



Edwin M. Lee, 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 (4)

**DATE:** MAY 19, 2017

**SUBJECT:** GRANT RENEWAL: SAN FRANCISCO CLEAN CITY COALITION (NON-PROFIT) TO PROVIDE NEIGHBORHOOD BEAUTIFICATION SERVICES

<b>GRANT TERM:</b>	<u>Current</u>	<u>Renewal</u>	<u>Contingency</u>	<u>Total</u>	
	9/1/14- 6/30/17	7/1/17- 6/30/18			
<b>GRANT AMOUNT:</b>	\$458,969	\$156,678	\$15,668	\$172,346	
<b>ANNUAL AMOUNT:</b>	<u>FY 17/18</u> \$156,678				
<b>Funding Source</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
	\$156,678	\$0	\$0	\$15,668	\$172,346
<b>PERCENTAGE:</b>	100%	0%	0%		100%

The Department of Human Services (DHS) requests authorization to renew the grant with San Francisco Clean City Coalition for the period of July 1, 2017 through June 30, 2018, in an amount of \$156,678 plus a 10% contingency for a total amount not to exceed \$172,346. The purpose of this grant is to provide a comprehensive employment training program that assists men and women with their transition from homelessness and/or public assistance to employment, and to address their core employment barriers.

**Background**

The Department of Human Services works with other City Agencies (Public Works, Recreation and Parks, etc.), and nonprofit organizations to develop various paid training programs for the diverse segments of the welfare population. There is also an initiative to improve the appearance

and upkeep of San Francisco neighborhoods. The service provides four-month transitional employment opportunities to low income and homeless individuals through community improvement activities such as street sweeping, graffiti removal, and neighborhood greening.

### **Services to be Provided**

#### *Outreach*

Grantee will provide continuous outreach to Community Based Organizations, the Department, and other government agencies, in order to recruit participants. Orientations will be held at least once a month.

#### *Enrollment and Orientation*

Grantee aims to have eight (8) participants in the program at any given time. Grantee will promote and facilitate Food Stamps applications and ongoing eligibility for participants who are not receiving CalWORKs, PAES or CalFresh.

#### *Transitional Employment*

Grantee has short term work experience for enrollees to transition into permanent employment. Participants will work doing civic improvement and beautification activities in various San Francisco neighborhoods, and perform duties such as daily sweeping routes, graffiti removal and tree well maintenance. As the employer of record, Grantee will offer 12-20 hours per week of work at the San Francisco Minimum Compensation Ordinance wage rate, which will be \$14.00 per hour as of July 1, 2017, for up to four months to participants. Participants will be trained in professional work ethics, time management, and personal responsibility for job assignments.

#### *Employment Readiness Workshops / Job Placement Assistance*

Each participant will attend five (5) hours per week job readiness workshops supervised by the Grantee staff. Each workshop will be designed to cover a wide-range of topics and skills to prepare participants for employment and address barriers to employment. Services will include computer skills improvement and access to job opportunities through the internet.

#### *Job Retention Support*

Over a period of at least ninety (90) days, Grantee will provide support to clients who have obtained employment. Grantee will follow the employment status of the participants and provide job coaching or re-employment services as needed.

On an annual basis, Grantee will serve 30 participants per year, with at least 50% of those individuals being either CalWORKs, General Assistance, PAES, Medi-Cal, or CalFresh recipients.

Grantee services are provided at 366 Eddy Street. Work experience sites are throughout San Francisco. Hours of operation are 7:00 am to 6 pm, Monday through Sunday.

### **Performance**

Grantee received a program monitoring visit on January 19, 2017, and a fiscal and compliance monitoring visit on April 19, 2017. No significant findings emerged from either of the monitoring visits.

**Selection**

Grantee was selected through Request for Proposals #606, which was competitively bid in April 2014.

**Funding**

Funding for this grant renewal will be provided entirely by County General Funds.

**ATTACHMENTS**

Appendix A – Scope of Services

Appendix B – Budget

**Appendix A – Scope of Services to be Provided**  
**Transitional Employment & Neighborhood Beautification Program**  
**San Francisco Clean City Coalition**  
**July 1, 2017 – June 30, 2018**

**I. Purpose of Grant**

The purpose of this grant is to provide a comprehensive employment training program in a supportive environment to assist men and women to transition from homelessness and/or public assistance to employment, and to address core employment barriers. Services provided will include transitional employment, job readiness instruction, job placement assistance, and job retention support.

**II. Definitions**

CalWORKs	California Work Opportunity and Responsibility to Kids welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid.
CalFresh	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.
Homeless	<ol style="list-style-type: none"> <li>1) an individual who lacks a fixed, regular, and adequate nighttime residence; and</li> <li>2) an individual who has a primary nighttime residence that is- <ol style="list-style-type: none"> <li>a. supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for mentally ill);</li> <li>b. an institution that provides a temporary residence for individuals intended to be institutionalized; or</li> <li>c. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings</li> </ol> </li> </ol>
Grantee	SF Clean City Coalition
HSA	Human Services Agency of the City and County of San Francisco, also the Department
Medi-Cal	A free or low-cost health care coverage for low-income CA residents.
PAES	Personal Assisted Employment Services. HSA program that

assists employable single indigent adults to get employment and become self-sufficient.

Supportive Housing      Subsidized housing that ensures residents have access to services such as physical health, mental health, and substance abuse treatment, which residents need to achieve long-term residential stability.

ZixCorp                      An Email Encryption & Email Data Loss Prevention system

### III. Target Population

The target population is residents of San Francisco who are homeless, formerly homeless, in Supportive Housing, and/or low-income who receive CalWORKs, PAES, General Assistance, Medi-Cal, or CalFresh public assistance.

### IV. Description of Services

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

#### A. Outreach and Recruitment

Grantee will provide continuous outreach to Community Based Organizations, the Department, and other government agencies, in order to recruit participants.

#### B. Enrollment

Grantee aims to have 8 participants in the program at any given time. Grantee will promote and facilitate CalFresh applications and ongoing eligibility for participants who are not receiving CalWORKs, PAES, General Assistance, Medi-Cal, or CalFresh.

#### C. Transitional Employment

Grantee has short-term work experience for enrollees to transition into permanent employment. Participants will engage in civic improvement and beautification activities, perform duties such as daily sweeping routes, graffiti removal and tree well maintenance. As the employer of record, Grantee will offer **12-20 hours per week of work for up to four months** to participants. Participants will be trained in professional work ethics, time management, and personal responsibility for job assignments. Participants will be supervised at all times in transitional employment. A system must be maintained that details names of individuals, time they worked, and absences.

#### D. Payroll

1. Participants will be employees of the Grantee. Grantee controls the work schedule and timesheets.
2. Grantee will maintain workers compensation insurance for participants.
3. Participant wages at the San Francisco Minimum Compensation Ordinance hourly rate, which will be \$14.00 as of July 1, 2017, Employer FICA, California Unemployment Insurance, and Workers Compensation insurance

will be paid by Grantee. Only Work Experience hours actually worked are paid a wage. Job Readiness training participation hours are not paid. Paid Time Off that complies with CalWORKs and PAES participation requirements and San Francisco Minimum Compensation ordinance will be paid to participants for Work Experience.

**E. Employment Readiness Workshops / Job Placement Assistance**

Each participant will attend **5 hours per week of job readiness workshops** supervised by the Grantee staff. Participant sign-in and sign-out sheets shall be maintained for each workshop to document attendance. Each workshop will be designed to cover a wide-range of topics and skills to prepare participants for employment and address barriers to employment. Suggested topics include: Program Expectations, Workplace Safety, Developing a Work Plan, Skills Assessment, Interview Techniques, Filling out a Master Application, Resumes and Cover Letters, Talking about a Felony record, Computer Skills (Word and Internet), Sexual Harassment in the Workplace, Community Resources for the Homeless, Job Search Discussion, Conflict Resolution in the Workplace, Money Management and Open a Bank Account, Manage the Demands of a New Job. Grantee will also assist participants with job readiness and job placement. The employment counselor minimally develops an individual job search plan for participants, and meets with them one-on-one throughout the program. Services must include opportunities for clients to improve computer skills and access job opportunities through the Internet. Grantee staff shall supervise and monitor participants' attendance of workshops and execution of Job Search plan.

**F. Job Retention Support**

Grantee will provide a program to support clients that obtain employment for a minimum of 90 days. Grantee will follow the employment status of the participants and provide job coaching or re-employment services as needed.

**G. Added Services for CalWORKs or PAES clients served:**

- Work with HSA staff to have services become participants' CalWORKs or PAES employment plan, if not already, subject to vocational assessment.
- Have a process for recording participants' daily participation and attendance. Provide Monthly Progress and Attendance (daily) Reports for each participant.
- Communicate with the participant's HSA Employment Specialist immediately when participant is not participating.

**V. Location and Time of Services**

Grantee services are provided at 366 Eddy Street. Work experience sites are located throughout San Francisco. Hours of operation are 7:00 am to 6 pm, Monday through Sunday. The following days are holidays recognized by CW & PAES: 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.

## **VI. Service Objectives**

For the length of the contract, the Grantee will meet the following Service Objectives:

1. Serve 30 participants per year.
2. Of the enrolled participants, a minimum target of 50% of them will be CalWORKs, General Assistance, PAES, Medi-Cal, or CalFresh recipients.

## **VII. Outcome Objectives**

Annually, the Grantee will meet the following Outcome Objectives:

- A. 75% of enrolled participants will complete the four-month transitional employment job. If a participant leaves the transitional job prior to four months due to employment, it will be credited as a completion.
- B. 60% of the participants who complete their transitional job will secure employment. For the purposes of this contract, a successful job placement will be defined as 20 hours of unsubsidized employment within a 40 hour pay period. Participant job placement information must be submitted to HSA with verification. Verification should include a copy of a participant pay stub or a letter from the employer on business letterhead or other approved HSA method.
- C. Of the clients placed in jobs, 60% will successfully retain their jobs for 90 days from job placement.
- D. 75% of clients actively participating in the program will report that the Grantee's services enhance their ability to obtain future employment, indicated as a 3 or above on a 5-point scale on an annual client satisfaction survey conducted by the Grantor. The survey response rate will be no less than 80% of participants. Survey shall be administered according to HSA guidelines.

## **VIII. Reporting Requirements**

### **A. Client Detail Reports**

1. Grantee shall submit monthly reports on program participants due on the 15th of each month for the prior month in a format provided by HSA.
2. The enrollment report will contain demographic information on each new participant.
3. The monthly report will contain program status change for all participants when applicable, including minimally the following information:
  - a) Program Exit Date and reason
  - b) Job placement information.
  - c) Job Retention Information
4. The monthly report will contain quantitative progress toward achieving the service and outcome objectives, as identified in Section VI and VII of this appendix. Reports must provide statistics for the period, as well as totals for the fiscal year-to-date.

5. Supporting documentation for all the other numbers presented in the reports (except job placement, which is addressed above) must be maintained by the Grantee and must be available for auditing by the Department but need not be attached to the reports.
6. Client confidential information sent via email must follow HSA's ZixCorp secured and encrypted system.

#### B. HSA Client Reports

1. Monthly progress and attendance reports for each CalWORKs and PAES participant served. HSA form 7024A CW shall be completed and submitted for each CalWORKs participant served during the month. HSA form 4610 PS shall be completed and submitted for each PAES participant served during the month. Reports are due to Worker E304, Dept of Human Services, P.O. Box 7988, SF, CA 94120 by the 5th of the month following the report month.
2. Absences of CalWORKs and PAES Participants shall be reported to participants' HSA Employment Specialists within two business days by e-mail when:
  - a) Participant has two (2) unexcused absences or eight (8) cumulative hours absent
  - b) Attendance falls below 80% of total program hours
  - c) Participant is being exited from the program

#### C. CARBON Reporting

- A. Grantee will provide a **monthly** report of activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15<sup>th</sup> of the following month.
- B. Grantee will provide a **quarterly** report of activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. Grantee will enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the quarter.
- C. Grantee will provide an **annual** report summarizing the contract activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year for the objectives listed below.

#### D. Program Summary Reports

1. Monthly Reports. Grantee will submit monthly reports
  - a. Reports shall contain the following data.
    - number of referrals
    - number of enrollments



- number of who are placed in an unsubsidized job
  - number of program exits
  - number active or currently enrolled as of the last day of the month
- b. Supporting documentation for the numbers presented in the reports must be maintained by the Grantee and must be available for auditing by the Department.

E. Grantee will provide Ad Hoc reports as required by the Department.

F. For assistance with reporting requirements or submission of reports, contact:

Marlén Sánchez, E304

Workforce Development Division

Email: [marlen.sanchez@sfgov.org](mailto:marlen.sanchez@sfgov.org)

or

Justin Chan, Contract Manager, GB23

Office of Contract Management

Email: [Justin.Chan@sfgov.org](mailto:Justin.Chan@sfgov.org)

## **IX. Monitoring Activities**

- A. Program Monitoring: 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.

	A	B	C	D	E
1	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM</b>				
2					
3					
4					
5	Name			Term	7/1/17 to 6/30/18
6	San Francisco Clean City Coalition				
7	(Check One)    New <input checked="" type="checkbox"/> Renewal    _____ Modification    _____				
8	If modification, Effective Date of Mod.                  No. of Mod.				
9	Program: Neighborhood Beautification and Transitional Employment				
10	Budget Reference Page No.(s)				Total
11	Program Term	7/1/17-6/30/18			7/1/17-6/30/18
12	<b>Expenditures</b>				
13	Salaries & Benefits	\$88,671			\$88,671
14	Operating Expense	\$5,633			\$5,633
15	<b>Subtotal</b>	<b>\$94,304</b>			<b>\$94,304</b>
16	Indirect Percentage (%)	11.00%			11.00%
17	Indirect Cost (Line 16 X Line 15)	\$10,373			\$10,373
18	Capital Expenditure	\$0			\$0
19	Total Program Expenditures	\$104,678			\$104,678
20	Participant Wages (7-9 participants), Taxes; (FICA:7.65%, SUI:6.2%), Worker's Compensation Ins(10.17%)	\$52,000			\$52,000
21	Total Expenditures	\$156,678			\$156,678
22	<b>HSA Revenues</b>				
23					
24	HSA Funds	\$156,678			\$156,678
25					
26					
27					
28					
29					
30					
31	TOTAL HSA REVENUES	\$156,678			\$156,678
32	<b>Other Revenues</b>				
33					
34					
35					
36					
37					
38	Total Revenues	\$156,678			\$156,678
39	Full Time Equivalent (FTE)				
41	Prepared by: Gia Grant	Telephone No.:		Date	
42	HSA-CO Review Signature: _____				
43	HSA #1				1/0/1900

	A	B	C	E	F	G	H	I		
1								Appendix B, Page 2		
2								Document Date: 4/28/17		
3										
4	Program Name:	<b>Transitional Employment and Beautification Program</b>								
5	(Same as Line 9 on HSA #1)									
6										
7										
8										
9										
10										
11										
		Agency Totals		HSA	7/1/17-6/30/18		7/1/17-6/30/18			
		Annual Full Time Salary for FTE	Total % FTE	Adjusted FTE	For DHS Program	For DHS Program	For DHS Program	TOTAL		
12	POSITION TITLE				Budgeted Salary	Budgeted Salary	Budgeted Salary			
13	Director of Operations	122,424	100%	5%	\$6,121			\$6,121		
14	Crew Supervisor	36,400	70%	70%	\$25,480			\$25,480		
15	Crew Supervisor	36,400	70%	70%	\$25,480			\$25,480		
16	Employment Counselor	31,200	50%	50%	\$15,600			\$15,600		
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28	TOTALS	\$226,424	2.90	1.95	\$72,681	\$0	\$0	\$72,681		
29										
30	FRINGE BENEFIT RATE	22%								
31	EMPLOYEE FRINGE BENEFITS	\$49,813			\$15,990	\$0	\$0	\$15,990		
32										
33										
34	TOTAL SALARIES & BENEFITS	\$276,237			\$88,671	\$0	\$0	\$88,671		
35	HSA #2									

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4	Program Name:										
5	(Same as Line 9 on HSA #1)										
6											
7	<b>Operating Expense Detail</b>										
8											
9											
10											
11											
12	Expenditure Category			TERM	7/1/17-6/30/18						TOTAL 7/1/17-6/30/18
13	Rental of Property										
14	Utilities(Elec, Water, Gas, Phone, Scavenger)										
15	Office Supplies, Postage										
16	Building Maintenance Supplies and Repair										
17	Printing and Reproduction										
18	Insurance				\$1,500						\$1,500
19	Staff Training										
20	Staff Travel-(Local & Out of Town)										
21	Rental of Equipment										
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23											
24											
25											
26											
27											
28	OTHER										
29	Program Supplies - Drug testing, uniforms,										
30	laundry, tools, supplies, uniforms, rain gear				\$2,597						\$2,597
31											
32	Payroll processing expenses (\$16 person x 8 peop				\$1,536						\$1,536
33											
34											
35	TOTAL OPERATING EXPENSE				\$5,633		\$0		\$0		\$5,633
36											
37	HSA #3										1/0/1900