



Edwin M. Lee, Mayor

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: NOELLE SIMMONS, DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JAT*

DATE: MAY 19, 2017

SUBJECT: NEW GRANT: SAN FRANCISCO COMMUNITY COLLEGE DISTRICT (NON-PROFIT) TO PROVIDE WORK STUDY SERVICES TO CALWORKS PARTICIPANTS

GRANT TERM: 7/1/17-6/30/20

	<u>Amount</u>	<u>Contingency</u>	<u>Total</u>
GRANT AMOUNT:	\$1,631,709	\$163,171	\$1,794,880

	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
ANNUAL AMOUNT:	\$543,903	\$543,903	\$543,903

	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
Funding Source	\$323,227	\$287,228	\$1,021,254	\$163,171	\$1,794,880
PERCENTAGE:	20%	18%	62%		100%

The Department of Human Services (DHS) requests authorization to enter into a new grant with the San Francisco Community College District for the period of July 1, 2017 through June 30, 2020, in an amount of \$1,631,709 plus a 10% contingency for a total amount not to exceed \$1,794,880. The purpose of this grant is to provide a work study program to CalWORKs participants.

Background

The work study program enables CalWORKs students to meet CalWORKs' work requirements in their employment plans while pursuing educational coursework at City College. This program provides the students with part-time income along with valuable work experience, allowing them

to finish their educational programs with minimal disruption to their ongoing receipt of CalWORKs student benefits.

Students enroll at City College and are employed part-time at the City College of San Francisco. The Department provides the required local match for City College's CalWORKs allocation. The program was structured in this fashion because the CalWORKs program requirements specify that City College's match must be from an outside funding source. All Department work-study candidates are referred directly to City College.

Students enroll at City College and are employed part-time at the City College of San Francisco. HSA CalWORKs funds are used to pay 75% of the wages; 25%, as required by Community College CalWORKs rules, come from other sources. All Department work-study candidates are referred directly to City College.

Service Description

Grantee will provide part-time work study employment opportunities for CalWORKs City College students. Participants will work year-round rather than just during school semesters. CalWORKs work study assignments are available for 15 or 20 hours per week. Students must maintain a minimum of 6 course units or 12 non-credit hours per semester, a minimum 2.0 Grade Point Average, and complete at least 67% of their course units in order to remain in this program. Grantee will outreach to CalWORKs-registered students on campus to participate in this program, and match students with appropriate work slots that the Grantee will have identified among City College's various departments. Throughout each work study placement, Grantee will monitor each participant's classroom and workplace attendance.

Grantee will also provide a Basic Skills/Transitional Course each fall and spring semester for the students, which will help prepare the students to move into the workforce following completion of their academic goals.

Additionally, Grantee will help participants create long-term Education Plans, and assist the participants with paying for required books and educational materials.

Up to 75 CalWORKs students will participate in the work study program every year. 90% of the participants will complete their work activities, allowing them to maintain their CalWORKs student benefits throughout their educational career.

Selection

San Francisco Community College District is a sole source for this program. The California Education Code permits only the locally presiding community college to use these funds towards administering a vocational program for CalWORKs clients.

Funding

Funding for the grant will be provided by a combination of Federal, General, and State CalWORKs dollars.

**Appendix A – Services to be Provided
San Francisco Community College District
CalWORKs Work Study Program
July 1, 2017 to June 30, 2020**

I. Purpose

The purpose of this grant is to assist CalWORKS participants in obtaining and advancing in their employment through the acquisition and improvement of their educational and vocational skills.

II. Definitions

Grantee	San Francisco Community College District, also City College
CalWORKS	California Work Opportunity and Responsibility to Kids
DHS	San Francisco Department of Human Services
CCMS	CalWORKs Case Management System
WTW	Welfare-to-Work

III. Target Population

The target population is CalWORKS participants who are enrolled in and working part-time for City College.

IV. Services Description

Grantee will provide the following services:

- A. Grantee will provide part-time work-study employment opportunities for WTW CalWORKs City College students. 15 hours-per-week assignments will be concurrent with 5 hours-per-week Job Preparation workshops and will be no longer than four weeks until participants are converted into a 20 hour-per-week work study assignment. The assignment created should be related to the student’s educational and employment objectives. Grantee will pay 25% of the wages, and HSA will reimburse Grantee for the remaining 75%. Students must maintain a minimum Grade Point Average of 2.0, as well as a minimum of 6 course units or 12 non-credit hours per semester, and complete 67% of attempted units in order to remain in the program.
- B. Grantee will outreach to enrolled WTW-registered students at City College to recruit for program slots.

- C. Grantee will solicit appropriate work-study job sites from various City College departments.
- D. Grantee will work with HSA and partners towards ensuring that Work Study students are meeting the HSA Work Participation Rate
- E. Grantee will match students to appropriate sites.
- F. Grantee will monitor students' attendance at work-study placement and report monthly progress and attendance to the CalWORKs Employment Specialist. If a student has two unexcused absences or attendances falls below 80% of total program hours, Grantee will e-mail Employment Specialist within two business days of occurrence. Grantee will also monitor student enrollment, attendance and progress in the intensive basic skill classes being funded under this grant.
- G. Grantee will provide a Basic Skills/Transitional course class to students. Classes will be offered in the Fall and Spring semesters. Grantee will work in collaboration with CalWORKs staff to enroll appropriate WTW students in these classes.
- H. Grantee will continue to collaborate with HSA on maintaining and paying the annual hosting fee for the CCMS database; including working with HSA to develop system upgrades, as well as maintaining the timely flow of data into the system from City College's BANNER database.
- I. Grantee will pay for the student health, web 4, and association fees for CalWORKs and PAES students enrolled at City College through a WTW employment plan each semester (Fall, Spring, and Summer). Students will have proof of registration, a current HSA WTW plan and City College Education Plan.
- J. Grantee will create Education Plans for all CalWORKs and PAES students enrolled at City College through a WTW employment plan each semester (Fall, Spring, and Summer). Grantee will review the Education Plan and order the required books for the students through the CCSF Bookstore. The CCSF Bookstore will send a summary invoice including individual information on the students enrolled and books purchased to HSA WTW for reimbursement from CalWORKs Ancillary funds. All other student supplies will be obtained by the students through their Employment Specialist.

V. Location and Time of Services

Services will occur Monday through Friday at the Ocean Campus of the City College of San Francisco, at 50 Phelan Avenue, San Francisco, CA.

VI. Service Objectives

- A. Grantee will provide 15 or 20 hours a week of work study assignments to 75 CalWORKs clients in a fiscal year.

- B. Grantee will provide a Basic skills/Transitional course class each Fall and Spring semester to this program's participants.

VII. Outcome Objectives

- A. 90% of Work-Study program participants will successfully complete their CalWORKs' core work activities requirements and academic hours and meet the CalWORKs Work Participation Rate (WPR).
- B. 75% of students enrolled in the Basic Skills/Transitional course class will complete their learning objectives.

VIII. Reporting Requirements

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Designated CalWORKs staff shall have access to CCMS database which provides Course Progress Report (grades), Work Study Attendance, and Educational Plan – Actual Progress
- C. Grantee shall provide reports on Participant outcomes, as mutually agreed to with HSA. Report template will be developed by September 1, 2014 and reports will be due 30 days after the end of each semester.
- D. Reports are to be submitted electronically to the following HSA staff:
 - a. Florence Hays, C600
CalWORKs Welfare to Work Manager
e-mail: florence.hays@sfgov.org
 - b. Evelyn Buitrago-Morales, 2C63
CalWORKs Supervisor
e-mail: evelyn.buitrago-morales@sfgov.org
 - c. Justin Chan, GB23
HSA Contracts Manager
e-mail: justin.chan@sfgov.org
 - d. Christina Iwasaki, E301
Workforce Development Division Program Contracts Manager
e-mail: christina.iwasaki@sfgov.org
 - 5. Sylvia Tiongson, E110
WTW EIC Manager, WTW CW Book Vouchers
email: sylvia.tiongson@sfgov.org

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.

- 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
1					Appendix B, Page 1
2					Document Date: 5/15/2017
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY				
4	BY PROGRAM				
5	Contractor's Name			Contract Term	
6	City College of San Francisco (CCSF) - San Francisco Community College District- CalWORKs			7/1/17 - 6/30/20	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Work Study				
10	Budget Reference Page No.(s)				Total
11	Program Term	7/1/17-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	7/1/17-6/30/20
12	Expenditures				
13	Salaries & Benefits	\$165,000	\$165,000	\$165,000	\$495,000
14	Operating Expense	\$378,903	\$378,903	\$378,903	\$1,136,709
15	Subtotal	\$543,903	\$543,903	\$543,903	\$1,631,709
16	Indirect Percentage (%)				
17	Indirect Cost (Line 16 X Line 17)				
18	Capital Expenditure				
19	Total Expenditures	\$543,903	\$543,903	\$543,903	\$1,631,709
20	HSA Revenues				
21					
22		\$543,903	\$543,903	\$543,903	\$1,631,709
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$543,903	\$543,903	\$543,903	\$1,631,709
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$543,903	\$543,903	\$543,903	\$1,631,709
37	Full Time Equivalent (FTE)				
39	Prepared by: Natasha Lockett	Telephone No.: 415 452-5712		Date 5/9/2014	
40	HSA-CO Review Signature:	_____			
41	HSA #1	5/15/2017			

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4	Program Name:								
5	(Same as Line 9 on HSA #1)								
6									
7									
8									
9									
10	Appendix B, Page 2								
11	Document Date: 5/15/17								
		Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	TOTAL
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	7/1/17-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	7/1/17 to 6/30/20
13	Job Developer	\$100,000	100%	50%	50%	\$50,000	\$50,000	\$50,000	\$150,000
14	Outreach Specialist	\$100,000	100%	50%	50%	\$50,000	\$50,000	\$50,000	\$150,000
15	Summer Job Developer Workshops and Activities	\$10,000	100%	100%	100%	\$10,000	\$10,000	\$10,000	\$30,000
16	Work Study 9910 Processing Staff	\$90,000	100%	50%	50%	\$55,000	\$55,000	\$55,000	\$165,000
17									
18									
19									
20									
21									
22									
23									
24									
25									
26	TOTALS	\$300,000	4.00	2.50	2.50	\$165,000	\$165,000	\$165,000	\$495,000
27									
28	FRINGE BENEFIT RATE	0%							
29	EMPLOYEE FRINGE BENEFIT	\$0				\$0	\$0	\$0	\$0
30									
31									
32	TOTAL SALARIES & BENEFITS	\$300,000				\$165,000	\$165,000	\$165,000	\$495,000
33	HSA #2								5/15/2017

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4	Program Name:										
5	(Same as Line 9 on HSA #1)										
6											
7	Operating Expense Detail										
8											
9											
10	Expenditure Category			TERM	7/1/17-6/30/18		7/1/18-6/30/19		7/1/19-6/30/20		TOTAL 7/1/17-6/30/20
11	Rental of Property										
12	Utilities(Elec, Water, Gas, Phone, Scavenger)										
13	Office Supplies, Postage										
14	Building Maintenance Supplies and Furniture										
15	Printing and Reproduction										
16	Insurance										
17	Staff Training				\$3,000		\$3,000		\$3,000		\$9,000
18	Staff Travel-(Local & Out of Town)										
19	Rental of Equipment										
20	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
21	Database Hosting				\$23,000		\$23,000		\$23,000		\$69,000
22											
23											
24	OTHER										
25											
26	Outreach Supply				\$2,000		\$2,000		\$2,000		\$6,000
27	Student and Health Web 4 Fees				\$12,000		\$12,000		\$12,000		\$36,000
28	CalWORKs Students Work Study Wages				\$324,903		\$324,903		\$324,903		\$974,709
29	Instructional Basic Skills/Transtional Course										
30	Fall				\$7,000		\$7,000		\$7,000		\$21,000
31	Spring				\$7,000		\$7,000		\$7,000		\$21,000
32											
33	TOTAL OPERATING EXPENSE				\$378,903		\$378,903		\$378,903		\$1,136,709
34											
35	HSA #3										5/15/2017