location of services will be primarily at 218 Clara Street, San Francisco. The Center is open from Monday through Friday from 10 AM to 6 PM; with limited service hours one morning weekly from 10-12 when staff meetings are held.

For a full description, please see attached Appendix A-1, scope of Services.

Selection

The selection for the Guaranteed Income pilot is a sole source, as First Place for Youth is named in the application

Funding

Funding is provided through State Funds.

ATTACHMENTS

Appendix A: Services to be Provided

Appendix B: Program Budget

Sole Source Approval Memo

Appendix A: Services to Be Provided
First Place for Youth
Guaranteed Income Counseling Services
July 1, 2023 to June 30, 2026

I. Purpose of Grant

The purpose is to provide voluntary financial literacy coaching and case management to Guaranteed Income Pilot (GI) participants, including provision of individualized assistance with budget planning; acquiring checking accounts and assistance in building the skills necessary for creation and maintenance of positive relationships with financial institutions.

An additional purpose is to involve participant voice in the GI pilot design, administration and evaluation, as appropriate.

II. Definitions

DHS	San Francisco Department of Human Services
FCS	Family & Children's Services Division
GI	Guaranteed Income
Grantee	First Place for Youth
ILS	Independent Living Skills
NMD	Non Minor Dependent
SF-ILSP	San Francisco Independent Living Skills Program

III. Target Population

All residents of San Francisco, specifically emancipating Non-Minor Dependents and Former Foster Youth ages 21+ up to 24th Birthday.

IV. Description of Services

Voluntary Services will be offered with a hybrid model – in person / virtual / web-based. The first three months of the grant, grantee will engage in detailed planning phase to further develop the supportive services. First Place For Youth Financial Literacy Programming. Referrals may come both from the disbursement platform, as well as engagement efforts from the grantee.

First Place for Youth will provide financial literacy services to program participants incorporating the evidence-based curriculum, Keys to Your Financial Future, specifically designed for older youth and young adults with foster care experience. The goal of the curriculum is to provide youth with information and opportunities to learn skills to build financial capabilities. The curriculum will be enhanced through individualized one-on-one financial literacy counseling.

- A. Curriculum-Through the eight-module Keys to Your Financial Future curriculum, youth receive training to develop their financial knowledge and skills. Topics covered through these interactive group trainings include budgeting, investing, building and maintaining good credit, understanding loans, and other key aspects of money management. Keys to Your Financial Future trainings are taught by certified trainers who receive ongoing coaching and support. The curriculum may be accessed in person or virtually. Web-based learning will increase the accessibility of GI services for youth living out of county or otherwise unable to participate in person, provide

streamlined technology-based tools for service delivery, and promote team-based intervention strategies.

B. One-on One Individualized Support

1. Individualized Coaching and Financial Planning which may include pulling credit reports for analysis, improving credit, understanding credit cards, budgeting, etc.
2. Individualized Assistance with bank account acquisition and skills necessary for creation and maintenance of positive relationships with financial institutions.

C. Youth Voice – Engagement – GI Pilot Implementation Input / Feedback

D. Participate in statewide and local evaluations

V. Location and Time of Services

Services will be offered virtually and on-site, at HSA-FCS offices, at school sites, or in the home via face-to-face and/or phone contacts. The location of administration of programs will be primarily at 218 Clara St, San Francisco. Other locations may be used for classes, workshops and field trips as scheduled.

Center Hours

The Center is open from Monday through Friday from 10 AM to 6 PM. The Center will additionally provide workshops and activities on Saturdays or evenings to accommodate participants needing non-business hour access, at least once each month to be posted on the monthly calendar. Services will be provided all year, including school holidays and summer breaks. Hours may change, based upon youth need.

VI. Service Objectives

- A.** The Grantee will provide outreach and engagement to a total of 75 or 50% (whatever is greater) enrolled GI Pilot Participants.
- B.** All GI Pilot enrolled participants will be contacted and informed of available Financial Literacy resources, tools, services and resources using a variety of outreach and marketing strategies (i.e. web-site, mailings, social media platforms, Telephone calls, texts and email blasts).

VII. Outcome Objectives

- A.** Participants in Services indicate services were beneficial / helpful and demonstrate the same or increased knowledge in key domains such as financial planning, building credit, budgeting and saving, and protecting one's identity as indicated by Keys to Your Financial Future pre/post surveys.
- B.** 90% of youth who complete the Keys to Your Financial Future curriculum would recommend the curriculum/workshop series to a peer.

VII. Grantee Responsibilities

- A.** Grantee is a mandated reporter of child abuse.

- B. Grantee shall ensure all employees and volunteers of this grant are TB tested annually.
- C. Grantee shall attend all meetings required by FCS.
- D. Grantee shall conduct criminal background checks on all employees and shall arrange to receive subsequent criminal notifications if the employee is convicted of a crime during the time of his or her employment.

VIII. Reporting Requirements

- A. Grantee will provide a **quarterly** report of activities, referencing the tasks as described in Section VII, VIII and IX- Service and Outcome Objectives, and Surveys. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- B. Grantee will provide an **annual** report summarizing the contract activities, referencing the tasks as described in Section VII, VIII & IX, Service and Outcome Objectives, and Surveys. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. For assistance with reporting requirements or submission of reports, the grantee will contact:

Johanna Gendelman
Senior Contracts Manager Johanna.Gendelman@sfgov.org

Denard Ingram
Acting Program Support Analyst denard.ingram1@sfgov.org

IX. Reporting Requirements

- A. Program Monitoring: Program monitoring will include review all supporting documentation for reporting progress towards meeting service and outcome objectives, along with some or all of the following (1) Direct observation of services to evaluate program quality and participation rates. (2) Review of documentation to demonstrate completion of 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.

	A	B	C	D	E
1	HUMAN SERVICES AGENCY BUDGET SUMMARY				
2					
3					
4					
5	Agency Name:			Term:	
6	First Place for Youth			July 1, 2023 - June 30, 2026	
7	(Check One) New <input checked="" type="checkbox"/> Renewal Modification				
8	If modification, Effective Date: 7/1/23 Modification No.: 1				
9	Program: Guaranteed Income Counseling 23-26				
10		Year 1	Year 2	Year 3	
11		7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	Total
12	Expenditures				
13	Salaries & Benefits	\$293,269	\$302,066	\$169,898	\$765,233
14	Operating Expense	\$11,550	\$6,500	\$6,500	\$24,550
15	Subtotal	\$304,819	\$308,566	\$176,398	\$789,783
16	Indirect Percentage (%)	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$45,723	\$46,285	\$26,460	\$118,467
18	Total Expenditures	\$350,542	\$354,851	\$202,857	\$908,250
19	HSA Revenues				
20					
21	State Funds	\$350,542	\$354,851	\$202,857	\$908,250
22					
23					
24					
25					
26					
27					
28	Total HSA Revenues	\$350,542	\$354,851	\$202,857	\$908,250
29					
30	Other Program Revenues				
31					
32					
33					
34					
35					
36	Total Other Program Revenues	\$0	\$0	\$0	\$0
37					
39	Prepared by: June Miyake		Telephone No.: (510) 272-0979		Date: 5/02/22
40	HSA Budget Summary				1/4/2021

	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B, Page 3										
2											
3											
4											
5	Program: Guaranteed Income Counseling 23-26										
6											
7	Operating Expense Detail										
8											
9											
10											
11											
12	<u>Expenditure Category</u>	TERM	<u>Year 1</u> <u>7/1/23-6/30/24</u>	<u>Year 2</u> <u>7/1/24-6/30/25</u>	<u>Year 3</u> <u>7/1/25-6/30/26</u>	<u>TOTAL</u> <u>7/1/23-6/30/26</u>					
13	Rental of Property										
14	Utilities(Elec, Water, Gas, Phone, Garbage)										
15	Office Supplies, Postage										
16	Building Maintenance Supplies and Repair										
17	Printing and Reproduction										
18	Insurance										
19	Staff Training		\$1,500	\$1,500	\$1,500	\$4,500					
20	Staff Travel-(Local & Out of Town)										
21	Rental of Equipment										
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23											
24											
25	OTHER										
26	Laptop/Start up costs (one time)		\$5,050	\$0	\$0	\$5,050					
27	Mileage		\$1,500	\$1,500	\$1,500	\$4,500					
28	Incentives/Stipends		\$2,500	\$2,500	\$2,500	\$7,500					
29	Curriculum/Program Supplies		\$1,000	\$1,000	\$1,000	\$3,000					
30											
31											
32											
33											
34											
35											
36											
37											
38	TOTAL OPERATING EXPENSE		\$11,550	\$6,500	\$6,500	\$24,550					
39											
40	HSA Operating Detail										
	1/4/2021										

Grant Solicitation Waiver Instructions

WHEN TO USE: For approval of grant solicitation waivers under [Administrative Code Section 21G.8](#), where:

- A competitive process is infeasible or impracticable
- A Public Purpose may reasonably be accomplished by one particular Grantee

Per the City Purchaser's Administrative Code Chapter 21G Rules and Regulations, this Waiver Form is **not required** for grants awarded in accordance with Administrative Code Sections:

- ☐ **21G.3(a)(1):** Grants to a governmental entity for programs, activities, or services that can be practically performed only by that particular entity
- ☒ **21G.3(a)(2):** Grants to a specific entity as required to comply with applicable law or contract, or as a result of the requirements of the funding source
- ☐ **21G.3(a)(3):** Grants made for improvement to property by a property owner
- ☐ **21G.8(c):** Grants to any of the four City-owned community cultural center

INSTRUCTIONS: Complete this Grant Solicitation Waiver Form to request approval to waive the competitive solicitation requirements under Administrative Code Section 21G.8. Provide specific and comprehensive information to justify why the requested grant should be awarded absent a solicitation. Attach appropriate/required supporting documentation.

The Grant Solicitation Waiver Form must be signed by the Granting Officer or their designee. The Solicitation Waiver must be fully approved before the department makes a commitment to the grantee, and before City funds are encumbered. If the Solicitation Waiver request is denied, the department must conduct a competitive process to select the grantee(s).

For extensions of Solicitation Waivers for a previously awarded sole source grant, attach a copy of all prior approved Solicitation Waivers or other sole source determinations by the relevant authority.

Submit Grant Solicitation Waiver Form for final approval as follows:

- **Granting Agencies under jurisdiction of a commission or board:** to the commission or board, recommending waiver of solicitation requirements for this grant award.
- **Granting Agencies with no board or commission:** to the Purchaser (oca@sfgov.org), who shall convene the Grant Consensus Committee¹ to review the request.

Once fully approved, upload this signed form, all supporting documentation, and commission, board, or Grant Consensus Committee final approval, as applicable, to PeopleSoft. Select the appropriate Purchasing Authority for the grant award in PeopleSoft.

¹ Representatives from the Controller's Office, Human Resources Department, Office of Contract Administration, and City Attorney's Office

Grant Solicitation Waiver Form

Department: Human Services Agency	Phone: 415-557-5507
Dept. Contact: Johanna Gendelman	Email: Johanna.Gendelman@sfgov.org

Request: <input checked="" type="checkbox"/> New <input type="checkbox"/> Modification	Grantee: First Place for Youth	Supplier ID: 0000020151
Short Description of Grant: Voluntary counseling services for Guaranteed income pilot		

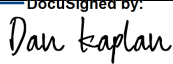
Grant Amount: \$999,075	Grant Duration: 36 months
(Attach itemized budget if available)	Anticipated Dates: From 7/23 To 6/26
Describe the Public Purpose to be fulfilled by this Grant: Provide voluntary counseling services to participants in Guaranteed Income Pilot	

Justification for Waiver of Competitive Solicitation Requirements

Check the appropriate solicitation waiver reason and address the questions listed. Attach additional supporting documentation as indicated and/or as necessary.

- ☐ **Competitive solicitation infeasible or impracticable**
- Is this grant required to respond to a public emergency or other exigent circumstances? ☐ Yes ☐ No
 - If **YES**, provide a description of the public exigency or emergency, need for the sole source Grant and period of performance, and impact on the Public Purpose if the sole source Grant is not approved.
 - If **NO**, grant is not required to respond to public emergency or other exigent circumstance:
 - Why is a competitive process infeasible or impracticable?
 - Why is this the only entity that can fulfill this Public Purpose? What does the entity offer that is essential to fulfilling the Public Purpose?
 - What steps were taken to verify that this is the only entity that can fulfill this Public Purpose? Has the department contacted other entities to evaluate their ability to fulfill the Public Purpose, and if so, describe the entities and explain why they cannot meet the department's needs.
- ☒ **Public Purpose may reasonably be accomplished by one particular Grantee**
- Why this is the only entity that can fulfill this Public Purpose? What the entity offers that is essential to fulfilling the Public Purpose? See memo
 - What steps were taken to verify that this is the only entity that can fulfill this Public Purpose? Has the department contacted other entities to evaluate their ability to fulfill the Public Purpose, and if so, describe the entities and explain why they cannot meet the department's needs.
 - Is this a recurring Grant to the same recipient? ☐ Yes ☒ No
 - If **YES**: How long has this entity fulfilled this Public Purpose for the department?
 - Has department conducted a formal or informal competitive process within the last five years demonstrating lack of other potential Grantees, pursuant to Admin Code §21G.8(b). ☐ Yes ☒ No
 - Solicitation document(s), result(s), and other supporting documentation attached? ☒ Yes ☐ No

Grant Solicitation Waiver request is recommended by:

Grants Officer (Dept Head) or Designee Name: Dan Kaplan	
Grants Officer (Dept Head) or Designee Signature:	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <small>DocuSigned by:</small>  <small>ED8A450D2D23472...</small> </div> Date: 5/9/23