



Edwin M. Lee, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

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

DATE: JUNE 16, 2017

SUBJECT: NEW GRANTS: COMMUNITY HOUSING PARTNERSHIP AND MISSION LANGUAGE & VOCATIONAL SCHOOL (**NON-PROFITS**) TO PROVIDE EMPLOYMENT AND TRAINING SERVICES THROUGH THE SNAP TO SKILLS PROGRAM

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

	<u>Amount</u>	<u>Contingency</u>	<u>Total</u>
GRANT AMOUNT:	\$675,000	\$67,500	\$742,500

	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
ANNUAL AMOUNT:	\$225,000	\$225,000	\$225,000

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
PERCENTAGE:	0%	0%	100%	\$67,500	\$742,500
				100%	100%

The Department of Human Services (DHS) requests authorization to enter into new grants with Community Housing Partnership and Mission Language & Vocational School for the period of July 1, 2017 through June 30, 2020, in an amount of \$675,000 plus a 10% contingency for a total amount not to exceed \$742,500. The purpose of these grants is to support the grantees' Employment & Training programs for SNAP recipients through a 50% Federal pass-through reimbursement of eligible employment and training activities. The dollar amount the department requests to expend is half the total program costs over this three-year period. The other half will be funded by the Grantees.

	A	B	C	D
Grantee	Annual Federal-funded amount (passed through HSA)	Annual Grantee-funded amount	Annual total program amount (A+B)	Total three-year program amount (C*3)
Community Housing Partnership	\$150,000	\$150,000	\$300,000	\$900,000
Mission Language & Vocational School	\$75,000	\$75,000	\$150,000	\$450,000
TOTAL OF BOTH PROGRAMS	\$225,000	\$225,000	\$450,000	\$1,350,000

Background

The Food and Nutrition Act (the Act) of 2008 provides that the purpose of the Employment and Training (E&T) program is to provide Supplemental Nutrition Assistance Program (SNAP) participants opportunities to gain skills, training or experience that will improve their employment prospects and reduce their reliance on SNAP benefits. San Francisco has been operating a SNAP E&T program, known as CalFresh Employment and Training (CFET), for more than ten years. The program supports CalFresh Recipients who also receive general assistance cash aide through our County Adult Assistance (CAAP) / Personal Assisted Employment Services Programs (PAES). It includes services provided directly by the County as well as through contracts with Community-Based Organizations (CBOs) to provide services.

SNAP to Skills (S2S) is a project of the U.S. Department of Agriculture's Food and Nutrition Service (FNS) that is designed to provide States the technical assistance, tools and resources they need to build more effective and job-driven SNAP Employment & Training programs. San Francisco, Sacramento, Contra Costa and Alameda counties are participating in the California pilot project with Food and Nutrition Services (FNS) to pilot or expand existing SNAP E&T programs using a 3rd party match model. The 3rd party match program provides a 50% reimbursement to providers of allowable SNAP E&T activities for services funded with non-federal funds which are also not being used as a match to other federal funds. Community Housing Partnership will use a combination of foundation funds and earned revenue from its staffing enterprise program as match for this program. Mission Language & Vocational School will use General Fund dollars from San Francisco's Office of Economic and Workforce Development (OEWD).

Service Description

Community Housing Partnership

Community Housing Partnership (CHP) will provide Employment and Training services through CHP's Learning Academy vocational training program. This is a three-week, 48-hour classroom-based training program to prepare participants for employment in Solutions SF, CHP's social enterprise, and for entry-level employment in property management and other service-oriented

sectors, including hospitality and retail. On an annual basis, CHP will serve 130 SNAP recipients through its program.

Mission Language & Vocational School

Mission Language & Vocational School (MLVS) will provide Employment and Training services through the 9-month Medical Assisting program which prepares students with the skills necessary to work as part of a healthcare team in doctors' offices, hospitals, clinics, nursing homes, and health maintenance organizations. MLVS will also offer a 6-month Culinary Arts program to prepare students for entry level jobs in the food service industry such as prep cooks, line cooks, grill cooks, and other back or front of house food service professionals. On an annual basis, CHP will serve 23 SNAP recipients through its program.

Selection

Grantees were selected through Request for Proposals (RFP) #739, which was issued in December 2016.

Funding

Funding for these grants will be provided entirely by Federal SNAP Employment & Training funds.

ATTACHMENTS

Appendix A – Scope of Services (Community Housing Partnership)

Appendix B – Budget (Community Housing Partnership)

Appendix A – Scope of Services (Mission Language and Vocational School)

Appendix B – Budget (Mission Language and Vocational School)

Appendix A
Scope of Services to be Provided
Community Housing Partnership
3rd-Party Funded CalFresh Employment & Training Services
July 1, 2017 to June 30, 2020

I. Purpose of Grant

The purpose of the grant is to provide vocational training, case management and supportive services to eligible CalFresh recipients resulting in quality employment and self-sufficiency. Furthermore, this grant is part of a pilot project to test the development and feasibility of a third party match model for claiming federal CalFresh Employment & Training revenues.

II. Definitions

Grantee	Community Housing Partnership
Grantee Match Source	Matching funds provided by the Grantee in order to draw down federal E&T reimbursement revenue. Grantee match source must be non-federal (with specified exceptions) <u>and may not be used for matching to other federal funds.</u> (See Funding section below for more detail.)
SFHSA	San Francisco Human Services Agency
ABAWD	CalFresh recipients who are Able-Bodied Adults Without Dependents and are between the ages of 18 and 50
CAAP	County Adult Assistance Programs
CalWORKs	California Work Opportunity & Responsibility to Kids program
FNS	Food and Nutrition Services (US Department of Agriculture)
CalFRESH	The California program formerly known as Food Stamps, Federally named the Supplemental Nutrition Assistance Program (SNAP)
CFET	CalFresh Employment & Training

CFET Reimbursement	50% federal reimbursement of allowable E&T expenditures incurred by the Grantee, claimed by SFHSA and passed back through to Grantee.
ESS	Economic Support & Self-Sufficiency Programs
SNAP	Supplemental Nutrition Assistance Program, formerly known as Food Stamps, or CalFresh in California
SNAP to Skills	A pilot program supported by FNS to test the feasibility of a 3 rd party match in San Francisco
3 rd Party Match	A program where an employment services provider, including but not limited to community colleges or community based organizations provides employment services and/or ancillary supportive services to CalFresh recipients using their own non-federal funds and receives a 50% federal funds reimbursement via the county expense claim process
Welfare-to-Work	Program within ESS designed to assist welfare recipients to obtain or prepare for employment
Provider	Contractor (generally a non-profit) that provides eligible services
TANF	The federal version of the CalWORKs program, Temporary Assistance for Needy Families (TANF) is designed to help needy families achieve self-sufficiency.

III. Target Population

Services will target non-aided CalFresh recipients (i.e., those not receiving TANF/CalWORKs or CAAP assistance). Grantees are particularly encouraged to serve Able-Bodied Adults Without Dependents (ABAWDs), i.e., CalFresh recipients age 18 to 50 who are able to work and do not share a household with a minor child. Services provided under this grant shall not be invoiced under any other HSA grant or contract.

IV. Description of Services

Grantee shall provide Employment and Training services through the Learning Academy vocational training program, a three-week, 48-hour classroom-based training program to prepare participants for employment in Solutions SF, the social enterprise, and for entry-level employment in property management and other service-oriented sectors, including hospitality and retail.

The primary service(s) offered must fall into one or more of the allowable E&T components specified below. Funded programs must also allow participants to meet the federal ABAWD Work Requirement. Specifically:

- Services must include at least 80 hours per 4-week period of education and training activities.
- Job search or job search training activities, when offered as part of other E&T components, are acceptable as long as those activities comprise less than half of the total required time spent in the components.

Eligible E&T Components Provided by Grantee

Vocational Training

Training programs that improve the employability of participants by providing training in a skill or trade, thereby allowing the participant to move directly and promptly into employment.

- A. Acceptable vocational training programs should have a direct link to the local job market.
- B. Track progress of participants through their attendance at trainings and type of employment three months after completing training.

Participant Reimbursements

Expenses directly related to participation in an E&T component are eligible for reimbursement. Examples include:

- Dependent care costs
- Transportation expenses
- Books or training manuals
- Uniforms
- Personal safety items required for participation

Additional Services

In addition to the core E&T components described above, the following services are also 50% reimbursable under this grant.

Intake and Enrollment of Participants

- A. Enroll 130 participants per year. An average of 10-12 participants will be served at any given time.
- B. Develop an individual employment plan with the program participant.
- C. Assess each participant's education, work experience, interests, aptitudes, and barriers to employment to determine vocational goals and Employment plan.

Case Management

- A. Case manage and facilitate participants' progress and participation, coaching and supporting participant to complete activities. Case Managers will track participants' daily program attendance and activities, with sufficient detail to establish that a client met the 80 hours per 4 week period participation requirement for CFET participants. This information will be reported to the SFHSA Program Monitors on a monthly basis.
- B. Address barrier remediation (including childcare, homelessness, health, disability, transportation, elder care, poverty, alcohol, and/or drug abuse, immigration) directly or through linkages to partner organizations.

Funding

- A. Providers will receive a 50% reimbursement for eligible costs for services provided to CFET eligible participants funded with the grantee's own existing resources.
- B. The Provider must have sufficient funding to operate the program continuously while the County awaits reimbursement funds from the state. This process could take as long as 6 months. The grantee match funding must be ongoing and not just start-up "seed" funding. After Year 1 of the contract, CFET reimbursement revenue may be used as an ongoing source of grantee match.
- C. Grantee match source must be non-federal (with specified exceptions) and may not be used for matching to other federal funds. Allowable sources of Non-Federal funding that can be used for the 3rd Party Match:
 - State, county, or city funds
 - Donations from private firms or non-profits
 - Foundation funds
 - Social venture funds
 - Community Development Block Grants (CDBG)
 - State Need Grants
 - State Worker Retraining Dollars
 - State Opportunity Grants
 - Tuition set-aside resources
 - Other state training funds (ex-offender, homeless, non-custodial parents)
- D. Reimbursement is based on actual costs incurred for eligible participants.
- E. Reimbursement cannot exceed 50% of eligible match funding.
- F. Claims disallowed by the state or federal government will not be reimbursed. Any paid claims that are later determined to be disallowed must be repaid by Grantee to HSA.
- G. Grantee will specify the source of match on monthly invoice.

Grantee Responsibilities to be completed by July 31, 2017

- A. Establish detailed accounting procedures for employee timesheets and monthly invoices in order to accurately and separately track multiple funding sources.

- B. Work closely with SFHSA staff to establish the necessary protocols for ensuring continued eligibility of participants, appropriateness of services and accuracy of invoice submissions. **This will include protocols necessary for verifying the CFET eligibility of all participants at enrollment and for each month prior to invoice submission.**
- C. Establish a tracking system to include appropriate data elements to facilitate SFHSA's reporting of long term, post-exit success through a data match with the State Employment Development Department's wage data.
- D. Provide a clear description of how information for each reporting measure will be collected including the data source and the methodology used to obtain data.
- E. Grantee and SFHSA will work together to develop business processes, forms, documentation, and a provider handbook that the Grantee will use as a reference guide.

Ongoing Grantee Responsibilities

- A. Maintain compliance with all aspects of the SNAP funding requirements, including data tracking, assisting with the production of Annual Progress Reports and submitting annual renewal documents and other reporting as needed.
- B. Maintain an established, robust fiscal system to accurately track and manage multiple funding streams.
- C. Maintain a comprehensive management information system that is flexible enough to adjust to required changes to fiscal and performance reports. Required reports will be documented in the provider handbook.
- D. Maintain accurate and timely tracking systems with the ability to perform routine and ad hoc reporting on enrollment, progress, and outcomes.
- E. Work with SFHSA to verify the eligibility of their continuing clients on a monthly basis before submitting invoices.
- F. Ensure invoices accurately reflect use of various appropriate funding sources for designated, allowable purposes.
- G. Keep up-to-date on processes and reporting requirements as the provider handbook is updated.
- H. Maintain audit records and documentation according to Federal requirements.
- I. Reimburse HSA for any paid claims that are later disallowed.

HSA Responsibilities

- A. SFHSA may also perform outreach to existing recipients to inform them of this new opportunity, working with the provider on developing marketing materials.
- B. Verify CFET eligibility through periodic audits.
- C. Submit claims to the state on a quarterly basis.
- D. Transmit CFET reimbursement to the provider within 60 days of receiving payment.

V. Location and Time of Services

CHP's Employment Services and Social Enterprise Department serves residents throughout the City and County of San Francisco. The majority of program staff and services are based out of 20 Jones Street, CHP's Central Office located in the

Tenderloin neighborhood. CHP's vocational training program, Learning Academy, is held at CHP's office at 374 5th Street within a programmatically-integrated computer lab and learning space. Office hours are from 9:00 AM – 5:00 PM, Monday through Friday.

VI. Service Objectives

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

1. Recruit and enroll a minimum of 130 eligible clients into a program with reimbursable activities.
2. A minimum of 75% of clients enrolled will see their participation through to its conclusion.
3. Receive completed responses to a client satisfaction survey from a minimum of 90% of program participants who complete the program.

VII. Outcome Objectives

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

1. A minimum of 60% of clients who enrolled and began receiving Employment and Training services will find permanent, unsubsidized employment within three months following program completion.
2. A minimum of 50% of clients who received Employment and Training services and subsequently found unsubsidized employment will retain their job for at least 90 days.
3. A minimum of 80% of clients who received Employment and Training services will report an average score of "4" (on a scale of 1-5) that the program helped remove specified barriers to their employment prospects.
4. A minimum of 80% of clients who received Employment and Training services will report an average score of "4" (on a scale of 1-5) that the program helped them acquire specified skills/knowledge that are useful towards finding a job.

VIII. Reporting Requirements

Contractor will provide monthly reports of progress on the service objectives stated in this RFP, as well as [client enrollment and completion data](#).

Demographics and service reporting will include:

- a) Possession of a high school degree (or GED) prior to being provided with E&T services
- b) English as a second language
- c) Male or female
- d) Distribution among age ranges: 16-17, 18-35, 36-49, 50-59, 60 or older
- e) Race/ethnicity
- f) Supportive services provided
- g) Enrollments, completions, placements and retention in each service/component
- h) Trainings completed (cohorts)
- i) Cost per participant in each service/component and funding source

- A. Grantee will provide a **monthly** and cumulative year-to-date report of activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee will provide an **annual** report summarizing the contract activities, referencing the tasks as described in Section VI & VII- 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 15th of the month following the end of the program year.
- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. For assistance with reporting requirements or submission of reports, contact:
 justin.chan@sfgov.org
 Contract Manager
 or
 michael.dean@sfgov.org
 Program Manager
 or
 Jovita.ramos@sfgov.org
 Program Manager

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, review of activities to ensure they are claimable under CFET, and back-up documentation for reporting progress towards meeting service and outcome objectives. A monitoring visit will be performed at least once per year by a SFHSA Program Monitor.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the accuracy of the Grantee's match source documentation, Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E
1	Appendix B, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name			Term	
6	Community Housing Partnership			7/1/17-6/30/18	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: SNAP to Skills				
10	Budget Reference Page No.(s)				Total
11	Program Term	7/1/17-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	7/1/17-6/30/20
12	Expenditures				
13	Salaries & Benefits	\$228,977	\$228,977	\$228,977	\$686,931
14	Operating Expense	\$31,894	\$31,894	\$31,894	\$95,682
15	Subtotal	\$260,871	\$260,871	\$260,871	\$782,613
16	Indirect Percentage (15%)	15.00%	15.00%	15.00%	15.00%
17	Indirect Cost (Line 16 X Line 15)	\$39,129	\$39,129	\$39,129	\$117,387
18	Capital Expenditure	\$0	\$0	\$0	\$0
19	Total Expenditures	\$300,000	\$300,000	\$300,000	\$900,000
20	HSA Revenues				
21	SNAP Employment & Training Funds	\$150,000	\$150,000	\$150,000	\$450,000
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$150,000	\$150,000	\$150,000	\$450,000
30	Other Revenues				
31					
32	CHP Earned Income	\$100,000	\$100,000	\$100,000	\$300,000
33	Wells Fargo Foundation	\$50,000	\$50,000	\$50,000	\$150,000
34					
35					
36	Total Revenues	\$300,000	\$300,000	\$300,000	\$900,000
37	Full Time Equivalent (FTE)	4.00	4.00	4.00	12.00
39	Prepared by: Kani Lin	Telephone No:		Date: 6/7/17	
40	HSA-CO Review Signature: _____				
41	HSA #1 6/7/2017				

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

Salaries & Benefits Detail

10	11	Agency Totals		HSA Program		7/1/17-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	TOTAL
		Annual Full Time Salary for FTE	Total FTE	% funded by HSA	Adjusted FTE	DHS Program	DHS Program	DHS Program	
						Budgeted Salary	Budgeted Salary	Budgeted Salary	
12	Program Manager	\$67,300	0.40	100%	0.40	\$26,920	\$26,920	\$26,920	\$80,760
13	Employment Case Manager 1	\$37,803	1.00	100%	1.00	\$37,803	\$37,803	\$37,803	\$113,409
14	Employment Case Manager 2	\$37,803	1.00	100%	1.00	\$37,803	\$37,803	\$37,803	\$113,409
15	Trainer	\$46,588	1.00	100%	1.00	\$46,588	\$46,588	\$46,588	\$139,764
16	Program Assistant	\$34,757	0.50	100%	0.50	\$17,378	\$17,378	\$17,378	\$52,135
17	Program Director	\$108,351	0.10	100%	0.10	\$10,835	\$10,835	\$10,835	\$32,505
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29	TOTALS	\$ 332,602	4.00		4.00	\$177,328	\$177,328	\$177,328	\$531,983
31	FRINGE BENEFIT RATE	29.13%							
32	EMPLOYEE FRINGE BENEFITS	\$51,650				\$51,650	\$51,650	\$51,650	\$154,949
35	TOTAL SALARIES & BENEFITS	\$384,252				\$228,977	\$228,977	\$228,977	\$686,932
36	HSA #2	10/25/2016							

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4	Program Name:										
5	(Same as Line 9 on HSA #1)										
6											
7											
8											
9											
10											
11											
12	Expenditure Category			TERM	7/1/17-6/30/18		7/1/18-6/30/19		7/1/19-6/30/20		TOTAL
13	Rental of Property				\$11,990		\$11,990		\$11,990		\$35,970
14	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$2,864		\$2,864		\$2,864		\$8,592
15	Office Supplies, Postage				\$4,458		\$4,458		\$4,458		\$13,374
16	Building Maintenance Supplies and Repair										
17	Printing and Reproduction										
18	Insurance				\$1,296		\$1,296		\$1,296		\$3,888
19	Staff Training				\$968		\$968		\$968		\$2,904
20	Staff Travel-(Local & Out of Town)										
21	Rental of Equipment				\$3,022		\$3,022		\$3,022		\$9,066
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23											
24											
25											
26											
27											
28	OTHER										
29	Program Costs										
30	Support Module trainer										
31	Retention Program										
32	Staff Recruitment (incl background check)										
33	Payroll Expense				\$2,044		\$2,044		\$2,044		\$6,132
34	IT & small equipment				\$4,200		\$4,200		\$4,200		\$12,600
35	Audit				\$1,052		\$1,052		\$1,052		\$3,156
36											
37	TOTAL OPERATING EXPENSE				\$31,894		\$31,894		\$31,894		\$95,682
38											
39	HSA #3										10/25/2016

Appendix A
Scope of Services to be Provided
Mission Language and Vocational School
3rd-Party Funded CalFresh Employment & Training Services
July 1, 2017 to June 30, 2020

I. Purpose of Grant

The purpose of the grant is to provide vocational training, case management and supportive services to eligible CalFresh recipients resulting in quality employment and self-sufficiency. Furthermore, this grant is part of a pilot project to test the development and feasibility of a third party match model for claiming federal CalFresh Employment & Training revenues.

II. Definitions

Grantee	Mission Language and Vocational School (MLVS)
Grantee Match Source	Matching funds provided by the Grantee in order to draw down federal E&T reimbursement revenue. Grantee match source must be non-federal (with specified exceptions) <u>and may not be used for matching to other federal funds.</u> (See Funding section below for more detail.)
SFHSA	San Francisco Human Services Agency
ABAWD	CalFresh recipients who are Able-Bodied Adults Without Dependents and are between the ages of 18 and 50
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FNS	Food and Nutrition Services (US Department of Agriculture)
CalFRESH	The California program formerly known as Food Stamps, Federally named the Supplemental Nutrition Assistance Program (SNAP)
CFET	CalFresh Employment & Training

CFET Reimbursement	50% federal reimbursement of allowable E&T expenditures incurred by the Grantee, claimed by SFHSA and passed back through to Grantee.
ESS	Economic Support & Self-Sufficiency Programs
SNAP	Supplemental Nutrition Assistance Program, formerly known as Food Stamps, or CalFresh in California
SNAP to Skills	A pilot program supported by FNS to test the feasibility of a 3 rd party match in San Francisco
3 rd Party Match	A program where an employment services provider, including but not limited to community colleges or community based organizations provides employment services and/or ancillary supportive services to CalFresh recipients using their own non-federal funds and receives a 50% federal funds reimbursement via the county expense claim process
Welfare-to-Work	Program within ESS designed to assist welfare recipients to obtain or prepare for employment
Provider	Contractor (generally a non-profit) that provides eligible services
TANF	The federal version of the CalWORKs program, Temporary Assistance for Needy Families (TANF) is designed to help needy families achieve self-sufficiency.

III. Target Population

Services will target non-aided CalFresh recipients (i.e., those not receiving TANF/CalWORKs or CAAP assistance). Grantees are particularly encouraged to serve Able-Bodied Adults Without Dependents (ABAWDs), i.e., CalFresh recipients age 18 to 50 who are able to work and do not share a household with a minor child. Services provided under this grant shall not be invoiced under any other HSA grant or contract.

IV. Description of Services

Grantee shall provide Employment and Training services through the 9-month Medical Assisting program and the 6-month Culinary Arts program.

The primary service(s) offered must fall into one or more of the allowable E&T components specified below. Funded programs must also allow participants to meet the federal ABAWD Work Requirement. Specifically:

- Services must include at least 80 hours per 4-week period of education and training activities.
- Job search or job search training activities, when offered as part of other E&T components, are acceptable as long as those activities comprise less than half of the total required time spent in the components.

Eligible E&T Components Provided by Grantee

Vocational Training

Training programs that improve the employability of participants by providing training in a skill or trade, thereby allowing the participant to move directly and promptly into employment.

- A. Acceptable vocational training programs should have a direct link to the local job market.
- B. Track progress of participants through their attendance at trainings and type of employment three months after completing training.

Participant Reimbursements

Expenses directly related to participation in an E&T component are eligible for reimbursement. Examples include:

- Dependent care costs
- Transportation expenses
- Books or training manuals
- Uniforms
- Personal safety items required for participation

Additional Services

In addition to the core E&T components described above, the following services are also 50% reimbursable under this grant.

Intake and Enrollment of Participants

- A. Enroll 23 participants per year. An average of 18 participants will be served at any given time.
- B. Develop an individual employment plan with the program participant.
- C. Assess each participant's education, work experience, interests, aptitudes, and barriers to employment to determine vocational goals and Employment plan.

Case Management

- A. Case manage and facilitate participants' progress and participation, coaching and supporting participant to complete activities. Case Managers will track participant

daily program attendance and activities, with sufficient detail to establish that a client met the 80 hours per 4 week period participation requirement for CFET participants. This information will be reported to the SFHSA Program Monitors on a monthly basis.

- B. Address barrier remediation (including childcare, homelessness, health, disability, transportation, elder care, poverty, alcohol, and/or drug abuse, immigration) directly or through linkages to partner organizations.

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- C. Grantee match source must be non-federal (with specified exceptions) and may not be used for matching to other federal funds. Allowable sources of Non-Federal funding that can be used for the 3rd Party Match:
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 - State Need Grants
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 - State Opportunity Grants
 - Tuition set-aside resources
 - Other state training funds (ex-offender, homeless, non-custodial parents)
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- F. Claims disallowed by the state or federal government will not be reimbursed. Any paid claims that are later determined to be disallowed must be repaid by Grantee to HSA.
- G. Grantee will specify the source of match on monthly invoice.

Grantee Responsibilities to be completed by July 31, 2017

- A. Establish detailed accounting procedures for employee timesheets and monthly invoices in order to accurately and separately track multiple funding sources.
- B. Work closely with SFHSA staff to establish the necessary protocols for ensuring continued eligibility of participants, appropriateness of services and accuracy of invoice submissions. **This will include protocols necessary for verifying the**

CFET eligibility of all participants at enrollment and for each month prior to invoice submission.

- C. Establish a tracking system to include appropriate data elements to facilitate SFHSA's reporting of long term, post-exit success through a data match with the State Employment Development Department's wage data.
- D. Provide a clear description of how information for each reporting measure will be collected including the data source and the methodology used to obtain data.
- E. Grantee and SFHSA will work together to develop business processes, forms, documentation, and a provider handbook that the Grantee will use as a reference guide.

Ongoing Grantee Responsibilities

- A. Maintain compliance with all aspects of the SNAP funding requirements, including data tracking, assisting with the production of Annual Progress Reports and submitting annual renewal documents and other reporting as needed.
- B. Maintain an established, robust fiscal system to accurately track and manage multiple funding streams.
- C. Maintain a comprehensive management information system that is flexible enough to adjust to required changes to fiscal and performance reports. Required reports will be documented in the provider handbook.
- D. Maintain accurate and timely tracking systems with the ability to perform routine and ad hoc reporting on enrollment, progress, and outcomes.
- E. Work with SFHSA to verify the eligibility of their continuing clients on a monthly basis before submitting invoices.
- F. Ensure invoices accurately reflect use of various appropriate funding sources for designated, allowable purposes.
- G. Keep up-to-date on processes and reporting requirements as the provider handbook is updated.
- H. Maintain audit records and documentation according to Federal requirements.
- I. Reimburse HSA for any paid claims that are later disallowed.

HSA Responsibilities

- A. SFHSA may also perform outreach to existing recipients to inform them of this new opportunity, working with the provider on developing marketing materials.
- B. Verify CFET eligibility through periodic audits.
- C. Submit claims to the state on a quarterly basis.
- D. Transmit CFET reimbursement to the provider within 60 days of receiving payment.

V. Location and Time of Services

Grantee services will be provided at 2929 19th Street, 2nd floor, San Francisco, CA 94110. Services will be provided in the classrooms of the school on the second floor. Classes will occur between the hours of 8am and 4pm, Monday-Friday. The school observes the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Lunar New Year, Cesar Chavez Day, Memorial Day, Labor Day, Independence Day, Veterans' Day, Thanksgiving

Day, Day after Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve.

VI. Service Objectives

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

1. Recruit and enroll a minimum of 23 eligible clients into a program with reimbursable activities.
2. A minimum of 75% of clients enrolled will see their participation through to its conclusion.
3. Receive completed responses to a client satisfaction survey from a minimum of 90% of program participants who complete the program.

VII. Outcome Objectives

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

1. A minimum of 60% of clients who enrolled and began receiving Employment and Training services will find permanent, unsubsidized employment within three months following program completion.
2. A minimum of 50% of clients who received Employment and Training services and subsequently found unsubsidized employment will retain their job for at least 90 days.
3. A minimum of 80% of clients who received Employment and Training services will report an average score of "4" (on a scale of 1-5) that the program helped remove specified barriers to their employment prospects.
4. A minimum of 80% of clients who received Employment and Training services will report an average score of "4" (on a scale of 1-5) that the program helped them acquire specified skills/knowledge that are useful towards finding a job.

VIII. Reporting Requirements

Contractor will provide monthly reports of progress on the service objectives stated in this RFP, as well as client enrollment and completion data.

Demographics and service reporting will include:

- a) Possession of a high school degree (or GED) prior to being provided with E&T services
 - b) English as a second language
 - c) Male or female
 - d) Distribution among age ranges: 16-17, 18-35, 36-49, 50-59, 60 or older
 - e) Race/ethnicity
 - f) Supportive services provided
 - g) Enrollments, completions, placements and retention in each service/component
 - h) Trainings completed (cohorts)
 - i) Cost per participant in each service/component and funding source
- A. Grantee will provide a **monthly** and cumulative year-to-date report of activities, referencing the tasks as described in Section VI & VII- Service and

Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.

- B. Grantee will provide an **annual** report summarizing the contract activities, referencing the tasks as described in Section VI & VII- 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 15th of the month following the end of the program year.
- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. For assistance with reporting requirements or submission of reports, contact:
justin.chan@sfgov.org
Contract Manager
or
michael.dean@sfgov.org
Program Manager
Or
Jovita.ramos@sfgov.org
Program Manager

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, review of activities to ensure they are claimable under CFET, and back-up documentation for reporting progress towards meeting service and outcome objectives. A monitoring visit will be performed at least once per year by a SFHSA Program Monitor.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the accuracy of the Grantee's match source documentation, 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**

Name	Term			
Mission Language and Vocational School	7/1/17-6/30/20			
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
If modification, Effective Date of Mod. _____ No. of Mod. _____				
Program: SNAP to Skills				
Budget Reference Page No.(s)				Total
Program Term	7/1/17-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	7/1/17-6/30/20
Expenditures				
Salaries & Benefits	\$125,449	\$125,449	\$125,449	\$376,347
Operating Expense	\$19,620	\$19,620	\$19,620	\$58,860
Subtotal	\$145,069	\$145,069	\$145,069	\$435,207
Indirect Percentage (%)	3.40%	3.40%	3.40%	3.40%
Indirect Cost (Line 16 X Line 15)	\$4,931	\$4,931	\$4,931	\$14,793
Capital Expenditure	\$0	\$0	\$0	\$0
Total Expenditures	\$150,000	\$150,000	\$150,000	\$450,000
HSA Revenues				
SNAP Employment & Training Funds	\$75,000	\$75,000	\$75,000	\$225,000
TOTAL HSA REVENUES	\$75,000	\$75,000	\$75,000	\$225,000
Other Revenues				
MLVS Match Funds	\$75,000	\$75,000	\$75,000	\$225,000
Total Revenues	\$150,000	\$150,000	\$150,000	\$450,000
Full Time Equivalent (FTE)	2.02	2.02	2.02	6.05
Prepared by: Ricardo Alva	Telephone No: (415)622-5373			Date: 6/13/17
HSA-CO Review Signature: _____				
HSA #1				10/25/2016

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

Operating Expense Detail

Expenditure Category	TERM	TOTAL			
		7/1/17-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	7/1/17-6/30/20
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$6,250	\$6,250	\$6,250	\$18,750
Office Supplies, Postage		\$1,200	\$1,200	\$1,200	\$3,600
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance		\$1,314	\$1,314	\$1,314	\$3,942
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE					
OTHER					
Program Supplies		\$4,140	\$4,140	\$4,140	\$12,420
IT Hardware/Maintenance		\$4,756	\$4,756	\$4,756	\$14,268
Support Services (Participant Reimbursement)		\$960	\$960	\$960	\$2,880
Audit		\$1,000	\$1,000	\$1,000	\$3,000
TOTAL OPERATING EXPENSE		\$19,620	\$19,620	\$19,620	\$58,860