



1 [Grant Approval - Low Income Investment Fund - Child Care Facilities Fund and Technical  
2 Assistance - \$25,377,250]

3 **Resolution retroactively approving the grant between the City and County of San**  
4 **Francisco and Low Income Investment Fund for the purpose of administering the San**  
5 **Francisco Child Care Facilities Fund and providing technical assistance for the period**  
6 **of July 1, 2017, through June 30, 2020, in the amount of \$25,377,250.**

7  
8 WHEREAS, The City and County of San Francisco, wishes to Administer the San  
9 Francisco Child Care Facilities Fund and Provide Technical Assistance; and

10 WHEREAS, The Office of Early Care and Education, in partnership with the Human  
11 Services Agency, conducted a Request for Proposals for these services in October 2016; and

12 WHEREAS, Low Income Investment Fund submitted a responsive and responsible  
13 proposal and was awarded the grant; and

14 WHEREAS, The Human Services Agency Commission approved this grant to Low  
15 Income Investment Fund at its meeting of June 21, 2017; now, therefore be it

16 RESOLVED, That the Board of Supervisors hereby approves award of this grant with  
17 Low Income Investment Fund for the purpose of Administering the San Francisco Child Care  
18 Facilities Fund and Providing Technical Assistance, for the period of July 1, 2017, through  
19 June 30, 2020, in the amount of \$25,377,250; and, be it

20 FURTHER RESOLVED, That within thirty (30) days of the grant being fully executed by  
21 all parties, the Human Services Agency shall provide the final grant agreement to the Clerk of  
22 the Board for inclusion into the official file.

<p><b>Item 1</b> <b>File 17-0832</b></p>	<p><b>Department:</b> Human Services Agency (HSA)</p>
<p><b>EXECUTIVE SUMMARY</b></p>	
<p><b>Legislative Objectives</b></p>	
<ul style="list-style-type: none"> <li>• The proposed resolution would retroactively approve a grant between the Human Services Agency (HSA) and the Low Income Investment Fund (LIIF) for administration of the San Francisco Child Care Facilities Fund and provision of technical assistance to child care providers for the period of July 1, 2017, to June 30, 2020, in the amount of \$25,377,250.</li> </ul>	
<p><b>Key Points</b></p>	
<ul style="list-style-type: none"> <li>• In 1998, the Mayor’s Office, the Human Services Agency (HSA), and the Mayor's Office of Community Development, joined with private funders and the Low Income Housing Fund (LIHF) now the Low Income Investment Fund (LIIF), to launch the Child Care Facilities Fund (CCFF). The goal of the CCFF is to retain and increase the quantity of licensed care options and to enhance the quality of child care for families and children, especially in settings serving low-income families and children, by improving childcare facilities. LIIF provides one-on-one technical assistance to early care and education providers, which includes a broad range of information and advising related to the development of new and existing child care facilities. LIIF also administers loans, loan subsidies, recoverable grants, and grants to eligible child care providers for development of new and existing child care facilities.</li> <li>• The Office of Early Care and Education selected LIIF after issuing a competitive request for proposals (RFP) in November 2016 to provide administration services to the San Francisco Child Care Facilities Fund and technical assistance to child care providers for development of new and existing child care facilities.</li> </ul>	
<p><b>Fiscal Impact</b></p>	
<ul style="list-style-type: none"> <li>• Payment for contract services is not-to-exceed \$25,377,250 over three years. The total contract costs include payment for (1) salaries and benefits to partially fund six LIIF positions, (2) operating expenses for rent and utilities, office supplies and other expenses, consulting staff, and capital grants, and (3) indirect costs.</li> <li>• Funding for the LIIF grant would come from Child Care Facilities Fund, and citywide and Interagency Plan Implementation Committee neighborhood area plan child care development impact fees, as well as the General Fund, subject to Board of Supervisors appropriation approval. Funding will also come from CalWORKS, which is federally-funded under the Temporary Assistance for Needy Families (TANF) program.</li> </ul>	
<p><b>Recommendation</b></p>	
<ul style="list-style-type: none"> <li>• Approve the proposed resolution.</li> </ul>	

**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**

In 1998, the Mayor's Office, the Human Services Agency (HSA)<sup>1</sup>, and the Mayor's Office of Community Development, joined with private funders and the Low Income Housing Fund (LIHF) now the Low Income Investment Fund (LIIF), to launch the Child Care Facilities Fund (CCFF). The goal of the CCFF is to retain and increase the quantity of licensed care options and to enhance the quality of child care for families and children, especially in settings serving low-income families and children.

LIIF has administered the CCFF since its inception, providing technical assistance and affordable capital to early care and education providers. LIIF provides one-on-one technical assistance to early care and education providers, which includes a broad range of information and advising related to the development of new and existing child care facilities. LIIF also administers loans, loan subsidies, recoverable grants, and grants to eligible child care providers. The CCFF was first administered through a grant with the Department of Children, Youth and Families (DCYF). HSA's Office of Early Care and Education (OECE) has overseen the grant since 2013. The previous grant with LIIF was for \$4,817,080 and had a term of three years from July 1, 2012 through June 30, 2015. OECE has amended the grant two times to increase the contract not-to-exceed amount by \$4,820,440 from \$4,817,080 to \$9,637,520 and to increase the term through June 30, 2017.

HSA and OECE did not request Board of Supervisors approval for the previous grant and the two amendments because the total not-to-exceed amount did not surpass the \$10 million threshold and the grant term was not for more than 10 years.

**Competitive Process**

OECE selected LIIF after issuing a competitive request for proposals (RFP) in November 2016 to provide administration services to the San Francisco Child Care Facilities Fund and technical assistance to child care providers. LIIF was the only vendor who submitted a proposal. The RFP selection panel consisted of individuals knowledgeable on the subject matter and included staff from HSA, OECE, and the Office of Community Investment and Infrastructure (OCII). LIIF scored 91 points out of a total of 100.

According to Ms. Elizabeth Leone, Contracts Manager at HSA, solicitations and outreach of the RFP were conducted through public-facing channels, as well as via targeted efforts designed to reach multiple vendors.

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<sup>1</sup> HSA was formerly called the Department of Human Services (DHS) in 1998.

## DETAILS OF PROPOSED LEGISLATION

The proposed resolution would retroactively approve a grant between the Human Services Agency (HSA) and the Low Income Investment Fund (LIIF) for administration of the San Francisco Child Care Facilities Fund and provision of technical assistance to child care providers for the period of July 1, 2017, to June 30, 2020, in the amount of \$25,377,250. According to Ms. Leone, the department is requesting retroactive approval of the grant because HSA was not able to prepare this contract in time due to staffing and implementation of the Financial System Project (F\$P).

Under the proposed grant, LIIF will provide services in the following areas:

- Administration of facility grants (pre-development, capital development, start-up, move-in and renovation and repair grants) that increase and maintain licensed early care and education center and family child care capacity by developing new and improving existing facilities.
- Provision of loans and renovation and repair grants to centers and licensed family child care to improve facilities, buy equipment, and make emergency repairs.
- Trainings, workshops, resources linkages, and one-on-one technical assistance related to the facilities development process, including feasibility analysis, capital planning, design, development, permit process, start-up, and facility maintenance.
- Provision of technical assistance to all projects, directly and through consultation by architects and other specialists in areas related to feasibility, planning, architectural, and/or design services.
- Identification of new opportunities for leveraged financing and development strategies and financing to meet the capital needs of the early childhood education sector, including the acquisition of property.

Under the proposed grant, LIIF will also administer the Interagency Plan Implementation Committee (IPIC)<sup>2</sup> capital new development grants to increase access to early childhood education services within specific neighborhood area plans, and track fund expenditures and total project expenditures by project.

## FISCAL IMPACT

Table 1 below shows the amount to be expended annually on each task category over the three year term of the proposed \$25,377,250 grant. According to Mr. Graham Dobson, Administrative Analyst for Early Childhood Education Policy at OECE, the first year (FY 2017-18) amount of the proposed grant includes unspent funds carried forward from FY 2016-17 from the Child Care Facilities Fund citywide child care development impact fees and IPIC neighborhood area plan

<sup>2</sup> The Interagency Plan Implementation Committee (IPIC) is coordinated by the San Francisco Planning Department and is responsible for prioritizing projects and funding, and coordinating ongoing planning efforts for designated neighborhood zones of development.

child care development impact fees<sup>3</sup>. Mr. Dobson stated that several projects anticipated occurring in FY 2016-17 will receive grants in FY 2017-18 instead as a result of shifting facility development timelines. These projects include the South of Market Child Care in Transbay Block 7 and Portola/Excelsior Family Connections.

**Table 1: LIIF's Proposed Budget Expenditures per Grant Year**

<b>Proposed Expenditures</b>	<b>Year 1 (FY 17-18)</b>	<b>Year 2 (FY18-19)</b>	<b>Year 3 (FY19-20)</b>	<b>Total Cost</b>
Salaries and Benefits <sup>a</sup>	\$592,811	\$613,560	\$635,035	\$1,841,406
Operating Expenses <sup>b</sup>	12,839,917	4,685,561	3,241,140	20,766,618
Indirect Costs <sup>c</sup>	152,277	154,050	155,876	462,203
<i>Subtotal</i>	<i>\$13,585,005</i>	<i>\$5,453,171</i>	<i>\$4,032,051</i>	<i>\$23,070,227</i>
			10% Contingency <sup>d</sup>	2,307,023
			<b>Total Not-to-Exceed Amount</b>	<b>\$25,377,250</b>

<sup>a</sup> The allocation for salaries and benefits partially funds six LIIF positions, including the program director, three senior program officers, one program associate, and the vice president for strategic initiatives and programs (equivalent to 0.25 FTE).

<sup>b</sup> Operating expenses of \$20,766,618 include LIIF's expenses for (a) rent and utilities, office supplies and other expenses (\$616,150); (b) consulting staff, including architects, project managers, fiscal operations and other consultant services (\$623,800); and (c) capital grants (\$19,526,668).

<sup>c</sup> According to Ms. Leone, indirect/overhead costs include administrative, facility and other costs beyond what is recognized as ordinary operating expenses that would apply to the organization as a whole and do not necessarily tie directly to a specific program. For example, the salary of a clerk who processes payroll for the entire organization might be paid through indirect costs rather than a direct program cost.

<sup>d</sup> According to Ms. Leone, City grants and contracts typically include a 10% contingency as a buffer against unforeseen events. Contingency funding will only be incurred if expenditures exceed the three-year budgeted amount.

Funding for the LIIF grant would come from Child Care Facilities Fund citywide child care development impact fees and IPIC neighborhood area plan child care development impact fees, as well as the General Fund, subject to Board of Supervisors appropriation approval. Funding will also come from CalWORKS, which is federally-funded under the Temporary Assistance for Needy Families (TANF) program. Table 2 below details the proposed funding sources for the proposed grant from FY 2017-18 through FY 2019-20.

<sup>3</sup> Impact fees are imposed by San Francisco on new or proposed development projects to generate funding for the additional public infrastructure and facilities needed to serve new development. In accordance with San Francisco Planning Code Article 4, Section 414, office and hotel development adding 25,000 or more square feet are subject to child care impact fees of \$1.65 per square foot of new or net area added. In accordance with San Francisco Planning Code Article 4, Section 414A, residential developments of ten or more units are subject to impact fees of \$1.92 per square foot and of \$0.96 per square foot for residential developments of up to nine units. Impact and in-lieu fees are paid to the Development Fee Collection Unit at the Department of Building Inspection and support the Child Care Capital Fund that is used to support the Child Care Facilities Fund.

**Table 2. LIIF Grant Proposed Funding Sources from FY17-18 through FY19-20**

Source	Year 1 (FY 17-18)	Year 2 (FY18-19)	Year 3 (FY19-20)	Total Amount <sup>4</sup>	Approximate Percentage
Child Care Development Impact Fees	\$12,433,954	\$4,302,120	\$2,881,000	\$19,617,074	85%
CalWORKS (Federal TANF)	651,051	651,051	651,051	1,953,153	8.5%
General Fund	500,000	500,000	500,000	1,500,000	6.5%
<b>Total</b>	<b>\$13,585,005</b>	<b>\$5,453,171</b>	<b>\$4,032,051</b>	<b>\$23,070,227</b>	<b>100%</b>

**RECOMMENDATION**

Approve the proposed resolution.

<sup>4</sup> 10% contingency amount of \$2,307,023 is not included in total amount.



Edwin M. Lee, Mayor

Department of Human Services  
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR, HSA  
SEPTEMBER JARRETT, DIRECTOR, OECE

FROM: SANDRA NAUGHTON, CHIEF OPERATING OFFICER, OECE  
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *Jul*

DATE: JUNE 16, 2017

SUBJECT: NEW GRANT: **LOW INCOME INVESTMENT FUND (NON-PROFIT)** TO ADMINISTER THE SAN FRANCISCO CHILD CARE FACILITIES FUND AND PROVIDE TECHNICAL ASSISTANCE

GRANT TERM: July 1, 2017 – June 30, 2020

GRANT AMOUNT:	New	Contingency	Total
	\$23,070,227	\$2,307,023	\$25,377,250

ANNUAL AMOUNT:	FY 17/18	FY 18/19	FY 19/20
	\$13,585,005	\$5,453,171	\$4,032,051

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$21,234,263		\$1,835,964	\$2,307,023	\$25,377,250
PERCENTAGE:	92%		8%		100%

The Office of Early Child Care and Education, and the Department of Human Services (DHS), request authorization to enter into a grant with Low Income Investment Fund for the period of July 1, 2017 through June 30, 2020, in an amount of \$23,070,227 plus a 10% contingency for a total amount not to exceed \$25,377,250. The purpose of the contract is to administer the San Francisco Child Care Facilities Fund and provide technical assistance.

## **Background**

In 1998 the Mayor's Office, DHS, and the Mayor's Office of Community Development, joined with private foundations and other funders, and the Low Income Housing Fund (LIHF) now the Low Income Investment Fund (LIIF), to launch the Child Care Facilities Fund (CCFF). The goal of the CCFF is to increase the quantity of licensed care options and to enhance the quality of child care for families and children, especially in settings serving low income families and children. LIIF has administered the CCFF since its inception, providing technical assistance and affordable capital to early care and education providers in order to retain and increase the quantity and enhance the quality of licensed early care and education available to families and children. LIIF provides one-on-one technical assistance to providers, which may include a broad range of information and advising related to new and existing facilities. LIIF also administers loans, loan subsidies, recoverable grants, and grants to eligible child care providers. The CCFF was first administered through a grant with DCYF. The Office of Early Care and Education has had the lead responsibility of the grant since 2013.

## **Services to be Provided**

LIIF is the starting point and the central support for early care and education facilities development, renovation and repair. The Child Care Facilities Fund services are focused in the following areas:

- The grantee administers facility grants (pre-development, capital development, start-up, move-in and renovation and repair grants) that increase and maintain licensed early care and education center and family child care capacity, through creating new and preserving existing slots.
- The grantee provides loans and renovation and repair grants to centers and licensed family child care to improve facilities, buy equipment, and make emergency repairs.
- Training, workshops, resources, linkages, and one-on-one technical assistance related to the facilities development process, including feasibility analysis, capital planning, design, development, permit process, start-up, and facility maintenance.
- Technical assistance is provided to all projects, directly and through consultation by architects and other specialists in areas related to feasibility, planning, architectural, and/or design services.
- Identify new opportunities for leveraged financing and development strategies and financing to meet the capital needs of the ECE sector, including the acquisition of property.

The grant also includes the administration of the Interagency Plan Implementation Committee (IPIC) capital new development grants to increase access to ECE services within specific neighborhood Area Plans, and track fund expenditures and total project expenditures by project.

The grant includes collecting facility development and expansion data for reporting and evaluation purposes, including the number of early education slots created, enhanced and retained annually on an unduplicated basis. Data required by Child Care Development Impact Fee will be tracked discreetly in a routinely updated Development Impact Fee Report that annually supports the Controller's Office Development Impact Fee audit.

**Selection**

Grantee was selected through Request for Proposals #727 which was competitively bid in November 2016.

**Funding**

Funding for this grant is provided by Developer Fees, CalWorks Single Allocation Funds, and General Funds.

**ATTACHMENTS**

Appendix A

Appendix B

**Appendix A – Services to be Provided**  
**Low Income Investment Fund – Child Care Facilities Funding &**  
**Technical Assistance**  
**Effective July 1, 2017 – June 30, 2020**

**I. Purpose of Grant**

The purpose of the grant is to provide both technical assistance and affordable capital to child care providers in order to retain and increase the quantity and enhance the quality of licensed child care available to families and children. This is accomplished through the administration of the Child Care Facilities Fund.

**II. Definitions**

ACCF	Affordable Child Care Fund. The Fund, established in 1985, is a development impact fee collected from new office and hotel development at occupancy. Fees are assessed on office/hotel developments adding 50,000 square feet or more in designated areas of downtown San Francisco. Developers can meet the mandate of legislation in one of three ways: <ul style="list-style-type: none"><li>⇒ Developers can build a child care facility on-site.</li><li>⇒ Developers can establish a relationship with a non-profit to provide a child care facility in the city.</li><li>⇒ Developers can pay \$1 per square foot of commercial space developed into the Fund.</li></ul> In 2003 the legislation was modified to reflect state law requiring that development impact fees only be spent on capital and infrastructure improvements. The Affordable Child Care Fund was renamed the Child Care Capital Fund.
CCCF	San Francisco's Child Care Capital Fund, revenues derived from development impact fees on large office and hotel projects and residential developments as required by San Francisco's Planning Code.
CCFF&TA	Child Care Facilities Funding & Technical Assistance
CDE	California Department of Education
City	City and County of San Francisco

Child Care Facilities Interagency Committee.	A committee comprised of representatives from MOHCD, Office of Early Care and Education, OCII and the Planning Department and staffed by LIIF, that meets monthly to discuss specific ECE facility's needs, pipeline projects, and strategies in San Francisco. The committee also approves specific projects funded through the CCCF.
DHS	San Francisco Department of Human Services, a division of HSA
ECE	Early Care and Education
FCC	Family Child Care providers are licensed providers who offer care in their home. A Family Child Care Home reflects a home-like environment where non-medical care and supervision is provided for periods of less than 24 hours. There are Small Family Child Care Homes and Large Family Child Care Homes.
Grant Monitoring	CCFF grant monitoring includes maintaining complete, accurate and up-to-date files on all CCFF grantees for the term of the grant. Yearly reporting requirements help to ensure grantees are in compliance with the terms of their grant agreements. CCFF grants are recoverable if the service is not provided for the full grant term.
Grantee	Low Income Investment Fund
HSA	San Francisco Human Services Agency
IPIC	Interagency Plan Implementation Committee, coordinated by SF Planning Department and responsible for prioritizing projects and funding, coordinating ongoing planning efforts for designated zones of development.
Loan Administration	Loan administration services provided by LIIF include, but are not limited to, reviewing loan eligibility, upfront loan analysis, underwriting, commitment, closing, disbursement, conversion, and ongoing monitoring and compliance.
MOHCD	Mayor's Office of Housing and Community Development
OCII	Office of Community Investment and Infrastructure

OECE	San Francisco Office of Early Care and Education
PAC	Program Advisory Committee is the community-based advisory committee that guides the work of the Child Care Facilities Fund.
Predevelopment Grants	Predevelopment grants support feasibility, planning, architectural, design services, environmental, engineering, permit fees and/or other soft costs related to pre-construction of a site.
Project Management	Project Management services include construction management both before and during construction. The Project Manager acts as the child care provider's representative to architects, contractors, developers and other professionals regarding construction financing and construction issues.
Renovation and Repair Grants	Renovation and repair grants support centers and family child care providers to address deferred facilities maintenance needs in order to ensure healthy and safe environments for children and maintain their licensing by the State of California.
Revolving Grant	Repayable grants provided to providers as cash flow funding, not meeting loan status, but with conditions for repayment
Start-up Capacity Building Grants	Start-Up Capacity Building Grants support the expansion of early education spaces. Depending on the annual guidelines developed by LIIF, with guidance from PAC, these grants fund operating costs, typically up to \$2,200 per child, for new or relocated ECE centers that serve low income children. An emphasis is made to prioritize the creation of spaces serving infants and toddlers.

### III. Target Population

Over 300 licensed ECE centers and over 700 licensed family child care (FCC) homes in San Francisco, with an emphasis on providers caring for children 0-5. Priority will be those facilities located in residential developments wholly or partially funded by the City and County of San Francisco, e.g. HOPE SF communities, alignment with the City's affordable housing plan, and public/private partnerships; providers serving a greater number of low to moderate income and/or CalWORKs, homeless or at-risk families, and/or enrollment of City-subsidized children; and those providers serving infants, toddlers and/or children with specialized physical or mental health needs. Specific revenues in the grant have slightly different priorities and allowable target uses.

#### IV. Description of Services

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

1. Administer a range of financial products to meet the evolving capital needs of the licensed ECE field including, but not limited to: development, marketing, underwriting, financial grants and loans, monitoring, and repayment. The expected array of financial products currently includes, but is not limited to:
  - Planning and predevelopment grants
  - Capital development grants and loans
  - Start-up financing
  - Facility renovation and repair grants
  - Short-term emergency repayable grants
  - Acquisition financing, loans and subsidized loans
  - Disaster preparedness incentives
  - And other programs
2. Create leveraged financing strategies in the context of individual projects and to otherwise support the facilities fund efforts citywide.
3. Administer the Child Development Capital Fund and track fund expenditures and total project expenditures by project.
4. Administer the Interagency Plan Implementation Committee (IPIC) capital new development grants to increase access to ECE services within specific neighborhood Area Plans, and track fund expenditures and total project expenditures by project.
5. Provide training, resources, linkages, and one-on-one technical assistance related to the facilities development process, including feasibility analysis, capital planning, design, development, permit process, start-up, and facility maintenance.
6. Provide project management, primarily through consultants, to support child care providers in overseeing phases of construction and sign-off in larger, more complex projects.
7. Provide consultation services, in areas related to feasibility, planning, architectural, and /or design services.
8. Collect facility development and expansion data for reporting and evaluation purposes, including the number of early education slots created, enhanced and retained annually on an unduplicated basis. Data required by Child Care Development Impact Fee will be tracked discreetly in a routinely updated Development Impact Fee Report that annually supports the Controller's Office Development Impact Fee audit.
9. Provide consultation and assistance regarding fiscal and operating issues to licensed ECE care centers serving low/moderate income children, particularly those contracted through California Department of Education-Early Education and Support Division and federal Early Head Start and Head Start, and for facilities identified as City priorities for capital projects.
10. Support the capital improvements of city facilities licensed as child care centers and assigned to the Human Services Agency.

11. Identify new opportunities for leveraged financing and development strategies and financing to meet the capital needs of the ECE sector, including the acquisition of property.
12. Provide staffing for monthly meetings of the City's Inter-agency Child Care Facilities Committee, comprised of representatives from OECE, the Mayor's Office of Housing and Community Development, San Francisco Planning Department, Office of Community Investment and Infrastructure and other City departments as invited; as well as for a periodic CCF&TA Advisory Committee to gain feedback on the initiative's effectiveness meeting the needs of licensed ECE providers.
13. Work closely with a Program Advisory Committee for input and guidance on the direction of the program.

#### V. Location and Time of Services

Grantee will maintain an office in San Francisco located at 50 California Street, Suite 2900, San Francisco CA 94111, with office hours of 9:00 am – 5:00pm, Monday through Friday, with some evenings and/or weekends for trainings or special conferences/meetings. Technical assistance and monitoring is mainly provided on-site at the licensed facilities or prospective sites.

#### VI. Service Objectives

Grantee will report on the following service objectives annually:

1. Number of projects provided facility feasibility, planning, architectural, development and renovation consultation services. (Target: 5)
2. Number of centers that serve subsidized, low-income families provided fiscal and operating technical assistance. (Target 10)
3. Number of disaster preparedness incentives provided to child care providers that participate in the Department of Public Health or other disaster preparedness training. (Target: 30)
4. Number of providers trained on "Caring for Your Building," business expansion or other fiscal/operations training to improve business capacity. (Target: 30)
5. Number of renovation and repair grants made. (Target: 4)
6. Number of pre-development, capital and move-in grants awarded. (Target: 15)
7. Monitor a minimum of 10 facility grants to family child care providers.
8. Number of low-interest loans underwritten for ECE centers undertaking large facility projects, including acquisitions, rehabilitation and new construction, (Target: 2)
9. Administer revolving grants to 2-8 Title 5 state contracted providers in order to maintain operation during state budget delay. (Service objective deleted in the event of a timely state budget.)
10. Administer revolving grants to 2-8 Title 5 state contracted providers who are projected to over earn their contract and are approved for SF Pilot transfer funds, but for whom delays in the transfer would result in financial hardship and/or disenrollment of children.

## VII. Outcome Objectives

Annually the grantee will report on the following outcome objectives:

1. Number of new center spaces developed through loans and grants, feasibility, planning, architectural, or design consultation services and start-up grants. To be measured against city licensed capacity May 1<sup>st</sup> annually. (Target: 60)
2. Number of new center spaces created through IPIC Capital New Development Grant(s) within neighborhood Area Plans. To be measured against city licensed capacity May 1<sup>st</sup> annually. (Target: 40)
3. Number of new family child care spaces developed through the Family Child Care expansion grant, technical assistance and other efforts. To be measured against city licensed capacity May 1<sup>st</sup> annually. (Target: 10)
4. A minimum of 24 family child care licensed spaces in Family Child Care Quality Networks retained or improved for successful quality improvement.
5. A minimum of 24 family child care licensed spaces in non-FCC Network family child care homes retained or improved for successful quality improvement.
6. Preserve a minimum of 200 child care center slots through loans, revolving grants and facilities assistance.
7. Preserve a minimum of 24 family child care slots through facilities renovation and repair grants.
8. A minimum of 80% percent of providers responding to a satisfaction survey who have participated in the class or workshop shall rate the class or workshop a three or above on a five point scale in a question pertaining to whether the workshop helped to strengthen the program and keep it in business.
9. Leverage CCFF&TA funds with non-City sources. (Minimum of 25%)

## VIII. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

## IX. Reporting Requirements

### A. Quarterly Reports

Grantee will submit quarterly reports regarding contract performance. The reports will adhere to the following format:

- a. Reports will contain a brief narrative describing accomplishments and challenges encountered during the quarter, including if IPIC Capital New Development Grant(s) were awarded, to which agency/agencies, and for what purpose(s).
- b. Reports will list the progress towards the service and outcome objectives, as stated in Sections V and VI of this appendix, and will include quarterly and year-to-date numbers for each objective. Names of centers and family child care providers will be included in objective reporting for loans, grants and technical assistance.
- c. Supporting documentation for the numbers presented in the reports must be maintained by the Grantee and must be available for auditing by the Department but need not be attached to the reports.
- d. Quarterly reports are due 15 days after the end of the quarter.

### B. Ad Hoc Reports

Grantee will develop and deliver ad hoc reports as requested by DHS-HSA/OECE,

- C. Quarterly and Annual Reports will be entered into the CARBON database.

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

Graham Dobson, Program Manager  
Office of Early Care and Education, A716  
Graham.Dobson@sfgov.org

or

Terrance Thibodeaux, Senior Contract Manager  
Office of Contract Management, GB11  
Terrance.Thibodeaux@sfgov.org







		Program Expenditure Detail															TOTAL		3 YEAR TOTAL						
		CalWorks	CHM Care Capital Fund	IPIC Mariposa/Octavia	IPIC Eastern Neighborhoods	IPIC Visitation Valley	IPIC Babson Park	General Fund	7/1/17-6/30/19	CalWorks	CHM Care Capital Fund	IPIC Van Ness/Ortega Hub	IPIC Eastern Neighborhoods	IPIC Visitation Valley	IPIC Babson Park	General Fund	7/1/18-6/30/19	CalWorks	CHM Care Capital Fund	IPIC Eastern Neighborhoods	IPIC Visitation Valley	IPIC Babson Park	General Fund	7/1/18-6/30/20	7/1/17-6/30/20
10	EQUIPMENT																								
11	ITEM DESCRIPTION																								
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20	TOTAL EQUIPMENT COST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
21																									
22	REMODELING																								
23	Description:																								
24																									
25																									
26																									
27																									
28																									
29																									
30	TOTAL REMODELING COST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
31	TOTAL CAPITAL EXPENDITURE (Equipment and Remodeling Cost)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32	HEA #4																								

SAN FRANCISCO HUMAN SERVICES COMMISSION  
M I N U T E S  
June 21, 2017 Special Meeting

The Human Services Commission held a special meeting on Wednesday, June 21, 2017, in the Ronald H. Born Auditorium at 170 Otis Street, San Francisco.

- MEMBERS PRESENT** SCOTT KAHN, President  
JAMES MCCRAY, JR., Vice President  
RITA SEMEL  
PABLO STEWART, M.D.  
GEORGE YAMASAKI, JR.
- OTHERS PRESENT** Trent Rhorer, Executive Director – Human Services Agency  
Louise Rainey, Secretary – Human Services Commission  
Sylvia Deporto, Deputy Director – Family and Children's Services  
Daniel Kaplan, Deputy Director – Finance and Administration  
Noelle Simmons, Deputy Director – Economic Support and Self Sufficiency  
Susie Smith, Deputy Director – Planning and Policy  
Other department staff and interested citizens
- ROLL CALL** President Kahn called the meeting to order at 9:35 a.m., noting the Commission was present.
- AGENDA** On motion by Commissioner Stewart, seconded and unanimously carried, the Commission adopted the agenda as posted.
- MINUTES** On motion by Commissioner Yamasaki, seconded and unanimously carried, the Commission approved the minutes of the May 25, 2017 regular meeting as circulated.
- JUNE 2017 EMPLOYEE OF THE MONTH** President Kahn presented the Management of the San Francisco Benefits Net: Jose Humberto Trinidad, Herbert Chau, Alamoni Tuimavave and Thuy Wong as the Commission's June 2017 Employees of the Month. This team saw a need to assemble reference guides, forms, tools, support ticket request, community resources, quality assurance reports and references into one website, called GO-SFBN. Using their experiences along with significant organizational and technical skills, this team conceived and developed an awesome website that has been so well received by line staff because it allows them to do their jobs with greater ease and speed. Jose Humberto, Herbert, Alamoni and Thuy were each presented an engraved desk clock and graciously accepted with thanks to all.
- EXECUTIVE DIRECTOR'S REPORT** Executive Director Trent Rhorer furnished an update re the State and City's budget processes and program activities.
- CONSENT CALENDAR** On motion by Commissioner Semel, seconded and unanimously carried, the Commission ratified actions taken by the Executive Director since the May 25, 2017 regular meeting in accordance with Commission authorization of June 23, 2016:  
A. Requesting ratification of actions taken by the Executive Director since the May 25, 2017 Regular Meeting in accordance with Commission authorization of June 23, 2016:  
1. Submission of 83 temporary positions for possible use in order to fill positions on a temporary basis;  
2. Submission of report of one temporary appointment made during the period of 5.13.17 thru 6.12.17.  
B. Requesting approval of the Continuing Authorizations that may be taken by the Executive Director in Fiscal Year 2017-2018
- SAN FRANCISCO MARIN FOOD BANK** CalFresh Program Manager Leo O'Farrell presented the request to renew the San Francisco Marin Food Bank grant.  
On motion by Commissioner Semel, seconded and unanimously carried, the Commission granted authorization to renew the grant with SAN FRANCISCO MARIN FOOD BANK for provision of Supplemental Food Programs to Low-Income Residents; during the period of July 1, 2017 through June 30, 2022; in the amount of \$2,749,160 plus a 10% contingency for a total grant amount not to exceed \$3,024,076.
- RESOURCE DEVELOPMENT ASSOCIATES** Family and Children's Services Implementation Coordinator Dominic Uyeda presented the request to enter into a new contract with Resource Development Associate.  
On motion by Commissioner Semel, seconded and unanimously carried, the Commission granted to enter into a new contract with RESOURCE DEVELOPMENT ASSOCIATES for provision of Strategic Planning for Resource Family Recruitment; during the period of June 1, 2017 through June 30, 2018; in the amount of \$139,920 plus a 10% contingency for a total contract amount not to exceed \$153,912.
- CHAPIN HALL – UNIVERSITY OF CHICAGO** Family and Children's Services Program Manager Barrett Johnson presented the request to renew the Chapin Hall – University of Chicago contract.  
On motion by Commissioner Semel, seconded and unanimously carried, the Commission granted authorization to enter into a new contract with CHAPIN HALL – UNIVERSITY OF CHICAGO for provision of Performance-Based Contracting Initiative; during the period of July 1, 2017 through June 30, 2019; in the amount of \$100,000 plus a 10% contingency for a total contract amount not to exceed \$110,000.

HOMELESS PRENATAL PROGRAM      Family and Children's Services Program Support Analyst Arata Goto presented the request to enter into a new grant with Homeless Prenatal Program.

On motion by Vice President McCray, seconded and unanimously carried, the Commission granted authorization to enter into a new grant with HOMELESS PRENATAL PROGRAM for provision of Substance Abuse Support Services; during the period of July 1, 2017 through June 30, 2020; in the amount of \$1,605,936 plus a 10% contingency for a total grant amount not to exceed \$1,766,530.

LOW INCOME INVESTMENT FUND      Office of Early Child Care & Education Policy Analyst Graham Dobson presented the request to enter into a new grant with Low Income Investment Fund

Commissioner Stewart requested staff bring to the attention of the Board of Supervisors: The Human Services Commission approved the grant with concerns relative to expenses.

On motion by Commissioner Semel, seconded and unanimously carried, the Commission granted authorization to enter into a new grant with LOW INCOME INVESTMENT FUND to administer the San Francisco Child Care Facilities Fund and provide technical assistance; during the period of July 1, 2017 through June 30, 2020; in the amount of \$23,070,227 plus a 10% contingency for a total grant amount not to exceed \$25,377,250.

CHILDREN'S COUNCIL OF SAN FRANCISCO      Office of Early Child Care & Education Policy Analyst Graham Dobson presented the request to enter into a new grant with Children's Council of San Francisco.

On motion by Commissioner Semel, seconded and unanimously carried, the Commission granted authorization to enter into a new grant with CHILDREN'S COUNCIL OF SAN FRANCISCO to provide the Development and On-going Administration of a staffed Family Child Care Quality Network; during the period of July 1, 2017 through June 30, 2020; in the amount of \$3,837,738 plus a 10% contingency for a total grant amount not to exceed \$4,221,512.

LA CASA DE LAS MADRES      Welfare to Work Community Services Manager Christina Iwasaki presented the request to enter into a new grant with La Casa De Las Madres.

On motion by Commissioner Stewart, seconded and unanimously carried, the Commission granted authorization to enter into a new grant with LA CASA DE LAS MADRES to provide Domestic Violence Services to CalWORKs Participants; during the period of July 1, 2017 through June 30, 2020; in the amount of \$874,776 plus a 10% contingency for a total grant amount not to exceed \$962,254.

SAN FRANCISCO LESBIAN GAY BISEXUAL TRANSGENDER CENTER      Welfare to Work Community Services Manager Christina Iwasaki presented the request to enter into a new grant with San Francisco Lesbian Gay Bisexual Transgender Center.

On motion by Commissioner Stewart, seconded and unanimously carried, the Commission granted authorization to enter into a new grant with SAN FRANCISCO LESBIAN GAY BISEXUAL TRANSGENDER CENTER to provide Transgender Employment Services; during the period of July 1, 2017 through June 30, 2020; in the amount of \$755,640 plus a 10% contingency for a total grant amount not to exceed \$831,204.

COMMUNITY HOUSING PARTNERSHIP      Welfare to Work Community Services Manager Christina Iwasaki presented the request to enter into a new grant with Community Housing Partnership.

On motion by Commissioner Semel, seconded and unanimously carried, the Commission granted authorization to enter into a new grant with COMMUNITY HOUSING PARTNERSHIP for provision of the SNAP to Skills Program; during the period of July 1, 2017 through June 30, 2020 in the amount of 450,000 plus a 10% contingency for a total grant amount not to exceed \$495,000.

MISSION LANGUAGE AND VOCATIONAL SCHOOL      Welfare to Work Community Services Manager Christina Iwasaki presented the request to enter into a new grant with Mission Language and Vocational School.

On motion by Commissioner Stewart, seconded and unanimously carried, the Commission granted authorization to enter into a new grant with MISSION LANGUAGE AND VOCATIONAL SCHOOL for provision of the SNAP to Skills Program; during the period of July 1, 2017 through June 30, 2020; in the amount of \$225,000 plus a 10% contingency for a total grant amount not to exceed \$247,500.

PUBLIC COMMENT      President Kahn's call for public comment did not yield a response.

ADJOURNMENT      President Kahn adjourned the meeting at 10:45 a.m.

Louise Rainey, Secretary  
Human Services Commission

# City and County of San Francisco



Edwin M. Lee, Mayor

# Human Services Agency

Department of Human Services  
Department of Aging and Adult Services  
Office of Early Care and Education

Trent Rhorer, Executive Director

June 23, 2017

Ms. Angela Calvillo  
Clerk of the Board of Supervisors  
City and County of San Francisco  
401 Van Ness, Room 308  
San Francisco, CA 94102

RE: Office of Early Care and Education (OECE) Child Care Facilities Fund and Technical Assistance Grant with Low Income Investment Fund

Dear Ms. Calvillo:

Enclosed for the Board of Supervisors' consideration and approval, please find a resolution which will authorize the grant between the City and County of San Francisco and Low Income Investment Fund for the amount of \$25,377,250 for the period from July 1, 2017 to June 30, 2020. The purpose of this grant is to administer the San Francisco Child Care Facilities Fund and provide Technical Assistance.

Because this grant is over \$10,000,000, the Department is requesting approval from the Board of Supervisors in accordance with the Administrative Code.

Attached please find a copy of the resolution. John Tsutakawa, HSA Director of Contracts, (415-557-6299) can provide further information. Please schedule this item for the earliest meeting possible, as this is a time sensitive matter. Please notify Mr. Tsutakawa when the resolution has been processed.

Thank you for your assistance.

Yours truly,

Trent Rhorer  
Executive Director  
Human Services Agency  
City and County of San Francisco

AK  
JUN 23 11 PM 2:54  
SAN FRANCISCO  
94102

**FORM SFEC-126:**  
**NOTIFICATION OF CONTRACT APPROVAL**  
 (S.F. Campaign and Governmental Conduct Code § 1.126)

<b>City Elective Officer Information</b> <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors

<b>Contractor Information</b> <i>(Please print clearly.)</i>	
Name of contractor: <b>Low Income Investment Fund (LIIF)</b>	
<i>See attached sheet for Board information</i>	
Contractor address: 50 California Street, Suite 2900, San Francisco, CA 94111	
Date that contract was approved: FY17-18 through FY19-20	Amount of contract: \$23,070,227
Describe the nature of the contract that was approved: The purpose of the contract is to administer the San Francisco Child Care Facilities Fund and provide technical assistance.	
Comments:	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves San Francisco Board of Supervisors  
Print Name of Board

the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Relocation Appeals Board, and Local Workforce Investment Board) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

<b>Filer Information</b> <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: 415-554-5184
Address: City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94608	E-mail: Board.of.Supervisors@sfgov.org

\_\_\_\_\_  
Signature of City Elective Officer (if submitted by City elective officer)

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

\_\_\_\_\_  
Date Signed

**Form SFEC-129 Contractor Information – Low Income Investment Fund (LIIF)**

*(1) members of the contractor's board of directors;*

**Officers**

Derek Douglas, Chair Vice President for Civic Engagement and External Affairs University of Chicago  
Carol Naughton, Vice-Chair President, Purpose Built Communities  
Reymundo Ocañas, Secretary Executive Vice President, Director, Corporate Responsibility and Reputation, BBVA Compass  
Russell Bruemmer, Treasurer Retired Partner, Wilmer Cutler Pickering Hale and Dorr

**Directors**

Laksiri Abeysekera Director Corporate Services, International Center for Biosaline Agriculture  
Nancy O. Andrews President & CEO, Low Income Investment Fund  
Janis Bowdler Managing Director, JPMorgan Chase  
Phyllis Caldwell Formerly Chief Homeownership Preservation Officer, U.S. Department of Treasury  
David Fleming Vice President, Public Health, PATH  
Donna Gambrell President & CEO, Appalachian Community Capital; Former Director, CDFI Fund  
Pam Johnson Formerly Senior Vice President and Chief Credit Officer, Fannie Mae  
William Kelly, Jr. Founder, Stewards of Affordable Housing for the Future  
Daniel Nissenbaum Managing Director, Urban Investment Group, Goldman Sachs  
Roy Swan Managing Director and Co-Head of Global Sustainable Finance, Morgan Stanley

*(2) the contractor's chief executive officer, chief financial officer and chief operating officer;*

Nancy O. Andrews, President and CEO  
Kimberly Latimer-Nelligan, Chief Operating Officer  
Kathy Rock, Chief Financial Officer

*(3) any person who has an ownership of 20 percent or more in the contractor;*

N/A, Not for Profit Entity

*(4) any subcontractor listed in the bid or contract; and*

None

*(5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.*

None