

City and County of San Francisco



London Breed, Mayor

Human Services Agency

Department of Human Services
Department of Disability and Aging Services
Office of Early Care and Education

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: NOELLE SIMMONS, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, ACTING DIRECTOR OF CONTRACTS

DATE: OCTOBER 16, 2020

SUBJECT: GRANT MODIFICATIONS: **ARRIBA JUNTOS (AJ)** and **YOUNG COMMUNITY DEVELOPERS (YCD)** (NON-PROFIT) FOR PROVISION OF THE INTERRUPT, PREDICT and ORGANIZE (IPO) PROGRAM

GRANT TERMS: 11/1/20-6/30/21

GRANT AMOUNTS: See Table Below

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
MODIFICATION	\$ 1,248,690			\$ 124,869	\$ 1,373,559
FUNDING:					
PERCENTAGE:	100%				100%

DS
EB

The Department of Human Services (DHS) requests authorization to modify the existing grants to Arriba Juntos and Young Community Developers for the period of November 1, 2020 to June 30, 2021, in the additional amount below plus a 10% contingency for a revised total amount not to exceed \$1,365,859 (revised total plus contingency). The purpose of this modification is to extend this successful service model by pairing paid work experience and professional development to high at-risk and in-risk young adults and adults (ages 18-35) through the Interrupt, Predict, and Organize for a Safer San Francisco (IPO) program.

<u>Grantee</u>	<u>Current FY20/21</u>	<u>Modification 11/1/20- 6/30/21</u>	<u>New Total</u>	<u>Contingency</u>	<u>New Total Plus Contingency</u>
Arriba Juntos	\$2,273,258	\$621,143	\$2,894,401	\$289,440	\$3,183,841
Young Community Developers	\$2,202,839	\$627,547	\$2,830,386	\$283,039	\$3,113,425
TOTAL	\$4,476,097	\$1,248,690	\$5,724,787	\$572,479	\$6,297,266

Background

Since 1999, the Community Jobs Program (CJP), a wage-based model, has assisted CalWORKs participants to obtain marketable skills through a 6-month work experience placement at community non-profit agencies, coupled with professional development/skills training, and supportive case management. This program is a key service for participants to meet CalWORKs Work Participation requirements and move to self-sufficiency. In 2012, the CJP program expanded to provide these services to Personal Assisted Employment Services (PAES) single adult participants.

The goal of the IPO program is to Interrupt violence, Predict where violent hot spots may occur, and Organize multiple agencies to work collaboratively in providing violence prevention services and promoting a safer San Francisco. IPO serves 'High At-Risk' (individuals exhibiting delinquent behavior and/or involvement in negative street activities and negative contact with the police-SFPD) and 'In-Risk' (individuals who are formally involved with the Adult Probation Department-SFAPD). The IPO program aims to ensure public safety and offer positive alternative paths to the target populations. Adult Probation Department (APD) manages the case management, behavioral health, education and barrier removal services for IPO participants while HSA maintains oversight of the job readiness training and employment services.

Services to be Provided

The CJP subsidized employment program will be expanded to include the IPO target population in order to increase IPO participants' employability through a maximum of 6 month work experience at a community non-profit agency. The 25 to 30-hours per week work experience assignment is determined by the participant's vocational goal and provides an opportunity for basic and occupational skills acquisition. The host/work experience site provides daily supervision, with on-going monitoring by the Grantee. If needed, Job Coaching is also provided. Simultaneously, participants receive 5 hours per week of classroom professional development/computer skills training. Job search and placement services are provided to the participants to transition them into a job. The goal of this increased support through soft skills training and ongoing employment-related case management is to improve outcomes, namely permanent employment for program participants.

Arriba Juntos will provide services at 1850 Mission St, San Francisco. Young Community Developers will provide services at 1715 Yosemite Ave, 501 Cesar Chavez, Suite 209, and 96 Broad Street. Work experience sites are at non-profit entities throughout San Francisco. As additional host sites are developed, Grantees will provide participants with interim host sites at agency locations. To ensure continued delivery of services during the COVID-19 pandemic, Grantees may provide services such as intake and soft skills training virtually.

Selection

Grantee was selected through Request for Proposals 678, which was competitively bid in March 2016.

Funding

Funding is provided through County General Funds.

ATTACHMENTS

Arriba Juntos

Appendix A-1, Scope of Services

Appendix B-1, Budget

Young Community Developers

Appendix A-1, Scope of Services

Appendix B-1, Budget

**Appendix A-1 – Scope of Services
Community Jobs Program IPO
Arriba Juntos
November 1, 2020 – June 30, 2021**

I. Purpose

The Interrupt, Predict, Organize (IPO) program is a paid transitional employment program which includes subsidized employment at Community Based Organizations. The program includes job readiness and educational training, behavioral health services, and case management.

The Community Jobs Program (CJP) is a subsidized transitional employment program where participants obtain marketable skills through up to 6 months of work experience at community non-profit agencies coupled with professional development/skills training, and supportive case management.

The purpose of this program is to provide CJP to IPO participants to increase their employability through a maximum of 6 month work experience at a community non-profit agency. The 25 to 30-hours per week work experience assignment is determined by the participant’s vocational goal and provides an opportunity for basic and occupational skills acquisition. The host/work experience site provides daily supervision, with on-going monitoring by the Grantee. If needed, Job Coaching is also provided. Simultaneously, participants receive 5 hours per week of classroom professional development/computer skills training. Job search and placement services are provided to the participants to transition them into a job.

II. Definitions

ABAWD	Able-Bodied Adults Without Dependents, i.e., CalFresh recipients age 18 to 49 who are able to work and do not share a household with a minor child.
ADA	American Disability Act
APD	Adult Probation Department
Basic Job Skills	Punctuality, attendance, following instructions, conveying information effectively, critical thinking, adaptability, judgment and decision making, time management, and customer service.
CalFresh	California version of the Federal Supplemental Nutrition Assistance Program, formerly known as Food Stamps
CalWORKs	California Work Opportunity and Responsibility to Kids, welfare-to-

work program for families receiving Temporary Aid to Needy Families (TANF) cash aid.

CJP	Community Jobs Program
Community Job	Transitional subsidized job not to exceed 6 months in the public or private non-profit sector that addresses unmet community needs. Job must not displace existing workers and must provide basic job skills that can lead to unsubsidized employment.
FICA	Federal Insurance Contribution Act
Grantee	Arriba Juntos
HSA Employer Wage Subsidy	Employers who are reimbursed for worker wages per agreements with HSA
HSA PST	Public Service Trainee program. Paid internships in City and County of San Francisco departments
HSA, also Department	Human Services Agency, City and County of San Francisco
IPO	Interrupt, Predict, Organize; a violence prevention program integrating subsidized employment, professional development, and case management
IPO Partners	IPO partners include the Mayor’s Office of Violence Prevention Services, the San Francisco Police Department and the Street Violence Intervention Program, in addition to APD, HSA, and the Grantee
Job Placement	Participant placement in permanent unsubsidized employment, or HSA Employer Wage Subsidy program, or the HSA Public Service Trainee Program
Launchpad	A client database tracking system used by HSA
Medi-Cal	Free or low-cost health insurance for eligible individuals that comes with a range of health benefits and services
PAES	Personal Assisted Employment Services, an HSA program that provides a cash stipend and employment services to low-income San Franciscans with no children.

Unsubsidized Employment	Regular employment in the for-profit or non-profit sector that is not transitional and not subsidized.
WtW	Welfare-to-Work
WDD	Workforce Development Division, a DHS program that provides employment services to economically disadvantaged adults and youth across a variety of programs and funding streams.
ZixCorp	An Email Encryption and Email Data Loss Prevention system used by HSA

III. Target Population

Target population is ‘in-risk’ (working with APD) and ‘high at-risk’ (delinquent patterns of behavior/negative contact with police) young adults and adults (ages 18-35). The SF Police Department, Adult Probation Department, and the Street Violence Intervention Program identify and refer eligible participants.

IV. Description of Services

A. Intake and enrollment of Participants Referred by IPO Partners

1. Conduct weekly, or as needed, orientations and intake of participants. Report in Launchpad, within one business day of occurrence, to the APD contact which participants attended and didn’t attend the orientation.
2. Create an Individual / Engagement Activities Plan for each participant with specific goals and identifying the service to be provided.

B. Work Experience

1. Develop Work Experience Host sites, CJP IPO jobs, at San Francisco nonprofit agencies that can provide basic and occupational skills to participants that can lead to unsubsidized employment. CJP IPO jobs must not displace existing workers and should address an unmet community need. A minimum of two work experience sites should be offered to participants, and should provide the opportunity to acquire skills toward participants’ occupational goals.
2. Participants will engage in 25 hours of work experience and 5 hours of skills development per week.
3. Develop a variety of work sites to accommodate participant ADA needs that may arise.
4. Develop and execute Work Experience agreements with the work site agency, which should include participant training, job duties, and supervision. Work duties cannot include driving a vehicle or using heavy equipment.
5. Participants must begin work at work experience site within two weeks after enrollment in the program. A participant will be considered to be “placed in a community job position” when the participant has successfully shown up for work.

6. At any given time, the number of participants placed at Grantee's Agency work sites cannot exceed 50% of total placements.
7. Provide training and technical assistance to work experience sites to ensure the quality of host site supervision and a positive experience for participants. At least quarterly trainings must be provided to host sites.
8. Monitor work sites to ensure participants are adequately supervised and given tasks/opportunities that allow participants to develop marketable skills toward their employment goals. Participants' performance appraisal to ascertain participants' skills acquisition should be done at 2 months and 4 months with each participant, host site supervisor, and Grantee Case Manager or Job Coach.
9. Establish and enforce community job supervision standards. Assure that there is a designated Host Site supervisor to supervise participants. Attendance is documented through timesheets, which are signed by participant, Host Site supervisor and Job Coach. Host Site supervisor contacts Case Manager when participant is late or absent. The Case Manager confirms with Host Site if participant has notified Host Site of absences. For the period November 1, 2020 to June 30, 2021, Grantee will provide for a Host Site Supervisor to directly oversee the work performed by participants including training and attendance.
10. Mediate any disputes between work sites and participant, reassigning participant to another work site, without a break in work hours, if resolution cannot be reached.
11. Provide limited case management, job readiness and job placement services.
12. Grantee will work with IPO Partners through case conferencing during the activity to discuss participants' progress and to determine next steps for CJP IPO participants.

C. Job Coaching and Supportive Services

1. Provide one-to-one assistance for any employment/ vocational barriers.
2. Provide Job Coaching to participants at the Work Experience sites to train them on their specific work duties.
3. Assist participants with problem resolution, helping them to obtain supportive services to address barriers to employment, such as domestic violence or child care.
4. Communicate with participants at least weekly. Communication may be done by phone, e-mail or in person.
5. Communicate with APD on an ongoing basis, reporting client absences within two days of occurrence.
6. Track participant daily program attendance and activities in Launchpad.

D. Skills Development Training – Concurrent with Work Experience.

CJP IPO participants are required to participate in 5 hours of skills development training per week. Training can include occupational specific skills such as computer word processing and spreadsheets for administrative occupations, as well as basic skills such as accepting directions from work supervisors.

1. Job Readiness Training to include but is not limited to:
 - Resume writing/Interview skills

- Employer expectations
 - Appropriate work attire
2. Skills Development Training to include but is not limited to:
 - Occupational specific skills training, as well as basic skills such as accepting directions from work supervisors.
 - Reading comprehension, business writing such as letters, emails, memos
 - Workplace skills such as communication, problem solving, and general responsibility.
 - Computer skills such as word processing (Microsoft Word), spreadsheets (Microsoft Excel), navigating the internet, and email management.
 3. A professional development plan should be established at enrollment as to what skills are to be acquired. The plan should chart clients' progress by measuring pre and post skills testing such as improved typing speed. HSA reserves the right to perform pre and post job skills testing.
 4. Participants must make-up hours missed within a calendar month.
 5. Instructor supervises the training and maintains daily attendance sheets.

E. Employer and Payroll

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

F. Job Search and Placement Services

1. Provide Job Search and Placement services to participants. The goal is to place participants in a higher Tier of JobsNOW! employment or permanent unsubsidized employment.
2. Job ready participants will attend JN! Thursday employer recruitments.

G. Information and Referral

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

H. Virtual Services

Ensure continued delivery of services during COVID-19 pandemic. Grantee will provide services remotely including the following:

1. Conduct intake and orientations via phone, email, and video conference
2. Offer Job Readiness, Skills Development Training, and other distance learning opportunities
3. Connect job ready participants via phone or video conference to JobsNOW! remote hiring events
4. Provide options to access virtual Case Management, Job Coaching, and Supportive Services including phone, text, email, or video conferencing
5. Provide technology and internet access as needed to support remote/virtual learning, case management, and supportive services

V. Location and Time of Services

Grantee services are provided at 1850 Mission Street. Work experience sites are at non-profit entities throughout San Francisco for CJP IPO. Services will be Sunday through Saturday except on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

VI. Service Objectives

A. Minimum CJP IPO service level for a full year will be 60 participants, contingent upon IPO Partner referrals.

VII. Outcome Objectives

A. A minimum of 75% of participants who enroll in CJP IPO will have positive completions. For contracting purposes, if a participant leaves CJP IPO prior to completion due to employment, he/she will be credited with completion of the program. Other Positive Terminations, such as medical reasons, enrolling in training/education program, "incoming off", etc. will also be considered as a completion.

B. A minimum of 60% of participants that complete their community job will obtain employment. For the purposes of this contract a successful job placement will be defined as 22 hours of employment within a 40 hour pay period. Participant job placement information must be submitted to HSA with verification. Verification will

include a copy of a participant pay stub or a letter from the employer on business letterhead or other method approved by HSA.

- C. A minimum of 75% of clients will rate the quality of the Grantor's performance as at least 3 or above on a 5-point scale on an annual client satisfaction survey conducted by the Grantor. The survey responses rate will be no less than 80% of participants. Survey shall be administered according to HSA guidelines.

VIII. Monitoring Activities

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

IX. Reporting Requirements

- A. Use Launchpad for recording clients' daily participation and attendance in all activities: Work Experience, Skills development Training, Job Search.
- B. Communicate immediately via chat, e-mail or telephone with APD when a client is not participating. At a minimum, Grantee must report when a client has two unexcused absences, if attendance falls below 80% of the total program hours, or if the participant is being terminated from the program.
- C. Report Orientation Attendance in Launchpad within one business day after it occurs.
- D. Report Work Experience Placement and Exit information in Launchpad within 2 Business Days of occurrence.
- E. Job Placement information should include Employer Name and address, Date of Hire, position title, hourly wage, hours per week, and if receiving health benefits.
- F. Monthly Reports. HSA will generate monthly reports from Launchpad database by the 10th day following the reporting month. Grantee must review and make Launchpad data corrections in a timely manner.
1. Reports shall contain the following data:
 - number of referrals
 - number of enrollments
 - number who are placed in community jobs
 - number of who are placed in higher JN tier
 - number of who are placed in unsubsidized jobs
 - number of program exits

- number active or currently enrolled as of the last day of the month
 - job placement information
2. Supporting documentation for the numbers presented in the reports must be maintained by the Grantee for a period of three years and must be available for auditing by the Department. Participant files shall be kept in a secure and confidential location at all times.
- G. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.
- H. Ad Hoc Reports. Grantee will develop and deliver ad hoc reports as requested by HSA.
- I. Grantee will collect SOGI information and report data results in CARBON on a semi-annual basis.
- J. Annual Reports summarizing the contract activities will be submitted directly to Contracts Monitor by Grantee.
- K. For assistance with reporting requirements or submission of reports, contact
1. Andy Beetley-Hagler, Contracts Monitor, E304
Workforce Development Division
(415) 557-5278
(E-mail: andy.beetley@sfgov.org)
 2. Leslie Lau, Contract Manager
Office of Contract Management
(415) 557-6523
(Email: leslie.lau1@sfgov.org)

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name Arriba Juntos		Term 7/1/20 - 6/30/21	
(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: Community Jobs Program			
Budget Reference Page No.(s)		CJP-IPO	
Program Term	7/1/20 - 6/30/21	11/1/20 - 6/30/21	Total
Expenditures			
Salaries & Benefits	\$489,068	\$121,329	\$610,397
Operating Expenses	\$238,920	\$37,100	\$276,020
Subtotal	\$727,988	\$158,429	\$886,417
Indirect Percentage (%)	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$109,295	\$22,714	\$132,009
Subcontractor/Capital Expenditures			
Client Pass-through	\$1,435,975	\$440,000	\$1,875,975
TOTAL EXPENDITURES	\$2,273,258	\$621,143	\$2,894,401
HSA Revenues			
Federal	\$1,513,763		\$1,513,763
State	\$423,735		\$423,735
County	\$335,760	\$621,143	\$956,903
Total HSA Revenues	\$2,273,258	\$621,143	\$2,894,401
Other Revenues			
TOTAL OTHER REVENUES			
TOTAL REVENUES	\$2,273,258	\$621,143	\$2,894,401
Full Time Equivalent (FTE)			
Prepared by:	Telephone No.:		
HSA-CO Review Signature:	_____		
HSA #1	6/4/2018		

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

Appendix B, Page 2
 Document date: July 2020

Salaries & Benefits Detail

Position Title	Agency Totals		HSA Program		7/1/20 - 6/30/21 Budgeted Salary	11/1/20 - 6/30/21 Budgeted Salary	Total Budgeted Salary
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE			
Program manager	\$54,080	1.00	20.00%	0.20	\$10,816		\$10,816
Program coordinator	\$47,840	1.00	100.00%	1.00	\$47,840		\$47,840
Case manager/Emp Specialist 1 csa	\$45,760	1.00	100.00%	1.00	\$45,760		\$45,760
Case manager/Emp Specialist 2 et	\$41,600	1.00	100.00%	1.00	\$41,600		\$41,600
Case manager/Emp Specialist 3 rt	\$43,680	1.00	100.00%	1.00	\$43,680		\$43,680
Case manager/Emp Specialist 4 xjr	\$43,680	1.00	100.00%	1.00	\$43,680		\$43,680
Case manager/Emp Specialist open	\$41,600	1.00	100.00%	1.00	\$41,600		\$41,600
Computer Instructor	\$43,680	1.00	75.00%	0.75	\$32,760		\$32,760
Program Assistant	\$41,600	1.00	100.00%	1.00	\$41,600		\$41,600
CJP-IPO							
Host Site Supervisor	\$52,000	1.00	100.00%	1.00		\$34,667	\$34,667
Case manager/Emp Specialist 1	\$39,520	1.00	100.00%	1.00		\$26,347	\$26,347
Case manager/Emp Specialist 2	\$39,520	1.00	100.00%	1.00		\$26,347	\$26,347
Totals	\$534,560	12.00	1095.00%	10.95	\$349,336	\$87,361	\$436,697
Fringe Benefit Rate	40%						
Employee Fringe Benefit	\$213,820				\$139,732	\$33,968	\$173,700
TOTAL SALARIES & BENEFITS	\$748,380				\$489,068	\$121,329	\$610,397

HSA #2

6/4/2018

Program: Community Jobs Program

(Same as Line 9 on HSA #1)

Appendix B, Page 3

Document date: July 2020

Operating Expense Detail

Expenditure Category	TERM	<u>7/1/20 - 6/30/21</u>	<u>11/1/20 - 6/30/21</u>	<u>Total</u>
Rental of Property				
Utilities(Elec, Water, Gas, Phone, Garbage)		\$17,000	\$4,000	\$21,000
Office Supplies, Postage		\$6,400	\$3,000	\$9,400
Building Maintenance Supplies and Repair		\$16,000	\$3,200	\$19,200
Printing and Reproduction		\$5,000	\$800	\$5,800
Insurance		\$8,500	\$1,600	\$10,100
Staff Training				
Staff Travel-(Local & Out of Town)		\$2,620	\$1,000	\$3,620
Rental of Equipment		\$11,400	\$4,000	\$15,400
<u>Consultants</u>				
City College of SF - Prof'l Ed Srvc		\$160,000		\$160,000
<u>Other</u>				
Ancilliary expenses		\$7,000	\$8,000	\$15,000
Program supportive (CFET ineligible)-Food		\$5,000	\$4,500	\$9,500
Program Instructional Material			\$7,000	\$7,000
TOTAL OPERATING EXPENSE		\$238,920	\$37,100	\$276,020
HSA #3				6/4/2018

**Appendix A-1 – Scope of Services
Community Jobs Program IPO
Young Community Developers
November 1, 2020 – June 30, 2021**

I. Purpose

The Interrupt, Predict, Organize (IPO) program is a paid transitional employment program which includes subsidized employment at Community Based Organizations. The program includes job readiness and educational training, behavioral health services, and case management.

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7. Provide training and technical assistance to work experience sites to ensure the quality of host site supervision and a positive experience for participants. At least quarterly trainings must be provided to host sites.
8. Monitor work sites to ensure participants are adequately supervised and given tasks/opportunities that allow participants to develop marketable skills toward their employment goals. Participants' performance appraisal to ascertain participants' skills acquisition should be done at 2 months and 4 months with each participant, host site supervisor, and Grantee Case Manager or Job Coach.
9. Establish and enforce community job supervision standards. Assure that there is a designated Host Site supervisor to supervise participants. Attendance is documented through timesheets, which are signed by participant, Host Site supervisor and Job Coach. Host Site supervisor contacts Case Manager when participant is late or absent. The Case Manager confirms with Host Site if participant has notified Host Site of absences. For the period November 1, 2020 to June 30, 2021, Grantee will provide for a Host Site Supervisor to directly oversee the work performed by participants including training and attendance.
10. Mediate any disputes between work sites and participant, reassigning participant to another work site, without a break in work hours, if resolution cannot be reached.
11. Provide limited case management, job readiness and job placement services.
12. Grantee will work with IPO Partners through case conferencing during the activity to discuss participants' progress and to determine next steps for CJP IPO participants.

C. Job Coaching and Supportive Services

1. Provide one-to-one assistance for any employment/ vocational barriers.
2. Provide Job Coaching to participants at the Work Experience sites to train them on their specific work duties.
3. Assist participants with problem resolution, helping them to obtain supportive services to address barriers to employment, such as domestic violence or childcare.
4. Communicate with participants at least weekly. Communication may be done by phone, e-mail or in person.
5. Communicate with APD on an ongoing basis, reporting client absences within two days of occurrence.
6. Track participant daily program attendance and activities in Launchpad.

D. Skills Development Training – Concurrent with Work Experience.

CJP IPO participants are required to participate in 5 hours of skills development training per week. Training can include occupational specific skills such as computer word processing and spreadsheets for administrative occupations, as well as basic skills such as accepting directions from work supervisors.

1. Job Readiness Training to include but is not limited to:
 - Resume writing/Interview skills

- Employer expectations
 - Appropriate work attire
2. Skills Development Training to include but is not limited to:
 - Occupational specific skills training, as well as basic skills such as accepting directions from work supervisors.
 - Reading comprehension, business writing such as letters, emails, memos
 - Workplace skills such as communication, problem solving, and general responsibility.
 - Computer skills such as word processing (Microsoft Word), spreadsheets (Microsoft Excel), navigating the internet, and email management.
 3. A professional development plan should be established at enrollment as to what skills are to be acquired. The plan should chart clients' progress by measuring pre and post skills testing such as improved typing speed. HSA reserves the right to perform pre and post job skills testing.
 4. Participants must make-up hours missed within a calendar month.
 5. Instructor supervises the training and maintains daily attendance sheets.

E. Employer and Payroll

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

F. Job Search and Placement Services

1. Provide Job Search and Placement services to participants. The goal is to place participants in a higher Tier of JobsNOW! Employment or permanent unsubsidized employment.
2. Job ready participants will attend JN! Thursday employer recruitments.

G. Information and Referral

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

H. Virtual Services

Ensure continued delivery of services during COVID-19 pandemic. Grantee will provide services remotely including the following:

1. Conduct intake and orientations via phone, email, and video conference
2. Offer Job Readiness, Skills Development Training, and other distance learning opportunities
3. Connect job ready participants via phone or video conference to JobsNOW! remote hiring events
4. Provide options to access virtual Case Management, Job Coaching, and Supportive Services including phone, text, email, or video conferencing
5. Provide technology and internet access as needed to support remote/virtual learning, case management, and supportive services

V. Location and Time of Services

Grantee services are provided at 1715 Yosemite Avenue, 501 Cesar Chavez, Suite 209, and 96 Broad Street. Work experience sites are at non-profit entities throughout San Francisco for CJP IPO. Services will be Sunday through Saturday except on the following holidays: New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

VI. Service Objectives

A. Minimum CJP IPO service level for a full year will be 60 participants, contingent upon IPO Partner referrals.

VII. Outcome Objectives

A. A minimum of 75% of participants who enroll in CJP IPO will have positive completions. For contracting purposes, if a participant leaves CJP IPO prior to completion due to employment, he/she will be credited with completion of the program. Other Positive Terminations, such as medical reasons, enrolling in training/education program, “incoming off”, etc. will also be considered as a completion.

B. A minimum of 60% of participants that complete their community job will obtain employment. For the purposes of this contract a successful job placement will be

defined as 22 hours of employment within a 40-hour pay period. Participant job placement information must be submitted to HSA with verification. Verification will include a copy of a participant pay stub or a letter from the employer on business letterhead or other method approved by HSA.

- C. A minimum of 75% of clients will rate the quality of the Grantor's performance as at least 3 or above on a 5-point scale on an annual client satisfaction survey conducted by the Grantor. The survey responses rate will be no less than 80% of participants. Survey shall be administered according to HSA guidelines.

VIII. Monitoring Activities

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

IX. Reporting Requirements

- A. Use Launchpad for recording clients' daily participation and attendance in all activities: Work Experience, Skills development Training, Job Search.
- B. Communicate immediately via chat, e-mail or telephone with APD when a client is not participating. At a minimum, Grantee must report when a client has two unexcused absences, if attendance falls below 80% of the total program hours, or if the participant is being terminated from the program.
- C. Report Orientation Attendance in Launchpad within one business day after it occurs.
- D. Report Work Experience Placement and Exit information in Launchpad within two Business Days of occurrence.
- E. Job Placement information should include Employer Name and address, Date of Hire, position title, hourly wage, hours per week, and if receiving health benefits.
- F. Monthly Reports. HSA will generate monthly reports from Launchpad database by the 10th day following the reporting month. Grantee must review and make Launchpad data corrections in a timely manner.
1. Reports shall contain the following data:
 - number of referrals
 - number of enrollments
 - number who are placed in community jobs
 - number of who are placed in higher JN tier

- number of who are placed in unsubsidized jobs
 - number of program exits
 - number active or currently enrolled as of the last day of the month
 - job placement information
2. Supporting documentation for the numbers presented in the reports must be maintained by the Grantee for a period of three years and must be available for auditing by the Department. Participant files shall be kept in a secure and confidential location at all times.
- G. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.
- H. Ad Hoc Reports. Grantee will develop and deliver ad hoc reports as requested by HSA.
- I. Grantee will collect SOGI information and report data results in CARBON on a semi-annual basis.
- J. Annual Reports summarizing the contract activities will be submitted directly to Contracts Monitor by Grantee.
- K. For assistance with reporting requirements or submission of reports, contact
1. Andy Beetley-Hagler, Contracts Monitor, E304
Workforce Development Division
(415) 557-5278
(E-mail: andy.beetley@sfgov.org)
 2. Leslie Lau, Contract Manager
Office of Contract Management
(415) 557-6523
(Email: leslie.lau1@sfgov.org)

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name	<u>Community Jobs Program-IPO</u>		Term	
Community Jobs Program/IPO			7/1/20-6/30/21	
(Check One) New	Renewal <input type="checkbox"/>	Modification <input checked="" type="checkbox"/>		
If modification, Effective Date of Mod.	11/1	No. of Mod.	1	
Program: CJP_IPO JRT				
Budget Reference Page No.(s)	Current CJP	Mod: CJP IPO		
Program Term	7/1/20-6/30/21	11/1/20_6/30/21		Total
Expenditures				
Salaries & Benefits	\$551,137	\$117,493		\$752,282
Operating Expense	\$173,932	\$39,505		\$213,437
Subtotal	\$705,450	\$156,998		\$862,447
Indirect Percentage (%)	15%	15%		\$0
Indirect Cost (Line 16 X Line 15)	\$105,817	\$23,550		\$129,367
Capital Expenditure		\$7,000		\$7,000
Total Program Expenditures: (Line 15 + Line 17)	\$811,267	\$187,547		\$998,814
Participant Wages, Taxes; (FICA:7.65%, SUI:6.2%), Worker's Compensation Ins.:(3.40%)	\$1,391,572	\$ 440,000		\$1,831,572
Total Expenditures: (Line 19 + Line 20)	\$2,202,839	\$627,547		\$2,830,386
HSA Revenues				
Federal	\$1,466,870			
State	\$410,609			
County	\$325,359	\$627,547		
TOTAL HSA REVENUES	\$2,202,839	\$627,547		\$2,830,386
Other Revenues				
Total Revenues	\$2,202,839	\$627,547	\$0	\$2,830,386
Full Time Equivalent (FTE)				
Prepared by:	Telephone No.:		Date	
HSA-CO Review Signature:	_____			
HSA #1				10/25/2016

	A	B	C	D	E	F	G	H	I
1	Appendix B, Page 2								
2									
3									
4	Program Name:								
5	(Same as Line 9 on HSA #1)								
6									
7	Salaries & Benefits Detail								
8									
9									
10									
11									
		Agency Totals		HSA Program		DHS Program	Prorated Salary	DHS Program	TOTAL
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	
12	POSITION TITLE								
13	Trainer	\$60,320	1.00	50%	0.50		\$19,720	\$20,108	\$39,828
14	Program Manager	\$85,280	1.00	51%	0.51		\$28,526		\$28,526
15	Case Manager	\$64,480	1.00	5%	0.05		\$2,108		\$2,108
16	Worksite Supervisor	\$64,480	1.00	100%	1.00		\$42,160		\$42,160
17	Executive Director	\$181,220	1.00	30%	0.30	\$54,366			\$54,366
18	Program Director	\$97,760	1.00	50%	0.50	\$48,880			\$48,880
19	CJP & CJP1 Coordinator	\$60,320	1.00	100%	1.00	\$60,320			\$60,320
20	Program Trainer	\$66,560	1.00	100%	1.00	\$66,560			\$66,560
21	Program Assistant	\$45,760	1.00	100%	1.00	\$45,760			\$45,760
22	CJP / CJP1 Case Manager I	\$52,000	1.00	100%	1.00	\$52,000			\$52,000
23	CJP / CJP1 Case Manager I	\$47,840	1.00	100%	1.00	\$47,840			\$47,840
24	CJP / CJP1 Case Manager II	\$58,240	1.00	100%	1.00	\$58,240			\$58,240
25	CJP / CJP1 Case Manager II	\$49,920	1.00	0%	-	\$0			\$0
26	CJP / CJP1 Case Manager II	\$45,760	1.00	100%	1.00	\$45,760			\$45,760
27					-				\$0
28					-				\$0
29					-				\$0
30	TOTALS		14.00	986%	9.86	479,726.00	\$92,514	\$20,108	\$592,348
31									
32	FRINGE BENEFIT RATE	27%							
33	EMPLOYEE FRINGE BENEFITS					\$129,526	\$24,979	\$5,429	\$159,934
34									
35									
36	TOTAL SALARIES & BENEFITS	\$0				\$609,252	\$117,493	\$25,537	\$752,282
37	HSA #2								10/25/2016

	A	B	C	D	E	F	G	H
1								Appendix B-1, Pag
2								
3								
4	Program Name:							
5	(Same as Line 9 on HSA #1)							
6								
7	Operating Expense Detail							
8								
9								
10								
11								
12	<u>Expenditure Category</u>			TERM	7/1/20-6/30/21	11/1/20_6/30/21	Total	
13	Rental of Property				\$ 57,139.20	\$ 4,400.00	\$ 61,539.20	
14	Utilities(Elec, Water, Gas, Phone, Garbage)				\$ 12,860.55	\$ 1,068.00	\$ 13,928.55	
15	Office Supplies, Postage				\$ 23,385.00	\$ 4,000.00	\$ 27,385.00	
16	Building Maintenance Supplies and Repair				\$ 10,423.00	\$ 1,351.33	\$ 11,774.33	
17	Printing and Reproduction				\$ 780.00	\$ 233.33	\$ 1,013.33	
18	Insurance				\$ 11,040.00	\$ 1,333.33	\$ 12,373.33	
19	Staff Training				\$ 1,500.00	\$ 1,666.67	\$ 3,166.67	
20	Staff Travel-(Local & Out of Town)				\$ 1,200.00	\$ 500.00	\$ 1,700.00	
21	Rental of Equipment				\$ 9,985.00	\$ 1,333.33	\$ 11,318.33	
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE						\$ -	
23	CJP1/CW (Maximum 350), \$10/each at 350/26 Pay Period				\$ 22,000.00		\$ 22,000.00	
24							\$ -	
25							\$ -	
26							\$ -	
27							\$ -	
28	OTHER						\$ -	
29							\$ -	
30	Hotspot/Internet @ 10 hotspots*\$35mos*12 mos				\$ 4,200.00	\$ 4,200.00	\$ 8,400.00	
31	Nutrition JRT Training: \$300* 10 trainings				\$ 3,000.00	\$ 3,000.00	\$ 6,000.00	
32	Fingerprinting \$25*40				\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	
33	ISSA Membership(Custodial Tech)				\$ 650.00	\$ 650.00	\$ 1,300.00	
34	Payroll Processing Fee \$10per check*60clients*13 checks				\$ 7,800.00	\$ 7,800.00	\$ 15,600.00	
35	Course Level Text Book 10 books* \$77.00 * 10				\$ 770.00	\$ 770.00	\$ 1,540.00	
36	Certificate Custodial Technician Certification 154.98*40				\$ 6,199.20	\$ 6,199.00	\$ 12,398.20	
37	TOTAL OPERATING EXPENSE				\$ 173,931.95	\$ 39,505.00	\$ 213,436.95	
38								
39	HSA #3							

	A	B	C	D	E	F
1	Appendix B, Page 4					
2						
3						
4	Program Name:					
5	(Same as Line 9 on HSA #1)					
6						
7	Program Expenditure Detail					
8						
9						
10	EQUIPMENT		TERM	11/1/20_6/30/21	11/1/20_6/30/21	TOTAL
			7/1/20-6/30/21	11/1/20_6/30/21	1/0/00	
11	No.	ITEM/DESCRIPTION				
12	10	Chromebook	\$ -	\$ 5,000.00		\$ 5,000.00
13	10	Jetpack/hotspot	\$ -	\$ 2,000.00		\$ 2,000.00
14						\$ -
15						\$ -
16						\$ -
17						\$ -
18						\$ -
19						\$ -
20	TOTAL EQUIPMENT COST		\$ -	\$ 7,000.00	\$ -	\$ 7,000.00
21						
22	R E M O D E L I N G					
23	Description:					0
24						0
25						0
26						0
27						0
28						0
29	TOTAL REMODELING COST		0	0	0	0
30						
31	TOTAL CAPITAL EXPENDITURE		\$ -	\$ 7,000.00	\$ -	\$ 7,000.00
32	(Equipment and Remodeling Cost)					
33	HSA #4		10/25/2016			