

CITY AND COUNTY OF SAN FRANCISCO

FIRST AMENDMENT

TO THE GRANT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND SAN FRANCISCO UNIFIED SCHOOL DISTRICT

THIS AMENDMENT (this "Amendment") is made as of **June 1, 2018**, in San Francisco, California, by and between **San Francisco Unified School District, 20 Cook Street, San Francisco, CA 94118**, hereinafter referred to as "Grantee", and the City and County of San Francisco,

RECITALS

WHEREAS, City and Grantee have entered into the Agreement (as defined below); and

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to **add the Shoestrings Program and increase the contract amount**, and,

WHEREAS, Grantee represents and warrants that it is qualified to perform the services required by City as set forth under this Grant and Modification Agreement;

NOW, THEREFORE, Grantee and the City agree as follows:

1. Definitions. The following definitions shall apply to this Amendment:

a. Agreement. The term "Agreement" shall mean the Agreement dated **March 1, 2017** between Grantee and City.

b. Contract Monitoring Division. Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division ("CMD"). Wherever "Human Rights Commission" or "HRC" appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean "Contract Monitoring Division" or "CMD" respectively.

c. Other Terms. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

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

(a) Article 5.1 Maximum Amount of Grant Funds of the Agreement currently reads as follows:

The amount of the Grant Funds disbursed hereunder shall not exceed Nine Million, Seventy Thousand, One Hundred Four Dollars (\$9,070,104) for the period from July 1, 2016 to June 30, 2019, plus any contingent amount authorized by City and certified as available by the Controller.

Contingent amount: Up to Nine Hundred Seven Thousand, Ten Dollars (\$907,010) for the period from July 1, 2016 to June 30, 2019 (Y3) may be available, in the City's sole discretion as a contingency but only subject to written authorization by the City and if monies are certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed Nine Million, Nine Hundred Seventy Seven Thousand, One Hundred Fourteen Dollars (\$9,977,114) for the period from July 1, 2016 to June 30, 2019.

Such section is hereby replaced in its entirety to read as follows:

The amount of the Grant Funds disbursed hereunder shall not exceed Nine Million, Five Hundred Forty Thousand, Five Hundred Seventy-Two Dollars (\$9,540,572) for the period from July 1, 2016 to June 30, 2019, plus any contingent amount authorized by City and certified as available by the Controller.

Contingent amount: Up to Four Hundred Thirty-Six Thousand, Five Hundred Forty-Two Dollars (\$436,542) for the period from July 1, 2018 to June 30, 2019 (Y3), may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed Nine Million, Nine Hundred Seventy Seven Thousand, One Hundred Fourteen Dollars (\$9,977,114) for the period from July 1, 2016 to June 30, 2019.

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent Amount may not to be used in Program Budgets attached to this Agreement as Appendix B, and is not available to Grantee without a revision to the Program Budgets of Appendix B specifically approved by Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

(b) **Appendix A.** Appendix A, of the agreement describes the services to be provided.

Such section is hereby amended in its entirety to include Appendix A-1, attached to this Modification Agreement, which displays the additional services to be provided under this Modification Agreement.

- (c) **Appendix B.** Appendix B, Calculation of Charges, displays the original total amount of \$9,070,104.

Such section is hereby amended in its entirety to include Appendix B-1, Calculation of Charges, which displays the budget for the increased contract amount for the additional services included in this Modification Agreement.

- (d) **17.6 Entire agreement** section 17.6 is hereby replaced in its entirety to read as follows:

17.6 Entire Agreement. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A & A-1, Services to be Provided
Appendix B & B-1, Budget
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants
Appendix E, Permitted Subgrantees

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after **June 1, 2018**.

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

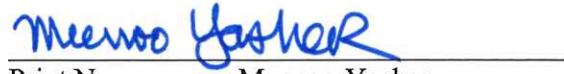
IN WITNESS WHEREOF, Grantee and City have executed this Amendment as of the date first referenced above.

CITY

GRANTEE

Recommended by:

SAN FRANCISCO UNIFIED SCHOOL DISTRICT



Trent Rhorer
Executive Director
Human Services Agency


Date
12/19/18

Print Name: Meenoo Yashar
Title: Interim Chief
Address: 20 Cook Street
City, State ZIP: San Francisco, CA 94118

Phone: 415-379-2702

Approved as to Form:

Federal Tax ID #: 94-6000416
City Vendor Number: 16397
DUNS Number : 0413205320000

By: 
David Ries
Deputy City Attorney

Date

Appendix A-1: Additional Services to be Provided
San Francisco Unified School District Early Education Department
Preschool for All (PFA) / Shoestrings Program
June 1, 2018 – May 31, 2019

I. Purpose of Grant

The SFUSD Shoestrings Program is a ten-week model that offers students intensive instructional support by teachers that have backgrounds in Special Education as well as additional supports such as counseling, behavioral interventions, and occupational therapy. Shoestrings is overseen by a Shoestrings Parent Advisory Board. With the OECE Pilot Innovation Fund support, SFUSD will develop two additional components of the program: support transition plans for student transition back into the classroom and transportation to-and-from schools.

II. Definitions

Grantee	San Francisco Unified School District (SFUSD)
HSA	Human Services Agency of the City and County of San Francisco
OECE	Office of Early Care & Education of the City and County of San Francisco
MTSS	Multi-tiered System of Supports with three levels of intervention: <ul style="list-style-type: none">• Tier 1: universal supports for all students• Tier 2: tailored services/interventions for some students• Tier 3: intensive intervention services for few children
PreK, TK, K	Pre-Kindergarten, Transitional Kindergarten, Kindergarten

III. Target Population

Shoestrings is designed to support low-income students, ages 2-5, who are not having a successful experience in preschool despite having received Tier 2 and 3 interventions.

IV. Description of Services

OECE will fund two components of the Shoestrings Program. Shoestrings, overall, will provide behavioral supports, intensive instructional supports, occupational therapy services, family support, and referrals as needed. The aim is to create a “one-stop shop”

that will provide comprehensive instructional and wrap-around services for children and families. There are additional staff (nurses, behaviorists, social workers) that allow us to serve children needing additional health, behavioral, emotional, or psychological needs. The Shoestrings Program includes three tiers of intervention: Tier 1 is universal supports for all students, Tier 2 is tailored services/interventions for the smaller subset of students with high-need, and Tier 3 is intensive intervention services for the intensive-need children.

OECE Grant-funded Services include the following:

OECE will support the student transition planning and transportation for the Shoestrings Program, which is a program that will serve up to ten students and their families in four ten-week sessions per year. Initially, the number of students may be less than ten as the program is piloted. However, SFUSD anticipates ten students being served in each ten-week session, for between twenty and forty students annually.

1) Transportation Services

SFUSD will work with the SFUSD risk management team to identify a van to purchase (or other transportation method); purchase an approved van that meets all safety recommendations; identify and meet all safety, liability, and insurance requirements; secure driving resource for the van new hire or existing SFUSD employee; gather appropriate parental permission for students to be transported; determine schedule and routes; and provide transportation for up to ten students per Shoestrings session.

2) Transition Planning Services

SFUSD will provide teachers, instructional aides and other classroom staff with the skills, tools, and supplies and other resources to support students' transition back to their classroom of origin. This includes providing training opportunities, time to visit the Shoestrings facility and/or classrooms, supplies and materials integral to students' success in the 10-week, and resources to home classroom staff to support transitions.

V. Location and Time of Services

Shoestrings services will be offered at Leola Havard Elementary School in the Bayview District of San Francisco. We will serve our first cohort of students in the summer of 2018.

VI. Service Objectives

- 1) Provide transportation services for 10 to 40 students and transition planning support services to between 20-55 teachers, instructional aides, and/or other classroom staff.

- 2) Purchase a van or determine other means of transporting students by September 30, 2018 to allow for transportation of students to- and from-the Shoestrings program.
- 3) Provide teacher and instructional aides with three training opportunities in FY18-19.
- 4) Provide 20-25 teachers and instructional aides with time to visit the Shoestrings facility and/or classrooms.
- 5) Supply 15-40 students' home classrooms with materials for the 10-week sessions.
- 6) Provide Shoestring resources to 15-40 home classroom staff to support transitions.

VII. Outcome Objectives

Grantee will provide the following:

- A. Provide three to five centrally administered professional development opportunities to between 20-55 staff members involved in the Shoestrings program.
- B. 80 percent of teachers, instructional aides, and other classroom staff involved in the Shoestrings program will conduct site visits to the Shoestrings program and the students' home classrooms. Visits will include modeling, debriefing, and identifying successful strategies for students.
- C. Transportation is provided to 90 to 100 percent of students who are in need of transportation from their school to Leola Havard (the site at which Shoestrings program is located) and/or appointments.

VIII. Reporting Requirements

- A. Grantee will provide a bi-monthly report of activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. Grantee will provide their reports in the CARBON database by the 15th of the month due.
- B. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 30th of the month following the end of the program year.
- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. Quarterly and Annual Reports will be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system.

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

Elizabeth.Leone@sfgov.org

Senior Contracts Manager, Office of Contract Management

or

Graham.Dobson@sfgov.org

Senior Policy Analyst, Office of Early Care and Education

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review documentation referenced in Outcome Objectives, bi-annual meeting with grantee, annual evaluation.
- 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.

		A	B	C	D	E	F	G	H	I	
		Appendix B, Page 1									
		HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM									
		Name Term									
		7/1/2016 to 6/30/2019									
1	6	San Francisco Unified School District/Early Education Department									
2	7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>									
3	8	If modification, Effective Date of Mod. _____ No. of Mod. _____									
4	9	Program: Preschool for All (PFA) 16-19									
5	10	Program Term	7/1/16 - 6/30/17	7/1/2017 - 6/30/18		7/1/2018 - 6/30/2019		Total			
6	11		Final Revision	Original	Modification	Revised	Original	Modification	Revised		
7	12	Expenditures									
8	13		\$819,500	\$745,000	\$442,000	\$1,187,000	\$745,000	\$442,000	\$1,187,000	\$3,193,500	
9	14	Certified Salaries	\$391,589	\$356,000	\$395,168	\$751,168	\$356,000	\$395,168	\$751,168	\$1,993,935	
10	15	Classified Salaries	\$423,818	\$385,350	\$355,650	\$741,000	\$385,350	\$355,650	\$741,000	\$1,905,818	
11	16	Benefits	\$944,422	\$1,589,840	(\$1,221,840)	\$368,000	\$1,589,840	(\$1,221,840)	\$368,000	\$1,680,422	
12	17	Non-Personnel	\$100,000	\$100,000		\$100,000	\$100,000		\$100,000	\$300,000	
13	18	Gardiner Center Research Project	\$2,679,339	\$3,176,190	(\$29,022)	\$3,147,168	\$3,176,190	(\$29,022)	\$3,147,168	\$8,973,675	
14	19	Subtotal	4.01%	2.90%		3.85%	12.11%				
15	20	Indirect Percentage (%)	\$107,441	\$92,144	\$29,022	\$121,166	\$92,144	\$29,022	\$121,166	\$242,332	
16	21	Indirect Cost (Line 16 X Line 15)	\$2,786,780	\$3,268,334	\$0	\$3,268,334	\$3,268,334	\$0	\$3,268,334	\$9,323,448	
17	22	Total Expenditures									
18	23	HSA Revenues	\$2,786,780	\$3,268,334	\$0	\$3,268,334	\$3,268,334	\$0	\$3,268,334	\$9,323,448	
19	24	General Fund									
20	25										
21	26										
22	27										
23	28										
24	29										
25	30										
26	31	TOTAL HSA REVENUES	\$2,786,780	\$3,268,334	\$0	\$3,268,334	\$3,268,334	\$0	\$3,268,334	\$9,323,448	
27	32	Other Revenues									
28	33										
29	34										
30	35										
31	36										
32	37										
33	38	Total Revenues									
34	39	Full Time Equivalent (FTE)									
35	41	Prepared by:	Elizabeth Leone							Date	
36	42	HSA-CO Review Signature:								Telephone No.:	
37	43	HSA #1									

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name		Term		
San Francisco Unified School District		6/1/2018 - 5/31/2019		
(Check One) New Renewal ___ Modification ___				
If modification, Effective Date of Mod. No. of Mod.				
Program: PFA / Shoestrings Program				
Budget Reference Page No.(s)				
Program Term	6/1/18 - 5/31/19			Total
Expenditures				
Salaries & Benefits	\$59,880	\$0	\$0	\$59,880
Operating Expense	\$86,056	\$0	\$0	\$86,056
Subtotal	\$145,936	\$0	\$0	\$145,936
Indirect Percentage (%)	4%			\$0
Indirect Cost (Line 16 X Line 15)	\$6,188	\$0	\$0	\$6,188
Capital Expenditure	\$65,000	\$0	\$0	\$65,000
Total Expenditures	\$217,124	\$0	\$0	\$217,124
HSA Revenues				
General Fund	\$217,124			\$217,124
TOTAL HSA REVENUES	\$217,124			\$217,124
Other Revenues				
Total Revenues	\$0			\$0
Full Time Equivalent (FTE)				
Prepared by: Pamela Geisler		Telephone No.:	415-379-2705	Date: 4/19/18
HSA-CO Review Signature: _____				
HSA #1				10/25/2016

Program Name: Shoestrings Transportation and Transition
(Same as Line 9 on HSA #1)

Operating Expense Detail

Expenditure Category	TERM 6/1/18 - 5/31/19			TOTAL
Rental of Property				\$0
Utilities(Elec, Water, Gas, Phone, Garbage)				\$0
Office Supplies, Postage	\$24,000			\$24,000
Building Maintenance Supplies and Repair				\$0
Printing and Reproduction	\$1,000			\$1,000
Insurance	\$6,000			\$6,000
Staff Training	\$39,456			\$39,456
Staff Travel-(Local & Out of Town)				\$0
Rental of Equipment				\$0
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE				
OTHER				
Miscellaneous Expenses	\$4,000			\$4,000
Safety Inspections	\$1,500			\$1,500
Vehicle Maintenance	\$2,000			\$2,000
Vehicle Registration	\$500			\$500
Car Seats	\$1,600			\$1,600
Mileage (gas)	\$6,000			\$6,000
TOTAL OPERATING EXPENSE	\$86,056	\$0	\$0	\$86,056

HSA #3

10/25/2016

Program Shoestrings Transportation & Transition Support
 (Same as Line 9 on HSA #1)

Capital Expenditure Detail

EQUIPMENT		TERM	6/1/18 - 5/31/19			TOTAL
No.	ITEM/DESCRIPTION					
1	Van		65,000			65,000
						0
						0
						0
						0
						0
						0
						0
TOTAL EQUIPMENT COST			65,000	0	0	65,000
R E M O D E L I N G						
Description:						0
						0
						0
						0
						0
						0
TOTAL REMODELING COST			0	0	0	0
TOTAL CAPITAL EXPENDITURE (Equipment and Remodeling Cost)			65,000	0	0	65,000
HSA #4						10/25/2016