



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org



London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: ANNA PINEDA, DEPUTY DIRECTOR OF ECONOMIC SUPPORT & SELF-SUFFICIENCY
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS DS
EL

DATE: JUNE 17, 2022

SUBJECT: NEW GRANTS: **VARIOUS PROVIDERS** (see table below) FOR THE PROVISION OF SELF-SUFFICIENCY PREPARATION SERVICES

TERM(S): JULY 1, 2022 TO JUNE 30, 2026

AMOUNTS: *See table below.*

<u>Source</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
Funding:	\$2,000,000			\$200,000	\$2,200,000
Percentage:	100%				100%

The Department of Benefits and Family Support (FBS) requests authorization to enter into two grants for the provision of self-sufficiency preparation services for the period of July 1, 2022 through June 30, 2026, in an amount of \$2,000,000 plus a 10% contingency for a total not to exceed amount of \$2,200,000. The purpose of these grants is to train, support, provide expertise, and guide participants so that they can navigate and achieve success on their path towards self-sufficiency.

<u>GRANTEE</u>	<u>Annual Amount</u>	<u>Four Year Total</u>	<u>Contingency</u>	<u>Not to Exceed</u>
Arriba Juntos	\$250,000	\$1,000,000	\$100,000	\$1,100,000
MEDA	\$250,000	\$1,000,000	\$100,000	\$1,100,000
TOTALS:	\$500,000	\$2,000,000	\$200,000	\$2,200,000

Background

While HSA engages qualified CalWORKs families in welfare-to-work activities, undocumented family members are not eligible for many Welfare-to-Work (WTW) program benefits. In order to provide assistance to those not qualified for WTW services, HSA intends to provide self-sufficiency preparation services directly to undocumented CalWORKs family members.

Services to be Provided

Grantees will provide self-sufficiency services to undocumented members of CalWORKs households for 6-12 months to train, support, provide expertise and guide participants so that they can navigate and achieve success on their path towards self-sufficiency. Grantees will develop individual service, goal-setting, and action plans based upon a thorough assessment; provide job readiness trainings, workshops, and coaching to support any available self-sufficiency opportunities that would provide economic improvements. This would include additional supportive services such as English Language training, technology through the Digital Services Program, and referrals to other entities. Grantee will provide culturally sensitive and language specific services.

These grants will serve a total of 100 participants annually.

Arriba Juntos will provide services at 1850 Mission St., 49 Julian Ave. and various participant sites in San Francisco, CA. Hours of operation will be Monday through Friday, 8:30am to 5:00pm.

Mission Economic Development Agency (MEDA) will provide services at MEDA's Plaza Adelante building, located at 2301 Mission Street in San Francisco. Hours of operation will be Monday through Thursday 9:00 am to 5:00 pm.

Grantee Selections

Grantees were selected through Request for Proposals #1017 Self-Sufficiency Preparation Services for Immigrant CalWORKs Participants, which was competitively bid in February 2022.

Funding

Funding for these grants will be provided by City and County General Funds.

ATTACHMENTS

Arriba Juntos

Appendix A, Services to be Provided

Appendix B, Budget

Mission Economic Development Agency (MEDA)

Appendix A, Services to be Provided

Appendix B, Budget

Appendix A – Services to be Provided
Arriba Juntos
Self Sufficiency Preparation Services
July 1, 2022 to June 30, 2026

I. Purpose

The purpose of the grant is to provide self-sufficiency services to undocumented members of CalWORKs households. Grantee will provide 6-12 months of program services to train, support, provide expertise and guide participants so that they can navigate and achieve success on their path towards self-sufficiency. This would include additional supportive services, information, and referrals to other entities. Grantee will provide culturally sensitive and language specific services.

II. Definitions

CalWORKs	California Work Opportunity and Responsibility to Kids welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) that provides cash aid and welfare-to-work services.
Employment Specialist (ES) and Social Work Specialists (SWS)	CalWORKs staff who ensures that participants meets the CalWORKs welfare-to-work requirements which includes developing and monitoring employment plans
Eligibility Worker (EW)	CalWORKs staff who determine families' eligibility for CalWORKs cash assistance.
ESL	English as a Second Language
HSA	San Francisco Human Services Agency
Launchpad	A client tracking system used by HSA
OCM	San Francisco Human Services Agency Office of Contract Management
SOGI	Sexual Orientation and Gender Identity. A City ordinance requires grantees to collect data concerning SOGI information on clients they serve.
TANF	Temporary Assistance to Needy Families
ZixCorp	An Email Encryption & Email Data Loss Prevention system

III. Target Population

The target population is undocumented members of mixed status CalWORKs households and undocumented individuals deemed eligible for CalWORKs services referred by HSA.

IV. Description of Services

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

A. Participant Recruitment and Benefits Linkage

1. Accept referrals of participants from HSA.
2. Working with HSA to identify clients that would benefit from and are eligible for Grantee's services.
3. Grantee will refer potential CalWORKs applicants for eligibility screening or for verification of eligibility to HSA.

B. Assessments and Service Plans

1. Conduct an objective assessment of each participant to determine their vocational competencies, and abilities related to their self-sufficiency goals, needs, and interests. The individual assessment will be maintained in each participant's file.
2. Develop an individual service, goal-setting, and action plan based upon a thorough assessment which includes a self-sufficiency, economic improvement, or vocational goal tailored to each participant and the incremental steps towards achieving it, including linkages to supportive services as necessary.

C. Self-Sufficiency Preparation Services

1. Provide job readiness trainings, coach and prepare individuals to navigate the labor market.
2. Provide trainings to plan, launch, and operate their own small business as an option to economic improvement.
3. Provide training on how to use social media and take advantage of digital solutions to promote their small business and/or self-employment opportunities.
4. Each participant will attend workshops or individual sessions supervised by Grantee staff as it relates to their service plan goals.
5. Participant will register to attend workshops and sign-in sheets shall be maintained for each workshop or individual session to document attendance.

6. Each workshop or individual session will cover a wide-range of topics and skills to prepare participants to enter the labor market or achieve self-sufficiency or economic improvement.
7. Provide various services to prepare individuals to identify and take advantage of self-sufficiency opportunities available including but not limited to:
 - How to navigate and participate in available labor market opportunities for which they may qualify
 - Self-employment
 - Entrepreneurship
 - Application for vendor licenses
 - Other income generating opportunities not necessarily related to employment
 - Small business development
8. Guide, train, and coach individuals to compete and participate in any opportunities available that could provide client financial or economic improvement.
9. Co-enroll in ESL language development program or Digital Services Program if services are required to achieve their self-sufficiency goals.
10. Provide additional supportive services if needed in order to achieve their self-sufficiency goals
 - ITIN application
 - SF ID
 - Setting up bank accounts

D. Grantee Responsibilities

1. Maintain records of case files including all services provided and follow-up progress.
2. Services are available in various languages.

V. Location and Time of Services

Services will be provided at Arriba Juntos 1850 Mission St., 49 Julian Ave. and various sites in San Francisco, CA. Hours of operation will be Monday through Friday, 8:30am to 5:00pm.

VI. Service Objectives

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

1. Provide services and case management to a minimum of 50 individuals.

VII. Outcome Objectives

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

1. A minimum of 75% of participants enrolled will achieve at least one of their identified self-sufficiency goals.
2. A minimum of 50% of participants enrolled will remain engaged for 12 months.
3. A minimum of 50% of participants enrolled will complete their goal plan within one year.
4. A minimum of 85% of participants completing a Satisfaction Survey will report that the program helped them achieve their goals.

VIII. Reporting Requirements

- A. HSA will generate monthly reports from Launchpad database by the 10th day following the reporting month. Grantee must review and submit data corrections in a timely manner. Monthly reports will include
 - number of referrals
 - number of enrollments
 - number of those who achieve their self-sufficiency goal
 - number of program exits
 - number active or currently enrolled as of the last day of the month
- B. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the annual report directly to Contracts Monitor by the 15th of the month following the end of the program year.
- C. Supporting documentation for the numbers presented in the reports must be maintained by the Grantee and must be available for auditing by the Department.
- D. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.
- E. Ad Hoc Reports. Grantee will develop and deliver ad hoc reports as requested by HSA.
- F. Grantee will collect SOGI data and enter data results twice per year in CARBON.
- G. For assistance with reporting requirements or submission of reports, contact:

Elizabeth.Leone@sfgov.org

Contract Manager, Office of Contract Management
or
andy.beetley@sfgov.org
Program Monitor, Welfare-to-Work Services Division

IX. 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 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.

	A	B	C	D	E	F
1	Appendix B, Page 1					
2	Document Date: May 18, 2022					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4	BY PROGRAM					
5	Grantee Name			Term		
6	ARRIBA JUNTOS			July 1, 2022 - June 30, 2026		
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: Self Sufficiency Preparation Services 22-26					
10	Budget Reference Page No.(s)					
11	Program Term	7/1/22-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	Total
12	Expenditures					
13	Salaries & Benefits	\$136,864	\$136,864	\$136,864	\$136,864	\$547,456
14	Operating Expense	\$80,527	\$80,527	\$80,527	\$80,527	\$322,108
15	Subtotal	\$217,391	\$217,391	\$217,391	\$217,391	\$869,564
16	Indirect Percentage (%)	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$32,609	\$32,609	\$32,609	\$32,609	\$130,436
18	Capital Expenditure					
19	Total Expenditures	\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000
20	HSA Revenues					
21	General Funds	\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000
22						
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000
37						
39	Prepared by:	Telephone No.:			Date	
40	HSA-CO Review Signature: _____					
41	HSA #1					11/15/2007

	A	B	C	D	E	F	G	H	I	J
1	Appendix B, Page 2 Document Date: May 18, 2022									
2										
3										
4	Program: Self Sufficiency Preparation Services									
5	(Same as Line 9 on HSA #1)									
6										
7	Salaries & Benefits Detail									
8										
9										
10										
11	7/1/22-6/30/23 7/1/23-6/30/24 7/1/24-6/30/25 7/1/25-6/30/26									
12		Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	For DHS Program	TOTAL
13	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	7/1/22-6/30/26
14	Program Coordinator	\$52,000	100%	100%	100%	\$52,000	\$52,000	\$52,000	\$52,000	\$208,000
15	Case Manager	\$45,760	100%	100%	100%	\$45,760	\$45,760	\$45,760	\$45,760	\$183,040
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30	TOTALS		2.00	2.00	2.00	\$97,760	\$97,760	\$97,760	\$97,760	\$391,040
31										
32	FRINGE BENEFIT RATE	40%								
33	EMPLOYEE FRINGE BENEFITS					\$39,104	\$39,104	\$39,104	\$39,104	\$156,416
34										
35										
36	TOTAL SALARIES & BENEFITS	\$0				\$136,864	\$136,864	\$136,864	\$136,864	\$547,456
37	HSA #2	11/15/2007								

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													Appendix B, Page 3
2													Document Date: May 18, 2022
3													
4	Program: Self Sufficiency Preparation Services												
5	(Same as Line 9 on HSA #1)												
6													
7	Operating Expense Detail												
8													
9													
10													
11													
12	<u>Expenditure Category</u>			TERM	<u>7/1/22-6/30/23</u>	<u>7/1/23-6/30/24</u>	<u>7/1/24-6/30/25</u>	<u>7/1/25-6/30/26</u>					TOTAL
13	Rental of Property												
14	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$5,075	\$5,075	\$5,075	\$5,075					\$ 20,300
15	Office Supplies, Postage				\$1,699	\$1,699	\$1,699	\$1,699					\$ 6,796
16	Building Maintenance Supplies and Repair				\$2,904	\$2,904	\$2,904	\$2,904					\$ 11,616
17	Printing and Reproduction				\$1,800	\$1,800	\$1,800	\$1,800					\$ 7,200
18	Insurance				\$1,549	\$1,549	\$1,549	\$1,549					\$ 6,196
19	Staff Training												
20	Staff Travel-(Local & Out of Town)				\$1,120	\$1,120	\$1,120	\$1,120					\$ 4,480
21	Rental of Equipment				\$2,750	\$2,750	\$2,750	\$2,750					\$ 11,000
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE												
23													
24													
25													
26													
27													
28	OTHER												
29													
30	Client Supportive Services				\$55,000	\$55,000	\$55,000	\$55,000					\$ 220,000
31	Program Supportive Services - CFET Ineligible				\$3,630	\$3,630	\$3,630	\$3,630					\$ 14,520
32	Stipends - Program Training Speakers				\$5,000	\$5,000	\$5,000	\$5,000					\$ 20,000
33													
34													
35	TOTAL OPERATING EXPENSE				\$80,527	\$80,527	\$80,527	\$80,527					\$322,108
36													
37	HSA #3												11/15/2007

Appendix A – Services to be Provided
Mission Economic Development Agency
Self Sufficiency Preparation Services
July 1, 2022 to June 30, 2026

I. Purpose

The purpose of the grant is to provide self-sufficiency services to undocumented members of CalWORKs households. Grantee will provide 6-12 months of program services to train, support, provide expertise and guide participants so that they can navigate and achieve success on their path towards self-sufficiency. This would include additional supportive services, information, and referrals to other entities. Grantee will provide culturally sensitive and language specific services.

II. Definitions

CalWORKs	California Work Opportunity and Responsibility to Kids welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) that provides cash aid and welfare-to-work services.
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Eligibility Worker (EW)	CalWORKs staff who determine families' eligibility for CalWORKs cash assistance.
ESL	English as a Second Language
HSA	San Francisco Human Services Agency
Launchpad	A client tracking system used by HSA
OCM	San Francisco Human Services Agency Office of Contract Management
SOGI	Sexual Orientation and Gender Identity. A City ordinance requires grantees to collect data concerning SOGI information on clients they serve.
TANF	Temporary Assistance to Needy Families
ZixCorp	An Email Encryption & Email Data Loss Prevention system

III. Target Population

The target population is undocumented members of mixed status CalWORKs households and undocumented individuals deemed eligible for CalWORKs services referred by HSA.

IV. Description of Services

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

A. Participant Recruitment and Benefits Linkage

1. Accept referrals of participants from HSA.
2. Working with HSA to identify clients that would benefit from and are eligible for Grantee's services.
3. Grantee will refer potential CalWORKs applicants for eligibility screening or for verification of eligibility to HSA.

B. Assessments and Service Plans

1. Conduct an objective assessment of each participant to determine their vocational competencies, and abilities related to their self-sufficiency goals, needs, and interests. The individual assessment will be maintained in each participant's file.
2. Develop an individual and goal-setting and action plan based upon a thorough assessment which includes a self-sufficiency, economic improvement, or vocational goal tailored to each participant and the incremental steps towards achieving it, including linkages to supportive services as necessary.

C. Self-Sufficiency Preparation Services

1. Provide job readiness trainings, coach and prepare individuals to navigate the labor market.
2. Provide trainings to plan, launch, and operate their own small business as an option to economic improvement.
3. Provide training on how to use social media and take advantage of digital solutions to promote their small business and/or self-employment opportunities.
4. Each participant will attend workshops and will receive individual technical assistance supervised by Grantee staff as it relates to their service plan goals.

5. Participants will register to attend workshops and sign-in sheets shall be maintained for each workshop or individual session to document attendance.
6. Each workshop or individual session will cover a wide-range of topics and skills to prepare participants to enter the labor market or achieve self-sufficiency or economic improvement. Topics may include but are not limited to: business planning, permits and licensing, marketing, financial management, and taxes for small businesses.
7. Provide assistance to participants to access funding opportunities as those become available, i.e., microloans, grants, etc.
8. Guide, train, and coach individuals to compete and participate in any opportunities available that could provide client financial or economic improvement.
9. Co-enroll in Digital Services Program if services are required to achieve their self-sufficiency goals.
10. Refer participants to ESL or other programs and supportive services if needed in order to achieve their self-sufficiency goals.
 - ITIN application
 - SF ID
 - Setting up personal bank accounts and business accounts

D. Grantee Responsibilities

1. Maintain records of case files including all services provided and follow-up progress.
2. Services are available in Spanish and English.

V. Location and Time of Services

Services will be provided in two ways: virtually and in person based on MEDA's health and safety protocols due to the COVID-19.

When the in-person services become available, participants will attend to workshops and individual sessions at Mission Economic Development Agency's Plaza Adelante building, locate at 2301 Mission Street, San Francisco, CA 94110.

Participants will attend business planning workshops every Thursday from 4:00 to 5:30 pm for a period of 8 weeks.

Individual sessions to provide technical assistance will be scheduled at Plaza Adelante during our office hours Monday through Thursday 9:00 am to 5:00 pm.

VI. Service Objectives

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

1. Provide services and case management to a minimum of 50 individuals.

VII. Outcome Objectives

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

1. A minimum of 75% of participants enrolled will complete the business planning training.
2. A minimum of 50% of participants enrolled will remain engaged for 12 months.
3. A minimum of 50% of participants who complete the business planning training will start their own small business or self-employment venture within a year.
4. A minimum of 85% of participants completing a Satisfaction Survey will report that the program helped them achieve their goals.

VIII. Reporting Requirements

- A. HSA will generate monthly reports from Launchpad database by the 10th day following the reporting month. Grantee must review and submit data corrections in a timely manner. Monthly reports will include
 - number of referrals
 - number of enrollments
 - number of those who achieve their self sufficiency goal
 - number of program exits
 - number active or currently enrolled as of the last day of the month
- B. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the annual report directly to Contracts Monitor by the 15th of the month following the end of the program year.
- C. Supporting documentation for the numbers presented in the reports must be maintained by the Grantee and must be available for auditing by the Department.
- D. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.

- E. Ad Hoc Reports. Grantee will develop and deliver ad hoc reports as requested by HSA.
- F. Grantee will collect SOGI data and enter data results twice per year in CARBON.
- G. For assistance with reporting requirements or submission of reports, contact:
Elizabeth.leone@sfgov.org
Contract Manager, Office of Contract Management
or
andy.beetley@sfgov.org
Program Monitor, Welfare-to-Work Services Division

IX. 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 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.

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

Operating Expense Detail

Expenditure Category	TERM	7/1/2022-6/30/2023	7/1/2023-6/30/2024	7/1/2024-6/30/2025	7/1/2025-6/30/2026	TOTAL
Rental of Property		\$6,000	\$6,000	\$6,000	\$6,000	\$ 24,000
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$500	\$500	\$500	\$500	\$ 2,000
Building Maintenance Supplies and Repair		\$500	\$500	\$500	\$500	\$ 2,000
Office Supplies, Postage		\$500	\$500	\$500	\$500	\$ 2,000
Printing and Reproduction		\$500	\$500	\$500	\$500	\$ 2,000
Insurance		\$1,000	\$1,000	\$1,000	\$1,000	\$ 4,000
Staff Training		\$3,000	\$3,000	\$3,000	\$3,000	\$ 12,000
Staff Travel-(Local & Out of Town)		\$631	\$631	\$631	\$631	\$ 2,524
Auditing		\$1,000	\$1,000	\$1,000	\$1,000	\$ 4,000
IT Support		\$5,000	\$5,000	\$5,000	\$5,000	\$ 20,000
Program Supplies (Includes \$500 of supplies for 25 participants)		\$12,500	\$12,500	\$12,500	\$12,500	\$ 50,000
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE						
OTHER						
TOTAL OPERATING EXPENSE		\$31,131	\$31,131	\$31,131	\$31,131	\$124,524