

File No. 240558

Committee Item No. 3

Board Item No. 31

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date June 5, 2024

Board of Supervisors Meeting Date June 11, 2024

#### 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 type="checkbox"/>            | <input 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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form                       |
| <input checked="" type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

#### OTHER (Use back side if additional space is needed)

- |                                     |                                     |   |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Policy Letter 22-13 3/23/2023</u>            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <u>HSA Statement on Retroactivity 5/30/2024</u> |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____   |
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Completed by: Brent Jalipa Date May 30, 2024

Completed by: Brent Jalipa Date June 6, 2024

1 [Accept and Expend Grant - Retroactive - Federal Office of Refugee Resettlement through the  
2 California Department of Social Services - Ukrainian Refugee Support Services Supplemental  
3 Funding – San Francisco - \$500,000]

4 **Resolution retroactively authorizing the Department of Human Services to accept and**  
5 **expend a grant from the Federal Office of Refugee Resettlement through the California**  
6 **Department of Social Services for a total amount of \$500,000 for participation in a**  
7 **program, entitled “Ukrainian Refugee Support Services Supplemental Funding - San**  
8 **Francisco,” for the period of October 1, 2022, through September 30, 2025.**

9  
10 WHEREAS, The Federal Office of Refugee Resettlement (ORR) awarded the  
11 California Department of Social Services (CDSS) one-time Federal Fiscal Year (FFY) 2022  
12 Additional Ukraine Supplemental Appropriations Act (AUSAA) funds, to help eligible  
13 populations receive mainstream benefits and provide eligible populations with resettlement  
14 assistance; and

15 WHEREAS, The California Department of Social Services issued a grant award, dated  
16 August 16, 2023, notifying City and County of San Francisco of its grant award dollar amount  
17 of \$500,000, multi-year grant period dates of October 1, 2022, through September 30, 2025,  
18 and instructions to comply with the eligibility requirements for use of AUSAA funding, funding  
19 reporting and invoicing requirements, and other guidance outlined in Policy Letter 22-13,  
20 posted on May 26, 2022, and revised on March 23, 2023; and

21 WHEREAS, The San Francisco Human Services Agency intends to utilize these grant  
22 funds towards the provision of intensive case management services to eligible populations, to  
23 facilitate connection of eligible populations with public assistance benefits, and refer eligible  
24 populations to services provided by the Human Services Agency and community-based  
25 organizations; and

1           WHEREAS, The Human Services Agency will not use these funds to supplant existing  
2 funds paying for current services; and

3           WHEREAS, The grant does not require an ASO amendment; and

4           WHEREAS, The Human Services Agency proposes to maximize use of available grant  
5 funds on program expenditures by not including indirect costs in the grant budget; now,  
6 therefore, be it

7           RESOLVED, That the Human Services Agency is hereby retroactively authorized and  
8 directed to accept and expend the Ukrainian Refugee Support Services Supplemental  
9 Funding in the amount of \$500,000 to facilitate the connection of persons displaced from  
10 Ukraine with safety net benefits and services; and, be it

11           FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion on  
12 indirect costs in the grant budget; and, be it

13           FURTHER RESOLVED, That the Executive Director of the Human Services Agency, or  
14 his or her designee, is hereby authorized and directed to act on behalf of City in connection  
15 with the Ukrainian Refugee Support Services Supplemental Funding, and to enter into,  
16 execute, and deliver any and all documents required or deemed necessary or appropriate to  
17 accept and expend this Supplemental Funding.

18  
19  
20 Recommended:

Approved:   /s/  

Mayor

21  
22   /s/  

23 Trent Rhorer

Approved:   /s/  

24 Human Services Agency

Controller

25 Executive Director

**File Number:** 240558  
(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: Ukrainian Refugee Support Services Supplemental 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: \$500,000
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 intensive case management, and connection to public assistance services to ORR-eligible Ukrainian populations and other non-Ukrainian individuals displaced from Ukraine.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: October 1, 2022 End-Date: September 30, 2025
10. a. Amount budgeted for contractual services: \$500,000  
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? Yes  
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? \$  
b. 2. How was the amount calculated?  
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? The grantor permitted 15% to be used for County Administration.
12. Any other significant grant requirements or comments:

We respectfully request for approval to accept and expend these funds retroactive to October 1, 2022. The Department received the grant of \$500,000 on August 16, 2023, for the period of October 1, 2022, to September 30, 2025.

The grant does not require an ASO amendment.

Department ID: 149673  
Proposal ID: CTR00003805  
Fund ID: 12960  
Project ID: 10040601  
Project Description: HS PA Refugee AUSAA  
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)

Date Reviewed: 4/23/2024

DocuSigned by:  
  
491EFC1570754EF...  
 (Signature Required)

**Department Head or Designee Approval of Grant Information Form:**

Trent Rhorer

(Name)

Executive Director

(Title)

Date Reviewed: 4/22/2024

DocuSigned by:  
  
0752A8870BB74EE...  
 (Signature Required)

	A	B	E
1	Appendix B page 1		
2			
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>		
4	<b>BY PROGRAM</b>		
5			
6			
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>		
8	If modification, Effective Date of Mod.		No. of Mod.
9	Program: <b>Case Management for Ukrainians Program</b>		
10	Budget Reference Page No.(s)		
11	Program Term	10/1/22-9/30/25	Total
12	<b>Expenditures</b>		
13	Salaries & Benefits	\$355,701	\$355,701
14	Operating Expense	\$79,082	\$79,082
15	<b>Subtotal</b>	<b>\$434,783</b>	<b>\$434,783</b>
16	Indirect Percentage (%)	15%	\$0
17	Indirect Cost (Line 16 X Line 15)	\$65,217	\$65,217
18	Capital Expenditure	\$0	\$0
19	Total Expenditures	\$500,000	\$500,000
20	<b>HSA Revenues</b>		
21	Federal	\$500,000	\$500,000
22			
23			
24			
25			
26			
27			
28			
29	TOTAL HSA REVENUES	\$500,000	\$500,000
30	<b>Other Revenues</b>		
31			
32			
33			
34			
35			
36	Total Revenues	\$500,000	\$500,000
37			
39			
40	The entire budget of \$500,000 is passed through the subrecipient, ARRIBA JUNTOS, and this budget plan has been approved by CDSS.		
41			

	A	B	C	D	E	F	I
1	Appendix B page 2						
2							
3							
4	Program Name:						
5	Case Management for Ukrainians Program						
6							
7	<b>Salaries &amp; Benefits Detail</b>						
8							
9							
10	10/1/22-9/30/25						
11		Agency Totals		HSA Program		DHS Program	TOTAL
12	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	
13	<i>Director of Programs</i>	\$64,480	1.00	15%	0.15	\$9,672	\$9,672
14	<i>Program Coordinator</i>	\$60,320	1.00	50%	0.50	\$30,160	\$30,160
15	<i>Lead Case Manager/Emp Specialis</i>	\$58,240	1.00	100%	1.00	\$58,240	\$58,240
16	<i>Case Manager/Emp Specialist 1</i>	\$52,000	1.00	100%	1.00	\$52,000	\$52,000
17	<i>Case Manager/Emp Specialist 2</i>	\$52,000	1.00	100%	1.00	\$52,000	\$52,000
18	<i>Case Manager/Emp Specialist 3</i>	\$52,000	1.00	100%	1.00	\$52,000	\$52,000
19					-		
30	TOTALS		6.00	465%	4.65	\$254,072	\$254,072
31							
32	FRINGE BENEFIT RATE	40%					
33	EMPLOYEE FRINGE BENEFITS					\$101,629	\$101,629
34							
35							
36	TOTAL SALARIES & BENEFITS	\$0				\$355,701	\$355,701
37							
38							



	A	B	C	D	E	J	K
1	Appendix B page 3						
2							
3							
4	Program Name:						
5	Case Management for Ukrainians Program						
6							
7	<b>Operating Expense Detail</b>						
8							
9							
10							
11	TOTAL						
12	Expenditure Category			TERM	<u>10/1/22-9/30/25</u>		
13	Rental of Property				\$0	\$	-
14	Utilities(Elec, Water, Gas, Phone, Garbage)				\$22,772	\$	22,772
15	Office Supplies, Postage				\$8,840	\$	8,840
16	Building Maintenance Supplies and Repair				\$15,080	\$	15,080
17	Printing and Reproduction				\$4,160	\$	4,160
18	Insurance				\$7,150	\$	7,150
19	Staff Training				\$0	\$	-
20	Staff Travel-(Local & Out of Town)				\$3,380	\$	3,380
21	Rental of Equipment				\$11,700	\$	11,700
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE						
23							
24							
25							
26							
27							
28	OTHER						
29							
30	Educational Workshops				\$6,000	\$	6,000
31							
32							
33							
34							
35	TOTAL OPERATING EXPENSE				\$79,082	\$	79,082
36							
37							
38							



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Refugee Resettlement | 330 C Street, S.W., Washington, DC 20201  
[www.acf.hhs.gov/programs/orr](http://www.acf.hhs.gov/programs/orr)

## **Ukrainian Humanitarian Parolees Eligible for ORR Benefits and Services**

Policy Letter 22-13

May 26, 2022

Revised March 23, 2023<sup>1</sup>

The purpose of this policy letter (PL) is to inform ORR grantees that as of May 21, 2022, the Additional Ukraine Supplemental Appropriations Act, 2022 (AUSAA) authorizes ORR to provide resettlement assistance and other benefits available for refugees to specific Ukrainian populations and other non-Ukrainian individuals in response to their displacement from Ukraine and entry into the United States.

### **I. New categories of ORR-eligible Ukrainian populations and other non-Ukrainian individuals displaced from Ukraine**

- A. Citizens or nationals of Ukraine who the Department of Homeland Security (DHS) has paroled into the United States between February 24, 2022, and September 30, 2023, due to urgent humanitarian reasons or for significant public benefit, known as Ukrainian Humanitarian Parolees (UHPs).
- B. Non-Ukrainian individuals who last habitually resided in Ukraine, who DHS has paroled into the United States between February 24, 2022, and September 30, 2023, due to urgent humanitarian reasons or for significant public benefit.
- C. A spouse or child<sup>2</sup> of an individual described in section I.A. or I.B. who is paroled into the United States after September 30, 2023.
- D. A parent, legal guardian, or primary caregiver of an unaccompanied refugee minor<sup>3</sup> or an unaccompanied child<sup>4</sup> described in section I.A. or I.B. who is paroled into the United States after September 30, 2023.

### **II. Services**

#### **A. Mainstream and ORR Refugee Benefits and Services**

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<sup>1</sup> All March 23, 2023 edits are footnoted.

<sup>2</sup> As defined in section 101(b) of the Immigration and Nationality Act (INA) (8 U.S.C. § 1101(b))

<sup>3</sup> An individual determined to be an unaccompanied refugee minor under section 412(d)(2)(B) of the INA (8 U.S.C. § 1522(d)(2)(B))

<sup>4</sup> An individual determined to be an unaccompanied child under section 462(g)(2) of the Homeland Security Act of 2002 (6 U.S.C. § 279(g)(2))

Populations listed above are eligible to receive mainstream benefits (e.g., Temporary Assistance for Needy Families, Medicaid, Supplemental Nutrition Assistance Program, Supplemental Security Income), resettlement assistance, and other benefits available to refugees,<sup>5</sup> with the exception of an initial resettlement program funded under section 412(b)(1) of the Refugee Act.<sup>6</sup>

**B. AUSAA-funded Benefits and Services**

Populations listed above are also eligible for AUSAA-funded benefits and services, for the timeframe indicated.

**C. Benefits and Services for Unaccompanied Refugee Minors and Unaccompanied Children**

**1. Unaccompanied Refugee Minors (URM) Program**

Any citizen or national of Ukraine or other non-Ukrainian individual who last habitually resided in Ukraine and is defined as an unaccompanied child under section 462(g)(2) of the Homeland Security Act of 2002 (6 U.S.C. § 279(g)(2)), (hereinafter referred to as Unaccompanied Ukrainian Minors, or UUMs) is eligible to apply for ORR's URM program (8 U.S.C. § 1522(d)(2)).<sup>7</sup> UUMs who enter the URM program are eligible to receive URM services to the same extent as refugees in the URM program.

**2. Unaccompanied Children (UC) Program**

Prior to or instead of entering the URM program, UUMs may enter ORR custody through the UC program.<sup>8</sup> Those UUMs released to family or sponsors rather than entering the URM program are eligible for mainstream and ORR refugee benefits upon release from the ORR UC program's custody.

**3. Immigration-Related Legal Assistance**

UUMs in the URM program or who have been referred to ORR custody in the UC program will be eligible to receive immigration-related legal assistance, with the purpose of adjusting to a lawful immigration status or category that will enable the UUM to remain in the United States after their parole expires.

**III. Acceptable documents for new categories of ORR-eligible Ukrainian populations and other non-Ukrainian individuals displaced from Ukraine**

**ORR Policy Letter (PL) 16-01**, *Documentation Requirements for the Refugee Resettlement Program*, announced a documentation guide, *Status and Documentation Requirements for the ORR Refugee Resettlement Program* ("Documentation Guide"), that outlines the statuses and categories that confer eligibility for ORR's Refugee Resettlement Program benefits and the documentation that is needed to show an individual is eligible.

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<sup>5</sup> Refugees who are admitted to the United States under section 207 of the INA (8 U.S.C. § 1157).

<sup>6</sup> As cited within the AUSAA: "the program of initial resettlement authorized by section 412(b)(1) of the INA (8 U.S.C. § 1522(b)(1))."

<sup>7</sup> The URM program is a specialized foster care program for ORR-eligible children who do not have a parent or relative available to provide care. For more information, see <https://www.acf.hhs.gov/orr/programs/urm/about>.

<sup>8</sup> The UC program provides care and placement services for unaccompanied children. For more information, see <https://www.acf.hhs.gov/orr/programs/ucs/about>.

In addition to the acceptable documents listed for Ukrainian refugees and asylees within ORR PL 16-01's Documentation Guide, the following chart lists the newly eligible applicants and corresponding acceptable documents. All other elements of ORR PL 16-01, including its attached Documentation Guide, as amended by the Frequently Asked Questions document, remain unchanged and in effect.

<b>Immigration Status or Category of Applicant</b>	<b>Acceptable Documentation</b>
Ukrainian citizen or national who received humanitarian parole (known as a Ukrainian Humanitarian Parolee, or UHP)	Form I-94 noting humanitarian parole (per INA section 212(d)(5) or 8 U.S.C. § 1182(d)(5)) <b>Or</b> Foreign passport with DHS/CBP admission stamp noting "DT" <b>Or</b> Foreign passport with DHS/CBP admission stamp noting Uniting for Ukraine or "U4U" <b>Or</b> Foreign passport with DHS/CBP admission stamp noting Ukrainian Humanitarian Parolee or "UHP" <b>Or</b> Form I-765 Employment Authorization Document (EAD) receipt notice with code C11 <b>Or</b> Form I-766 Employment Authorization Document (EAD) with the code C11
A non-Ukrainian individual who received humanitarian parole and the U4U or UHP class of admission in response to their displacement from Ukraine <sup>9</sup>	Foreign passport with DHS/CBP admission stamp noting Uniting for Ukraine or "U4U" <b>Or</b> Foreign passport with DHS/CBP admission stamp noting Ukrainian Humanitarian Parolee or "UHP"
A non-Ukrainian individual who last habitually resided in Ukraine and received humanitarian parole, but without the U4U or UHP class of admission <sup>10</sup>	Any one of the forms or stamps listed above <b>And</b> Documentation of last habitual residence in Ukraine, including Crimea <sup>11,12</sup>

<sup>9</sup> March 23, 2023: This row of the table added to address non-Ukrainians with U4U and UHP classes of admission

<sup>10</sup> March 23, 2023: This row of the table revised to clarify that documentation of last habitual residence in Ukraine is required only for non-Ukrainians without a U4U or UHP class of admission

<sup>11</sup> Acceptable documentation indicating last habitual residency in Ukraine includes an original Ukrainian government-issued document, such as a current driver's license or identification card. For documentation outside of these examples, contact the Refugee Policy Unit at [Refugee.Eligibility@acf.hhs.gov](mailto:Refugee.Eligibility@acf.hhs.gov).

<sup>12</sup> March 23, 2023: Revised to note that per the U.S. Department of State, Crimea is part of Ukraine; see <https://www.state.gov/crimea-is-ukraine-2/>

#### **IV. Period of eligibility for Ukrainian Humanitarian Parolees and other non-Ukrainian individuals displaced from Ukraine**

The initial date of eligibility for UHPs and other non-Ukrainian individuals displaced from Ukraine for ORR benefits and services is May 21, 2022, or the individual's date of humanitarian parole, whichever is later.

If an individual from either of these populations was paroled and entered the United States between February 24, 2022, and May 21, 2022, their date of eligibility is May 21, 2022. If they entered the United States after May 21, 2022, their date of eligibility is their date of humanitarian parole.

UHPs and other non-Ukrainian individuals displaced from Ukraine are eligible for ORR benefits and services until the end of the individual's parole term, unless otherwise amended by law or the individual gains another ORR-eligible category or status.

If a UHP or other non-Ukrainian individual displaced from Ukraine applies for and obtains Temporary Protected Status (TPS), the individual will remain eligible for ORR benefits and services until the end of the individual's parole term, due to their underlying receipt of humanitarian parole per INA section 212(d)(5). Note, however, that an individual with only TPS and no underlying humanitarian parole is not eligible for ORR benefits and services.

If you have questions about the information contained in this PL, contact ORR's Refugee Policy Unit at [RefugeeEligibility@acf.hhs.gov](mailto:RefugeeEligibility@acf.hhs.gov).

Robin Dunn Marcos  
Director  
Office of Refugee Resettlement

August 16, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**REFUGEE COORDINATOR LETTER NO. 23-06**

The purpose of this letter is to announce the allocation of a one-time Ukrainian Refugee Support Services Supplemental Funding to address the unmet needs of Ukrainian newcomers in California.



**KIM JOHNSON**  
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



**GAVIN NEWSOM**  
GOVERNOR

August 16, 2023

REFUGEE COORDINATOR LETTER NO. 23-06

TO: COUNTY WELFARE DIRECTORS  
COUNTY FISCAL OFFICERS  
COUNTY REFUGEE COORDINATORS

SUBJECT: UKRAINIAN REFUGEE SUPPORT SERVICES SUPPLEMENTAL FUNDING ALLOCATION

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

This letter allocates funding to refugee impacted counties for the Ukrainian Refugee Support Services Supplemental funding. The Federal Office of Refugee Resettlement (ORR) awarded the California Department of Social Services (CDSS) Federal Fiscal Year (FFY) 2022 Additional Ukraine Supplemental Appropriations Act (AUSAA), Refugee Support Services (RSS) base funding in the amount of \$17,944,706 via [Dear Colleague Letter \(DCL\) 22-21](#).

This is a unique one-time opportunity made available by the Federal Fiscal Year 2022 Additional Ukraine Supplemental Appropriations Act (AUSAA) allocation for Refugee Support Services (RSS) to the State of California. The project period for AUSAA funds is from October 01, 2022, through September 30, 2025.

Background

On July 27, 2022, ORR released the [DCL 22-21](#) to announce the AUSAA with specific appropriations to provide services to support citizens or nationals of Ukraine. The description of eligible populations, priorities, service requirements, considerations regarding equity and inclusion, and reporting and monitoring requirements for AUSAA funded RSS programing can be found on [Policy Letter 22-13](#).

Refugee Coordinator Letter No. 23-06  
Page Two

Program Requirements

Counties that requested the AUSAA funding are required to submit an addendum to their county plan and meet all federal and state reporting requirements, which include semi-annual and annual federal reports. In addition, Counties must comply with federal regulations and terms and conditions (linked in the below sections).

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 [CFR 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:



Refugee Coordinator Letter No. 23-06  
Page Three

- 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. 23-06, please contact Archie Cabanillas, Manager, Special Projects and Funding Unit, at [Archie.Cabanillas@dss.ca.gov](mailto:Archie.Cabanillas@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

ABDI ABDILLAHI, Chief  
Refugee Programs Bureau

Attachment

cc: CWDA

**ADDITIONAL UKRAINE SUPPLEMENTAL APPROPRIATIONS ACT (AUSAA) FUNDING ALLOCATION****Federal Fiscal Year (FFY) 2023****\$7,000,000****(Catalog of Federal Domestic Assistance (CFDA) No. 93.566 - Refugee Assistance - State Administered Programs)****(Grant Period - October 1, 2022 through September 30, 2025)**

<b>County</b>	<b>Grant Number</b>	<b>Final County Allocation</b>	<b>Final County Administration @ 15%</b>	<b>Final Services Dollars</b>
Los Angeles	AUSAA2023-01	\$2,000,000	\$300,000	\$1,700,000
Orange	AUSAA2023-02	\$500,000	\$75,000	\$425,000
San Diego	AUSAA2023-03	\$2,000,000	\$300,000	\$1,700,000
San Francisco	AUSAA2023-04	\$500,000	\$75,000	\$425,000
Santa Clara	AUSAA2023-05	\$2,000,000	\$300,000	\$1,700,000
<b>Total</b>		<b>\$ 7,000,000</b>	<b>\$ 1,050,000</b>	<b>\$ 5,950,000</b>

September 20, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**REFUGEE COORDINATOR LETTER NO. 23-06E**

The purpose of this erratum is to notify counties that a correction was made to the allocation spreadsheet in RCL No. 23-06.



KIM JOHNSON  
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



GAVIN NEWSOM  
GOVERNOR

September 20, 2023

REFUGEE COORDINATOR LETTER (RCL) NO. 23-06E

TO: COUNTY WELFARE DIRECTORS  
COUNTY FISCAL OFFICERS  
COUNTY REFUGEE COORDINATORS

SUBJECT: ERRATUM TO RCL NO. 23-06, UKRAINIAN REFUGEE SUPPORT SERVICES SUPPLEMENTAL FUNDING ALLOCATION

The purpose of this erratum is to notify counties that a correction was made to [RCL No. 23-06](#), dated August 16, 2023, the Ukrainian Refugee Support Services Supplemental funding allocation spreadsheet. The following changes are reflected in the attached Additional Ukraine Supplemental Appropriations Act (AUSAA) allocation spreadsheet:

- Federal Fiscal Year changed from 2023 to 2022.
- The table below shows the revised unique allocation number to the Counties:

County	Grant Number
Los Angeles	AUSAA2022-01
Orange	AUSAA2022-02
San Diego	AUSAA2022-03
San Francisco	AUSAA2022-04
Santa Clara	AUSAA2022-05

Should you have any questions regarding the erratum or RCL No. 23-06, please contact Archie Cabanillas, Manager, Special Projects and Funding Unit, at [Archie.Cabanillas@dss.ca.gov](mailto:Archie.Cabanillas@dss.ca.gov).

Sincerely,

**Original Document Signed By:**

ABDI ABDILLAHI, Chief  
Refugee Programs Bureau

Attachment

cc: CWDA

**ADDITIONAL UKRAINE SUPPLEMENTAL APPROPRIATIONS ACT (AUSAA) FUNDING ALLOCATION****Federal Fiscal Year (FFY) 2022****\$7,000,000****(Catalog of Federal Domestic Assistance (CFDA) No. 93.566 - Refugee Assistance - State Administered Programs)****(Grant Period - October 1, 2022 through September 30, 2025)**

<b>County</b>	<b>Grant Number</b>	<b>Final County Allocation</b>	<b>Final County Administration @ 15%</b>	<b>Final Services Dollars</b>
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San Diego	AUSAA2022-03	\$2,000,000	\$300,000	\$1,700,000
San Francisco	AUSAA2022-04	\$500,000	\$75,000	\$425,000
Santa Clara	AUSAA2022-05	\$2,000,000	\$300,000	\$1,700,000
<b>Total</b>		<b>\$ 7,000,000</b>	<b>\$ 1,050,000</b>	<b>\$ 5,950,000</b>

**From:** [Pedroza, Celia \(HSA\)](#)  
**To:** [Hsieh, Frances \(BOS\)](#)  
**Cc:** [Paulino, Tom \(MYR\)](#); [Jalipa, Brent \(BOS\)](#); [Kaplan, Daniel \(HSA\)](#); [Chan, Justin \(HSA\)](#)  
**Subject:** RE: HSA A&Es – Housing Assistance & Support Services for Ukrainians  
**Date:** Thursday, May 30, 2024 2:57:41 PM  
**Attachments:** [image001.png](#)

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Hi Frances – Thank you again for your assistance adding our A/E resolutions to the June 5 Budget and Finance Committee agenda.

We are requesting the retroactive approval of the resolutions listed below in order for us to claim costs incurred in FY24 for housing and other support services provided to Ukrainian refugees. The request is retroactive because our Agency was notified about the awards (in July and August 2023) after the grant periods had begun. Also, we experienced some unexpected delays due to time needed to develop budget plans and clarify grant details with the funding agency, a staffing shortage, and learning curve for our team (this off-cycle process was new to us).

- [240557](#) Accept and Expend Grant - Retroactive - Federal Office of Refugee Resettlement through the California Department of Social Services - Housing Assistance for Ukrainians (HAU) - San Francisco - \$1,472,856. Grant period 6/28/23 – 9/30/26
- [240558](#) Accept and Expend Grant - Retroactive - Federal Office of Refugee Resettlement through the California Department of Social Services - Ukrainian Refugee Support Services Supplemental Funding - San Francisco - \$500,000. Grant period 10/1/22 – 09/30/25.

I will be presenting these items verbally, without a powerpoint presentation. Here's the additional information you requested for the Chair's script.

- Celia Pedroza, Budget Director, Human Services Agency – presenting
- Justin Chan, Principal Budget Analyst, Human Services Agency - assisting with questions

Please let me know if I can help answer any additional questions.

-C

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**From:** Hsieh, Frances (BOS) <[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)>  
**Sent:** Tuesday, May 28, 2024 9:52 AM  
**To:** Pedroza, Celia (HSA) <[celia.pedroza@sfgov.org](mailto:celia.pedroza@sfgov.org)>  
**Cc:** Paulino, Tom (MYR) <[tom.paulino@sfgov.org](mailto:tom.paulino@sfgov.org)>; Jalipa, Brent (BOS) <[brent.jalipa@sfgov.org](mailto:brent.jalipa@sfgov.org)>; Chan, Justin (HSA) <[Justin.Chan@sfgov.org](mailto:Justin.Chan@sfgov.org)>  
**Subject:** RE: HSA A&Es – Housing Assistance & Support Services for Ukrainians

Good morning.

Just a reminder that the following items are scheduled for the **6/5 Budget and Finance Committee**, which starts at 10 am:

- [240557](#) Accept and Expend Grant - Retroactive - Federal Office of Refugee

Resettlement through the California Department of Social Services - Housing Assistance for Ukrainians (HAU) - San Francisco - \$1,472,856

- [240558](#) Accept and Expend Grant - Retroactive - Federal Office of Refugee Resettlement through the California Department of Social Services - Ukrainian Refugee Support Services Supplemental Funding - San Francisco - \$500,000

If you have a PowerPoint presentation, please send me and our committee clerk, Brent Jalipa, a copy by **Thursday at 4:00 pm** so that the information may be included in the public file when the agenda is published. A PowerPoint is not required, of course, but we do ask that all presentations be limited to **3 minutes**. Since your item is retroactive, please submit a memo or email which explains the need for retroactivity by Thursday as well.

Also, as a reminder, we will need the following information by **Monday at noon** so that I may prepare the Chair's script:

- Presenter(s) First and Last Names, Title, Division/Department/Agency
- Additional invitees and their role in meeting

Please let me know if you have any questions.

Thanks!  
Frances

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Frances Hsieh | [frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)  
Office of Supervisor Connie Chan  
San Francisco Board of Supervisors, District 1  
(415) 554-7410

---

**From:** Pedroza, Celia (HSA) <[celia.pedroza@sfgov.org](mailto:celia.pedroza@sfgov.org)>

**Sent:** Thursday, May 16, 2024 7:53 AM

**To:** Hsieh, Frances (BOS) <[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)>

**Cc:** Paulino, Tom (MYR) <[tom.paulino@sfgov.org](mailto:tom.paulino@sfgov.org)>; Jalipa, Brent (BOS) <[brent.jalipa@sfgov.org](mailto:brent.jalipa@sfgov.org)>; Chan, Justin (HSA) <[Justin.Chan@sfgov.org](mailto:Justin.Chan@sfgov.org)>

**Subject:** HSA A&Es – Housing Assistance & Support Services for Ukrainians

Hi Frances - I'm requesting a placeholder on the Budget and Finance Committee agenda for two Accept & Expend resolutions related to housing assistance and support services for Ukrainians that will be introduced by the Mayor's Office on Tues, 5/21. In order for us to seek reimbursement for costs incurred this year, we need approval of the resolutions during FY24. Should the Supervisor need additional information on the items, I am available to answer any questions she may have. Thank you for your assistance making room on the committee's agenda for these items during this fiscal year.

-C

**Celia Pedroza**

Budget Director  
(415) 557-6378

170 Otis Street, 8<sup>th</sup> Floor, San Francisco, CA 94103



SAN FRANCISCO  
HUMAN SERVICES AGENCY





**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](http://www.SFHSA.org)



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

**TO: Angela Calvillo, Clerk of the Board of Supervisors**  
**FROM: Trent Rhorer, Human Services Agency Executive Director**  
**DATE: April 23, 2024**  
**SUBJECT: Retroactive Accept and Expend Resolution for Ukrainian  
Refugee Support Services Supplemental Funding Grant**  
**GRANT TITLE: Ukrainian Refugee Support Services Supplemental Funding  
Grant - \$500,000**

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

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

Grant information form, including disability checklist

Grant budget

Grant application

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, 8<sup>th</sup> Floor, San Francisco, CA 94103

Certified copy required Yes

No

**From:** [Trejo, Sara \(MYR\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Paulino, Tom \(MYR\)](#); [Pedroza, Celia \(HSA\)](#); [Chan, Justin \(HSA\)](#)  
**Subject:** Mayor -- Resolution -- Ukrainian Refugee Support Services Supplemental Funding  
**Date:** Tuesday, May 21, 2024 2:34:19 PM  
**Attachments:** [HSA A&E Resolution - Ukrainian Refugee Support Services Supplemental Funding Grant – San Francisco - \\$500,000.docx](#)  
[1 - Cover Page from HSA A&E - Ukrainian Refugee Support Services Supplemental Funding Grant - San Francisco - \\$500,000.pdf](#)  
[2 - Resolution from HSA A&E - Ukrainian Refugee Support Services Supplemental Funding Grant - San Francisco - \\$500,000.pdf](#)  
[3 - Grant Checklist from HSA A&E - Ukrainian Refugee Support Services Supplemental Funding Grant - San Francisco - \\$500,000.pdf](#)  
[4 - Grant Details from HSA A&E - Ukrainian Refugee Support Services Supplemental Funding Grant - San Francisco - \\$500,000.pdf](#)  
[5 - Grant Budget from HSA A&E - Ukrainian Refugee Support Services Supplemental Funding Grant - San Francisco - \\$500,000.pdf](#)  
[RE HSA AEs Housing Assistance for Ukrainians.msg](#)

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Hello Clerks,

Attached is a Resolution retroactively authorizing the Department of Human Services to accept and expend a grant from the federal Office of Refugee Resettlement for a total amount of \$500,000 for participation in a program, entitled “Ukrainian Refugee Support Services Supplemental Funding – San Francisco,” for the period of October 1, 2022, to September 30, 2025.

Best regards,

**Sara Trejo**

Legislative Aide

Office of the Mayor

City and County of San Francisco

415.554.6141 | [sara.trejo@sfgov.org](mailto:sara.trejo@sfgov.org)