



Mark E. Farrell, 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 *Ju*

DATE: MAY 18, 2018

SUBJECT: **NEW GRANT: ARRIBA JUNTOS (NON-PROFIT) TO PROVIDE FOR THE VIP/VESL, TRANSITIONAL EMPLOYMENT FOR RE-ENGAGEMENT, AND WORK PARTICIPATION PROGRAMS**

GRANT TERM:	<u>Current</u> 7/1/18- 6/30/21		<u>Contingency</u>	<u>Total</u>
GRANT AMOUNT:	\$10,431,906		\$1,043,191	\$11,475,097
ANNUAL AMOUNT:	FY 18/19 \$3,477,302	FY 19/20 \$3,477,302	FY20/21 \$3,477,302	
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u> <u>Total</u>
FUNDING:	\$2,191,716	\$1,792,158	\$6,448,032	\$1,043,191 \$11,475,097
PERCENTAGE:	21%	17%	62%	100%

The Department of Human Services (DHS) requests authorization to enter into a grant with Arriba Juntos for the 3-year period of July 1, 2018 to June 30, 2021, in the amount of \$10,431,906 plus a 10% contingency for a total amount not to exceed \$11,475,097. The purpose of the grant is to provide Vocational Immersion Program/Vocational English as a Second Language services, PST Skills Development for Work Study participants, Transitional Employment for WTW Re-Engagement, and Work Participation Activities that provide subsidized employment in order to meet the federal Work Participation Rate (WPR).

Budget Per Program

Program	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/20 - 6/30/21	Contract Amount	Contingency	Total Amount
Vocational Immersion VIP/VESL	\$1,804,749	\$1,804,749	\$1,804,749	\$5,414,247	\$541,425	\$5,955,672
Transitional Employment for WTW Re-Engagement	\$1,249,367	\$1,249,367	\$1,249,367	\$3,748,101	\$374,810	\$4,122,911
WPA Bridge & Filler	\$292,315	\$292,315	\$292,315	\$876,945	\$87,695	\$964,640
PST Work Study	\$130,871	\$130,871	\$130,871	\$392,613	\$39,261	\$431,874
TOTALS:	\$3,477,302	\$3,477,302	\$3,477,302	\$10,431,906	\$1,043,191	\$11,475,097

Background

Vocational Immersion Program/Vocational English as a Second Language (VIP/VESL) began in 2000 to assist Limited English Proficient (LEP) CalWORKs and PAES participants obtain and advance in employment through acquisition and improvement of vocational English language skills. The primary languages of most clients are Cantonese, Mandarin, Russian, Vietnamese, and Spanish.

The Welfare to Work program works diligently to increase the Work Participation Rate for CalWORKs participants, which affects funding for services. In February of 2011, HSA began implementing the Transitional Employment for Welfare-to-Work Re-Engagement Program. These services include subsidized employment and case management to unengaged CalWORKs participants by providing 1-month jobs in order to re-engage participants in Welfare-to-Work activities and meet the Work Participation requirements.

HSA’s Public Service Trainee (PST) Program provides the opportunity for trainees to get training and work experience. The Human Services Agency annually employs individuals in the PST program who are public assistance recipients. These individuals are assigned to work at host sites under the supervision of various City departments. The PST Work Study program provides CalWORKs PST participants with Non-Core CalWORKs activities, such as, Adult Basic Education hours needed to engage and maintain full participation in their CalWORKs Employment plan and to meet Work Participation Requirements (WPR).

The City College CalWORKs Work Study program is a collaboration between the Department and the City College CalWORKs staff to serve work-study CalWORKS students who take classes along with 15 to 20 hours of weekly paid work experience on campus. Work Study offers participants the opportunity to earn income and gain valuable work experience while taking classes. The worksites are on the campus so as to minimize the transition and disruption between work and classes. The work experience hours offered by City College do not meet the prescribed hours under Federal requirements for the Work Participation Rate (WPR) for CalWORKs. To support the students in this activity, the Bridge & Filler program will provide ‘bridge’ services to address the time lapse that can occur between semesters, or ‘filler’ services to address the needed hours during the regular school terms.

Services to be Provided

Arriba Juntos will provide the following:

1. **VIP/VESL:** integrated vocational services including vocational English instruction through City College of San Francisco and structured subsidized work study experience, on-the-job training, mentoring and supportive services to Limited English Proficient (LEP) San Francisco residents receiving CalWORKs or PAES benefits
2. **PST Skills Development for Work Study:** providing post-secondary academic instruction to CalWORKs Public Service Trainees Work Study participants.
3. **Transitional Employment for WTW Re-Engagement:** 1-month subsidized employment to CalWORKs participants through community non-profit organizations to re-engage them with Welfare-to-Work services.
4. **Bridge & Filler:** temporary and part-time subsidized work study experience to CalWORKs participants enrolled at San Francisco City College in their Work Study program.

Services also include job coaching/tutoring, job readiness training and job search assistance.

VIP/VESL classes and PST Skills Development will be provided at Arriba Juntos, 1850 Mission Street, San Francisco. Work Experience for Transitional Employment for WTW Re-Engagement and Bridge & Filler may be located at various non-profit agencies in San Francisco.

Selection

Contractor was selected through Request for Proposals 794, which was competitively bid in April 2018.

Funding

The funding is provided by Federal, State and County dollars.

ATTACHMENTS

Appendices A-1 through A-4

Appendices B-1 through B-4

Appendix A-1: Services to be Provided
Arriba Juntos
Vocational Immersion Program/
Vocational English as a Second Language (VIP/VESL);
July 1, 2018 through June 30, 2021

I. Purpose of Grant

The purpose of the VIP/VESL portion of this grant is to provide vocational English development, mentoring and supportive services to CalWORKs and PAES/ABAWD participants in order to obtain employment.

The VIP/VESL services include:

1. Vocational English instruction
2. Work Experience with Job Coaching
3. Job Readiness Training

For Work Experience, Grantee will provide transitional employment jobs through Work Study (CalWORKs) or Subsidized Employment (PAES/ABAWD) at community non-profit agencies to allow participants to acquire basic and occupational skills and increase their employability in the US labor market. All participants will also receive Job Search Assistance to obtain a job.

II. Definitions

ABAWD	Able-Bodied Adults Without Dependents, i.e., CalFresh recipients age 18 to 49 who are able to work and do not share a household with a minor child.
ADA	American Disability Act
Basic Job Skills	Punctuality, attendance, following instructions, conveying information effectively, critical thinking, adaptability, judgment and decision making, time management, and customer service.
CalWORKs	California Work Opportunity and Responsibility to Kids welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid
City	City and County of San Francisco, a municipal corporation.
Core Activities	Activities in a Welfare to Work plan that include Job Readiness, Job Search, Employment, On-the-Job training, supported work (DOR), Self-Employment, Vocational training, and Work Study.
DHS	San Francisco Department of Human Services, a division of HSA

Grantee	Arriba Juntos
Employment Specialist	CalWORKs or PAES/ABAWD staff who ensures participant meets the Employment Plan requirements.
ESL	English as a Second Language
HSA	Human Services Agency of the City and County of San Francisco
HSA Employer Wage Subsidy	Employers who are reimbursed for worker wages per agreements with HSA
HSA Public Service Trainee Program	Paid internships in City and County of San Francisco departments
Job Placement	Participant placement in permanent unsubsidized employment, or HSA subsidized employment
Launchpad	A client tracking system used by HSA
LEP	Limited English Proficient
Levels	Various degrees of English proficiency as measured by formal assessment.
Non-Core Activities	Activities in a Welfare to Work plan that include Adult Basic Education, General Education Diploma, Vocational English as a Second Language, Counseling, Education, Job Skills Leading to Employment, and Study time.
OCM	Office of Contract Management, San Francisco Human Services Agency.
PAES	Personal Assisted Employment Services, a HSA program that assists single indigent adults in obtaining employment and self-sufficiency.
Post-Secondary Education	Community Colleges, Public and Private Universities, Colleges and Trade Schools certified as post-secondary institutions for education.
SOGI	Sexual Orientation and Gender Identity. A City ordinance requiring grantees to collect data concerning SOGI information on clients they serve.

Subgrantee	City College of San Francisco
Subsidized Employment	Employment through non-profit employers who are reimbursed for worker wages per contract with HSA.
Unsubsidized Employment	Regular Employment in the for-profit or non-profit sector that is not transitional and not subsidized.
VIP	Vocational Immersion Program
VESL	Vocational English as a Second Language
Work Study	A program to provide paid work opportunities that will allow CalWORKs students to meet CalWORKs work requirements while pursuing an educational program.
WDD	Workforce Development Division, a HSA program that provides employment services to economically disadvantaged adults and youth across a variety of programs and funding streams.
WPR	The Federal Work Participation Rate of hourly approved activities for CalWORKs participants.
WTW	Welfare to Work
ZixCorp	An Email Encryption and Email Data Loss Prevention system

III. Target Population

San Francisco recipients of CalWORKs and PAES/ABAWD public assistance benefits who are referred by HSA staff.

IV. Description of Services

Grantee shall provide the following services during the term of this grant:

A. Vocational English Language Instruction

Assess ESL level of clients through City College testing sites. ESL Level 1, 2, 3 or 4 will be recommended for the requested VIP services. Additional ESL Assessments will occur as needed, particularly for level 4.

Vocational English Language Instruction and/or Adult Basic Education Instruction Services are provided by Grantee and/or its subgrantee, City College of San Francisco.

1. Provide a Vocational English Language Curriculum designed to increase program participants' employability through accelerated English-language acquisition. Curriculum will provide immersion in practical, workplace English, culture and vocational language skills. Emphasis will be on speaking and listening. A variety of adult learning methods will be employed, including functional context education, project-based learning, role-playing, computer-assisted language learning, and individual and team hands-on activities and practice. Provide ancillary Vocational English instruction for participants waiting for Language Level determination and classroom assignment.
2. Provide Vocational English Instruction and/or Adult Basic Education, as needed for student immersion, by certified teachers. Grantee must provide instructional handouts.

For PAES/ABAWD Participants, on a weekly basis:

- a. ESL Level 1 cohort: 30 hours VESL; 5 hours Subsidized Employment.
- b. ESL Level 2 cohort: 25 hours VESL; 10 hours Subsidized Employment.
- c. ESL Level 3 cohort: 20 hours VESL; 15 hours Subsidized Employment.
- d. ESL Level 4 cohort: 15 hours VESL; 20 hours Subsidized Employment.

For CalWORKs Participants, on a weekly basis:

- a. Single parent family: 25 hours Work Study; 10 hours VESL
- b. Two parent family: 32 hours Work Study; 10 hours VESL

B. Coaching/Tutoring/Supportive Services

One-on-one assistance and support to participants for the development of language acquisition and work readiness skills. Participants' program progress is monitored and supportive service linkages are provided to remediate any employment/vocational barriers that arise. Grantee will alert HSA Employment Specialists and case conference on course of action, which may include added services to help participants improve their ability to do their work more effectively and become familiar with American workplace culture.

Grantee also tracks daily attendance and activities, and reports client status to the HSA Employment Specialist.

C. Work Experience (6 months) – Work Study (CalWORKs) or Subsidized Employment (PAES/ABAWD)

1. Participant is to learn basic job skills, such as, punctuality, attendance, following instructions, speaking in English to convey information effectively, critical thinking, adaptability, judgment and decision making, time management, and customer service.
2. Work Experience must be performed at a San Francisco nonprofit agency that provides clients with basic work experiences that are directly related to and

promote the students' educational program that can lead to employment while meeting a community need and not displace existing workers.

3. Mediate any disputes between work sites and participant, reassigning participant to another work site, without a break in work hours, if resolution cannot be reached.
4. Monitor work sites to ensure participants are adequately supervised and given tasks/opportunities that allow participants to develop marketable skills toward their employment goals.
5. Develop and execute Work Experience agreements with the work site agency, which could include participant training, job duties, and supervision, as needed. Work duties will not include driving a vehicle or using heavy equipment.
6. For PAES/ABAWD, 5-20 hours per week for each participant depending on ESL level, which will also determine the Subsidized Employment hours. For CalWORKs, 25 or 32 hours per week Work Study depending on family composition, plus 10 hours per week of ESL.
7. Work schedule must be outside of the hours of vocational English instruction.
8. Clients shall be supervised and coached in their jobs. Host Site Supervisor will work with clients to address workplace issues that arise and communicate issues and concerns to Grantee Case Managers. The Host Site Supervisor will identify gaps in language comprehension that arise on the job and will communicate these gaps to the grantee so they can adjust the ESL curriculum to correct these deficiencies. Host Site Supervisor will also provide on-site support related to job duties and help clients communicate in English more effectively.
9. Grantee will set the participants' work schedule and approve the participants' timesheets as the Employer of Record, although work may be done at another agency.
10. Wages: Program participants will be paid the San Francisco Minimum Compensation Ordinance wage rate and will be paid by Grantee. New hire payroll documents such as I-9, W-4, W-5 and bi-monthly timesheets and payroll spreadsheet must be kept for at least three years. Wages, Payroll taxes, Workers Compensation Insurance and Payroll costs are part of the budget of this grant.

D. Job Readiness Training

1. WDD will provide Targeted Vocational Assessments (TVA) for all CalWORKs participants while they are in VIP/VESL levels 3 and 4. Grantee will schedule participants for TVA to be done by HSA. This will determine vocational options for clients.

2. Grantee will provide participants with job readiness training that includes basic job seeking skills. Expected services should include but are not limited to:
 - a. Job Search: Job Seeking preparation, career exploration, labor market information, the application process, interviewing techniques, getting the job, maintaining employment, and excelling at your job.
 - b. Job Preparation: personal development, personal care, interpersonal relationships, life management, workplace expectations, workplace culture, communication, and critical thinking.
 - c. Grantee will assist participants in preparing Master Application and Resume which will be shared with WDD.

E. Job Search and Placement

1. Grantee will provide supervised job search assistance to all participants to obtain permanent employment. For those who do not obtain a job at the end of the 6th month, the services will end and the participants will be referred back to the HSA Employment Specialist. If appropriate, ES may refer participant to VIP again on a case-by-case basis.
2. A job can be either unsubsidized or HSA subsidized placements.
3. Credit for job placements 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 the 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's name and address, position title, date of hire, hourly wage, hours per week, and whether health benefits are provided or other approved method by HSA.

F. Information and Referral

Through Grantee's connections to the community, Grantee will refer potential CalWORKs clients to HSA to be screened for CalWORKs eligibility.

G. Employer and Payroll

- a. VIP/VESL Work Experience participants will be employees of the Grantee although participants' work experience may be performed at another agency. Grantee controls the work schedule and timesheets.
- b. Grantee will pay participants the San Francisco Minimum Compensation Ordinance wage rate, for hours worked, approved Paid Time Off and CalWORKs holidays, all paid at straight time. The total of these hours shall not exceed 8 hours per day or 40 hours per week. Any changes to the wage rate will conform to the San Francisco Minimum Compensation Ordinance currently in effect.
- c. Participants will not work on CalWORKs holidays which are New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

- d. Grantee will maintain workers compensation insurance for participants.
- e. Participant wages, Paid Time off, Holiday pay, Employer FICA, California Unemployment Insurance, and Workers Compensation insurance will be paid by Grantee. Only Work Experience hours actually worked are paid a wage. Vocational English as a Second Language classroom instruction are not paid. Paid Time Off that complies with CalWORKs' participation requirements and San Francisco Minimum Compensation ordinance will be paid to participants for Work Experience.
- f. Grantee will provide Payroll reports for each pay date by program detailing each participant paid with participant name social security number, Check number, number of hours worked and Paid Time Off hours paid, Gross and Net Wages paid, and Year-to-Date gross Wages and number of hours. Reports will be available within a week of pay date.
- g. Grantee will provide HSA, copies of paychecks issued to participants within a week of issuance date.
- h. Grantee will issue paychecks and W-2s to participants.

H. VIP/VESL Minimum Standards

- 1. Provide a continuous, seamless program that provides intensive vocational English instruction and structured work experience to CalWORKs and PAES/ABAWD participants. Program must also provide job coaching/tutoring, job readiness training and job search assistance to all participants. Vocational English instruction to be provided through a post-secondary institution.
- 2. Provide classroom space for participants in the ESL level classes. The classrooms are not required to be in the same location but should be accessible by MUNI. All classrooms should be ADA accessible with photocopying and computers available and audio-visual equipment and storage space.
- 3. Provide up to 42 hours per week total of structured activities with flexibility of number of hours per activity, depending on individual client and Program need.
- 4. All activities must be supervised, and participation must be documented. Activities must relate to the ESL and vocational focus of the instruction: including clients' vocational goals, academic progress toward mastering program requirements, clients' grasp of program content, work and study habits, personal interaction, life skills and daily program attendance; all of which need to be reported to HSA on a regular basis.

I. Mandatory Reporting Requirements

- 1. Grantee shall record and maintain clients' daily participation and attendance in all activities. An HSA monthly attendance report form must be completed and submitted for each CalWORKs client, every month client is in the program.

Additional attendance reports may be required by CalWORKs management. Launchpad may be used to report participant attendance.

2. Instructors record class attendance through attendance roster sheets.
3. Sign-In sheets which participants and the instructors sign are maintained by Grantee.
4. Grantee will utilize their tracking systems to track and monitor participation in all activities.
5. Grantee shall keep participation rosters and client files for a period of three years. Participant files shall be kept in a secure confidential location at all times. Documents that need to be maintained shall include but is not limited to the following:
 - Records of student attendance
 - Participant/student roster
 - Records of dates on Enrollment, withdrawal, leave of absence, completion and termination
 - Copies of any official advisory notices or warnings regarding student's progress
 - Complaints received from the student including correspondence, notes, memoranda, or telephone logs relating to a complaint
 - Documentation of activities and attendance tracking and supervision by agency staff
 - Communicate immediately via e-mail or telephone with client's HSA Employment Specialist when a client is not participating. At minimum, grantee must report when a client has two absences per month, if attendance falls below 80% of the total program hours, or if the participant is being terminated from the program.
 - Submit monthly reports that will include information on enrollments, service exits, service completions and placements. Include documentation to support the report.

V. Location and Time of Services

Services will be provided at Arriba Juntos, 1850 Mission Street, San Francisco, or at various non-profit sites throughout San Francisco. Services will be provided Monday through Sunday between 8 a.m. and 6 p.m. except on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.

VI. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- A. **VIP/VESL** will serve 120 participants per program year, contingent upon HSA referral.

VII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives:

- A. 60% of CalWORKs and PAES/ABAWD participants will complete their VIP/VESL six-month program. If a participant leaves prior to completion due to obtaining unsubsidized employment, an HSA wage subsidy placement or an HSA Public Service Trainee position, participant will be credited as a completion. Other Positive Terminations, such as, medical reasons, enrolling in training/education program, income off, etc. will also be considered as a completion on a case-by-case basis. Note: No credit will be given if a participant is removed from VIP to attend TE services.
- B. 50% of all VIP/VESL clients who complete the program will move up one ESL level or to employment. For purposes of this contract a successful job placement will be defined as 22 hours or more of employment within a 40-hour pay period. Participant job placement information must be submitted to HSA with verification.
- C. 80% of CalWORKs participants will fulfill monthly program participation requirements.

VIII. Reporting Requirements

A. Monthly Reports

- 1. Grantee shall provide monthly program information in a formatted spreadsheet provided by HSA, due on the 10th of the month for the prior month.
 - 2. The monthly report should include any issues or concern or recommendations.
 - 3. Provide documentation to support the report.
 - 4. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.
- B. Grantee shall update HSA on Program status for all participants where applicable, including minimally the following information:**
- 1. Program Exit Date and reason
 - 2. Job placement information to include Employer Name and address, Date of Hire, position title, hourly wage, hours per week, and if receiving health benefits.

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C. HSA Client Reports

1. E-Mail within two business days of occurrence, to inform Employment Specialist of participants who attend or don't attend a referral appointment.
2. Send to HSA via e-mail, the following notices within two business days of occurrence:
 - d. Memo of Work Experience placement/Entry Form, if applicable.
 - e. Participant Exit Memo with employment information, if applicable.
3. Grantee shall submit monthly or weekly progress and attendance reports for each participant served. Additional attendance reports could be requested by CalWORKs management. Note: Some of the reporting for 2 and 3 above may be done through Launchpad.
4. Absences of CalWORKs and PAES/ABAWD participants shall be reported by e-mail: to participants' HSA Employment Specialists within two business days of occurrence for the following situations:
 - a. Participant has two (2) absences in a month or eight (8) cumulative hours absent
 - b. Attendance falls below 80% of total program hours
 - c. Participant is being exited from the program

Note: Reasonable accommodations should be made available to allow participants to make up missed hours.

- D. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VI - Service Objectives. Grantee will upload the monthly report in the CARBON database by the 10th of the following month.
- E. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII- 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.
- F. Grantee will develop and deliver ad hoc reports as requested by HSA.
- G. For assistance with reporting requirements or submission of reports, contact
 1. Marlén Sánchez, E304, Contract Monitor, WDD,
marlen.sanchez@sfgov.org or
 2. Judy Ng, GB23, Contract Manager, OCM
judy.ng@sfgov.org

B

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of course descriptions, training curriculum, data maintained for participants, participant case files, program policies and procedures, Grievance/Complaint policies, and any and back-up documentation for reporting progress towards meeting service and outcome objectives.

- B. Fiscal Compliance and Grant 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, subgrants, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

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Appendix A-2: Services to be Provided
Arriba Juntos
Transitional Employment for Welfare-to-Work Re-Engagement
July 1, 2018 through June 30, 2021

I. Purpose of Grant

Transitional Employment (TE) for Welfare-to-Work Re-Engagement:

Grantee will provide both Core and Non-Core CalWORKs activities on a full time and part time basis to engage CalWORKs participants and maintain full participation in the CalWORKs Employment plan meeting CalWORKs Work Participation Requirements (WPR). This will include:

1. Transitional Employment - a one month subsidized job at community non-profits sites to CalWORKs participants to re-engage them with Welfare-to-Work services.
2. Program must also provide job coaching/tutoring, job readiness training and job search assistance to all participants.

II. Definitions

ADA	American Disability Act
Basic Job Skills	Punctuality, attendance, following instructions, conveying information effectively, critical thinking, adaptability, judgment and decision making, time management, and customer service.
CalWORKs	California Work Opportunity and Responsibility to Kids welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid
City	City and County of San Francisco, a municipal corporation.
Core Activities	Activities in a Welfare to Work plan that include Job Readiness, Job Search, Employment, On-the-Job training, supported work (DOR), Self-Employment, Vocational training, and Work Study.
DHS	San Francisco Department of Human Services, a division of HSA
Grantee	Arriba Juntos
Employment Specialist	CalWORKs staff who ensures participant meets the Employment Plan requirements.
HSA	Human Services Agency of the City and County of San

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	Francisco
HSA Employer Wage Subsidy	Employers who are reimbursed for worker wages per agreements with HSA
HSA Public Service Trainee Program	Paid internships in City and County of San Francisco departments
Job Placement	Participant placement in permanent unsubsidized employment, or HSA subsidized employment
Launchpad	A client database tracking system used by HSA
Non-Core Activities	Activities in a Welfare to Work plan that include Adult Basic Education, General Education Diploma, Vocational English as a Second Language, Counseling, Education, Job Skills Leading to Employment, and Study time.
OCM	Office of Contract Management, San Francisco Human Services Agency.
SOGI	Sexual Orientation and Gender Identity. A City ordinance requiring grantees to collect data concerning SOGI information on clients they serve.
Subsidized Employment	Employment through non-profit employers who are reimbursed for worker wages per contract with HSA.
Unsubsidized Employment	Regular Employment in the for-profit or non-profit sector that is not transitional and not subsidized.
WDD	Workforce Development Division, a HSA program that provides employment services to economically disadvantaged adults and youth across a variety of programs and funding streams.
WPR	The Federal Work Participation Rate of hourly approved activities for CalWORKs participants.
WTW	Welfare to Work
ZixCorp	An Email Encryption and Email Data Loss Prevention system

III. Target Population

San Francisco recipients of CalWORKs public assistance benefits who are referred by HSA staff.

IV. Description of Services

Grantee shall provide the following services during the term of this grant:

A. Work Experience (1 month)

1. Participant is to learn basic job skills, such as, punctuality, attendance, following instructions, convey information effectively, critical thinking, adaptability, judgment and decision making, time management, and customer service.
2. Work Experience must be performed at a San Francisco nonprofit agency that provides clients with basic work experiences that can lead to employment while meeting a community need and not displace existing workers.
3. Mediate any disputes between work sites and participant, reassigning participant to another work site, without a break in work hours, if resolution cannot be reached.
4. Monitor work sites to ensure participants are adequately supervised and given tasks/opportunities that allow participants to develop marketable skills toward their employment goals.
5. Develop and execute Work Experience agreements with the work site agency, which could include participant training, job duties, and supervision, as needed. Work duties will not include driving a vehicle or using heavy equipment.
6. Grantee will place participants for the calendar month for the number of hours determined by CalWORKs staff in order to comply with CalWORKs Work Participation Requirements.
7. Clients shall be supervised and coached in their jobs. Host Site Supervisor will work with clients to address workplace issues that arise and communicate issues and concerns to Grantee Case Managers.
8. Grantee will set the participants' work schedule and approve the participants' timesheets as the Employer of Record, although work may be done at another agency.
9. Wages: Program participants will be paid the San Francisco Minimum Compensation Ordinance wage rate and will be paid by Grantee. New hire payroll documents such as I-9, W-4, W-5 and bi-monthly timesheets and payroll spreadsheet must be kept for at least three years. Wages, Payroll taxes, Workers Compensation Insurance and Payroll costs are part of the budget of this grant.

B. Job Readiness Training

1. Grantee will provide participants with job readiness training that includes basic job seeking skills. Expected services should include but are not limited to:
 - a. Job Search: Job Seeking preparation, career exploration, labor market information, the application process, interviewing techniques, getting the job, maintaining employment, and excelling at your job.
 - b. Job Preparation: personal development, personal care, interpersonal relationships, life management, workplace expectations, workplace culture, communication, and critical thinking.
2. Grantee will assist participants in preparing a Master Application and a Resume which will be shared with WDD.

C. Job Search and Placement

1. Grantee will provide supervised, job search assistance to all participants to obtain employment.
2. A job can be either unsubsidized or HSA subsidized placements.
3. Credit for job placements 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 the 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's name and address, position title, date of hire, hourly wage, hours per week, and whether health benefits are provided or other approved method by HSA.

D. Information and Referral

Through Grantee's connections to the community, Grantee will refer potential CalWORKs clients to HSA to be screened for CalWORKs eligibility.

E. Employer and Payroll

- a. Transitional Employment 1-month jobs participants will be employees of the Grantee although participants' work experience may be performed at another agency. Grantee controls the work schedule and timesheets.
- b. Grantee will pay participants the San Francisco Minimum Compensation Ordinance wage rate, for hours worked, approved Paid Time Off and CalWORKs holidays, all paid at straight time. The total of these hours shall not exceed 8 hours per day or 40 hours per week. Any changes to the wage rate will conform to the San Francisco Minimum Compensation Ordinance currently in effect.
- c. Participants will not work on CalWORKs holidays which are New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day. Work may be done on weekends.
- d. Grantee will maintain workers compensation insurance for participants.

- e. Participant wages, Paid Time off, Holiday pay, Employer FICA, California Unemployment Insurance, and Workers Compensation insurance will be paid by Grantee. Paid Time Off that complies with CalWORKs' participation requirements and San Francisco Minimum Compensation ordinance will be paid to participants for Work Experience.
- f. Grantee will provide Payroll reports for each pay date by program detailing each participant paid with participant name social security number, Check number, number of hours worked and Paid Time Off hours paid, Gross and Net Wages paid, and Year-to-Date gross Wages and number of hours. Reports will be available within a week of pay date.
- g. Grantee will provide HSA, copies of paychecks issued to participants within a week of issuance date.
- h. Grantee will issue paychecks and W-2s to participants.

F. Mandatory Reporting Requirements

1. Grantee shall record and maintain clients' daily participation and attendance in all activities. An HSA monthly attendance report form must be completed and submitted for each CalWORKs client, every month client is in the program. Additional Attendance reports may be required by CalWORKs management. Launchpad may be used to report participant attendance.
2. If applicable, instructors record class attendance through attendance roster sheets.
3. Sign-In sheets which participants and the instructors sign are maintained by Grantee.
4. Grantee will utilize their tracking systems to track and monitor participation in all activities.
5. Grantee shall keep participation rosters and client files for a period of three years. Participant files shall be kept in a secure confidential location at all times. Documents that need to be maintained shall include but is not limited to the following:
 - Records of student attendance
 - Participant/student roster
 - Records of dates on Enrollment, withdrawal, leave of absence, completion and termination
 - Copies of any official advisory notices or warnings regarding student's progress
 - Complaints received from the student including correspondence, notes, memoranda, or telephone logs relating to a complaint
 - Documentation of activities and attendance tracking and supervision by agency staff
 - **Communicate immediately with client's HSA Employment Specialist when a client is not participating.**

- Submit monthly reports that will include information on enrollments, service exits, service completions and placements. Include documentation to support the report.

V. Location and Time of Services

Services will be provided at Arriba Juntos, 1850 Mission Street, San Francisco, or at various non-profit sites throughout San Francisco. Services will be provided Monday through Sunday between 8 a.m. and 6 p.m. except on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day. Transitional Employment 1-Month jobs may be done on weekends.

VI. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- A. **Transitional Employment** will serve 525 participants per year, contingent upon HSA referral.

VII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives:

- A. 90% of CalWORKs participants will complete the program. If a participant leaves work experience prior to completion due to obtaining unsubsidized employment, an HSA wage subsidy placement or an HSA Public Service Trainee position, participant will be credited as a completion. Other Positive Terminations, such as, medical reasons, enrolling in training/education program, income off, etc. will also be considered as a completion.
- B. 30% of clients who complete the program will obtain unsubsidized employment or HSA subsidized. For purposes of this contract a successful job placement will be defined as 22 hours or more of employment within a 40-hour pay period. Participant job placement information must be submitted to HSA with verification. Verification can include a copy of a participant pay stub, a letter from the employer on business letterhead or other method approved by HSA.
- C. 80% of CalWORKs participants must fulfill monthly program participation requirements.

VIII. Reporting Requirements

A. **Monthly Reports**

1. Grantee shall provide monthly program information in a format spreadsheet provided by HSA, due on the 10th of the month for the prior month.
2. The monthly report should include any issues or concern or recommendations.
3. Provide documentation to support the report.
4. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.

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- B. Grantee shall update HSA on Program status for all participants where applicable, including minimally the following information:
1. Program Exit Date and reason
 2. Job placement information to include Employer Name and address, Date of Hire, position title, hourly wage, hours per week, and if receiving health benefits.
- C. HSA Client Reports
1. E-Mail immediately at the time of occurrence, to inform Employment Specialist of participants who attend or don't attend a referral appointment.
 2. Send to HSA via e-mail, the following notices within two business days of occurrence:
 - a. Memo of Work Experience placement/Entry Form, if applicable
 - b. Participant Exit Memo with employment information, if applicable.
 3. Grantee shall submit monthly or weekly attendance reports for each CalWORKs participant served. Additional attendance reports could be requested by CalWORKs management. Note: Some of the reporting for 2 and 3 above may be done through Launchpad.
 4. Absences of CalWORKs participants shall be reported to participants' HSA Employment Specialists immediately at the time of occurrence.
Note: Reasonable accommodations should be made available to allow participants to make up missed hours.
- D. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VI - Service Objectives. Grantee will enter the monthly metrics and upload the monthly report in the CARBON database by the 10th of the following month.
- E. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. Grantee will enter the annual aggregate SOGI data in the CARBON database by the 10th of the month following the end of the program year.
- F. Grantee will develop and deliver ad hoc reports as requested by HSA.
- G. For assistance with reporting requirements or submission of reports, contact
1. Marlén Sánchez, E304, Contract Monitor, WDD,
marlen.sanchez@sfgov.org or

2. Judy Ng, GB23, Contract Manager, OCM
judy.ng@sfgov.org

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of course descriptions, training curriculum, data maintained for participants, participant case files, program policies and procedures, Grievance/Complaint policies, and any and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Grant 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, subgrants, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

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Appendix A-3: Services to be Provided
Arriba Juntos
Work Participation Activities – Bridge & Filler
July 1, 2018 through June 30, 2021

I. Purpose of Grant

Work Participation Activities – Bridge & Filler:

Grantee will provide both Core and Non-Core CalWORKs activities to participants to engage and maintain full participation in the CalWORKs Employment plan to meet Work Participation Requirements (WPR). This will include:

1. Transitional Employment for Bridge & Filler - provide temporary and part-time subsidized jobs to CalWORKs participants.
2. Program must also provide job coaching/tutoring, job readiness training and job search assistance to all participants.

II. Definitions

ADA	American Disability Act
Basic Job Skills	Punctuality, attendance, following instructions, conveying information effectively, critical thinking, adaptability, judgment and decision making, time management, and customer service.
CalWORKs	California Work Opportunity and Responsibility to Kids welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid
City	City and County of San Francisco, a municipal corporation.
Core Activities	Activities in a Welfare to Work plan that include Job Readiness, Job Search, Employment, On-the-Job training, supported work (DOR), Self-Employment, Vocational training, and Work Study.
DHS	San Francisco Department of Human Services, a division of HSA
Grantee	Arriba Juntos
Employment Specialist	CalWORKs staff who ensures participant meets the Employment Plan requirements.
HSA	Human Services Agency of the City and County of San Francisco

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HSA Employer Wage Subsidy	Employers who are reimbursed for worker wages per agreements with HSA
HSA Public Service Trainee Program	Paid internships in City and County of San Francisco departments
Job Placement	Participant placement in permanent unsubsidized employment, or HSA subsidized employment
Launchpad	A client database tracking system used by HSA
Non-Core Activities	Activities in a Welfare to Work plan that include Adult Basic Education, General Education Diploma, Vocational English as a Second Language, Counseling, Education, Job Skills Leading to Employment, and Study time.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Post-Secondary Education	Community Colleges, Public and Private Universities, Colleges and Trade Schools certified as post-secondary institutions for education.
SOGI	Sexual Orientation and Gender Identity. A City ordinance requiring grantees to collect data concerning SOGI information on clients they serve.
Subsidized Employment	Employment through non-profit employers who are reimbursed for worker wages per contract with HSA.
Unsubsidized Employment	Regular Employment in the for-profit or non-profit sector that is not transitional and not subsidized.
Work Study	A program to provide paid work opportunities that will allow CalWORKs students to meet CalWORKs work requirements while pursuing an educational program.
WDD	Workforce Development Division, a HSA program that provides employment services to economically disadvantaged adults and youth across a variety of programs and funding streams.
WPR	The Federal Work Participation Rate of hourly approved activities for CalWORKs participants.
WTW	Welfare to Work

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III. Target Population

San Francisco recipients of CalWORKs public assistance benefits who are referred by HSA staff.

IV. Description of Services

Grantee shall provide the following services during the term of this grant:

A. Work Participation Activities - Bridge & Filler programs

1. 'Bridge' activities by placing participants at a community non-profit agency for short term (up to 4-6 weeks) work experience in order to maintain engagement with them with Welfare-to-Work services. This activity is designed for CalWORKs participants who are in or about to begin full time activities, but have a break in their participation.
2. 'Filler' activities for CalWORKs participants who are engaged in activities that do not meet federal Work Participation hour requirements. The goal is to supplement the current activities of the participants with extra hours (up to 5-12 hours) of subsidized employment or other activity (such as education, job readiness, barrier remediation, case management) so that they can meet the requirements.
3. Intake and enrollment of Participants Referred by HSA - Grantee must conduct program enrollment and intake, as needed.
4. Work Experience - For City College Work Study participants, Grantee will work with San Francisco nonprofit agencies to develop Work Experience host sites that can provide basic and occupational skills to participants. HSA may refer agencies that want to be work experience sites. However, Grantee must ensure that enough sites are available to match participants' needs. Specific responsibilities include:
 - a) Develop a variety of work sites to accommodate participant ADA needs that may arise, as needed.
 - b) Develop and execute Work Experience agreements with the work site agency, which could include participant training, job duties, and supervision, as needed. Work duties cannot include driving a vehicle or using heavy equipment.
 - c) Provide training and technical assistance to work experience sites to ensure the quality of host site supervision and a positive experience for participants, as needed.
 - d) Monitor work sites to ensure participants are adequately supervised and given tasks/opportunities that allow participants to develop marketable skills toward their employment goals.

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- e) Mediate any disputes between work sites and participant, reassigning participant to another work site, without a break in work hours, if resolution cannot be reached.
 - f) Bridge Work Experience – usually 25 or 32 hours per week
 - g) Filler Work Experience – usually 5 or 12 hours per week
5. Grantee will set the participants' work schedule and approve the participants' timesheets as the Employer of Record although work may be done at another agency.
 6. Wages: Program participants will be paid the current San Francisco Minimum Compensation Ordinance wage rate, and will be paid by Grantee. Wages, Payroll taxes, Workers Compensation Insurance and Employer Agent costs are part of the Budget of this grant.
 7. Through Grantee's connections to the community, Grantee will refer potential CalWORKs clients to HSA to be screened for CalWORKs eligibility.

B. Employer and Payroll

1. Work Participation Activity –Bridge & Filler participants will be employees of the Grantee although participants' work experience may be performed at another agency. Grantee controls the work schedule and timesheets.
2. Grantee will pay participants the San Francisco Minimum Compensation Ordinance wage rate, for hours worked, approved Paid Time Off and CalWORKs holidays, all paid at straight time. The total of these hours shall not exceed 8 hours per day or 40 hours per week. Any changes to the wage rate will conform to the San Francisco Minimum Compensation Ordinance currently in effect.
3. Participants will not work on CalWORKs holidays which are New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.
4. Grantee will maintain workers compensation insurance for participants.
5. Participant wages, Paid Time off, Holiday pay, Employer FICA, California Unemployment Insurance, and Workers Compensation insurance will be paid by Grantee. Only Work Experience hours actually worked are paid a wage. Classroom instruction hours are not paid. Paid Time Off that complies with CalWORKs' participation requirements and San Francisco Minimum Compensation ordinance will be paid to participants for Work Experience.
6. Grantee will provide Payroll reports for each pay date by program detailing each participant paid with participant name social security number, Check number, number of hours worked and Paid Time Off hours paid, Gross and Net Wages paid, and Year-to-Date gross Wages and number of hours. Reports will be available within a week of pay date.

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7. Grantee will provide HSA, copies of paychecks issued to participants within a week of issuance date.
8. Grantee will issue paychecks and W-2s to participants.

C. Mandatory Reporting Requirements

1. Grantee shall record and maintain clients' daily participation and attendance in all activities. An HSA monthly attendance report must be completed and submitted for each CalWORKs client, every month client is in the program. Additional Attendance reports may be required by CalWORKs management. Launchpad may be used to report participant attendance.
2. Instructors record class attendance through attendance roster sheets.
3. Sign-In sheets which participants and the instructors sign are maintained by Grantee.
4. Grantee will utilize their tracking systems to track and monitor participation in all activities.
5. Grantee shall keep participation rosters and client files for a period of three years. Participant files shall be kept in a secure confidential location at all times. Documents that need to be maintained shall include but is not limited to the following:
 - Records of student attendance
 - Participant/student roster
 - Records of dates on Enrollment, withdrawal, leave of absence, completion and termination
 - Copies of any official advisory notices or warnings regarding student's progress
 - Complaints received from the student including correspondence, notes, memoranda, or telephone logs relating to a complaint
 - Documentation of activities and attendance tracking and supervision by agency staff
 - Communicate immediately via e-mail or telephone with client's HSA Employment Specialist when a client is not participating. At minimum, grantee must report when a client has two absences per month, if attendance falls below 80% of the total program hours, or if the participant is being terminated from the program.
 - Submit monthly reports that will include information on enrollments, service exits, service completions and placements. Include documentation to support the report.

V. Location and Time of Services

Services will be provided at Arriba Juntos, 1850 Mission Street, San Francisco, or at various non-profit sites throughout San Francisco. Services will be provided Monday through Sunday between 8 a.m. and 6 p.m. except on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day. Work Participation Activities may be done on weekends.

VI. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- A. Work Participation Activities **Bridge** program will serve 60 CalWORKs participants per year, contingent upon HSA referrals.
- B. Work Participation Activities **Filler** program will serve 90 CalWORKs participants per year, contingent upon HSA referrals.

VII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives:

- A. 80% of the participants in Work Participation Activities will complete the program. Other Positive Terminations may be considered as a completion on a case-by-case basis.
- B. 80% of CalWORKs participants must fulfill monthly program participation requirements.

VIII. Reporting Requirements

A. Monthly Reports

- 1. Grantee shall provide monthly program information in a format provided by HSA, due on the 10th of the month for the prior month.
 - 2. The monthly report should include any issues or concern or recommendations.
 - 3. Provide documentation to support the report.
 - 4. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.
- B. Grantee shall update HSA on Program status for all participants where applicable, including minimally the following information:
- 1. Program Exit Date and reason
 - 2. Job placement information to include Employer Name and address, Date of Hire, position title, hourly wage, hours per week, and if receiving health benefits.

C. HSA Client Reports

1. E-Mail within two business days of occurrence, to inform Employment Specialist of participants who attend or don't attend a referral appointment.
2. Send to HSA via e-mail, the following notices within two business days of occurrence:
 - a. Memo of Work Experience placement/Entry Form, if applicable.
 - b. Participant Exit Memo with employment information, if applicable.
3. Grantee shall submit monthly or weekly attendance reports for each CalWORKs participant served. Additional attendance reports could be requested by CalWORKs management. Note: Some of the reporting for 2 and 3 above may be done through Launchpad.
4. Absences of CalWORKs participants shall be reported by e-mail: to participants' HSA Employment Specialists within two business days of occurrence for the following situations:
 - a. Participant has two (2) absences in a month or eight (8) cumulative hours absent
 - b. Attendance falls below 80% of total program hours
 - c. Participant is being exited from the program

Note: Reasonable accommodations should be made available to allow participants to make up missed hours.

- D. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VI - Service Objectives. Grantee will enter the monthly metrics and upload the monthly report in the CARBON database by the 10th of the following month.
- E. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII- 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.
- F. Grantee will develop and deliver ad hoc reports as requested by HSA.
- G. For assistance with reporting requirements or submission of reports, contact
 1. Marlén Sánchez, E304, Contract Monitor, WDD, marlen.sanchez@sfgov.org or
 2. Judy Ng, GB23, Contract Manager, OCM judy.ng@sfgov.org

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IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of course descriptions, training curriculum, data maintained for participants, participant case files, program policies and procedures, Grievance/Complaint policies, and any and back-up documentation for reporting progress towards meeting service and outcome objectives.

- B. Fiscal Compliance and Grant 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, subgrants, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.



**Appendix A-4: Services to be Provided
Arriba Juntos
Work Participation Activities –
PST Skills Development for Work Study
July 1, 2018 through June 30, 2021**

I. Purpose of Grant

Work Participation Activities – PST Skills Development for Work Study:

Grantee will provide both Core and Non-Core CalWORKs activities to participants to engage and maintain full participation in the CalWORKs Employment plan to meet Work Participation Requirements (WPR). This will include:

1. Provide post-secondary academic instruction to CalWORKs Public Service Trainees (PST) Work Study participants.
2. Program must also provide job coaching/tutoring, job readiness training and job search assistance to all participants.

II. Definitions

ADA	American Disability Act
Basic Job Skills	Punctuality, attendance, following instructions, conveying information effectively, critical thinking, adaptability, judgment and decision making, time management, and customer service.
CalWORKs	California Work Opportunity and Responsibility to Kids welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid
City	City and County of San Francisco, a municipal corporation.
Core Activities	Activities in a Welfare to Work plan that include Job Readiness, Job Search, Employment, On-the-Job training, supported work (DOR), Self-Employment, Vocational training, and Work Study.
DHS	San Francisco Department of Human Services, a division of HSA
Grantee	Arriba Juntos
Employment Specialist	CalWORKs staff who ensures participant meets the Employment Plan requirements.
HSA	Human Services Agency of the City and County of San Francisco

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HSA Employer Wage Subsidy	Employers who are reimbursed for worker wages per agreements with HSA
HSA Public Service Trainee Program	Paid internships in City and County of San Francisco departments
Job Placement	Participant placement in permanent unsubsidized employment, or HSA subsidized employment
Launchpad	A client database tracking system used by HSA
Non-Core Activities	Activities in a Welfare to Work plan that include Adult Basic Education, General Education Diploma, Vocational English as a Second Language, Counseling, Education, Job Skills Leading to Employment, and Study time.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Post-Secondary Education	Community Colleges, Public and Private Universities, Colleges and Trade Schools certified as post-secondary institutions for education.
SOGI	Sexual Orientation and Gender Identity. A City ordinance requiring grantees to collect data concerning SOGI information on clients they serve.
Subgrantee	City College of San Francisco
Subsidized Employment	Employment through non-profit employers who are reimbursed for worker wages per contract with HSA.
Unsubsidized Employment	Regular Employment in the for-profit or non-profit sector that is not transitional and not subsidized.
Work Study	A program to provide paid work opportunities that will allow CalWORKs students to meet CalWORKs work requirements while pursuing an educational program.
WDD	Workforce Development Division, a HSA program that provides employment services to economically disadvantaged adults and youth across a variety of programs and funding streams.
WPR	The Federal Work Participation Rate of hourly approved activities for CalWORKs participants.

WTW Welfare to Work

ZixCorp An Email Encryption and Email Data Loss Prevention system

III. Target Population

San Francisco recipients of CalWORKs public assistance benefits who are referred by CalWORKs Employment Specialists.

IV. Description of Services

Grantee shall provide the following services during the term of this grant:

A. Work Participation Activities - PST Skills Development for Work Study

Education and Skills Development Training or Job Readiness Training:

1. Provide academic instruction by certified teachers through a post-secondary institution for participants as necessary.
2. The subcontractor, San Francisco City College will provide 8 hours of instruction per week.
3. Participants will enroll in education that equals 12 hours (classroom and homework) per week in six consecutive months.
4. Provide skills training related to participants' vocational goals. Training can include occupational specific skills training such as learning computer word processing and spreadsheets for administrative occupations, as well as basic skills such as accepting directions from work supervisors.
5. Provide participants with job readiness training that includes basic job seeking skills. Training should include but is not limited to: Completing a Job Application, Successful Job Interviewing, Resumes, Cover Letters, Thank You Notes, How to Find Job Openings, How to Use the Computer for the Job Search, how to access the federal Earned Income Tax Credit and San Francisco Working Families Credit, and accumulating credit toward future Social Security income. Job readiness topics can also include life skills such as money management. Grantee must also assist participants in preparing a master job application and resume which will be shared with HSA.
6. Track daily program attendance and activities and report them to the HSA Employment Specialist.
7. Through Grantee's connections to the community, Grantee will refer potential CalWORKs clients to HSA to be screened for CalWORKs eligibility.

B. Mandatory Reporting Requirements

1. Grantee shall record and maintain clients' daily participation and attendance in all activities. An HSA monthly attendance report must be completed and submitted for each CalWORKs client, every month client is in the program. Additional Attendance reports may be required by CalWORKs management. Launchpad may be used to report participant attendance.
2. Instructors record class attendance through attendance roster sheets.
3. Sign-In sheets which participants and the instructors sign are maintained by Grantee.
4. Grantee will utilize their tracking systems to track and monitor participation in all activities.
5. Grantee shall keep participation rosters and client files for a period of three years. Participant files shall be kept in a secure confidential location at all times. Documents that need to be maintained shall include but is not limited to the following:
 - Records of student attendance
 - Participant/student roster
 - Records of dates on Enrollment, withdrawal, leave of absence, completion and termination
 - Copies of any official advisory notices or warnings regarding student's progress
 - Complaints received from the student including correspondence, notes, memoranda, or telephone logs relating to a complaint
 - Documentation of activities and attendance tracking and supervision by agency staff
 - Communicate immediately via e-mail or telephone with client's HSA Employment Specialist when a client is not participating. At minimum, grantee must report when a client has two absences per month, if attendance falls below 80% of the total program hours, or if the participant is being terminated from the program.
 - Submit monthly reports that will include information on enrollments, service exits, service completions and placements. Include documentation to support the report.

V. Location and Time of Services

Services will be provided at Arriba Juntos, 1850 Mission Street, San Francisco, or at various non-profit sites throughout San Francisco. Services will be provided Monday through Sunday between 8 a.m. and 6 p.m. except on the following holidays: New Year's

Day, Martin Luther King Jr. Day, President's day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.

VI. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- A. Work Participation Activities - **PST Work Study** program will serve 35 participants per year, contingent upon HSA referrals.

VII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives:

- A. 50% of the participants in will complete the program. Other Positive Terminations may be considered as a completion on a case-by-case basis.
- B. 80% of CalWORKs participants must fulfill monthly program participation requirements.

VIII. Reporting Requirements

A. Monthly Reports

- 1. Grantee shall provide monthly program information in a format provided by HSA, due on the 10th of the month for the prior month.
- 2. The monthly report should include any issues or concern or recommendations.
- 3. Provide documentation to support the report.
- 4. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.

B. Grantee shall update HSA on Program status for all participants where applicable, including minimally the following information:

- 1. Program Exit Date and reason
- 2. Job placement information to include Employer Name and address, Date of Hire, position title, hourly wage, hours per week, and if receiving health benefits.

C. HSA Client Reports

- 1. E-Mail within two business days of occurrence, to inform Employment Specialist of participants who attend or don't attend a referral appointment.
- 2. Send to HSA via e-mail, the following notices within two business days of occurrence:
 - a. Memo of Work Experience placement/Entry Form, if applicable.

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- b. Participant Exit Memo with employment information, if applicable.
- 3. Grantee shall submit monthly or weekly attendance reports for each CalWORKs participant served. Additional attendance reports could be requested by CalWORKs management. Note: Some of the reporting for 2 and 3 above may be done through Launchpad.
- 4. Absences of CalWORKs participants shall be reported by e-mail: to participants' HSA Employment Specialists within two business days of occurrence for the following situations:
 - a. Participant has two (2) absences in a month or eight (8) cumulative hours absent
 - b. Attendance falls below 80% of total program hours
 - c. Participant is being exited from the program

Note: Reasonable accommodations should be made available to allow participants to make up missed hours.
- D. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VI - Service Objectives. Grantee will enter the monthly metrics and upload the monthly report in the CARBON database by the 10th of the following month.
- E. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII- 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.
- F. Grantee will develop and deliver ad hoc reports as requested by HSA.
- G. For assistance with reporting requirements or submission of reports, contact
 - 1. Marlén Sánchez, E304, Contract Monitor, WDD,
marlen.sanchez@sfgov.org or
 - 2. Judy Ng, GB23, Contract Manager, OCM
judy.ng@sfgov.org

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of course descriptions, training curriculum, data maintained for participants, participant case files, program policies and procedures, Grievance/Complaint policies, and any and back-up documentation for reporting progress towards meeting service and outcome objectives.

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- B. Fiscal Compliance and Grant 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, subgrants, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

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	A	B	C	D	E
1	Appendix B-1, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name			Term	
6	ARRIBA JUNTOS			7/1/18-6/30/21	
7	(Check One) <input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: VOCATIONAL IMMERSION PROGRAM - VIP/VESL				
10	Budget Reference Page No.(s)				
11	Program Term	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	Total
12	Expenditures				
13	Salaries & Benefits	\$320,415	\$320,415	\$320,415	\$961,246
14	Operating Expense	\$181,000	\$181,000	\$181,000	\$543,000
15	Subtotal	\$501,415	\$501,415	\$501,415	\$1,504,246
16	Indirect Percentage (%)	15%	15%	15%	\$0
17	Indirect Cost (Line 16 X Line 15)	\$75,212	\$75,212	\$75,212	\$225,637
18	Client Pass-through Wages	\$1,228,122	\$1,228,122	\$1,228,122	\$3,684,366
19	Total Expenditures	\$1,804,749	\$1,804,749	\$1,804,749	\$5,414,247
20	HSA Revenues				
21	General Funds	\$378,997	\$378,997	\$378,997	\$1,136,992
22	State Funding	\$306,807	\$306,807	\$306,807	\$920,422
23	Federal Funds	\$1,118,945	\$1,118,945	\$1,118,945	\$3,356,834
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$1,804,749	\$1,804,749	\$1,804,749	\$5,414,247
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$0			\$0
37	Full Time Equivalent (FTE)				
39	Prepared by:	Telephone No.:		Date	
40	HSA-CO Review Signature: _____				
41	HSA #1				10/25/2016

Program Name: VIP/VESL
 (Same as Line 9 on HSA #1)

Salaries & Benefits Detail

Program: **VOCATIONAL IMMERSION PROGRAM - VIP/VESL**

11	12	Agency Totals		HSA Program		7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	TOTAL
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DHS Program Budgeted Salary	DHS Program Budgeted Salary	DHS Program Budgeted Salary	1/0/00 to 2/0/00
13	Director of Programs	\$52,000	1.00	15%	0.15	\$7,800	\$7,800	\$7,800	\$23,400
14	Program Coordinator	\$47,840	1.00	45%	0.45	\$21,528	\$21,528	\$21,528	\$64,584
15	Case Manager/Emp Specialist1	\$39,520	1.00	100%	1.00	\$39,520	\$39,520	\$39,520	\$118,560
16	Case Manager/Emp Specialist2	\$38,480	1.00	100%	1.00	\$38,480	\$38,480	\$38,480	\$115,440
17	Case Manager/Emp Specialist3	\$37,440	1.00	50%	0.50	\$18,720	\$18,720	\$18,720	\$56,160
18	Instructor ESL/BRE	\$41,600	1.00	100%	1.00	\$41,600	\$41,600	\$41,600	\$124,800
19	Program Assistant	\$35,360	1.00	50%	0.50	\$17,680	\$17,680	\$17,680	\$53,040
20	Building Custodian	\$38,480	1.00	50%	0.50	\$19,240	\$19,240	\$19,240	\$57,720
21	Payroll Processor	\$54,000	1.00	45%	0.45	\$24,300	\$24,300	\$24,300	\$72,900
22									
23									
24									
25									
26									
27									
28									
29									
30	TOTALS		9.00	555%	5.55	\$228,868	\$228,868	\$228,868	\$686,604
31									
32	FRINGE BENEFIT RATE								
33	EMPLOYEE FRINGE BENEFITS	40%				\$91,547	\$91,547	\$91,547	\$274,642
34									
35									
36	TOTAL SALARIES & BENEFITS	\$0				\$320,415	\$320,415	\$320,415	\$961,246
37	HSA #2								10/25/2018

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	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B-1, Page 3										
2											
3											
4	Program Name: VIP/VESL										
5	(Same as Line 9 on HSA #1)										
6											
7	Operating Expense Detail										
8											
9	Program: VOCATIONAL IMMERSION PROGRAM - VIP/VESL										
10											
11											
12	<u>Expenditure Category</u>			<u>TERM</u>	<u>7/1/18-6/30/19</u>		<u>7/1/19-6/30/20</u>		<u>7/1/20-6/30/21</u>		<u>TOTAL</u>
13	Rental of Property										
14	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$15,000		\$15,000		\$15,000		\$ 45,000
15	Office Supplies, Postage				\$6,000		\$6,000		\$6,000		\$ 18,000
16	Building Maintenance Supplies and Repair				\$11,000		\$11,000		\$11,000		\$ 33,000
17	Printing and Reproduction				\$4,000		\$4,000		\$4,000		\$ 12,000
18	Insurance				\$6,000		\$6,000		\$6,000		\$ 18,000
19	Staff Training										
20	Staff Travel-(Local & Out of Town)				\$2,500		\$2,500		\$2,500		\$ 7,500
21	Rental of Equipment				\$9,000		\$9,000		\$9,000		\$ 27,000
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23	CCSF Instructor Time				\$101,500		\$101,500		\$101,500		\$ 304,500
24											
25											
26											
27											
28	OTHER										
29	Client Related-Barrier Removal				\$5,000		\$5,000		\$5,000		\$ 15,000
30	Instructional Materials				\$2,500		\$2,500		\$2,500		\$ 7,500
31	Translation Services				\$1,500		\$1,500		\$1,500		\$ 4,500
32	Rosetta Stone Lic. Subscription(25AJ+25HSA)				\$17,000		\$17,000		\$17,000		\$ 51,000
33											
34											
35	TOTAL OPERATING EXPENSE				\$181,000		\$181,000		\$181,000		\$543,000
36											
37	HSA #3										10/25/2016

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	A	B	C	D	E
1	Appendix B-2, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name			Term	
6	ARRIBA JUNTOS			7/1/18-6/30/21	
7	(Check One)	<input checked="" type="checkbox"/> New	Renewal <input type="checkbox"/>	Modification <input type="checkbox"/>	
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Transitional Employment for WtW Re-Engagement				
10	Budget Reference Page No.(s)				
11	Program Term	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	Total
12	Expenditures				
13	Salaries & Benefits	\$262,175	\$262,175	\$262,175	\$786,526
14	Operating Expense	\$56,200	\$56,200	\$56,200	\$168,600
15	Subtotal	\$318,375	\$318,375	\$318,375	\$955,126
16	Indirect Percentage (%)	15%	15%	15%	\$0
17	Indirect Cost (Line 16 X Line 15)	\$47,756	\$47,756	\$47,756	\$143,269
18	Client Pass-through Wages	\$883,236	\$883,236	\$883,236	\$2,649,708
19	Total Expenditures	\$1,249,367	\$1,249,367	\$1,249,367	\$3,748,101
20	HSA Revenues				
21	General Funds	\$262,367	\$262,367	\$262,367	\$787,102
22	State Funding	\$212,392	\$212,392	\$212,392	\$637,177
23	Federal Funds	\$774,608	\$774,608	\$774,608	\$2,323,824
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$1,249,367	\$1,249,367	\$1,249,367	\$3,748,101
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$0			\$0
37	Full Time Equivalent (FTE)				
39	Prepared by:	Telephone No.:		Date	
40	HSA-CO Review Signature:	_____			
41	HSA #1	10/25/2016			

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Program Name: VIP/VESL
(Same as Line 9 on HSA #1)

Salaries & Benefits Detail

11	12	Agency Totals		HSA Program		7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	TOTAL	
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DHS Program	DHS Program	DHS Program		
						Budgeted Salary	Budgeted Salary	Budgeted Salary		
	13	Director of Programs	\$52,000	1.00	15%	0.15	\$7,800	\$7,800	\$7,800	\$23,400
	14	Program Coordinator	\$47,840	1.00	45%	0.45	\$21,528	\$21,528	\$21,528	\$64,584
	15	Case Manager/Emp Specialist1	\$39,520	1.00	100%	1.00	\$39,520	\$39,520	\$39,520	\$118,560
	16	Case Manager/Emp Specialist2	\$38,480	1.00	100%	1.00	\$38,480	\$38,480	\$38,480	\$115,440
	17	Case Manager/Emp Specialist3	\$37,440	1.00	50%	0.50	\$18,720	\$18,720	\$18,720	\$56,160
	18	Payroll Processor	\$54,000	1.00	45%	0.45	\$24,300	\$24,300	\$24,300	\$72,900
	19	Program Assistant	\$35,360	1.00	50%	0.50	\$17,680	\$17,680	\$17,680	\$53,040
	20	Building Custodian	\$38,480	1.00	50%	0.50	\$19,240	\$19,240	\$19,240	\$57,720
	21									
	22									
	23									
	24									
	25									
	26									
	27									
	28									
	29									
	30	TOTALS		8.00	455%	4.55	\$187,268	\$187,268	\$187,268	\$561,804
	31	FRINGE BENEFIT RATE								
	33	EMPLOYEE FRINGE BENEFITS	40%				\$74,907	\$74,907	\$74,907	\$224,722
	34									
	35									
	36	TOTAL SALARIES & BENEFITS	\$0				\$262,175	\$262,175	\$262,175	\$786,526
	37	HSA #2								10/25/2016

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	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B-2, Page 3										
2											
3											
4	Program Name: VIP/VESL										
5	(Same as Line 9 on HSA #1)										
6											
7	Operating Expense Detail										
8											
9	Program:										
10											
11											
12	<u>Expenditure Category</u>				<u>TERM 7/1/18-6/30/19</u>		<u>7/1/19-6/30/20</u>		<u>7/1/20-6/30/21</u>		<u>TOTAL</u>
13	Rental of Property										
14	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$12,500		\$12,500		\$12,500		\$ 37,500
15	Office Supplies, Postage				\$5,000		\$5,000		\$5,000		\$ 15,000
16	Building Maintenance Supplies and Repair				\$9,200		\$9,200		\$9,200		\$ 27,600
17	Printing and Reproduction				\$3,500		\$3,500		\$3,500		\$ 10,500
18	Insurance				\$5,000		\$5,000		\$5,000		\$ 15,000
19	Staff Training										
20	Staff Travel-(Local & Out of Town)				\$2,500		\$2,500		\$2,500		\$ 7,500
21	Rental of Equipment (copiers & IT maintenance)				\$7,500		\$7,500		\$7,500		\$ 22,500
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23											
24											
25											
26											
27											
28	OTHER										
29	Client Related-Barrier Removal				\$9,000		\$9,000		\$9,000		\$ 27,000
30	Instructional Materials				\$2,000		\$2,000		\$2,000		\$ 6,000
31											
32											
33											
34											
35	TOTAL OPERATING EXPENSE				\$56,200		\$56,200		\$56,200		\$168,600
36											
37	HSA #3										10/25/2016

CP

	A	B	C	D	E
1	Appendix B-3, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name			Term	
6	ARRIBA JUNTOS			7/1/18-6/30/21	
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: WPA BRIDGE/FILLER				
10	Budget Reference Page No.(s)				
11	Program Term	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	Total
12	Expenditures				
13	Salaries & Benefits	\$68,421	\$68,421	\$68,421	\$205,262
14	Operating Expense	\$16,496	\$16,496	\$16,496	\$49,488
15	Subtotal	\$84,917	\$84,917	\$84,917	\$254,750
16	Indirect Percentage (%)	15%	15%	15%	\$0
17	Indirect Cost (Line 16 X Line 15)	\$12,738	\$12,738	\$12,738	\$38,213
18	Client Pass-through Wages	\$194,661	\$194,661	\$194,661	\$583,983
19	Total Expenditures	\$292,315	\$292,315	\$292,315	\$876,945
20	HSA Revenues				
21	General Funds	\$61,386	\$61,386	\$61,386	\$184,159
22	State Funding	\$49,694	\$49,694	\$49,694	\$149,081
23	Federal Funds	\$181,235	\$181,235	\$181,235	\$543,706
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$292,315	\$292,315	\$292,315	\$876,945
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$0			\$0
37	Full Time Equivalent (FTE)				
39	Prepared by:	Telephone No.:		Date	
40	HSA-CO Review Signature: _____				
41	HSA #1				10/25/2016

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Program Name: WPA BRIDGE/FILLER
 (Same as Line 9 on HSA #1)

Salaries & Benefits Detail

11	12	Agency Totals		HSA Program		7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	TOTAL	
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DHS Program	DHS Program	DHS Program		
						Budgeted Salary	Budgeted Salary	Budgeted Salary		
	13	Director of Programs	\$52,000	1.00	3%	0.03	\$1,560	\$1,560	\$1,560	\$4,680
	14	Program Coordinator	\$47,840	1.00	5%	0.05	\$2,392	\$2,392	\$2,392	\$7,176
	15	Case Manager/Emp Specialist1	\$39,520	1.00	100%	1.00	\$39,520	\$39,520	\$39,520	\$118,560
	16	Payroll Processor	\$54,000	1.00	10%	0.10	\$5,400	\$5,400	\$5,400	\$16,200
	17									
	18									
	19									
	20									
	21									
	22									
	23									
	24									
	25									
	26	TOTALS		4.00	118%	1.18	\$48,872	\$48,872	\$48,872	\$146,616
	27	FRINGE BENEFIT RATE								
	28	EMPLOYEE FRINGE BENEFITS	40%				\$19,549	\$19,549	\$19,549	\$58,646
	29									
	30									
	31									
	32	TOTAL SALARIES & BENEFITS	\$0				\$68,421	\$68,421	\$68,421	\$205,262
	33	HSA #2								10/25/2016

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	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B-3, Page 3										
2											
3											
4	Program Name: WPA BRIDGE/FILLER										
5	(Same as Line 9 on HSA #1)										
6											
7	Operating Expense Detail										
8											
9											
10											
11											
12	Expenditure Category		TERM	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	TOTAL				
13	Rental of Property										
14	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$4,625	\$4,625	\$4,625	\$ 13,875				
15	Office Supplies, Postage			\$1,850	\$1,850	\$1,850	\$ 5,550				
16	Building Maintenance Supplies and Repair			\$3,392	\$3,392	\$3,392	\$ 10,176				
17	Printing and Reproduction			\$1,233	\$1,233	\$1,233	\$ 3,699				
18	Insurance			\$1,850	\$1,850	\$1,850	\$ 5,550				
19	Staff Training										
20	Staff Travel-(Local & Out of Town)			\$771	\$771	\$771	\$ 2,313				
21	Rental of Equipment (copiers & IT maintenance)			\$2,775	\$2,775	\$2,775	\$ 8,325				
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23											
24											
25											
26											
27											
28	OTHER										
29											
30											
31											
32											
33											
34											
35	TOTAL OPERATING EXPENSE			\$16,496	\$16,496	\$16,496	\$49,488				
36											
37	HSA #3										10/25/2016

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	A	B	C	D	E
1	Appendix B-4, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name			Term	
6	ARRIBA JUNTOS			7/1/18-6/30/21	
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: PST SKILLS DEVELOPMENT FOR WORK STUDY				
10	Budget Reference Page No.(s)				
11	Program Term	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	Total
12	Expenditures				
13	Salaries & Benefits	\$33,197	\$33,197	\$33,197	\$99,590
14	Operating Expense	\$80,604	\$80,604	\$80,604	\$241,812
15	Subtotal	\$113,801	\$113,801	\$113,801	\$341,402
16	Indirect Percentage (%)	15%	15%	15%	\$0
17	Indirect Cost (Line 16 X Line 15)	\$17,070	\$17,070	\$17,070	\$51,210
18	Capital Expenditure	\$0	\$0	\$0	\$0
19	Total Expenditures	\$130,871	\$130,871	\$130,871	\$392,613
20	HSA Revenues				
21	General Fund	\$27,483	\$27,483	\$27,483	\$82,449
22	State Funding	\$22,248	\$22,248	\$22,248	\$66,744
23	Federal Funds	\$81,140	\$81,140	\$81,140	\$243,420
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$130,871	\$130,871	\$130,871	\$392,613
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$0			\$0
37	Full Time Equivalent (FTE)				
39	Prepared by:	Telephone No.:		Date	
40	HSA-CO Review Signature: _____				
41	HSA #1				10/25/2016

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Program Name: PST SKILLS DEVELOPMENT FOR WORK STUDY
 (Same as Line 9 on HSA #1)

Salaries & Benefits Detail

11	12	Agency Totals		HSA Program		7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	TOTAL	
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DHS Program Budgeted Salary	DHS Program Budgeted Salary	DHS Program Budgeted Salary		
	13	Director of Programs	\$52,000	1.00	3%	0.03	\$1,560	\$1,560	\$1,560	\$4,680
	14	Program Coordinator	\$47,840	1.00	5%	0.05	\$2,392	\$2,392	\$2,392	\$7,176
	15	Case Manager/Emp Specialist1	\$39,520	1.00	50%	0.50	\$19,760	\$19,760	\$19,760	\$59,280
	16									
	17									
	18									
	19									
	20									
	21									
	22									
	23									
	24									
	25									
	26	TOTALS		3.00	58%	0.58	\$23,712	\$23,712	\$23,712	\$71,136
	27	FRINGE BENEFIT RATE								
	29	EMPLOYEE FRINGE BENEFITS	40%				\$9,485	\$9,485	\$9,485	\$28,454
	30									
	31									
	32	TOTAL SALARIES & BENEFITS	\$0				\$33,197	\$33,197	\$33,197	\$99,590
	33	HSA #2								10/25/2016

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	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B-4, Page 3										
2											
3											
4	Program Name: PST SKILLS DEVELOPMENT FOR WORK STUDY										
5	(Same as Line 9 on HSA #1)										
6											
7	Operating Expense Detail										
8											
9											
10											
11											
12	<u>Expenditure Category</u>		<u>TERM</u>	<u>7/1/18-6/30/19</u>	<u>7/1/19-6/30/20</u>	<u>7/1/20-6/30/21</u>	<u>TOTAL</u>				
13	Rental of Property										
14	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$4,375	\$4,375	\$4,375	\$ 13,125				
15	Office Supplies, Postage			\$1,750	\$1,750	\$1,750	\$ 5,250				
16	Building Maintenance Supplies and Repair			\$3,208	\$3,208	\$3,208	\$ 9,624				
17	Printing and Reproduction			\$1,167	\$1,167	\$1,167	\$ 3,501				
18	Insurance			\$1,750	\$1,750	\$1,750	\$ 5,250				
19	Staff Training										
20	Staff Travel-(Local & Out of Town)			\$729	\$729	\$729	\$ 2,187				
21	Rental of Equipment (copiers & IT maintenance)			\$2,625	\$2,625	\$2,625	\$ 7,875				
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23	CCSF Instructor Time			\$62,000	\$62,000	\$62,000	\$ 186,000				
24											
25											
26											
27											
28	OTHER										
29	Client Related- Barrier Removal/Incentives			\$3,000	\$3,000	\$3,000	\$ 9,000				
30											
31											
32											
33											
34											
35	TOTAL OPERATING EXPENSE			\$80,604	\$80,604	\$80,604	\$241,812				
36											
37	HSA #3										10/25/2016

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