



Carla Short, Director | Director's Office

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NOTICE OF AMENDMENT

Date: July 31, 2024

Grantee: Hunters Point Family
150 Executive Park Blvd., #3500
San Francisco, CA 94134

Contract ID: 1000029167

Supplier ID: 0000018607

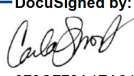
Grant Program: Pit Stop Workforce Development Grant

Amendment #5: Extend the grant by two (2) calendar months, utilize carry-forward savings from the previous fiscal year equaling \$1,267,645 for a \$0 increase to the overall maximum grant amount, and incorporate August and September budget into Appendix B: Budget Schedule. Fiscal Year 2025 Budget includes Minimum Compensation Ordinance (MCO) and Cost of Doing Business (CODB) increases.

Grant Amount: \$9,266,431.00

Grant Term: July 1, 2023 – September 30, 2024

Purchase Order No: 0000738131

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Carla Short
Director of Public Works

Ec: Warren Hill, Public Works
Darice Jones, Hunters Point Family

Attachments: Amendment #5 Agreement (executed)

**CITY AND COUNTY OF SAN FRANCISCO
SAN FRANCISCO PUBLIC WORKS**

FIFTH AMENDMENT TO GRANT AGREEMENT

BETWEEN

CITY AND COUNTY OF
SAN FRANCISCO

AND

HUNTERS POINT FAMILY

FIFTH AMENDMENT

This AMENDMENT of the **JULY 1, 2023 Grant Agreement** (the "Agreement") is dated as of **JULY 30, 2024** and is made in the City and County of San Francisco, State of California, by and between **HUNTERS POINT FAMILY** ("Grantee") and the **City and County of San Francisco**, a municipal corporation ("City") acting by and through **SAN FRANCISCO PUBLIC WORKS** ("Department").

RECITALS

WHEREAS, the Agreement was competitively procured as required through a request for proposals issued on March 27, 2023 through Sourcing Event ID: 0000007785 and this modification is consistent therewith; and

WHEREAS, Grantee has submitted to the Agency the Application Documents (as hereinafter defined) seeking a grant for the purpose of funding the matters set forth in the Grant Plan (as defined in the Agreement); and

WHEREAS, the Public Works Commission approved Resolution 2024-0057 effective July 22, 2024; and

WHEREAS, the City and Grantee desire to modify the Agreement based on the terms and conditions set forth herein to extend the grant by TWO CALENDAR MONTHS, increase the overall budget by \$0.00, and incorporate into Appendix B: Budget Schedule; and

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement;

NOW, THEREFORE, City and Grantee agree to amend said Grant Agreement as follows:

1. Definitions. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

(a) Specific Terms. The term "Agreement" shall mean the Agreement dated May 31, 2023 between Grantee and City, as amended by the:

First amendment dated **July 18, 2023**.
Second amendment dated **September 5, 2023**.
Third amendment dated **December 20, 2023**.
Fourth amendment dated **June 26, 2024**.

2. Modifications to the Agreement. The Grant Agreement is hereby modified as follows:

(a) **Section 3.2.** “Duration of Term” of the Grant Agreement currently reads as follows:

3.2 **Duration of Term.** The term of this Agreement shall commence on the Notice to Proceed date and expire July 31, 2024, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

*Such section is hereby amended to read as follows (changes in **bold**):*

3.2 **Duration of Term.** The term of this Agreement shall commence on the Notice to Proceed date and expire **September 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

(b) **Appendix B** Definition of Grant Plan shall be amended as follows:

Grant Plan. Appendix B Grant Agreement Budget Detail for period beginning August 1, 2024, through September 30, 2024 is hereby added to the Agreement and attached to this Amendment as Attachment 1.

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

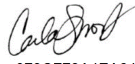
4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Grant Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Grant Agreement to be duly executed as of the date first specified herein.

CITY
SAN FRANCISCO PUBLIC WORKS


GRANTEE:
HUNTERS POINT FAMILY

Recommended by:

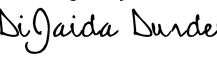
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Carla Short
Director of Public Works

Recommended by:

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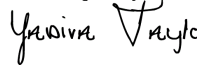
Darice Jones
Executive Director
Federal Tax ID #: 94-3361252
City Supplier Number: 0000018607

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DiJaida Durden
Deputy Director of Operations

Approved as to Form:

David Chiu
City Attorney

By: DocuSigned by:

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Yadira Taylor
Deputy City Attorney

Pit Stop Workforce Development - Hunters Point Family
August 1, 2024 - June 30, 2025 (Budget)

Amendment No. 5 Extension
August 1, 2024 - September 30, 2024

Direct Program Personnel Costs					Aug-24	Sep-24
Personnel Title of Position	FTE	Hourly Pay Rate	FTE % based on 40 hour week	Program Cost		
Pit Stop Monitors	71	\$ 20.25	100%	\$ 2,489,778	\$ 226,343.45	\$ 226,343.45
Pit Stop Monitors Holiday Pay	71	\$ 30.38	100%	\$ 205,578	\$ 18,688.91	\$ 18,688.91
Pit Stop Monitors (Graveyard)	10	\$ 22.25	100%	\$ 388,040	\$ 35,276.36	\$ 35,276.36
Pit Stop Monitors Holiday Pay (Graveyard)	10	\$ 33.38	100%	\$ 32,040	\$ 2,912.73	\$ 2,912.73
Site Supervisors	5	\$ 28.84	100%	\$ 251,485	\$ 22,862.25	\$ 22,862.25
Site Supervisors Holiday Pay	5	\$ 43.26	100%	\$ 20,765	\$ 1,887.71	\$ 1,887.71
Site Supervisors (Graveyard)	3	\$ 30.90	100%	\$ 161,669	\$ 14,697.16	\$ 14,697.16
Site Supervisors Holiday Pay (Graveyard)	3	\$ 46.35	100%	\$ 13,349	\$ 1,213.53	\$ 1,213.53
Lead Supervisors	3	\$ 36.05	100%	\$ 188,614	\$ 17,146.69	\$ 17,146.69
Lead Supervisors Holiday Pay	3	\$ 54.08	100%	\$ 15,574	\$ 1,415.78	\$ 1,415.78
Program Director	1	\$ 49.17	100%	\$ 100,749	\$ 9,159.03	\$ 9,159.03
Operations Director	1	\$ 43.91	100%	\$ 89,972	\$ 8,179.24	\$ 8,179.24
Chief Program Officer	1	\$ 68.30	50%	\$ 69,973	\$ 6,361.15	\$ 6,361.15
Workforce Development Director	1	\$ 61.80	30%	\$ 37,988	\$ 3,453.50	\$ 3,453.50
Human Resources Manager	1	\$ 50.17	15%	\$ 15,420	\$ 1,401.83	\$ 1,401.83
Program Assistant	1	\$ 29.87	100%	\$ 61,204	\$ 5,563.97	\$ 5,563.97
Pit Stop Monitors - As-Needed per City's request				\$ 122,575	\$ 11,143.18	\$ 11,143.18
Subtotal Personnel			1395%	\$ 4,264,771	\$ 387,706	\$ 387,706
			% of Personnel Costs			
Fringe Benefits			40%	\$ 1,690,129	\$ 153,648.07	\$ 153,648.07
Direct Program Personnel Total				\$ 5,954,900	\$ 541,355	\$ 541,355
Non-Personnel Program Costs						
Professional Development & Training						
Program Materials & Supplies				\$ 83,500	\$ 7,590.91	\$ 7,590.91
Equipment						
Uniforms				\$ 15,000	\$ 1,363.64	\$ 1,363.64
Facilities & Occupancy				\$ 9,250	\$ 840.91	\$ 840.91
Transportation & Travel						
Insurance						
Human Resources						
Stipends and Participant Incentives						
Non-Personnel Program Costs Total				\$ 107,750	\$ 9,795	\$ 9,795
TOTAL DIRECT COSTS				\$ 6,062,650	\$ 551,150	\$ 551,150
Indirect Costs						
			% of Direct Costs			
Administrative and Overhead		Indirect cost @ 15%	15%	\$ 909,398	\$ 82,673	\$ 82,673
TOTAL REQUEST FY25				\$ 6,972,047.52	\$ 633,822.50	\$ 633,822.50
August & September 2024 Budget					\$ 1,267,645.00	
Carry Forward Savings from FY23-24					\$ (1,267,645.00)	
TOTAL REQUEST for AUGUST & SEPTEMBER 2024					\$0.00	

**PUBLIC WORKS COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. 2024-0057

WHEREAS, The Pit Stop Workforce Development Program creates employment opportunities, job training, and workforce development programs while ensuring the availability of safe and clean public restrooms. Pit Stop facilities are staffed by attendants who help ensure the bathrooms are well-maintained and used for their intended purpose; and

WHEREAS, On June 16, 2023, San Francisco Public Works Commission awarded a grant to Hunters Point Family of San Francisco (No. 1000029167) in the amount of \$8,425,706 with a contract duration of 12 months; and

WHEREAS, The Grantee continues to provide training, employment, and workforce development opportunities and provide excellent customer service in the operations of the Pit Stop Program keeping the restrooms safe, clean, and available to the public; now therefore by it

RESOLVED, That this Commission hereby approves Amendment no. 1, an increase of \$6,972,047.52 and an extension to June 30, 2025, to continue services for Hunters Point Family.

I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of July 22, 2024.



Commission Affairs Manager
Public Works Commission