



**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: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: DAN KAPLAN, DEPUTY DIRECTOR ADMINISTRATION AND FINANCE
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: JUNE 18, 2021

SUBJECT: NEW GRANT: **HUNTER’S POINT FAMILY (NON-PROFIT) TO PROVIDE COMMUNITY JOBS PROGRAM – PARK STOP PROGRAM**

GRANT TERMS 7/1/21-6/30/24

GRANT AMOUNT:	<u>Current</u>	<u>Contingency</u>	<u>Total</u>		
	\$4,569,343	\$456,934	\$5,026,277		

ANNUAL AMOUNT	<u>FY 22</u>	<u>FY 23</u>	<u>FY24</u>	<u>Contingency</u>	<u>TOTAL</u>
	\$1,534,151	\$1,517,596	\$1,517,596	\$456,934	\$5,026,277

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$3,061,460		\$1,507,883	\$456,934	\$5,026,277

PERCENTAGE:	67%		33%		100%
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JG



London Breed
Mayor

Trent Rhorer
Executive Director

The Department of Benefits and Family Support requests authorization to new the grant with Hunters Point Family for the period of July 1, 2021 to June 30, 2024 in an amount of \$4,569,343 plus a 10% contingency for a total amount not to exceed \$5,026,277. The purpose of the grant is to provide transitional employment services. Participants in this program will monitor and ensure the availability of safe and clean restroom facilities at twelve (12) San Francisco Recreation and Park Department (RPD) sites.

Background

In 2013, the City adopted goals to maintain safe, clean and inviting public spaces, engage the community and develop partnerships to increase employment opportunities, job training and workforce development for local residents. The CJP Park Stop transitional employment program was developed to support these goals. The CJP Park Stop program assists participants in obtaining marketable skills through a 6-month wage-based work experience at SF park sites coupled with professional development/skills training, and supportive case management. This program is a key service for participants to move to self-sufficiency.

Services to be Provided

With oversight provided by HSA and RPD, Grantee will train and supervise Park Restroom Monitors at 12 SF parks through the CJP Park Stop Program. In addition, participants will receive basic remedial education (BRE), professional skills development, digital literacy and computer skills training. Job search and placement services will be provided to the participants to transition them into employment.

Park Stop Locations:

- Raymond Kimbell Playground: Pierce Street & O'Farrell Street
- Mission Dolores Park: Dolores St & 19th Street
- Portsmouth Square: 733 Kearny Street
- James Rolph Jr. Playground: 2850 Cesar Chavez
- Potrero del Sol: 2827 Cesar Chavez
- Bay View Playground: 3rd & Armstrong
- Jackson Playground: Mariposa Street & Arkansas Street
- Victoria Manalo Draves Park: Folsom & Sherman Street
- Margaret Hayward PG, Golden Gate and Gough Streets
- Youngblood Coleman PG, Hudson and Keith Streets
- Alamo Square Park: Hayes and Steiner
- Hayes Valley: Hayes and Buchanan Street

56 participants will be enrolled in the CJP Park Stop program annually, serving each participant for a maximum of 6 months.

Selection

Grantees were selected through Request for Proposals #876, which was competitively bid in May 2021.

Funding

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

ATTACHMENTS

Hunters Point Family - Appendix A – Services to be Provided

Hunters Point Family- Appendix B – Budget

**Appendix A – Services to be Provided
 Hunters Point Family
 Park Restroom Monitor Community Jobs Program
 July 1, 2021 – June 30, 2024**

I. Purpose of Grant

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

II. Definitions

BRE	Basic Remedial Education
CAAP	County Adult Assistance Program
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

Target population is current PAES/CalFresh/Medi-Cal participants and non-aided clients under 200% of Federal Poverty Level upon HSA approval, who need work

experience and support to overcome barriers to transition to permanent employment. Work experience host sites will be at San Francisco Recreation and Parks Department (RPD) sites.

IV. Description of Services

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

A. Referral, Intake and Enrollment of Participants

1. Grantee will accept referrals of eligible participants by HSA.
2. Grantee may also recruit potential participants that meet the eligibility requirements of the program with enrollment approved by HSA.
3. Grantee will conduct orientations and intake of program participants. Grantee will remind referred clients of orientation on the work day immediately prior to orientation date. Report, within one business day of occurrence, to HSA staff which participants attended and didn't attend the orientation. Participants are expected to enroll in paid CJP activities on day two.
4. Grantee will create an Individual Engagement Activities Plan with each participant that includes their specific job readiness and career goals, skills to be acquired and identifying the services to be provided. These activities will include both subsidized (core) and unsubsidized (non-core) components, based on the program requirements.

B. BRE, Job Readiness, and Skills Development Training

1. Education and Training will be provided concurrent with Work Experience.
2. Academic BRE such as reading comprehension and basic math will be provided as needed.
3. Job Readiness Training to include but is not limited to:
 - Resume writing/Interview skills
 - Employer expectations
 - Appropriate work attire
 - Conflict mediation
 - Effective communication practices
4. Skills Development Training to include but is not limited to:
 - Host-site specific skills training, as well as basic skills such as accepting directions from work supervisors.
 - Business writing such as letters, emails, memos
 - Workplace skills such as communication, problem solving, responsibility,
 - Typing and computer skills, including at minimum basic word processing (Microsoft WORD) and spreadsheet basics (Microsoft Excel)
 - Digital literacy, including at minimum navigating the internet and managing communications via technology including email and video.
5. Additional Trainings to support work at RPD park sites

6. Site Emergency Action Plan provide by RPD
7. Certification in First Aid and CPR
8. COVID-19 Health and Safety Protocols
9. Establish a system of progress toward skills acquisition or pre and post skills testing such as improved typing speed. HSA reserves the right to do pre and post job skills testing.
10. Participants must make-up hours missed within a calendar month.
11. Instructor supervises the training and maintains daily attendance sheets.
12. Total of 8 hours required per month for provision of BRE, Job Readiness, Skills Development Training, and Additional Trainings

C. Work Experience

1. Work experience sites will be at designated San Francisco Parks. The grantee will be required to provide daily supervision and performance management at RPD Park Stop sites Participants will monitor park sites to ensure availability of safe and clean restrooms for the public. Some additional park and outdoor recreation sites that do not include restrooms may be part of the assigned facilities.
2. Paid Work Experience hours – 27 hours per week for up to 6 months
3. Monitor per restroom will be stationed at each site during monitored hours.
4. Participant Job Duties
 - Daily set-up, stocking of supplies, and light cleaning/wiping/sweeping/mopping (excluding sanitizing) of the assigned Rec and Park Rest Stop restroom.
 - Ensure safe usage of the Park Rest Stop restroom by members of the public.
 - Report any unsanitary condition, damage or misuse of the Park Rest Stop restroom to Rec and Park.
 - Secure Park Rest Stop restroom in the event that it becomes unusable due to unsanitary condition, damage or vandalism.
 - Clean the sidewalks, curbs, and other park features in the vicinity of the Park Rest Stop restrooms.
 - Provide weekly reports on usage, needle counts and other data relevant to performance of the Park Rest Stop program.
 - Manage the collection of waste (needles, trash, and animal/human waste) in designated City-provided receptacles at Park Rest Stop locations.
 - 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.
 - At non-restroom park sites, the participant will perform clean up and ambassadorial duties to ensure safe and clean usage of the site.
 - Notify RPD when a worker is unable to work their shift and a replacement is not readily available to staff the restroom.

D. HSA/RPD Responsibilities

1. HSA will facilitate the initial connection between Grantee and RPD.
2. 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.
3. Provide storage space for all Park Rest Stop Monitors' materials, supplies, and equipment.
4. Provide keys to said storage space.
5. Provide appropriate contact information and phone numbers for RPD Park Rangers.
6. Work with SFPD to provide appropriate SFPD contact information to the restroom monitor.
7. Provide appropriate products to be used in cleaning/maintaining the restroom. List provided by RPD.
8. Provide contact information and phone number to Rec and Park contact person during the weekend in the event of an incident or emergency.
9. Advise RPD custodial staff of presence and role of Park Rest Stop Monitor.
10. RPD custodial staff will work with and assist the Park Rest Stop Monitor by deep cleaning and maintaining the restroom.
11. RPD 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.
12. RPD staff will do all they can to ensure the safety and well-being of Park Rest Stop Monitor(s) assigned to Park Rest Stops.
13. HSA will refer eligible participants to Grantee.
14. HSA will provide training to Grantee on the GetCalFresh.org application, the website for CalFresh.
15. HSA will provide Grantee with monthly reports on participants' CalFresh status.

E. Employer and Payroll

1. Participants will be employees of the Grantee although participants' work experience will be performed at San Francisco park sites. 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.

F. Job Search and Placement Services

1. Provide Job Search and Placement services to participants. The goal is to place participants in permanent unsubsidized employment at the end of CJP, or in a higher Tier of JobsNOW! employment for those participants deemed by the Grantee and HSA Staff to be in need of additional subsidized work experience.
2. Job ready participants will attend JobsNOW! employer recruitments.

G. Case Management, Job Coaching and Supportive Services

1. Provide one-to-one assistance for employment/vocational barriers.
2. Provide Job Coaching to participants at the Work Experience sites to train them on their specific work duties.
3. Assist participants with problem resolution, helping them to obtain supportive services to address barriers to employment, communicate with HSA staff to connect participants to services such as domestic violence or child care.
4. Communicate with participants to provide case management at least weekly. Communication may be done by phone, e-mail, video conference or in person.
5. Communicate with HSA staff on an ongoing basis, reporting client absences within two days of occurrence.
6. Track participant daily program attendance and activities, including the Educational Activities component and report them to the HSA staff.

H. Virtual Services

1. Ensure continued delivery of services during COVID-19 pandemic. Grantee must be able to provide services remotely including the following:
2. Conduct intake and orientations via phone, email, and video conference
3. Offer online BRE, Job Readiness, Skills Development Training, and other distance learning opportunities

4. Connect job ready participants via phone or video conference to JobsNOW! remote hiring events.
5. Provide options to access virtual Case Management, Job Coaching, and Supportive Services including phone, text, email, or video conferencing.
6. Provide technology and internet access as needed to support remote/virtual learning, case management, and supportive services.

I. Health and Safety in COVID-19 Environment

1. Follow relevant guidance and protocols from the San Francisco Department of Public Health. See <https://www.sfdcp.org/infectious-diseases-a-to-z/coronavirus-2019-novel-coronavirus/>
2. All Grantee staff and program participants taking part in in-person activities must observe social distancing protocols and must wear masks and/or other personal protective equipment appropriate to the activity.
3. Grantee will ensure that participants receive personal protective equipment as needed in order to engage in CJP activities including work experience at Grantee locations or host sites.

J. 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

Hours and locations are subject to change as deemed necessary by HSA and RPD.

- 1) Raymond Kimbell Playground: Pierce Street & O'Farrell Street, San Francisco, CA 94115
 - 2) Mission Dolores Park: Dolores St & 19th Street, San Francisco, CA 94114
 - 3) Portsmouth Square: 733 Kearny Street, San Francisco, CA 94108
 - 4) James Rolph Jr. Playground: 2850 Cesar Chavez, San Francisco, CA 94110
 - 5) Potrero del Sol: 2827 Cesar Chavez, San Francisco, CA 94110
 - 6) Bay View Playground: 3rd & Armstrong, San Francisco, CA 94124
 - 7) Jackson Playground: Mariposa Street & Arkansas Street, San Francisco, CA 94107
 - 8) Victoria Manalo Draves Park: Folsom & Sherman Street, San Francisco, CA 94103
 - 9) Margaret Hayward PG, Golden Gate and Gough Streets, San Francisco, CA, 94102
 - 10) Youngblood Coleman PG, Hudson and Keith Streets, CA, 94124
 - 11) Alamo Square Park: Hayes and Steiner, San Francisco, CA 94117, Tuesday to Saturday, 10am to 6pm
 - 12) Hayes Valley: Hayes and Buchanan St., Saturday to Monday, 8am to 4pm
- Additional sites may be added on a flexible basis to accommodate the operational need of RPD.

- 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 8 a.m. to 4 p.m., 7 days a week. The two restrooms at Mission Dolores Park will be monitored from 8 a.m. to 12 p.m., 7 days a week. Victoria Manalo Draves restroom monitor hours are 3-8 p.m., 7 days a week. HSA with RPD will set the priority of which restrooms open first.

VI. Service Objectives

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

- A. Enroll 56 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.

VII. Outcome Objectives

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

1. A minimum of 75% of participants who exit the program will have positive completions. For reporting purposes, if a participant leaves the program prior to completion due to employment, he/she will be credited with completion of the program. Other Positive Terminations, such as, medical reasons, enrolling in training/education program, income off, etc. will also be considered as a completion.
2. A minimum of 60% of participants that complete their community job will obtain employment. For the purposes of this contract a successful job placement will be defined as 22 hours of employment within a 40 hour pay period. Participant job placement information must be submitted to HSA with verification. Verification will include a copy of a participant pay stub or a letter from the employer on business letterhead or other method approved by HSA.
3. A minimum of 75% of clients will rate the quality of the Grantee's performance as at least 3 or above on a 5-point scale on an annual client satisfaction survey conducted by the Grantee. The survey responses rate will be no less than 80% of participants. Survey shall be administered according to HSA guidelines.
4. A minimum of 75% of City Staff (HSA, RPD, APD, depending upon specific CJP program) respondents will rate the quality of the Grantee's performance as at least 3 or above on a 5-point scale on an annual satisfaction survey conducted by HSA.

VIII. 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.

IX. Reporting Requirements

- A. Use Launchpad for recording clients' daily participation and attendance in all sub-activities.
- B. Communicate immediately via chat, e-mail or telephone with HSA staff when a client is not participating. At a minimum, Grantee must report when a client has two unexcused absences, if attendance falls below 80% of the total program hours, or if the participant is being terminated from the program. Reasonable accommodations should be made available to allow participants to make up missed hours.
- C. Report Orientation Attendance in Launchpad within one business day after it occurs.
- D. Report Work Experience Placement and Exit information in Launchpad within 2 Business Days of occurrence.
- E. Job Placement information should include Employer Name and address, Date of Hire, position title, hourly wage, and hours per week.
- F. Monthly Reports. HSA will generate monthly reports from Launchpad database by the 10th day following the reporting month. Grantee must review and make Launchpad data corrections in a timely manner.
 - 1. Reports shall contain the following data:
 - Number of referrals, enrollments, and completions
 - Number who are placed in jobs
 - Number of program exits
 - Number active or currently enrolled as of the last day of the month
 - Job placement information
 - 2. Supporting documentation for the numbers presented in the reports must be maintained by the Grantee for a period of three years and must be available for auditing by the Department. Participant files shall be kept in a secure and confidential location at all times.
- G. Additional Attendance Reports may be required by HSA management.
- H. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.
- I. Ad Hoc Reports. Grantee will develop and deliver ad hoc reports as requested by HSA.

- J. Grantee will collect SOGI information and report data results in CARBON on a semi-annual basis.
- K. Annual Reports summarizing the contract activities will be submitted directly to Contracts Monitor by Grantee.
- L. For assistance with reporting requirements or submission of reports, contact:

Leslie Lau
leslie.lau1@sfgov.org
Contracts Manager

Andy Beetley-Hagler
Andy.beetley@sfgov.org
Program Monitor

	A	B	C	D	E
1	Appendix B, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Provider:			Term	
6	Hunters Point Family			7/1/2021 - 6/30/2024	
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	Original	Original	Original	
10	Budget Reference Page No.(s)				Total
11	Program Term	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	7/1/21-6/30/24
12	Expenditures				
13	Salaries & Benefits	\$384,221	\$384,221	\$384,221	\$1,152,664
14	Operating Expense	\$145,500	\$139,800	\$139,800	\$425,100
15	Subtotal	\$529,721	\$524,021	\$524,021	\$1,577,764
16	Indirect Percentage (15%)	15%	15%	15%	
17	Indirect Cost (Line 16 X Line 15)	\$79,458	\$78,603	\$78,603	\$236,665
18	Capital Expenditure	\$10,000	\$0	\$0	\$10,000
19	Total Program Expenditures: (Line 15 + Line 17)	\$619,179	\$602,624	\$602,624	\$1,824,428
20	Participant Wages; @\$17.05/hr, Taxes, Worker's Compensation Ins and Medical/Dental Benefits @ 29%	\$914,971	\$914,971	\$914,971	\$2,744,914
21	Total Expenditures: (Line 19 + Line 20)	\$1,534,151	\$1,517,596	\$1,517,596	\$4,569,342
22	HSA Revenues				
23	General Fund	\$1,027,881	\$1,016,789	\$1,016,789	\$3,061,459
24	Federal CFDA #10.561	\$506,270	\$500,807	\$500,807	\$1,507,883
25					
26					
27					
28					
29					
30					
31	TOTAL HSA REVENUES	\$1,534,151	\$1,517,595.64	\$1,517,596	\$4,569,342
32	Other Revenues				
33					
34					
35					
36					
37					
38	Total Revenues	\$1,534,151	\$1,517,596	\$1,517,596	\$4,569,342
39	Full Time Equivalent (FTE)				
41	Prepared by:	Telephone No.:		Date	
42	HSA-CO Review Signature:	_____			
43	HSA #1				

	A	B	C	D	E	F	
1						Appendix B, Page 4	
2						Document Date: 1/18/19	
3							
4		Program Name: Park Restroom Monitor Program					
5		(Same as Line 9 on HSA #1)					
6							
7		Capital Expenditure Detail					
8							
9						TOTAL	
10		EQUIPMENT	TERM	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	Total
11	No.	ITEM/DESCRIPTION					
12		two office workstations (desks, chairs, filing cabinet, computers)	\$10,000				\$ 10,000
13							
14							
15							
16							
17							
18							
19							
20		TOTAL EQUIPMENT COST	\$ 10,000				\$ 10,000
21							
22		R E M O D E L I N G					
23		Description:					
24							
25							
26							
27							
28							
29		TOTAL REMODELING COST					
30							
31		TOTAL CAPITAL EXPENDITURE	\$ 10,000				\$ 10,000
32		(Equipment and Remodeling Cost)					
33		HSA #4					