



**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
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MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: DAN KAPLAN, DEPUTY DIRECTOR ADMINISTRATION AND FINANCE

ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS DS
JG

DATE: MAY 27, 2021

SUBJECT: GRANT RENEWAL: **DRESS FOR SUCCESS SAN FRANCISCO (NON-PROFIT)** TO PROVIDE INTERVIEW SUITING SERVICES

GRANT TERMS	<u>Current</u>	<u>Renewal</u>			
	7/1/18-6/30/21	7/1/21-6/30/23			
GRANT AMOUNT:	<u>Current</u>	<u>Renewal</u>	<u>Contingency</u>	<u>Total</u>	
	\$141,750	\$97,300	\$9,730	\$107,030	
ANNUAL AMOUNT	<u>FY 21/22</u>	<u>FY22/23</u>	<u>Contingency</u>	<u>Total</u>	
	\$48,650	\$48,650	\$9,730	\$107,030	
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
	\$30,163	\$14,595	\$52,542	\$9,730	\$107,030
PERCENTAGE:	31%	15%	54%		100%



London Breed
Mayor

Trent Rhorer
Executive Director

The Department of Benefits and Family Support requests authorization to renew the interview suiting services grant with Dress for Success San Francisco for the period of July 1, 2021 to June 30, 2023 in an amount of \$97,300 plus a 10% contingency for a total amount not to exceed \$107,030. The purpose of the grant is for the provision of interview suiting services for women entering the workforce.

Background

Dress for Success San Francisco has operated since June 2006 as the local affiliate to Dress for Success Worldwide, a global non-profit organization that empowers women to achieve economic independence. The purpose of this program is to address and fulfill the needs of low-income women who have emerged from the welfare system and are met with challenges of entering the workforce. Dress for Success provides its clients, who often do not own interview-appropriate clothing, with attire suitable for job interviews. Through this program, these women may obtain social and economic security, giving them power to permanently improve their lives. The Human Services Agency started referring women to this program in 2008.

Services to be Provided

Workforce Development staff will refer clients with scheduled job interviews to grantee for services. Clients will receive one-to-one assistance from Grantee's trained, volunteer personal shoppers who will help them select an appropriate suit, shoes, and accessories for a professional interview. Volunteers will guide the clients through the selection process, making recommendations and educating them on conventional workplace expectations. When the clients secure employment, they are eligible to receive additional clothing appropriate for their new job.

Grantee will serve up to 300 clients from CalWORKs and 50 from single adults each fiscal year.

Selection

Grantees were selected through Request for Proposals #791, which was competitively bid in March 22, 2018.

Funding

Funding for this grant is provided by a combination of Federal and Local funds.

ATTACHMENTS

Appendix A – Services to be Provided

Appendix B – Budget

Appendix A – Services to be Provided
Dress for Success San Francisco
Interview Suiting Services
July 1, 2021 – June 30, 2023

I. Purpose

This grant provides low-income women who are engaged in job readiness and/or job search activities administered by the Welfare to Work Services Program at HSA with interview wardrobe consultations and interview-appropriate clothing or business attire. The purpose of this grant is to provide business wardrobe guidance to low-income women who are met with the challenge of entering the workforce. Once employed, low-income women and their families may obtain social and economic security, giving them power to permanently improve their lives.

II. Definitions

ABAWD	Able-Bodied Adults Without Dependents, i.e., CalFresh recipients age 18 to 49 who are able to work and do not share a household with a minor child.
CAAP	County Adult Assistance Program
CalFresh	CalFresh program 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.
DHS	San Francisco Department of Human Services, a division of HSA
Grantee	Dress For Success San Francisco
HSA	Human Services Agency
Launchpad	A client tracking system used by HSA
OCM	Office of Contract Management, San Francisco Human Services Agency.
PAES	Personal Assisted Employment Services, an HSA program that provides a cash stipend and employment services to low-income San Franciscans with no children.

SOGI	Sexual Orientation and Gender Identity. A City ordinance requires grantees to collect data concerning SOGI information on clients they serve.
ZixCorp	An Email Encryption and Email Data Loss Prevention system

III. Target Population

The target population is women residents of San Francisco who receive CalWORKs, CAAP/PAES, or CalFresh/ABAWD and are in an employment activity or path and referred by HSA staff.

IV. Services to be Provided

Participants are referred by HSA Welfare to Work staff (Employment Specialists and Workforce Development staff). All participants are required to have a job interview scheduled in order to receive services. After participant orientation, participants receive 1:1 assistance from trained, personal shoppers who help select an appropriate suit, shoes, and accessories for a professional interview. Personal shoppers gently guide the participants through the selection process, making recommendations and educating them on workplace expectations. Participants will receive the following services:

A. Full Suiting Services

Estimated Duration is 1 Hour

1. Professional Attire (including matching suit, shoes, accessories, professional handbag, toiletries, and make-up). Participants will visit Grantee's office location to receive professional attire.
2. Additional suit, separates and accessories to help build a working wardrobe for professional office attire.
3. Wardrobe Consultation including information on appropriate business attire and individual recommendations. Consultation may be provided in person, over the phone or via videoconferencing.
4. Overall confidence boost to increase self-esteem and self-confidence.

B. Through Grantee's connections to the community, Grantee will refer potential CalWORKs clients to HSA to be screened for CalWORKs eligibility.

V. Location and Times of Services

Full suiting services will be provided at Dress for Success, 500 Sutter Street, Suite 218, San Francisco, 94102. Consultation services will also be provided at 3125 Mission Street, and at 1800 Oakdale Avenue, San Francisco upon approval by HSA, tentatively on Wednesdays, 9-11am.

VI. Service Objectives

On an annual basis, the Grantee will meet the following Service Objectives:

- A. Provide services to a minimum of 300 CalWORKs participants annually
- B. Provide services to a minimum of 50 PAES/ABAWD participants annually

VII. Outcome Objectives

On an annual basis, the Grantee will meet the following Outcome Objectives:

- A. In a Participant Satisfaction Survey, 75% of the participants will report that the services prepared them for their interviews.
- B. 30% of participants will secure employment.

VIII. Reporting Requirements

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VI- Service Objectives and Section VII- Outcome Objectives. Grantee will upload the monthly metrics in the CARBON database by the 10th of the following month. Effective July 1, 2019, monthly reports will be generated directly from Launchpad.
- B. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. If applicable, 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.
- C. Grantee shall verify eligibility of participants through Launchpad for the prior month before invoices are paid.
- D. Any written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.
- E. For assistance with reporting requirements or submission of reports, please contact:

Leslie Lau Contract Manager
Leslie.lau1@sfgov.org

Adriana Duran, Programa Monitor
adriana.duran@sfgov.org

X. Monitoring Activities

Program Monitoring: Program monitoring will include a site visit, review of periodic reports, and review of case files and back-up documentation verifying progress towards meeting service and outcome objectives.

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
Dress for Success San Francisco
Interview Suiting Services
July 1, 2021 – June 30, 2023**

A. Fee Schedule

1) The City and County will reimburse the grantee for the services specified in Appendix A at a cost of \$139 per client, which includes 1st and 2nd visit.

2) Annual Breakdown:

CalWORKs Clients: 300 Clients x \$139 per client = \$41,700

PAES/ABAWD Clients: 50 Clients x \$139 per client = \$6,950

Total Annual Amount = \$48,650

3) Total amount for services during the period of July 1, 2021 to June 30, 2023 is as follows:

Contract Amount	\$ 97,300
<u>Contingency</u>	<u>\$ 9,730</u>
Total Not To Exceed	\$107,030

B. Contractor understands that, of the maximum dollar obligation listed in Section 5 of this Agreement, **\$9,730** is included as a contingency amount and is neither to be used in Calculation of Charges attached to this agreement, nor available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to the Calculation of Charges (Appendix B), which has been approved by Contract Administrator. Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable City and Human Services Agency laws, regulations and policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

C. A final closing invoice, clearly marked “FINAL,” shall be submitted no later than sixty (60) calendar days following the closing date of the Agreement, and shall include only those Services rendered during the referenced period of performance. If Services are not invoiced during this period, all unexpended funding set aside for this Agreement will revert to City. City’s final reimbursement to the Contractor at the close of the Agreement period shall be adjusted to conform to actual units certified multiplied by the unit rates identified in the Calculation of Charges attached hereto, and shall not exceed the total amount authorized and certified for this Agreement.