



MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

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

DATE: OCTOBER 12, 2018

SUBJECT: NEW GRANT: ARRIBA JUNTOS (NON-PROFIT) TO PROVIDE REFUGEE BENEFITS LINKAGES

CONTRACT TERM: 10/1/18-9/30/21

CONTRACT AMOUNT:	<u>Original</u>	<u>Contingency</u>	<u>Total</u>
	\$160,629	\$16,063	\$176,692

ANNUAL AMOUNT:	10/1/18- <u>6/30/19</u>	7/1/19- <u>6/30/20</u>	7/1/20- <u>6/30/21</u>	7/1/21- <u>9/30/21</u>
	\$40,157	\$53,543	\$53,543	\$13,386

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$0	\$0	\$160,629	\$16,063	176,692
PERCENTAGE:	0%	0%	100%		100%

The Department of Human Services (DHS) requests authorization to enter into a new grant with ARRIBA JUNTOS to provide Refugee Benefits Linkages for the period of October 1, 2018 to September 30, 2021, in the amount of \$160,629 plus a 10% contingency for a total grant amount not to exceed \$176,692. The purpose of grant is to link refugees, asylees, and trafficking victims resettled in San Francisco and its surrounding counties with local services and benefits that can improve their self-sufficiency.

Background

The current political climate has pushed refugees and other individuals with precarious residency status into a more vulnerable state. The Human Services Agency (HSA) seeks to link these

individuals to available refugee and self-sufficiency resources and services available throughout San Francisco County.

Services to be Provided

Grantee will engage the community of government and community-based agencies to research and catalogue relevant refugee services, and identify eligible clients. Grantee will make service and benefits referrals tailored to the clients' needs. These services will include but are not limited to language education and vocational training programs offered by various agencies in the Bay Area. Clients will also be referred to HSA intake for screening and possible enrollment in RCA, CalWORKs, CalFresh, and/or Medi-Cal.

Grantee will connect this program's clients with workshops on social adjustment, cultural orientation, citizenship activities, and personal finance, among other services in the community.

Grantee will perform a minimum of 20 benefits linkage events to connect with refugees, asylees, trafficking victims, and/or individuals on Special Immigrant Visas every month. Over an annual period, 45 individuals referred through benefits linkages will enroll in HSA employment and training services, and will be provided case management services.

Selection

Grantee was selected through RFP 808, which was competitively bid in August 2018. Grantee was the sole respondent.

Funding

Funding for this grant is provided entirely by Federal Funds from the Targeted Assistance Grant.

ATTACHMENTS

Appendix A –Services to be Provided

Appendix B – Program Budget

Appendix A – Services to be Provided
Arriba Juntos
Refugee Benefits Linkages
October 1, 2018 to September 30, 2021

I. Purpose

The Grantee will provide benefits and services linkages to newly arrived refugees, asylees, and trafficking victims resettled in San Francisco County and its surrounding counties. The goal is to connect them to benefits and services at the Human Services Agency and community based organizations to help them achieve economic and socio-cultural self-sufficiency as soon as possible, by providing linguistically and culturally competent social adjustment services and referrals. Refugee identification will be focused on the San Francisco Unified School District, governmental agencies and community based organizations serving the target population in San Francisco and surrounding counties.

II. Definitions

Asylees	Individuals who travel to the United States as victims of persecution and then apply for asylum Note: Applicants for asylum are not eligible until asylum status is actually granted
CalFresh	Formerly known as Food Stamps. A federal public assistance program that helps children and low-income households improve their diets by providing access to a nutritious diet.
CalWORKs	California Work Opportunity and Responsibility to Kids, welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid.
Grantee	Arriba Juntos
Non-aided refugees	Non-aided refugees who primarily have been in the United States for 60 months or less
HSA	Human Services Agency of the City and County of San Francisco, also the Department
Refugees	Individuals who are unable to return to their countries due to persecution or fear of persecution on account of race, religion, nationality, political opinion, or social group
RCA	Refugee Cash Assistance

Special Immigrant Visa (SIV)	Iraqis and Afghans who assisted or were employed by the U.S. Armed Forces with translation and interpreter services.
Trafficking and Crime Victim	Non-citizens who are certified victims of human trafficking (sexual exploitation or forced labor), domestic violence, or other serious crimes.
Unaccompanied Minors	Unaccompanied Alien Children (UAC) apprehended at the Southwest border by the Department of Homeland Security's (DHS's) Customs and Border Protection (CBP). When UAC receive eligibility letters from the federal Office of Refugee Resettlement they are eligible for federal benefits and services as human trafficking victims.
ZixCorp	An Email Encryption and Email Data Loss Prevention system

III. Target Population

Refugees, asylees, Special Immigrant Visa (SIV), Trafficking and Crime Victim, Non-aided refugees who primarily have been in the United States for 60 months or less, Unaccompanied minors who are victims of severe forms of trafficking and are under 18 years of age, and refugee seniors aged 60 and above.

IV. Description of Services

A. Intake and enrollment of Participants

1. Engage Bay Area County Agencies, City Departments including San Francisco Office of Civic Engagement & Immigrant Affairs (OCEIA), community based organizations, school district offices, schools, clinics, park and recreation departments, churches, agencies, daycares, etc. through site visits and attending meetings and special events, to identify and enroll clients, develop a list of current resources and contacts for refugees, and promote refugee services.
2. Through the intake process participants will be referred to HSA services including CalWORKs for families or Refugee Employment Services (Skills training/English language training) for single adults for enrollment and services.
3. Refer participants to HSA benefit programs such as RCA, CalFresh and Medi-Cal as warranted.
4. Clients eligible for the Refugee Employment Services (Skills training/English language training) programs with Grantee will be referred based on vocational goal, job readiness, and language level.
5. Refer Refugee seniors to existing mainstream resources and/or to obtain citizenship assistance services to increase their level of self-sufficiency, independence, and integration into the community.

B. Case Management Services

1. Plan and coordinate social adjustment and cultural orientation educational workshops.
2. Provide direct case management services to refugee clients and families.

4. Ensure effective coordination with project partners and other agencies.

V. Location and Time of Services

Services will be provided at 1850 Mission St., San Francisco, CA 94103.

Time of Services is Open Entry and program services are conducted Mon-Fri between the hours of 8:30AM to 5:00PM

VI. Service Objectives

- A. On an annual basis, of individuals referred through the Refugee Benefits Linkages program, 45 will enroll in HSA employment and training services, and will be provided case management services.
- B. On a monthly basis conduct a minimum of 20 benefits linkage efforts in the community to inform and enroll potential participants

VII. Outcome Objectives

- A. 70% of the participants enrolled into educational/training programs or job readiness programs will complete the activity.
- B. 60% of those participants who complete the educational/training or job readiness program will obtain employment within 90 days.

VIII. Reporting Requirements

Client Activity Reporting - establish and implement a process for recording, tracking, and reporting on clients' participation and progress in the Refugee Benefits Linkages Program. Grantee will submit monthly Contract reports summarizing progress on contract objectives to the Program Monitor.

- A. A detailed monthly spreadsheet of:
 1. all participants being referenced in the monthly summary report
 2. dates and sites of connector events
 3. Sign-up sheets of those attending connector events
 4. job title, employer, wage, hours per week and benefit information (health, dental) for all participants placed
- B. A monthly spreadsheet summarizing the activities for the month:
 1. Number of benefits linkage events attended for the month
 2. Number active or currently enrolled as of the first day of the month
 3. Number of new enrollments
 4. Number enrolled in a training/education or job readiness program
 5. Number completing the program
 6. Number exiting the program
 7. Number of participants who are placed in an unsubsidized or subsidized job
- C. Monthly Contract reports are due on the 10th day following the reporting month.
- D. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.
- E. Ad Hoc Reports. Grantee will develop and deliver ad hoc reports as requested by HSA.
- F. Monthly, Quarterly and Annual Reports will be entered into the Contracts Management System known as Contract Administration, Reporting, & Billing Online (CARBON).

- D. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.
- E. Ad Hoc Reports. Grantee will develop and deliver ad hoc reports as requested by HSA.
- F. Monthly, Quarterly and Annual Reports will be entered into the Contracts Management System known as Contract Administration, Reporting, & Billing Online (CARBON). Grantee will provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives. Grantee will upload the monthly report in the CARBON database by the 10th of the following month.
- G. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives. Grantee will enter the annual SOGI aggregate data in the CARBON database by the 10th of the month following the end of the program year.

For assistance with reporting requirements or submission of reports, contact

Andy Beetley-Hagler, Program Monitor
Welfare to Work Services
(415)557-5278
andy.beetley@sfgov.org

or

David Flores, Jr., MPA, Principal Administrative Analyst
Office of Contract Management
(415) 557-5365
david.flores@sfgov.org

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of documentation of client eligibility and reported client progress towards meeting service and outcome objectives, participant case files, training curricula, and program policies and procedures.
- 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 American 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	F
1	Appendix B, Page 1					
2	Document Date: 10/10/18					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4	BY PROGRAM					
5	Name			Term		
6	ARRIBA JUNTOS			Oct 1, 2018 - Sept 30, 2021		
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: Refugee Benefits Linkages					
10	Budget Reference Page No.(s)					Total
11	Program Term	10/01/18-6/30/19	7/01/19-6/30/20	7/01/20-6/30/21	7/01/21-9/30/21	
12	Expenditures					
13	Salaries & Benefits	\$37,908	\$50,544	\$50,544	\$12,636	\$151,632
14	Operating Expense	\$2,249	\$2,999	\$2,999	\$750	\$8,997
15	Subtotal	\$40,157	\$53,543	\$53,543	\$13,386	\$160,629
16	Indirect Percentage (%)					
17	Indirect Cost (Line 16 X Line 15)					
18	Capital Expenditure					
19	Total Expenditures	\$40,157	\$53,543	\$53,543	\$13,386	\$160,629
20	HSA Revenues					
21	Federal	\$40,157	\$53,543	\$53,543	\$13,386	\$160,629
22						
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$40,157	\$53,543	\$53,543	\$13,386	\$160,629
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$40,157	\$53,543	\$53,543	\$13,386	\$160,629
37	Full Time Equivalent (FTE)					
39	Prepared by:		Telephone No.:		Date	
40	HSA-CO Review Signature: _____					
41	HSA #1					10/25/2016

1 2 3 4 5 6 7 8 9 10 11	A	B	C	D	E	F	G	H	I	J	
											Agency Totals
12	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	TOTAL
13	Outreach Worker/Case Manager	\$37,440	1.00	100%	1.00	\$28,080	\$37,440	\$37,440	\$9,360	\$112,320	
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24	TOTALS	\$ 37,440	1.00	100%	1.00	\$28,080	\$37,440	\$37,440	\$9,360	\$112,320	
25	FRINGE BENEFIT RATE										
26		35%									
27	EMPLOYEE FRINGE BENEFITS					\$9,828	\$13,104	\$13,104	\$3,276	\$39,312	
28											
29											
30	TOTAL SALARIES & BENEFITS	\$37,440				\$37,908	\$50,544	\$50,544	\$12,636	\$151,632	
31	HSA #2									10/29/2016	

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Program: Refugee Benefits Linkages													
2	(Same as Line 9 on HSA #1)													
3														
4														
5														
6														
7	(Check One)	New	X	Renewal		Modification								
8	Operating Expense Detail													
9														
10														
11														
12	Expenditure Category												TERM	
13	Rental of Property												10/01/18-6/30/19	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)												7/01/19-6/30/20	
15	Office Supplies, Postage												7/01/20-6/30/21	
16	Building Maintenance Supplies and Repair												7/01/21-9/30/21	
17	Printing and Reproduction												7/1/18 - 9/30/21	
18	Outreach & Promotional Materials												TOTAL	
19	Insurance													
20	Staff Training													
21	Staff Travel-(Local & Out of Town)													
22	Rental of Equipment													
23	CONSULTANTS/SUBCONTRACTOR DESCRIPTIVE TITLE													
24														
25														
26														
27														
28														
29	OTHER													
30														
31														
32														
33														
34														
35														
36	TOTAL OPERATING EXPENSE												\$2,249	
37													\$2,999	
38	HSA #3												\$2,999	
													\$750	
													\$8,997	
													10/25/2016	

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