

# EXHIBIT A

## SCOPE OF WORK

Term of Contract:	<b>July 1, 2023 – June 20, 2024</b>
Agency:	Davis Street Family Resource Center
Address:	3081 Teagarden Street San Leandro, CA 94577
Contact Person:	Rose Padilla-Johnson, CEO
Phone:	(510) 347-4620 x100
Project Name:	Family Support Services – Basic Needs Services

## PROJECT GOALS AND OBJECTIVES

The Family Support Services Program will provide “Basic Needs” services to San Leandro community members. This includes emergency food and clothing and other services. The provision of emergency services to low-income people in San Leandro enables these individuals and households to move out of poverty and into self-sufficiency.

Programs will strengthen low-income, working-poor individuals and families with services provided in a One-Stop setting. From providing free, nutritious food and clothing items, to assisting a homeless family identify a below-market-rate apartment, the services families receive are delivered under a holistic wrap-around care model. Through this model, people can care for their families and begin to focus on goals to continue to increase their self-sufficiency.

In the coming two years, we will provide Basic Needs services of emergency food, regular food bags twice monthly, clothing, utility assistance, employment assistance, Cal-Fresh enrollment information, and other support service referrals to almost 7,500 San Leandro residents annually. This is based in our 2022 service data and is a 71% increase in unduplicated San Leandrans from the number served by Basic Needs in the city in 2019 (4,374). From providing a family with a bag of groceries, a warm jacket or helping an individual obtain leads on below market apartments, our direct services increase access to essential care for families that are severely challenged by the economy. The very high cost of living in our area, now impacted by inflation, has reduced access to all of the basics, such as eggs, milk, meat, rice and pasta, and threatens housing costs associated with rent and utilities. The primary Basic Needs goal focuses on the Davis Street mission to address poverty and improve health via free nutritious food and other safety net services. Our objective is to reduce the strain on monthly budgets and increase access to comprehensive services that will increase quality of life.

## MAJOR ACTIVITIES

Basic Needs activities include emergency food and regular monthly nutritious food, including canned goods, fresh produce, bread, rice pasta, dairy and protein items, plus emergency clothing and household items. Intake specialists make sure clients have access to all of Davis Street services such as behavioral health/counseling, childcare, utility assistance and medical and dental services as well as linkages to outside agency services through our local, county and state resources and

partnerships. Special events twice per year, the Back-to-School Backpack Giveaway, and the Holiday Basket Giveaway, are widely advertised and reach families and individuals who are newly experiencing needs. The Back-to-School Giveaway is held in tandem with Davis Street's Health Fair which promotes access to our intra-agency services and to many outside agencies that participate in this free community event.

## **PERFORMANCE MEASURES**

SUBRECIPIENT SHALL, FOR THE TERM OF THE CONTRACT: use evaluation tools that consist of a client intake interview entry and exit survey, follow-up with subsequent visit(s) and re-certification, and documentation of frequency of visits. To track this grant's outcomes, sub-recipient will monitor client's housing and employment status. The performance measures are:

1. 83 households will be served each month, totaling 2,988 unduplicated clients, San Leandro households served within twelve (12) months.
2. Twenty-five percent (25%), or 747 unduplicated clients, who accessed the aforementioned services will demonstrate increased financial or housing stability as indicated on their intake assessment and follow up at the 12<sup>th</sup> month re-assessment periods.
3. Thirty percent (30%), or 896 unduplicated clients, served by the grant will be given information for Cal-Fresh eligibility.
4. Thirty (30) unduplicated referrals will be made to Davis Street Behavioral Health or Davis Street Community Counseling within twelve (12) months.
5. At least twenty-five percent (25%), or 747 unduplicated clients, will receive referrals to Davis Street's other wrap-around services, such as medical or dental care, or Childcare Services, Adults with Developmental Disabilities, or outside agencies.

## **TIMELINES**

By September 30, 2023, Davis Street will have accomplished:

- Provide 249 households (averaging 747 persons) with basic needs services to include any of the above-mentioned services.
- Provide 9 San Leandro clients with crisis intervention and/or short-term counseling services and access to eligible family resource center services.
- Seventy-five percent (75%) or 6 of the 9 San Leandro clients will report a reduction in the severity or frequency of the presenting issue as supported by a decrease of high or at-risk behavior.

By December 31, 2023, Davis Street will have accomplished:

- Provide 498 households (averaging 1494 persons) with basic needs services to include any of the above-mentioned services including case management to households that volunteer to monitor and track progress.
- Provide 18 San Leandro clients with crisis intervention and/or short-term counseling services and access to eligible family resource center services.

- Seventy-five percent (75%) or 12 of the 18 San Leandro clients will report a reduction in the severity or frequency of the presenting issue as supported by a decrease of high or at-risk behavior.

By March 31, 2024, Davis Street will have accomplished:

- Provide 747 households (averaging 2,241 persons) with basic needs services to include any of the above-mentioned services including case management to monitor and track progress.
- Provide 28 San Leandro clients with crisis intervention and/or short-term counseling services and access to eligible family resource center services.
- Seventy-five percent (75%) or 21 of the 28 San Leandro clients will report a reduction in the severity or frequency of the presenting issue as supported by a decrease of high or at-risk behavior.

By June 30, 2024, Davis Street will have accomplished:

- Provide 996 households (averaging 2,988 persons) with basic needs services to include any of the above-mentioned services including case management to monitor and track progress.
- Approximately twenty five percent (25%) or 273 households, who accessed the basic needs services will demonstrate increased financial or housing stability as indicated on their intake assessment and follow up at the 6<sup>th</sup> and 12<sup>th</sup> month re-assessment periods. Households will become more self-sufficient by having maintained their housing, as reported at time of follow up.
- Approximately twenty five percent (25%) or 249 under-employed households who receive comprehensive support services will reduce the risk of losing their jobs by maintaining employment during the first month following their crisis or use of services
- Provide 38 San Leandro clients with crisis intervention and/or short-term counseling services and access to eligible family resource center services.
- Seventy-five percent (75%) or 28 of the 38 San Leandro clients will report a reduction in the severity or frequency of the presenting issue as supported by a decrease of high or at-risk behavior.

## REPORTS AND MISCELLANEOUS

1. Agency must submit Quarterly Reports via the City Data Services online portal within 15 days of the end of each quarter. The Quarterly Reports shall reflect the number of persons served and shall also include a narrative section. The reports shall be submitted even if there are no specific numbers to report, and the narrative report should describe why no specific numbers are reported.
2. To ensure timely expenditure of HUD funds, Agency must submit monthly reimbursement claims via the City Data Services online portal with documentation of claim including copies of time sheets (denoting specific hours for CDBG work performed), payroll stubs, DE3 or employment or Agreement letter for personnel costs, invoices or billings.
3. Housing Services Division staff will conduct CDBG desk monitoring on an ongoing basis based upon the City's CDBG monitoring plan.
4. Human Services staff and members of the Human Services Commission (HSC) and Housing Services Division staff will conduct at least one monitoring site visit per year.

## EXHIBIT B

<b>BUDGET</b>	
<b>Davis Street Family Resource Center – Basic Needs Services</b>	
City of San Leandro: <b>CDBG FY 2023-2024</b>	
Salary Cost	\$25,000
Fringe Benefit	\$4,000
Travel & Transportation	\$1,000
<b>TOTAL BUDGETED</b>	<b>\$30,000</b>
<b>TOTAL AMOUNT AWARDED</b>	<b>\$30,000</b>