File No. 240557 **Committee Item No.** 2
Board Item No. 30

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

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)**

☐	☒	HSA Statement on Retroactivity 5/30/2024
☐	☐	
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Completed by: Brent Jalipa **Date** May 30, 2024
Completed by: Brent Jalipa **Date** June 6, 2024

FILE NO. 240557 RESOLUTION NO.

[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]

Resolution retroactively authorizing the Department of Human Services to accept and expend a grant from the Federal Office of Refugee Resettlement through the California Department of Social Services for a total amount of $1,472,856 for participation in a program, entitled "Housing Assistance for Ukrainians (HAU) - San Francisco," for the period of June 28, 2023, through September 30, 2026.

WHEREAS, The California Department of Social Services (CDSS) Refugee Programs Bureau (RPB), using Federal Fiscal Year (FFY) 2023 Additional Ukraine Supplemental Appropriations Act (AUSAA) funds provided by the federal Office of Refugee Resettlement (ORR), has developed the Housing Assistance for Ukrainians (HAU) Program, to support the transition of recent Ukrainian newcomers to long-term housing in California; and

WHEREAS, The California Department of Social Services issued a grant award, dated July 5, 2023, notifying City and County of San Francisco of its grant award dollar amount of $1,472,856, multi-year grant period dates of June 28, 2023, through September 30, 2026, and instructions to comply with the eligibility requirements for use of AUSAA funding, HAU Program reporting and invoicing requirements, and other guidance outlined in Refugee Coordinator Letter 23-03, posted on June 28, 2023; and

WHEREAS, The San Francisco Human Services Agency intends to utilize these grant funds towards the provision of direct housing assistance to currently housed eligible Ukrainian populations and other non-Ukrainian individuals displaced from Ukraine; and

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

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

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

RESOLVED, That the Human Services Agency is hereby retroactively authorized and directed to accept and expend the California Department of Social Services Refugee Program Bureau HAU grant award in the amount of $1,472,856 to support the transition of recent Ukrainian newcomers to long-term housing in San Francisco; and, be it

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

FURTHER RESOLVED, That the Executive Director of the Human Services Agency, or his or her designee, is hereby authorized and directed to act on behalf of City in connection with the HAU grant award, and to enter into, execute, and deliver any and all documents required or deemed necessary or appropriate to participate in the HAU Program.

Recommended:

/s/

Trent Rhorer

Human Services Agency

Executive Director

Approved: /s/

Mayor

Approved: /s/

Controller

Mayor Breed; Supervisors Chan, Melgar, Mandelman

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File Number: 240557
(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: Housing Assistance for Ukrainians (HAU)

2. Department: Human Services Agency (HSA)

3. Contact Person: Celia Pedroza Telephone: 415-557-6103

4. Grant Approval Status (check one):

[X] Approved by funding agency [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: $1,472,856

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 housing 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: June 28, 2023 End-Date: September 30, 2026

10. a. Amount budgeted for contractual services: $1,472,856
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 [X] 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 [X] 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 might have permitted 15% to be used as indirect, based on other grants that this grantor has issued.

12. Any other significant grant requirements or comments:

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We respectfully request approval to accept and expend these funds retroactive to June 28, 2023. The Department received the grant of $1,472,856 on July 5, 2023, for the period of June 28, 2023, to September 30, 2026.

The grant does not require an ASO amendment.

Department ID:	149673
Proposal ID:	CTR00003804
Fund ID:	12960
Project ID:	10040600
Project Description:	HS PA Refugee HAU Program
Activity ID:	0001
Authority ID:	10001
Version ID:	V101

DocuSign Envelope ID: 7148A11C-A3E0-4A88-95BD-73DCDC705E4C

****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):

[X] Existing Site(s)	[ ] Existing Structure(s)	[ ] Existing Program(s) or Service(s)
[ ] Rehabilitated Site(s)	[ ] Rehabilitated Structure(s)	[X] New Program(s) or Service(s)
[X] 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: M'kia McCright 491EFC1578754EF...

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Trent Rhorer

(Name)

Executive Director

(Title)

Date Reviewed: 4/22/2024

DocuSigned by: Trent Rhorer 9763A8870BB74EE...

(Signature Required)

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	A	B	F
1			
2			
3	**HUMAN SERVICES AGENCY BUDGET SUMMARY**		
4	**BY PROGRAM**		
5			
6			
7	(Check One) New ☑ Renewal ____ Modification ____		
8	If modification, Effective Date of Mod.	No. of Mod.	
9	Program: **Housing & Resource Center for Ukrainians**		
10	Budget Reference Page No.(s)		
11	Program Term	06/28/2023 - 09/30/2026	Total
12	**Expenditures**		
13	Salaries & Benefits	$123,028	$123,028
14	Operating Expense	$20,450	$20,450
15	**Subtotal**	$143,478	$143,478
16	Indirect Percentage (%)	15%	$0
17	Indirect Cost (Line 16 X Line 15)	$21,522	$21,522
18	Direct Client Pass-Thru	$1,307,856	$1,307,856
19	Total Expenditures	$1,472,856	$1,472,856
20	**HSA Revenues**		
21	RCL 23-04 Grant	$1,472,856	$1,472,856
22			
23			
24			
25			
26			
27			
28			
29	TOTAL HSA REVENUES	$1,472,856	$1,472,856
30	**Other Revenues**		
31			
32			
33			
34			
35			
36	Total Revenues	$1,472,856	$1,472,856
37			
39			
40	The entire budget of $1,472,856 is passed through the subrecipient, MISSION NEIGHBORHOOD CENTERS, and this budget plan has been approved by CDSS.		
41			

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Salaries & Benefits Detail

POSITION TITLE	Agency Totals: Annual Full TimeSalary for FTE	Agency Totals: Total FTE	HSA Program: % FTE funded by HSA (Max 100%)	HSA Program: Adjusted FTE	DHS Program: Budgeted Salary (06/28/2023 - 09/30/2026)	TOTAL: 06/28/2023 - 09/30/2026
Housing & Resource Specialist	$70,720	1.00	100%	1.00	$70,720	$70,720
Homelessness Prevention Specialis	$70,720	1.00	30%	0.30	$21,216	$21,216
Program Director	$131,914	1.00	2%	0.02	$1,979	$1,979
						$0
				-		$0
				-		$0
				-		$0
				-		$0
				-		$0
				-		$0
				-		$0
				-		$0
				-		$0
				-		$0
				-		$0
				-		$0
TOTALS		3.00	132%	1.32	93,914.71	93,914.71
FRINGE BENEFIT RATE	31%					
EMPLOYEE FRINGE BENEFITS					$29,114	$29,114
TOTAL SALARIES & BENEFITS	$0				$123,028	$123,028

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Operating Expense Detail

Expenditure Category	TERM 06/28/2023 - 09/30/2026	TOTAL
Rental of Property	$6,050	$ 6,050.00
Utilities(Elec, Water, Gas, Phone, Garbage)	$1,200	$ 1,200.00
Office Supplies, Postage	$1,800	$ 1,800.00
Building Maintenance Supplies and Repair	$2,000	$ 2,000.00
Printing and Reproduction	$1,200	$ 1,200.00
Insurance	$1,200	$ 1,200.00
Staff Training	$1,000	$ 1,000.00
Staff Travel-(Local & Out of Town)	$1,200	$ 1,200.00
Food Supplies	$1,500	$ 1,500.00
Janitorial Services & Supplies	$1,400	$ 1,400.00
Program Supplies	$0	$ -
Office Equipment	$1,900	$ 1,900.00
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE		
		$ -
		$ -
		$ -
		$ -
		$ -
OTHER		
		$ -
		$ -
		$ -
		$ -
TOTAL OPERATING EXPENSE	$20,450	$20,450

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July 05, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

REFUGEE COORDINATOR LETTER NO. 23-04

This letter allocates Federal Fiscal Year 2023 Additional Ukraine Supplemental Appropriations Act Refugee Support Services funding to refugee impacted counties for the Housing Assistance for Ukrainians.

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CDSS
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

July 05, 2023

REFUGEE COORDINATOR LETTER NO. 23-04

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY REFUGEE COORDINATORS

SUBJECT: HOUSING ASSISTANCE FOR UKRAINIANS (HAU) PROGRAM ALLOCATIONS

REFERENCE: CATALOG OF FEDERAL DOMESTIC ASSISTANCE NO. 93.566

This letter allocates funding to refugee impacted counties for the HAU Program. The federal Office of Refugee Resettlement (ORR) awarded the California Department of Social Services (CDSS) Federal Fiscal Year (FFY) 2023 Additional Ukraine Supplemental Appropriations Act (AUSAA), Refugee Support Services base funding in the amount of $25,233,581 via Dear Colleague Letter (DCL) 23-11. The ORR subsequently provided policy guidance regarding allowable activities for AUSAA funding in Policy Letter (PL) 22-13 and PL 22-15. Counties are authorized to provide services with this grant beginning June 28, 2023. The grant period for the HAU Program is June 28, 2023, to September 30, 2024.

Counties receiving an allocation as indicated in this letter shall refer to and comply with Refugee Coordinator Letter 23-03, posted on June 28, 2023, which provides guidance regarding eligibility requirements for use of AUSAA funding, HAU Program reporting and invoicing requirements, and general guidance regarding HAU Program application approvals.

Federal Allocation Methodology

The total FFY 2023 AUSAA funding for the HAU Program is $19,592,724. The ORR used the following data to determine the “Number of People” and “Allocation” totals included in the FFY 2023 AUSAA RSS Base Allocations:

- FY 1991 through FY 2021 historic arrival data from the ORR Refugee Arrivals Data System for ORR-eligible Ukrainians arriving in the United States; and

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- Number of Uniting for Ukraine Form I-134 sponsor applications filed, by state, according to the United States Department of Homeland Security.

In determining allocations, ORR gave equal weight to the historic and sponsor data. The percentages derived from each state's proportion of these equally weighted national totals were applied to an estimated 100,000 Ukrainian arrivals in FY 2022 and FY 2023 to determine "Number of People" for each state. The "Allocation" of funding for each state was calculated by applying these same percentages to the total amount of AUSAA RSS base funds available for this allocation.

CDSS RPB Allocation Methodology - County Allocations

The HAU Program funding allocations to the counties is based on the following formula:

- The county allocations are calculated based on the Department of Homeland Security I-134, Declaration of Financial Support, for Ukrainian data as of March 20, 2023; the average household calculations (approximately five per household); and the Housing and Urban Development Fair Market Rent Values by County in calendar year 2023.

- The RPB is allocating the current funding based on a $5,000,000 (Maximum) and $200,000 (Minimum), with Los Angeles and Sacramento counties receiving the maximum allocation of $5,000,000 each and Stanislaus County receiving the minimum allocation of $200,000 regardless of household calculations.

Counties may claim up to 15 percent administrative costs, which is the maximum amount allowable. However, counties are encouraged to maximize the amount of funding for services provided by this grant.

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

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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 this letter, 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

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Housing Assistance For Ukrainians (HAU) Program
Federal Fiscal Year (FFY) 2022
$19,592,724

(Catalog of Federal Domestic Assistance (CFDA) No. 93.566 - Refugee Assistance - State Administered Programs)
(Grant Period - October 1, 2022 through September 30, 2025)

$19,592,724	*Housing Assistance For Ukrainians (HAU) Program Total Funds*
$5,000,000	*Maximum amount allocated to Sacramento County*
$5,000,000	*Maximum amount allocated to Los Angeles County*
$200,000	*Minimum amount allocated to Stanislaus County*
$9,392,724	*Remaining amount for other counties listed below*

HAU Program County Allocations

County	Grant Number	*Financial Supporter Applicants in California (03/20/23 Data)*	*Household Calculation*	*Fair Market Rent for County*	*Allocation Based on Monthly Cost*	*Allocation Based on 6 Months*	*Approved Allocation Based on 50% Support*
Alameda	HAU2023 -01	680	136	$ 2,405	$ 327,080	$ 1,962,480	$ 981,240
Orange	HAU2023 -03	1262	252	$ 2,539	$ 640,843	$ 3,845,061	$ 1,922,530
San Diego	HAU2023 -05	1591	319	$ 2,700	$ 859,140	$ 5,154,840	$ 2,577,420
San Francisco	HAU2023 -06	770	154	$ 3,188	$ 490,952	$ 2,945,712	$ 1,472,856
Santa Clara	HAU2023 -07	1382	276	$ 2,941	$ 812,892	$ 4,877,354	$ 2,438,678
Total		**5685**	**1137**	**$ 13,773**	**$ 3,130,907**	**$ 18,785,447**	**$ 9,392,724**

Data Sources
DHS I-134 Declaration of Financial Support applicants in California as of March 20, 2023
Average Household Calculations (# of Financial Supporter Applicants divided by approximately five per household)
Housing and Urban Development Fair Market Rent Values by County in Calendar Year 2023

Additional Information
Sacramento County Grant Number: HAU2023-04
Los Angeles County Grant Number: HAU2023-02
Stanislaus County Grant Number: HAU2023-08

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July 12, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

REFUGEE COORDINATOR LETTER NO. 23-04E

The purpose of this erratum is to notify counties that a correction was made to the allocation spreadsheet in RCL 23-04.

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

KIM JOHNSON
DIRECTOR

GAVIN NEWSOM
GOVERNOR

July 12, 2023

REFUGEE COORDINATOR LETTER NO. 23-04E

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY REFUGEE COORDINATORS

SUBJECT: ERRATUM TO REFUGEE COORDINATOR LETTER (RCL) 23-04, HOUSING ASSISTANCE FOR UKRAINIANS PROGRAM ALLOCATIONS

The purpose of this erratum is to notify counties that a correction was made to RCL 23-04, dated July 05, 2023, the Housing Assistance for Ukrainians (HAU) Program allocation spreadsheet. The following changes are reflected in the attached HAU allocation spreadsheet:

- Federal Fiscal Year changed from 2022 to 2023.
- Grant Period changed from October 01, 2022 - September 30, 2025, to June 28, 2023 - September 30, 2024, to align with the language in RCL 23-04

Should you have any questions regarding the erratum or RCL No. 23-04, 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

Enclosure

cc: CWDA

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Housing Assistance For Ukrainians (HAU) Program
Federal Fiscal Year (FFY) 2023
$19,592,724

(Catalog of Federal Domestic Assistance (CFDA) No. 93.566 - Refugee Assistance - State Administered Programs)
(Grant Period - June 28, 2023 through September 30, 2024)

$19,592,724	*Housing Assistance For Ukrainians (HAU) Program Total Funds*
$5,000,000	*Maximum amount allocated to Sacramento County*
$5,000,000	*Maximum amount allocated to Los Angeles County*
$200,000	*Minimum amount allocated to Stanislaus County*
$9,392,724	*Remaining amount for other counties listed below*

HAU Program County Allocations

County	Grant Number	*Financial Supporter Applicants in California (03/20/23 Data)*	*Household Calculation*	*Fair Market Rent for County*	*Allocation Based on Monthly Cost*	*Allocation Based on 6 Months*	*Approved Allocation Based on 50% Support*
Alameda	HAU2023 -01	680	136	$ 2,405	$ 327,080	$ 1,962,480	$ 981,240
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San Diego	HAU2023 -05	1591	319	$ 2,700	$ 859,140	$ 5,154,840	$ 2,577,420
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Santa Clara	HAU2023 -07	1382	276	$ 2,941	$ 812,892	$ 4,877,354	$ 2,438,678
Total		**5685**	**1137**	**$ 13,773**	**$ 3,130,907**	**$ 18,785,447**	**$ 9,392,724**

Data Sources
DHS I-134 Declaration of Financial Support applicants in California as of March 20, 2023
Average Household Calculations (# of Financial Supporter Applicants divided by approximately five per household)
Housing and Urban Development Fair Market Rent Values by County in Calendar Year 2023

Additional Information
Sacramento County Grant Number: HAU2023-04
Los Angeles County Grant Number: HAU2023-02
Stanislaus County Grant Number: HAU2023-08

DocuSign Envelope ID: 7148A11C-A3E0-4A88-95BD-73DCDC705E4C

September 26, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

REFUGEE COORDINATOR LETTER NO. 23-08

The purpose of this letter is to provide counties with updated Federal Fiscal Years (FFY) 2020, 2021, 2022, and 2023 Refugee Support Services funding project periods and to inform counties of continued reporting requirements through the end of the updated project period.

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

KIM JOHNSON
DIRECTOR

GAVIN NEWSOM
GOVERNOR

September 26, 2023

REFUGEE COORDINATOR LETTER NO. 23-08

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY REFUGEE COORDINATORS

SUBJECT: UPDATED FEDERAL FISCAL YEARS (FFY) 2020, 2021, 2022, AND 2023 REFUGEE SUPPORT SERVICES (RSS) GRANT LIQUIDATION DEADLINES

REFERENCE: RCL 22-11, RCL 22-12, RCL 23-02, RCL 23-04, RCL 23-04E, RCL 23-06

This Refugee Coordinator Letter (RCL) provides refugee impacted counties with updated Refugee Support Services (RSS) grant periods for FFY 2020, 2021, 2022, and 2023 funding. The term "RSS" includes RSS base, Afghanistan Supplemental Appropriations Act (ASA) RSS, and Additional Ukraine Supplemental Appropriations Act (AUSAA) RSS funding, including all set asides. This RCL provides additional clarification for reporting requirements for the extended grant periods.

The Office of Refugee Resettlement (ORR) released Policy Letter (PL) 23-01 on January 25, 2023, and subsequently, updated the PL on August 16, 2023, to announce the extended liquidation dates (end of project period) for FFY 2020, 2021, 2022, and 2023 RSS funding. The extended liquidation dates apply to all of the following RSS allocations and all future FFY 2022 and FFY 2023 RSS allocations.

- FFY 2020 RSS allocated in RCL 20-04
- FFY 2020 Services for Older Refugees (SOR) allocated in RCL 20-05 and RCL 20-05E
- FFY 2021 RSS allocated in RCL 21-03
- FFY 2021 SOR allocated in RCL 21-04
- FFY 2022 ASA RSS allocated in RCL 22-04, RCL 22-04E, and RCL 22-05
- FFY 2021 RSS allocated in RCL 22-06
- FFY 2022 RSS allocated in RCL 22-07 and RCL 22-07E
- FFY 2021 RSS Augmentation allocated in RCL 22-09

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- FFY 2022 SOR allocated in RCL 22-11
- FFY 2022 ASA SOR allocated in the RCL 22-12
- FFY 2022 ASA ASOR Augmentation allocated in RCL 23-02
- FFY 2023 AUSAA Housing Assistance for Ukraine allocated in RCL 23-04 and RCL 23-04E
- FFY 2023 AUSAA RSS allocated in RCL 23-06 and RCL 23-06E
- FFY 2023 RSS allocated in RCL 23-07

Updated Federal Fiscal Years 2020, 2021, 2022, and 2023 RSS Grant Project Period End Dates

The project beginning date remains as mentioned in each allocation letter; however, the project period end date for each FFY is updated as follows.

RSS Grant Year	Project Period End Date
FFY 2020	9/30/2023
FFY 2021	9/30/2024
FFY 2022	9/30/2025
FFY 2023	9/30/2026

Claiming Requirements

Final county reimbursement claims for each FFY funding must be received by the Refugee Programs Bureau no later than close of business 45 days after the project period end date for that year's funding. Counties must use form RS 52, Claim for Reimbursement, to request reimbursement for all RSS funded programs.

The completed RS-52 forms are to only be emailed to RPBInvoices@dss.ca.gov and to the analyst assigned to your county. In the absence of an assigned analyst, please copy Brittney.Johnson@dss.ca.gov. Please do not send invoices or copies of invoices by mail.

Reporting Requirements

Counties are required to continue reporting data on a semiannual and annual basis over the updated grant period.

Please share this information with county fiscal and program staff responsible for the preparation and submittal of reimbursement claims and program performance/progress reports for the refugee programs.

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If you have any questions or need additional guidance regarding the information in this letter, please contact Veronica Perez, Manager, Adult Refugee Services Unit, at Veronica.Perez@dss.ca.gov.

Sincerely,

Original Document Signed By:

ABDI ABDILLAHI, Chief
Refugee Programs Bureau

cc: CWDA

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

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

From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Tuesday, May 28, 2024 9:52 AM
To: Pedroza, Celia (HSA) <celia.pedroza@sfgov.org>
Cc: Paulino, Tom (MYR) <tom.paulino@sfgov.org>; Jalipa, Brent (BOS) <brent.jalipa@sfgov.org>; Chan, Justin (HSA) <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

Frances Hsieh | $B<UNa(B$B59(B
Office of Supervisor Connie Chan
San Francisco Board of Supervisors, District 1
(415) 554-7410

From: Pedroza, Celia (HSA) <celia.pedroza@sfgov.org>
Sent: Thursday, May 16, 2024 7:53 AM
To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Cc: Paulino, Tom (MYR) <tom.paulino@sfgov.org>; Jalipa, Brent (BOS) <brent.jalipa@sfgov.org>; Chan, Justin (HSA) <Justin.Chan@sfgov.org>
Subject: HSA A&Es – Housing Assistance & Support Services for Ukrainians

Hi Frances - I$B!G(Bm requesting a placeholder on the Budget and Finance Committee agenda for two Accept & Expend resolutions related to housing assistance and support services for Ukrainians that will be introduced by the Mayor$B!G(Bs 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$B!G(Bs agenda for these items during this fiscal year.

-C

Celia Pedroza
Budget Director
(415) 557-6378
170 Otis Street, 8th Floor, San Francisco, CA 94103

SAN FRANCISCO
HUMAN SERVICES AGENCY

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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:	**April 23, 2024**
SUBJECT:	**Retroactive Accept and Expend Resolution for Housing Assistance for Ukrainians (HAU) Grant**
GRANT TITLE:	**Housing Assistance for Ukrainians (HAU) Grant - $1,472,856**

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):

London Breed
Mayor

Trent Rhorer
Executive Director

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 ☒

From:	Trejo, Sara (MYR)
To:	BOS Legislation, (BOS)
Cc:	Paulino, Tom (MYR); Chan, Justin (HSA); Pedroza, Celia (HSA)
Subject:	Mayor -- Resolution -- Housing Assistance for Ukrainians
Date:	Tuesday, May 21, 2024 2:33:55 PM
Attachments:	HSA A&E Resolution - Housing Assistance for Ukrainians (HAU) Grant - San Francisco - $1,472,856.docx 1 - Cover Letter from HSA A&E - Housing Assistance for Ukrainians (HAU) Grant - San Francisco - $1,472,856.pdf 2 - Resolution from HSA A&E - Housing Assistance for Ukrainians (HAU) Grant - San Francisco - $1,472,856.pdf 3 - Grant Checklist from HSA A&E - Housing Assistance for Ukrainians (HAU) Grant - San Francisco - $1,472,856.pdf 4 - Grant Details from HSA A&E - Housing Assistance for Ukrainians (HAU) Grant - San Francisco - $1,472,856.pdf 5 - Grant Budget from HSA A&E - Housing Assistance for Ukrainians (HAU) Grant - San Francisco - $1,472,856.pdf RE HSA AEs Housing Assistance for Ukranians.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 $1,472,856 for participation in a program, entitled “Housing Assistance for Ukrainians (HAU) – San Francisco,” for the period of June 28, 2023 through September 30, 2026.

Best regards,

Sara Trejo
Legislative Aide
Office of the Mayor
City and County of San Francisco
415.554.6141 | sara.trejo@sfgov.org