



Edwin M. Lee, Mayor

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: NOELLE SIMMONS, DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *Ju*

DATE: JUNE 17, 2016

SUBJECT: GRANT RENEWAL: **COMMUNITY HOUSING PARTNERSHIP** (NON-PROFIT) FOR THE PROVISION OF SUPPORTIVE HOUSING EMPLOYMENT COLLABORATION (SHEC)

	<u>Current</u>	<u>Renewal</u>	<u>Contingency</u>	<u>Total</u>	
GRANT TERM:	7/1/13- 6/30/16	7/1/16- 6/30/18			
GRANT AMOUNT:	\$823,727	\$567,988	\$56,799	\$624,787	
ANNUAL AMOUNT:	FY 16/17 \$283,994	FY 17/18 \$283,994			
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$317,908		\$250,080	\$56,799	\$624,787
PERCENTAGE:	56%		44%		100%

The Department of Human Services (DHS) requests authorization to renew the grant with Community Housing Partnership (CHP) for the provision of the Supportive Housing Employment Collaborative (SHEC) for the period of July 1, 2016 to June 30, 2018, in an amount of \$567,988 plus a 10% contingency for a total amount not to exceed \$624,787. The purpose of the grant is to provide employment assistance to formerly homeless people living in supportive housing.

Background

Community Housing Partnership was established in 1990 by a group of homeless advocates, social service providers, and housing developers. Their model integrates permanent, affordable, supportive housing with job training opportunities. CHP's mission is based on the belief that

formerly homeless people are qualified to play a vital role in the operation of their organization. Tenants and other formerly homeless individuals are involved in all aspects of CHP's activities from daily operations, policy decisions to representation on the agency's board of directors. The organization serves people who have been homeless, including individuals and families, veterans, people with HIV/AIDS, and people with substance abuse issues and/or psychiatric disabilities. Their supportive services are optional and include training and employment opportunities.

Services to be Provided

CHP is the lead agency and fiscal agent for seven non-profit agencies who jointly comprise the SHEC. The agencies involved in the collaboration are: Episcopal Community Services; Conard House; Chinatown Community Development Center; Hamilton Family Center, Mercy Charities/Housing California, and Swords to Plowshares. The SHEC provides formerly homeless, disabled persons with vocational training, work-place education, employment, and job retention services through their Employment Pathway program. The collaboration provides the vocational training through their Learning Academy, and then places the graduates in jobs in the hospitality industry through their Solutions SF supported employment division.

The renewal grant will serve 225 tenants who live in the SHEC project sites. The sites will include Cambridge Hotel, Hamlin Hotel, Iroquois Residence, San Cristina Residence, Senator Residence, Jordan Apartments, Lyric Hotel, Canon Kip Community House, Pacific Bay Inn, Canon Barcus, Island Bay Homes (Treasure Island), and the Rose Hotel.

Performance

Fiscal Monitoring

As part of the citywide joint fiscal and compliance monitoring, the Human Services Agency conducted the fiscal monitoring for FY 2015-2016. A self-assessment monitoring was conducted in February 2016. The purpose of the fiscal and compliance monitoring was to determine whether CHP is complying with various County ordinances and requirements, and whether the fiscal management and oversight is satisfactory. No findings were identified during the self-assessment.

Program Monitoring

Marlén Sánchez of HSA's Workforce Development Division conducted a monitoring review on August 26, 2015. The purpose of the visit was to determine whether or not the SHEC is delivering agreed-upon services and evaluate progress towards meeting outcome goals. The monitoring visit included a review of the training environment, participant files, training curriculum, support documentation, intake / assessment forms, and eligibility certification. No findings were identified during the monitoring review.

Selection

U.S. Dept. of Housing and Urban Development's (HUD) partially funds this project through the McKinney Supportive Housing Program. Local general funds provide the matching funding requirement by HUD. CHP reapplied as part of the City's consolidated application process and was awarded continued funding for the next year.

Funding

SHEC is 44% funded with Federal dollars through the HUD McKinney-Vento Homeless Assistance Act Program and 56% through the General Fund. Continuation of the grant will be contingent upon continued availability of HUD funding.

ATTACHMENTS

Appendix A – Scope of Services

Appendix B – Budget

Appendix A – Scope of Services
Community Housing Partnership
Supportive Housing Employment Collaborative (SHEC)
July 1, 2016- June 30, 2018

I. Purpose of Grant

The purpose of this grant is to support the Supportive Housing Employment Collaborative (SHEC), which provides formerly homeless, disabled persons with vocational training, work-place education, employment, and job retention services. The agencies directly involved in the collaboration are: Community Housing Partnership (CHP) (lead agency under this contract) and subcontractor Episcopal Community Services. The collaborative does outreach to more than 70 unique supportive housing sites across San Francisco.

The Supportive Housing Employment Collaborative will provide a network of comprehensive and coordinated services ranging from pre-vocational services to regular, full-time employment. Services are all offered on an optional basis and are designed to support the individual in pursuing his/her individualized vocational goal. Services are not time limited in order to meet the needs of tenants who may need a long time frame to transition from homelessness to self-sufficiency. The services funded under this contract will take place through the CHP Employment Pathway, combining 3-6 weeks of case management, job readiness, and skill building classes in the Learning Academy with supported employment through Solutions SF in the Property Management and Hospitality and the ECS CHEFS vocational training program and Adult Education Center.

The SHEC enables the agencies to pool their resources in a cost-effective manner to provide employment and vocational services to formerly homeless, disabled persons. The SHEC system allows tenants from each supportive housing site access to employment and vocational services provided by the member organizations. A main role of the SHEC is to coordinate the outreach so services can be utilized effectively and so that services are not duplicated.

Definitions

DHS	San Francisco Department of Human Services, a division of HSA
DHSH	Department of Homelessness and Supportive Housing
Education Services	Includes individual or group instruction in the areas of tutoring, math, GED, basic skills, computer and writing classes, and workplace education.
Employment and Placement Services	Services in the areas of employment assessment, job preparation, job search/job development, job placement, job

advancement and job advancement placement.

Full-time Employment	32 or more hours per week at or above the San Francisco minimum wage.
Grantee/Sponsor	Community Housing Partnership
HSA	Human Services Agency, City and County of San Francisco
HUD	U.S. Department of Housing and Urban Development
On-the-Job Training	Paid training or stipend position providing participant with workplace training.
Part-time Employment	Eight to 32 hours per week at or above the San Francisco minimum wage.
Participant	Tenant of a SHEC building who is being provided services.
SHEC	Supportive Housing Employment Collaborative
SHP	Supportive Housing Program, aka McKinney-Vento Continuum of Care
Supportive Housing	Permanent housing where rent is subsidized and a range of supportive services are provided on site. Tenants are formerly homeless with a variety of disabilities such as mental health, substance use, HIV/AIDS, and physical limitations. Tenants pay a percentage of their income towards rent.
Tenant	Resident of one of the SHEC member agencies' designated supportive housing sites.
Transitional Employment	Employment lasting at least three months with regular hours each week.
Unit of Classes	More than one class designed as part of a program to assist the client in attaining a particular educational skill.

II. Target Population

Supportive Housing Employment Collaboration participants will be formerly homeless people with single or multiple disabilities including substance abuse, HIV/AIDS, psychiatric disabilities, and physical limitations. Most participants have been unemployed or underemployed for many years prior to accessing these services.

III. Description of Services

The overall intent is to coordinate the activities of the SHEC agencies that offer services designed to support the individual in pursuing his/her individualized vocational goal. These include, but are not limited, to the following:

- A. Perform coordinated outreach to all tenants (1,000+ units) in sites of the Supportive Housing Employment Collaborative (SHEC) by core staff at least quarterly.
- B. Orient tenants and potential participants to the opportunities available as well as application procedures for the SHEC Employment Pathway Learning Academy.
- C. Perform coordinated outreach to all tenants (1,000+ units) in sites of the Supportive Housing Employment Collaborative (SHEC) by core staff at least quarterly
- D. Orient tenants and potential participants to the opportunities available as well as application procedures for the SHEC Employment Pathway Learning Academy.
- E. Orient tenants and potential participants to community building activities and tenant projects designed to get them involved in productive activity. These will be coordinated by the core SHEC staff and include opportunities for the development of vocational and work readiness skills.
- F. Promote ongoing vocational and educational assessments of all participants.
- G. Provide job-seeking skills, development, job retention, career advancement and other employment services to all interested participants.
- H. Provide an array of workplace education classes and linkages to outside educational opportunities.
- I. Develop sustained relationships with SHEC and off-site employers that increase job opportunities available to SHEC. This includes job-forecasting, researching, unions and other activities which assist in long-term job development.
- J. Include tenants and participants in the development of program activities.
- K. Ensure that member agencies conduct participant satisfaction surveys and/or focus groups at least once per year to obtain tenant feedback.

- L. Ensure that the member agencies are coordinating their services to avoid duplication of programs and services offered to tenants.

IV. Location and Time of Services

Services coordinated through the Community Housing Partnership (CHP), located at 20 Jones Street, Suite 200, San Francisco, CA 94102. CHP is located near the participating supportive housing sites and is open Monday through Friday, 9:00 A.M. to 5:00 P.M. Program enrollment is completed at CHP, and training is conducted at its training center located at 374 Fifth Street, San Francisco.

V. DSHS Grantee Responsibilities (McKinney-Vento Responsibilities)

A. Homeless documentation – All clients must be homeless (originating from the streets or shelter) in order to receive assistance under the HUD McKinney-Vento SHP grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with HUD SHP funds. Homeless eligibility must be documented using the Homeless Certification form provided by the Department of Homelessness and Supportive Housing (DSHS).

B. Annual Progress Report (APR) – All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for DSHS review. The APR is due to DSHS by the 45th day following the end of the operating year. After review by DSHS the APR is submitted to HUD.

C. Match– All HUD SHP funded projects are required to provide a match, cash or in-kind (for in-kind match an MOU is required). Documentation of cash match must be turned into DSHS when submitting the HUD Annual Progress Report (APR). The minimum cash match requirements are as follows:

25% match, cash or in-kind, for your total budget minus any leasing costs.

D. Personnel activity reports – Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.

E. Collaboratives and subcontractors – The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. DSHS must approve all new and renewal MOUs as well as any new subcontracting or collaborative relationships

not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and DSHS contracting and procurement guidelines.

- F. **Homeless Management Information Systems (HMIS) Requirements** – Sponsors must provide and update client information in the DSHS Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.
- G. **Transfer of client files** – All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County’s existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.
- H. **Audits** – All projects are subject to a DSHS programmatic and/or fiscal compliance audit at any time. These audits may include, but are not limited to a review of the following: participant files, program policies and procedures, data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc. Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.
- I. **Program Rent Calculations**– SHP transitional housing projects are not required to charge rent and are not allowed to charge program fees. If rent is charged, they cannot exceed the higher of: 30% of monthly adjusted income or 10% of monthly gross income.

VI. DHS Service Objectives

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

A minimum of 225 tenants will be offered vocational, education, training and/or employment services through direct outreach via the SHEC program each year.

VII. DHS Outcome Objectives

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

- A. A minimum of 60% of participants who enroll in a SHEC training program each year will complete the program.

- B. A minimum of 75% of participants who complete the SHEC training program will obtain job placements in subsidized training positions, and unsubsidized P/T, F/T employment, or temporary positions each year.

VIII. HUD Outcome Objectives (annual):

- A. A minimum of 80% of persons remaining in permanent housing as of the end of the operating year and exiting to permanent housing (subsidized or unsubsidized) during the operating year.
- B. A minimum of 80% of persons age 18 through 61 will maintain or increase their total income (from all sources) as of the end of the operating year or program exit.
- C. A minimum of 85% of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at 12 months in the program or upon program exit, whichever occurs first.
- D. At least 90% of surviving tenants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.

IX. Reporting Requirements

DHS

- A. Grantee will provide a **monthly** report of activities, referencing the tasks as described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month:

- 1. Number of participants enrolled in the SHEC program to date

- B. Grantee will provide a **quarterly** report of activities, referencing the tasks as described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.

- 1. Number of participants who complete the SHEC program

- 2. Number of job placements to date

- 3. Programmatic reporting will include:

- a. Demographic information such as name, social security, ethnicity, etc. in a format provided by DHS

- b. Details on training and employment information

DHSH/HUD

- C. Annual Report – Grantee shall submit a 12-month report in lieu of a fourth quarter report covering the period beginning July 1st through June 30th of each grant year. This report is known as the HUD Annual Progress Report (APR) and shall include

cumulative results for each objective as outlined above and shall include 12-month demographic information, as well as required financial information. The APR is due to DSHS on **July 15th** following the end of each grant year.

- D. Grantee will provide Ad Hoc reports as required by the Department.
- E. For assistance with reporting requirements or submission of reports, contact:

Annyse Acevedo, GB13
Annyse.Acevedo@sfgov.org
Contract Manager, Office of Contract Management

or

Eva Iraheta, E303
Eva.Iraheta@sfgov.org
Program Manager, Division of Workforce Development

or

To be named
Contract manager, Department of Homelessness and Supportive Housing

X. Monitoring Activities

- A. Program Monitoring: The program monitoring included a review of participant files, staff development and training, program polices and procedures, customer satisfaction, programmatic and physical accessibility /cultural competence, outreach, program administration, and data collection.
- 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.

**HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY
BY PROGRAM**

A	B	C	D	E	F	G	H	
Contractor's Name								
Community Housing Partnership: Combined General Fund and HUD/SHIP Contracts								
(Check One) <input type="checkbox"/> New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification								
If modification, Effective Date of Mod. No. of Mod.								
Program: CHP - Supportive Housing Employment Collaborative								
10	Budget Reference Page No. (s)	DHS/GF	HUD - Continuum of Care	DHS/GF	HUD - Continuum of Care			
11	Program Term	7/1/16-6/30/17	7/1/16-6/30/17	7/1/17-6/30/18	7/1/17-6/30/18		Total	
12	Expenditures							
13	Salaries & Benefits	\$116,850	\$80,428	\$116,850	\$80,428		\$394,556	
14	Operating Expense	\$21,371	\$40,384	\$21,371	\$40,384		\$123,511	
15	Subtotal	\$138,221	\$120,812	\$138,221	\$120,812		\$518,067	
16	Indirect Percentage (15%)	15.0%	3.5%	15%	3.5%			
17	Indirect Cost (Line 16 X Line 17)	\$20,733	\$4,228	\$20,733	\$4,228		\$49,922	
18	Indirect Expenses							
19	Capital Expenditure							
20	Total Expenditures	\$158,954	\$125,040	\$158,954	\$125,040		\$567,988	
21	HSA Revenues							
22	General Fund	\$158,954	\$125,040	\$158,954	\$125,040		\$317,908	
23	Federal - CFDA - 14.267						\$250,080	
24								
25								
26								
27								
28								
29								
30	TOTAL HSA REVENUES	\$158,954	\$125,040	\$158,954	\$125,040		\$567,988	
31	Other Revenues							
32								
33								
34								
35								
36								
37	Total Revenues	\$158,954	\$125,040	\$158,954	\$125,040		\$567,988	
38	Full Time Equivalent (FTE)	1.49	1.37	1.49	1.37			
40	Prepared by: Ellisa Baeza	Telephone No.: 415.852-5300						Date: 06/15/2016
41	HSA-CO Review Signature:							
42	HSA #1							11/15/2007

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																
2																
3																
4	Program: CHP - Supportive Housing Employment Collaborative															
5	(Same as Line 9 on HSA #1)															
6																
7																
8																
9																
10																
11																
12	Expenditure Category		TERM	General Fund	7/1/16-6/30/17	HUD	7/1/16-6/30/17	General Fund	7/1/17-6/30/18	HUD	7/1/17-6/30/18					TOTAL
13	Rental of Property			\$5,855	(\$0)			\$5,855		(\$0)						\$11,710
14	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$3,420	\$2,168			\$3,420		\$2,168						\$11,177
15	Office Supplies, Postage			\$692	\$2,050			\$692		\$2,050						\$5,484
16	Building Maintenance Supplies and Repair							\$0		\$0						\$0
17	Printing and Reproduction							\$0		\$0						\$0
18	Insurance			\$578	\$522			\$578		\$522						\$2,201
19	Staff Training & Development			\$223	\$703			\$223		\$703						\$1,850
20	Staff Travel-(Local & Out of Town)							\$0		\$0						\$0
21	Rental of Equipment			\$315	\$250			\$315		\$250						\$1,129
22								\$0		\$0						\$0
23	Tenant Projects & Activities			\$7,083	\$1,599			\$7,083		\$1,599						\$17,364
24	SHEC Training Programs				\$30,000			\$0		\$30,000						\$60,000
25	Training Supplies							\$0		\$0						\$0
26	Professional Services							\$0		\$0						\$0
27	Staff activities			\$397	(\$3)			\$397		(\$3)						\$790
28	OTHER							\$0		\$0						\$0
29	Audit			\$334	\$301			\$334		\$301						\$1,270
30	IT & Small Office Purchase			\$1,662	\$2,060			\$1,662		\$2,060						\$7,444
31	Payroll expenses			\$812	\$734			\$812		\$734						\$3,092
32								\$0		\$0						\$0
33								\$0		\$0						\$0
34																
35	TOTAL OPERATING EXPENSE			\$21,371	\$40,384			\$21,371		\$40,384						\$123,511
36																
37	HSA #3															11/15/2007

Operating Expense Detail

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Document Date: 6/15/2016