



Meeting Date: August 18, 2023

To: Public Works Commission

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

From: Jon Swae, Manager - Contracts, Grants & Initiatives

Subject: Tree Planting Workforce Development Grant Award - Friends of the Urban Forest

Director's Recommendation: Award the Tree Planting Workforce Development Grant ("Tree Planting WFD RFP") to Friends of the Urban Forest in a not to exceed amount of \$2,650,000 for a 12-month term to operate and manage a workforce development program to support participants in developing careers beyond the program by connecting them to employment and apprenticeship opportunities at Public Works, other public agencies, non-profit partners, and private companies through experience in tree planting, tree establishment and community outreach services.

Grant Background:

San Francisco Public Works' Bureau of Urban Forestry (BUF) is committed to preserving and growing the City's tree canopy. The City of San Francisco's Urban Forest Plan set a goal of increasing the street tree population to 155,000 street trees over 20 years. Tree planting provides a valuable workforce development training opportunity. With low barriers to entry, this work can offer temporary employment and career development opportunities leading to stable jobs in urban forestry, landscape maintenance and related fields. The Tree Planting Grant will provide funding to a non-profit organization that can successfully carry out the goals of increasing the street tree population while simultaneously developing career pathways for those facing barriers to employment.

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 annually.

- 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.
- 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.

Solicitation Process: Public Works issued Sourcing ID 0000006777 – Bureau of Urban Forestry Workforce Development Request for Proposal – Tree Planting Workforce Development Program (the “Tree Planting WFD RFP”) on May 9, 2023, with a July 5, 2023, deadline to submit proposals. Public Works completed outreach through social media accounts, email to the City’s grant opportunities email list and posted on the San Francisco City Partner and department website. On July 5, 2023, Public Works received one application from Friends of the Urban Forest. Contract Administration reviewed the Friends of the Urban Forest proposal for responsiveness; the Program Manager reviewed the proposal for minimum qualifications. The application was deemed to be both responsive and responsible.

Grant Details:

Grant Contract Title:	Tree Planting Workforce Development Grant
Not to Exceed Grant Award Amount:	\$2,650,000
Grant Funding Sources:	Prop L - Half-Cent Sales Tax for Transportation; CIP - Capital Improvement Program; COP - Certificates of Participation; Adopt-a-Tree Fund
Grant Duration:	12-month grant term with option to extend 24 additional months
Grantee Name:	Friends of the Urban Forest

Compliance Information:	<ul style="list-style-type: none"> • Office of Attorney General Registry of Charitable Trust: Current as of 8/8/2023 • Registered 501(c)(3) with the Internal Revenue Service • City Supplier with Business Tax Registration • Not on Red Flag nor Elevated Concern Status in the Nonprofit Monitoring and Capacity Building Program Report
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Tree Planting Workforce Development Grant Award - Friends of the Urban Forest
Public Works Commission Meeting: August 18, 2023

Additional Information:	N/A
Attachments:	Attachment 1: Resolution Tree Planting Workforce Development Award Attachment 2: Presentation Tree Planting Workforce Development Award

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

RESOLUTION NO. _____

WHEREAS, the Tree Planting Workforce Development grant will provide valuable job training and job placement support to San Francisco residents from disadvantaged communities through a workforce development program focused on tree planting, tree establishment and community outreach for a minimum of 1,000 street trees. The workforce development program will include job readiness and soft skills to assist participants in their transition to the workforce and develop careers beyond the program by connecting them to employment and apprenticeship opportunities at Public Works, other public agencies, non-profit partners, and private companies.

WHEREAS, On May 9, 2023, San Francisco Public Works (Public Works) advertised the Bureau of Urban Forestry Workforce Development Request for Proposal – Tree Planting Workforce Development Program (the “Tree Planting WFD RFP”); and

WHEREAS, The not-to-exceed grant amount is anticipated to be up to \$2,650,000, and the agreement will have an initial duration of 12 months for these services; and

WHEREAS, Public Works intended to award one grant through the Tree Planting WFD RFP; and

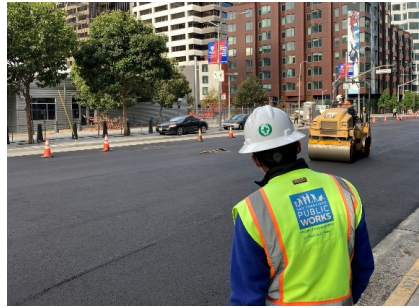
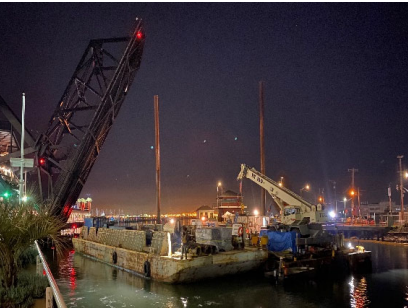
WHEREAS, Public Works received one proposal in response to the Tree Planting WFD RFP on July 5, 2023; and

WHEREAS, City staff found the Friends of the Urban Forest proposal responsible and responsive to the Tree Planting WFD RFP; and

RESOLVED, That this Commission hereby awards Public Works Grant Tree Planting WFD RFP, in the amount of \$2,650,000, with a contract duration of 12 months to Friends of the Urban Forest.

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

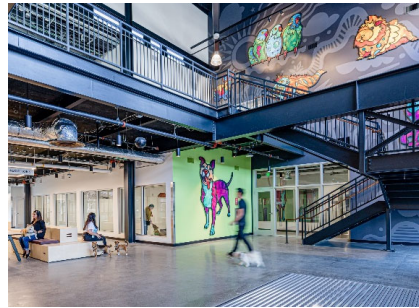
Commission Affairs Manager
Public Works Commission



August 18, 2023

Tree Planting Workforce Development Grant Award

Nicholas Crawford
Acting Superintendent, Bureau of Urban Forestry



Tree Planting Workforce Development Grant Award

Recommend Commission:
Award Tree Planting Workforce Development Grant

Amount:
\$2,650,00.00

Grant Duration:
Twelve (12) Months
(September 1, 2023 – August 31, 2024)

Grantee:
Friends of the Urban Forest (nonprofit)
Friends of the Urban Forest connects people with nature and each other by planting and caring for San Francisco's trees and gardens.

Reason:
To carry out City's goal of increasing the street tree population while developing career pathways for those facing barriers to employment.

Grant Overview and Scope of Work

Background: The grant will support a non-profit organization in operating and managing a tree planting workforce development program and support participants in developing careers beyond the program by connecting them to employment and apprenticeship opportunities at Public Works, other public agencies, non-profit partners, and private companies.

Benefits: The grant will provide provides paid training and employment to residents from disadvantaged communities in performing tree planting, tree establishment and community outreach services.

Details: The grantee will plant a minimum of 1,000 street trees throughout San Francisco as well as provide urban forestry job training, skills development and job placement support.

Director's Recommendation: Award the Tree Planting Workforce Development Contract to Friends of the Urban Forest in the amount of \$2,650,000.



Tree Planting Workforce Development Program

Recommend Commission:
Award Tree Planting Workforce Development Contract

Amount:
\$2,650,00.00

Grant Duration:
Twelve (12) Months
(September 1, 2023 – August 31, 2024)

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QUESTIONS