



Meeting Date: July 22, 2024

To: Public Works Commission

Through: Carla Short, Public Works Director
DiJaida Durden, Deputy Director of Operations

From: Jon Swae, Manager of Contracts & Grants

Subject: Tree Planting Workforce Development Grant Agreement – Contract Modification

Director’s Recommendation: Approve a 12-month extension to Friends of the Urban Forest’s Tree Planting Workforce Development Grant Agreement including a budget increase of \$2,649,877.00 for a total revised grant amount of \$5,550,660.85. This extension will cover an additional year of tree planting workforce development activities to support program participants in developing careers beyond the program, through experience in tree planting, tree establishment and community outreach services.

Grant Background:

San Francisco Public Works’ Bureau of Urban Forestry seeks to significantly increase the number of street trees planted annually in San Francisco consistent with the City’s Urban Forest Plan. To achieve this, San Francisco Public Works sought a nonprofit partner to operate and manage a workforce development program to support career pathways for low- and very-low-income populations in tree planting, tree establishment and community outreach services.

The Tree Planting Workforce Development Grant scope of work includes:

Employment Readiness and Job Support Services

- Provide urban forestry job training and skills development.
- Conduct workshops and training related to resume writing, job search skills, interview skills, job applications, and using online services to find and apply for jobs, as well as conflict management and de-escalation techniques.
- Connect participants to employment and apprenticeship opportunities at Public Works, other public agencies, non-profit partners, and private companies.

Tree Planting Services

- Plant at minimum of 1,000 street trees (2023/24) and 1,250 trees (2024/25).
- Adhere to proper tree planting and establishment standards including installation of stakes, ties, cross braces, watering bags and caging of trees.
- Mark underground utilities prior to excavation.

Tree Establishment Services

- Perform inspections of newly planted trees.
- Water a minimum of 1,000 newly planted trees.

- Provide routine maintenance over grant period.
- Provide structural pruning and other young tree care.

Outreach and Community Engagement

- Conduct outreach to identify and build support for tree planting sites.

Reason for Grant Modification:

Grantee continues to perform well and meet the grant’s objectives. In fiscal year 2023/24, FUF accomplished the following:

- Number of trees planted: 1,412
- Number of trees watered every week: 1,172
- Tree care visits: 2,909
- Square feet of sidewalk gardens installed: 2,364

Friends of the Urban Forest’s current grant agreement allows for an extension up to 24 months. San Francisco Public Works proposes modifying and extending the current grant agreement to continue tree planting and workforce development activities for an additional twelve (12) months.

Grant Details:

Grant Contract Title:	Tree Planting Workforce Development
Grant Original Award Amount:	\$2,649,956.00
Grant Original Duration:	9/1/2023 – 8/31/2024
Grantee Name:	Friends of the Urban Forest

Summary of Total Amounts:

	Grant Amount	Grant Duration	Grant Dates
Original Grant Amount:	\$2,649,956.00	12 months	9/1/2023-08/31/2024
Previous Approved Modifications: (AM1)	\$2,650,000.00	12 months	9/1/2023 – 8/31/2024
Previous Approved Modifications: (AM2)	\$2,900,783.85	12 months	9/1/2023-8/31/2024
Proposed Modification (AM3):	\$5,550.660.85	24 months	9/1/2023 – 8/31/2025
Total Contract Values:	\$5,550,660.85	24 months	9/1/2023 – 8/31/2025

Previously Approved Modifications:

Amount	Extension (days)	Description
\$44.00 (AM1)	N/A	Increase budget by \$44.00, revise Appendix A: Definition of Eligible Expenses, Appendix B: Budget Schedule and Appendix C: Invoice Instructions
\$250,783.85 (AM2)	N/A	Increase budget by \$250,783.85 for sidewalk gardens (D11, D8) and replacement tree project (D5) and revise Appendix B: Definition of Grant Plan & Budget Schedule.

Grant Funding Sources:	Proposition L County Transportation Authority (CTA) Proposition L Tree Maintenance Fund (TMF) General Fund AAT
Related Commission Actions:	Public Works Commission Resolution 2023-0077, August 18, 2023
Additional Information:	[N/A]
Attachments:	Attachment 1: FY25 PW TP-WFD Budget

**PUBLIC WORKS COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. _____

WHEREAS, San Francisco Public Works awarded a Tree Planting Workforce Development Grant (No.1000030107) to Friends of the Urban Forest on August 18, 2023, for a twelve-month term from September 1, 2023 to August 31, 2024 in the amount of \$2,649,956.00 to support participants in developing careers through experience in tree planting, tree establishment and community outreach services.

WHEREAS, San Francisco Public Works approved on October 20, 2023 Modification no. 1 to increase the contract amount by \$44.00 and revise Appendix A: Definition of Eligible Expense, Appendix B: Budget schedule and Appendix C: Invoice Instructions

WHEREAS, San Francisco Public Works approved on March 20, 2024 Modification no. 2 to increase budget by \$250,783.85 and revise Appendix B: Definition of Grant Plan & Budget schedule

WHEREAS, San Francisco Public Works seeks to extend the grant agreement for an additional twelve (12) months and to increase the not-to exceed amount of the agreement as necessary given the extension duration, in accordance with any applicable Charter requirements, but without complying with the competitive solicitation and procurement procedures in Chapter 21G per the ordinance in Board File No. 220392, enacting 21G.13; and

WHEREAS, Grantee continues to provide training, employment, and workforce development opportunities; and now, therefore, be it

RESOLVED, That this Commission approves the request to extend the grant duration for 12 (twelve) months to 8/31/2025;

FURTHER RESOLVED, that this Commission approves the request to increase the grant in the amount of \$2,649,877.00, for a total Grant amount of \$5,550,660.85.

I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of _____.

Commission Affairs Manager
Public Works Commission

Tree Watering and Planting Workforce Development Program
Friends of the Urban Forest
9/1/2024 - 8/31/2025

Direct Program Personnel Costs						
Personnel Title of Position	# of Staff in the Position	Hourly Pay Rate Range	FTE % based on 40 hour week	Program Cost	Cal Fire Funded	
Contracts Manager	1	\$37.77-\$45.00	25%	\$20,446	\$16,359	
Data Manager	1	\$37.77-\$45.00	13%	\$10,354	\$14,564	
Program Operations Manager	1	\$37.77-\$45.00	40%	\$31,857		
Community Engagement Coordinator 1	1	\$27.06-38.00	48%	\$28,345		
Community Engagement Coordinator 2	1	\$27.06-38.00	48%	\$28,914	\$21,546	
Community Engagement Manager 1	1	\$33.83-42.00	48%	\$38,638	\$29,127	
Community Engagement Manager 2	1	\$33.83-42.00	48%	\$35,463	\$29,127	
Community Engagement Program Manager	1	\$41.89-48.00	58%	\$53,057	\$16,958	
Tree Care Coordinator 1: Tree Maintenance Laborer, Tree Trimmer	1	\$33.41-44.00	77%	\$55,576		
Tree Care Coordinator 2: Tree Maintenance Laborer, Tree Trimmer	1	\$33.41-44.00	67%	\$47,731	\$21,546	
Tree Care Program Manager: Tree Maintenance Laborer, Senior Tree Trimmer	1	\$40.40-48.00	64%	\$57,175	\$32,718	
Planting Coordinator 1: Landscape Maintenance Laborer	1	\$27.62-38.00	55%	\$33,187	\$21,546	
Planting Coordinator 2: Landscape Maintenance Laborer	1	\$27.62-38.00	79%	\$47,669		
Planting Manager 1: Tree Maintenance Laborer, Groundsperson	1	\$34.00-\$42.00	63%	\$49,415	\$14,963	
Planting Manager 2: Tree Maintenance Laborer, Groundsperson	1	\$34.00-\$42.00	59%	\$43,590	\$29,127	
Planting Manager 3: Tree Maintenance Laborer, Groundsperson	1	\$34.00-\$42.00	70%	\$52,285		
Planting Manager 4: Tree Maintenance Laborer, Groundsperson	1	\$34.00-\$42.00	59%	\$43,590	\$29,127	
Planting Manager 5 Tree Maintenance Laborer, Groundsperson	1	\$34.00-\$42.00	100%	\$76,918		
Program Director - TP	1	\$50.76-60.00	67%	\$74,279	\$20,549	
Program Manager, Tree Planting: Tree Maintenance Laborer, Groundsperson	1	\$40.41-48.00	58%	\$53,504	\$18,354	
Watering Crew Driver 1: Tree Maintenance Laborer, Groundsperson	1	\$29.81-40.00	48%	\$30,701	\$21,546	
Watering Crew Driver 2: Tree Maintenance Laborer, Groundsperson	1	\$30.56-42.00	50%	\$32,729	\$24,758	
Watering Crew Technician 1: Landscape Maintenance Laborer	1	\$27.06-38.00	59%	\$34,865	\$21,546	
Watering Crew Technician 2: Landscape Maintenance Laborer	1	\$27.06-38.00	59%	\$34,865		
WFD Green Crew 1: Landscape Maintenance Laborer	1	\$22.55-27.00	43%	\$20,295	\$9,277	
WFD Green Crew 2: Landscape Maintenance Laborer	1	\$22.55-27.00	43%	\$20,295	\$9,277	
WFD Green Crew 3: Landscape Maintenance Laborer	1	\$22.55-27.00	43%	\$20,295		
WFD Green Crew 4: Landscape Maintenance Laborer	1	\$22.55-27.00	43%	\$20,295		
WFD Green Crew 5: Landscape Maintenance Laborer	1	\$22.55-27.00	43%	\$20,295		
WFD Green Crew Assistant Manager: Tree Maintenance Laborer, Groundsperson	1	\$30.77-38.00	43%	\$29,623		
WFD Green Crew Manager: Tree Maintenance Laborer, Groundsperson	1	\$33.83-42.00	58%	\$44,371	\$24,758	
WFD Program Manager	1	\$40.41-48.00	77%	\$66,242	\$16,359	
YWFD Green Teens Assistant: Landscape Maintenance Laborer	1	\$21.65-26.00	25%	\$11,300		
YWFD Green Teens Manager: Tree Maintenance Laborer, Groundsperson	1	\$33.83-42.00	93%	\$65,441		
YWFD Green Teens Member 1: Landscape Maintenance Laborer	1	\$19.48-24.00	16%	\$6,493		
YWFD Green Teens Member 2: Landscape Maintenance Laborer	1	\$19.48-24.00	16%	\$6,493		
YWFD Green Teens Member 3: Landscape Maintenance Laborer	1	\$19.48-24.00	16%	\$6,493		
YWFD Green Teens Member 4: Landscape Maintenance Laborer	1	\$19.48-24.00	16%	\$6,493		
Subtotal Personnel				\$ 1,359,578	\$ 443,132	
			% of Personnel			
Fringe Benefits			32.54%	\$ 442,407		
Direct Program Personnel Total				\$ 1,801,984	\$ 443,132	
Non-Personnel Program Costs						
Program Materials & Supplies				\$ 98,010	\$ 250,000	
Facilities & Occupancy				\$ 84,337		
Transportation & Travel				\$ 59,500		
Communications				\$ 47,266		
Insurance (G&L, Workers Comp)				\$ 160,689		
Human Resources				\$ 2,175		
Subcontractors	Arborist Now			\$ 20,000	\$ 375,900	
Professional Development & Training				\$ 16,500		
Equipment				\$ 43,000		
Maintenance				\$ 32,500		
Non-Personnel Program Costs Total				\$ 563,977	\$ 625,900	
TOTAL DIRECT COSTS				\$ 2,365,961	\$ 1,069,032	
Indirect Costs						
			% of Direct Costs			
Administrative and Overhead			12.00%	\$ 283,915		
TOTAL REQUEST				\$ 2,649,877		