

File No. 180465

Committee Item No. 1

Board Item No. 28

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: May 16, 2018

Board of Supervisors Meeting:

Date: May 22, 2018

Cmte Board

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Funding Recommendations - April 2018</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>RFP - January 26, 2018</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>UCSF Proposal - February 26, 2018</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>_____</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>_____</u> |

Prepared by: John Carroll

Date: May 11, 2018

Prepared by: John Carroll

Date: May 17, 2018

1 [Authorizing Expenditures - SoMa Community Stabilization Fund - Capacity Building and
2 Trauma-Informed Systems Training - \$300,000]

3 **Resolution authorizing the Mayor's Office of Housing and Community Development to**
4 **expend SoMa Community Stabilization Fund dollars in the amount of \$300,000 to**
5 **provide capacity building and trauma-informed systems training at Bessie Carmichael**
6 **School.**

7
8 WHEREAS, On August 19, 2005, the Board of Supervisors approved Ordinance
9 No. 217-05 (the "Ordinance"), which, among other things, established a new Rincon Hill
10 Downtown Residential Mixed Use District; and

11 WHEREAS, The Ordinance added Section 418 to the Planning Code, which identifies a
12 need to mitigate the impacts of new development in the Rincon Hill area and establishes two
13 new fees: 1) the Rincon Hill Community Infrastructure Impact Fee, which provides specific
14 improvements, including community open spaces, pedestrian and streetscape improvements
15 and other facilities and services; and 2) a SoMa Community Stabilization Fee, which mitigates
16 impacts on affordable housing, economic and community development and community
17 cohesion in SoMa, as defined in Planning Code, Section 401 (the area bounded by Market
18 Street to the north, Embarcadero to the east, King Street to the south, and South Van Ness
19 and Division to the west); and

20 WHEREAS, Both the Rincon Hill Community Infrastructure Impact Fee and the SoMa
21 Community Stabilization Fee are imposed on new residential development within the Rincon
22 Hill Downtown Residential Mixed Use District, as defined in San Francisco Planning Code,
23 Section 827 (the area generally bounded by Folsom Street, the Bay Bridge, the Embarcadero,
24 and Essex Street); and

1 WHEREAS, The Ordinance established two separate funds: 1) a Rincon Hill
2 Community Improvements Fund for the deposit of the Rincon Hill Community Infrastructure
3 Impact Fees collected; and 2) a SoMa Community Stabilization Fund for the deposit of SoMa
4 Community Stabilization Fees collected; and

5 WHEREAS, The money collected from the SoMa Community Stabilization Fee, along
6 with up to \$6,000,000 transferred from the Rincon Hill Community Improvements Impact
7 Fund, is to be deposited in the SoMa Community Stabilization Fund maintained by the
8 Controller, which will be used to address various impacts of destabilization on residents and
9 businesses in SoMa; and

10 WHEREAS, Under the Ordinance, the Board of Supervisors established the SoMa
11 Community Stabilization Fund Community Advisory Committee (SoMa CAC) to advise the
12 Mayor's Office of Community Development (MOCD), now the Mayor's Office of Housing and
13 Community Development (MOHCD), and the Board of Supervisors on the uses of the Fund;
14 and

15 WHEREAS, On May 6, 2008, the Board of Supervisors approved Resolution
16 No. 216-08, creating the SoMa Community Stabilization Fund Strategic Plan and authorized
17 MOHCD to administer the Fund in accordance with the Strategic Plan; and

18 WHEREAS, The SoMa CAC and MOHCD staff worked collaboratively to issue a
19 request for proposals (RFP) that was released on January 26, 2018, consistent with the
20 Strategic Plan, for nonprofit organizations and businesses seeking assistance from the Fund;
21 and

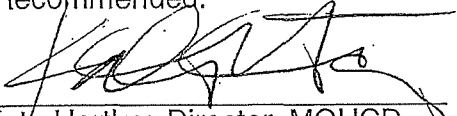
22 WHEREAS, A copy of the SoMa CAC Funding Recommendations resulting from the
23 RFP has been filed with the Clerk of the Board under File No. 180465, now, therefore, be it
24
25

1 RESOLVED, That the Mayor's Office of Housing and Community Development is
2 hereby authorized to expend \$300,000 from the SoMa Community Stabilization Fund, all in
3 accordance with the purposes and goals for the funding as generally set forth in the Strategic
4 Plan and the Funding Recommendations approved by the CAC and filed with the Clerk of the
5 Board.

6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

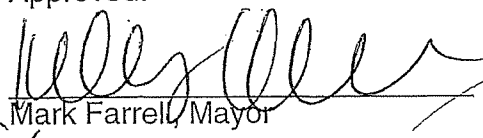
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

Recommended:

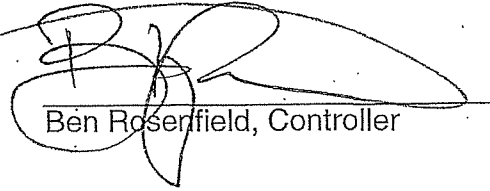


Kate Hartley, Director, MOHCD

Approved:



Mark Farrell, Mayor



Ben Rosenfield, Controller

CITY AND COUNTY OF SAN FRANCISCO
BOARD OF SUPERVISORS
BUDGET AND LEGISLATIVE ANALYST

1390 Market Street, Suite 1150, San Francisco, CA 94102 (415) 552-9292
FAX (415) 252-0461

May 11, 2018


TO: Government Audit and Oversight Committee
FROM: Budget and Legislative Analyst 
SUBJECT: May 16, 2018 Government Audit and Oversight Committee Meeting

TABLE OF CONTENTS

Item	File	Page
1	18-0465 Authorizing Expenditures - SoMa Community Stabilization Fund - Capacity Building and Trauma-Informed Systems Training - \$300,000	1
2	18-0418 Contract Approval - Allied Universal Security - Human Services Agency -Security Services - \$13,974,576	4

<p>Item 1 File 18-0465</p>	<p>Department Mayor's Office of Housing and Community Development (MOHCD)</p>
<p>EXECUTIVE SUMMARY</p>	
<p style="text-align: center;">Legislative Objectives</p>	
<ul style="list-style-type: none"> • The proposed resolution authorizes the MOHCD to expend SOMA Community Stabilization Fund monies in the amount of \$300,000 to provide capacity building and trauma informed systems training at Bessie Carmichael School. 	
<p style="text-align: center;">Key Points</p>	
<ul style="list-style-type: none"> • Planning Code Section 418 imposes a \$10.95 per square foot community stabilization fee on new residential development in the Rincon Hill Downtown Residential District¹. These fees are deposited into the SOMA Community Stabilization Fund; expenditures from the fund are recommended by the SOMA Community Stabilization Fund Community Advisory Committee (CAC). The CAC worked with the principal of Bessie Carmichael School and the SOMA Youth Collaborative to develop a program to strengthen the capacity of the school and improve the school's capacity to better serve its students. • MOHCD selected the University of California, San Francisco (UCSF) Healthy Environments and Response to Trauma in Schools (HEARTS) through a competitive process to provide capacity building and trauma informed systems training at Bessie Carmichael School. 	
<p style="text-align: center;">Fiscal Impact</p>	
<ul style="list-style-type: none"> • The proposed budget of \$150,000 for FY 2018-19 pays for HEARTS staff salaries and associated costs. Additional funding of \$150,000 is available in FY 2019-20 if program outcomes in the first year are achieved. • The SOMA Community Stabilization Fund balance is \$4,298,727. Approval of the \$300,000 expenditure for the UCSF HEARTS program in FY 2018-19 and FY 2019-20 leaves a remaining fund balance of \$3,998,727. 	
<p style="text-align: center;">Recommendation</p>	
<ul style="list-style-type: none"> • Approve the proposed resolution. 	

¹ The Rincon Hill Downtown Residential District is the area bounded by Folsom Street, The Embarcadero, Bryant Street, and Essex Street.

MANDATE STATEMENT

In accordance with Planning Code Section 418.7, all monies in the South of Market Area (SOMA) Community Stabilization Fund are to be expended to address the effects of destabilization on residents and businesses in SOMA due to new residential development in the Rincon Hill Area. SOMA Community Stabilization Fund expenditures are administered by the Mayor's Office of Housing and Community Development (MOHCD), subject to approval by resolution of the Board of Supervisors.

BACKGROUND

Planning Code Section 418 imposes a \$10.95 per square foot community stabilization fee on new residential development in the Rincon Hill Downtown Residential District². These fees are deposited into the SOMA Community Stabilization Fund; expenditures from the fund are recommended by the SOMA Community Stabilization Fund Community Advisory Committee (CAC).

According to Ms. Claudine del Rosario, SOMA Fund Manager, the CAC worked with the principal of Bessie Carmichael School and the SOMA Youth Collaborative to develop a program to strengthen the capacity of the school and improve the school's capacity to better serve its students.

MOHCD issued a Request for Proposals (RFP) in January 2018 for developing resources for Bessie Carmichael School to assist teachers and students in mitigating the effects of trauma to students on learning. Services to be provided include professional development for school staff on the effects of stress and trauma, strategies to mitigate these effects; on-site psychotherapy for students as needed; and workshops for parents and caregivers on coping with stress. MOHCD selected the University of California, San Francisco (UCSF) Healthy Environments and Response to Trauma in Schools (HEARTS) as the highest scoring responsive proposer.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution authorizes the MOHCD to expend SOMA Community Stabilization Fund monies in the amount of \$300,000 to provide capacity building and trauma informed systems training at Bessie Carmichael School.

² The Rincon Hill Downtown Residential District is the area bounded by Folsom Street, The Embarcadero, Bryant Street, and Essex Street.

FISCAL IMPACT

The RFP allocated \$150,000 from the SOMA Community Stabilization Fund for FY 2018-19, with additional funding of \$150,000 in FY 2019-20 if program outcomes in the first year are achieved. UCSF HEARTS proposed providing:

- School-wide training to staff;
- Consultation on students of concern and school-wide issues (such as safety, behavioral support, discipline procedures); and
- School-based individual and family therapy.

Outcomes consist of:

- School staff reporting an increase in knowledge on addressing the effects of trauma;
- Increased level of students' engagement in school;
- Decreased loss of instructional time due to disciplinary problems; and
- Decreased trauma-related symptoms in students who receive therapy.

The proposed budget of \$150,000 for FY 2018-19 includes:

- \$128,883 for salaries and fringe benefits for approximately 1.20 Full Time Equivalent (FTE) professional staff; and
- \$20,817 in administrative costs.

The SOMA Community Stabilization Fund balance is \$4,298,727. Approval of the \$300,000 expenditure for the UCSF HEARTS program in FY 2018-19 and FY 2019-20 leaves a remaining fund balance of \$3,998,727.

RECOMMENDATION

Approve the proposed resolution.

<p>Item 2 File 18-0418</p>	<p>Department: Human Services Agency (HSA)</p>
<p>EXECUTIVE SUMMARY</p>	
<p style="text-align: center;">Legislative Objectives</p>	
<ul style="list-style-type: none"> • The proposed resolution approves certification of the contract between the Human Services Agency and Allied Universal Security for the provision of security services for the three-year period from July 1, 2018, through June 30, 2021, in the total contract amount of \$13,974,576. 	
<p style="text-align: center;">Key Points</p>	
<ul style="list-style-type: none"> • The Human Services Agency previously held a contract with Allied Universal Security for an initial term from February 1, 2014 to January 31, 2018 and a not to exceed contract amount of \$19,785,392. The previous contract covered both the Department of Homelessness and Supportive Housing and the Human Services Agency. The contract under consideration applies on to the Human Services Agency. • On September 5, 2017, the Board of Supervisors approved an amendment to the existing contract between Allied Universal Security and HSA, increasing the not to exceed amount to \$22,802,311. The increase was due to the addition of thirteen new locations during the contract period. Subsequently the Board of Supervisors approved a second amendment extending the contract by five months through June 30, 2018 and increasing the not to exceed amount by \$3,259,977, from \$22,802,311 to \$26,062,288. The second modification was due to administrative delays in awarding the contract to a new security provider • The Human Services Agency issued a Request for Proposals (RFP) for a new contractor on January 16, 2018, with bids due January 30, 2018. Allied Universal was selected among nine qualified responses received by the Office of Contract Administration (OCA). 	
<p style="text-align: center;">Fiscal Impact</p>	
<ul style="list-style-type: none"> • Under the proposed resolution, the total not to exceed amount of the contract is \$13,974,576. The Human Services Agency anticipates future modifications to this contract due to increases in the Prevailing Wage. • The contract will be funded by a combination of City funds (75 percent), State funds (four percent), and Federal funds (21 percent). The City's General Fund Share of the contract is \$10,480,932 for the amount authorized by the proposed resolution. 	
<p style="text-align: center;">Recommendation</p>	
<ul style="list-style-type: none"> • Approve the proposed resolution. 	

MANDATE STATEMENT

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

BACKGROUND

The Human Services Agency (HSA) currently provides security service to 17 properties¹ under the jurisdiction of City departments. In order to provide a safe and protected environment for its employees, clients, and the general public the Agency contracts unarmed security services.

The Human Services Agency previously held a contract with Allied Universal Security for an initial term from February 1, 2014 to January 31, 2018 and a not to exceed contract amount of \$19,785,392. On September 5, 2017, the Board of Supervisors approved an amendment to the contract, increasing the not to exceed amount to \$22,802,311, including a 10 percent contingency of \$274,265 (File 17-0801, Resolution 333-17). The increase was due to the addition of thirteen new locations during the contract period, of which ten are permanent and three were temporary homeless shelters.

Subsequently the Board of Supervisors approved a second amendment extending the contract by five months through June 30, 2018 and increasing the not to exceed amount by \$3,259,977, from \$22,802,311 to \$26,062,288. The second modification was due to administrative delays in awarding the contract to a new security provider². According to HSA Senior Contracts Manager, Elizabeth Leone, as of March 30, 2018, \$24,255,315 had been spent and HSA anticipates spending down the remainder and extending the existing contract to cover the security needs of the Department of Homelessness and Supportive Housing (HSH) while HSH puts its own contract into place³. The current contract (expiring June 30, 2018) covers sites operated by both the Human Services Agency and the Department of Homelessness and Supportive Housing. The proposed contract addressed in the resolution starting July 1, 2018 only covers the Human Services Agency.

The Human Services Agency issued a Request for Proposals (RFP) for a new contractor on January 16, 2018, with bids due January 30, 2018. Allied Universal was selected among nine qualified responses received by the Office of Contract Administration (OCA). One vendor

¹ Fourteen sites are under the jurisdiction of HSA and three sites are under the jurisdiction of Adult Probation, Child Support Services, and the Department of Public Health, which pay for security services through a work order with HSA.

² An initial RFP included security guard coverage for both HSA and HSH sites in one contract. Because HSH's funding structure included only General Funds, they were required to include Local Business Enterprise (LBE) Subcontracting goals in their evaluation. By contrast, HSA's funding comes from the General Fund as well as federal sources so LBE Subcontracting goals do not apply. The decision was made by the Office of Contract Administration to separate the RFP so that each agency would have its own procurement and evaluation process.

³ The Department of Homelessness and Supportive Housing has just released its own RFP for a separate security services contract.

protested the winning bidder, but upon investigation, the OCA found their complaint without merit.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution approves certification of the contract between the Human Services Agency and Allied Universal Security for the provision of security services for the three-year period from July 1, 2018, through June 30, 2021, in the total contract amount of \$13,974,576.

The scope of security services under the contract includes providing assistance and information; maintaining order; deterring intrusion, disputes, violence, threats and vandalism; and responding to emergencies. The City reserves the right to adjust the hourly and site requirements as needed throughout the term of the contracts. During the previous contract term, the Human Services Agency added ten permanent and three temporary sites, on an as needed basis. The Human Services Agency anticipates some additional, temporary sites to be opened during the winter months of the proposed contract term for weather-related shelters.

The City has the option to extend the original term of three years for a period of two additional years, for a total of five years.

FISCAL IMPACT

Under the proposed resolution, the total not to exceed amount of the contract is \$13,974,576 based on an estimate of approximately 2,500 hours of labor needed per week for all 17 sites. The Human Services Agency anticipates future modifications to this contract due to increases in the Prevailing Wage, but has provisionally calculated annual funding amounts needed using flat rate, \$31.84 for straight time and \$47.76 for overtime. The breakdown of the cost estimate is shown in Table 1 below.

Table 1: Breakdown of Contract Cost Estimate

Term	July 1, 2018 – June 30, 2019	July 1, 2019 – June 30, 2020	July 1, 2020 – June 30, 2021	Total
Straight Time Billing Rate	\$31.84	\$31.84	\$31.84	
Straight Time Hours	130,000	130,000	130,000	390,000
Straight Time Subtotal	\$4,139,200	\$4,139,200	\$4,139,200	\$12,417,600
Overtime Billing Rate	\$47.76	\$47.76	\$47.76	
Overtime Hours	2,000	2,000	2,000	6,000
Overtime Subtotal	\$95,520	\$95,520	\$95,520	\$286,560
Total Security Costs	\$4,234,720	\$4,234,720	\$4,234,720	\$12,704,160
10% Contingency				\$1,270,416
Contract Not to Exceed				\$13,974,576

According to Ms. Leone, the contract will be funded by a combination of City funds (75 percent), State funds (four percent), and Federal funds (21 percent). The City’s General Fund

Share of the contract is \$10,480,932 for the amount authorized by the proposed resolution, as shown in Table 2 below.

Table 2: Source of Contract Funds

Source	Amount	Percent of Total
General Fund	\$10,480,932	75%
Federal - MediCal	1,164,549	8%
Federal - Food Stamps	756,957	5%
Federal - WTW	1,048,092	7%
State - Food Stamps	407,592	3%
State - WTW	116,454	1%
Total	\$13,974,576	

RECOMMENDATION

Approve the proposed resolution.

Funding Recommendations **April**
2018

for South of Market Community Stabilization Fund

<u>Agency</u>	<u>Program Description</u>	<u>1 Year Funding</u>
<i>Capacity Building for Trauma Informed Systems</i>		
The Regents of the University of California/UCSF HEARTS	Capacity building services to implement trauma informed systems at Bessie Carmichael School	\$300,000
		\$300,000
	<i>TOTAL EXPENDITURE REQUEST</i>	<i>\$300,000</i>



**Mayor's Office of Housing
& Community Development
(MOHCD)**

Mark Farrell
Mayor

Kate Hartley
Director

REQUEST FOR PROPOSALS

SOMA FUND

**FY 2018-2019
FUNDING CYCLE**

DATE ISSUED:

Friday, January 26, 2018

DEADLINE FOR SUBMISSION:

Wednesday, February 28, 2018 at 5:00 p.m.

1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103
www.sfmohcd.org

Phone: (415) 701-5500
Fax: (415) 701-5501
TDD: (415) 701-5503

NOTICE OF FUNDING AVAILABILITY

The Mayor's Office of Housing & Community Development (MOHCD) is pleased to announce the availability of SoMa Community Stabilization Funds to support the creation of a trauma-informed learning and teaching environment at Bessie Carmichael School under the program:

Organizational Capacity Building	\$150,000
TOTAL	\$150,000

The grant period for awards under this notice will be from July 1, 2018 – June 30, 2019. Provided that program outcomes are achieved after one year, additional funding of \$150,000 will be made available for a second year.

TECHNICAL ASSISTANCE WORKSHOP

MOHCD will provide a technical assistance workshop to assist interested applicants in determining the eligibility of proposed projects, and in completing the required elements of the proposal packet:

Monday, January 29, 2018

10:00 a.m. – 11:00 a.m.

1 South Van Ness Avenue, 5th Floor

Potential applicants are highly encouraged to attend the workshop before submitting an application. The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call (415) 701-5598 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD (415) 701-5503. For information on MUNI routes, please call (415) 673-6864, or 511.

REQUEST FOR PROPOSALS (RFP) OVERVIEW

DEADLINE FOR SUBMISSION:

by hard-copy original and USB drive copy

February 28, 2018

at 5:00 p.m.

One original and one USB drive copy of the completed proposal must be submitted to:

Attention: Director of Community Development
Mayor's Office of Housing and Community Development (MOHCD)
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103

HAND DELIVERY RECOMMENDED

I. ELIGIBLE PROJECTS

Eligible projects and services under the proposed program area can be found in the Eligible Program Areas & Programs section of this RFP (p. 7). MOHCD reserves the option to award multiple grants to an agency or group of agencies during the review process.

II. PROCUREMENT

This RFP procurement process, and the proposals received as a result of it, may be used to justify contract funding decisions for other similar services and/or other funding that becomes available through MOHCD or any other City department. MOHCD and/or any other City departments who use this RFP solicitation as a procurement process for other funds, reserve the right, at their own discretion, to fund select activities or partners (and remove or eliminate others) within a proposal submitted by a collaborative or group of agencies. The procurement process for this RFP or any of its component Program Areas & Programs may be delayed, suspended, or canceled if the City determines that such action is in the best interest of the City.

III. PRIORITIES AND ELIGIBILITY

A. Priority

Collaborative proposals are encouraged; however, collaborative proposals must choose a lead agency to serve as the fiscal agent. The fiscal agent should submit its own organizational documentation as directed below in the same manner as if it were a single agency. Priority will be given to those collaborations/agencies that currently perform similar services and demonstrate the ability to increase impact through collaborative efforts. Successful collaborative applicants will need to provide MOUs from each participating agency that outline scopes of work and expectations, both programmatically and fiscally.

B. Eligibility

1. Applicant's programs must principally benefit low- and moderate-income individuals and their families in SoMa.
2. Participants of applicant's program(s) must reside within the boundaries of the City and County of San Francisco.
3. Applicants must be: (a) based in the City and County of San Francisco; (b) a 501(c)(3) nonprofit corporation registered with the Internal Revenue Service; and (c) in good standing with the State of California's Registry of Charitable Trusts.
4. Successful applicants must comply with all applicable state and local laws and government regulations.

IV. EVALUATION CRITERIA

1. The extent to which the applicant demonstrates an understanding of specific barriers and challenges facing its target population(s) and a successful history of effectively serving it (20%);
2. The extent to which the proposed program meets the objectives, eligible activities, and program description outlined in the RFP, demonstrates a reasonable, measurable theory for how its program activities lead to positive client and SoMa community outcomes, and utilizes partnerships to strengthen and expand program impact (40%);

3. The extent to which the applicant demonstrates a robust evaluation methodology (10%); and
4. The extent to which the applicant demonstrates staff experience and expertise required to deliver a successful program, including a budget that accurately reflects the proposal's intent, activities and outcomes (20%).
5. The extent to which the applicant demonstrated leveraged funding from non-City sources (10%).

See the RFP Proposal Evaluation Form (p. 14) to understand how reviewers will be scoring proposals submitted under this RFP.

V. REQUIREMENTS

The use of City funds is subject to numerous local requirements. A few of the requirements are listed below and are briefly summarized:

1. **Accessibility:** Programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.
2. **Non-Discrimination:** Agencies must comply with federal, state and San Francisco prohibitions against discrimination in fair housing and equal employment opportunity, and in awarding contracts. Agencies must also comply with the Equal Benefits Ordinance for domestic partners.
3. **Procurement:** Projects must comply with federal conflict of interest regulations, and regulatory procedures for obtaining and contracting for goods and services.
4. **Ineligible Reimbursements:** Funds for activities occurring prior to the commencement date of the grant agreement cannot be reimbursed.
5. **Religious Activity:** Funds may not be used for religious purposes.
6. **Political Activity:** Funds may not be used for political activity.
7. **Grant Agreement:** Successful applicants will be required to execute and meet the provisions of a grant agreement. Additional documentation, including an annual work plan and an annual budget, must be completed and approved by MOHCD prior to any funds being committed or spent. Financing is primarily on a monthly cost-reimbursement basis. Successful applicants will be expected to participate in MOHCD's online programmatic and financial reporting system.

VI. REVIEW PROCESS AND SCHEDULE

All submitted proposals will be initially screened by a committee composed of MOHCD staff to determine completeness and eligibility. Ineligible proposals will be eliminated at this stage. MOHCD staff will evaluate all complete and eligible proposals submitted for programs listed in the Eligible Program Areas & Programs section of this RFP (p. 7). MOHCD will make the final selection of agencies/agency to be awarded grant(s) under this RFP. The preliminary schedule for review and approval is:

Wednesday, February 28, 2018

Proposals due to MOHCD by 5:00 p.m.

Sunday, July 1, 2018

Grant term begins

Note: MOHCD reserves the right to adjust the preliminary schedule at its discretion.

VII. PROTEST PROCEDURES

A. Protest of Non-Responsiveness Determination

Within five business days of the City's issuance of a notice of non-responsiveness, any respondent that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth business day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the respondent, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Grant Award

Within five business days of the City's issuance of a notice of intent to award the grant, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth business day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. Delivery of Protests

All protests must be received no later than 5:00 p.m. five (5) days following the announcement of grant awards. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or via e-mail will not be considered.

If the City determines that a meeting with the party submitting the appeal is necessary, such meeting will be scheduled within ten (10) calendar days of the receipt of a protest to review and attempt to resolve the protest. Protests must be delivered to:

Attention: Director of Community Development
Mayor's Office of Housing and Community Development (MOHCD)
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103

PROPOSAL INSTRUCTIONS

1. Please be as succinct as possible. The narrative section must be no longer than five pages. Reviewers will not consider text beyond the indicated text limitation and/or space provided.
2. No handwritten proposals will be accepted. Proposals must be typed or computer generated. Font must be at least 12 point.
3. Pages should be standard 8-1/2" by 11" with 1 inch margins. All copies should be double-sided and single spaced.
4. Original signatures must be in blue ink on the original set.
5. Use the application checklist to ensure your package is complete.
6. Do not bind proposals, or submit extra materials not requested.
7. Substantially incomplete, faxed, or late applications will not be considered. Hand delivery is highly recommended. No applications will be accepted after 5:00 p.m. on Wednesday, February 28, 2018.

ELIGIBLE PROGRAM AREAS & PROGRAMS

Instructions: Below is one (1) program area with a specific program listed and described. On your Program Selection sheet, please check the box that corresponds to the appropriate program area and program. A separate proposal should be submitted for each program. Each proposal should stay within the parameters of its program objective; eligible program activities are outlined below.

Note: The Maximum Grant Amount is the amount for the initial twelve-month period, from July 1, 2018 through June 30, 2019. Unless otherwise designated, funding for a second year may be available, depending upon the City's budget, overall priorities, and performance by the grantee. MOHCD reserves the right to award a second year of funding to an organization, discontinue funding, and/or issue a separate procurement in the second year based on budget, priorities, and performance. The second year of funding will be for \$150,000, but will be allocated across the 12-month period of July 1, 2019 through June 30, 2020.

ORGANIZATIONAL CAPACITY BUILDING

MOHCD has allocated General Funds for the following purpose:

1. **Capacity building for creating a more trauma-informed learning and teaching environment at Bessie Carmichael School (\$150,000 available for 2018-19 only).** This funding is intended to support promote school success for trauma-impacted children and youth at SoMa's Bessie Carmichael School by providing trauma-informed systems training services to the school community. Proposed services should include: professional development training for all school staff on effects of stress and trauma, as well as on strategies for mitigating these effects; trauma-informed consultation to school staff and leadership to build capacity to address effects of trauma on the school; on-site psychotherapy for trauma-impacted students; and workshops for parents/caregivers on coping with stress and building resilience.

AGENCY CHECKLIST

Application Packet

(One original signed in blue ink and one USB drive copy)

- Proposal Cover Sheet (p.9)
- Board of Directors (p.10)
- Program Selection (p.11)
- Proposal Narrative (see p.12 for instructions)
- Program Budget Worksheet (p.17 and posted in Excel)

Additional required items for applicants not currently receiving funding from MOHCD:

- Articles of Incorporation, including all amendments
- Organization By-Laws, including all amendments
- Evidence of Federal Tax Exempt 501(c)(3) status

DEADLINE FOR SUBMISSION:

by hard-copy original and USB drive copy

February 28, 2018

at 5:00 p.m.

One original and one USB drive copy of the completed proposal should be submitted to:

Attention: SoMa Fund Director
Mayor's Office of Housing and Community Development (MOHCD)
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103

HAND DELIVERY RECOMMENDED

RFP QUESTIONS?

Claudine del Rosario
(415) 701-5580
claudine.delrosario@sfgov.org

ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES

Eugene Flannery
(415) 701-5598
eugene.flannery@sfgov.org

PROPOSAL COVER SHEET

(You may neatly hand write this portion of the proposal)

Organization Name:

Street Address:

City:

State:

Zip Code:

Main Phone:

Fax:

Program Name:

Program Street Address (if different):

City:

State:

Zip Code:

Executive Director:

Phone:

Primary Contact Person (if different):

Phone:

Fax:

Email:

Total Proposal Request (may not exceed Program Selection amount on page 11): \$

Total FY 2018-19 Projected Agency Budget: \$

I certify that the information provided in this application is true.

Signature

Date

PROGRAM SELECTION

(Check the box for both the Program Area and the Program for which you are applying)

Capacity Building

1. Trauma-informed systems training (\$150,000)

PROPOSAL NARRATIVE

(Must not exceed 5 pages)

1. **Background and Need** (2-4 paragraphs suggested)

This section should demonstrate a broad understanding of the barriers and challenges faced by the target population(s) indicated in the selected program description.

- What specific barriers and challenges exist for the target population(s)? What is your understanding of the specific barriers and challenges in the South of Market neighborhood?
- What is your organization's history of providing similar services to the target population(s)?

2. **Proposed Program Design** (7-9 paragraphs suggested)

This section should describe the implementation of activities prioritized by the selected program, and provide detail about program design and service delivery strategies. This section should also list activities and outcomes for your proposed program. MOHCD's assigned activities and outcomes within each program area have been included for your reference on p.16 of this RFP.

- What is the proposed program design? Describe how it incorporates best practices.
- Who will your program target for services, how many individuals will it serve, and how does it propose to reach them?
- Describe the activities and outcomes that your program plans to track.
- Each client activity must be linked to specific outcome(s) and should be supported by evidence-based practice. Non-client based activities (e.g., organizational capacity building) are not required to have corresponding outcomes. You may elect to include a schedule or calendar to illustrate your activities, a logic model, or another graphic that illustrates how your program's activities lead to positive client and community outcomes.
- Your proposal should also include the expected number of people to be served per activity, and the number of people expected to achieve the corresponding outcome(s).
- What other organization(s), including City government entities, does your program partner with, and how does this partnership impact its reach/activities/services? Please describe the level of partnership (e.g., shared services or decision making versus referrals).
- How will your program involve the community, or connect with community-based knowledge and experience, to inform program design?

3. **Evaluation** (2-3 paragraphs suggested)

This section should describe how your organization will evaluate the impact of the proposed activities on the target population(s).

- How will your organization track progress and measure program impact on the target population(s)?
- How will your organization evaluate and inform program design?

4. **Organizational Capacity and Budget** (2-3 paragraphs suggested)

Describe the skills and experience of key agency staff.

- Identify the individual(s) who will work on this project on behalf of your organization. Include name, job title, skills and experience for each individual.
- Provide a brief narrative for your program budget; highlight any unique and/or substantial budget items reviewers should understand.

RFP PROPOSAL EVALUATION FORM

(For reviewer use and applicant reference)

1. Background and Need:

- Applicant clearly describes specific barriers and challenges that exist for its target population(s)?
- Applicant describes a successful history of effectively serving the target population(s)?

Score: _____/20

2. Proposed Program Design:

- Applicant clearly describes its program design and articulates how the proposed design is best suited to address the needs of the target population(s) and the objectives of the RFP?
- Applicant incorporates best practices into its program design?
- Applicant clearly describes a reasonable, measurable theory for how its program activities lead to positive client and community outcomes?
- Applicant articulates the expected number of people to be served per activity, and the number of people expected to achieve the corresponding outcome(s)?
- Applicant clearly describes partnerships that strengthen and expand program impact?

Score: _____/40

3. Evaluation:

- Applicant clearly describes how the proposed program will track progress and measure impact?
- Applicant clearly describes how its evaluation framework will inform program design?

Score: _____/10

4. Organizational Capacity and Budget:

- Applicant clearly identifies program staff who are commensurate with the scope and objectives of the proposed program?
- Applicant clearly describes the program budget and includes reasonable explanations for unique and/or substantial budget items?
- Applicant's Board of Directors reflect the constituency of the target population(s) and demonstrate the appropriate expertise in the services to be provided and/or to be a high-functioning Board (e.g. fundraising, fiscal management, and similar skills)?

Score: _____/20

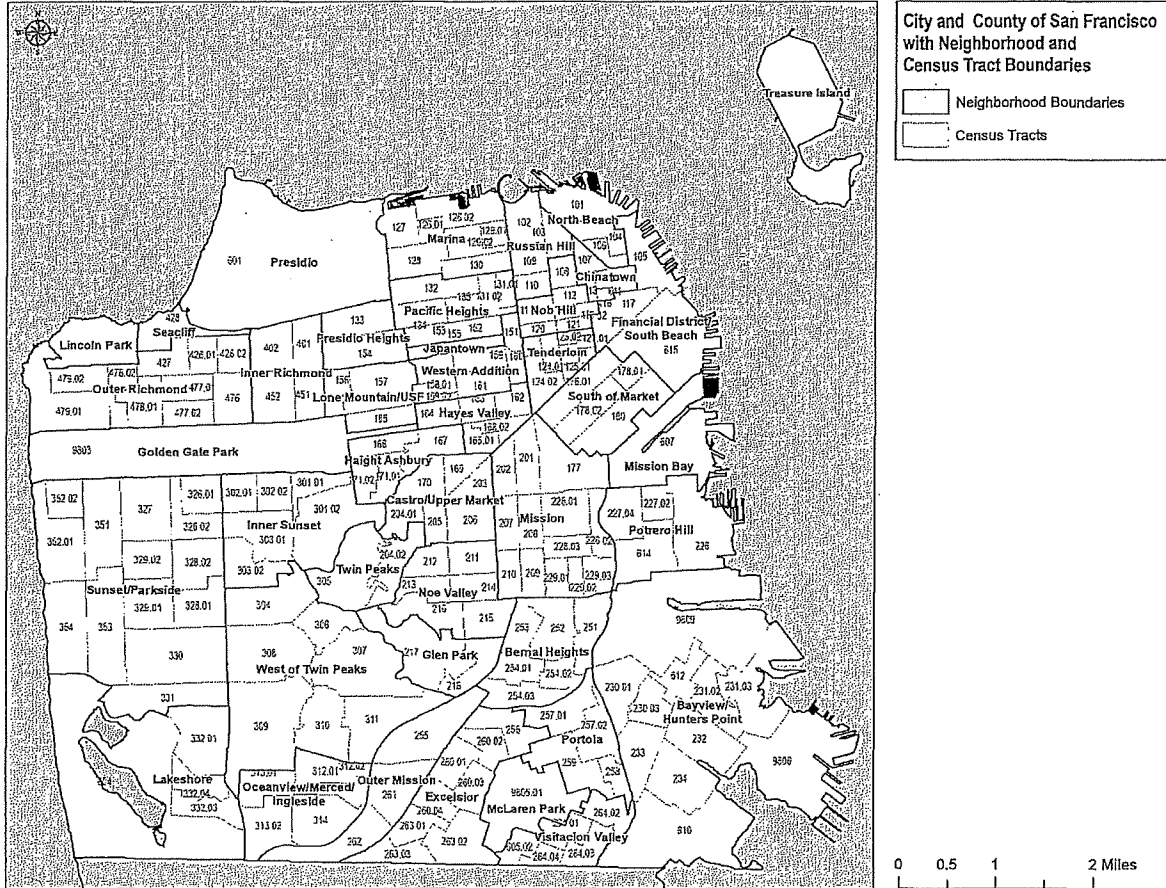
5. Leveraged Funding:

- Applicant provides evidence of non-City funding secured for proposed project

Score: _____/10

Total Score: _____/100

MAP OF MOHCD-DEFINED SAN FRANCISCO NEIGHBORHOODS



MOHCD ACTIVITIES AND OUTCOMES BY PROGRAM AREA

Note: the measurement unit for all outcomes is “number of persons,” except for two activities under the Organizational Capacity Building program area where “number of organizations” is the measurement unit.

Program Area	Activity	Outcome
Access to Housing	1. Applications for Affordable Rental Units	Placed in Rental Housing
	2. Counseling	Better Understanding
	3. Financial Counseling and Education	Individuals Demonstrating Increased Knowledge, Skills and Abilities
Community Building and Neighborhood Planning	1. Residents Engaged in Community Grant-making Process	N/A
	2. Residents Participating in Civic Engagement Activities	Residents Who Report Increased Opportunities for Neighborhood Involvement and Civic Engagement
Eviction Prevention	1. Case Management	Achieve 75% of Goals from Individual Service Plan Complete First Individual Service Plan and Progress to Second
	2. Counseling	Better Understanding
	3. Financial Assistance (moving costs, security deposits, utilities, last month's rent)	Stably Housed 3 Months Later Stably Housed 9 Months Later
	4. Information & Referral	Information & Referral, Successfully Connected
	5. Legal Representation	Avoid Eviction
	6. Rental Assistance	Stably Housed 3 Months Later Stably Housed 9 Months Later
	Foundational Competencies	1. Individuals Receiving Training to Improve Academic Competencies
2. Individuals Receiving Training to Improve Personal Effectiveness/Soft Skills		Individuals Demonstrating Increased Knowledge, Skills and Abilities
3. Individuals Receiving Training to Improve Workplace Competencies		Individuals Demonstrating Increased Knowledge, Skills and Abilities Individuals Enrolling in a Sector-Specific Job Training Program, or Placed in Unsubsidized Employment
4. Information & Referral		Information & Referral, Successfully Connected
Housing Place-Based Services	1. Case Management	Achieve 75% of Goals from Individual Service Plan Complete First Individual Service Plan and Progress to Second
	2. Information & Referral	Information & Referral, Successfully Connected
	3. Involvement in Planning and/or Community Building	N/A
	4. Leadership Development Training and Opportunities	Complete Goal Setting and List of Action Steps Complete 75% of Action Steps
	5. Resident education and/or workshops (including health and wellness, housing stability and tenancy expectations, economic	Attend 75% of the workshops/classes Clients Report Changed Behavior

	self-sufficiency and public safety)	
	6. Service Connection	Needs Assessment Completed
		Engagement with External Resources, including Barrier Removal and Follow Through
Legal Services	1. Case Management	Achieve 75% of Goals from Individual Service Plan Complete First Individual Service Plan and Progress to Second
	2. Counseling	Better Understanding
	3. Employment Rights Education and Counseling	Individuals Demonstrating Increased Knowledge, Skills and Abilities
	4. Information & Referral	Information & Referral, Successfully Connected
	5. Legal Representation	Legal Issue Successfully Resolved , or One or More Legal Goals Successfully Achieved
	6. Processing of Documents or Applications	Applications and/or Documents Submitted
Organizational Capacity Building	1. Nonprofit Staff Trained	N/A
	2. Organizations Participating in Collaborative Planning Process	N/A
	3. Organizations Receiving Technical Assistance	N/A
Service Connection	1. Case Management	Achieve 75% of Goals from Individual Service Plan Complete First Individual Service Plan and Progress to Second
	2. Information & Referral	Information & Referral, Successfully Connected
Supportive Housing for PLWHA	1. Case Management	Achieve 75% of Goals from Individual Service Plan Complete First Individual Service Plan and Progress to Second
	2. Long-Term Housing and Essential Services	N/A
	3. Long-term Rental Assistance	N/A
	4. Short-term Rental Assistance	N/A
	5. Transitional Housing and Essential Services	Successfully Transitioned to Permanent Housing
Sustainable Homeownership	1. Information & Referral	Information & Referral, Successfully Connected
	2. Home Modifications Installed	N/A
	3. Pre-Purchase Counseling	Pre-Purchase Better Understanding
		Homeowners Created
	4. Post-Purchase Counseling	Foreclosure Averted/Favorable Resolution
		Post-Purchase, Better Understanding
		Post-Purchase, Better Understanding
Transitional Housing	1. Case Management	Achieve 75% of Goals from Individual Service Plan Complete First Individual Service Plan and Progress to Second
	2. Transitional Housing and Essential Services	Successfully Transitioned to Permanent Housing

PROGRAM BUDGET WORKSHEET

AGENCY NAME:	
PROGRAM NAME:	

Please fill in the yellow highlighted fields that apply to your Proposal and Full Program Budget. Include your program's two largest secured revenue sources in the columns labeled "Secured Amount from [Insert Source]," and sum the remaining revenue sources in the column labeled "Secured Amount from Other Sources." List the names of other revenue sources in that column header.

Line Item	Budget Item			Requested Amount	Secured Amount from	Secured Amount from	Secured Amount from	Total Program Budget
	Name & Title	Rate/Hr.	# of Hrs.	from MOHCD	[Insert Source]	[Insert Source]	Other Sources:	
Salaries & Wages								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
		Total Salaries & Wages			\$ -	\$ -	\$ -	\$ -
Fringe Benefits	Item							\$ -
	FICA							\$ -
	SUI							\$ -
	Workers Compensation							\$ -
	Medical Insurance							\$ -
	Retirement							\$ -
	Other							\$ -
	Total Fringe Benefits			\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	Item							\$ -
								\$ -
	Total Contractual Services			\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	Item							\$ -
								\$ -
	Total Equipment			\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	Item							\$ -
								\$ -
	Total Insurance			\$ -	\$ -	\$ -	\$ -	\$ -
Other	Item							\$ -
	Travel & Conferences							\$ -
	Office and/or Program Space Rental							\$ -
	Office and/or Program Supplies							\$ -
	Telecommunications							\$ -
	Utilities							\$ -
	Total Other			\$ -	\$ -	\$ -	\$ -	\$ -
Indirect	Total Indirect (no more than 15%)							\$ -
	TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -

2545

PROPOSAL COVER SHEET

(You may neatly hand write this portion of the proposal)

Organization Name: The Regents of the University of California, on behalf of its San Francisco campus

Street Address: 3333 California Street, Suite 315

City: San Francisco

State: CA

Zip Code: 94118

Main Phone: (415) 206-4444

Fax: (415) 206-3142

Program Name: UCSF HEARTS (Healthy Environments and Response to Trauma in Schools)

Program Street Address (if different): N/A

City:

State:

Zip Code:

Executive Director: Marina Tolou-Shams PhD

Phone: (415) 206-2212

Primary Contact Person (if different): Joyce Dorado, PhD

Phone: (415) 307-5403

Fax: (415) 206-3142

Email: Joyce.Dorado@ucsf.edu

Total Proposal Request (may not exceed Program Selection amount on page 11): \$ 150,000

Total FY 2018-19 Projected Agency Budget: \$ 150,000

I certify that the information provided in this application is true.

Navjot Mahal Gill
Signature Navjot Mahal Gill, Contracts Specialist

2/26/18
Date

Table of contents

<u>Section</u>	<u>Page</u>
Board of Directors	3
Program Selection	4
Proposal Narrative	5-9
Proposal Narrative Appendices	10-18
- UCSF HEARTS Multi-Tiered Systems of Support	10
- Bessie Charmichael School Three-Year Plan	11-17
- UCSF HEARTS Logic Model	18
Budget Worksheet	19
Non profit Appendices	20-21
Evidence of Federal Tax Exemption	22

BOARD OF DIRECTORS

(You may neatly hand write this portion of the proposal)

Name	Years on Board	Neighborhood of Residence (using map on p.14 of this RFP)	Affiliation/Occupation
Maria Anguiana	1		Chief Financial Officer
Richard C. Blum	6		Chairman of Blum Capital Partners
William De La Pena, MD	12		Ophthalmologist and Medical Director
Gareth Elliot	3		Partner of Sacramento Advocates Inc
Howard Guber	1		CEO Mandalay Entertainment Group
George Kieffer	9		Executive Committee of the National Law Firm of Manatt, Phelps and Phillips
Sherry L. Lansing	19		Former CEO of Paramount Motion Pictures
Charlene Zettel	7		CEO Donate For Life
Hadi Makerechian	10		Chairman of Makar Properties
Paul Monge	1		Student Regent
Eloy Ortiz Oakley	4		Chancellor of CA Community Colleges
Lark Park	12		Senior Advisor for Policy
Bruce D Varner	12		Partner at Varner & Brandt Law Firm
John A Perez	3		Vice Chair of the Board
Bonnie Reiss	10		Global Director of Schwarzenegger Institute
Richard Sherman	3		CEO Geffen Company
Ellen Tauscher	1		Former Member of Congress

PROGRAM SELECTION

(Check the box for both the Program Area and the Program for which you are applying)

Capacity Building

1. Trauma-informed systems training (\$150,000)

PROPOSAL NARRATIVE

1. Background and Need

What specific barriers and challenges exist for the target population(s)?

This proposal aims to promote school success and resilience for the Bessie Carmichael School (BCS) community. BCS serves a highly diverse community of Pre-K through 8th grade students, a significant proportion of whom are from under-resourced families facing chronic stressors and/or trauma. Unaddressed trauma is associated with negative outcomes in attendance and school performance, including more school absence, lower grade-point average (Hurt et al., 2001), and challenging school behaviors and interactions resulting in loss of instructional time. Without an understanding of the effects of chronic stress and trauma, trauma-impacted students are at risk of being seen as children with “problem behaviors” rather than as children in need of help who have made adaptations in order to survive trauma. Over time, trauma-impacted youth are at risk of dropping out or being pushed out of school via repeated suspensions and/or expulsion (Porche et al., 2011; Eitle & Eitle, 2004), and in turn, school dropout increases the risk of being imprisoned (Center for Labor Market Studies, 2009).

San Francisco Unified School District (SFUSD)’s goal is that “every student who enrolls in our schools will graduate prepared to succeed in college, career and life.” Key to this goal is addressing the achievement gap in which the race, ethnicity, home language, and socioeconomic status have historically predicted academic proficiency. SFUSD’s goals and strategies reflect nationwide efforts to address the “school to prison pipeline,” in which students of color and students with disabilities are disproportionately suspended and expelled from school and end up in the juvenile justice and prison population (e.g., Losen et al., 2012). Unaddressed trauma feeds the “school to prison pipeline.” While most forms of trauma occur across class lines, the chronic stressors of poverty as well as the trauma of community violence disproportionately affects under-resourced neighborhoods, often inhabited by communities of color (Buka et al., 2001; Kiser & Black, 2005). This combined with the traumatizing effects of implicit and explicit bias contribute to inequity and disproportionality in punitive and exclusionary disciplinary measures, resulting in a synergistically toxic effect on black and brown students (Soto-Vigil Koon, 2013).

What is your understanding of the specific barriers & challenges in SoMa neighborhood?

SoMa is the one of the most economically and racially diverse communities in San Francisco, with the greatest disparity of income and a high rate of immigrant families. Many SoMa residents face serious adversities such as poverty, lack of affordable housing, limited opportunities, and crime. For example, since the beginning of 2018 there have been 2,434 police incidents in the SoMa District alone.

BCS, located in the SoMa district, serves 627 students: 35% Filipino, 26% Latino, 13% African American, 7% Asian, 18% Other. 38% are English Language Learners, 9% are in Special Education, 68% are economically disadvantaged, and 82% rely on Free/Reduced Lunch. 25% of youth are identified as being in transition (i.e., they are experiencing homelessness). A significant proportion of students are first-generation Americans whose families are dealing with the stressors of acculturation. Per the school’s administrators and support staff, the school serves a high number of trauma-impacted children. The elementary school’s school social worker has served 120 students/families (unduplicated) this year alone, out of her estimate of 260 students/families in need of services. The Families in Transition social worker (who serves homeless students) has served 151 students (unduplicated) this school year alone, and she states that the need for targeted and intensive services far outweighs the school’s current resources.

What is your organization’s history of providing similar services to the target population?

HEARTS began our partnership with SFUSD in December, 2008, working collaboratively with SFUSD to tailor HEARTS development, implementation, and evaluation to the district’s needs. To date, we have implemented the full, multi-tiered program (see below for description) in 4 SFUSD schools in the southeast sector of San Francisco, serving some of the most under-resourced, trauma-impacted communities in the city, as well as one pre-K-8 school serving students from a range of socioeconomic backgrounds. Additionally, we are currently providing trauma-informed training and consultation in 7 schools in Bayview

Hunters Point and Visitation Valley, and have provided trauma-informed training and consultation for four schools in the Mission District. HEARTS has also been working in collaboration with Oakland Unified School District since 2014 on implementing Trauma-Informed Restorative Practices in their 6 comprehensive high schools, many of which largely serve under-resourced and highly stressed communities. In addition, in partnership with the CLEAR Trauma Center at Washington State University, we have integrated best practices of CLEAR and HEARTS to pilot and evaluate a sustainable, scalable model for creating trauma-informed schools.

In schools where the HEARTS full, multi-tiered program was implemented for more than one year, school personnel who responded to the annual end-of-year program evaluation survey reported significant increases in their understanding of trauma and use of trauma-sensitive practices, as well as significant improvements in their students' ability to learn, time on task, and school attendance "as a result of the HEARTS program." In addition, data for the school where HEARTS was implemented for 5 years indicated a 32% decrease in total disciplinary office referral incidents, and a 43% decrease in incidents involving physical aggression after only 1 year of HEARTS implementation compared to the year prior to implementation. After 5 years of HEARTS implementation, there was an 87% decrease in total incidents, and an 86% decrease in physical aggression incidents (compared to the year prior to implementation). There was no significant decrease in out-of-school suspensions after 1 year of HEARTS implementation, but there was a 95% decrease in out-of-school suspensions after 5 years of implementation compared to the year prior to implementation. Furthermore, students who received HEARTS therapy experienced a significant decrease in trauma-related symptoms (Dorado et al., 2016).

2. Proposed Program Design

What is the proposed program design? Describe how it incorporates best practices.

Trauma and chronic stress are public health issues that can affect all members of a school community, and thus a whole-school, multi-tiered, trauma-informed approach is needed to mitigate these effects. The mission of UCSF HEARTS is to collaborate with schools and school districts to promote school success for trauma-impacted children and youth by creating more trauma-informed, safe, supportive, engaging, and equitable learning and teaching environments that foster resilience and wellness for everyone in the school community, students and adults alike. HEARTS is a whole-school, prevention and intervention approach that addresses trauma and chronic stress with students, caregivers, staff, and administrators, as well as with schools at a systemic level.

We aim to increase instructional time and decrease time spent on disciplinary actions.

Specifically, the goals of HEARTS include: 1) increase student wellness, engagement, and success in school, 2) build staff and school system capacities to support trauma-impacted students by increasing knowledge and practice of trauma-informed classroom and school-wide strategies, 3) promote staff wellness through addressing burnout and secondary trauma, and 4) reduce disciplinary office referrals, suspensions, and expulsions through a trauma-informed approach to improving school climate and behavioral support systems that places cultural responsiveness and equity at the center of the work.

Drawing from implementation science (Fixsen et al., 2005), HEARTS works in partnership with schools to support a 3- to 4-year change process for creating more trauma-informed, safe, supportive, and equitable schools. We work collaboratively with leadership, staff, students, and families, promoting capacity building through providing **training, consultation, support, and services across all three tiers** of a multi-tiered system of support framework. Our full program spans universal supports for all students and staff (tier 1), supplemental targeted supports (tier 2), and intensive supports (tier 3) (see Appendix "UCSF HEARTS Multi-Tiered System of Supports" for example supports along all three tiers). The first 2 years of implementation involve intensive training, consultation, and support, with the HEARTS consultant being on-site at school ~5 days per week (minus 2-4 hours at Zuckerberg San Francisco General Hospital (ZSFG) for supervision, meetings, clinical paperwork). During the 3rd year, there will be a step down in intensity of services, with the HEARTS consultant at school 3 days per week (minus 2-4 hours at ZSFG).

HEARTS is grounded in research on the effects of complex trauma on neurobiology, behavior, relationships, and organizations (e.g., van der Kolk, 2014; Bloom & Farragher, 2013), as well as on evidence based components for addressing trauma's effects (e.g., Blaustein & Kinniburgh, 2010; Craig, 2008). The program draws from Massachusetts Advocates for Children and the Trauma and Learning Policy Initiative (TLPI) flexible framework (Cole, et al., 2005), which is based in complex trauma and resilience research and fosters not only individual, but school-wide change and healing. Our program also utilizes approaches and techniques from Attachment, Self-Regulation and Competency (ARC), an evidence-based intervention for trauma-impacted children and families (Blaustein & Kinniburgh, 2010).

A safe and supportive school climate is crucial for student and educator success (Bucher & Manning, 2005; Hopson et al., 2014). HEARTS core guiding principles around cultural humility & responsiveness, safety & predictability, compassionate & dependable relationships, resilience & social emotional learning (e.g., building self-management skills), and empowerment & collaboration can help to create a school climate that is more conducive to learning and teaching. Knowledge gained from HEARTS trainings and consultation about chronic stress and trauma can help to reframe "problem" behaviors as behaviors stemming from post-trauma needs for safety and support. It can also help to mitigate the effects of stress on educators, decreasing emotional reactivity, and leading in turn to less punitive and escalating reactions towards students and others. These effects, coupled with increased skill in trauma-informed practices learned through HEARTS, can lead to more effective responses to challenging behaviors, which in turn can decrease these behaviors and increase student engagement.

Self-regulation skills are related to early academic success (Blair & Razza, 2007). Traumatic experiences can result in poor self-management and relationship skills that are exacerbated by feeling unsafe, and thus HEARTS specifically targets increasing students' self-regulation skills and sense of safety. Positive teacher-student relationships are related to academic achievement (Pianta et al. 2008), particularly for students with self-regulation and attention-related skills (Liew et al., 2010). Trauma can interfere with children's ability to trust others, and stress can interfere with teacher-student relationships. Therefore, HEARTS strategies directly target improving teacher-student relationships.

Who will your program target for services, how many individuals will it serve, and how does it propose to reach them? Describe the activities and outcomes that your program plans to track.

Services provided:

- A series of professional development (PD) trainings on effects of stress and trauma on learning, teaching, and school communities, as well as on trauma-informed strategies for mitigating these negative effects and promoting resilience
 - PD training offered to all school staff (~75 people), including teachers, paraprofessionals, support staff, and administrators, as well as to community partners who work on the school site (e.g., Embarcadero YMCA, Galing Bata, Soma Youth Collaborative, United Playaz, and South of Market Family Resource Center) (~ 20-50 people or more). All adults working in the school should participate in these trainings in order to create common language, common understanding, and coordinated/integrated strategies.
- Trauma-informed consultation for school personnel (up to 75 people) aimed at building capacity to address the effects of stress and trauma on school success and school community
 - Student-focused consultation, consultation around classroom and school-wide practices, and consultation on integrating a trauma-informed approach into existing school frameworks, procedures, policies, and practices (e.g., PBIS, restorative practices)
 - Participation in coordinated care team meetings, and in other key meetings such as school climate team, grade level planning meetings, etc., as invited and feasible
 - Support for school staff around addressing stress, burnout, and vicarious trauma
- On-site direct services for trauma-impacted students

- Psychotherapy for trauma-impacted students, including working with families and teachers to promote students' social and emotional wellness, resilience, and school success (caseload of ~6-10 student clients at any one time) (~8-15 students per year)
- Psychoeducational skill building groups for trauma-impacted students (~12-15 students)
- Workshops offered to parents/caregivers on coping with stress (~20-60 people)

Please see attached appendices “Bessie Carmichael Three-year Plan (proposed): At a Glance” and “UCSF HEARTS Logic Model” for details on how activities are connected to outcomes.

What other organization(s), including City government entities, does your program partner with, and how does this partnership impact its reach/activities/services?

UCSF HEARTS is located within the Division of Infant, Child, and Adolescent Psychiatry, UCSF-Zuckerberg San Francisco General Hospital (ZSFG). Thus the HEARTS consultant can help facilitate referrals to child psychiatrists, pediatricians, and other hospital specialists for trauma-impacted students in need. Further, HEARTS partners with the San Francisco Department of Public Health (SFDPH) Trauma Informed Systems (TIS) Initiative. The HEARTS director is a founding member of the TIS workgroup and serves as the TIS Lead Curriculum Developer and a Master Trainer. The SFDPH TIS curriculum is largely drawn from the HEARTS curriculum, and thus HEARTS and the SFDPH TIS Initiative use common language and understanding around the effects of trauma and promote the same core-guiding principles for mitigating trauma's effects. Consequently, the PD and consultation HEARTS provides to BCS will be in alignment with those being provided to the DPH workforce as well as to other public sector institutions in San Francisco (e.g., child welfare, juvenile probation), allowing for the BCS community to benefit from the collective impact of these alignments. Further, HEARTS partners with Trauma Transformed, the Bay Area Regional Trauma Informed Systems Collaborative (traumatransformed.org), which has grown out of and shares the same principles and approaches as SFDPH TIS and HEARTS. Through this partnership, HEARTS has the opportunity to work with school districts across the Bay Area, whose best practices can in turn be shared with BCS.

How will your program involve the community, or connect with community-based knowledge and experience, to inform program design?

We will work collaboratively with key members of the BCS community so that their knowledge and experience will inform the implementation of HEARTS at the school. For example, the Soma Youth Collaborative (SYC) holds monthly partner meetings to engage service providers and public and private partner to coordinate services to the school. United Playaz, the lead agency of the SYC, has over 10 years of experience serving BCS students and families. HEARTS will work closely with SYC to inform our work and ensure that we are advised by individuals reflective of the target population with historical knowledge and expertise in serving SoMa youth, and SYC is committed to supporting HEARTS in this way.

3. Evaluation

How will your organization evaluate and inform program design? How will your organization track progress and measure program impact on the target population(s)?

In Spring 2017, prior to HEARTS implementation, a survey will be administered at BCS to evaluate the school's needs, strengths, and requests around trauma-informed knowledge and practices. We have been holding and will continue to hold planning discussions with the school's administrators and key members of the BCS community. The information gathered from the survey and discussions has and will continue to inform us in tailoring the design of HEARTS implementation for BCS.

Program evaluation efforts will focus on student, staff, and school level outcomes. For students who receive HEARTS psychotherapy, we will be using the Child and Adolescent Needs and Strengths (CANS) Assessment (Praed Foundation) to track progress towards post-trauma symptom reduction and improved psychosocial functioning. The CANS is widely used nationally (including in SFDPH), and has been demonstrated to be psychometrically sound (Anderson et al., 2002; Praed Foundation, 1999). We will also

track any changes in student clients' instructional time by tracking incidence of client's disciplinary referrals to office and suspensions.

For school staff and affiliates who participate in HEARTS PDs, after each PD we will administer training evaluations that measure knowledge and skills gained (using a retrospective pre-post method) as well as participant satisfaction. Further, at the end of each school year, we will administer a program evaluation survey to all school staff who participate in HEARTS training or consultation. The survey will capture staff's perception of changes in their knowledge, skills, and use of trauma-informed practices, their perception of changes in their students' school engagement, and their satisfaction with HEARTS services. Survey results will be utilized to improve HEARTS services and program design for the following school year.

At the school level, we aim to increase students' opportunities to engage in school via decreasing the incidence of disciplinary office referrals and out of school suspensions. Thus, through school records we will examine changes in these incidents between the year before HEARTS was implemented (2017-18) and the end of each year of HEARTS implementation.

Please see attached appendix "Bessie Carmichael School Three-Year Plan" for more details.

4. Organizational Capacity and Budget

Identify the individual(s) who will work on this project on behalf of your organization. Include name, job title, skills and experience for each individual.

Joyce Dorado, Ph.D., is the co-founder and director of UCSF HEARTS. She will serve as the principal investigator for this grant, providing oversight, supervision for the HEARTS consultant, consultation to BCS leadership, providing some of the professional development trainings, as well as spearheading program evaluation. Dr. Dorado serves as an appointed member of the California State Supreme Court Justice's statewide steering committee for the Keeping Kids in School and Out of Courts initiative. She is also the Lead Curriculum Developer and a Master Trainer for the SFDPH Trauma-Informed Systems Initiative. She is a Clinical Professor in the Department of Psychiatry, UCSF-ZSFG. She has worked with trauma-impacted children, youth, and families for 27 years, has been invited to speak about trauma in schools at numerous regional, national, and international conferences and events, and is a published author.

The HEARTS consultant, to be hired, will be a licensed or license-eligible mental health practitioner with training, experience, and expertise working with educators to address trauma in schools. The consultant will also have training and experience in providing trauma-specific psychotherapy to children, youth, and families from under-resourced communities of color who have been impacted by trauma, including experience providing therapy for students on-site at schools, and collaborating with student clients' teachers and other school staff to strengthen supports, safety, and skill-building for these clients.

Provide a brief narrative for your program budget; highlight any unique and/or substantial budget items reviewers should understand.

Funds will be used to support **Joyce Dorado, PhD, (Principal Investigator)** at salary and benefits at 18%FTE (\$38,325). Dr. Dorado's role in the proposed project is described above. Funds will also be utilized to support salary and benefits for a **full time, licensed or license-eligible mental health practitioner** who will serve as the school-site HEARTS consultant (\$71,080). Duties of this to-be-hired HEARTS consultant are described above. Funds will also be utilized training and therapy supplies (\$2,306), as well as for UCSF-required charges, services, and indirect costs (\$16,071) (see attached **budget**). **Leveraged funding:**

Through SYC's advocacy and private/public partnerships that have been built, Pinterest has made a strong investment in BCS by providing over \$100,000 per year for the past two years to support a second social worker at the school to provide services specifically to youth and families in transition or homeless. This social worker's efforts will dovetail with and be leveraged as additional support to HEARTS work. Additionally, SYC/UP is committed to fundraising \$10-15K per year to ensure HEARTS is implemented at full capacity by supporting training, materials, and supplies for SYC Member organizations and BCS parents/caregivers. SYC will also assist BCS in fundraising for a third year of HEARTS implementation.

UCSF HEARTS Multi-Tiered System of Supports

Intensive/Tertiary Intervention (5%)

Trauma-specific psychotherapy with students + consultation with teachers
IEP consultation / Trauma-informed crisis management

Early/Secondary Intervention (15%)

Participation in Care Team Meetings for at-risk students and school-wide issues
Trauma-informed school-wide positive behavioral support system
Trauma-informed, restorative discipline policies
Teacher wellness groups

Primary Prevention (80%)

Capacity building with school staff

Training on effects of complex trauma in schools and trauma-informed practices
Promote staff wellness and address stress, burnout, & vicarious trauma

Use of trauma-informed lens to augment universal supports

Positive Behavioral Interventions and Supports (PBIS)

Health education on coping with stress

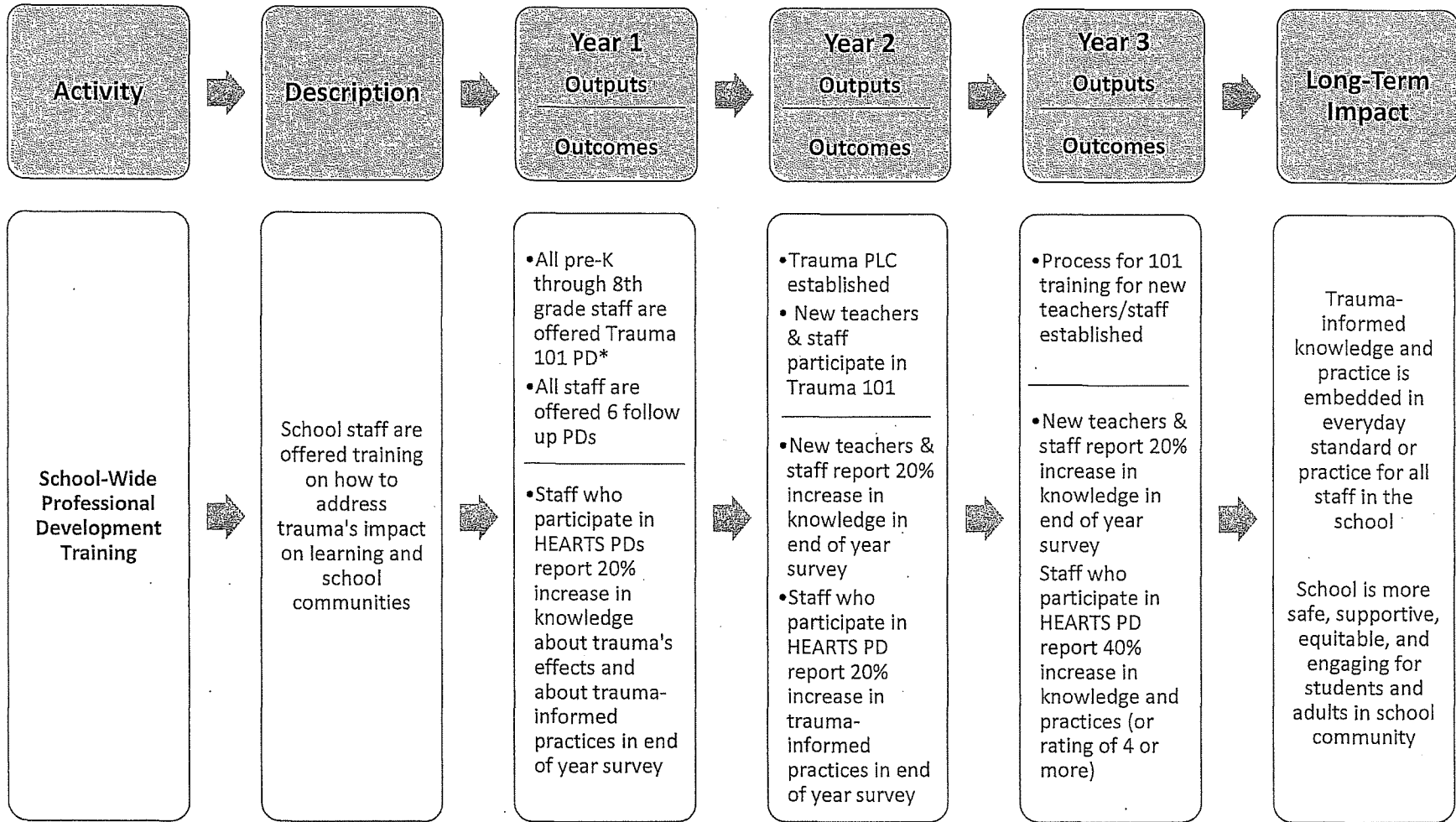
Safe and supportive school climate/ Educational equity

Social Emotional Learning (SEL) curricula

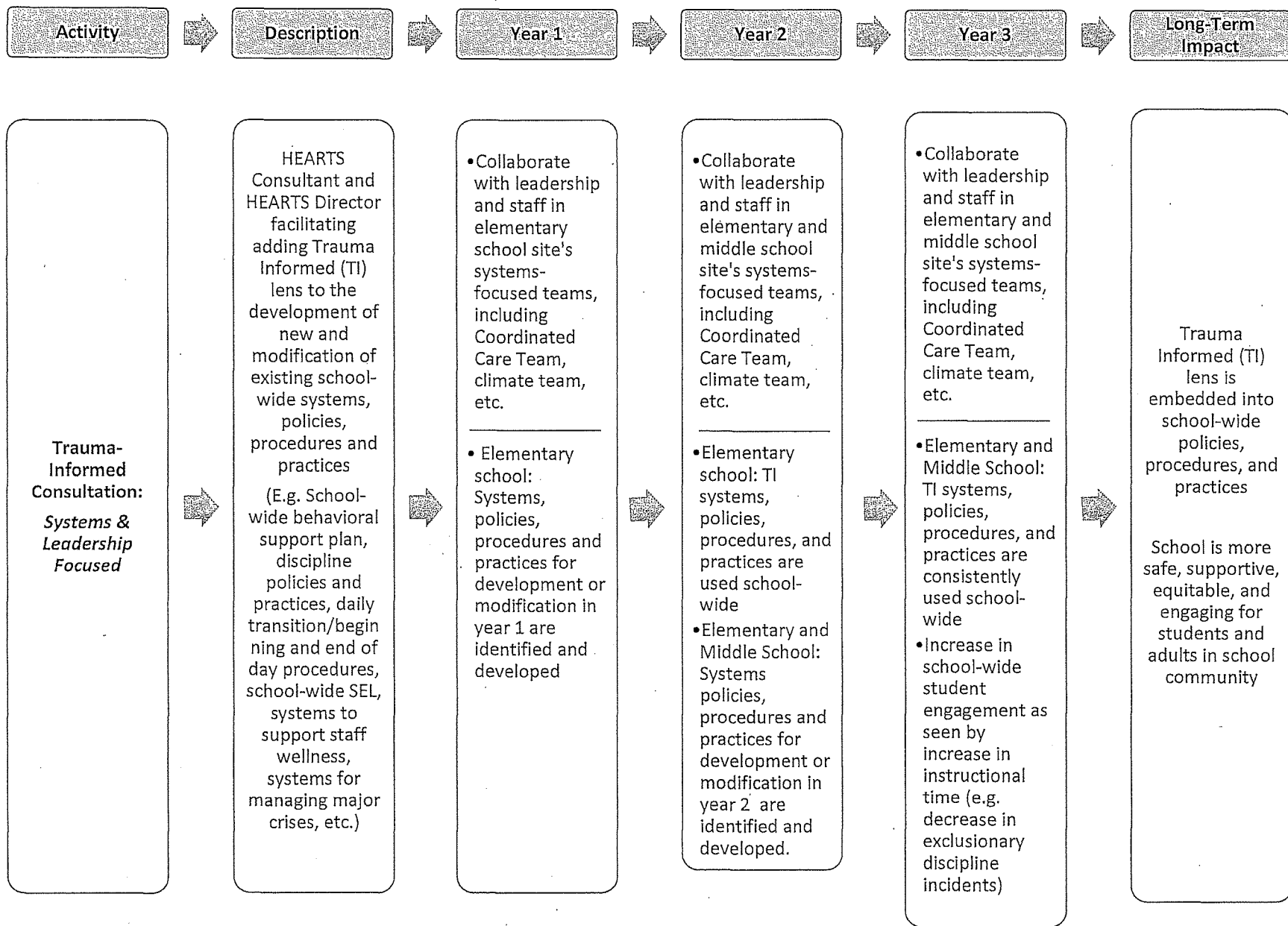
Restorative Practices / Restorative Justice

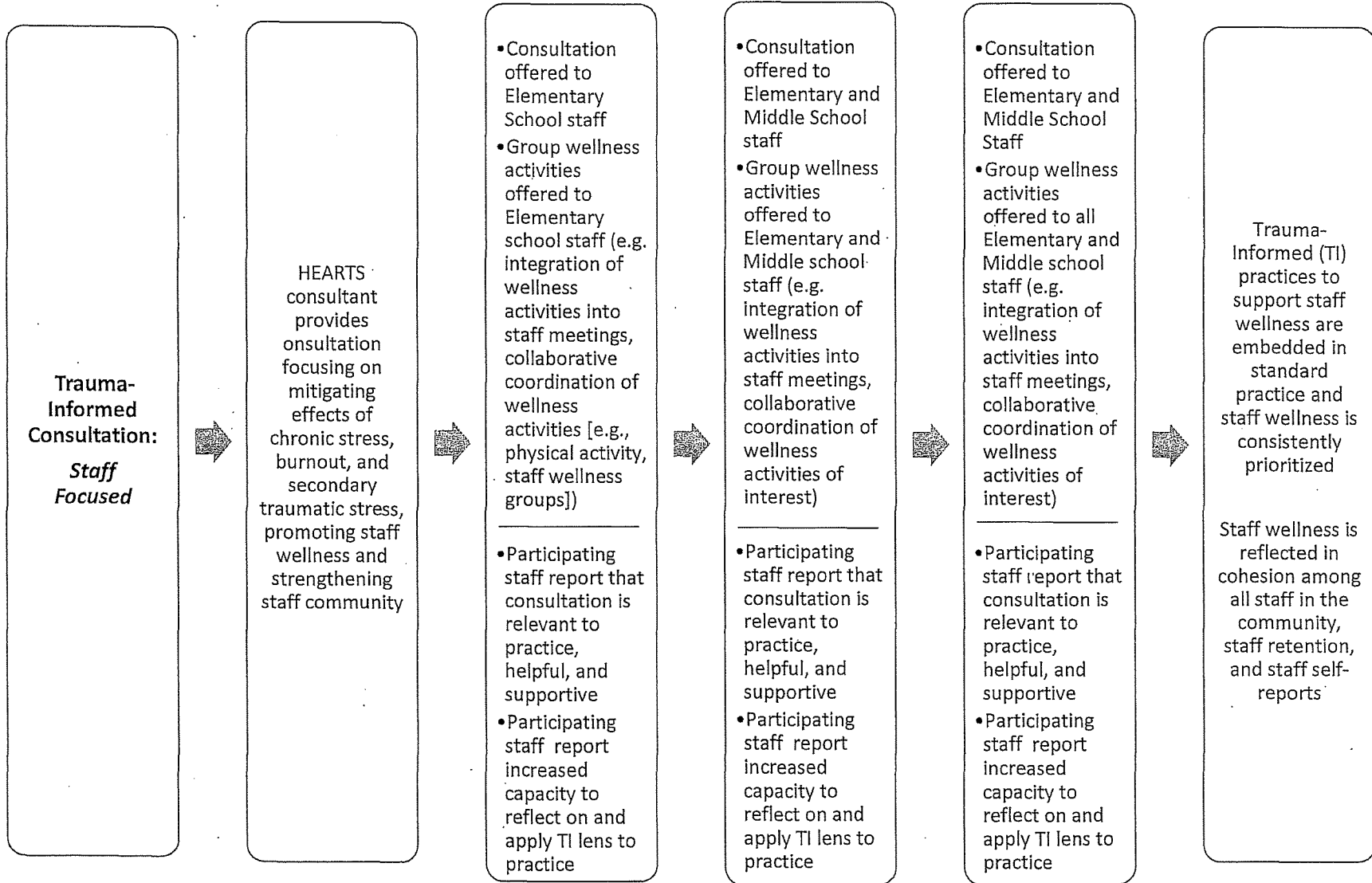
J. Dorado (2016),
UCSF Healthy
Environments
and Response to
Trauma in Schools
(HEARTS) 10

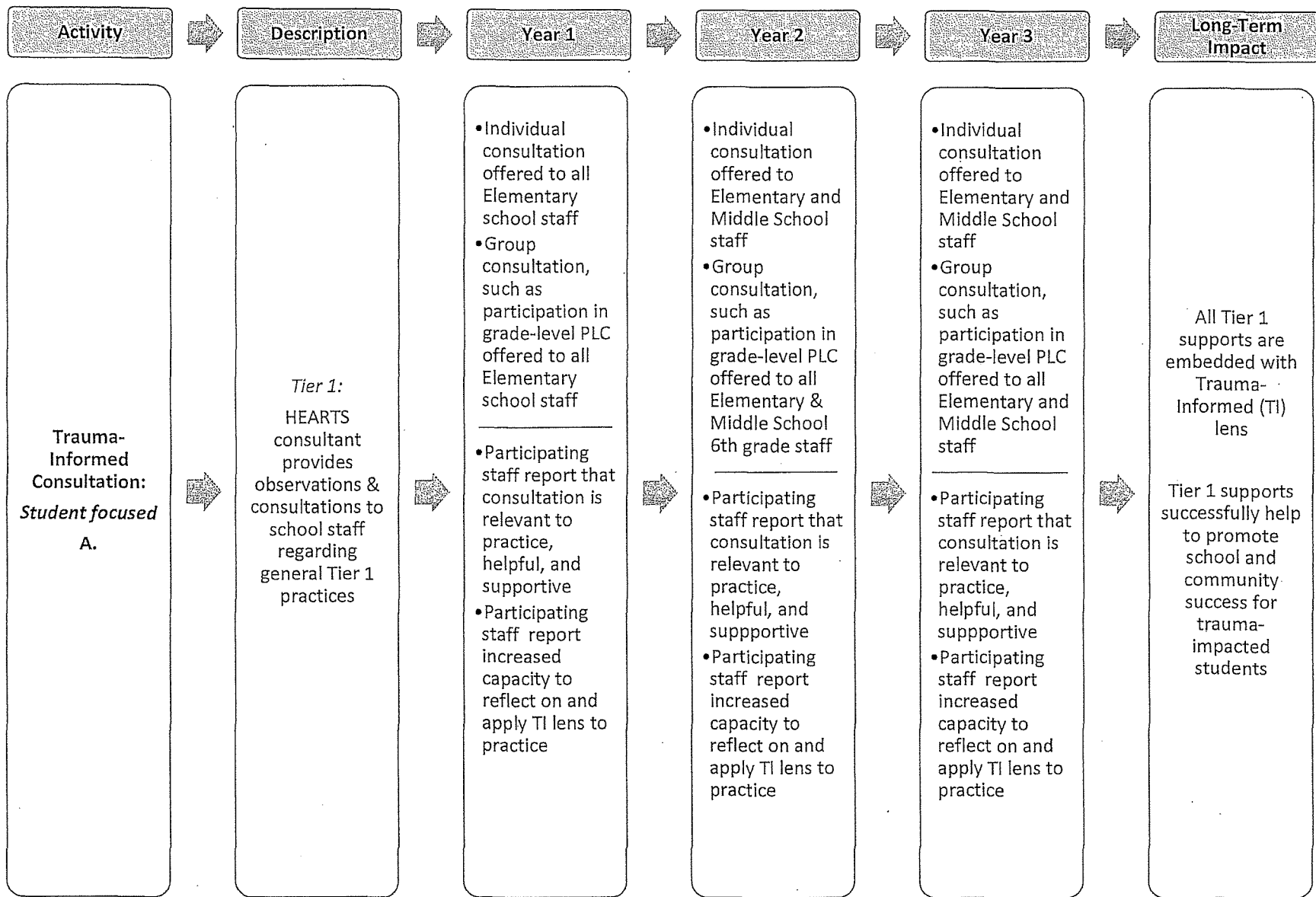
Bessie Carmichael School Three-Year Plan (Proposed): At a Glance

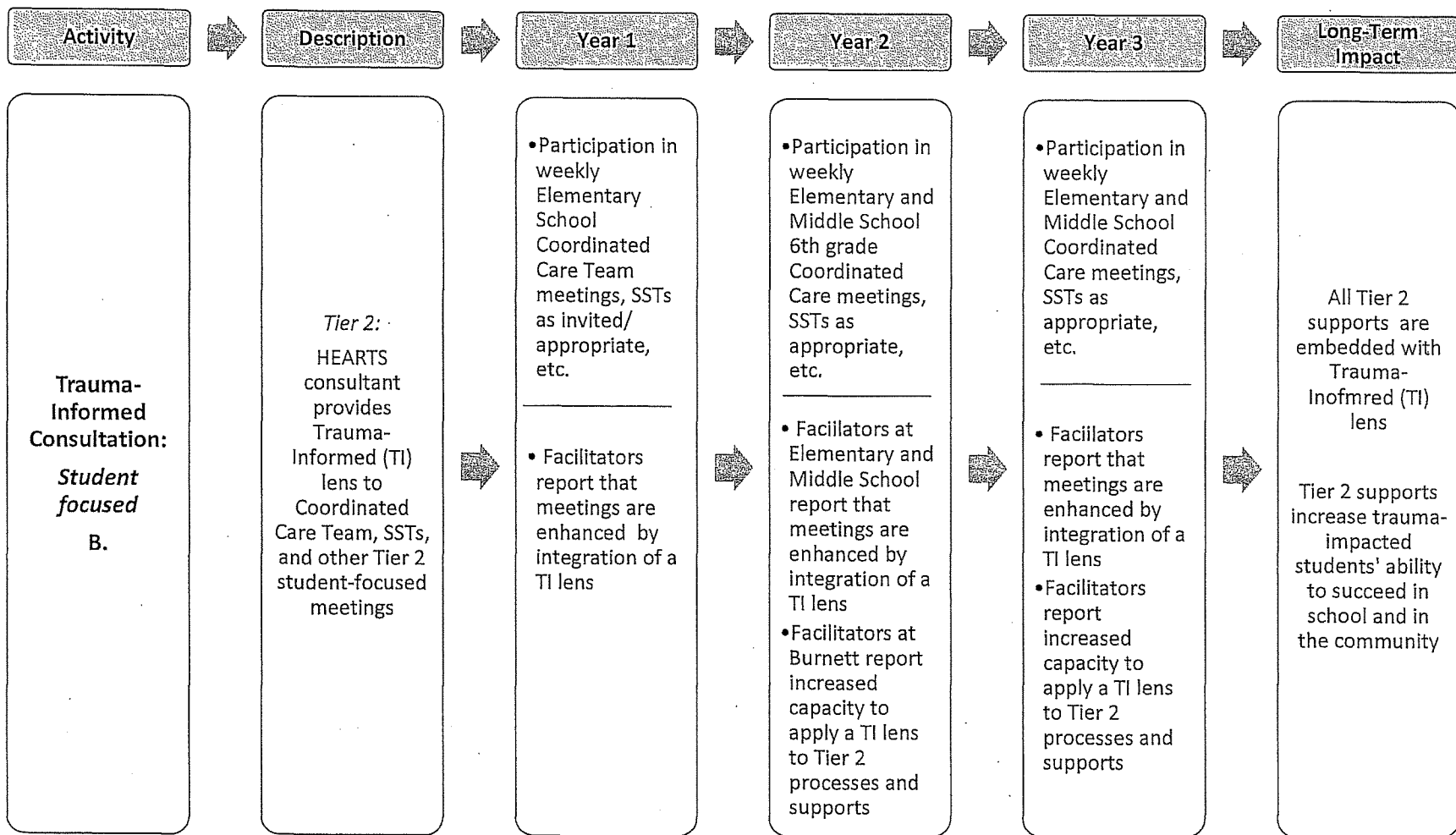


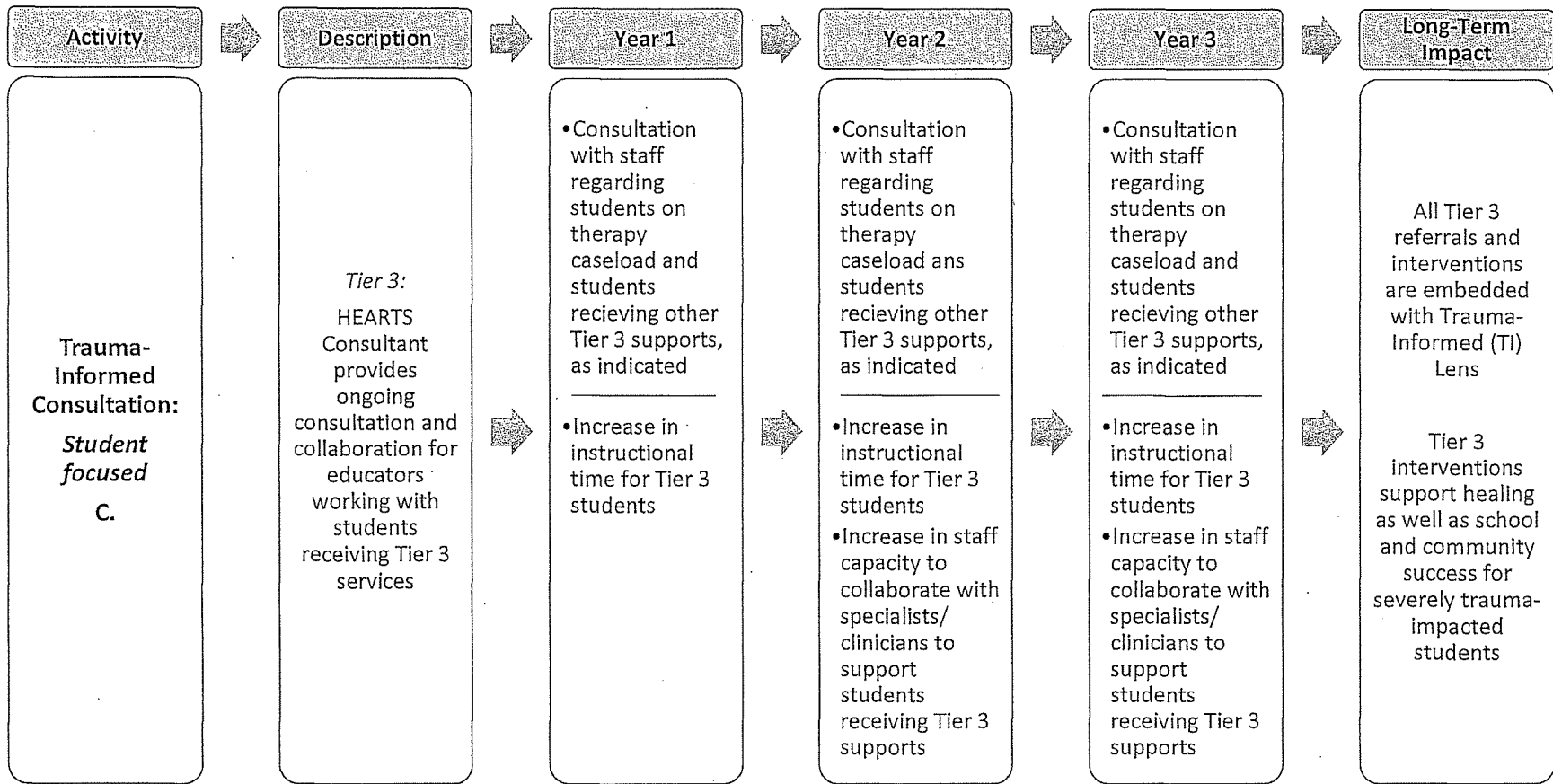
*Staff refers to credentialed and classified staff. Whenever possible, we strongly recommend that classified staff receive the same training as credentialed staff. Minimally, we recommend that classified staff receive the Trauma 101 training, whether during PD week or at a later date for a make-up session.











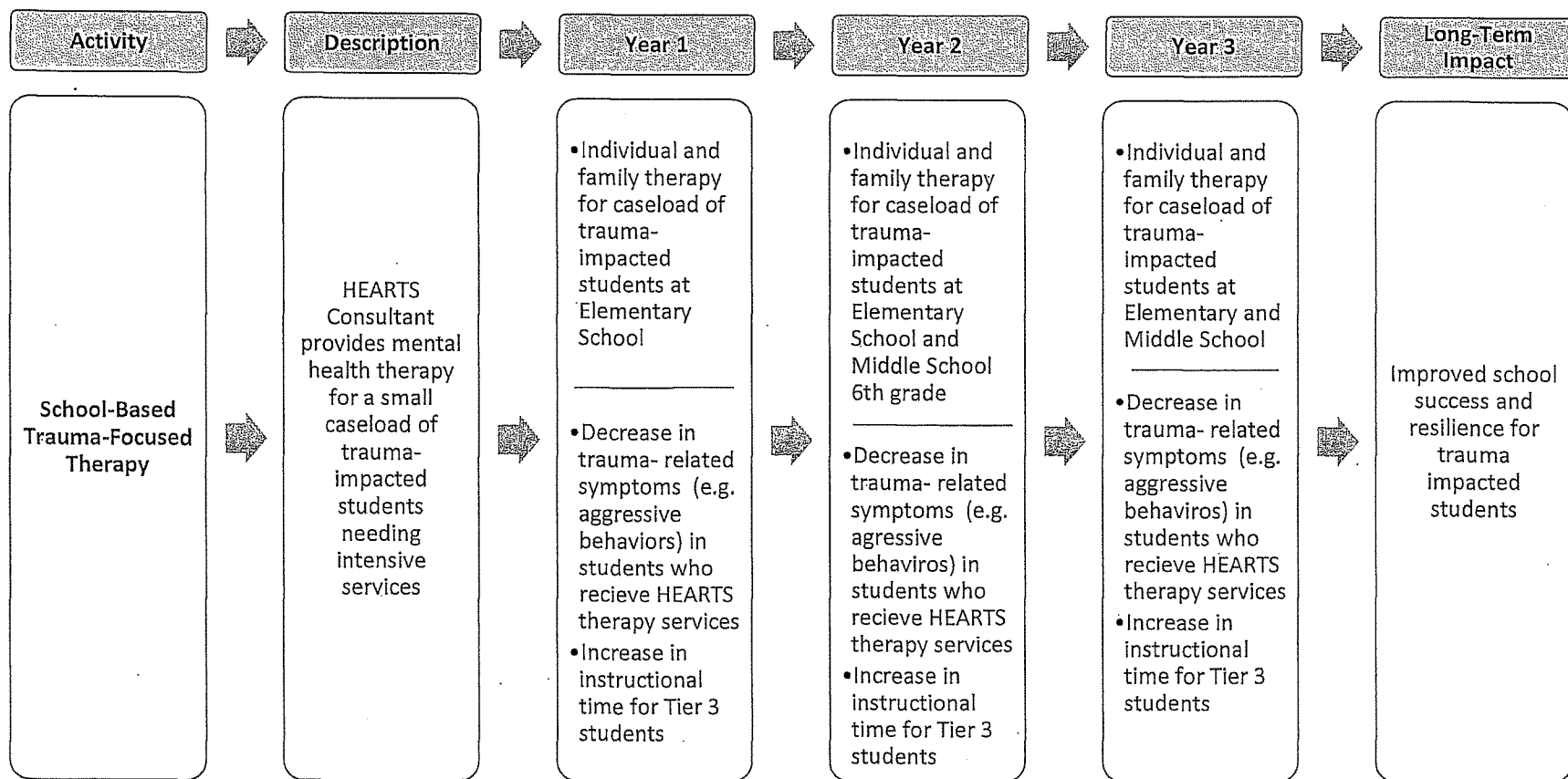
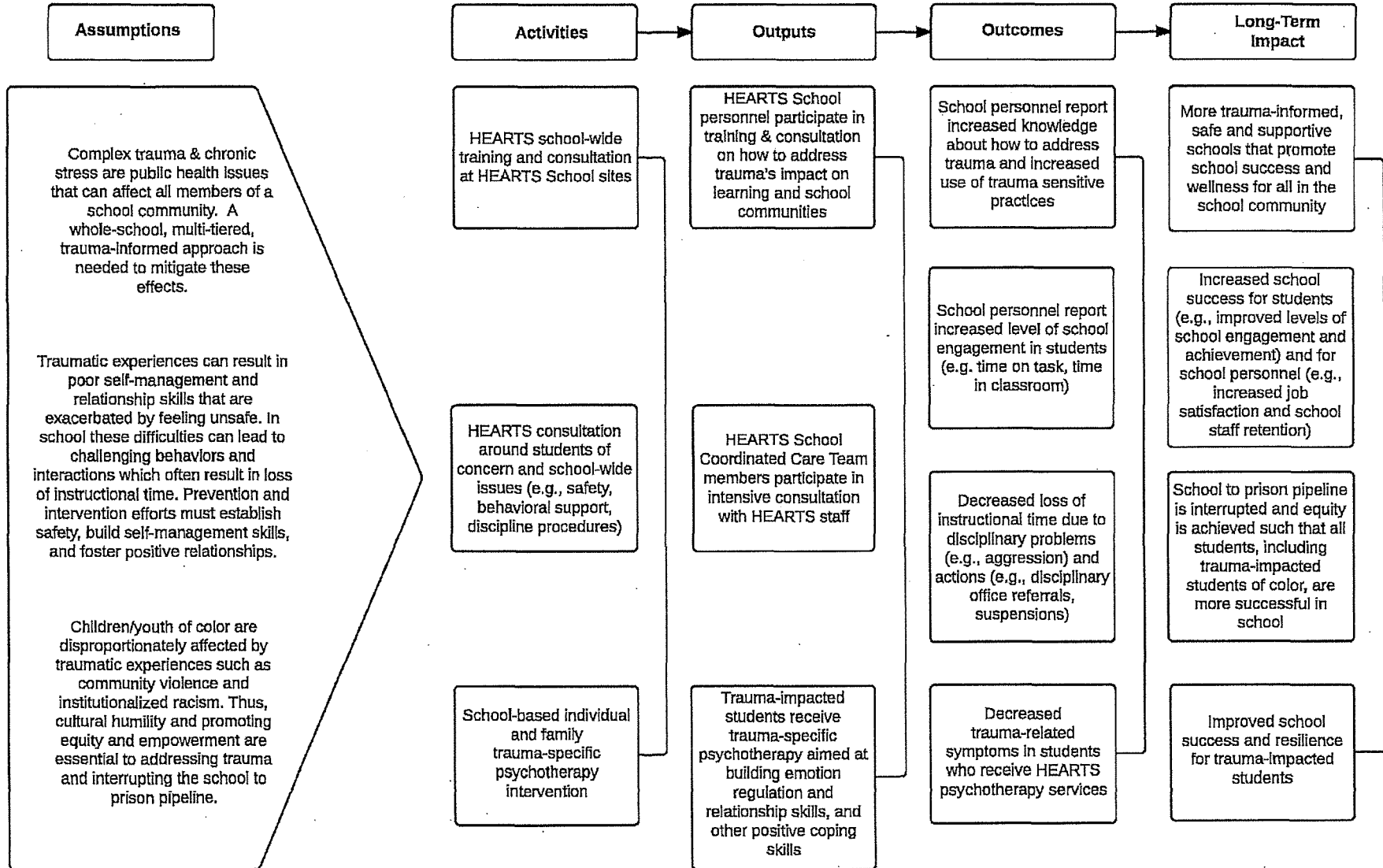


Figure 2: UCSF HEARTS Logic Model



PROGRAM BUDGET WORKSHEET

AGENCY NAME:	The Regents of the University of California, on behalf of its San Francisco campus
PROGRAM NAME:	UCSF HEARTS (Healthy Environments and Response to Trauma In Schools)

Please fill in the yellow highlighted fields that apply to your Proposal and Full Program Budget. Include your program's two largest secured revenue sources in columns F and G, and sum the remaining revenue sources in column H. List the names of other revenue sources in cell H6.

Line Item	Budget Item			Requested Amount from MOHCD	Secured Amount from [Insert Source]	Secured Amount from [Insert Source]	Secured Amount from Other Sources:	Total Program Budget
	Name & Title	Rate/Hr.	# of Hrs.					
Salaries & Wages	Joyce Dorado, PhD - Subcontract PI	76.01	375.84	\$ 28,568				\$ 28,568
	To Be Hired - HEARTS Consultant	34.04	2088	\$ 71,080				\$ 71,080
								\$ -
								\$ -
								\$ -
	Total Salaries & Wages			\$ 99,648	\$ -	\$ -	\$ -	\$ 99,648
Fringe Benefits	Item							
	FICA			\$ 6,975				\$ 6,975
	SUI			\$ 1,968				\$ 1,968
	Workers Compensation			\$ 6,975				\$ 6,975
	Medical Insurance			\$ 8,440				\$ 8,440
	Retirement			\$ 1,525				\$ 1,525
	Other			\$ 3,652				\$ 3,652
	Total Fringe Benefits			\$ 29,535	\$ -	\$ -	\$ -	\$ 29,535
Contractual Services	Item							\$ -
								\$ -
								\$ -
	Total Contractual Services			\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	Item							\$ -
								\$ -
								\$ -
	Total Equipment			\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	Item							\$ -
								\$ -
								\$ -
	Total Insurance			\$ -	\$ -	\$ -	\$ -	\$ -
Other	Item							\$ -
	Travel & Conferences							\$ -
	Office and/or Program Space Rental							\$ -
	Office and/or Program Supplies			\$ 2,382				\$ 2,382
	Telecommunications			\$ 1,487				\$ 1,487
	Utilities			\$ 877				\$ 877
	Total Other			\$ 4,746	\$ -	\$ -	\$ -	\$ 4,746
Indirect	Total Indirect (no more than 15%)			\$ 16,071	\$ -	\$ -	\$ -	\$ 16,071
	TOTAL			\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000

2564

Form TECH-2

CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

General. UCSF is a public nonprofit educational institution exempt under Section 501(c)(3) of United States IRS code and is one of ten campuses within the University of California (the University) system. The University was founded in 1868 as a public, constitutionally empowered, state-supported institution. The University is one of the largest and most acclaimed institutions of higher learning in the world, dedicated to excellence in teaching, research, health care and public service.

Governance & Organization. The University is governed by The Regents, a 26-member board, as established under Article IX, Section 9 of the California State Constitution. System wide business operations for the University are overseen by the University's Office of the President and includes management of system-wide human resources and benefits, employee and labor relations, compensation and performance, workforce development and compliance.

The Board consists of 26 members as defined in Article IX, Section 9, all of whom have a vote:

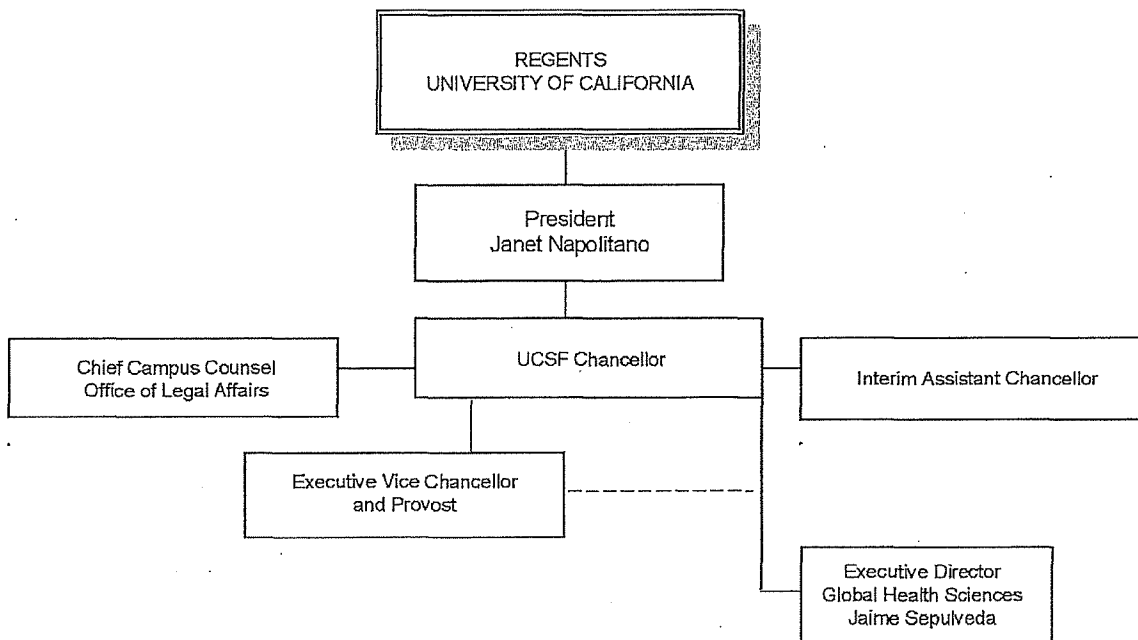
- 18 regents are appointed by the governor for 12-year terms: Maria Anguiana, Richard C. Blum, William De La Pena, MD, Gareth Elliott, Howard Guber, George Kieffer, Sherry L. Lansing, Monica Lozano, Hadi Makerechian, Paul Monge, Eloy Ortiz Oakley, Lark Park, Norman J. Pattiz, John A. Perez, Bonnie Reiss, Richard Sherman, Ellen Tauscher, Bruce D. Varner, Charlene Zettel
- One is a student appointed by the Regents to a one-year term
- Seven are ex officio members — the Governor Jerry Brown, Lieutenant Governor Gavin Newsom, Speaker of the Assembly Anthony Rendon, Superintendent of Public Instruction Tom Torlakson, University president Janet Napolitano, and president J. Alberto Lemus and vice president Francesco Mancina of the Alumni Associations of the University.

In addition, two faculty members — the chair and vice chair of the Academic Council — sit on the board as non-voting members.

UCSF Global Health Sciences (GHS) is dedicated to improving health and reducing the burden of disease in the world's most vulnerable populations. UCSF-GHS's surveillance activities involve the collection of data to understand the nature of epidemics, with specific expertise in key populations in low-level and concentrated epidemics. UCSF-GHS supports health ministries and other partners to sustainably hone their national epidemiologic surveillance systems. We provide technical assistance in innovative, evidence-based surveillance methodologies to measure the burden of HIV and other diseases, risk behaviors, and to understand barriers to care and treatment. We use state-of-the-art approaches to collect and analyze data to estimate risk

behaviors and the size of hard-to-reach key populations at high risk for HIV infection. Of particular relevance, we have developed tools and training materials on surveillance, mapping, and size estimation, and have collaborated with in-country staff to implement these activities. To date, our UCSF team has conducted such trainings or studies in Antigua and Barbuda, Brazil, China, Côte d'Ivoire, Croatia, Ghana, Iran, Kazakhstan, Kenya, Lebanon, Mozambique, Myanmar, Namibia, Romania, Senegal, South Africa, Suriname, Tanzania, Trinidad and Tobago, Ukraine, and Vietnam. Our approach has been to build and leave in place the capacities to design surveillance surveys and systems and conduct, analyze, and disseminate data for stakeholder consensus and use of results.

UNIVERSITY OF CALIFORNIA ORGANIZATION CHART



APPENDIX C FRANCHISE TAX BOARD TAX EXEMPTION LETTER



STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO Box 942840
Sacramento CA 94248-2000
Telephone (916) 845-6304 Fax (916) 845-0412

KATHLEEN CONNELL
Chair
CLAUDE FARRISH
Member
B. TIMOTHY GAGE
Member

June 26, 2002

Mr. Michael O'Neill, Manager
Payroll Coordination & Tax Services
University of California, Office of the President
1111 Franklin Street, 10th Floor
Oakland, California 94607-5200

Re: Are payments made to the University of California subject to information return reporting?

The University of California and its affiliated organizations are considered to be part of the State of California and its instrumentalities. As such, it is not subject to income tax, and, therefore, payments made to the UC System are not reportable.

As a public body, the University of California is not subject to the Revenue and Taxation Code. Therefore, it is not classified as a tax exempt organization and does not apply for, or receive, tax exempt status. Such a classification would be unnecessary. The UC System and its affiliates are government organizations, not subject to income taxes. Therefore, payments made to them by businesses will not be reported on information returns.

Sincerely,

A handwritten signature in cursive script that reads "Denise Hubbard".

Denise Hubbard
Information Return Reporting Specialist
California Franchise Tax Board

Mayor's Office of Housing and Community Development
City and County of San Francisco



Mark Farrell
Mayor

Kate Hartley
Director

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Benjamin McCloskey, Deputy Director Mayor's Office of Housing and Community Development

DATE: April 16, 2018

SUBJECT: Expend Resolution for SOMA Community Stabilization Funds
April 2018 - \$300,000

Attached please find the original and 2 copies of each of the following:

- Proposed resolution; original signed by Department, Mayor, Controller
- Expenditure budget

Departmental representative to receive a copy of the adopted resolution:

Name: Benjamin McCloskey

Phone: 701-5575

Interoffice Mail Address: Benjamin.McCloskey@sfgov.org

Certified copy required Yes No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

1 South Van Ness Avenue – Fifth Floor, San Francisco, CA 94103
Phone: (415) 701-5500 Fax: (415) 701-5501 TDD: (415) 701-5503 • www.sfmohcd.org

Print Form

Introduction Form

By a Member of the Board of Supervisors or Mayor

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

2013 MAY 14 PM 3:54
Time stamp
or meeting date

BY [Signature]

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor [] inquiries"
- 5. City Attorney Request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No. []
- 9. Reactivate File No. []
- 10. Question(s) submitted for Mayoral Appearance before the BOS on []

please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.

Sponsor(s):

Kim

Subject:

Resolution authorizing the Mayor's Office of Housing and Community Development to expend SoMa Community Stabilization Fund dollars in the amount of \$300,000 to provide capacity building and trauma-informed systems training at Bessie Carmichael School.

The text is listed:

see attached

Signature of Sponsoring Supervisor: [Signature]

For Clerk's Use Only

