



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

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

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: ANNA PINEDA, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: APRIL 19, 2024

SUBJECT: GRANT MODIFICATION: **MULTIPLE PROVIDERS** (see table below) FOR PROVISION OF COMMUNITY JOBS PROGRAM – CALWORKS AND NON-CALWORKS

DS
EE

GRANT TERM: Current Modification
7/1/2021 - 6/30/2024 7/1/2024 - 6/30/2025

GRANT AMOUNTS See Table Below

<u>Funding Source</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Grant Total</u>	<u>Contingency</u>	<u>Not-to-Exceed</u>
FUNDING:	\$1,810,939	\$2,082,579	\$13,643,217	\$17,536,735	\$1,753,674	\$19,290,409
PERCENTAGE:	10%	12%	78%	100%		



London Breed
Mayor

Trent Rhorer
Executive Director

The Department of Benefits and Family Support requests authorization to modify the existing grants with Arriba Juntos and Young Community Developers for the provision of the Community Jobs Program – CalWORKs and Non CalWORKS for the period of July 1, 2024 to June 30, 2025 in an additional amount of \$3,609,991 plus a 10% contingency for a total amount not to exceed \$19,131,508. The purpose of the grants is to provide transitional employment services in the Community Job Programs (CJP).

Vendor	FY22	FY23	FY24	Mod FY25	Grant Total	Contingency	Not-to- Exceed
Arriba Juntos	\$1,603,213	\$2,035,890	\$2,668,614	\$2,746,977	\$9,054,694	\$905,469	\$9,960,163
Young Community Developers	\$1,721,311	\$2,367,723	\$1,801,421	\$2,591,586	\$8,482,041	\$848,204	\$9,330,245
Total	\$3,324,524	\$4,403,613	\$4,470,035	\$5,338,563	\$17,536,735	\$1,753,674	\$19,290,409

Background

The Community Jobs Program (CJP) assists HSA participants in obtaining marketable skills through a 3-6-month wage-based work experience 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 and has also been found effective in moving single adults into employment.

Services to be Provided

CJP increases a participant's employability through a maximum of 3-6 month work experience at a community non-profit agency. The weekly 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 classroom hours for basic remedial education (BRE) and professional skills development, digital literacy and computer skills training. Job search and placement services are provided to the participants to transition them into a job. Participants also receive support from their CJP Case Managers to access other services to address barriers to employment, such as, domestic violence or housing instability. 500 participants will be assisted through these programs annually.

The purpose of the modification is to extend the services for one additional year.

Selection

Grantees were selected through Request for Proposals #876, which was competitively bid in May 2021.

Funding

Funding for this grant is provided by a combination of Federal, State and Local funds.

ATTACHMENTS

Arriba Juntos - Appendix A-1 – Services to be Provided

Arriba Juntos - Appendix B-1 – Budget

Young Community Developers - Appendix A-1 – Services to be Provided

Young Community Developers - Appendix B-1 – Budget

Appendix A
Services to be Provided
Young Community Developers
Community Jobs Program
July 1, 2021 – June 30, 2025
Modified July 1, 2024

I. Purpose

The Community Jobs Program (CJP) increases a participant's employability through a maximum of 6 month work experience at a community non-profit agency. The weekly 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 classroom hours for basic remedial education (BRE)/High School Diploma/GED preparation and/or professional skills development/digital literacy and computer skills training. Job search and placement services are provided to the participants to transition them into a job. Participants also receive support from their CJP Case Managers to access other services to address barriers to employment, such as, domestic violence or housing instability.

II. Definitions

Basic Job Skills	Punctuality, attendance, following instructions, conveying information effectively, critical thinking, adaptability, judgment and decision making, time management, and customer service.
BRE	Basic Remedial Education
CAAP	County Adult Assistance Programs, an HSA program that offers cash assistance and employment services to low-income adults with no dependent children and to qualifying immigrants.
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 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
GED	General Equivalency Diploma. A high school degree awarded by a series of examinations
Grantee	Young Community Developers
HSA	Human Services Agency, City and County of San Francisco
JobsNOW!	A subsidized employment program operated by the SF Human Services Agency Workforce Development Division
Job Placement	Participant placement in permanent unsubsidized employment, or enrollment in subsidized program
Launchpad	A client 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
SOGI	Sexual Orientation and Gender Identity. A City ordinance requiring grantees to collect data concerning SOGI information on clients they serve.
Subsidized Employment	Employment through non-profit employers who are reimbursed for worker wages per contract with HSA.
Unsubsidized Employment	Regular employment in the for-profit or non-profit sector that is not transitional and not subsidized.
WtW	Welfare-to-Work
WDD	Workforce Development Division, a HSA program that provides employment services to economically disadvantaged adults and youth across a variety of programs and funding streams.
ZixCorp	An Email Encryption and Email Data Loss Prevention system used by HSA

III. Target Population

Target population for CJP is current San Francisco CAAP participants, referred by HSA staff, who need work experience and support to overcome barriers to transition to permanent employment.

IV. Description of Services

A. Intake and enrollment of Participants Referred by HSA

1. Grantee will accept referrals of eligible participants by HSA.
2. Grantee will conduct orientations and intake of program participants. Grantee will remind referred clients of orientation on the work day immediately prior to orientation date. Report, within one business day of occurrence, to HSA staff which participants attended and didn't attend the orientation. Participants are expected to enroll in paid CJP activities on day two.
3. Grantee will create an Individual Engagement Activities Plan with each participant that includes their specific job readiness and career goals, skills to be acquired and identifying the services to be provided.
4. CJP activities will include both subsidized (core) and unsubsidized (non-core) components, based on the program requirements.

B. Work Experience

1. Work experience host sites will be provided at San Francisco non-profit agencies. These agencies relationships are provided by the grantee.
2. Develop Work Experience host sites and CJP jobs that can provide basic and occupational skills to participants that can lead to unsubsidized employment. CJP jobs must not displace existing workers and must address an unmet community need. Work experience sites offered to participants, minimum of two, should provide the opportunity to acquire skills toward the occupations listed on the participant's vocational assessment. Grantee should ensure that enough host sites are available to provide experience toward participants' occupational goals.
3. Develop a variety of work sites to accommodate participants' 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.
5. Participants must begin work at work experience site within one day after intake into 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 placements at Grantee's location cannot exceed 50% of total placements.
7. Provide training, troubleshooting and technical assistance to work experience sites to ensure the quality of host site supervision and a positive experience for participants. As needed, 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. A performance appraisal documenting each participant's skills acquisition should be completed collaboratively every 2 months by the host site supervisor, and Grantee Case Manager or Job Coach. Evaluations should be reviewed with the participant.
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 the Host Site supervisor. Host Site supervisor contacts Grantee Case Manager when participant is late or absent. The Case Manager confirms with Host Site if participant has notified

Host Site of absences.

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. Work with HSA staff through regularly scheduled case conferencing during the activity to discuss participants' progress and to determine next steps for CJP participants.
12. Work Experience hours:
 - CJP – 25 per week for up to 6 months

C. Case Management, 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.
4. For participants who need additional services, such as behavioral health or domestic violence counseling, SSI referral, or social work interventions, Grantee will work with HSA staff to accommodate those needs supported within the community jobs activity.
5. Communicate with participants at least weekly. Communication may be done by phone, e-mail or in person.
6. Communicate with HSA staff on an ongoing basis, reporting client absences within two days of occurrence.
7. Track participant daily program attendance and activities, including the Educational Activities component and report them through Launchpad.

D. CJP Work Preparation

1. Grantee will provide up to 4 weeks of paid work readiness evaluation and job readiness in order to provide additional support for CJP participants as needed.
2. Grantee will work with HSA staff to identify and address barriers to employment and prepare participants to fully engage in the CJP program.

E. BRE, HS Diploma, GED and/or Skills Development Training

1. Education and Training will be provided concurrent with Work Experience.
2. Job Readiness Training to include but is not limited to:
 - Resume writing/Interview skills
 - Employer expectations
 - Appropriate work attire
 - Conflict mediation
 - Effective communication practices
3. Skills Development Training to include but is not limited to:
 - Host-site specific skills training, as well as basic skills such as accepting directions from work supervisors.
 - Business writing such as letters, emails, memos
 - Workplace skills such as communication, problem solving, responsibility,

- Typing and computer skills, including at minimum basic word processing (Microsoft WORD) and spreadsheet basics (Microsoft Excel)
 - Digital literacy, including at minimum navigating the internet and managing communications via technology including email and video.
4. Establish a system of progress toward skills acquisition or pre and post skills testing such as improved typing speed. HSA reserves the right to do pre and post job skills testing.
 5. Participants must make-up hours missed within a calendar month.
 6. Instructor supervises the training and maintains daily attendance sheets.
 7. Required hours of BRE, HS Diploma, GED and/or Skills Development Training:
 - CJP – 7 hours unpaid per week

F. 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 HSA 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 the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth 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. Only Work Experience hours actually worked are paid a wage. Paid Time Off that complies with HSA program participation requirements and San Francisco Minimum Compensation ordinance will be paid to participants for Work Experience.
6. Grantee will provide Payroll reports for each pay date detailing each participant paid with participant name, last 4 digits of 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.

G. Job Search and Placement Services

1. Provide Job Search and Placement services to participants. The goal is to place participants in permanent unsubsidized employment at the end of CJP, or in a higher tier of JobsNOW!
2. Job ready participants may attend JobsNOW! employer recruitments.

H. Job Retention Services

1. Grantee will provide and document Job Retention support for a minimum of 90 days to participants who obtain unsubsidized employment. Grantee will follow the employment status of the participants and provide job coaching or re-employment services as needed.

I. Information and Referral

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

V. Location and Time of Services

Grantee services are provided at 1715 Yosemite Avenue. Work experience sites are at non-profit entities throughout San Francisco for CJP. 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, Juneteenth Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

VI. Service Objectives

- A. Minimum CJP service level for a full year will be 250 CAAP/CalFresh/Medi-Cal participants, contingent upon HSA referral.
- B. For PY23-24, Minimum CJP service level for a full year will be 150 CAAP participants, contingent upon HSA referral.
- C. For PY24-25, Minimum CJP service level for a full year will be 250 CAAP participants, contingent upon HSA referral.*

VII. Outcome Objectives

- A. A minimum of 75% of participants who exit CJP will have positive completions. For contracting purposes, if a participant leaves CJP 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, income 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. Credit for job placements will only be given for those that are documented and verified. Acceptable documentation that must be submitted to HSA within 60 days of the participant's hire date is a copy of the participant's pay stub, a letter from the employer on employer's business letterhead that includes Employer's name and address, position title, date of hire, hourly wage, and hours per week; 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 sub-activities.
- B. Communicate immediately via chat, e-mail or telephone with HSA staff 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. Reasonable accommodation should be made available to allow participants to make up missed hours.
- 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, and hours per week.
- 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, enrollments, and completions
 - Number who are placed in 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. Additional Attendance Reports may be required by HSA management.
- H. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.
- I. Ad Hoc Reports. Grantee will develop and deliver ad hoc reports as requested by HSA.

- J. Grantee will collect SOGI information and report data results in CARBON on a semi-annual basis.
- K. Annual Reports summarizing the contract activities will be submitted directly to Contracts Monitor by Grantee.
- L. For assistance with reporting requirements or submission of reports, contact
 - 1. Marlén Sánchez, Contracts Monitor, E304
Workforce Development Division
(E-mail: marlen.sanchez@sfgov.org)
 - 2. Leslie Lau, Contract Manager, GB11
Office of Contract Management
E-mail: leslie.lau1@sfgov.org

	A	D	I	O	P	Q
1	Appendix B-1 p.1					
2						
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4						
5	Name					
6	Arriba Juntos July 1, 2021 - June 30, 2025					
7	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification X					
8	If modification, Effective Date of Mod. 7/1/24 No. of Mod. 1					
9	Program: Community Jobs Program - CJP CW					
10	Budget Reference Page No.(s)					
11	Program Term	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	Total
12	Expenditures					
13	Salaries & Benefits	\$311,545	\$336,494	\$591,877	\$585,660	\$1,825,577
14	Operating Expense	\$242,564	\$260,646	\$353,724	\$371,018	\$1,227,953
15	Subtotal	\$554,110	\$597,140	\$945,601	\$956,678	\$3,053,529
16	Indirect Percentage (%)	16%	15%	15%	12%	14%
17	Indirect Cost (Line 16 X Line 15)	\$89,198	\$91,528	\$141,841	\$110,502	\$433,069
19	Client Pass-through Wages	\$959,905	\$1,347,222	\$1,581,172	\$1,679,797	\$5,568,096
20	Total Expenditures	\$1,603,213	\$2,035,890	\$2,668,614	\$2,746,977	\$9,054,695
21	HSA Revenues					
22	General Fund	\$913,832	\$1,160,458	\$1,521,110	\$1,534,694	\$5,130,093
23	State	\$368,739	\$468,255	\$613,781	\$631,805	\$2,082,580
24	Federal	\$320,643	\$407,178	\$533,723	\$549,395	\$1,810,939
25	COBD FY25 3%				\$31,083	\$31,083
26						
27						
28						
29						
30	TOTAL HSA REVENUES	\$1,603,213	\$2,035,890	\$2,668,614	\$2,746,977	\$9,054,695
31	Other Revenues					
32						
33						
34						
35						
36						
37	Total Revenues	\$1,603,213	\$2,035,890	\$2,668,614	\$2,746,977	\$9,054,695
38	Full Time Equivalent (FTE)					
40	Prepared by:					
41	HSA-CO Review Signature: _____					
42	HSA #1					

Appendix A-1
Services to be Provided
Arriba Juntos
Community Jobs Program
July 1, 2021 – June 30, 2025
Modified July 1, 2024

I. Purpose

The Community Jobs Program (CJP) is a CalWORKs WTW program that enables CWs participants to gain work experience and skills trainings in order to meet the federal Work Participation Rate (WPR).

CJP

This activity increases a participant's employability through a maximum of 3-6 month work experience at a community non-profit agency. The weekly 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 classroom hours for basic remedial education (BRE) and professional skills development/digital literacy and computer skills training. Job search and placement services are provided to the participants to transition them into a job. Participants also receive support from their CJP Case Managers to access other services to address barriers to employment, such as, domestic violence or housing instability.

For CalWORKs participants who are Public Service Trainees (PST), only Section IV - E, Postsecondary instruction services will be provided for a maximum of 6 months to complement their PST work hours. These participants will be tracked in Launchpad under CJP –for CW PST Participants activity.

II. Definitions

Basic Job Skills	Punctuality, attendance, following instructions, conveying information effectively, critical thinking, adaptability, judgment and decision-making, time management, and customer service.
BRE	Basic Remedial Education
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 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	Human Services Agency, City and County of San Francisco
JobsNOW!	A subsidized employment program operated by the SF Human Services Agency Workforce Development Division
Job Placement	Participant placement in permanent unsubsidized employment, or enrollment in subsidized program
Launchpad	A client tracking system used by HSA
PST	Public Service Trainee. A subsidized employment program with the City and County of San Francisco.
SOGI	Sexual Orientation and Gender Identity. A City ordinance requiring grantees to collect data concerning SOGI information on clients they serve.
Subsidized Employment	Employment through non-profit employers who are reimbursed for worker wages per contract with HSA.
Unsubsidized Employment	Regular employment in the for-profit or non-profit sector that is not transitional and not subsidized.
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.
WPR	Work Participation Rate, a federally mandated regulation that states that at least 50% of CalWORKs work eligible participants are in an activity that meets the federal definition of work.
ZixCorp	An Email Encryption and Email Data Loss Prevention system used by HSA

III. Target Population

Target population is current San Francisco CalWORKs participants, referred by HSA staff, who may benefit from work experience and support to overcome barriers to transition to permanent employment.

IV. Description of Services

A. Intake and enrollment of Participants Referred by HSA

1. Grantee will accept referrals of eligible participants by HSA.
2. Grantee will conduct orientations and intake of program participants. Grantee will remind referred clients of orientation prior to orientation date. Report, within one business day of occurrence, to HSA staff which participants attended and did not attend the orientation. Participants are expected to enroll in paid activities on day two, if applicable.
3. Grantee will create an Individual Engagement Activities Plan/Individual Employment Plan with each participant that includes their specific job readiness and career goals, skills to be acquired and identifying the services to be provided. The Plan will be uploaded into Launchpad.
4. CJP activities will include both subsidized (core) and unsubsidized (non-core) components, based on the program requirements and the family composition of the participant.

B. Work Experience:

1. Work experience host sites will be provided at San Francisco non-profit agencies. These agencies relationships are provided by the grantee.
2. Develop Work Experience host sites and CJP jobs that can provide basic and occupational skills to participants that can lead to unsubsidized employment. CJP jobs must not displace existing workers and must address an unmet community need. Work experience sites offered to participants, minimum of two, should provide the opportunity to acquire skills toward the occupations listed on the participant's vocational assessment. Grantee should ensure that enough host sites are available to provide experience toward participants' occupational goals.
3. Develop and execute Work Experience agreements with the work site agency, which should include participant training, job duties, and supervision.
4. Participants must begin work at work experience site within one day after intake into the program. A participant will be considered to be "placed in a community job position" when the participant has successfully shown up for work.
5. At any given time, the number of placements at Grantee's location cannot exceed 50% of total placements.
6. Provide training, troubleshooting and technical assistance to work experience sites to ensure the quality of host site supervision and a positive experience for participants. As needed, trainings must be provided to host sites.
7. Monitor work sites to ensure participants are adequately supervised and given tasks/opportunities that allow participants to develop marketable skills toward their employment goals. A performance appraisal documenting each participant's skills acquisition should be completed collaboratively every 2 months by the host site supervisor, and Grantee Case Manager or Job Coach. Evaluations should be reviewed with the participant.
8. 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 the Host Site supervisor.

Host Site supervisor contacts Grantee Case Manager when participant is late or absent. The Case Manager confirms with Host Site if participant has notified Host Site of absences.

9. 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.
10. Work with HSA staff through regularly scheduled meetings or case conferencing during the activity to discuss participants' progress and to determine next steps for participants.
11. Work Experience hours:
 - 25 (for single parent) or 32 hours (or two parent) per week for up to 3 months with the possibility of a 3 month extension

C. Case Management, 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. For participants who need additional services, such as behavioral health or domestic violence counseling, SSI referral, or social work interventions, Grantee will work with HSA staff to accommodate those needs supported within the community jobs activity.
5. Communicate with participants at least weekly. Communication may be done by phone, e-mail or in person.
6. Communicate with HSA staff on an ongoing basis, reporting client absences within two days of occurrence.
7. Track participant daily program attendance and activities, including the Educational Activities component and report them through Launchpad.

D. CJP Work Preparation:

1. Grantee will provide up to 4 weeks of paid work readiness evaluation and job readiness in order to provide additional support for CJP participants as needed.
2. Grantee will work with HSA staff to identify and address barriers to employment and prepare participants to fully engage in the CJP program.

E. BRE, Job Readiness, and Skills Development Training:

1. Educational Activities must be provided by a Community College or an approved Bureau of Private and Postsecondary Education entity.
2. Education and Training will be provided concurrent with Work Experience, if applicable.
3. Academic BRE, as needed, such as reading comprehension and basic math.
4. Job Readiness Training for CJP – Traditional participants to include, but is not limited to:
 - Resume writing/Interview skills

- Employer expectations
 - Appropriate work attire
 - Conflict mediation
 - Effective communication practices
5. Skills Development Training for participants to include, but is not limited to:
 - Host-site specific skills training, as well as basic skills such as accepting directions from work supervisors.
 - Business writing such as letters, emails, memos
 - Workplace skills such as communication, problem solving, responsibility,
 - Typing and computer skills, including at minimum basic word processing (Microsoft WORD) and spreadsheet basics (Microsoft Excel)
 - Digital literacy, including at minimum navigating the internet and managing communications via technology including email and video.
 6. Establish a system of progress toward skills acquisition or pre and post skills testing such as improved typing speed. HSA reserves the right to do pre and post job skills testing.
 7. Participants must make-up hours missed within a calendar month.
 8. Instructor supervises the training and maintains daily attendance sheets.
 9. Required hours of BRE, Job Readiness, Skills Development Training:
 - 10 hours unpaid per week
 - CJP –for CWs PST Participants - 6 hours unpaid per week

F. 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 HSA 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 the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth 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. Only Work Experience hours actually worked are paid a wage. Paid Time Off that complies with HSA program participation requirements and San Francisco Minimum Compensation ordinance will be paid to participants for Work Experience.
6. Grantee will provide Payroll reports for each pay date detailing each participant paid with participant name, last 4 digits of 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 with the invoice.
8. Grantee will issue paychecks and W-2s to Participants.

G. Job Search and Placement Services:

1. Provide Job Search and Placement services to participants. The goal is to place participants in permanent unsubsidized employment at the end of CJP, or in a higher tier of JobsNOW!
2. Job ready participants may attend JobsNOW! employer recruitments.

H. Information and Referral

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

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. 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, Juneteenth Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

VI. Service Objectives

- A. CJP - Traditional: Minimum service level for a full year will be 250 CW participants, contingent upon HSA referral.
- B. CJP –for CW PST Participants: Minimum service level for a full year will be 10 CW participants, contingent upon HSA referral.

VII. Outcome Objectives

- A. A minimum of 75% of participants who exit the activity will have positive completions.
For contracting purposes, if a participant leaves activity 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, income off, etc. will also be considered as a completion. Clients being exited for Transitional Employment/Rapid Response activity may be, on a case-by-case basis, credited as Other Positive Terminations/Completions.
- B. A minimum of 60% of participants that complete their CJP work experience activity 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 sub-activities.
- B. Communicate immediately via chat, e-mail or telephone with HSA staff 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. Reasonable accommodation should be made available to allow participants to make up missed hours.
- 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, and hours per week.
- F. Resumes are to be uploaded into Launchpad.
- G. 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, enrollments, and completions
 - Number who are placed in 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.

- H. Additional Attendance Reports may be required by HSA management.
- I. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.
- J. Ad Hoc Reports. Grantee will develop and deliver ad hoc reports as requested by HSA.
- K. Grantee will collect SOGI information and report data results in CARBON on a semi-annual basis.
- L. Annual Reports summarizing the contract activities will be submitted directly to Contracts Monitor by Grantee.
- M. For assistance with reporting requirements or submission of reports, contact
 - 1. Marlén Sánchez, Contracts Monitor, E304
Workforce Development Division
(E-mail: marlen.sanchez@sfgov.org)
 - 2. Leslie Lau, Contract Manager, GB11
Office of Contract Management
E-mail: leslie.lau1@sfgov.org

	A	B	C	F	G	H
1	Appendix B-1, Page 1					
2						
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY					
4	BY PROGRAM					
5	Contractor's Name :					
6	Young Community Developers					
7	(Check One) New Renewal ____ Modification <input checked="" type="checkbox"/>					
8	If modification, Effective Date of Mod.7/1/24					
9	Program: CJP Non-CalWORKs					
10	Budget Reference Page No.(s)					Total
11	Program Term	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21- 6/30/25
12	Expenditures					
13	Salaries & Benefits	\$586,159	\$583,039	\$651,908	\$638,659	\$2,459,764
14	Operating Expense	\$185,554	\$185,554	\$180,771	\$219,000	\$770,879
15	Subtotal	\$771,713	\$768,593	\$832,679	\$857,659	\$3,230,643
16	Indirect Percentage (%)	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$115,757	\$115,289	\$124,902	\$128,649	\$484,597
18	Capital Expenditure	\$0	\$0	\$0	\$0	\$0
19	Client Pass-Through Wages	\$833,841	\$1,483,841	\$843,841	\$1,605,278	\$4,766,801
20	Total Expenditures	\$1,721,311	\$2,367,723	\$1,801,421	\$2,591,586	\$8,482,041
21	HSA Revenues					
22						
23	Federal	\$1,721,311	\$2,367,723	\$1,801,421	\$2,562,859	\$8,453,314
24	CODB FY25 3%				\$28,727	\$28,727
25						
26						
27						
28						
29						
30	TOTAL HSA REVENUES	\$1,721,311	\$2,367,723	\$1,801,421	\$2,591,586	\$8,482,041
31	Other Revenues					
32						
33						
34						
35						
36						
37	Total Revenues	\$1,721,311	\$2,367,723	\$1,801,421	\$2,591,586	\$8,482,041
38						
40	Prepared by: Hyun IM, Staff Accountant II		Telephone No.:		Date :04/09/24	
41	HSA-CO Review Signature: _____					
42						

	A	B	C	D	E	F	G	J	K	L	M
1	Appendix B-1, Page 2										
2											
3											
4	Program Name: CJP Non-CW										
5											
6											
7	Salaries & Benefits Detail										
8											
9											
10											
11		Agency Totals		For HSA Program		7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	TOTAL	
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	7/1/21- 6/30/25	
13	Executive Director	\$200,000	100%	100%	27%	\$53,713	\$54,000	\$63,666	\$66,000	\$237,379	
14	Deputy Director	\$150,000	100%	100%	0%	\$40,500	\$0	\$0	\$0	\$40,500	
15	Program Director	\$94,994	100%	100%	50%	\$41,144	\$47,497	\$58,956	\$70,200	\$217,797	
16	Program Manager	\$69,680	100%	100%	100%	\$64,480	\$69,680	\$72,500	\$72,500	\$279,160	
17	Education and Employment Specialist	\$58,240	100%	100%	100%	\$52,000	\$58,240	\$58,240	\$58,240	\$226,720	
18	Education and Employment Specialist	\$58,240	100%	100%	100%	\$52,000	\$58,240	\$58,240	\$58,240	\$226,720	
19	Education and Employment Specialist	\$58,240	100%	100%	100%	\$58,240	\$58,240	\$44,414	\$54,080	\$214,974	
20	Technology Administrator	\$95,000	100%	100%	55%	\$34,320	\$52,429	\$53,984	\$48,916	\$189,649	
21	Technology Business Analyst	\$72,500	100%	100%	30%	\$12,230	\$21,750	\$24,036	\$29,600	\$87,616	
22	Program Assistant	\$58,240	100%	100%	55%	\$45,760	\$31,892	\$32,538	\$0	\$110,190	
23	Operations Coordinator	\$69,738	100%	50%	50%	\$0	\$0	\$34,893	\$33,500	\$68,393	
24											
28	TOTALS		11.00	10.50	6.67	\$454,387	\$451,968	\$501,468	\$491,276	\$1,899,099	
30	FRINGE BENEFIT RATE	29%							30%		
31	EMPLOYEE FRINGE BENEFITS					\$131,772	\$131,071	\$150,440	\$147,383	\$560,666	
34	TOTAL SALARIES & BENEFITS	\$0				\$586,159	\$583,039	\$651,908	\$638,659	\$2,459,764	

	A	B	C	D	G	H	I	
1								Appendix B-1, Page 3
2								
3								
4	Program Name: CJP Non-CW							
5								
6								
7	Operating Expense Detail							
11							TOTAL	
12	<u>Expenditure Category</u>	Term	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25	
13	Rental of Property		\$57,139	\$37,139	\$42,139	\$42,139	\$178,556	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$13,861	\$25,392	\$30,392	\$12,500	\$82,145	
15	Office Supplies, Postage		\$36,825	\$21,825	\$13,262	\$20,000	\$91,912	
16	IT Subscriptions		\$0	\$0	\$10,000	\$10,000	\$20,000	
17	Office Equipment		\$0	\$0	\$2,000	\$2,302	\$4,302	
18	Program Supplies		\$0	\$10,000	\$3,500	\$3,500	\$17,000	
19	CFET Food Ineligible		\$0	\$0	\$6,500	\$6,500	\$13,000	
20	Equipment Costs(Computer)		\$1,531	\$5,000	\$5,000	\$10,000	\$21,531	
21	Building Maintenance Supplies and Repair		\$15,220	\$15,220	\$10,000	\$10,000	\$50,440	
22	Printing and Reproduction		\$750	\$750	\$750	\$750	\$3,000	
23	Insurance		\$12,040	\$22,040	\$22,040	\$27,000	\$83,120	
24	Staff Training		\$4,500	\$4,500	\$4,500	\$10,000	\$23,500	
25	Staff Travel-(Local & Out of Town)		\$1,200	\$1,200	\$1,200	\$1,200	\$4,800	
26	Rental of Equipment(Copier)		\$9,988	\$9,988	\$6,988	\$6,988	\$33,952	
27	Telecommunications & IT(comcast, AT&T, Verizon)					\$18,000	\$18,000	
28	Ancillary Support Services(Barriers Mitigation Fund)					\$15,621	\$15,621	
29	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE							
30	Payroll Cost for the CJP Non-CW CJP Avg. 21 at any given time \$10/each at 75/26 Pay Period		\$32,500	\$32,500	\$22,500	\$22,500	\$110,000	
31								
41	TOTAL OPERATING EXPENSE		\$185,554	\$185,554	\$180,771	\$219,000	\$770,879	
42								
43								