



Edwin M. Lee, Mayor

Trent Rhorer, Executive Director

**MEMORANDUM**

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

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

DATE: SEPTEMBER 22, 2017

SUBJECT: **GRANT MODIFICATION: MULTIPLE PROVIDERS: HOMELESS EMPLOYMENT PROGRAMS**

GRANT TERM:	<u>Current</u> 10/1/13- 8/31/17	<u>Modification</u> 9/1/17- 12/31/17	<u>Revised</u> 10/1/13- 12/31/17	<u>Contingency</u>	<u>Total</u>
TOTAL GRANT AMOUNT:	\$3,999,941	\$363,457	\$4,363,398	\$436,340	\$4,799,738
Funding Source MODIFICATION FUNDING:	<u>County</u> \$364,457	<u>State</u> \$0	<u>Federal</u> \$0	<u>Contingency</u> \$436,340	<u>Total</u> \$800,797
PERCENTAGE:	100%	0%	0%		100%

The Department of Human Services (DHS) requests authorization to modify the existing grants with various providers for the provision of the Homeless Employment Collaborative (HEC), Conquering Homelessness through Employment in Food Service (CHEFS), and Vocational and Employment programs for the period of September 1, 2017 through December 31, 2017 for an additional amount of \$363,457 plus a 10% contingency for new grant amounts not to exceed \$4,799,738. The purpose of these modifications is to extend the existing programs in order to prevent service gaps while a new procurement is conducted.

Vendor	Service	Original Total Budget Amount (10/1/13-8/31/17)	Increase Amount for Extension Period (9/1/17-12/31/17)	Revised Total Budget Amount (10/1/13-12/31/17)	Revised Total Budget with 10% Contingency (10/1/13-12/31/17)
Arriba Juntos	HEC	\$702,016	\$60,764	\$762,780	\$839,058
Catholic Charities CYO	HEC	\$115,078	\$9,847	\$124,925	\$137,418
Center on Juvenile and Criminal Justice	HEC	\$511,064	\$43,731	\$554,795	\$610,275
Central City Hospitality House	HEC	\$433,865	\$45,194	\$479,059	\$526,965
Episcopal Community Services of San Francisco	HEC	\$606,618	\$51,985	\$658,603	\$724,463
Mission Hiring Hall	HEC	\$357,215	\$34,451	\$391,666	\$430,833
Swords to Plowshares	HEC	\$317,793	\$27,193	\$344,986	\$379,485
Toolworks, Inc.	HEC	\$229,277	\$19,528	\$248,805	\$273,686
Vendor	Service	Original Total Budget Amount (1/1/14-8/31/17)	Increase Amount for Extension Period (9/1/17-12/31/17)	Revised Total Budget Amount (1/1/14-12/31/17)	Revised Total Budget with 10% Contingency (1/1/14-12/31/17)
Episcopal Community Services of San Francisco	CHEFS	\$472,279	\$43,169	\$515,448	\$566,993
Vendor	Service	Original Total Budget Amount (7/1/14-8/31/17)	Increase Amount for Extension Period (9/1/17-12/31/17)	Revised Total Budget Amount (7/1/14-12/31/17)	Revised Total Budget with 10% Contingency (7/1/14-12/31/17)
Episcopal Community Services of San Francisco	Vocational and Employment Services	\$254,736	\$27,595	\$282,331	\$310,564
<b>Totals</b>		<b>\$3,999,941</b>	<b>\$363,457</b>	<b>\$4,363,398</b>	<b>\$4,799,738</b>

## Background

Employment and Training programs contracted by the Department for homeless individuals and funded by the U.S. Dept. of Housing and Urban Development (HUD) have been in place for over 10 years. When HUD funding was discontinued in 2016, the Department chose to continue and maintain homeless employment services using County General funds.

The homeless employment programs have been expanded to serve homeless individuals as well as those who are formerly homeless and current residents of City-funded permanent supportive housing. The target population includes veterans, people with disabilities, ex-offenders, parents with children, and the general homeless population.

### **Services to be Provided**

For the period of September to December 2017, Grantees will continue to provide employment and training services as described below:

#### *HEC*

The HEC is a collaborative of agencies providing an employment and training system for homeless individuals that includes recruitment, assessment and eligibility certification, enrollment in training, training completion certification, supportive services, job development, and placement and retention.

#### *CHEFS*

The Conquering Homelessness through Employment in Food Service (CHEFS) program provides training in food service, culinary skills, vocational skills, and job readiness skills that will enable individuals to find employment primarily within the institutional food service industry.

#### *Vocational and Employment Services*

Grantee provides vocational training, workplace education, employment, and job retention services to tenants at the Canon Kip Community House and the Alder, Crosby, Elm, Hillside, Rose and Mentone Hotels who face multiple barriers to employment.

Grantees will continue to collectively provide employment and training services to 166 individuals through HEC, 21 through CHEFS, and 40 through Vocational and Employment Services. Program services will primarily operate weekdays from 8:00 am to 5:00 pm at sites throughout San Francisco.

### **Selection**

The HEC and CHEFS providers were originally selected through a joint application to the U.S. Department of Housing and Urban Development's (HUD) ongoing grant for these services.

Episcopal Community Services (ECS) is a site-based sole source provider of the Vocational and Employment Services program, which specifically supports residents of ECS-operated housing sites.

### **Monitoring**

All the vendors received program as well as fiscal and compliance monitorings in the previous fiscal year. No findings or major concerns emerged from any of these monitoring visits.

### **Funding**

Funding for these modifications is comprised entirely of County General Funds.

### **ATTACHMENTS**

Arriba Juntos (HEC) – Appendix A-2, Scope of Services

Arriba Juntos (HEC) – Appendix B-2, Budget

Catholic Charities CYO (HEC) – Appendix A-2, Scope of Services

Catholic Charities CYO (HEC) – Appendix B-2, Budget  
Center on Juvenile and Criminal Justice (HEC) – Appendix A-2, Scope of Services  
Center on Juvenile and Criminal Justice (HEC) – Appendix B-2, Budget  
Central City Hospitality House (HEC) – Appendix A-2, Scope of Services  
Central City Hospitality House (HEC) – Appendix B-2, Budget  
Episcopal Community Services (HEC) – Appendix A-2, Scope of Services  
Episcopal Community Services (HEC) – Appendix B-2, Budget  
Mission Hiring Hall (HEC) – Appendix A-2, Scope of Services  
Mission Hiring Hall (HEC) – Appendix B-2, Budget  
Swords to Plowshares (HEC) – Appendix A-2, Scope of Services  
Swords to Plowshares (HEC) – Appendix B-2, Budget  
Toolworks, Inc. (HEC) – Appendix A-2, Scope of Services  
Toolworks, Inc. (HEC) – Appendix B-2, Budget  
Episcopal Community Services (CHEFS) – Appendix A-2, Scope of Services  
Episcopal Community Services (CHEFS) – Appendix B-2, Budget  
Episcopal Community Services (Vocational Services) – Appendix A-1, Scope of Services  
Episcopal Community Services (Vocational Services) – Appendix B-1, Budget

**Appendix A-2 – Services to be Provided  
 Arriba Juntos-HOMELESS EMPLOYMENT COLLABORATIVE  
 Grant period 10/1/2013 to 9/30/2016**

**First Modification Extending Grant from 10/1/16 to 8/31/17**

**Second Modification Extending Grant from 9/1/17 to 12/31/17**

**NOTE: HUD criteria in *Italics* do not pertain to the Extension Periods of 10/1/16 to 12/31/17 for this grant**

**I. Purpose of Grant**

Grantee will be a participating member of the Homeless Employment Collaborative (HEC), an employment and training system for homeless individuals by operating an Occupational Classroom Training (OCT) Program for homeless individuals.

**II. Definitions**

BRE	Basic Remedial Education Program with the goal of preparing clients for the GED or increasing educational levels
DHS	San Francisco Department of Human Services, a division of HSA
Enrollment	Official start of training of an individual who has been recruited for a training program, who has been assessed, certified eligible for training, and who has completed all intake procedures.
Full-time Job	Employment that is for a minimum of 30 hours per week.
Grantee	Arriba Juntos
HEC	DHS is the lead agency for 9-member non-profit collaborative that provides employment and training services for homeless individuals. Service includes recruitment, assessment and eligibility certification, enrollment in training and training completion certification, supportive services, job development, placement and retention. Members include: Arriba Juntos, Catholic Charities CYO, Center on Juvenile and Criminal Justice, Central City Hospitality House, Community Housing Partnership, Goodwill, Episcopal Community Services, Mission Hiring Hall, Swords to Plowshare and Toolworks.
HSA	The Human Services Agency, City and County of SF
HUD	U.S. Department of Housing and Urban Development
Job Counseling	Coaching of clients towards the outcome of gaining employment
Job Development	Interactions with employers with the goal of creating employment opportunities for clients
Job Placement	The hiring of a client in paid employment

Job Placement Follow-up	Job retention and career advancement services to assist the client in keeping the job and obtaining promotions
Part-time Job	Employment that is for fewer than 30 hours a week but more than 8 hours a week.
Positive Termination	A termination other than placement that is a positive outcome including achieving an educational objective such as obtaining a GED, returning to school or enrollment in an occupational or vocational training program.
Positive Termination Rate	The percent of participants who have been enrolled and positively terminated.
Transitional Job	Employment that is term limited and has a definite beginning and end date.

**III. Target Population**

The HEC’s target population is homeless individuals who must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services’ definition of homelessness (See Attachment A-1). **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Grantee is one of nine agencies working together to meet these targets. The 9 member Collaborative is also targeting homeless veterans, the disabled homeless, homeless ex-offenders, and homeless parents with children based on the particular focus of services of each partner.**

**IV. Description of Services**

Grantee shall provide Occupational Classroom training for **sixty-nine (69)** homeless individuals during a full year. **Fifty-two (52) homeless individuals will be served from 10/1/16 to 8/31/17, and twenty-three (23) will be served from 9/1/17 to 12/31/17.** Services include:

1. Recruitment
2. Eligibility certification
3. Assessment
4. Enrollment in training and training completion certification
5. Job counseling
6. Job development
7. Job placement and follow-up services for ninety (90) days for those who are employed or are enrolled in another training program.
8. Coordinating with HSA and HEC partners in case management information, resource and client referral sharing.

**A. ELIGIBILITY CERTIFICATION**

Selection of participants is conditional upon completion of the McKinney Funded Continuum of Care Homeless Services’ certification of homelessness form and submission of this form to HSA with the required verification documents

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attached. Grantee will ensure that no individual begins training until the individual's eligibility has been established. **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

#### B. ASSESSMENT

Grantee will conduct an objective assessment of each participant to determine the capabilities, needs and potential of certified applicants. The individual assessment will be located in each participant's file.

#### C. TRAINING

Grantee will provide Work Readiness and Occupational Group Training to **sixty-nine (69)** participants during a full service year. **Fifty-two (52) homeless individuals will be served from 10/1/16 to 8/31/17, and twenty-three (23) will be served from 9/1/17 to 12/31/17.** Participants will receive 400 hours of instruction in AJ's 10-week long "Automated Office Skills Training Program."

Components of the program are as follows:

- PC operating system (Windows 2000)
- Microsoft Word applications (Word and Excel)
- Internet
- E-mail
- Clerical Training
- Work Readiness Training
  - a. Time management
  - b. Workplace behavior and environment
  - c. Work attitude
  - d. Interviewing techniques (including mock interviews)
  - e. Resume, cover and thank you letters
  - f. Appearance, grooming

#### D. EXIT REQUIREMENTS

Participants will be considered to have successfully completed the training program when they have completed the training program as listed herein with a satisfactory evaluation, obtained a certificate of completion and this information has been reported to HSA on the Change of Status Form (HSA-HEC 2). **For the extension period of 9/1/17 to 12/31/17, this information will be reported to HSA on the Contract Completion Report.**

#### V. Summary of Operations

Grantee will enroll sixty-nine (69) participants: thirty-seven (37) placements and eighteen (18) other positive terminations in a full service year. **Fifty-two (52) homeless individuals will be enrolled from 10/1/16 to 8/31/17: twenty-eight (28) placements and fourteen (14) other positive terminations. Twenty-three (23) homeless individuals will be served from 9/1/17 to 12/31/17: twelve (12) placements and six (6) other positive terminations.**

#### A. ENROLLMENTS

Grantee will be given credit for an enrollment once all the documentation specified in Section IV-A and the Intake/Enrollment for (HSA-HEC 1) has been submitted, approved and recorded into HEC HMIS. **For the extension periods, Grantee will be given credit for an enrollment once certification of homelessness has been completed and placed in each participant's file, and complete information for the enrollee has been submitted to HSA on the Contract Enrollment Report.**

#### B. PLACEMENTS

Grantee will be given credit for placement when a participant has entered into unsubsidized full-time, part-time or transitional employment. Grantee will have 90 days after the completion date to place participants. Participants who are placed before attaining the exit requirements must have participated in the program for a minimum of thirty (30) calendar days. For Grantee to receive placement credit, Grantee will provide employment information of Employer Name, job title, Job Start date, hourly wage, hours per week and employment benefit information within 30 days of employment start date on the Change of Status Form (HSA-HEC 2). **For the extension period of 9/1/17 to 12/31/17, Grantee will provide employment information on the Contract Placement Report.**

**Job Placement:** Documentation for unsubsidized employments that must be submitted within 30 days of occurrence along with the HEC 2 form, **or the Contract Placement Report for the extension period of 9/1/17 to 12/31/17**, is:

- Copy of pay stub or
- Letter from employer on business letterhead that includes, hiree name, Employer name and address, position title, date of hire, hourly wage, hours per week and whether health benefits are provided

#### C. OTHER POSITIVE TERMINATIONS

Grantee will be given credit for another positive termination when a participant has been enrolled in school, in an Occupational/Vocational Training program or in a Community College Program and the enrollment has been reported to HSA on the Change of Status Form (HEC 2), **or the Contract Placement Report for the extension period of 9/1/17 to 12/31/17**, and has been verified. Credit will be given for any other positive termination if it takes place within 90 days of the completion date.

#### VI. Location and Time of Services

The HEC services provided by Grantee will be offered from 8:00 a.m. to 5:00p.m.at the following site:

Arriba Juntos  
1850 Mission St.  
San Francisco, CA 94103



## VII. Grantee Responsibilities

### A. HUD REQUIREMENTS

1. **Homeless documentation** – All clients must be homeless (originating from the streets or shelter) in order to receive assistance under the HUD McKinney-Vento Homeless Assistance Act grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with these HUD funds. Homeless eligibility must be documented using the “McKinney Vento Continuum of Care Homeless Programs Certification of Homelessness” form provided by the Human Services Agency. **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Documentation will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.**
2. **Annual Progress Report (APR)** – All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA review. The APR is due to HSA by the 45<sup>th</sup> day following the end of the operating year. After review by HSA, the APR is submitted to HUD.
3. **Match** – All HUD SHP funded projects are required to provide a cash or in kind match. **THE COLLECTIVE IS JOINTLY RESPONSIBLE FOR PROVIDING THE MATCH.** Documentation of match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum match requirements are as follows:  
  
*Supportive Services – 25% match (\$1 match for every \$4 SHP request)*
4. **Personnel activity reports** - Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.
5. **Collaboratives and subcontractors** – The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports,

*etc.) is correct and complete. HSA must approve all new and renewal MOU's as well as any new subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.*

6. **Homeless Management Information Systems (HMIS) Requirements** – Sponsors must provide and update client information in the HSA Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.
7. **Transfer of Client Files** – All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County's existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.
8. **Audits** – All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc. Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.

B. PROGRAM REQUIREMENTS – Attend all HEC Partnership Meetings, generally on a monthly or as-needed basis.

### VIII. Collective HEC Program Goals

The program goals for the HEC are:

1. To enroll 500 homeless individuals into training programs
2. To place 225 homeless individuals into unsubsidized employment after training
3. To enroll into school or another training program 100 homeless individuals
4. **NOTE: During the extension period of 10/1/16 to 8/31/17, the goal is to enroll 376 homeless individuals and place 175 into unsubsidized employment. During the extension period of 9/1/17 to 12/31/17, the goal is to enroll 166 homeless individuals and place 76 into unsubsidized employment.**

### IX. Collective HEC Outcome Goals

1. *Grantee will achieve a minimum 45% job placement rate.*

2. *A minimum of 25% (125 of 500) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.*
3. *A minimum of 85% (425 of 500) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
4. *A minimum of 85% (425 of 500) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
5. *A minimum of 45% (225 of 500) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

**X. Service Objectives**

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

- A. Grantee will enroll sixty-nine (69) participants.

**During the extension period of 10/1/16 to 8/31/17, Grantee will meet the following Service Objectives:**

- A. **Grantee will enroll fifty-two (52) participants.**

**During the extension period of 9/1/17 to 12/31/17, Grantee will meet the following Service Objectives:**

- A. **Grantee will enroll twenty-three (23) participants.**

**XI. Outcome Objectives**

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

- A. Grantee will obtain thirty-seven (37) placements.

**During the extension period of 10/1/16 to 8/31/17, Grantee will meet the following Outcome Objectives:**

- A. **Grantee will obtain twenty eight (28) placements.**

**During the extension period of 9/1/17 to 12/31/17, Grantee will meet the following Outcome Objectives:**

- A. **Grantee will obtain twelve (12) placements.**

**XII. Reporting Requirements**

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section X & XI- Service and Outcome Objectives. Grantee will

enter the monthly metrics in the CARBON database by the 15th of the following month.

- B. Grantee shall submit Enrollment (HEC 1), Exit (HEC 3), and Status Change (HEC 2) documents within one month of enrollment or change in status, preferably at the monthly Operations meeting. Ninety (90) Day Follow –Up documents (HEC 4) will be submitted for all placements and other positive terminations within ninety (90) calendar days from the original placement date of the change of status. These reports will be submitted with an HSA/HEC 7 Data Transmittal form to Arriba Juntos at 1850 Mission St., San Francisco, CA 94103 and all inquiries directed to Arriba Juntos about data at (415) 487-3240. **During the extension period of 9/1/17 to 12/31/17, Grantee shall submit the Contract Reports on Enrollment, Completion, and Placement to report enrollment, change in status, and 90-day follow-up.**
- C. *Grantee shall participate in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of the grant year.*
- D. Grantee shall submit a monthly status report to each HEC agency of the participants enrolled, completed or placed by that agency.
- E. Quarterly Reports/APR - *Grantee, in collaboration with the HEC partners, will submit an Annual Performance Report (APR) as required by HUD. Grantee shall maintain copies of the client files of all enrolled clients of the HEC for the program year and enter the data in a timely manner (by the end of the month of all documents received) into the database and present it to the partners in the monthly meetings and engage them, as needed, by phone or in person to clarify any questions and concerns about the data. Grantee will work with ECS and HSA to produce the quarterly reports and APR within the timelines.*
- F. Grantee will provide Ad Hoc reports as required by the Department.
- G. *Grantee shall lead the collaborative in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of each grant year. This report should be emailed to Alison.Schlageter@sfgov.org*

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**Office of Contract Management**  
**Justin.Chan@sfgov.org**

Phone: (415) 557-5507

**XIII. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
  
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of 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 and match documentation. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
 BY PROGRAM**

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5	Name				Term			
6	Arriba Juntos				10/1/13-12/31/17			
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/>	Modification X						
8	If modification, Effective Date of Mod.		No. of Mod. 2					
9	Program: HEC Program							
10	Budget Reference Page No.(s)							
11	Program Term	10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16	10/1/16-6/30/17	7/1/17-8/31/17	9/1/17-12/31/17	Total
12	Expenditures							
13	Support Services							
14	Salaries & Benefits	\$130,266	\$130,266	\$130,266	\$98,993	\$20,579	\$41,788	\$552,158
15	Operating Expense	\$22,773	\$22,773	\$22,773	\$19,300	\$5,461	\$11,035	\$104,115
16	Subtotal	\$153,039	\$153,039	\$153,039	\$118,293	\$26,040	\$52,823	\$656,273
17	Administrative Percentage	3.5%	3.5%	3.5%	15%	15%	15%	15%
18	Administrative Expense & APR	\$20,246	\$28,344	\$28,344	\$17,744	\$3,904	\$7,941	\$106,523
19	Total Expenditures	\$173,285	\$181,383	\$181,383	\$136,037	\$29,928	\$60,764	\$762,780
20	HSA Revenues							
21	McKinney-Vento Funding	\$173,285	\$181,383	\$181,383				\$536,051
22	General Fund				\$136,037	\$29,928	\$60,764	\$226,729
23								
24								
25								
26								
27								
28								
29	TOTAL HSA REVENUES	\$173,285	\$181,383	\$181,383	\$136,037	\$29,928	\$60,764	\$762,780
30	Other Revenues							
31	HUD Match Provided by Grantee	\$43,321	\$45,345	\$45,345				\$134,011
32								
33								
34								
35								
36	Total Revenues	\$216,606	\$226,728	\$226,728	\$136,037	\$29,928	\$60,764	\$896,791
37	Full Time Equivalent (FTE)							
39	Prepared by: Nenette Tabernilla		Telephone No.:		Date			
40	HSA-CO Review Signature:							
41	HSA #1						11/15/2007	







**Appendix A-2 – Services to be Provided  
Catholic Charities CYO - HOMELESS EMPLOYMENT COLLABORATIVE  
Grant period 10/1/2013 to 9/30/2016**

**First Modification Extending Grant from 10/1/16 to 8/31/17**

**Second Modification Extending Grant from 9/1/17 to 12/31/17**

**NOTE: HUD criteria in *Italics* do not pertain to the Extension Periods of 10/1/16 to 12/31/17 for this grant**

**I. Purpose of Grant**

Grantee will be a participating member of the Homeless Employment Collaborative (HEC), an employment and training system for homeless individuals by providing Job Search, Job Preparation Training, and Direct Placement services to homeless individuals.

**II. Definitions**

BRE	Basic Remedial Education Program with the goal of preparing clients for the GED or increasing educational levels
DHS	San Francisco Department of Human Services, a division of HSA
Enrollment	Official start of training of an individual who has been recruited for a training program, who has been assessed, certified eligible for training, and who has completed all intake procedures.
Full-time Job	Employment that is for a minimum of 30 hours per week.
Grantee	Catholic Charities CYO St. Joseph's FAMILY CENTER
HEC	DHS is the lead agency for 9-member non-profit collaborative that provides employment and training services for homeless individuals. Service includes recruitment, assessment and eligibility certification, enrollment in training and training completion certification, supportive services, job development, placement and retention. Members include: Arriba Juntos, Catholic Charities CYO, Central City Hospitality House, Center on Juvenile and Criminal Justice, Community Housing Partnership, Goodwill, Episcopal Community Services, Mission Hiring Hall, Swords to Plowshare and Toolworks.
HSA	Human Services Agency, City and County of SF
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Job Placement Follow-up	Job retention and career advancement services to assist the client in keeping the job and obtaining promotions
Part-time Job	Employment that is for fewer than 30 hours a week but more than 8 hours a week.
Positive Termination	A termination other than placement that is a positive outcome including achieving an educational objective such as obtaining a GED, returning to school or enrollment in an occupational or vocational training program.
Positive Termination Rate	The percent of participants who have been enrolled and terminated and have been placed or positively terminated.
Transitional Job	Employment that is term limited and has a definite beginning and end date.

### III. Target Population

The HEC's target population is homeless individuals who must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services' definition of homelessness (See Attachment A-1). **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Grantee is one of nine agencies working together to meet these targets. The 9 member Collaborative is also targeting homeless veterans, the disabled homeless, homeless ex-offenders, and homeless parents with children based on the particular focus of services of each partner.**

### IV. Description of Services

Catholic Charities CYO shall provide job search, job preparation, and direct placement services to **twenty-five (25)** homeless individuals during a full year. **Nineteen (19) homeless individuals will be served from 10/1/16 to 8/31/17, and eight (8) will be served from 9/1/17 to 12/31/17.** Services include:

1. Recruitment
2. Eligibility certification
3. Assessment
4. Enrollment in training and training completion certification
5. Job counseling
6. Job development
7. Job placement and follow-up services for ninety (90) days for those who are employed or are enrolled in another training program.
8. Coordinating with HSA and HEC partners in case management information, resource and client referral sharing.

#### A. ELIGIBILITY CERTIFICATION

Selection of participants is conditional upon completion of the McKinney Funded Continuum of Care Homeless Services' certification of homelessness form and submission of this form to HSA with the required verification documents

attached. Grantee will ensure that no individual begins training until the individual's eligibility has been established. **During the extension period this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

#### B. ASSESSMENT

Grantee will conduct an objective assessment of each participant to determine the capabilities, needs and potential of certified applicants. The individual assessment will be located in each participant's file.

#### C. TRAINING

Grantee will provide job search, job preparation and direct placement services to **twenty-five (25)** participants residing in its family shelter, Saint Joseph's Family Shelter during a full service year. **Nineteen (19) homeless individuals will be served from 10/1/16 to 8/31/17, and eight (8) will be served from 9/1/17 to 12/31/17.** The "Saint Joseph's Job Development Program" consists of 90 days of instruction and/or services in the following:

- Job search methods
- Internet
- Basic computer skills
- Developing cover letters and building resumes
- Interview preparation
- Direct Placement
- Case management

In addition, ninety (90) days of follow-up services will be provided to participants who are employed.

#### D. EXIT REQUIREMENTS

Participants will be considered to have successfully completed the training program when they have completed the training program as listed herein with a satisfactory evaluation, obtained a certificate of completion and this information has been reported to HSA on the Change of Status Form (HSA-HEC 2). **For the extension period of 9/1/17 to 12/31/17, this information will be reported to HSA on the Contract Completion Report.**

#### V. Summary of Operations

Grantee will enroll twenty-five (25) participants, sixteen (16) of whom will be positively terminated: ten (10) placements and six (6) other positive terminations in a full service year. **Nineteen (19) homeless individuals will be enrolled from 10/1/16 to 8/31/17: eight (8) placements and fourteen (4) other positive terminations. Eight (8) homeless individuals will be served from 9/1/17 to 12/31/17: three (3) placements and two (2) other positive terminations.**

#### A. ENROLLMENTS

Grantee will be given credit for an enrollment once all the documentation specified in Section IVB and the Intake/Enrollment for (HSA-HEC 1) has been

submitted, approved and recorded into HEC HMIS. **For the extension periods, Grantee will be given credit for an enrollment once certification of homelessness has been completed and placed in each participant's file, and complete information for the enrollee has been submitted to HSA on the Contract Enrollment Report.**

**B. PLACEMENTS**

Grantee will be given credit for placement when a participant has entered into unsubsidized full-time, part-time or transitional employment. Grantee will have 90 days after the completion date to place participants. Participants who are placed before attaining the exit requirements must have participated in the program for a minimum of thirty (30) calendar days. For Grantee to receive placement credit, Grantee will provide employment information of Employer Name, job title, Job Start date, hourly wage, hours per week and employment benefit information within 30 days of employment start date on the Change of Status Form (HSA-HEC 2). **For the extension period of 9/1/17 to 12/31/17, Grantee will provide employment information on the Contract Placement Report.**

**Job Placement:** Documentation for unsubsidized employments that must be submitted within 30 days of occurrence along with the HEC 2 form, **or the Contract Placement Report for the extension period of 9/1/17 to 12/31/17, is:**

- Copy of pay stub or
- Letter from employer on business letterhead that includes, Hiree name, Employer name and address, position title, date of hire, hourly wage, hours per week and whether health benefits are provided

**C. OTHER POSITIVE TERMINATIONS**

Grantee will be given credit for another positive termination when a participant has been enrolled in school, in an Occupational/Vocational Training program or in a Community College Program and the enrollment has been reported to HSA on the Change of Status Form (HEC 2), **or the Contract Placement Report for the extension period of 9/1/17 to 12/31/17, and has been verified.** Credit will be given for any other positive termination if it takes place within 90 days of the completion date.

**VI. Location and Time of Services**

The HEC services provided by Grantee will be offered from 8:00a.m. to 5:00p.m.at the following site:

Catholic Charities CYO, St. Joseph's Family Center  
899 Guerrero St.  
San Francisco, CA 94110

**VII. Grantee Responsibilities**

**A. HUD REQUIREMENTS**

1. **Homeless documentation** – All clients must be homeless (originating from the streets or shelter) in order to receive assistance under the HUD McKinney-Vento Homeless Assistance Act grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with these HUD funds. Homeless eligibility must be documented using the “McKinney Vento Continuum of Care Homeless Programs Certification of Homelessness” form provided by the Human Services Agency. **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Documentation will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.**
  
2. **Annual Progress Report (APR)** – *All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA review. The APR is due to HSA by the 45<sup>th</sup> day following the end of the operating year. After review by HSA, the APR is submitted to HUD.*
  
3. **Match** – *All HUD SHP funded projects are required to provide a cash or in kind match. THE COLLECTIVE IS JOINTLY RESPONSIBLE FOR PROVIDING THE MATCH. Documentation of match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum match requirements are as follows:*

*Supportive Services – 25% match (\$1 match for every \$4 SHP request)*
  
4. **Personnel activity reports** - *Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.*
  
5. **Collaboratives and subcontractors** – *The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. HSA must approve all new and renewal MOU's as well as any new*

*subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.*

6. **Homeless Management Information Systems (HMIS) Requirements** – *Sponsors must provide and update client information in the HSA Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.*
7. **Transfer of Client Files** – *All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County's existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.*
8. **Audits** – *All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc. Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.*

B. PROGRAM REQUIREMENTS – Attend all HEC Partnership Meetings, generally on a monthly or as-needed basis.

#### **VIII. Collective HEC Program Goals**

The program goals for the HEC are:

1. To enroll 500 homeless individuals into training programs
2. To place 225 homeless individuals into unsubsidized employment after training
3. To enroll into school or another training program 100 homeless individuals
4. **NOTE: During the extension period of 10/1/16 to 8/31/17, the goal is to enroll 376 homeless individuals and place 175 into unsubsidized employment. During the extension period of 9/1/17 to 12/31/17, the goal is to enroll 166 homeless individuals and place 76 into unsubsidized employment.**

**IX. Collective HEC Outcome Goals**

1. *Grantee will achieve a minimum 45% job placement rate.*
2. *A minimum of 25% (125 of 500) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.*
3. *A minimum of 85% (425 of 500) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
4. *A minimum of 85% (425 of 500) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
5. *A minimum of 45% (225 of 500) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

**X. Service Objectives**

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

- A. Grantee will enroll twenty-five (25) participants.

**During the extension period of 10/1/16 to 8/31/17, Grantee will meet the following Service Objectives:**

- A. Grantee will enroll nineteen (19) participants.**

**During the extension period of 9/1/17 to 12/31/17, Grantee will meet the following Service Objectives:**

- A. Grantee will enroll eight (8) participants.**

**XI. Outcome Objectives**

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

- A. Grantee will obtain ten (10) placements.

**During the extension period of 10/1/16 to 8/31/17, Grantee will meet the following Outcome Objectives:**

- A. Grantee will obtain eight (8) placements.**

**During the extension period of 8/1/17 to 12/31/17, Grantee will meet the following Outcome Objectives:**

- A. Grantee will obtain three (3) placements.**

## XII. Reporting Requirements

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section X & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall submit Enrollment (HEC 1), Exit (HEC 3), and Status Change (HEC 2) documents within one month of enrollment or change in status, preferably at the monthly Operations meeting. Ninety (90) Day Follow –Up documents (HEC 4) will be submitted for all placements and other positive terminations within ninety (90) calendar days from the original placement date of the change of status. These reports will be submitted with an HSA/HEC 7 Data Transmittal form to Arriba Juntos at 1850 Mission St., San Francisco, CA 94103 and all inquiries directed to Arriba Juntos about data at (415) 487-3240. **During the extension period of 9/1/17 to 12/31/17, Grantee shall submit the Contract Reports on Enrollment, Completion, and Placement to report enrollment, change in status, and 90-day follow-up.**
- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. *Grantee shall participate in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of the grant year. This report should be emailed to Alison.Schlageter@sfgov.org*

**Jiro Arase-Barham, Community Services Specialist, E307**  
**Workforce Development Division**  
**Jiro.Arase-Barham@sfgov.org**  
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**Justin Chan, Contracts Manager, GB23**  
**Office of Contract Management**  
**Justin.Chan@sfgov.org**  
**Phone: (415) 557-5507**

## XIII. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual,



Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY**

	A	B	C	D	E	F	G	H
1								
2								
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>							
4								
5	Provider Name			Term				
6	Catholic Charities CYO - St. Joseph's Family Center			10/1/13-6/30/2017				
7	(Check One)	New	Renewal	Modification X				
8	Effective Date of Mod:	Mod No. 2						
9	Program: HEC							
10	Budget Reference Page No.(s)							
11	Program Term	10/1/13-09/30/14	10/1/14-09/30/15	10/1/15-9/30/16	10/1/16-6/30/17	7/1/17-8/31/17	9/1/17-12/31/17	10/1/13-12/31/17
12	<b>Expenditures</b>							
13	Salaries & Benefits	\$22,746	\$22,686	\$22,686	\$13,352	\$3,336	\$6,773	\$91,579
14	Operating Expense	\$6,648	\$6,708	\$6,708	\$6,873	\$1,048	\$2,129	\$30,114
15	<b>Subtotal</b>	\$29,394	\$29,394	\$29,394	\$20,225	\$4,384	\$8,902	\$121,693
16	Indirect Percentage (%)	0.00%	0.00%	0.00%	9.00%	10.65%	10.62%	2.66%
17	Indirect Cost (Line 15 X Line 16)	\$0	\$0	\$0	\$1,820	\$467	\$945	\$3,232
18	Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19	Total Expenditures	\$29,394	\$29,394	\$29,394	\$22,045	\$4,851	\$9,847	\$124,925
20	<b>HSA Revenues</b>							
21	HUD Funding	\$29,394	\$29,394	\$29,394				\$88,182
22	General Fund				\$22,045	\$4,851	\$9,847	\$36,743
23								
24								
25	TOTAL HSA REVENUES	\$29,394	\$29,394	\$29,394	\$22,045	\$4,851	\$9,847	\$124,925
26	<b>Other Revenues</b>							
27								
28								
29								
30								
31	Total Revenues	\$29,394	\$29,394	\$29,394	\$22,045	\$4,851	\$9,847	\$124,925
32	Full Time Equivalent (FTE)							
34	Prepared by: Mandy Ly							
35	HSA-CO Review Signature: _____							
36	HSA #1 _____							

26

Salaries & Benefits Detail

A	B	C	D	E	F	G	H	I	J	K	L	
1												
2												
3												
4	Program Name: HEC											
5	(Same as Line 9 on HSA #1)											
6												
7												
8												
9												
10												
11												
12												
13	Job Development Specialist	\$51,355	100%	20%	20%	\$17,390	\$19,708	\$19,708	\$10,271	\$2,566	\$5,210	\$74,853
14												
15												
16												
17												
18												
19												
20												
21												
22												
23	TOTALS	\$51,355	1.00	0.20	0.20	\$17,390	\$19,708	\$19,708	\$10,271	\$2,566	\$5,210	\$74,853
24	FRINGE BENEFIT RATE	14.99%										
25	EMPLOYEE FRINGE BENEFITS	\$7,700				\$5,356	\$2,978	\$2,978	\$3,081	\$770	\$1,563	\$16,726
26	TOTAL SALARIES & BENEFITS	\$59,055				\$22,746	\$22,686	\$22,686	\$13,352	\$3,336	\$6,773	\$91,579
27	HSA #2											1/0/1900

Operating Expense Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1																		
2																		
3																		
4	Program Name: HEC																	
5	(Same as Line 9 on HSA #1)																	
6																		
7																		
8																		
9																		
10																		
11																		
12	Expenditure Category			TERM														
13	Rental of Property			10/1/13-09/30/14			10/1/14-09/30/15		10/1/15-9/30/16		10/1/16-6/30/17		7/1/17-8/31/17		9/1/17-12/31/17	Extension		Total
14	Utilities(Elec, Water, Gas, Phone, Scavenger)																	Project Budget
15	Office Supplies, Postage					\$995	\$1,200		\$1,200		\$500		\$165		\$335			10/1/13-12/31/17
16	Building Maintenance Supplies and Repair																	
17	Printing and Reproduction																	
18	Insurance					\$1,231	\$1,086		\$1,086		\$369		\$58		\$119			\$3,949
19	Staff Training																	
20	Rental of Equipment																	
21																		
22																		
23	Direct Assistance Basic Needs					\$4,422	\$4,422		\$4,422		\$6,004		\$825		\$1,675			\$21,770
24																		
25																		
26																		
27	TOTAL OPERATING EXPENSE					\$6,648	\$6,708		\$6,708		\$6,873		\$1,048		\$2,129			\$30,114
28																		
29	HSA #3																	1/0/1900

**Appendix A-2 – Services to be Provided**  
**Center on Juvenile and Criminal Justice - HOMELESS EMPLOYMENT**  
**COLLABORATIVE**  
**Grant period 10/1/2013 to 9/30/2016**  
**First Modification Extending Grant from 10/1/16 to 8/31/17**  
**Second Modification Extending Grant from 9/1/17 to 12/31/17**  
**NOTE: HUD criteria in *Italics* do not pertain to the Extension Periods of 10/1/16 to 12/31/17 for this grant**

**I. Purpose of Grant**

Grantee will be a participating member of the Homeless Employment Collaborative (HEC), an employment and training system for homeless individuals by operating a Job Search/Job Preparation Training and Direct Placement program (JSS/DP) for homeless ex-offenders.

**II. Definitions**

BRE	Basic Remedial Education Program with the goal of preparing clients for the GED or increasing educational levels
DHS	San Francisco Department of Human Services, a division of HSA
Enrollment	Official start of training of an individual who has been recruited for a training program, who has been assessed, certified eligible for training, and who has completed all intake procedures.
Full-time Job	Employment that is for a minimum of 30 hours per week.
Grantee	Center on Juvenile and Criminal Justice
HEC	DHS is the lead agency for 9-member non-profit collaborative that provides employment and training services for homeless individuals. Service includes recruitment, assessment and eligibility certification, enrollment in training and training completion certification, supportive services, job development, placement and retention. Members include: Arriba Juntos, Catholic Charities CYO, Central City Hospitality House, Community Housing Partnership, Goodwill, Episcopal Community Services, Mission Hiring Hall, Center on Juvenile and Criminal Justice, Swords to Plowshare and Toolworks.
HSA	Human Services Agency, City and County of SF
HUD	U.S. Department of Housing and Urban Development
Job Counseling	Coaching of clients towards the outcome of gaining employment
Job Development	Interactions with employers with the goal of creating

	employment opportunities for clients
Job Placement	The hiring of a client in paid employment
Job Placement Follow-up	Job retention and career advancement services to assist the client in keeping the job and obtaining promotions
Part-time Job	Employment that is for fewer than 30 hours a week but more than 8 hours a week.
Positive Termination	A termination other than placement that is a positive outcome including achieving an educational objective such as obtaining a GED, returning to school or enrollment in an occupational or vocational training program.
Positive Termination Rate	The percent of participants who have been enrolled and terminated and have been placed or positively terminated.
Transitional Job	Employment that is term limited and has a definite beginning and end date.

### III. Target Population

The HEC's target population is homeless individuals who must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services' definition of homelessness (See Attachment A-1). **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Grantee is one of nine agencies working together to meet these targets. The 9 member Collaborative is also targeting homeless veterans, the disabled homeless, homeless ex-offenders, and homeless parents with children based on the particular focus of services of each partner.**

### IV. Description of Services

CJCJ will operate a JSS/DP program for **one hundred four (104)** homeless individuals during a full year. **Eighty-three (83) homeless individuals will be served from 10/1/16 to 8/31/17, and thirty-seven (37) will be served from 9/1/17 to 12/31/17.** The program will prepare them for employment, to return to school, or to enroll and participate in an Occupational/Vocational Training program. Services include:

1. Recruitment
2. Eligibility certification
3. Assessment
4. Enrollment in training and training completion certification
5. Coordinating with HSA and HEC partners in case management information, resource and client referral sharing
  - Part of Awakening New Futures (job readiness) training is conducted in a classroom setting, and the other part is delivered via individual services.

A. ELIGIBILITY CERTIFICATION

Selection of participants is conditional upon completion of the McKinney Funded Continuum of Care Homeless Services' certification of homelessness form and submission of this form to HSA with the required verification documents attached. Grantee will ensure that no individual begins training until the individual's eligibility has been established. **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

B. ASSESSMENT

Grantee will conduct an objective assessment of each participant to determine the capabilities, needs and potential of certified applicants. The individual assessment will be located in each participant's file.

C. TRAINING

Grantee will provide a JSS/DP program to **one hundred four (104)** participants on an open-entry-open-exit basis during a full service year. **Eighty-three (83) homeless individuals will be served from 10/1/16 to 8/31/17, and thirty-seven (37) will be served from 9/1/17 to 12/31/17.**

D. EXIT REQUIREMENTS

Participants will be considered to have successfully completed the training program when they have met one of the following exit requirements and the date of completion has been reported to HSA on the Change of Status Form (HSA-HEC 2). **For the extension period of 9/1/17 to 12/31/17, this information will be reported to HSA on the Contract Completion Report.**

1. Self Esteem (8 hours)
2. Communication and Problem Solving (8 hours)
3. Application and Resume Development (8 hours)
4. Interviewing Skills (8 hours)
5. Obtaining and Keeping a Job (8 hours)
  - The above identified job readiness training components (utilized in the Awakening New Futures training) are delivered partially through a classroom setting and partially through individually delivered services.

In addition, ninety (90) days of follow-up services will be provided to participants who are employed.

V. **Summary of Operations**

Grantee will enroll one hundred four (104) participants, seventy-four (74) of whom will be positively terminated: fifty-six (56) placements and sixteen (16) other positive terminations in a full service year. **Eighty-three (83) homeless individuals will be enrolled from 10/1/16 to 8/31/17: forty-four (44)**

**placements and twenty-two (22) other positive terminations. Thirty-seven (37) homeless individuals will be served from 9/1/17 to 12/31/17: nineteen (19) placements and ten (10) other positive terminations.**

**A. ENROLLMENTS**

Grantee will be given credit for an enrollment once all the documentation specified in Section IVB and the Intake/Enrollment for (HSA-HEC 1) has been submitted, approved and recorded into HEC HMIS. **For the extension periods, Grantee will be given credit for an enrollment once certification of homelessness has been completed and placed in each participant's file, and complete information for the enrollee has been submitted to HSA on the Contract Enrollment Report.**

**B. PLACEMENTS**

Grantee will be given credit for placement when a participant has entered into unsubsidized full-time, part-time or transitional employment. Grantee will have 90 days after the completion date to place participants. Participants who are placed before attaining the exit requirements must have participated in the program for a minimum of thirty (30) calendar days. For Grantee to receive placement credit, Grantee will provide employment information of Employer Name, job title, Job Start date, hourly wage, hours per week and employment benefit information within 30 days of employment start date on the Change of Status Form (HSA-HEC 2). **For the extension period of 9/1/17 to 12/31/17, Grantee will provide employment information on the Contract Placement Report.**

**Job Placement:** Documentation for unsubsidized employments that must be submitted within 30 days of occurrence along with the HEC 2 form, **or the Contract Placement Report for the extension period of 9/1/17 to 12/31/17**, is:

- Copy of pay stub or
- Letter from employer on business letterhead that includes, Hiree name, Employer name and address, position title, date of hire, hourly wage, hours per week and whether health benefits are provided

**C. OTHER POSITIVE TERMINATIONS**

Grantee will be given credit for another positive termination when a participant has been enrolled in school, in an Occupational/Vocational Training program or in a Community College Program and the enrollment has been reported to HSA on the Change of Status Form (HEC 2), **or the Contract Placement Report for the extension period of 9/1/17 to 12/31/17**, and has been verified. Credit will be given for any other positive termination if it takes place within 90 days of the completion date.

**VI. Location and Time of Services**

The HEC services provided by Grantee will be offered Monday – Friday (excluding holidays) from 9:00 a.m. to 5:00p.m.at the following site(s):



9:00am – noon

Center on Juvenile and Criminal Justice’s Employment Services Space at the:  
San Francisco Community Assessment Services Center  
564 6<sup>th</sup> Street  
San Francisco, CA 94103

Noon – 5:00pm

Center on Juvenile and Criminal Justice  
40 Boardman Place  
San Francisco, CA 94103

## VII. Grantee Responsibilities

### A. HUD REQUIREMENTS

1. **Homeless documentation** – All clients must be homeless (originating from the streets or shelter) in order to receive assistance under the HUD McKinney-Vento Homeless Assistance grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with these HUD funds. Homeless eligibility must be documented using the “McKinney Vento Continuum of Care Homeless Program Certification of Homelessness” form provided by the Human Services Agency. **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Documentation will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.**
2. **Annual Progress Report (APR)** – All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA review. The APR is due to HSA by the 45<sup>th</sup> day following the end of the operating year. After review by HSA, the APR is submitted to HUD.
3. **Match** – All HUD SHP funded projects are required to provide a cash or in kind match. **THE COLLECTIVE IS JOINTLY RESPONSIBLE FOR PROVIDING THE MATCH.** Documentation of match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum match requirements are as follows:

*Supportive Services – 25% match (\$1 match for every \$4 SHP request)*

4. **Personnel activity reports** - Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.
5. **Collaborative and subcontractors** – The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. HSA must approve all new and renewal MOU's as well as any new subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.
6. **Homeless Management Information Systems (HMIS) Requirements** – Sponsors must provide and update client information in the HSA Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.
7. **Transfer of Client Files** – All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County's existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.
8. **Audits** – All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc. Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.

B. PROGRAM REQUIREMENTS – Attend all HEC Partnership Meetings, generally on a monthly or as-needed basis.

### **VIII. Collective HEC Program Goals**

The program goals for the HEC are:

1. To enroll 500 homeless individuals into training programs
2. To place 225 homeless individuals into unsubsidized employment after training
3. To enroll into school or another training program 100 homeless individuals
4. **NOTE: During the extension period of 10/1/16 to 8/31/17, the goal is to enroll 376 homeless individuals and place 175 into unsubsidized employment. During the extension period of 9/1/17 to 12/31/17, the goal is to enroll 166 homeless individuals and place 76 into unsubsidized employment.**

### **IX. Collective HEC Outcome Goals**

1. *Grantee will achieve a minimum 45% job placement rate.*
2. *A minimum of 25% (125 of 500) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.*
3. *A minimum of 85% (425 of 500) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
4. *A minimum of 85% (425 of 500) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
5. *A minimum of 45% (225 of 500) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

### **X. Service Objectives**

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

- A. Grantee will enroll one hundred four (104) participants.

**During the extension period of 10/1/16 to 8/31/17, Grantee will meet the following Service Objectives:**

- A. Grantee will enroll eighty three (83) participants.

**During the extension period of 9/1/17 to 12/31/17, Grantee will meet the following Service Objectives:**

- A. Grantee will enroll thirty-seven (37) participants.

### **XI. Outcome Objectives**

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

- A. Grantee will obtain fifty-six (56) placements.

**During the extension period of 10/1/16 to 8/31/17, Grantee will meet the following Outcome Objectives:**

- A. Grantee will obtain forty-four (44) placements.

**During the extension period of 9/1/17 to 12/31/17, Grantee will meet the following Outcome Objectives:**

- A. Grantee will obtain nineteen (19) placements.

## **XII. Reporting Requirements**

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section X & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall submit Enrollment (HEC 1), Exit (HEC 3), and Status Change (HEC 2) documents within one month of enrollment or change in status, preferably at the monthly Operations meeting. Ninety (90) Day Follow-Up documents (HEC 4) will be submitted for all placements and other positive terminations within ninety (90) calendar days from the original placement date of the change of status. These reports will be submitted with an HSA/HEC 7 Data Transmittal form to Arriba Juntos at 1850 Mission St., San Francisco, CA 94103 and all inquiries directed to Arriba Juntos about data at (415) 487-3240. **During the extension period of 9/1/17 to 12/31/17, Grantee shall submit the Contract Reports on Enrollment, Completion, and Placement to report enrollment, change in status, and 90-day follow-up.**
- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. *Grantee shall participate in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of the grant year. This report should be emailed to Alison.Schlageter@sfgov.org*

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**XIII. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
  
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
 BY PROGRAM**

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6	Center on Juvenile and Criminal Justice							Term 10/1/13-12/31/17
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification X							
8	If modification, Effective Date of Mod.	No. of Mod. 2						
9	Program: HEC Program							
10	Budget Reference Page No.(s)							
11	Program Term	10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16	10/1/16-6/30/17	7/1/17-8/31/17	9/1/17-12/31/17	10/1/13-12/31/17
12	Expenditures						Extension	Total
13	Support Services							
14	Salaries & Benefits	\$71,482	\$71,482	\$71,482	\$43,159	\$18,333	\$37,223	\$313,162
15	Operating Expense	\$59,058	\$59,058	\$59,058	\$41,976	\$396	\$804	\$220,350
16	Subtotal	\$130,540	\$130,540	\$130,540	\$85,134	\$18,729	\$38,027	\$533,511
17	Indirect Percentage	0.00%	0.00%	0.00%	15.00%	15.00%	15.00%	3.99%
18	Indirect Expense	\$0	\$0	\$0	\$12,771	\$2,809	\$5,704	\$21,284
19	Total Expenditures	\$130,540	\$130,540	\$130,540	\$97,905	\$21,538	\$43,731	\$554,795
20	HSA Revenues							
21	McKinney-Vento Funding	\$130,540	\$130,540	\$130,540				\$391,621
22	General Fund				\$97,905	\$21,538	\$43,731	\$163,174
23								
24								
25								
26								
27								
28								
29	TOTAL HSA REVENUES	\$130,540	\$130,540	\$130,540	\$97,905	\$21,538	\$43,731	\$554,795
30	Other Revenues							
31	HUD Match Provided by Grantee	\$32,635	\$32,635	\$32,635				\$97,905
32								
33								
34								
35								
36	Total Revenues	\$163,175	\$163,175	\$163,175	\$97,905	\$21,538	\$43,731	\$652,700
37	Full Time Equivalent (FTE)							
39	Prepared by: Dinky Marek Enty							
40	HSA-CO Review Signature:							
41	HSA #1							

Telephone No.:

Date

11/15/2007

Support Services Salaries & Benefits Detail

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4	Program Name:											
5	(Same as Line 9 on HSA #1)											
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												

  

	Agency Totals	For HSA Program	For DHS Program	For DHS Program	For DHS Program	For DHS Program	For DHS Program	For DHS Program	For DHS Program	Extension	TOTAL	
12	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	10/1/13-12/31/17	
13	\$73,613	100%	27%	27%	\$19,729	\$19,729	\$19,729	\$11,187	\$4,752	\$9,648	\$84,774	
14	\$37,003	100%	100%	100%	\$37,003	\$37,003	\$37,003	\$22,013	\$9,460	\$19,207	\$161,699	
17	TOTALS	\$110,616	2.00	1.27	1.27	\$56,732	\$56,732	\$56,732	\$33,199	\$14,212	\$28,855	\$246,463
19	FRINGE BENEFIT RATE	25%										
20	EMPLOYEE FRINGE BENEFITS	\$110,616				\$14,750	\$14,750	\$14,750	\$9,960	\$4,121	\$8,368	\$66,599
23	TOTAL SALARIES & BENEFITS	\$221,233				\$71,482	\$71,482	\$71,482	\$43,159	\$18,333	\$37,223	\$313,162
24	HSA #2											11/15/2007

Support Services Operating Expense Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Program Name:																	
2	(Same as Line 9 on HSA #1)																	
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12	Expenditure Category	TERM															Extension	TOTAL
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16	10/1/16-6/30/17	7/1/17-8/31/17	9/1/17-12/31/17	10/1/13-12/31/17										
14	Office Supplies, Postage	\$2,000	\$2,000	\$2,000	\$2,000	\$70	\$140	\$8,210										
15	Building Maintenance Supplies and Repair	\$2,500	\$2,500	\$2,500	\$900	\$8	\$17	\$8,425										
16	Printing and Reproduction	\$1,500	\$1,500	\$1,500	\$225	\$8	\$17	\$4,750										
17	Insurance	\$2,500	\$2,500	\$2,500	\$2,500	\$115	\$235	\$10,350										
18	Staff Training																	
19	Transportation	\$250	\$250	\$250				\$750										
20	Rental of Equipment	\$250	\$250	\$250	\$300	\$30	\$60	\$1,140										
21	Food																	
22	Child Care																	
23	CONSULTANTS/SUBCONTRACTOR DESCRIPTIVE TITLE																	
24																		
25																		
26																		
27	OTHER																	
28	Client support, training, food, etc	\$43,625	\$43,625	\$43,625	\$36,051	\$165	\$335	\$167,426										
29	rent	\$6,433	\$6,433	\$6,433				\$19,299										
30																		
31	TOTAL OPERATING EXPENSE	\$59,058	\$59,058	\$59,058	\$41,976	\$396	\$804	\$220,350										
32																		
33	HSA #3																11/15/2007	



**Appendix A-2 – Services to be Provided  
Central City Hospitality House - HOMELESS EMPLOYMENT  
COLLABORATIVE**

**Grant period 10/1/2013 to 9/30/2016**

**First Modification Extending Grant from 10/1/16 to 8/31/17**

**Second Modification Extending Grant from 9/1/17 to 12/31/17**

**NOTE: HUD criteria in *Italics* do not pertain to the Extension Periods of 10/1/16 to 12/31/17 for this grant**

**I. Purpose of Grant**

Grantee will be a participating member of the Homeless Employment Collaborative (HEC), an employment and training system for homeless individuals by operating a Work Readiness Program (WRP) for homeless individuals.

**II. Definitions**

BRE	Basic Remedial Education Program with the goal of preparing clients for the GED or increasing educational levels
DHS	San Francisco Department of Human Services, a division of HSA
Enrollment	Official start of training of an individual who has been recruited for a training program, who has been assessed, certified eligible for training, and who has completed all intake procedures.
Full-time Job	Employment that is for a minimum of 30 hours per week.
Grantee	Central City Hospitality House
HEC	DHS is the lead agency for 9-member non-profit collaborative that provides employment and training services for homeless individuals. Service includes recruitment, assessment and eligibility certification, enrollment in training and training completion certification, supportive services, job development, placement and retention. Members include: Arriba Juntos, Catholic Charities CYO, Central City Hospitality House, Center on Juvenile and Criminal Justice, Community Housing Partnership, Episcopal Community Services, Mission Hiring Hall, Swords to Plowshare and Toolworks.
HSA	The Human Services Agency, City and County of SF
HUD	U.S. Department of Housing and Urban Development
Job Counseling	Coaching of clients towards the outcome of gaining employment
Job Development	Interactions with employers with the goal of creating employment opportunities for clients

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Job Placement	The hiring of a client in paid employment
Job Placement Follow-up	Job retention and career advancement services to assist the client in keeping the job and obtaining promotions
Part-time Job	Employment that is for fewer than 30 hours a week but more than 8 hours a week.
Positive Termination	A termination other than placement that is a positive outcome including achieving an educational objective such as obtaining a GED, returning to school or enrollment in an occupational or vocational training program.
Positive Termination Rate	The percent of participants who have been enrolled and terminated and have been placed or positively terminated.
Transitional Job	Employment that is term limited and has a definite beginning and end date.

### III. Target Population

The HEC's target population is homeless individuals who must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services' definition of homelessness (See Attachment A-1). **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Grantee is one of nine agencies working together to meet these targets. The 9 member Collaborative is also targeting homeless veterans, the disabled homeless, homeless ex-offenders, and homeless parents with children based on the particular focus of services of each partner.**

### IV. Description of Services

Central City Hospitality House shall provide a Work Readiness Program to **thirty-six (36) homeless individuals during a full year. Twenty-seven (27) homeless individuals will be served from 10/1/16 to 8/31/17, and twelve (12) will be served from 9/1/17 to 12/31/17.** Services include:

1. Recruitment
2. Eligibility certification
3. Assessment
4. Enrollment in training and training completion certification
5. Job counseling
6. Job development
7. Job placement and follow-up services for ninety (90) days for those who are employed or are enrolled in another training program.
8. Coordinating with HSA and HEC partners in case management information, resource and client referral sharing.

In addition, CCHH will provide a key level of coordination within the collaborative and with employers to increase placement opportunities.

A. ELIGIBILITY CERTIFICATION

Selection of participants is conditional upon completion of the McKinney Funded Continuum of Care Homeless Services' certification of homelessness form and submission of this form to HSA with the required verification documents attached. Grantee will ensure that no individual begins training until the individual's eligibility has been established. **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

B. ASSESSMENT

Grantee will conduct an objective assessment of each participant to determine the capabilities, needs and potential of certified applicants. The individual assessment will be located in each participant's file.

C. TRAINING

Grantee will provide Work Readiness Preparation services to **thirty-six (36)** participants on an open-entry, open-exit basis. **Twenty-seven (27) homeless individuals will be served from 10/1/16 to 8/31/17, and twelve (12) will be served from 9/1/17 to 12/31/17.** In addition, ninety (90) days of follow-up services will be provided to participants who are employed.

D. EXIT REQUIREMENTS

Participants will be considered to have successfully completed the full range of individualized intensive case management services and this information has been reported to HSA on the Change of Status Form (HSA-HEC 2). **For the extension period of 9/1/17 to 12/31/17, this information will be reported to HSA on the Contract Completion Report.**

V. **Summary of Goals**

Grantee will enroll thirty-six (36) participants, twenty-one (21) of whom will be positively terminated: thirteen (13) placements and eight (8) other positive terminations during a full year. **Twenty-seven (27) homeless individuals will be enrolled from 10/1/16 to 8/31/17: ten (10) placements and five (5) other positive terminations. Twelve (12) homeless individuals will be served from 9/1/17 to 12/31/17: four (4) placements and two (2) other positive terminations.**

A. ENROLLMENTS

Grantee will be given credit for an enrollment once all the documentation specified in Section IVB and the Intake/Enrollment for (HSA-HEC 1) has been submitted, approved and recorded into HMIS. **For the extension periods, Grantee will be given credit for an enrollment once certification of homelessness has been completed and placed in each participant's file, and complete information for the enrollee has been submitted to HSA on the Contract Enrollment Report.**

## B. PLACEMENTS

Grantee will be given credit for placement when a participant has entered into unsubsidized full-time, part-time or transitional employment. Grantee will have 90 days after the completion date to place participants. Participants who are placed before attaining the exit requirements must have participated in the program for a minimum of thirty (30) calendar days. For Grantee to receive placement credit, Grantee will provide employment information of Employer Name, job title, Job Start date, hourly wage, hours per week and employment benefit information within 30 days of employment start date on the Change of Status Form (HSA-HEC 2). **For the extension period of 9/1/17 to 12/31/17, Grantee will provide employment information on the Contract Placement Report.**

**Job Placement:** Documentation for Unsubsidized employments that must be submitted within 30 days of occurrence along with the HEC 2 form, **or the Contract Placement Report for the extension period of 9/1/17 to 12/31/17**, is:

- Copy of pay stub or
- Letter on business letterhead that includes Hiree name, Employer name and address, position title, date of hire, hourly wage, hours per week and whether health benefits are provided

## C. OTHER POSITIVE TERMINATIONS

Grantee will be given credit for another positive termination when a participant has been enrolled in school, in an Occupational/Vocational Training program or in a Community College Program and the enrollment has been reported to HSA on the Change of Status Form (HEC 2), **or the Contract Placement Report for the extension period of 9/1/17 to 12/31/17**, and has been verified. Credit will be given for any other positive termination if it takes place within 90 days of the completion date.

## VI. Location and Time of Services

The HEC services provided by Grantee will be offered from 9:00 a.m. to 5:00p.m. at the following site:

Central City Hospitality House  
146 Leavenworth Street  
San Francisco, CA 94102

## VII. Grantee Responsibilities

### A. HUD REQUIREMENTS

1. **Homeless documentation** – All clients must be homeless (originating from the streets or shelter) in order to receive assistance under the HUD McKinney-Vento Homeless Assistance Act grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all

homeless persons served with these HUD funds. Homeless eligibility must be documented using the “McKinney Vento Continuum of Care Homeless Programs Certification of Homelessness” form provided by the Human Services Agency. **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Documentation will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.**

2. **Annual Progress Report (APR)** – All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA review. The APR is due to HSA by the 45<sup>th</sup> day following the end of the operating year. After review by HSA, the APR is submitted to HUD.
3. **Match** – All HUD SHP funded projects are required to provide a cash or in kind match. **THE COLLECTIVE IS JOINTLY RESPONSIBLE FOR PROVIDING THE MATCH.** Documentation of match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum match requirements are as follows:  
  
*Supportive Services – 25% match (\$1 match for every \$4 SHP request)*
4. **Personnel activity reports** - Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.
5. **Collaboratives and subcontractors** – The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. HSA must approve all new and renewal MOU's as well as any new subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.
6. **Homeless Management Information Systems (HMIS) Requirements** – Sponsors must provide and update client information in the HSA Homeless

*Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.*

7. **Transfer of Client Files** – *All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County's existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.*
8. **Audits** – *All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc. Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.*

B. PROGRAM REQUIREMENTS – Attend all HEC Partnership Meetings, generally on a monthly or as-needed basis.

### **VIII. Collective HEC Program Goals**

The program goals for the HEC are:

1. To enroll 500 homeless individuals into training programs
2. To place 225 homeless individuals into unsubsidized employment after training
3. To enroll into school or another training program 100 homeless individuals
4. **NOTE: During the extension period of 10/1/16 to 8/31/17, the goal is to enroll 376 homeless individuals and place 175 into unsubsidized employment. During the extension period of 9/1/17 to 12/31/17, the goal is to enroll 166 homeless individuals and place 76 into unsubsidized employment.**

### **IX. Collective HEC Outcome Goals**

1. *Grantee will achieve a minimum 45% job placement rate.*
2. *A minimum of 25% (125 of 500) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.*
3. *A minimum of 85% (425 of 500) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
4. *A minimum of 85% (425 of 500) of households served by the project will receive or maintain one or more mainstream resource (including, but not*

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*limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*

5. *A minimum of 45% (225 of 500) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

## **X. Service Objectives**

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

- A. Grantee will enroll thirty-six (36) participants.

**During the Extension period of 10/1/16 to 8/31/17, Grantee will meet the following Service Objectives:**

- A. Grantee will enroll twenty-seven (27) participants.

**During the Extension period of 9/1/17 to 12/31/17, Grantee will meet the following Service Objectives:**

- A. Grantee will enroll twelve (12) participants.

## **XI. Outcome Objectives**

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

- A. Grantee will obtain thirteen (13) placements.

**During the Extension period of 10/1/16 to 8/31/17, Grantee will meet the following Outcome Objectives:**

- A. Grantee will obtain ten (10) placements.

**During the Extension period of 9/1/17 to 12/31/17, Grantee will meet the following Outcome Objectives:**

- A. Grantee will obtain four (4) placements.

## **XIII. Reporting Requirements**

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section X & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall submit Enrollment (HEC 1), Exit (HEC 3), and Status Change (HEC 2) documents within one month of enrollment or change in status, preferably at the monthly Operations meeting. Ninety (90) Day Follow-Up

documents (HEC 4) will be submitted for all placements and other positive terminations within ninety (90) calendar days from the original placement date of the change of status. These reports will be submitted with an HSA/HEC 7 Data Transmittal form to Arriba Juntos at 1850 Mission St., San Francisco, CA 94103 and all inquiries directed to Arriba Juntos about data at (415) 487-3240. **During the extension period of 9/1/17 to 12/31/17, Grantee shall submit the Contract Reports on Enrollment, Completion, and Placement to report enrollment, change in status, and 90-day follow-up.**

- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. *Grantee shall participate in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of the grant year. This report should be emailed to Chris.Shaw@sfgov.org*

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**Phone: (415) 557-5507**

### **XIII. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.



**HUMAN SERVICES AGENCY BUDGET SUMMARY  
 BY PROGRAM**

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6	Central City Hospitality House					10/1/13-12/31/17		
7	(Check One) <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification X							
8	If modification, Effective Date of Mod: 10/1/16		No. of Mod: 2					
9	Program: HEC Program							
10	Budget Reference Page No.(s)							
11	Program Term	10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16	10/1/16-6/30/17	7/1/17-8/31/17	9/1/17-12/31/17	10/1/13-12/31/17
12	Expenditures						Extension	Total
13	Support Services							
14	Salaries & Benefits	\$53,067	\$75,494	\$93,836	\$77,747	\$14,847	\$30,147	\$245,138
15	Operating Expense	\$17,041	\$29,914	\$41,072	\$16,434	\$5,788	\$11,722	\$121,971
16	Subtotal	\$70,108	\$105,408	\$134,908	\$94,181	\$20,635	\$41,869	\$467,109
17	Indirect Percentage				7.43%	7.91%	7.94%	2.56%
18	Indirect Expense				\$7,000	\$1,633	\$3,325	\$11,958
19	Total Expenditures	\$70,108	\$105,408	\$134,908	\$101,181	\$22,260	\$45,194	\$310,424
20	HSA Revenues							\$479,059
21	Mckinney-Vento Funding	\$70,108	\$105,408	\$134,908	\$101,181	\$22,260	\$45,194	\$310,424
22	General Fund							\$168,635
23								
24	TOTAL HSA REVENUES	\$70,108	\$105,408	\$134,908	\$101,181	\$22,260	\$45,194	\$479,059
25	Other Revenues							
26	HUD Match Provided by Grantee	\$17,527	\$26,352	\$33,727				\$77,606
27								
28								
29								
30								
31	Total Revenues	\$87,635	\$131,760	\$168,635	\$101,181	\$22,260	\$45,194	\$556,665
32	Full Time Equivalent (FTE)							
34	Prepared by: Mara Raider		Telephone No.: 415-749-2144					Date:
35	HSA-CO Review Signature:							
36	HSA #1							11/15/2007





**Appendix A-2 – Services to be Provided  
Episcopal Community Services - HOMELESS EMPLOYMENT  
COLLABORATIVE**

**Grant period 10/1/2013 to 9/30/2016**

**First Modification Extending Grant from 10/1/16 to 8/31/17**

**Second Modification Extending Grant from 9/1/17 to 12/31/17**

**NOTE: HUD criteria in *Italics* do not pertain to the Extension Periods of 10/1/16 to 12/31/17 for this grant**

**I. Purpose of Grant**

Grantee will be a participating member of the Homeless Employment Collaborative (HEC), an employment and training system for homeless individuals by operating an Adult Basic Education Program (ABE).

**II. Definitions**

ABE	Adult Basic Education Program with the goal of preparing clients for the GED or increasing educational levels
DHS	San Francisco Department of Human Services, a division of HSA
Enrollment	Official start of training of an individual who has been recruited for a training program, who has been assessed, certified eligible for training, and who has completed all intake procedures.
Full-time Job	Employment that is for a minimum of 30 hours per week.
Grantee	Episcopal Community Services
HEC	DHS is the lead agency for 9-member non-profit collaborative that provides employment and training services for homeless individuals. Service includes recruitment, assessment and eligibility certification, enrollment in training and training completion certification, supportive services, job development, placement and retention. Members include: Arriba Juntos, Catholic Charities CYO, Center on Juvenile and Criminal Justice, Central City Hospitality House, Community Housing Partnership, Goodwill, Episcopal Community Services, Mission Hiring Hall, Swords to Plowshare and Toolworks.
HSA	Human Services Agency, City and County of SF
HUD	U.S. Department of Housing and Urban Development
Job Counseling	Coaching of clients towards the outcome of gaining employment
Job Development	Interactions with employers with the goal of creating employment opportunities for clients
Job Placement	The hiring of a client in paid employment

Job Placement Follow-up	Job retention and career advancement services to assist the client in keeping the job and obtaining promotions
Part-time Job	Employment that is for fewer than 30 hours a week but more than 8 hours a week.
Positive Termination	A termination other than placement that is a positive outcome including achieving an educational objective such as obtaining a GED, returning to school or enrollment in an occupational or vocational training program.
Positive Termination Rate	The percent of participants who have been enrolled and terminated and have been placed or positively terminated.
Transitional Job	Employment that is term limited and has a definite beginning and end date.

### III. Target Population

The HEC's target population is homeless individuals who must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services' definition of homelessness (See Attachment A-1). **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Grantee is one of nine agencies working together to meet these targets. The 9 member Collaborative is also targeting homeless veterans, the disabled homeless, homeless ex-offenders, and homeless parents with children based on the particular focus of services of each partner.**

### IV. Description of Services

Episcopal Community Services shall provide ABE to **eighty-one (81)** homeless individuals per full year during the term of the grant. **Sixty-one (61) homeless individuals will be served from 10/1/16 to 8/31/17, and twenty-seven (27) will be served from 9/1/17 to 12/31/17.** Services to be provided to include:

1. Recruitment and
2. Eligibility certification
3. Assessment
4. Enrollment in training and training completion certification
5. Job counseling
6. Job development
7. Job placement and follow-up services for ninety (90) days for those who are employed or are enrolled in another training program.
8. Coordinating with HSA and HEC partners in case management information, resource and client referral sharing.

#### A. ELIGIBILITY CERTIFICATION

Selection of participants is conditional upon completion of the McKinney Funded Continuum of Care Homeless Services' certification of homelessness form and submission of this form to HSA with the required verification documents

attached. Grantee will ensure that no individual begins training until the individual's eligibility has been established. **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

**B. ASSESSMENT**

Grantee will conduct an objective assessment of each participant to determine the capabilities, needs and potential of certified applicants. The individual assessment will be located in each participant's file.

**C. TRAINING**

Grantee will provide basic, remedial education training to **eighty-one (81)** participants per year on an open-entry-open-exit basis during a full service year. **Sixty-one (61) homeless individuals will be served from 10/1/16 to 8/31/17, and twenty-seven (27) will be served from 9/1/17 to 12/31/17.** Services include:

- Basic Skills Reading or Math t: Increased score of 5 points (lower level) or 3 points (higher level) on the CASAS Reading or Math Test.
- GED/HiSet Component: Passing score on one GED/HiSet Predictor Test or official GED/HiSet sub-test.
- Completion of Mastery Test of one class segment on Plato software program
- Completion of one unit on Lexia Reading software program
- Completion of 1 unit of high school credit (through Five Keys Charter School)
- Completion of Computer Class

**D. EXIT REQUIREMENTS**

Participants will be considered to have successfully completed the training program when they have met one of the following exit requirements and the date of completion has been reported to HSA on the Change of Status Form (HSA-HEC 2). **For the extension period of 9/1/17 to 12/31/17, this information will be reported to HSA on the Contract Completion Report.**

**V. Summary of Operations**

On an annual basis, Grantee will enroll eighty-one (81) participants, forty-seven (47) of whom will be positively terminated: eleven (11) placements and thirty-six (36) other positive terminations / Skill Gains. **Sixty-one (61) homeless individuals will be served from 10/1/16 to 8/31/17, with eight (8) placements and twenty-seven (27) other positive terminations. Twenty-seven (27) homeless individuals will be served from 9/1/17 to 12/31/17, with four (4) placements and twelve (12) other positive terminations.**

**A. ENROLLMENTS**

Grantee will be given credit for an enrollment once all the documentation specified in Section IVB and the Intake/Enrollment for (HSA-HEC 1) has been submitted, approved and recorded into HMIS. **For the extension periods,**

**Grantee will be given credit for an enrollment once certification of homelessness has been completed and placed in each participant's file, and complete information for the enrollee has been submitted to HSA on the Contract Enrollment Report.**

**B. PLACEMENTS**

Grantee will be given credit for placement when a participant has entered into unsubsidized full-time, part-time or transitional employment. Grantee will have 90 days after the completion date to place participants. Participants who are placed before attaining the exit requirements must have participated in the program for a minimum of thirty (30) calendar days. For Grantee to receive placement credit, Grantee will provide employment information of Employer Name, job title, Job Start date, hourly wage, hours per week and employment benefit information within 30 days of employment start date on the Change of Status Form (HSA-HEC 2). **For the extension period of 9/1/17 to 12/31/17, Grantee will provide employment information on the Contract Placement Report.**

Job Placement: Documentation for unsubsidized employments that must be submitted within 30 days of occurrence along with the HEC 2 form, **or the Contract Placement Report for the extension period of 9/1/17 to 12/31/17**, is:

- Copy of pay stub or
- Letter from employer on business letterhead that includes, Hiree name, Employer name and address, position title, date of hire, hourly wage, hours per week and whether health benefits are provided

**C. OTHER POSITIVE TERMINATIONS**

Grantee will be given credit for another positive termination when a participant has been enrolled in school, in an Occupational/Vocational Training program or in a Community College Program and the enrollment has been reported to HSA on the Change of Status Form (HEC 2), **or the Contract Placement Report for the extension period of 9/1/17 to 12/31/17**, and has been verified. Credit will be given for any other positive termination if it takes place within 90 days of the completion date.

**VI. Location and Time of Services**

The HEC services provided by Grantee will be offered from 9:00a.m. to 3:00p.m. at the following site:

Episcopal Community Services  
165 Eighth Street  
San Francisco, CA 94103

**VII. Grantee Responsibilities**

**A. HUD REQUIREMENTS**

1. **Homeless documentation** – All clients must be homeless according to the HUD definition of Homelessness (See Attachment A-1) in order to receive assistance under the HUD McKinney-Vento Homeless Assistance Act grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with these HUD funds. Homeless eligibility must be documented using the “McKinney-Vento Continuum of Care Homeless Programs Certification of Homelessness” form provided by the Human Services Agency. **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Documentation will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.**
  
2. **Annual Progress Report (APR)** – *All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA review. The APR is due to HSA by the 45<sup>th</sup> day following the end of the operating year. After review by HSA, the APR is submitted to HUD.*
  
3. **Match** – *All HUD SHP funded projects are required to provide a cash or in kind match. THE COLLECTIVE IS JOINTLY RESPONSIBLE FOR PROVIDING THE MATCH. Documentation of match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum match requirements are as follows:*

*Supportive Services – 25% match (\$1 match for every \$4 SHP request)*
  
4. **Personnel activity reports** - *Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.*
  
5. **Collaboratives and subcontractors** – *The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. HSA must approve all new and renewal MOU’s as well as any new*



*subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.*

6. **Homeless Management Information Systems (HMIS) Requirements** – Sponsors must provide and update client information in the HSA Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.
7. **Transfer of Client Files** – All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County's existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.
8. **Audits** – All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc. Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.

B. PROGRAM REQUIREMENTS – Attend all HEC Partnership Meetings, generally on a monthly or as-needed basis.

### VIII. Collective HEC Program Goals per year

The goals for the HEC are:

1. To enroll 500 homeless individuals into training programs
2. To place 225 homeless individuals into unsubsidized employment after training.
3. To enroll into school or another training program 100 homeless individuals.
4. **NOTE: During the extension period of 10/1/16 to 8/31/17, the goal is to enroll 376 homeless individuals and place 175 into unsubsidized employment. During the extension period of 9/1/17 to 12/31/17, the goal is to enroll 166 homeless individuals and place 76 into unsubsidized employment.**

**IX. Collective HEC Outcome Objectives per year**

1. *Grantee will achieve a minimum 45% job placement rate.*
2. *A minimum of 25% (125 of 500) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.*
3. *A minimum of 85% (425 of 500) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
4. *A minimum of 85% (425 of 500) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
5. *A minimum of 45% (225 of 500) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

**X. Service Objectives**

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

- A. Grantee will enroll eighty one (81) participants.

**During the extension period of 10/1/16 to 8/31/17, Grantee will meet the following Service Objectives:**

- A. Grantee will enroll sixty-one (61) participants.

**During the extension period of 9/1/17 to 12/31/17, Grantee will meet the following Service Objectives:**

- A. Grantee will enroll twenty-seven (27) participants.

**XI. Outcome Objectives**

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

- A. Grantee will obtain eleven (11) placements.

**During the extension period of 10/1/16 to 8/31/17, Grantee will meet the following Outcome Objectives:**

- A. Grantee will obtain eight (8) placements.

**During the extension period of 9/1/17 to 12/31/17, Grantee will meet the following Outcome Objectives:**

- A. Grantee will obtain four (4) placements.

## XII. Reporting Requirements

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section X & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall submit Enrollment (HEC 1), Exit (HEC 3), and Status Change (HEC 2) documents within one month of enrollment or change in status, preferably at the monthly Operations meeting. Ninety (90) Day Follow-Up documents (HEC 4) will be submitted for all placements and other positive terminations within ninety (90) calendar days from the original placement date of the change of status. These reports will be submitted with an HSA/HEC 7 Data Transmittal form to Arriba Juntos at 1850 Mission St., San Francisco, CA 94103 and all inquiries directed to Arriba Juntos about data at (415) 487-3240. **During the extension period of 9/1/17 to 12/31/17, Grantee shall submit the Contract Reports on Enrollment, Completion, and Placement to report enrollment, change in status, and 90-day follow-up.**
- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. *Grantee shall lead the collaborative in providing data for the HUD Annual Performance Report (APR).*
- E. *Grantee shall participate in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of the grant year. This report should be emailed to Alison.Schlageter@sfgov.org*

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**Jiro.Arase-Barham@sfgov.org**  
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**Office of Contract Management**  
**Justin.Chan@sfgov.org**  
**Phone: (415) 557-5507**

## XIII. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax

forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.



**HUMAN SERVICES AGENCY BUDGET SUMMARY**

	A	B	C	D	E	F	G	H	
1	HUMAN SERVICES AGENCY BUDGET SUMMARY								
2									
3									
4									
5	Provider Name			Term					
6	Episcopal Community Services of San Francisco			10/1/13-12/31/17					
7	(Check One)	New <input type="checkbox"/>	Renewal <input checked="" type="checkbox"/>	Modification X					
8	Effective Date of Mod:		Mod No. 2						
9	<b>Program: Homeless Employment Collaborative</b>								
10	Budget Reference Page No.(s)								
11	Program Term		10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16	10/1/16-6/30/17	7/1/17-8/31/17	9/1/17-12/31/17	10/1/13-12/31/17
12	<b>Expenditures</b>								
13	Salaries & Benefits	\$127,413	\$123,560	\$133,328	\$103,913	\$21,372	\$43,394	\$552,980	
14	Operating Expense	\$24,615	\$28,468	\$18,700	\$0	\$1,488	\$3,021	\$76,292	
15	Subtotal	\$152,028	\$152,028	\$152,028	\$103,913	\$22,860	\$46,415	\$629,272	
16	Indirect Cost	\$2,249	\$3,149	\$3,149	\$12,470	\$2,743	\$5,570	\$29,330	
17	Indirect Cost Rate	1.48%	2.07%	2.07%	12.00%	12.00%	12.00%	4.66%	
18									
19	<b>Total Expenditures</b>	\$154,277	\$155,177	\$155,177	\$116,383	\$25,604	\$51,985	\$658,603	
20	<b>HSA Revenues</b>								
21	HUD Funds	\$154,277	\$155,177	\$155,177				\$464,631	
22	General Funds				\$116,383	\$25,604	\$51,985	\$193,972	
23									
24									
25	<b>TOTAL HSA REVENUES</b>	\$154,277	\$155,177	\$155,177	\$116,383	\$25,604	\$51,985	\$658,603	
26	<b>Other Revenues</b>								
27									
28									
29									
30									
31	Total Revenues	\$154,277	\$155,177	\$155,177	\$116,383	\$25,604	\$51,985	\$658,603	
32	Full Time Equivalent (FTE)								
34	Prepared by: Evelyn L. Lam								
35	HSA-CO Review Signature: _____ Telephone No.: 415 487-3300 X1214								
36	HSA #1 _____ 4/15/2010								



Operating Expense Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2																	
3																	
4	Program Name: HEC																
5	(Same as Line 9 on HSA #1)																
6																	
7																	
8																	
9																	
10																	
11																	
12	Expenditure Category			TERM	10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16	10/1/16-6/30/17	7/1/17-8/31/17	9/1/17-12/31/17	Extension	TOTAL					
13	Rental of Property																
14	Facilities/Utilities/Telecommunications				\$6,048	\$9,934	\$7,500		\$745	\$1,514		\$25,741					
15	Classroom/Office Supplies & Postage				\$616	\$1,150	\$100		\$33	\$67		\$1,966					
16	Employee Recruitment & Training								\$33	\$67		\$100					
17	Building Maintenance Supplies and Repair																
18	Printing and Reproduction				\$10	\$650	\$100		\$115	\$235		\$1,110					
19	Insurance				\$1,040	\$1,600	\$600		\$132	\$268		\$3,640					
20	Program/Client Supplies				\$2,734	\$2,734	\$900		\$50	\$100		\$6,518					
21	Rental of Equipment																
22	Client Food / Lunches				\$14,167	\$12,400	\$9,500		\$380	\$770		\$37,217					
23																	
24																	
25																	
26																	
27	TOTAL OPERATING EXPENSE				\$24,615	\$28,468	\$18,700		\$1,488	\$3,021		\$76,292					
28																	
29	HSA #3																4/15/2010

22

**Appendix A-2 – Services to be Provided  
Mission Hiring Hall - HOMELESS EMPLOYMENT COLLABORATIVE  
Grant period 10/1/2013 to 9/30/2016**

**First Modification Extending Grant from 10/1/16 to 8/31/17**

**Second Modification Extending Grant from 9/1/17 to 12/31/17**

**NOTE: HUD criteria in *Italics* do not pertain to the Extension Periods of 10/1/16 to 12/31/17 for this grant**

**I. Purpose of Grant**

Grantee will be a participating member of the Homeless Employment Collaborative (HEC), an employment and training system for homeless individuals by operating Job Search/Job Preparation Training and Direct Placement program (JSS/DP).

**II. Definitions**

BRE	Basic Remedial Education Program with the goal of preparing clients for the GED or increasing educational levels
DHS	San Francisco Department of Human Services, a division of HSA
Enrollment	Official start of training of an individual who has been recruited for a training program, who has been assessed, certified eligible for training, and who has completed all intake procedures.
Full-time Job	Employment that is for a minimum of 30 hours per week.
Grantee	Mission Hiring Hall
HEC	DHS is the lead agency for 9-member non-profit collaborative that provides employment and training services for homeless individuals. Service includes recruitment, assessment and eligibility certification, <i>enrollment in training and training completion</i> certification, supportive services, job development, placement and retention. Members include: Arriba Juntos, Catholic Charities CYO, Central City Hospitality House, Center on Juvenile and Criminal Justice, Community Housing Partnership, Episcopal Community Services, Mission Hiring Hall, Swords to Plowshare and Toolworks.
HSA	Human Services Agency, City and County of SF
HUD	U.S. Department of Housing and Urban Development
Job Counseling	Coaching of clients towards the outcome of gaining employment
Job Development	Interactions with employers with the goal of creating employment opportunities for clients
Job Placement	The hiring of a client in paid employment

CA



Job Placement Follow-up	Job retention and career advancement services to assist the client in keeping the job and obtaining promotions
Part-time Job	Employment that is for fewer than 30 hours a week but more than 8 hours a week.
Positive Termination	A termination other than placement that is a positive outcome including achieving an educational objective such as obtaining a GED, returning to school or enrollment in an occupational or vocational training program.
Positive Termination Rate	The percent of participants who have been enrolled and terminated and have been placed or positively terminated.
Transitional Job	Employment that is term limited and has a definite beginning and end date.

### III. Target Population

The HEC's target population is homeless individuals who must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services' definition of homelessness (See Attachment A-1). **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Grantee is one of nine agencies working together to meet these targets. The 9 member Collaborative is also targeting homeless veterans, the disabled homeless, homeless ex-offenders, and homeless parents with children based on the particular focus of services of each partner.**

### IV. Description of Services

Mission Hiring Hall, Inc. will operate a JSS/DP program for *sixty two (62)* homeless individuals during each full year of the term of the grant. **Thirty-Five (35) homeless individuals will be served from 10/1/16 to 8/31/17, and fifteen (15) will be served from 9/1/17 to 12/31/17.** The program will prepare them for employment, to return to school, or to enroll and participate in an Occupational/Vocational Training program. Services include:

1. Recruitment
2. Eligibility certification
3. Assessment
4. Enrollment in training and training completion certification
5. Coordinating with HSA and HEC partners in case management information, resource and client referral sharing

#### A. ELIGIBILITY CERTIFICATION

Selection of participants is conditional upon completion of the McKinney Funded Continuum of Care Homeless Services' certification of homelessness form and submission of this form to HSA with the required verification documents attached. Grantee will ensure that no individual begins training until the individual's eligibility has been established. **During the extension periods this**

**will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

**B. ASSESSMENT**

Grantee will conduct an objective assessment of each participant to determine the capabilities, needs and potential of certified applicants. The individual assessment will be located in each participant's file.

**C. TRAINING**

*Grantee will provide a JSS/DP program to **sixty two (62)** participants on an open-entry-open-exit basis in a full year. **Thirty-five (35) homeless individuals will be served from 10/1/16 to 8/31/17, and fifteen (15) will be served from 9/1/17 to 12/31/17.***

*Satisfactory completion of fifty-six (56) hours of Job Readiness Workshops to include:*

- Participant Roles and Expectations
- Motivation and Commitment
- Addressing Personal Issues
- Job Seeking Tools and Preparation
- Job Search and Job Interviews
- Job Retention and Job Evaluations

**D. EXIT REQUIREMENTS**

Participants will be considered to have successfully completed the training program when they have met one of the following exit requirements and the date of completion has been reported to HSA on the Change of Status Form (HSA-HEC 2). **For the extension period of 9/1/17 to 12/31/17, this information will be reported to HSA on the Contract Completion Report.**

**V. Summary of Operations**

Grantee will enroll forty-six (46) participants, forty-two (32) of whom will be positively terminated: twenty-two (22) placements and ten (10) other positive terminations. **Thirty-five (35) homeless individuals will be served from 10/1/16 to 8/31/17, with sixteen (16) placements and eight (8) other positive terminations. Fifteen (15) homeless individuals will be served from 9/1/17 to 12/31/17, with seven (7) placements and four (4) other positive terminations.**

**A. ENROLLMENTS**

Grantee will be given credit for an enrollment once all the documentation specified in Section IVB and the Intake/Enrollment for (HSA-HEC 1) has been submitted, approved and recorded into HMIS. **For the extension periods, Grantee will be given credit for an enrollment once certification of homelessness has been completed and placed in each participant's file, and complete information for the enrollee has been submitted to HSA on the Contract Enrollment Report.**

## B. PLACEMENTS

Grantee will be given credit for placement when a participant has entered into unsubsidized full-time, part-time or transitional employment. Grantee will have 90 days after the completion date to place participants. Participants who are placed before attaining the exit requirements must have participated in the program for a minimum of thirty (30) calendar days. For Grantee to receive placement credit, Grantee will provide employment information of Employer Name, job title, Job Start date, hourly wage, hours per week and employment benefit information within 30 days of employment start date on the Change of Status Form (HSA-HEC 2). **For the extension period of 9/1/17 to 12/31/17, Grantee will provide employment information on the Contract Placement Report.**

**Job Placement:** Documentation for unsubsidized employments that must be submitted within 30 days of occurrence along with the HEC 2 form, **or the Contract Placement Report for the extension period of 9/1/17 to 12/31/17**, is:

- Copy of pay stub or
- Letter from employer on business letterhead that includes, Hiree name, Employer name and address, position title, date of hire, hourly wage, hours per week and whether health benefits are provided

## C. OTHER POSITIVE TERMINATIONS

Grantee will be given credit for another positive termination when a participant has been enrolled in school, in an Occupational/Vocational Training program or in a Community College Program and the enrollment has been reported to HSA on the Change of Status Form (HEC 2), **or the Contract Placement Report for the extension period of 9/1/17 to 12/31/17**, and has been verified. Credit will be given for any other positive termination if it takes place within 90 days of the completion date.

## VI. Location and Time of Services

The HEC services provided by Grantee will be offered from 8:00a.m. to 5:00p.m.at the following site:

Mission Hiring Hall  
288 7th Street  
San Francisco, CA 94103

## VII. Grantee Responsibilities

### A. HUD REQUIREMENTS

1. **Homeless documentation** – All clients must be homeless (originating from the streets or shelter) in order to receive assistance under the HUD McKinney-Vento Homeless Assistance Act grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with these HUD funds. Homeless eligibility must be documented using the “McKinney Vento Continuum of Care Homeless

Programs Certification of Homelessness” form provided by the Human Services Agency. **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Documentation will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.**

2. **Annual Progress Report (APR)** – All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA review. The APR is due to HSA by the 45<sup>th</sup> day following the end of the operating year. After review by HSA, the APR is submitted to HUD.
3. **Match** – All HUD SHP funded projects are required to provide a cash or in kind match. **THE COLLECTIVE IS JOINTLY RESPONSIBLE FOR PROVIDING THE MATCH.** Documentation of match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum match requirements are as follows:  
  
*Supportive Services – 25% match (\$1 match for every \$4 SHP request)*
4. **Personnel activity reports** - Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.
5. **Collaboratives and subcontractors** – The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. HSA must approve all new and renewal MOU's as well as any new subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.
6. **Homeless Management Information Systems (HMIS) Requirements** – Sponsors must provide and update client information in the HSA Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.

7. **Transfer of Client Files** – *All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County's existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.*
8. **Audits** – *All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc. Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.*

B. PROGRAM REQUIREMENTS – Attend all HEC Partnership Meetings, generally on a monthly or as-needed basis.

#### VIII. Collective HEC Program Goals

The goals for the HEC are:

1. To enroll 500 homeless individuals into training programs
2. To place 225 homeless individuals into unsubsidized employment after training
3. To enroll into school or another training program 100 homeless individuals
4. **NOTE: During the extension period of 10/1/16 to 8/31/17, the goal is to enroll 376 homeless individuals and place 175 into unsubsidized employment. During the extension period of 9/1/17 to 12/31/17, the goal is to enroll 166 homeless individuals and place 76 into unsubsidized employment.**

#### IX. Collective HEC Outcome Goals

1. *Grantee will achieve a minimum 45% job placement rate.*
2. *A minimum of 25% (125 of 500) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.*
3. *A minimum of 85% (425 of 500) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
4. *A minimum of 85% (425 of 500) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*

5. *A minimum of 45% (225 of 500) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

**X. Service Objectives**

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

- A. Grantee will enroll forty-six (46) participants.

**During the extension period of 10/1/16 to 8/31/17, Grantee will meet the following Service Objectives:**

- A. **Grantee will enroll thirty-five (35) participants.**

**During the extension period of 9/1/17 to 12/31/17, Grantee will meet the following Service Objectives:**

- A. **Grantee will enroll fifteen (15) participants.**

**XI. Outcome Objectives**

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

- A. Grantee will obtain twenty-two (22) placements.

**During the extension period of 10/1/16 to 8/31/17, Grantee will meet the following Outcome Objectives:**

- A. **Grantee will obtain sixteen (16) placements.**

**During the extension period of 9/1/17 to 12/31/17, Grantee will meet the following Outcome Objectives:**

- A. **Grantee will obtain seven (7) placements.**

**XII. Reporting Requirements**

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section X & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall submit Enrollment (HEC 1), Exit (HEC 3), and Status Change (HEC 2) documents within one month of enrollment or change in status, preferably at the monthly Operations meeting. Ninety (90) Day Follow-Up documents (HEC 4) will be submitted for all placements and other positive terminations within ninety (90) calendar days from the original placement date of the change of status. These reports will be submitted with an HSA/HEC 7 Data Transmittal form to Arriba Juntos at 1850 Mission St., San Francisco,

CA 94103 and all inquiries directed to Arriba Juntos about data at (415) 487-3240. **During the extension period of 9/1/17 to 12/31/17, Grantee shall submit the Contract Reports on Enrollment, Completion, and Placement to report enrollment, change in status, and 90-day follow-up.**

- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. *Grantee shall participate in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of the grant year. This report should be emailed to Chris.Shaw@sfgov.org*

**Jiro Arase-Barham, Community Services Specialist, E307  
Workforce Development Division  
Jiro.Arase-Barham@sfgov.org  
Phone: (415) 557-6258**

**Justin Chan, Contracts Manager, GB23  
Office of Contract Management  
Justin.Chan@sfgov.org  
Phone: (415) 557-5507**

### **XIII. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY**

	A	B	C	D	E	F	G	H
1								
2								
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>							
4								
5	Provider Name			Term				
6	Mission Hiring Hall			10/1/13 - 12/31/17				
7	(Check One)	New <input type="checkbox"/>	Renewal <input type="checkbox"/>	Modification <input checked="" type="checkbox"/>				
8	Effective Date of Mod:		Mod No. 2					
9	Program: Homeless Employment Collaborative							
10	Budget Reference Page No.(s)							
11	Program Term	10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16	10/1/16-6/30/17	7/1/17-8/31/17	9/1/17-12/31/17	10/1/13-12/31/17
12	<b>Expenditures</b>							
13	Salaries & Benefits	\$66,092	\$95,057	\$86,054	\$40,568	\$12,190	\$24,649	\$324,610
14	Operating Expense	\$7,847	\$7,782	\$16,785	\$13,564	\$4,035	\$8,191	\$58,203
15	<b>Subtotal</b>	\$73,939	\$102,839	\$102,839	\$54,132	\$16,225	\$32,840	\$382,814
16	Indirect Cost Percentage	0.00%	0.00%	0.00%	12.00%	4.59%	4.91%	2.31%
17	Indirect Cost	\$0	\$0	\$0	\$6,497	\$744	\$1,611	\$8,852
18	Capital Expenditures							
19	Total Expenditures	\$73,939	\$102,839	\$102,839	\$60,629	\$16,969	\$34,451	\$391,666
20	<b>HSA Revenues</b>							
21	HUD Funding	\$73,939	\$102,839	\$102,839				\$279,617
22	General Fund				\$60,629	\$16,969	\$34,451	\$112,049
23								
24								
25	TOTAL HSA REVENUES	\$73,939	\$102,839	\$102,839	\$60,629	\$16,969	\$34,451	\$391,666
26	<b>Other Revenues</b>							
27								
28								
29								
30	Total Revenues	\$73,939	\$102,839	\$102,839	\$60,629	\$16,969	\$34,451	\$391,666
31	Full Time Equivalent (FTE)							
33	Prepared by: Win See Woo Telephone No.: _____ Date _____							
34	HSA-CO Review Signature: _____							
35	HSA #1 _____ 2/11/2016							

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Salaries & Benefits Detail

	A	B	C	D	E	F	G	H	I	J	K	L
1	Program Name: HEC											
2	(Same as Line 9 on HSA #1)											
3												
4												
5												
6												
7												
8												
9												
10												
11												
12	POSITION TITLE	Agency Totals Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary For DHS Program	Budgeted Salary For DHS Program	Budgeted Salary For DHS Program	Budgeted Salary For DHS Program	Budgeted Salary For DHS Program	Budgeted Salary For DHS Program	TOTAL
13	General Manager	\$66,000	100%	9.0%	9.0%	\$0	\$5,246	\$3,554	\$0	\$180	\$366	\$9,346
14	Program Manager	\$50,000	100%	23%	23%	\$10,696	\$10,562	\$24,213	\$19,135	\$3,333	\$6,667	\$74,605
15	Program Coordinator	\$42,000	100%	93%	93%	\$30,577	\$37,253	\$18,793	\$3,229			\$89,851
16	Program Counselor	\$43,000	100%	5%	5%	\$0	\$1,846	\$4,631	\$0			\$6,477
17	Program Counselor	\$39,800	100%	21%	21%	\$0	\$7,200	\$10,715	\$0	\$3,548	\$7,202	\$28,655
18	Program Counselor	\$38,000	100%	3%	3%	\$0	\$1,315	\$0	\$1,754			\$3,069
19	Receptionist / Data Entry	\$39,000	100%	27%	27%	\$9,597	\$8,613	\$4,745	\$6,169	\$1,977	\$4,015	\$35,116
20	TOTALS	\$317,800	7.00	1.81	1.81	\$50,870	\$72,035	\$66,651	\$30,286	\$9,038	\$18,250	\$247,130
21	FRINGE BENEFIT RATE	32.00%										
22	EMPLOYEE FRINGE BENEFITS	\$101,696				\$15,222	\$23,022	\$19,403	\$10,282	\$3,152	\$6,399	\$77,480
23	TOTAL SALARIES & BENEFITS	\$419,496				\$66,092	\$95,057	\$86,054	\$40,568	\$12,190	\$24,649	\$324,610
24	HSA #2											2/1/2016

10/1/13-9/30/14 10/1/14-9/30/15 10/1/15-9/30/16 10/1/16-6/30/17 7/1/17-8/31/17 9/1/17-12/31/17 Extension

Operating Expense Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12	Expenditure Category	TERM	10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16	10/1/16-6/30/17	7/1/17-8/31/17	9/1/17-12/31/17	Extension	TOTAL					
13	Rental of Property														
14	Utilities/Elec, Water, Gas, Phone, Scaw		\$3,015	\$2,320	\$2,316	\$5,821	\$2,060	\$4,181		\$12,062					
15	Office Supplies, Postage		\$965	\$1,592	\$1,813	\$540	\$165	\$335		\$5,411					
16	Building Maintenance Supplies and Repair														
17	Printing and Reproduction		\$120	\$106	\$120	\$26				\$372					
18	Insurance					\$250				\$250					
19	Staff Travel		\$50	\$66	\$934	\$383	\$74	\$151		\$1,658					
20	Admin Indirect														
21	Accounting/Payroll									\$307					
22	Client Activities		\$3,697	\$3,697	\$11,602	\$5,385	\$924	\$1,876		\$27,181					
23															
24															
25	TOTAL OPERATING EXPENSE		\$7,847	\$7,782	\$16,785	\$13,564	\$4,035	\$8,191		\$58,203					
26															
27	HSA #3														2/11/2016

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**Appendix A-2 – Services to be Provided**  
**Swords to Plowshares - HOMELESS EMPLOYMENT COLLABORATIVE**  
**Grant period 10/1/2013 to 9/30/2016**

**First Modification Extending Grant from 10/1/16 to 8/31/17**

**Second Modification Extending Grant from 9/1/17 to 12/31/17**

**NOTE: HUD criteria in *Italics* do not pertain to the Extension Periods of 10/1/16 to 12/31/17 for this grant**

**I. Purpose of Grant**

Grantee will be a participating member of the Homeless Employment Collaborative (HEC), an employment and training system for homeless individuals by operating a Job Search/Job Preparation and Direct Placement (JSS/DP) program for homeless veterans.

**II. Definitions**

BRE	Basic Remedial Education Program with the goal of preparing clients for the GED or increasing educational levels
DHS	San Francisco Department of Human Services, a division of HSA
Enrollment	Official start of training of an individual who has been recruited for a training program, who has been assessed, certified eligible for training, and who has completed all intake procedures.
Full-time Job	Employment that is for a minimum of 30 hours per week.
Grantee	Swords to Plowshares
HEC	DHS is the lead agency for 9-member non-profit collaborative that provides employment and training services for homeless individuals. Service includes recruitment, assessment and eligibility certification, enrollment in training and training completion certification, supportive services, job development, placement and retention. Members include: Arriba Juntos, Catholic Charities CYO, Central City Hospitality House, Center for Juvenile and Criminal Justice Community Housing Partnership, Goodwill, Episcopal Community Services, Mission Hiring Hall, Swords to Plowshare and Toolworks.
HSA	Human Services Agency, City and County of SF
HUD	U.S. Department of Housing and Urban Development
Job Counseling	Coaching of clients towards the outcome of gaining employment
Job Development	Interactions with employers with the goal of creating employment opportunities for clients
Job Placement	The hiring of a client in paid employment

Job Placement Follow-up	Job retention and career advancement services to assist the client in keeping the job and obtaining promotions
Part-time Job	Employment that is for fewer than 30 hours a week but more than 8 hours a week.
Positive Termination	A termination other than placement that is a positive outcome including achieving an educational objective such as obtaining a GED, returning to school or enrollment in an occupational or vocational training program.
Positive Termination Rate	The percent of participants who have been enrolled and terminated and have been placed or positively terminated.
Transitional Job	Employment that is term limited and has a definite beginning and end date.

### III. Target Population

The HEC's target population is homeless individuals who must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services' definition of homelessness (See Attachment A-1). **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Grantee is one of nine agencies working together to meet these targets. The 9 member Collaborative is also targeting homeless veterans, the disabled homeless, homeless ex-offenders, and homeless parents with children based on the particular focus of services of each partner.**

### IV. Description of Services

Grantee shall provide JSS/DP for **thirty-nine (39)** homeless individuals per year during each full year of the term of the grant. **Thirty-eight (38) homeless individuals will be served from 10/1/16 to 8/31/17, and seventeen (17) will be served from 9/1/17 to 12/31/17.** Services include:

1. Recruitment
2. Eligibility certification
3. Assessment
4. Enrollment in training and training completion certification
5. Job counseling
6. Job development
7. Job placement and follow-up services for ninety (90) days for those who are employed or are enrolled in another training program
8. Coordinating with HSA and HEC partners in case management information, resource and client referral sharing

#### A. ELIGIBILITY CERTIFICATION

Selection of participants is conditional upon completion of the McKinney Funded Continuum of Care Homeless Services' certification of homelessness form and submission of this form to HSA with the required verification documents

attached. Grantee will ensure that no individual begins training until the individual's eligibility has been established. **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

#### B. ASSESSMENT

Grantee will conduct an objective assessment of each participant to determine the capabilities, needs and potential of certified applicants. The individual assessment will be located in each participant's file.

#### C. TRAINING

Grantee will provide Job Search/Job Preparation and Direct Placement to **thirty-nine (39)** participants per full year on an open-entry-open-exit basis. **Thirty-eight (38) homeless individuals will be served from 10/1/16 to 8/31/17, and seventeen (17) will be served from 9/1/17 to 12/31/17.** Services include:

1. Job Counseling & Career Planning
2. Interest & Skills Inventory
3. Interview Preparation
4. Resumes & Job Preparation
5. Work Ethics & Money Management
6. Job Search Techniques & Resources

#### D. EXIT REQUIREMENTS

Participants will be considered to have successfully completed the training program when they have completed the training program as listed herein with a satisfactory evaluation, obtained a certificate of completion and this information has been reported to HSA on the Change of Status Form (HSA-HEC 2). **For the extension period of 9/1/17 to 12/31/17, this information will be reported to HSA on the Contract Completion Report.**

#### V. Summary of Goals

On an annual basis, Grantee will enroll thirty-nine (39) participants, twenty-five (25) of whom will be positively terminated: twenty-three (23) placements and two (2) other positive terminations. **Thirty-eight (38) homeless individuals will be served from 10/1/16 to 8/31/17, with twenty-three (23) placements and two (2) other positive terminations. Seventeen (17) homeless individuals will be served from 9/1/17 to 12/31/17, with ten (10) placements and one (1) other positive termination.**

#### A. ENROLLMENTS

Grantee will be given credit for an enrollment once all the documentation specified in Section IVB and the Intake/Enrollment for (HSA-HEC 1) has been submitted, approved and recorded into HMIS. **For the extension periods, Grantee will be given credit for an enrollment once certification of homelessness has been completed and placed in each participant's file, and**

**complete information for the enrollee has been submitted to HSA on the Contract Enrollment Report.**

**B. PLACEMENTS**

Grantee will be given credit for placement when a participant has entered into unsubsidized full-time, part-time or transitional employment. Grantee will have 90 days after the completion date to place participants. Participants who are placed before attaining the exit requirements must have participated in the program for a minimum of thirty (30) calendar days. For Grantee to receive placement credit, Grantee will provide employment information of Employer Name, job title, Job Start date, hourly wage, hours per week and employment benefit information within 30 days of employment start date on the Change of Status Form (HSA-HEC 2). **For the extension period of 9/1/17 to 12/31/17, Grantee will provide employment information on the Contract Placement Report.**

**Job Placement:** Documentation for unsubsidized employments that must be submitted within 30 days of occurrence along with the HEC 2 form, **or the Contract Placement Report for the extension period of 9/1/17 to 12/31/17**, is:

- Copy of pay stub or
- Letter from employer on business letterhead that includes, Hiree name, Employer name and address, position title, date of hire, hourly wage, hours per week and whether health benefits are provided

**C. OTHER POSITIVE TERMINATIONS**

Grantee will be given credit for another positive termination when a participant has been enrolled in school, in an Occupational/Vocational Training program or in a Community College Program and the enrollment has been reported to HSA on the Change of Status Form (HEC 2), **or the Contract Placement Report for the extension period of 9/1/17 to 12/31/17**, and has been verified. Credit will be given for any other positive termination if it takes place within 90 days of the completion date.

**VI. Location and Time of Services**

The HEC services provided by Grantee will be offered from 9:00a.m. to 5:00p.m.at the following site:

Swords to Plowshares  
1060 Howard Street  
San Francisco, CA 94103

**VII. Grantee Responsibilities**

**A. HUD REQUIREMENTS**

1. **Homeless documentation** – All clients must be homeless according to the HUD definition of Homelessness (See Attachment A-1) in order to receive

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assistance under the HUD McKinney-Vento Homeless Assistance Act grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with these HUD funds. Homeless eligibility must be documented using the “McKinney Vento Continuum of Care Homeless Programs Certification of Homelessness” form provided by the Human Services Agency. **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Documentation will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.**

2. **Annual Progress Report (APR)** – All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA review. The APR is due to HSA by the 45<sup>th</sup> day following the end of the operating year. After review by HSA, the APR is submitted to HUD.
3. **Match** – All HUD SHP funded projects are required to provide a cash or in kind match. **THE COLLECTIVE IS JOINTLY RESPONSIBLE FOR PROVIDING THE MATCH.** Documentation of match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum match requirements are as follows:  
  
*Supportive Services – 25% match (\$1 match for every \$4 SHP request)*
4. **Personnel activity reports** - Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.
5. **Collaboratives and subcontractors** – The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. HSA must approve all new and renewal MOU's as well as any new subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.

6. **Homeless Management Information Systems (HMIS) Requirements** – Sponsors must provide and update client information in the HSA Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.
7. **Transfer of Client Files** – All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County's existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.
8. **Audits** – All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc. Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.

B. PROGRAM REQUIREMENTS – Attend all HEC Partnership Meetings, generally on a monthly or as-needed basis.

### VIII. Collective HEC Program Goals per year

The program goals for the HEC are:

1. To enroll 500 homeless individuals into training programs
2. To place 225 homeless individuals into unsubsidized employment after training
3. To enroll into school or another training program 100 homeless individuals
4. **NOTE: During the extension period of 10/1/16 to 8/31/17, the goal is to enroll 376 homeless individuals and place 175 into unsubsidized employment. During the extension period of 9/1/17 to 12/31/17, the goal is to enroll 166 homeless individuals and place 76 into unsubsidized employment.**

### IX. Collective HEC Outcome Goals per year

1. Grantee will achieve a minimum 45% job placement rate.
2. A minimum of 25% (125 of 500) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.
3. A minimum of 85% (425 of 500) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.



4. *A minimum of 85% (425 of 500) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
5. *A minimum of 45% (225 of 500) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

**X. Service Objectives**

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

- A. Grantee will enroll thirty nine (39) participants.

**During the extension period of 10/1/16 to 8/31/17, Grantee will meet the following Service Objectives:**

- A. Grantee will enroll thirty-eight (38) participants.

**During the extension period of 9/1/17 to 12/31/17, Grantee will meet the following Service Objectives:**

- A. Grantee will enroll seventeen (17) participants.

**XI. Outcome Objectives**

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

- A. Grantee will obtain twenty-three (23) placements.

**During the extension period of 10/1/16 to 8/31/17, Grantee will meet the following Outcome Objectives:**

- A. Grantee will obtain twenty three (23) placements.

**During the extension period of 9/1/17 to 12/31/17, Grantee will meet the following Outcome Objectives:**

- A. Grantee will obtain twenty ten (10) placements.

**XII. Reporting Requirements**

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section X & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- C. Grantee shall submit Enrollment (HEC 1), Exit (HEC 3), and Status Change (HEC 2) documents within one month of enrollment or change in status,

preferably at the monthly Operations meeting. Ninety (90) Day Follow –Up documents (HEC 4) will be submitted for all placements and other positive terminations within ninety (90) calendar days from the original placement date of the change of status. These reports will be submitted with an HSA/HEC 7 Data Transmittal form to Arriba Juntos at 1850 Mission St., San Francisco, CA 94103 and all inquiries directed to Arriba Juntos about data at (415) 487-3240.

- D. Grantee will provide Ad Hoc reports as required by the Department.
- E. *Grantee shall participate in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of the grant year. This report should be emailed to Alison.Schlageter@sfgov.org*

**Jiro Arase-Barham, Community Services Specialist, E307**  
**Workforce Development Division**  
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**Office of Contract Management**  
**Justin.Chan@sfgov.org**  
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### **XIII. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

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**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Appendix B-2, Page 1  
Document Date: 8/23/17

	A	B	C	D	E	F	G	H	
1									
2									
3									
4									
5	Name						Term		
6	Swords to Plowshares						10/1/13-12/31/17		
7	(Check One)	New <input type="checkbox"/>	Renewal <input type="checkbox"/>	Modification X					
8	If modification, Effective Date of Mod.		No. of Mod. 2						
9	Program: HEC								
10	Budget Reference Page No.(s)						Extension	Total	
11	Program Term	10/1/13-9/30/14	10/1/14-9/40/15	10/1/15-9/30/16	10/1/16-6/30/17	7/1/17-8/31/17	9/1/17-12/31/17	10/1/13-12/31/17	
12	Expenditures								
13	Support Services								
14	Salaries & Benefits	\$75,723	\$75,723	\$75,723	\$50,432	\$10,191	\$20,663	\$308,455	
15	Operating Expense	\$5,450	\$5,450	\$5,450	\$3,669	\$1,739	\$3,498	\$25,256	
16	Subtotal	\$81,173	\$81,173	\$81,173	\$54,101	\$11,930	\$24,161	\$333,711	
17	Indirect %	0%	0%	0%	13%	12%	13%	3%	
18	Indirect	\$0	\$0	\$0	\$6,779	\$1,464	\$3,032	\$11,275	
19	Capital Expenditures							\$0	
20	Total Expenditures	\$81,173	\$81,173	\$81,173	\$60,880	\$13,394	\$27,193	\$344,986	
21	HSA Revenues								
22	McKinney-Vento Funding	\$81,173	\$81,173	\$81,173				\$243,519	
23	General Fund				\$60,880	\$13,394	\$27,193	\$101,467	
24									
25									
26									
27									
28									
29									
30	TOTAL HSA REVENUES	\$81,173	\$81,173	\$81,173	\$60,880	\$13,394	\$27,193	\$344,986	
31	Other Revenues								
32	HUD Match Provided by Grantee	\$20,293	\$20,293	\$20,293				\$60,879	
33									
34									
35									
36									
37	Total Revenues	\$101,466	\$101,466	\$101,466	\$60,880	\$13,394	\$27,193	\$405,865	
38	Full Time Equivalent (FTE)								
40	Prepared by: Rose Mallamo								
41	HSA-CO Review Signature:								
42	HSA #1								

Telephone No.: 415 252-4787, ext 362

Date:

Support Services Salaries & Benefits Detail

A	B	C	D	E	F	G	H	I	J	K	L	
1												
2												
3												
4	Program Name: HEC											
5	(Same as Line 9 on HSA #1)											
6												
7												
8												
9												
10												
11												
12	POSITION TITLE	Agency Totals	For HSA Program	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	TOTAL
13	Associate Director of Oper/Prgrms	\$125,346	100%	6%	\$6,600	\$6,600	\$6,700	\$2,000	\$506	\$1,028	\$23,434	
14	Chief Operating Officer	\$138,562	100%	2%	\$2,400	\$2,400	\$0	\$0			\$4,800	
15	Director of Supportive Services	\$100,000	100%	14%	\$10,000	\$10,000	\$10,000	\$4,400	\$726	\$1,474	\$36,600	
16	Case Manager	\$39,532	100%	24%	\$10,000	\$10,000	\$10,000	\$8,250	\$891	\$1,809	\$40,950	
17	Case Manager	\$38,381	100%	20%	\$7,700	\$7,700	\$10,000	\$8,250	\$825	\$1,675	\$36,150	
18	Job Developer	\$49,020	100%	26%	\$11,000	\$11,000	\$11,000	\$8,250	\$858	\$1,742	\$43,850	
19	Job Developer	\$44,020	100%	29%	\$11,000	\$11,000	\$11,000	\$8,250	\$825	\$1,675	\$43,750	
20	Job Developer	\$44,184	100%	7%					\$1,000	\$2,000	\$3,000	
21	Program Manager	\$52,000	100%	4%					\$683	\$1,388	\$2,071	
22	Workforce Development Manager	\$54,184	100%	5%					\$825	\$1,675	\$2,500	
23	Assessment & Outreach Specialist	\$40,103	100%	6%					\$825	\$1,675	\$2,500	
24	TOTALS	\$725,332	11.00	1.43	\$58,700	\$58,700	\$58,700	\$39,400	\$7,964	\$16,141	\$239,605	
25												
26	FRINGE BENEFIT RATE			29%								
27	EMPLOYEE FRINGE BENEFITS	\$210,346			\$17,023	\$17,023	\$17,023	\$11,032	\$2,227	\$4,522	\$68,850	
28												
29												
30	TOTAL SALARIES & BENEFITS	\$935,678			\$75,723	\$75,723	\$75,723	\$50,432	\$10,191	\$20,663	\$308,455	
31	HSA #2										\$11/15/2007	

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Support Services Operating Expense Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12	Expenditure Category			TERM	10/1/13-9/30/14		10/1/14-9/40/15		10/1/15-9/30/16		9/1/17-12/31/17		7/1/17-8/31/17		Extension	9/1/17-12/31/17	TOTAL
13	Rent																
14	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$1,500		\$1,500		\$1,500		\$881		\$1,000		\$2,000		\$3,000
15	Office Supplies, Postage				\$1,000		\$1,000		\$1,000		\$693		\$157		\$356		\$5,913
16	Building Maintenance Supplies and Repair				\$900		\$900		\$900		\$810		\$176		\$356		\$4,168
17	Printing and Reproduction				\$150		\$150		\$150		\$90		\$43		\$88		\$671
18	Insurance				\$375		\$375		\$375		\$180		\$41		\$84		\$1,430
19	Staff Training																
20	Transportation																
21	Rental of Equipment				\$25		\$25		\$0		\$15						\$65
22	Food																
23	Outreach/Adverstising												\$78		\$157		\$235
24	Child Care																
25	CONSULTANTS/SUBCONTRACTOR DESCRIPTIVE TITLE																
26																	
27	OTHER																
28	Client Activities				\$1,500		\$1,500		\$1,525		\$1,000		\$68		\$139		\$5,732
29																	
30																	
31	TOTAL OPERATING EXPENSE				12/2/14		12/2/14		12/2/14		1/16/10		\$1,739		\$3,498		\$25,256
32																	
33	HSA #3																11/15/2007

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**Appendix A-2 – Services to be Provided**  
**Toolworks, Inc. - HOMELESS EMPLOYMENT COLLABORATIVE**  
**Grant period 10/1/2013 to 9/30/2016**

**First Modification Extending Grant from 10/1/16 to 8/31/17**

**Second Modification Extending Grant from 9/1/17 to 12/31/17**

**NOTE: HUD criteria in *Italics* do not pertain to the Extension Periods of 10/1/16 to 12/31/17 for this grant**

**I. Purpose of Grant**

Grantee will be a participating member of the Homeless Employment Collaborative (HEC), an employment and training system for homeless individuals by operating an On-the-Job Training Program (OJT) for homeless individuals who are disabled.

**II. Definitions**

BRE	Basic Remedial Education Program with the goal of preparing clients for the GED or increasing educational levels
DHS	San Francisco Department of Human Services, a division of HSA
Enrollment	Official start of training of an individual who has been recruited for a training program, who has been assessed, certified eligible for training, and who has completed all intake procedures.
Full-time Job	Employment that is for a minimum of 30 hours per week.
Grantee	Toolworks, Inc.
HEC	DHS is the lead agency for 9-member non-profit collaborative that provides employment and training services for homeless individuals. Service includes recruitment, assessment and eligibility certification, enrollment in training and training completion certification, supportive services, job development, placement and retention. Members include: Arriba Juntos, Catholic Charities CYO, Center on Juvenile and Criminal Justice, Central City Hospitality House, Community Housing Partnership, Episcopal Community Services, Mission Hiring Hall, Swords to Plowshare and Toolworks.
HSA	Human Services Agency, City and County of SF
HUD	U.S. Department of Housing and Urban Development
Job Counseling	Coaching of clients towards the outcome of gaining employment
Job Development	Interactions with employers with the goal of creating employment opportunities for clients
Job Placement	The hiring of a client in paid employment
Job Placement	Job retention and career advancement services to assist the

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Follow-up	client in keeping the job and obtaining promotions
Part-time Job	Employment that is for fewer than 30 hours a week but more than 8 hours a week.
Positive Termination	A termination other than placement that is a positive outcome including achieving an educational objective such as obtaining a GED, returning to school or enrollment in an occupational or vocational training program.
Positive Termination Rate	The percent of participants who have been enrolled and terminated and have been placed or positively terminated.
Transitional Job	Employment that is term limited and has a definite beginning and end date.

### III. Target Population

The HEC's target population is homeless individuals who must be certified as eligible according to the current McKinney Funded Continuum of Care Homeless Services' definition of homelessness (See Attachment A-1). **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Grantee is one of nine agencies working together to meet these targets. The 9 member Collaborative is also targeting homeless veterans, the disabled homeless, homeless ex-offenders, and homeless parents with children based on the particular focus of services of each partner.**

### IV. Description of Services

*Toolworks shall provide on-the Job training for **twenty-five (25) homeless individuals per year during each full year of the term of the grant. Nineteen (19) homeless individuals will be served from 10/1/16 to 8/31/17, and eight (8) will be served from 9/1/17 to 12/31/17.** Services include:*

1. Recruitment
2. Eligibility certification
3. Assessment
4. Enrollment in training and training completion certification
5. Job counseling
6. Job development
7. Job placement and follow-up services for ninety (90) days for those who are employed or are enrolled in another training program
8. Coordinating with HSA and HEC partners in case management information, resource and client referral sharing

#### A. ELIGIBILITY CERTIFICATION

Selection of participants is conditional upon completion of the McKinney Funded Continuum of Care Homeless Services' certification of homelessness form and submission of this form to HSA with the required verification documents attached. Grantee will ensure that no individual begins training until the

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individual's eligibility has been established. **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

**B. ASSESSMENT**

Grantee will conduct an objective assessment of each participant to determine the capabilities, needs and potential of certified applicants. The individual assessment will be located in each participant's file.

**C. TRAINING**

*Grantee will provide On-the-Job training to **twenty-five (25)** participants per full year for Janitorial Training. **Nineteen (19) homeless individuals will be served from 10/1/16 to 8/31/17, and eight (8) will be served from 9/1/17 to 12/31/17.** Participants will receive paid skills training and on-site supervision and assessment during the 10-week open-entry open exit program. Components of the program are as follows:*

- Basic commercial janitorial skills
  - a. Office cleaning
  - b. Restroom cleaning
  - c. Floor care
  - d. Use of chemicals
  - e. Safety practices
  
- Work Readiness Training
  - a. Attendance and Punctuality
  - b. Workplace social skills
  - c. Hygiene
  - d. Ability to work with others
  - e. Work quality and productivity
  
- Job Seeking Skills

**D. EXIT REQUIREMENTS**

Participants will be considered to have successfully completed the training program when they have completed the training program as listed herein with a satisfactory evaluation, obtained a certificate of completion and this information has been reported to HSA on the Change of Status Form (HSA-HEC 2). **For the extension period of 9/1/17 to 12/31/17, this information will be reported to HSA on the Contract Completion Report.**

**V. Summary of Goals**

On an annual basis, Grantee will enroll twenty-five (25) participants, nineteen (19) of whom will be positively terminated: sixteen (16) placements and three (3) other positive terminations. **Nineteen (19) homeless individuals will be served from 10/1/16 to 8/31/17, with twelve (12) placements and two (2) other positive terminations. Eight (8) homeless individuals will be served from**



**9/1/17 to 12/31/17, with five (5) placements and one (1) other positive termination.**

**A. ENROLLMENTS**

Grantee will be given credit for an enrollment once all the documentation specified in Section IVB and the Intake/Enrollment for (HSA-HEC 1) has been submitted, approved and recorded into HMIS. **For the extension periods, Grantee will be given credit for an enrollment once certification of homelessness has been completed and placed in each participant's file, and complete information for the enrollee has been submitted to HSA on the Contract Enrollment Report.**

**B. PLACEMENTS**

Grantee will be given credit for placement when a participant has entered into unsubsidized full-time, part-time or transitional employment. Grantee will have 90 days after the completion date to place participants. Participants who are placed before attaining the exit requirements must have participated in the program for a minimum of thirty (30) calendar days. For Grantee to receive placement credit, Grantee will provide employment information of Employer Name, job title, Job Start date, hourly wage, hours per week and employment benefit information within 30 days of employment start date on the Change of Status Form (HSA-HEC 2). **For the extension period of 9/1/17 to 12/31/17, Grantee will provide employment information on the Contract Placement Report.**

**Job Placement:** Documentation for unsubsidized employments that must be submitted within 30 days of occurrence along with the HEC 2 form, **or the Contract Placement Report for the extension period of 9/1/17 to 12/31/17, is:**

- Copy of pay stub or
- Letter from employer on business letterhead that includes, Hiree name, Employer name and address, position title, date of hire, hourly wage, hours per week and whether health benefits are provided

**C. OTHER POSITIVE TERMINATIONS**

Grantee will be given credit for another positive termination when a participant has been enrolled in school, in an Occupational/Vocational Training program or in a Community College Program and the enrollment has been reported to HSA on the Change of Status Form (HEC 2), **or the Contract Placement Report for the extension period of 9/1/17 to 12/31/17**, and has been verified. Credit will be given for any other positive termination if it takes place within 90 days of the completion date.

**VI. Location and Time of Services**

The HEC services provided by Grantee will be offered from 8:30 a.m. to 4:30 p.m. at the following site:

Toolworks, Inc

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## VII. Grantee Responsibilities

### A. HUD REQUIREMENTS

1. **Homeless documentation** – All clients must be homeless according to the HUD definition of Homelessness (See Attachment A-1) in order to receive assistance under the HUD McKinney-Vento Homeless Assistance Act grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with these HUD funds. Homeless eligibility must be documented using the “McKinney Vento Continuum of Care Homeless Programs Certification of Homelessness” form provided by the Human Services Agency. **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Documentation will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.**
  
2. **Annual Progress Report (APR)** – All HUD McKinney-Vento funded projects are required to file an APR that reports on the people served by the project, the outcome objectives the project has achieved, and how the amount of grant funds and matching funds were expended. The Sponsor is required to submit financial documentation to support the amount of matching funds expended during the APR reporting period for HSA review. The APR is due to HSA by the 45<sup>th</sup> day following the end of the operating year. After review by HSA, the APR is submitted to HUD.
  
3. **Match** – All HUD SHP funded projects are required to provide a cash or in kind match. **THE COLLECTIVE IS JOINTLY RESPONSIBLE FOR PROVIDING THE MATCH.** Documentation of match must be turned into HSA when submitting the HUD Annual Progress Report (APR). The minimum match requirements are as follows:  
  
*Supportive Services – 25% match (\$1 match for every \$4 SHP request)*
  
4. **Personnel activity reports** - Sponsor agencies must keep distributive time records showing the amount of time spent by agency personnel on SHP projects and the costs associated with those activities. All time records need to reflect a daily after-the-fact breakdown of time spent on SHP eligible activities versus non-eligible activities.
  
5. **Collaboratives and subcontractors** – The lead sponsor agency in a collaborative or subcontracting relationship is responsible for creating the Memorandum of Understanding (MOU) with the partner agencies, paying the collaborative partner agencies, compiling the HUD Annual

*Progress Report (APR), and monitoring the other collaborative partner agencies to ensure that any and all required documentation (e.g., homeless certification forms, disability documentation forms, rent calculations, personnel activity reports, etc.) is correct and complete. HSA must approve all new and renewal MOU's as well as any new subcontracting or collaborative relationships not originally identified in the HUD grant application. All subcontractors and collaborative members are subject to HUD rules and regulations and HSA contracting and procurement guidelines.*

6. **Homeless Management Information Systems (HMIS) Requirements** – *Sponsors must provide and update client information in the HSA Homeless Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.*
7. **Transfer of Client Files** – *All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County's existing SHP program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.*
8. **Audits** – *All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc. Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.*

B. PROGRAM REQUIREMENTS – Attend all HEC Partnership Meetings, generally on a monthly or as-needed basis.

### VIII. Collective HEC Program Goals per year

The program goals for the HEC are:

1. To enroll 500 homeless individuals into training programs
2. To place 225 homeless individuals into unsubsidized employment after training
3. To enroll into school or another training program 100 homeless individuals
4. **NOTE: During the extension period of 10/1/16 to 8/31/17, the goal is to enroll 376 homeless individuals and place 175 into unsubsidized**

**employment. During the extension period of 9/1/17 to 12/31/17, the goal is to enroll 166 homeless individuals and place 76 into unsubsidized employment.**

**IX. Collective HEC Outcome Goals per year**

1. *Grantee will achieve a minimum 45% job placement rate.*
2. *A minimum of 25% (125 of 500) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.*
3. *A minimum of 85% (425 of 500) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
4. *A minimum of 85% (425 of 500) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
5. *A minimum of 45% (225 of 500) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

**X. Service Objectives**

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

- A. *Grantee will enroll twenty-five (25) participants.*

**During the extension period of 10/1/16 to 8/31/17, Grantee will meet the following Service Objectives:**

- A. **Grantee will enroll nineteen (19) participants.**

**During the extension period of 9/1/17 to 12/31/17, Grantee will meet the following Service Objectives:**

- A. **Grantee will enroll eight (8) participants.**

**XI. Outcome Objectives**

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

- A. *Grantee will obtain sixteen (16) placements.*

**During the extension period of 10/1/16 to 8/31/17, Grantee will meet the following Outcome Objectives:**

- A. **Grantee will obtain twelve (12) placements.**

**During the extension period of 9/1/17 to 12/31/17, Grantee will meet the following Outcome Objectives:**

- A. **Grantee will obtain five (5) placements.**

## **XII. Reporting Requirements**

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section X & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall submit Enrollment (HEC 1), Exit (HEC 3), and Status Change (HEC 2) documents within one month of enrollment or change in status, preferably at the monthly Operations meeting. Ninety (90) Day Follow –Up documents (HEC 4) will be submitted for all placements and other positive terminations within ninety (90) calendar days from the original placement date of the change of status. These reports will be submitted with an HSA/HEC 7 Data Transmittal form to Arriba Juntos at 1850 Mission St., San Francisco, CA 94103 and all inquiries directed to Arriba Juntos about data at (415) 487-3240.
- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. *Grantee shall participate in providing data for the HUD Annual Performance Report (APR). This report is due on to DHS 45 days after the close of the grant year. This report should be emailed to Chris.Shaw@sfgov.org*

**Jiro Arase-Barham, Community Services Specialist, E307**  
**Workforce Development Division**  
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**Justin Chan, Contracts Manager, GB23**  
**Office of Contract Management**  
**Justin.Chan@sfgov.org**  
**Phone: (415) 557-5507**

## **XIII. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities

Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

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**HUMAN SERVICES AGENCY BUDGET SUMMARY**

Appendix B-2, Page 1  
Document Date: 8/28/17

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5	Provider Name			Term				
6	Toolworks			10/1/13 - 12/31/17				
7	(Check One)	New	Renewal	Modification X				
8	Effective Date of Mod: 10/1/16 Mod No. 2							
9	Program: Homeless Employment Collaborative							
10	Budget Reference Page No.(s)	HSA Budget	HSA Budget	HSA Budget	HSA Budget	HSA Budget	HSA Budget	Total
11	Program Term	10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16	10/1/16-6/30/17	7/1/17-8/31/17	9/1/17-12/31/17	10/1/13 - 12/31/17
12	<b>Expenditures</b>							
13	Salaries & Benefits	\$44,609	\$73,041	\$58,291	\$43,718	\$9,618	\$19,528	\$248,805
14	Operating Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
15	<b>Subtotal</b>	\$44,609	\$73,041	\$58,291	\$43,718	\$9,618	\$19,528	\$248,805
16	Indirect Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
17	Indirect Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0
18	Capital Expenditures							
19	Total Expenditures	\$44,609	\$73,041	\$58,291	\$43,718	\$9,618	\$19,528	\$248,805
20	<b>HSA Revenues</b>							
21	HUD Funding	\$44,609	\$73,041	\$58,291	\$43,718	\$9,618	\$19,528	\$175,941
22	General Fund							\$72,864
23								
24	TOTAL HSA REVENUES	\$44,609	\$73,041	\$58,291	\$43,718	\$9,618	\$19,528	\$248,805
25	<b>Other Revenues</b>							
26								
27								
28								
29								
30	Total Revenues	\$44,609	\$73,041	\$58,291	\$43,718	\$9,618	\$19,528	\$248,805
31	Full Time Equivalent (FTE)							
33	Prepared by:	Kristy Feck						
34	HSA-CO Review Signature:	415-733-0990						
35	HSA #1							

Salaries & Benefits Detail

	A	B	C	D	E	F	G	H	I	J	K	L
						10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16	10/1/16-9/30/17	7/1/17-8/31/17	9/1/17-12/31/17	10/1/13 - 12/31/17
		Agency/ Total	Total % FTE	% FTE	Adjusted FTE	HEC Budgeted Salary	HEC Budgeted Salary	HEC Budgeted Salary	HEC Budgeted Salary	HEC Budgeted Salary	HEC Budgeted Salary	Total
		Annual Full Time Salary for FTE										
1												
2												
3												
4												
5												
6												
7												
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**Appendix A-2 – Scope of Services  
 Episcopal Community Services  
 Conquering Homelessness through Employment in Food Service (CHEFS)  
 January 1, 2014 - December 31, 2016  
 First Modification Extending Grant from 1/1/17 to 8/31/17  
 Second Modification Extending Grant from 9/1/17 to 12/31/17  
NOTE: HUD criteria in *Italics* do not pertain to the Extension Periods**

**I. Purpose of Grant**

To create opportunities for homeless individuals to participate in training in order to learn culinary skills that will enable them to find employment primarily within the institutional food service industry. Through this program, 192 individuals (64 per year) will receive training in food service, vocational skills, and job readiness skills over a three-year period. **Note: During the extension period of 1/1/17 to 8/31/17, the number of individuals served will be 32. During the extension period of 9/1/17 to 12/31/17, the number of individuals served will be 21.**

**II. Definitions**

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

**III. Target Population**

The target population for this program must meet the HUD definition of homelessness. The participants must be certified as eligible according to the

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current McKinney Funded Continuum of Care Homeless Services' definition of homelessness (See Attachment A-1). **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing.**

#### IV. Description of Services

Sixty-four (64) students per year will enroll and participate in a four-month kitchen oriented hands-on and classroom training program followed by a two-month internship. **During the extension period of 1/1/17 to 8/31/17, the number of individuals served will be thirty-two (32). During the extension period of 9/1/17 to 12/31/17, the number of individuals served will be twenty-one (21).** The internships have three components:

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

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

Grantee will:

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

- F. Conduct weekly meetings between the trainee and the employment specialist to identify employment barriers, refer to agencies to assist the student in addressing those barriers, follow-up on referrals, and reassess goals.
- G. Solicit feedback from current and former students through satisfaction surveys. Engage in quarterly Hospitality Initiative workforce development meetings with similar programs. Assess and update the operations, curriculum, and policies as needed to reflect best practices.
- H. Provide job placement and follow-up services for up to six months upon completion of the 6-month program.

**V. Location and Time of Services**

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

**VI. Grantee Responsibilities**

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

**VII. McKinney-Vento Responsibilities**

- A. **Homeless documentation** – All clients must be homeless according to the HUD definition of homelessness (*See Attachment A-1*) in order to receive assistance under the HUD McKinney-Vento Homeless Assistance Act grant. Sponsors must maintain correct and complete homeless documentation that demonstrates the eligibility of all homeless persons served with HUD funds. Homeless eligibility must be documented using the “McKinney Vento

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Continuum of Care Homeless Programs Certification of Homelessness” form provided by the Human Services Agency. **During the extension periods this will be expanded to include individuals who were formerly homeless and who are currently residents of City-funded permanent supportive housing. Documentation will be the HUD personal statement of previous homelessness and a copy of a letter or contract from the Supportive Housing residency.**

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

*Management Information System (HMIS) as required by current HUD McKinney-Vento Homeless Program regulations.*

- G. **Transfer of client files** – *All sponsors must abide by the rules of client confidentiality. In situations where it becomes necessary for an existing sponsor to sever their relationship with a sub-grantee, all client records will be transferred to the replacement sub-grantee provider, upon selection through a procurement process. In situations where it becomes necessary for the project sponsor to sever their relationship with the City and County's existing HUD program, all client records will be transferred to the new sponsor, after selection through a procurement process. This transfer process is necessary to mitigate any abrupt disruption in client services, and ensure continuity of care.*
- H. **Audits** – All projects are subject to an HSA programmatic and/or fiscal compliance audit at any time. These audits may include, but is not limited to a review of the following: participant files, program policies and procedures, data reported on APR, documentation of cash match resources; personnel time and activity reports, proper method for accounting for McKinney-Vento grant funds, etc. Any identified findings or project deficiencies must be responded to by the sponsor in writing in a timely fashion.

### **VIII. Service Objectives**

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

- A. **At least 50% of those clients served will meet the HUD definition of Homelessness during the extension periods.**
- B. A minimum of 40% of the participants will complete the 6-month program.

### **IX. Outcome Objectives**

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

- A. A minimum of 70% of participants who complete training will obtain full or part-time employment. Credit for Unsubsidized employment will only be given for those that are documented by Grantee to HSA. Acceptable documentation that must be submitted to HSA within 60 days of participant's hire date is either a copy of the participant's pay stub or a letter from the employer on employer's business letterhead that includes Employer Name and Address, Position Title, Date of Hire, Hourly Wage, Hours Per week, and whether health benefits are provided.
- B. *A minimum of 25% (8 of 32) of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.*

- C. *A minimum of 84% (27 of 32) of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
- D. *A minimum of 84% (27 of 32) of households served by the project will receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
- E. *A minimum of 45% (15 of 32) of participants who exit the program during the operating year will have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*

## **X. Reporting Requirements**

- A. Grantee will provide a **monthly** report of activities, referencing the tasks as described in Section VIII & XI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15<sup>th</sup> of the following month.
  - (1) Number of the participants who complete the 6-month program.
  - (2) Number of participants who complete training who have obtained full or part-time employment.
- B. Grantee will provide a **quarterly** report of activities, referencing the tasks as described in Section VIII & XI- Service and Outcome Objectives. Grantee will enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the quarter.
  - (1) *Number of persons who exit to permanent housing (subsidized or unsubsidized) during the operating year.*
  - (2) *Number of persons age 18 and older who maintain or increase their total income (from all sources) as of the end of the operating year or at program exit.*
  - (3) *Number of households served by the project who receive or maintain one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, child support, etc.) at program exit.*
  - (4) *Number of participants who exit the program during the operating year who have obtained employment or improved their education levels by the time of exit (e.g. achieved GED).*
- C. Annual Report – *The Contractor shall submit a 12-month HUD **Annual Progress Report (APR)** covering the period of January 1<sup>st</sup> through December 31<sup>st</sup> of each contract year. This report shall provide cumulative results for each objective as outlined above and shall include 12-month demographic*

*information as required in the HUD APR. These reports are due to HSA on July 15<sup>th</sup> following the end of each grant year.*

- D. WDD reporting will include enrollment roster information to include demographic information on each participant. Provider shall update WDD on program status for all participants, such as, program exit date and reason. Placement information to include employer name and address, position title, hourly wage, and hours per week. Acceptable documentation that must be submitted or available for review by WDD must be either a copy of the participant's paystub or a letter from the employer on employer's business letterhead.
- E. Grantee will provide Ad Hoc reports as required by the Department.
- F. For assistance with reporting requirements or submission of reports, contact:

**Jiro Arase-Barham, Community Services Specialist, E307**  
**Workforce Development Division**  
**Jiro.Arase-Barham@sfgov.org**  
**Phone: (415) 557-6258**

**Justin Chan, Contracts Manager, GB23**  
**Office of Contract Management**  
**Justin.Chan@sfgov.org**  
**Phone: (415) 557-5507**

## **XI. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include a review of participant files, staff development and training, program polices and procedures, customer satisfaction, programmatic and physical accessibility /cultural competence, outreach, program administration, and data collection.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY GRANT BUDGET SUMMARY  
BY PROGRAM**

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5	Grantee's Name			Grant Term				
6				1/1/14 - 12/31/17				
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/>	Modification XXX						
8	If modification, Effective Date of Mod.		No. of Mod. 2					
9	<b>Program: Conquering Homelessness through Employment in Food Service (CHEFS)</b>							
10	Budget Reference Page No.(s)						Extension	Total
11	Program Term	1/1/14-12/31/14	1/1/15-12/31/15	1/1/16 - 12/31/16	1/1/17-6/30/17	7/1/17-8/31/17	9/1/17-12/31/17	1/1/14-12/31/17
12	<b>Expenditures</b>							
13	Salaries & Benefits	\$68,923	\$68,923	\$78,154	\$29,828	\$14,761	\$29,972	\$290,561
14	Operating Expense	\$55,581	\$55,581	\$46,350	\$27,700	\$4,222	\$8,573	\$198,007
15	Subtotal	\$124,504	\$124,504	\$124,504	\$57,528	\$18,983	\$38,545	\$488,568
16	Administrative Percentage	3.5%	3.5%	3.5%	12.0%	12.0%	12.0%	5.5%
17	Administrative Expense	\$4,358	\$4,358	\$4,358	\$6,903	\$2,279	\$4,624	\$26,880
18	Total Expenditures	\$128,862	\$128,862	\$128,862	\$64,431	\$21,262	\$43,169	\$515,448
19	<b>HSA Revenues</b>							
20	McKinney-Vento Funding	\$128,862	\$128,862	\$128,862				\$386,566
21	General Fund				\$64,431	\$21,262	\$43,169	\$128,862
22								
23								
24								
25								
26								
27								
28	TOTAL HSA REVENUES	\$128,862	\$128,862	\$128,862	\$64,431	\$21,262	\$43,169	\$515,448
29	<b>Other Revenues</b>							
30								
31								
32								
33								
34								
35	Total Revenues							
36	Full Time Equivalent (FTE)	\$128,862	\$128,862	\$128,862	\$64,431	\$21,262	\$43,169	\$515,448
38	Prepared by: Evelyn L. Lam	Telephone No.: 415-487-3300 X1214						
39	HSA-CO Review Signature:							
40	HSA #1							

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

Salaries & Benefits Detail

A	B	C	D	E	F	G	H	I	J	K	L			
												Agency Totals	For HSA Program	For DHS Program
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	1/1/14-12/31/17
13	Employment Specialist/Ray	\$47,362	100%	45%	45%	\$18,514	\$19,514	\$21,313	\$6,500	\$3,279	\$6,558	\$76,778		
14	Culinary Training & Catering Coordinator/Leddy	\$59,331	100%	20%	20%	\$9,338	\$9,338	\$11,866	\$4,100	\$2,524	\$5,125	\$42,291		
15	CHEF Instructor/Sullivan	\$49,293	100%	10%	10%	\$3,735	\$3,735	\$4,929	\$4,000	\$1,342	\$2,724	\$20,465		
16	CHEF Instructor/Sanders	\$49,293	100%	24%	24%	\$10,739	\$10,739	\$11,830	\$6,100	\$2,021	\$4,104	\$45,533		
17	Mgr of Adult Educ Ctr & CHEFS Supp Svcs/Benton	\$69,010	100%	10%	10%	\$4,282	\$4,282	\$6,901	\$1,600	\$1,014	\$2,059	\$20,139		
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30	TOTALS	\$274,289	5.00	1.09	1.09	\$47,608	\$47,608	\$56,839	\$22,300	\$10,180	\$20,670	\$205,205		
31	FRINGE BENEFIT RATE	44%												
32	EMPLOYEE FRINGE BENEFITS	\$120,687				\$21,315	\$21,315	\$21,315	\$7,528	\$4,581	\$9,302	\$85,356		
33	TOTAL SALARIES & BENEFITS	\$394,976				\$68,923	\$68,923	\$78,154	\$29,828	\$14,761	\$29,972	\$290,561		
34	HSA #2													
35														

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Operating Expense Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12	Expenditure Category			TERM	1/1/14-12/31/14		1/1/15-12/31/15		1/1/16-12/31/16		1/1/17-6/30/17		7/1/17-8/31/17		Extension	9/1/17-12/31/17	TOTAL	1/1/14-12/31/17
13	Rental of Property																	
14	Facilities/Utilities(Elec, Water, Gas, Phone, Scavenger)				\$21,917		\$21,917		\$19,840		\$9,500		\$1,612		\$3,273		\$78,059	
15	Equipment/Bldg Maintenance and Repair				\$2,500		\$2,500		\$500		\$400		\$31		\$64		\$5,995	
16	Insurance				\$2,400		\$2,400		\$2,400		\$1,500		\$406		\$824		\$9,930	
17	Printing & Reproduction				\$189		\$189		\$190		\$500		\$153		\$312		\$1,533	
18	Program Supplies												\$50		\$100		\$150	
19																		
20																		
21																		
22	CONSULTANTS/SUBCONTRACTOR DESCRIPTIVE TITLE																	
23																		
24																		
25																		
26																		
27																		
28	OTHER																	
29	Food Products and Supplies				\$19,800		\$19,800		\$18,800		\$12,000		\$1,579		\$3,206		\$75,185	
30	Laundry and Uniforms				\$8,775		\$8,775		\$4,620		\$3,800		\$391		\$794		\$27,155	
31																		
32																		
33																		
34																		
35	TOTAL OPERATING EXPENSE				\$55,581		\$55,581		\$46,350		\$27,700		\$4,222		\$8,573		\$198,007	
36																		
37	HSA #3																	

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**Appendix A-1 – Services to be Provided  
 Episcopal Community Services Vocational Programs  
 July 1, 2014 to August 31, 2017  
 Modification Extending Grant from 9/1/17 to 12/31/17**

**I. Purpose**

To provide vocational training, workplace education, employment, and job retention services to tenants at the Canon Kip Community House and the Alder, Crosby, Elm, Hillsdale, Rose and Mentone Hotels who face multiple barriers to employment. (These sites are referred to collectively as the “Housing Sites.”)

**II. Definitions**

Alder Hotel	117 unit permanent housing building for formerly homeless disabled single adults.
Crosby Hotel	120 unit permanent housing building for formerly homeless disabled single adults.
Elm Hotel	80 unit permanent housing building for formerly homeless disabled single adults.
Henry Hotel	121 unit permanent housing building for formerly homeless disabled single adults.
Hillsdale Hotel	81 unit permanent housing building for formerly homeless disabled single adults.
Rose Hotel	75 unit permanent housing building for formerly homeless disabled single adults.
Mentone Hotel	68 unit supportive housing building for formerly homeless disabled single adults.
DHS	San Francisco Department of Human Services, a division of HSA
Grantee	Episcopal Community Services
HSA	San Francisco Human Services Agency
Supportive Housing Employment Collaborative (SHEC) and Homeless Employment Collaborative (HEC)	Each collaborative provides formerly homeless, disabled persons with vocational training, work-place education, employment, and job retention services.
Skills Center	Provides remedial educational and vocational services to homeless and formerly homeless students, including

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supportive housing residents. Classes include literacy, life skills, GED completion and computer training. Employment readiness and job seeking classes are offered twice a week.

Full-Time Employment 32 or more hours per week

Part-Time Employment 8 to 32 hours per week

### **III. Target Population**

The majority of tenants at the Housing Sites are formerly homeless and dual and/or poly-diagnosed with specific disabilities, i.e., mental health, substance abuse, and/or symptomatic HIV/AIDS; all tenants are very low income.

### **IV. Services To Be Provided**

Grantee will provide a comprehensive range of pre-employment and placement services to assist tenants to develop the skills needed to successfully enter the workforce, maintain employment, and advance to better jobs. Progress toward self-sufficiency is the goal for all tenants, but success will be measured individually based on meeting a tenant where he/she begins. Services will be individualized to meet tenants' specific requests and needs.

The Employment Specialists will:

- A.** Directly, and through training of other supportive services staff working at the Housing Sites, provide outreach to the 662 tenants of the Housing Sites in order to encourage participation in vocational/employment services.
- B.** Create an individualized employment plan with all tenants that engage in services; each plan will include some or all of the following services from the Employment Specialist:
  - 1. Individualized assessments to identify the tenants' needs and strengths, to ensure appropriate vocational strategies are integrated and applied;
  - 2. Opportunities to explore educational, training and employment alternatives and assistance in accessing these opportunities;
  - 3. Guidance on developing job search skills, including organizing job search, finding job openings, completing applications, writing cover letters, and developing resumes;
  - 4. Appearance and attitude, job interview techniques/ mock interviews, follow-ups, work ethics, job retention and other topics.
- C.** Offer job development and job placement opportunities utilizing various resources, including the Supportive Housing Employment Collaborative (SHEC) and Homeless Employment Collaborative (HEC).

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- D. Provide post-placement counseling and activities to develop job retention skills for tenants who are placed in jobs or who are working.
- E. Support tenants to access The Skills Center services.
- F. Coordinate with the SHEC and HEC and make appropriate referrals.
- G. Provide wrap-around services to tenants with Individual Employment Plans who are hired for temporary and/or permanent jobs to help with job retention.

**V. Location and Time of Services**

The services are provided at the Housing Sites on a rotating basis, Monday – Friday, generally between 9:00 am and 5:00 pm.

**VI. Service Objectives**

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

- A. Develop Individual Employment Plans for 130 tenants living within the seven ECS Supportive Housing buildings. The 130 tenants will be enrolled in employment services activities such as vocational training or educational programs to increase their preparation for self-sufficiency. The employment services activities could include trainings at SHEC or outside agencies, educational services at the Skills Center, workplace education classes through SHEC, pre-employment activities in the building and through SHEC, volunteering, and other opportunities that build skills and confidence. **During the extension period Individual Employment Plans will be developed for 40 tenants, who will be enrolled in employment services activities.**

**VII. Outcome Objectives**

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

- A. 70 of the tenants will successfully complete one or more of the employment services activities in their Individual Employment Plan.
- B. 45% of the individuals who complete will be hired for temporary and/or permanent jobs. Unduplicated counts.
- C. 50% of the individuals hired for jobs will retain employment for 90 Days or the duration of the job, whichever is shorter. Unduplicated counts.

**During the extension period Grantee will meet the following Service Objectives:**

- A. **20 of the tenants will successfully complete one or more of the employment services activities in their Individual Employment Plan.**
- B. 45% of the individuals who complete will be hired for temporary and/or permanent jobs. Unduplicated counts.
- C. 50% of the individuals hired for jobs will retain employment for 90 Days or the duration of the job, whichever is shorter. Unduplicated counts.

## VIII. Reporting Requirements

### A. Monthly Reports

1. Grantee shall submit monthly training reports on program participants due on the 15<sup>th</sup> of each month for the prior month.
  2. Grantee will report monthly program information in a format provided by HSA.
  3. The monthly report will contain demographic information on each new participant, including minimally the following information:
    - a. Name
    - b. Social Security Number
    - c. Enrollment Date
    - d. Address
    - e. Ethnicity
    - f. Gender
    - g. Date of Birth
    - h. Public Benefits Received: CalWORKs, PAES, CalFresh
  4. Grantee shall update HSA on Program status for all participants where applicable, including minimally the following information: Program Exit Date and reason
  5. Unsubsidized job placement information to include position title, hourly wage, hours per week, and if receiving health benefits.
  6. Documentation for employment verification must be included in the participant's file. Acceptable verification is:
    - Copy of pay stub or
    - Letter from employer on business letterhead that includes, Employer name and address, participant name, position title, date of hire, hourly wage, and hours per week.
- B. Grantee will provide a monthly report of activities, referencing the tasks as described in Section V - Service Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15<sup>th</sup> of the following month.
- C. Grantee will provide a quarterly report of activities, referencing the tasks as described in Section V & VI- Service and Outcome Objectives. Grantee will enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the quarter.
- D. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section V & VI- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- E. Grantee will provide Ad Hoc reports as required by the Department.
- F. For assistance with reporting requirements or submission of reports, contact:

Justin.Chan@sfgov.org  
Contract Manager, Office of Contract Management

Marlen.Sanchez@sfgov.org  
Special Projects Coordinator, Workforce Development Division

**IX. Monitoring Activities**

The Department is responsible for conducting programmatic and fiscal monitoring of this grant. The programmatic and fiscal monitoring can include the following:

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM

	A	B	C	D	E	F	G
1	Name						
2	Term						
3	EPISCOPAL COMMUNITY SERVICES OF SAN FRANCISCO						
4	7/1/14-12/31/17						
5	Modification						
6	No. of Mod. 1						
7	Program: VOCATIONAL EMPLOYMENT SERVICES						
8	Budget Reference Page No. (s)						
9	7/1/14-6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-8/31/17	9/1/17-12/31/17	7/1/14-12/31/17	Total
10	Program Term						
11	Expenditures						
12	\$68,969	\$70,830	\$72,998	\$12,059	\$24,485	\$249,341	\$249,341
13	\$1,035	\$925	\$550	\$76	\$154	\$2,740	\$2,740
14	\$70,004	\$71,755	\$73,548	\$12,135	\$24,639	\$252,081	\$252,081
15	Subtotal						
16	12.0%	12.0%	12.0%	12.0%	12.0%	12.0%	12.0%
17	\$8,401	\$8,610	\$8,826	\$1,457	\$2,956	\$30,250	\$30,250
18	Indirect Cost (Line 16 X Line 15)						
19	\$78,405	\$80,365	\$82,374	\$13,592	\$27,595	\$282,331	\$282,331
20	Capital Expenditure						
21	Total Expenditures						
22	HSA Revenues						
23	\$78,405	\$80,365	\$82,374	\$13,592	\$27,595	\$282,331	\$282,331
24	General Fund						
25	Other Revenues						
26	TOTAL HSA REVENUES						
27	\$78,405	\$80,365	\$82,374	\$13,592	\$27,595	\$282,331	\$282,331
28	Other Revenues						
29	TOTAL HSA REVENUES						
30	\$78,405	\$80,365	\$82,374	\$13,592	\$27,595	\$282,331	\$282,331
31	Other Revenues						
32	TOTAL HSA REVENUES						
33	\$78,405	\$80,365	\$82,374	\$13,592	\$27,595	\$282,331	\$282,331
34	Other Revenues						
35	TOTAL HSA REVENUES						
36	\$78,405	\$80,365	\$82,374	\$13,592	\$27,595	\$282,331	\$282,331
37	Total Revenues						
38	Full Time Equivalent (FTE)						
39	Prepared by: Evelyn L. Lam						
40	Telephone No.: (415) 487-3300 X1214						
41	HSA #1						

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Program: VOCATIONAL EMPLOYMENT SERVICES

Salaries & Benefits Detail

A	B	C	D	E	F	G	H	I	J	K			
											7/1/14-6/30/15	7/1/15-6/30/16	7/1/16-6/30/17
12	POSITION TITLE	Agency Totals	For HSA Program										
13	Employment Specialist	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Extension	TOTAL
14	Mgr of Adult Educ & CHIEFS Support Sys	\$46,792	100.00%	100.00%	100.00%	\$44,382	\$46,792	\$48,196	\$8,432	\$17,121	\$2,059	\$139,370	
15		\$68,667	100.00%	10.00%	10.00%	\$5,579	\$6,867	\$7,073	\$1,014			\$19,518	
16													
17													
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20													
21													
22													
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28													
29													
30	TOTALS	\$115,459	2.00	1.10	1.10	\$49,961	\$53,659	\$55,268	\$9,446	\$19,180		\$187,514	
31													
32	FRINGE BENEFIT RATE	38.00%											
33	EMPLOYEE FRINGE BENEFITS	\$43,874				\$19,008	\$17,171	\$17,730	\$2,613	\$5,305		\$61,827	
34													
35													
36	TOTAL SALARIES & BENEFITS	\$159,333				\$68,969	\$70,830	\$72,998	\$12,059	\$24,485		\$249,341	
37	HSA #2												11/15/2007

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Operating Expense Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Program: VOCATIONAL EMPLOYMENT SERVICES														
2	(Same as Line 9 on HSA #1)														
3															
4															
5															
6															
7															
8															
9															
10															
11															
12	Expenditure Category	TERM	7/1/14-6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-8/31/17	Extension	9/1/17-12/31/17	TOTAL	7/1/14-12/31/17					
13	Rental of Property														
14	Utilities(Elec. Water, Gas, Phone, Scavenger)														
15	Office Supplies, Postage	\$100	\$100	\$50	\$12	\$23	\$285								
16	Building Maintenance Supplies and Repair														
17	Printing and Reproduction	\$150	\$100	\$50	\$16	\$23	\$350								
18	Insurance														
19	Staff Training														
20	Staff Travel-(Local & Out of Town)														
21	Rental of Equipment														
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE														
23															
24															
25															
26															
27															
28	OTHER														
29	Telecommunications	\$785	\$725	\$450	\$36	\$74	\$2,070								
30															
31															
32															
33															
34															
35	TOTAL OPERATING EXPENSE	\$1,035	\$925	\$550	\$76	\$154	\$2,740								
36															
37	HSA #3														

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