

File No. 241131

Committee Item No. _____

Board Item No. 12

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date _____

Board of Supervisors Meeting

Date January 14, 2025

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER (Use back side if additional space is needed)

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Completed by: Brent Jalipa

Date January 9, 2025

Completed by: Brent Jalipa

Date _____

1 [Accept and Expend Grant - Retroactive - The California Department of Social Services -
2 Refugee Support Services Funding - San Francisco - \$832,804]

3 **Resolution retroactively authorizing the Department of Human Services to accept and**
4 **expend a grant increase in the amount of \$722,420 for a total amount of \$832,804 from**
5 **the Federal Office of Refugee Resettlement for participation in a program, entitled**
6 **“Refugee Support Services (RSS) Funding - San Francisco,” for the period of October**
7 **1, 2023, through September 30, 2026.**

8
9 WHEREAS, The Federal Office of Refugee Resettlement (ORR) awarded the
10 California Department of Social Services (CDSS) one-time Federal Fiscal Year (FFY) 2023
11 Refugee Support Services (RSS) funds, to help eligible populations receive housing
12 assistance services; and

13 WHEREAS, The California Department of Social Services issued a grant award, dated
14 September 21, 2023, notifying the City and County of San Francisco of its grant award dollar
15 amount of \$832,804, multi-year grant period dates of October 1, 2023, through September 30,
16 2026, and instructions to adhere to the terms and conditions of Refugee Support Services
17 (RSS) funding; and

18 WHEREAS, The San Francisco Human Services Agency intends to utilize these grant
19 funds towards the provision of support services to new immigrant arrivals who are eligible for
20 Refugee Support Services (RSS) funding; and

21 WHEREAS, The San Francisco Human Services Agency will not use these funds to
22 supplant existing funds paying for current services; and

23 WHEREAS, The grant does not require an Annual Salary Ordinance (ASO)
24 amendment; and

1 WHEREAS, A grant increase of \$722,420 from \$110,384 was approved for the period
2 of October 1, 2023 through September 30, 2026; and

3 WHEREAS, The grant budget includes a provision for indirect costs of \$124,921; now,
4 therefore, be it

5 RESOLVED, That the Human Services Agency is hereby retroactively authorized and
6 directed to accept and expend the Refugee Support Services (RSS) funds in the amount of
7 \$832,804 to support the transition of newly arrived immigrants who receive Refugee Support
8 Services (RSS) funding to long-term housing in San Francisco; and, be it

9 FURTHER RESOLVED, That the Executive Director of the Human Services Agency, or
10 his or her designee, is hereby authorized and directed to act on behalf of City in connection
11 with the Refugee Support Services (RSS) funding, and to enter into, execute, and deliver any
12 and all documents required or deemed necessary or appropriate to accept and expend this
13 Funding.

14
15
16
17 Recommended:

Approved: _____ /s/

18 Benjamin McCloskey,
19 Interim Mayor’s Budget Director

20 _____ /s/

21 Trent Rhorer
22 Human Services Agency
23 Executive Director

Approved: /s/Jocelyn Quintos for Greg Wagner

Greg Wagner, Controller

File Number: 241131
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Refugee Support Services (RSS) Funding
2. Department: Human Services Agency (HSA)
3. Contact Person: Celia Pedroza Telephone: 415-557-6103
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$832,804
6. a. Matching Funds Required: \$0
b. Source(s) of matching funds (if applicable):
7. a. Grant Source Agency: The Federal Office of Refugee Resettlement (ORR)
b. Grant Pass-Through Agency (if applicable): California Department of Social Services (CDSS)
8. Proposed Grant Project Summary: This Grant is to provide support services to new immigrant arrivals who are eligible for Refugee Support Services (RSS) funding. Support services include linkages to public assistance benefits, employment services, and housing assistance.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: October 1, 2023 End-Date: September 30, 2026
10. a. Amount budgeted for contractual services: \$707,883
b. Will contractual services be put out to bid? Yes
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? No
d. Is this likely to be a one-time or ongoing request for contracting out? One-time
11. a. Does the budget include indirect costs?
 Yes No
b. 1. If yes, how much? \$124,921 for county administrative costs
b. 2. How was the amount calculated? 15% of the total grant allocation per grant terms
c. 1. If no, why are indirect costs not included?
 Not allowed by granting agency To maximize use of grant funds on direct services
 Other (please explain):
c. 2. If no indirect costs are included, what would have been the indirect costs?
12. Any other significant grant requirements or comments: The grant increase was \$722,420 for FY25.

We respectfully request approval to accept and expend these funds retroactive to October 1, 2023. The Department received the grant of \$832,804 on September 21, 2023, for the period of October 1, 2023, to September 30, 2026.

The grant does not require an ASO amendment.

Department ID: 149673
Proposal ID: CTR00003249
Fund ID: 12960
Project ID: 10039486
Project Description: HS PA Refugee RESS FFYs24-25
Activity ID: 0001
Authority ID: 10001
Version ID: V101

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor’s Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- Existing Site(s) Existing Structure(s) Existing Program(s) or Service(s)
- Rehabilitated Site(s) Rehabilitated Structure(s) New Program(s) or Service(s)
- New Site(s) New Structure(s)

14. The Departmental ADA Coordinator or the Mayor’s Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor’s Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor’s Office of Disability Reviewer:

M'kia Mccright


(Name)

Manager III

(Title)

10/31/2024

Date Reviewed:

DocuSigned by:

491EFC1578754EF...
 (Signature Required)

Department Head or Designee Approval of Grant Information Form:

Trent Rhorer

(Name)

Executive Director

(Title)

10/30/2024

Date Reviewed:

DocuSigned by:

9753A88708574EE...
 (Signature Required)

HUMAN SERVICIES AGENCY BUDGET SUMMARY

Program: **Refugee Support Services (RSS)**
Funding

Program Term	10/01/2023 - 09/30/2026	Total
Expenditures		
Arriba Juntos Refugee Linkages	\$104,641	\$104,641
Housing Assistance for New Arrivals (HANA)	\$247,059	\$247,059
Individual Referral	\$356,183	\$356,183
Subtotal	\$707,883	\$707,883
Administrative Costs	\$124,921	\$124,921
Total Expenditures	\$832,804	\$832,804
HSA Revenues		
RCL 23-07 Grant	\$832,804	\$832,804
Total HSA Revenues	\$832,804	\$832,804

September 21, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

REFUGEE COORDINATOR LETTER NO. 23-07

This letter provides counties with the Federal Fiscal Year (FFY) 2023 Refugee Support Services (RSS) grant allocations.



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

September 21, 2023

REFUGEE COORDINATOR LETTER NO. 23-07

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY REFUGEE COORDINATORS

SUBJECT: FINAL FEDERAL FISCAL YEAR 2023 REFUGEE SUPPORT
SERVICES ALLOCATIONS

REFERENCE: [CATALOG OF FEDERAL DOMESTIC ASSISTANCE NO. 93.566](#)

This letter provides counties with the allocations of the Federal Fiscal Year (FFY) 2023 Refugee Support Services (RSS) grant funding. The federal Office of Refugee Resettlement notified states of their RSS Formula Allocations on April 26, 2023 via [Dear Colleague Letter \(DCL\) No. 23-21](#). Counties are authorized to provide services with this grant beginning October 1, 2023, and ending on September 30, 2026.

Federal Allocation Methodology

The state's total FFY 2023 RSS funding is \$43,749,606. The Office of Refugee Resettlement (ORR) compiled the FFY 2021 and 2022 data from the Refugee Arrivals Data System to determine the total population served. ORR used Refugee arrival, Special Immigrant Visa (SIV) arrival, and Victims of Trafficking (VOT) data from federal sources, Cuban/Haitian Entrants and Asylee data submitted by states, and Ukrainian Humanitarian Parolees arrival data from the U.S. Department of Homeland Security and data submitted by states.

State Allocation Methodology

The amount of state administrative funds withheld from the total FFY 2023 RSS funding is 15 percent (\$6,562,441). The final funds to be allocated to the counties is \$35,327,807, after deducting \$1,859,358 (5 percent) for the San Diego Newcomer Project (SDNP) that is administered by Catholic Charities Diocese of San Diego. The FFY 2023 RSS allocations to the counties is based on the following formula:

- 40 percent of the final funds for the counties in the amount of \$14,131,123 was allocated using Medi-Cal Eligibility Data System report data, dated July 2023, using the following weighted formula:
 - A weight of 1.50 is applied to the number of refugees who have been in the United States (U.S) one year or less.
 - A Weight of 1.25 is applied to the number of refugees who have been in the U.S. two years or less, but more than one year.
 - A weight of 1.00 is applied to the number of refugees who have been in the U.S. five years or less, but more than two years.
- 30 percent of the final funds for the counties in the amount of \$10,598,342 was allocated based on the number of refugee and SIV arrivals per ORR's Refugee Arrival Data System (RADS), from October 1, 2021, through July 2023.
- 20 percent of the final funds to the counties in the amount of \$7,065,561 was allocated based on asylum grants between from October 1, 2017, through July 2023.
- 10 percent of the final funds to the counties in the amount of \$3,532,781 was allocated based on United for Ukraine (U4U) financial sponsor data from June 2022, through July 2023.

Eligible Counties

1. Counties are eligible to receive RSS funds if they have resettled at least 300 refugee and SIV arrivals and Afghan Nationals, who came through the APA program, in the past five years.
2. Counties that do not meet condition one, are eligible for RSS FFY 2023 if they have resettled more than 1,000 asylees in the past five years and more than 1,000 U4U applicants since the beginning of the United for Ukraine (U4U) program.

The counties eligible for FFY 2023 RSS funds receiving an allocation in this letter are: Alameda, Los Angeles, Orange, Sacramento, San Diego, San Francisco, Santa Clara, and Stanislaus.

Debarment and Suspension Requirements

Federal regulations require that individuals be restricted from receiving federal financial and non-financial assistance and benefits if they have been debarred or suspended pursuant to [Title 2 Code of Federal Regulations \(CFR\) Part 180](#) and as supplemented with [Part 376](#). Reasons for debarment/suspension may include a conviction for committing fraud or any other crime or action that shows a lack of business integrity ([see 2 CFR Part 180 Subparts G and H for specific debarment/suspension criteria](#)). The debarment/suspension requirements extend to an organization if a debarred/suspended individual is an officer, director, owner, partner, or if the individual has management or supervisory responsibility within the organization.

Counties are required to comply with the debarment and suspension provisions in 2 CFR Part 180 or 376 as a condition of receiving RSS funding. When arranging RSS-funded services through a subgrant or subcontract, counties must verify that the subgrantee or subcontractor is not excluded or disqualified from participation in federal assistance programs by:

- 1) Checking the federal General Services Administration [System for Award Management](#), which has the most current information about persons who have been excluded or disqualified for participation in federal programs; and/or
- 2) Adding a clause to the contract/agreement in which the contractor agrees to certify that he/she and his/her principals are not debarred or suspended from federal financial assistance programs and services. Example: *“For federally funded agreements in the amount of \$25,000 or more, the Contractor certifies that he/she and his/her principals are not debarred or suspended from federal financial assistance programs and activities.*

Federal Funding Terms and Conditions

All recipients and sub-recipients of federal funding, including RSS funding, are required to adhere to specific terms and conditions. See the terms and conditions Administrative Requirements, Section 2, for requirements when issuing statements, press releases, requests for proposal, bid solicitations and other documents describing projects or programs funded in whole or part with federal money. For more information regarding these terms and conditions and requirements, please visit:

- General Terms and Conditions:
[ACF-General Terms and Conditions-Mandatory Grants](#)
- General Terms and Conditions Addendum (RSS Funding):
[ACF-General Terms and Conditions-Addendum for Refugee Programs](#)

Should you have any questions regarding the RCL No. 23-07, please contact Archie Cabanillas, Manager, Special Projects and Funding Unit, at Archie.Cabanillas@dss.ca.gov.

Sincerely,

Original Document Signed By:

ABDI ABDILLAHI, Chief
Refugee Programs Bureau

Attachment

cc: CWDA

**ALLOCATIONS OF THE REFUGEE SUPPORT SERVICES (RSS) FUNDS
FEDERAL FISCAL YEAR 2023**

(Catalog of Federal Domestic Assistance (CFDA) No.93.566 - Refugee Assistance - State Administered Programs)
(Grant Period - October 1, 2023 through September 30, 2026)

\$ 43,749,606 Final FFY 2023 RSS Standard Funds
 \$ 6,562,441 State Administrative Funds (15% of Final FFY 2023 RSS Standard Funds)
\$ 37,187,165 Funds After State Ops
\$ 1,859,358 Allocation @ 5% of the Funds After State Ops for Catholic Charities Dioces of San Diego to administer the San Diego Newcomer Project
\$ 35,327,807 Final Allocation to the Counties
 \$ 14,131,123 Allocation Based on Weighted @ 40% of Final Funds
 \$ 10,598,342 Allocation Based on 5 Years of Refugee, SIV and APA Arrivals @ 30% of Final Funds
 \$ 7,065,561 Allocation Based on 5 Years of Asylum Grants @ 20% of Final Funds
 \$ 3,532,781 Allocation Based on U4U Data @ 10% of Final Funds

Adult refugees receiving RCA/CalWORKs who have been in the U.S. 60 months or less

Totals by Time in the U.S.	Weights
-----------------------------------	----------------

(1) County	(2) Allocation Number	(3) <1 year	(4) 1-2 years	(5) 2-5 years	(6) (<1) X 1.5 Weights	(7) (1-2) X 1.25 Weights	(8) Weighted Total (cols 5 + 6 + 7)	(9) % of Weighted Total	(10) Refugee, SIV & APA Arrivals 5 Years	(11) % of Refugees, SIV and APA Arrivals 5 Years	(12) Asylum Grants 5 Years	(13) % Asylum Grants 5 Years	(14) U4U Data since Start of the U4U Program	(15) % U4U Data Since Start of the U4U Program	(16) Allocation Based on Weighted	(17) Allocation Based on Refugee, SIV & APA Arrivals 5 Years	(18) Allocation Based on Asylum Grants 5 Years	(19) Allocation Based on U4U Data	(20) Final Allocations	(21) Final County Administrative Costs @ 15% Maximum	(22) Final County RSS Service Dollars
Alameda	RSS23-01	111	204	33	166	255	455	3.47%	2,285	6%	6,294	17%	820	3%	\$ 490,430	\$ 644,847	\$ 1,194,580	\$ 116,476	\$ 2,446,333	\$ 366,950	\$ 2,079,383
Los Angeles	RSS23-02	1,474	1,073	195	2,211	1,341	3,747	18.25%	4,803	13%	15,910	43%	10,017	40%	\$ 2,579,567	\$ 1,355,448	\$ 3,019,665	\$ 1,422,857	\$ 8,377,537	\$ 1,256,630	\$ 7,120,906
Orange	RSS23-03	150	204	29	225	255	509	3.47%	672	2%	3,502	9%	1,587	6%	\$ 490,430	\$ 189,644	\$ 664,668	\$ 225,424	\$ 1,570,167	\$ 235,525	\$ 1,334,642
Sacramento	RSS23-04	1,184	2,635	942	1,776	3,294	6,012	44.83%	17,911	48%	3,003	8%	7,522	30%	\$ 6,334,724	\$ 5,054,637	\$ 569,959	\$ 1,068,456	\$ 13,027,777	\$ 1,954,167	\$ 11,073,611
San Diego	RSS23-05	375	1,423	618	563	1,779	2,959	24.21%	6,535	17%	1,883	5%	1,945	8%	\$ 3,420,991	\$ 1,844,233	\$ 357,387	\$ 276,276	\$ 5,898,887	\$ 884,833	\$ 5,014,054
San Francisco	RSS23-06	124	99	24	186	124	334	1.68%	0	0%	2,378	6%	1,010	4%	\$ 238,004	\$ -	\$ 451,337	\$ 143,465	\$ 832,804	\$ 124,921	\$ 707,883
Santa Clara	RSS23-07	147	178	17	220	222	460	3.03%	1,952	5%	3,657	10%	1,748	7%	\$ 427,924	\$ 550,871	\$ 694,087	\$ 248,293	\$ 1,921,175	\$ 288,176	\$ 1,632,999
Stanislaus	RSS23-08	59	62	25	89	78	191	1.05%	3,397	9%	600	2%	222	1%	\$ 149,053	\$ 958,662	\$ 113,878	\$ 31,534	\$ 1,253,127	\$ 187,969	\$ 1,065,158
Total		3,624	5,878	1,883	5,436	7,348	14,667	100%	37,555	100%	37,227	100%	24,871	100%	14,131,123	10,598,342	7,065,561	3,532,781	35,327,807	5,299,171	30,028,636

Notes:
 Values less than 11 were de-identified and replaced with an asterisk () to protect the confidentiality of the individuals summarized in this data.



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Trent Rhorer, Human Services Agency Executive Director
DATE: October 31, 2024
SUBJECT: Retroactive Accept and Expend Resolution for Refugee Support Services (RSS) Grant Funding
GRANT TITLE: Refugee Support Services (RSS) Funding Grant - \$832,804

Attached please find the original* and one copy of each of the following:

X Proposed grant resolution; original* signed by Department, Mayor, Controller

X Grant information form, including disability checklist

X Grant budget

___ Grant application

X Letter of Intent or grant award letter from funding agency

___ Ethics Form 126 (if applicable)

___ Contracts, Leases/Agreements (if applicable)

___ Other (Explain):

Special Timeline Requirements: N/A

Departmental representative to receive a copy of the adopted resolution:

Name: Celia Pedroza

Phone: 415-557-6103

Interoffice Mail Address: 170 Otis Street, 8th Floor, San Francisco, CA 94103

Certified copy required Yes

No



London Breed
Mayor

Trent Rhorer
Executive Director

From: [Trejo, Sara \(MYR\)](#)
To: [BOS Legislation, \(BOS\)](#)
Cc: [Paulino, Tom \(MYR\)](#); [Garcia Garcia, Enedina \(HSA\)](#); [Chan, Justin \(HSA\)](#); [Pedroza, Celia \(HSA\)](#)
Subject: Mayor -- Resolution -- Refugee Support Services (RSS) Funding A&E
Date: Tuesday, November 19, 2024 2:45:21 PM
Attachments: [RSS A&E RCL 23-07 Cover Letter.pdf](#)
[HSA A&E Resolution - Refugee Support Service \(RSS\) Grant - San Francisco - \\$832,804.docx](#)
[RCL 23-07 RSS award letter.pdf](#)
[RSS A&E RCL 23-07 Grant Info Form and Disability Checklist.docx.pdf](#)
[RSS RCL 23-07 Budget.xlsx](#)
[RE For your approval HSA AE - Refugee Support Service \(RSS\) Grant - San Francisco - \\$832804.msg](#)

Hello Clerks,

Attached is a Resolution retroactively authorizing the Department of Human Services to accept and expend a grant increase in the amount of \$722,420 for a total amount of \$832,804 from the federal Office of Refugee Resettlement for participation in a program, entitled “Refugee Support Services (RSS) Funding – San Francisco,” for the period of October 1, 2023 through September 30, 2026.

Best regards,

Sara Trejo

Legislative Aide

Office of the Mayor

City and County of San Francisco