



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 *JJT*

DATE: OCTOBER 21, 2016

SUBJECT: GRANT MODIFICATION: **EPISCOPAL COMMUNITY SERVICES (NON-PROFIT) FOR PROVISION OF THE CONQUERING HOMELESSNESS THROUGH EMPLOYMENT IN FOOD SERVICE (CHEFS) PROGRAM**

GRANT TERM:	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
	01/01/14- 12/31/16	01/01/17 – 6/30/17			
TOTAL GRANT AMOUNT:	\$386,586	\$64,431	\$451,017	\$6,443	\$457,460
ANNUAL AMOUNT:	FY 15/16	FY 16/17			
	\$128,862	\$64,431			
Funding Source MODIFICATION FUNDING:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
	\$64,431		\$386,586	\$6,443	\$457,460
PERCENTAGE:	14%		86%		100%

The Department of Human Services (DHS) requests authorization to modify the existing grant with Episcopal Community Services (ECS) for the provision of the Conquering Homelessness through Employment in Food Service (CHEFS) program for the period of January 1, 2017 to June 30, 2017 for an additional amount of \$64,431 plus a 10% contingency for a new contract amount not to exceed \$457,460. The purpose of the grant is to provide employment services to the homeless.

Background

U.S. Dept. of Housing and Urban Development’s (HUD) funds this project through the McKinney Vento Continuum of Care Homeless Programs. The grantees reapplied jointly as part

of the City's consolidated application process and were awarded continued funding for the next year. The renewal of each grant is based on the continued availability of HUD funding, which ended for Employment and Training contracts (SSP-Supportive Service Only) contracts for this year. For CHEFS, the funding ended 1/1/16, and the City has chosen to continue Homeless Employment services using General Fund monies through 6/30/17; which is the reason for this extension.

In this 6 month extension period, due to changing funding from HUD McKinney to General Fund, the contractors will have an expanded target population to serve including both the HUD eligible clients, and also formerly homeless individuals now residing in City funded Supportive Housing.

Services to be Provided

The CHEFS program will provide opportunities for homeless and formerly homeless individuals annually to participate in culinary skills training which will enable them to find employment in the institutional food service industry. Homeless or formerly homeless individuals will receive training in food service, vocational skills and job readiness skills. During this 6 month extension, CHEFS will serve an additional 32 individuals, in addition to the 64 individuals that will be served during the regular (1/1/16-12/31/16) program year.

The program will be offered primarily at Canon Kip Community House, 705 Natoma, San Francisco, CA 94103, with other sites as identified that provide internships. The program will operate between the hours of 8:00 am and 3:00 pm., Monday through Friday. Internship hours will vary according to placement site and need.

Selection

Grantee submitted an application for the 2013 McKinney-Vento Continuum of Care Homeless Programs with the U.S. Department of Housing and Urban Development (HUD).

Funding

Funding for the modification is 100% General Funds.

Attachments

Appendix A-1, Scope of Services

Appendix B-1, Budget

Attachment A-1, McKinney-Vento Definition of Homelessness

Appendix A-1 – Scope of Services
 Episcopal Community Services
 Conquering Homelessness through Employment in Food Service (CHEFS)
 January 1, 2014 - December 31, 2016
Modification Extending Grant from 1/1/17 to 6/30/17 (6 months)
Modification date 10.1.16

NOTE: HUD criteria in *Italics* do not pertain to the Extension Period

I. Purpose of Grant

To create opportunities for homeless individuals to participate in training in order to learn culinary skills that will enable them to find employment primarily within the institutional food service industry. Through this program, 192 individuals (64 per year) will receive training in food service, vocational skills, and job readiness skills over a three-year period. **Note: during the 6 month extension period the number of individuals served will be 32.**

II. Definitions

Grantee/Sponsor	Episcopal Community Services
HSA	Human Services Agency, City and County of San Francisco
HUD	U.S. Department of Housing and Urban Development
CHEFS	Conquering Homelessness through Employment in Food Service
DHS	San Francisco Department of Human Services, a division of HSA
Full-time employment	Employment that is a minimum of 30 hours per week.
Program Completion	Completion of either the 6-month training/internship program or obtaining employment while enrolled
Part-time employment	Employment that is less than 30 hours a week but more than 8 hours per week.

III. Target Population

The target population for this program must meet the HUD definition of homelessness. The participants must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services' definition of

homelessness (See Attachment A-1). **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

IV. Description of Services

64 students per year will enroll and participate in a four-month kitchen oriented hands-on and classroom training program followed by a two-month internship. **During the 6 month extension period the number of individuals served will be 32.** The internships have three components:

1. Placement in community in an institutional food service business or restaurant.
2. Continued case management and/or vocational assistance
3. In-house classes with continued training

All students will receive a three-year CA Servsafe Food Handler certification, a prerequisite for employment in any food service operation in CA. Graduates will receive a certificate upon completion of the program. Throughout the program, students will participate in basic work readiness classes to learn skills such as time management, personal hygiene and presentation, communication skills, decision making/problem solving/conflict resolution skills and education services.

Grantee will:

- A. Provide pre-vocational and education classes through the ECS Adult Education Center.
- B. Provide hands-on and classroom-based instruction in culinary arts, nutrition, and food service.
- C. Provide internships to all participants who complete the 4-month training and have met individual employment plan (IEP) goals.
- D. Develop, in conjunction with the student and student's employment specialist, a mutually agreed upon individual employment plan to reach career goals of graduation and job placement, as well as personal goals which address employment barriers, such as obtaining permanent housing.
- E. Provide support services including resources and education in financial literacy and money management, assistance in locating emergency and permanent housing and referrals to community resources including mental and physical health care, legal services, substance abuse services, public benefits and other needed services.
- F. Conduct weekly meetings between the trainee and the employment specialist to identify employment barriers, refer to agencies to assist the student in addressing those barriers, follow-up on referrals, and reassess goals.

- G. Solicit feedback from current and former students through satisfaction surveys. Engage in quarterly Hospitality Initiative workforce development meetings with similar programs. Assess and update the operations, curriculum, and policies as needed to reflect best practices.
- H. Provide job placement and follow-up services for up to six months upon completion of the 6-month program.

V. Location and Time of Services

The program will be offered primarily at Canon Kip Senior Center, 705 Natoma, San Francisco, CA 94103, with other sites as identified that host internships. The program will primarily operate between the hours of 8:00 am and 3:00 pm, Monday through Thursday, with limited hours between 11:00 am and 2:30 pm on Friday. Program hours have been shortened to allow time for students to address their employment barriers (medical, benefits, housing appointments, etc.) during business hours. This allows participants to attend class, as well as mandatory appointments which better position graduates for success in program and job retention, without monopolizing students' time. Internship hours will vary according to placement site and will be determined based on each site's need and availability.

VI. Grantee Responsibilities

- A. Provide classes in culinary skills, employment-seeking skills, and remedial education to homeless individuals.
- B. Train program participants to be job ready.
- C. Once a job is obtained, employment specialists refer program participant to resources to gain a stable living environment, thereby preventing a re-entry into the shelter and/or homeless network system.

VII. McKinney-Vento Responsibilities

- A. **Homeless documentation** – All clients must be homeless according to the HUD definition of homelessness (*See Attachment A-1*) in order to receive assistance under the HUD McKinney-Vento Homeless Assistance Act grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with HUD funds. Homeless eligibility must be documented using the “McKinney Vento Continuum of Care Homeless Programs Certification of Homelessness” form provided by the Human Services Agency. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive**

housing. Documentation will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.

- B. **Annual Progress Report (APR)** – *All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA review. The APR is due to HSA by the 45th day following the end of the operating year. After review by HSA, the APR is submitted to HUD.*
- C. **Match**– *All HUD funded projects are required to provide a match, cash or in-kind (for in-kind match an MOU is required). Documentation of cash match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum cash match requirements are as follows: 25% match, cash or in-kind, for your total budget minus any leasing and admin costs.*
- D. **Personnel activity reports (PAR)** – *Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on HUD projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on HUD eligible activities versus non-eligible activities.*
- E. **Collaboratives and subcontractors** – *The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. HSA must approve all new and renewal MOUs as well as any new subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.*
- F. **Homeless Management Information Systems (HMIS) Requirements** – *Sponsors must provide and update client information in the HSA Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.*
- G. **Transfer of client files** – *All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing*

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sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County's existing HUD program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.

- H. **Audits** – All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc. Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.

VIII. Service Objectives

On an annual basis, the Grantee will meet the following Service Objectives:

- A. **At least 50% of those clients served will meet the HUD definition of Homelessness during the extension period.**
- B. A minimum of 40% or 13 of the participants will complete the 6-month program.
- C. A minimum of 70% or 9 of participants who complete training will obtain full or part-time employment. Credit for Unsubsidized employment will only be given for those that are documented by Grantee to HSA. Acceptable documentation that must be submitted to HSA within 60 days of participant's hire date is either a copy of the participant's pay stub or a letter from the employer on employer's business letterhead that includes Employer Name and Address, Position Title, Date of Hire, Hourly Wage, Hours Per week, and whether health benefits are provided.

IX. Outcome Objectives

On an annual basis, the Grantee will meet the following Outcome Objectives:

- A. *A minimum of 25% (8 of 32) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.*
- B. *A minimum of 84% (27 of 32) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*

- C. *A minimum of 84% (27 of 32) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
- D. *A minimum of 45% (15 of 32) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

X. Reporting Requirements

- A. Grantee will provide a **monthly** report of activities, referencing the tasks as described in Section VIII & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
 - (1) Number of the participants who complete the 6-month program.
 - (2) Number of participants who complete training who have obtained full or part-time employment.

- B. Grantee will provide a **quarterly** report of activities, referencing the tasks as described in Section VIII & XI- Service and Outcome Objectives. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
 - (1) *Number of persons who exit to permanent housing (subsidized or unsubsidized) during the operating year.*
 - (2) *Number of persons age 18 and older who maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
 - (3) *Number of households served by the project who receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
 - (4) *Number of participants who exit the program during the operating year who have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

- C. **Annual Report** – *The Contractor shall submit a 12-month HUD **Annual Progress Report (APR)** covering the period of January 1st through December 31st of each contract year. This report shall provide cumulative results for each objective as outlined above and shall include 12-month demographic information as required in the HUD APR. These reports are due to HSA on July 15th following the end of each grant year.*

- D. WDD reporting will include enrollment roster information to include demographic information on each participant. Provider shall update WDD on



program status for all participants, such as, program exit date and reason. Placement information to include employer name and address, position title, hourly wage, and hours per week. Acceptable documentation that must be submitted or available for review by WDD must be either a copy of the participant's paystub or a letter from the employer on employer's business letterhead.

- E. Grantee will provide Ad Hoc reports as required by the Department.
- F. For assistance with reporting requirements or submission of reports, contact:

Annyse Acevedo
Annyse.Acevedo@sfgov.org
Contract Manager, Office of Contract Management

or

Eva Iraheta
Eva.Iraheta@sfgov.org
Special Projects Coordinator, Workforce Development Division

XI. Monitoring Activities

- A. Program Monitoring: The program monitoring included a review of participant files, staff development and training, program polices and procedures, customer satisfaction, programmatic and physical accessibility /cultural competence, outreach, program administration, and data collection.
- 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.

Attachment A-1
McKinney-Vento Definition of Homelessness

Category 1: Individuals and families who lack a fixed, regular, and adequate nighttime residence. This includes:

- i. Individuals and families sleeping in locations not intended for permanent human habitation such as cars, parks, abandoned buildings, bus or train stations, airports, and camping grounds.
- ii. Individuals and families living in supervised, publicly or privately operated emergency shelters, transitional housing designed to provide temporary living arrangements, and hotels and motels paid for by charitable organizations or by Federal, State, or local government programs.
- iii. People who have spent up to 90 days in a prison, jail, hospital or other institution who were living in an emergency shelter or in a place not meant for human habitation before entering the institution.

Category 2: Individuals and families who will imminently lose their primary nighttime residence within 14 days and who lack resources to obtain new housing and the individual or family lacks the resources or support networks, e.g. family, friends, faith-based or other social networks, needed to obtain other permanent housing.

Category 3: Unaccompanied youth and families with children who are defined as homeless under other Federal statutes and who also meet certain other requirements including:

- I. The individual or family is defined as homeless under Section 387 of the Runaway and Homeless Youth Act, Section 637 of the Head Start Act, Section 41403 of the Violence Against Women Act, Section 330(h) of the Public Health Service Act, Section 3 of the Food and Nutrition Act of 2008, Section 17(b) of the Child Nutrition Act of 1966, or Section 725 of the McKinney Vento Homeless Assistance Act; **AND**
- II. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; **AND**
- III. Have experienced persistent instability as measured by two (2) moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; **AND**
- IV. Can be expected to continue in such status for an extended period of time because of:
 - Chronic disabilities,
 - Chronic physical health or mental health conditions,
 - Substance addiction,
 - Histories of domestic violence or childhood abuse,
 - The presence of a child or youth with a disability, or
 - Two or more barriers to employment, which include:
 - a. The lack of a high school degree or GED,
 - b. Illiteracy,
 - c. Low English proficiency,
 - d. A history of incarceration or detention for criminal activity, and
 - e. A history of unstable employment

Category 4: Is fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; has no other residence; and lacks the resources or support networks (e.g. family, friends, faith-based or other social networks) to obtain other permanent housing.

	A	B	C	D	E	F
1						Appendix B-1, Page 1
2						Document Date: 9/12/2016
3	HUMAN SERVICES AGENCY GRANT BUDGET SUMMARY					
4	BY PROGRAM					
5	Grantee's Name			Grant Term		
6	EPISCOPAL COMMUNITY SERVICES			1/1/14 - 6/30/17		
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>					
8	If modification, Effective Date of Mod. 1/1/17 No. of Mod. 1					
9	Program: Conquering Homelessness through Employment in Food Service (CHEFS)					
10	Budget Reference Page No.(s)					Total
11	Program Term	1/1/14-12/31/14	1/1/15-12/31/15	1/1/16 - 12/31/16	1/1/17 - 6/30/17	1/1/14 - 6/30/17
12	Expenditures					
13	Salaries & Benefits	\$68,923	\$68,923	\$78,154	\$40,556	\$256,556
14	Operating Expense	\$55,581	\$55,581	\$46,350	\$16,972	\$174,484
15	Subtotal	\$124,504	\$124,504	\$124,504	\$57,528	\$431,040
16	Administrative Percentage	3.5%	3.5%	3.5%		
17	Administrative Expense	\$4,358	\$4,358	\$4,358		\$13,074
18	Indirect Cost Rate (12%)				\$6,903	\$6,903
19	Total Expenditures	\$128,862	\$128,862	\$128,862	\$64,431	\$451,017
20	HSA Revenues					
21	McKinney-Vento Funds	\$128,862	\$128,862	\$128,862		\$386,586
22	General Funds				\$64,431	\$64,431
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$128,862	\$128,862	\$128,862	\$64,431	\$451,017
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$128,862	\$128,862	\$128,862	\$64,431	\$451,017
37	Full Time Equivalent (FTE)					
39	Prepared by: Evelyn L. Lam	Telephone No.: 415-487-3300 X1214			09/12/16	
40	HSA-CO Review Signature:	_____				
41	HSA #1					

Program: Conquering Homelessness through Employment in Food Service (CHEFS)

Salaries & Benefits Detail

11	12	Agency Totals		For HSA Program		1/1/14-12/31/14	1/1/15-12/31/15	1/1/16 - 12/31/16	1/1/17 - 6/30/17	TOTAL
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	For DHS Program	For DHS Program	For DHS Program	For DHS Program	For DHS Program
						Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
13	Employment Specialist	\$49,000	100%	45%	45%	\$19,514	\$19,514	\$21,313	\$11,720	\$72,061
14	Culinary Training Program Manager	\$59,078	100%	20%	20%	\$9,338	\$9,338	\$11,866	\$6,280	\$36,822
15	CHEF & Culinary Training Instructor	\$50,336	100%	10%	10%	\$3,735	\$3,735	\$4,929	\$2,675	\$15,074
16	CHEF & Culinary Training Instructor	\$50,336	100%	24%	24%	\$10,739	\$10,739	\$11,830	\$6,421	\$39,729
17	Mgr of Adult Educ Ctr & CHEFS Supp Svs/Benton	\$70,470	100%	5%	5%	\$4,282	\$4,282	\$6,901	\$1,873	\$17,339
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30	TOTALS		5.00	1.04	1.04	\$47,608	\$47,608	\$56,839	\$28,969	\$181,024
31										
32	FRINGE BENEFIT RATE					44%	44%	38%	40%	
33	EMPLOYEE FRINGE BENEFITS					\$21,315	\$21,315	\$21,315	\$11,587	\$75,532
34										
35										
36	TOTAL SALARIES & BENEFITS					\$68,923	\$68,923	\$78,154	\$40,556	\$256,556
37	HSA #2									

	A	B	C	D	E	F	G	H	I	J	K	L	M
1												Appendix B-1, Page 3	
2												Document Date:	9/12/2016
3													
4													
5	Program: Conquering Homelessness through Employment in Food Service (CHEFS)												
6													
7	Operating Expense Detail												
8													
9													
10													
11													
12	Expenditure Category			TERM	<u>1/1/14-12/31/14</u>	<u>1/1/15-12/31/15</u>	<u>1/1/16 - 12/31/16</u>	<u>1/1/17 - 6/30/17</u>					TOTAL
13	Rental of Property												<u>1/1/14 - 6/30/17</u>
14	Facilities/Utilities(Elec, Water, Gas, Phone, Scavenger)				\$21,917	\$21,917	\$19,840	\$7,400					\$71,074
15	Equipment/Bldg Maintenance and Repair				\$2,500	\$2,500	\$500						\$5,500
16	Insurance				\$2,400	\$2,400	\$2,400	\$772					\$7,972
17	Printing & Reproduction				\$189	\$189	\$190	\$800					\$1,368
18													
19													
20													
21													
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE												
23													
24													
25													
26													
27													
28	OTHER												
29	Food Products and Supplies				\$19,800	\$19,800	\$18,800	\$8,000					\$66,400
30	Laundry and Uniforms				\$8,775	\$8,775	\$4,620						\$22,170
31													
32													
33													
34													
35	TOTAL OPERATING EXPENSE				\$55,581	\$55,581	\$46,350	\$16,972					\$174,484
36													
37	HSA #3												

(14)