



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

MEMORANDUM

Department of Disability
and Aging Services

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: ANNA PINEDA, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS ^{DS} *EE*

DATE: APRIL 19, 2024

SUBJECT: GRANT MODIFICATION: **MULTIPLE PROVIDERS** (see table below) FOR PROVISION OF COMMUNITY JOBS PROGRAM – FOR JUSTICE-INVOLVED TRANSITIONAL-AGE YOUTH (TAY)

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

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

GRANT AMOUNTS See Table Below

<u>Funding Source</u>	County	State	Federal	Grant Total	Contingency	Total
FUNDING:	\$5,199,642	\$0	\$2,503,531	\$7,703,173	\$770,317	\$8,473,490
PERCENTAGE:	68%	0%	32%	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 – for Justice-Involved Transitional-Age Youth (TAY) for the period of July 1, 2024 to June 30, 2025 in an additional amount of \$2,099,625 plus a 10% contingency for a total amount not to exceed \$8,473,490. The purpose of the grants is to provide transitional employment services to participants in the justice-involved transitional-age youth program.

Agencies	FY22	FY23	FY24	Mod FY25	Total	Contingency	Not To Exceed
Arriba Juntos	\$758,846	\$1,056,519	\$1,073,741	\$1,094,346	\$3,983,452	\$398,345	\$4,381,797
Young Community Developers	\$893,311	\$904,911	\$916,220	\$1,005,279	\$3,719,721	\$371,972	\$4,091,693
Total	\$1,652,157	\$1,961,430	\$1,989,961	\$2,099,625	\$7,703,173	\$770,317	\$8,473,490

Background

The goal of the CJP - TAY program is to serve at-risk (delinquent patterns of behavior/negative contact with police) justice involved individuals between the ages of 18-24. The CJP - TAY program aims to offer positive alternative paths to the target population.

Services to be Provided

CJP - TAY is a wage-based transitional employment model that assists participants in obtaining marketable skills through a 6-month work experience placement at community non-profit agencies, coupled with professional development/skills training, and employment-related case management. The 25-hours per week work experience assignment provides an opportunity for basic and occupational skills acquisition. The host/work experience site provides daily supervision, with on-going monitoring and job coaching by the Grantee. Simultaneously, participants receive 4 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.

Grantees will each enroll 40 participants per year.

Through this modification, we will extend this program for an additional one 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 Local and Federal 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-1 – Scope of Services
Community Jobs Program for Justice-Involved Transitional Aged Youth
Arriba Juntos
July 1, 2021 – June 30, 2025
Modified July 1, 2024

Changes in bold and italics

I. Purpose

The ***Community Jobs Program for Justice-Involved Transitional Aged Youth*** 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 ***justice-involved transitional age youth*** participants to increase their employability through a maximum of 6-month work experience at a community non-profit agency. The 25 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 4 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.
At-risk	Having delinquent patterns of behavior/negative contact with police
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
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.
Grantee	Arriba Juntos
HSA Employer Wage Subsidy	Employers who are reimbursed for worker wages per agreements with HSA
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 HSA Employer Wage Subsidy program, or the HSA Public Service Trainee Program
Launchpad	A client database tracking system used by HSA
TAY	Transitional age youth ages 18-24
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, an 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 is justice involved individuals between the ages of 18-24. Eligible participants may be referred to the program by the San Francisco Adult Probation Department, San Francisco Police Department, Street Violence Intervention Program, or

other justice and community partners through HSA.

For FY23-25, the target population is San Francisco residents between the ages of 18-24 who are “justice involved individuals” which is defined as having a criminal record, on parole, gang affiliation, on probation, in diversion, or documented at risk.

IV. Description of Services

A. Referral, Intake and Enrollment of Participants

1. Grantee will accept referrals of eligible participants by HSA
2. Grantee may also identify potential participants that meet the eligibility requirements of the program with enrollment approved by HSA.
3. Grantee will conduct orientations and intake of program participants. Grantee will remind referred clients of orientation on the workday immediately prior to orientation date. Report, within one business day of occurrence, in Launchpad, which participants attended and didn't attend the orientation. Participants are expected to enroll in paid CJP activities on day two.
4. 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. These activities will include both subsidized (core) and unsubsidized (non-core) components, based on the program requirements.

B. Paid 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. 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. At least quarterly 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 participant, Host Site supervisor and Job Coach. 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. Grantee will work with HSA through case conferencing during the activity to discuss participants' progress and to determine next steps for CJP participants.
11. Participants will engage in 25 hours of work experience and 4 hours of skills development per week.

C. BRE, Job Readiness, and Skills Development Training

1. Education and Training will be provided concurrent with Work Experience
2. Academic BRE as needed such as reading comprehension and basic math
3. Job Readiness Training to include but is not limited to:
 - Resume writing/Interview skills
 - Employer expectations
 - Appropriate work attire
 - Conflict mediation
 - Effective communication practices
4. 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.
5. 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.
6. Participants must make-up hours missed within a calendar month.
7. Instructor supervises the training and maintains daily attendance sheets.
8. Required hours of BRE, Job Readiness, Skills Development Training, and Additional Trainings: 4 paid hours per week.

D. 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

- 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 holidays, which are 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. 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, 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.

E. 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! employment for those participants deemed by the Grantee and HSA Staff to be in need of additional subsidized work experience.
2. Job ready participants may attend JobsNOW! employer recruitments.

F. Case Management, Job Coaching and Supportive Services

1. Provide one-to-one assistance for 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, communicate with HSA staff to connect participants to services such as domestic violence or childcare.
4. Communicate with participants to provide case management at least weekly. Communication may be done by phone, e-mail, video conference or in person.
5. Communicate with HSA staff on an ongoing basis, reporting client absences within two days of occurrence.
6. Track participant daily program attendance and activities, including the Educational Activities component and report them to in Launchpad.

G. 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 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

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

For FY23-25, service level will be 40 participants.

VII. Outcome Objectives

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

- A. A minimum of 75% of participants who exit the program will have positive completions. For reporting purposes, if a participant leaves the program 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. 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 Grantee's performance as at least 3 or above on a 5-point scale on an annual client satisfaction survey conducted by the Grantee. 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 via chat or e-mail with HSA staff when a client is not participating or 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, 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
 - number of enrollments
 - 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. Marlén Sánchez, Contracts Monitor, E304
Workforce Development Division
(E-mail: marlen.sanchez@sfgov.org)
 2. Leslie Lau, Contract Manager
Office of Contract Management
(Email: leslie.lau1@sfgov.org)

	A	E	H	O	P	Q
1	Appendix B-1 p. 1					
2	HUMAN SERVICES AGENCY BUDGET SUMMARY					
3						
4						
5						
6	July 1 2021 - June 30, 2025					
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/> X					
8	If modification, Effective Date of Mod. 7/1/24 No. of Mod. 1					
9	Program: Community Jobs Program - CJP JITAY					
10	Budget Reference Page No.(s)					
11	Program Term	7/21/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	Total
12	Expenditures					
13	Salaries & Benefits	\$109,239	\$136,591	\$240,806	\$286,048	\$772,685
14	Operating Expense	\$29,286	\$33,177	\$39,575	\$71,669	\$173,707
15	Subtotal	\$138,525	\$169,769	\$280,381	\$357,717	\$946,392
16	Indirect Percentage (%)	20%	17%	15%	15%	16%
17	Indirect Cost (Line 16 X Line 15)	\$27,222	\$28,628	\$42,060	\$53,658	\$151,567
18	Capital Expenditure	\$0	\$0	\$0	\$0	\$0
19	Client Pass-through Wages	\$593,100	\$858,123	\$751,300	\$682,972	\$2,885,494
20	Total Expenditures	\$758,846	\$1,056,519	\$1,073,741	\$1,094,346	\$3,983,453
21	HSA Revenues					
22	General Fund	\$246,625	\$343,369	\$348,966	\$343,681	\$1,282,640
23	Federal	\$512,221	\$713,151	\$724,775	\$738,684	\$2,688,831
24	CODB FY25 3%				\$11,982	\$11,982
25						
26						
27						
28						
29						
30	TOTAL HSA REVENUES	\$758,846	\$1,056,519	\$1,073,741	\$1,094,346	\$3,983,453
31	Other Revenues					
32						
33						
34						
35						
36						
37	Total Revenues	\$758,846	\$1,056,519	\$1,073,741	\$1,094,346	\$3,983,453
38	Full Time Equivalent (FTE)					
40	Prepared by:					Date 4/12/2024
41	HSA-CO Review Signature: _____					
42	HSA #1					

	A	B	C	D	E	I	L	Q	R	S
1	Appendix B-1 p. 2									
2										
3										
4	Program: Community Jobs Program - CJP JITAY									
5	(Same as Line 9 on HSA #1)									
6										
7	Salaries & Benefits Detail									
8										
9										
10	7/1/21-6/30/22 7/1/22-6/30/23 7/1/23-6/30/24 7/1/24-6/30/25									
11		Agency Totals		HSA Program						TOTAL
12	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE					
13	Director of Programs	\$54,080	100.00	15%	15%	\$16,447	\$21,888	\$29,184	\$29,184	\$96,703
14	Program Coordinator	\$61,360	100.00	100%	100%	\$14,996	\$43,316	\$54,080	\$56,160	\$168,552
15	Case Manager/Employment Sp	\$43,680	100.00	100%	100%	\$29,296	\$10,725	\$41,600	\$45,760	\$127,381
16	Case Manager/Employment Sp	\$47,838	100.00	100%	100%	\$22,620	\$3,300	\$3,141	\$45,760	\$74,821
17	Case Manager/Employment Sp	\$43,680	100.00	60%	60%	\$2,492	\$32,933	\$44,699	\$27,456	\$107,580
18										
30	TOTALS		500.00	3.75	3.75	\$85,851	\$112,163	\$172,704	\$204,320	\$575,038
31										
32	FRINGE BENEFIT RATE	40%								
33	EMPLOYEE FRINGE BENEFITS					\$23,388	\$24,428	\$68,102	\$81,728	\$197,646
34										
35										
36	TOTAL SALARIES & BENEFITS	\$0				\$109,239	\$136,591	\$240,806	\$286,048	\$772,684
37	HSA #2									10/25/2016

	A	B	C	D	H	I	J	K	P	Q	R	S	T
1													
2													Appendix B-1 p. 3
3													
4	Program: Community Jobs Program - CJP JITAY												
5	(Same as Line 9 on HSA #1)												
6													
7	Operating Expense Detail												
8													
9													
10													
11													
12	<u>Expenditure Category</u>			TERM	<u>7/1/21-6/30/22</u>	<u>7/1/22-6/30/23</u>	<u>7/1/23-6/30/24</u>	<u>7/1/23-6/30/24</u>					<u>Total</u>
13	Rental of Property												
14	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$7,936	\$9,600	\$9,900	\$16,160					\$ 43,596
15	Office Supplies, Postage				\$1,432	\$3,581	\$4,800	\$7,088					\$ 16,900
16	Building Maintenance Supplies and Repair				\$4,344	\$6,531	\$7,100	\$16,349					\$ 34,324
17	Printing and Reproduction				\$1,286	\$1,576	\$1,500	\$2,504					\$ 6,867
18	Insurance				\$1,553	\$2,261	\$2,900	\$5,670					\$ 12,383
19	Staff Training												
20	Staff Travel-(Local & Out of Town)				\$1,601	\$330	\$944	\$945					\$ 3,820
21	Rental of Equipment				\$3,460	\$4,494	\$5,700	\$7,371					\$ 21,026
28	OTHER												
29	Client Ancillary Expense				\$4,555	\$205	\$2,000	\$9,783					\$ 16,543
30	Food CFET Ineligible				\$3,118	\$4,599	\$4,731	\$5,800					\$ 18,248
31													
32													
33													
34													
35	TOTAL OPERATING EXPENSE				\$29,286	\$33,177	\$39,575	\$71,669					\$ 173,707
36													
37	HSA #3												10/25/2016

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Young Community Developers
July 1, 2021 – June 30, 2025
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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. At least quarterly 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 participant, Host Site supervisor and Job Coach. 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. Grantee will work with HSA through case conferencing during the activity to discuss participants' progress and to determine next steps for CJP participants.
11. Participants will engage in 25 hours of work experience and 4 hours of skills development per week.

C. BRE, Job Readiness, and Skills Development Training

1. Education and Training will be provided concurrent with Work Experience
2. Academic BRE as needed such as reading comprehension and basic math
3. Job Readiness Training to include but is not limited to:
 - Resume writing/Interview skills
 - Employer expectations
 - Appropriate work attire
 - Conflict mediation
 - Effective communication practices
4. 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.
5. 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.
6. Participants must make-up hours missed within a calendar month.
7. Instructor supervises the training and maintains daily attendance sheets.
8. Required hours of BRE, Job Readiness, Skills Development Training, and Additional Trainings: 4 paid hours per week.

D. 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 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 holidays, which are 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. 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, 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.

E. 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! employment for those participants deemed by the Grantee and HSA Staff to be in need of additional subsidized work experience.
2. Job ready participants may attend JobsNOW! employer recruitments.

F. Case Management, Job Coaching and Supportive Services

1. Provide one-to-one assistance for 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, communicate with HSA staff to connect participants to services such as domestic violence or childcare.
4. Communicate with participants to provide case management at least weekly. Communication may be done by phone, e-mail, video conference or in person.
5. Communicate with HSA staff on an ongoing basis, reporting client absences within two days of occurrence.
6. Track participant daily program attendance and activities, including the Educational Activities component and report them to the HSA staff.

G. 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. 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

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

For FY23-25, service level will be 40 participants.

VII. Outcome Objectives

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

- A. A minimum of 75% of participants who exit the program will have positive completions. For reporting purposes, if a participant leaves the program 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. 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 Grantee's performance as at least 3 or above on a 5-point scale on an annual client satisfaction survey conducted by the Grantee. 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 via chat or e-mail with HSA staff when a client is not participating or 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, 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
 - number of enrollments
 - 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. Marlén Sánchez, Contracts Monitor, E304
Workforce Development Division
(E-mail: marlen.sanchez@sfgov.org)
 2. Leslie Lau, Contract Manager
Office of Contract Management
(Email: leslie.laul@sfgov.org)

	A	B	C	D	E	F
1						Appendix B-1, Page 1
2	Document Date:					4/15/2024
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY					
4	BY PROGRAM					
5	Young Community Developers			Contract Term		
6				07/01/2021-06/30/2025		
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>					
8	If modification, Effective Date of Mod. 7/1/24					
9	Program: CJP for Justice Involved TAY(formerly IPO)					
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	\$217,784	\$217,784	\$222,619	\$239,945	\$898,132
14	Operating Expense	\$34,400	\$44,486	\$49,486	\$40,324	\$168,696
15	Subtotal	\$252,184	\$262,270	\$272,105	\$280,268	\$1,066,828
16	Indirect Percentage (%)	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$37,828	\$39,341	\$40,815	\$42,039	\$160,022
18	Capital Expenditure	\$0	\$0	\$0	\$0	\$0
19	Client Pass-through Wages	\$603,300	\$603,300	\$603,300	\$682,972	\$2,492,872
20	Total Expenditures	\$893,311	\$904,911	\$916,220	\$1,005,280	\$3,719,722
21	HSA Revenues					
22	General Fund	\$607,452	\$615,339	\$623,030	\$674,202	\$2,520,023
23	Federal	\$285,860	\$289,571	\$293,190	\$321,690	\$1,190,311
24	CODB FY25 3%				\$9,388	\$9,388
25						
26						
27						
28						
29						
30	TOTAL HSA REVENUES	\$893,311	\$904,911	\$916,220	\$1,005,280	\$3,719,722
31	Other Revenues					
32						
33						
34						
35						
36						
37	Total Revenues	\$893,311	\$904,911	\$916,220	\$1,005,280	\$3,719,722
38						
40	Prepared by: Evonne Kim	Telephone No.: 415-822-3491			4/15/2024	
41	HSA-CO Review Signature: _____					
42	HSA #1					

	A	B	C	D	E	F	G	H	I
1	Appendix B-1, Page 2								
2									
3									
4	Program Name:								
5	Program: CJP for Justice Involved TAY(formerly IPO)								
6									
7	Salaries & Benefits Detail								
8									
9									
10					07/21-06/22	07/22-06/23	07/23-06/24	07/24-06/25	7/1/21 - 6/30/25
11	Agency Totals		HSA Program	HSA Program	HSA Program	HSA Program	CODB Added	TOTAL	
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
13	Workforce & Training Director	\$117,000	100%	10%	\$0	\$0	\$0	\$12,000	\$12,000
14	Program Manager	\$107,000	100%	50%	\$44,720	\$44,720	\$48,468	\$48,468	\$186,376
15	Worksite Supervisor	\$75,000	100%	100%	\$72,000	\$72,000	\$75,000	\$75,000	\$294,000
16	JRT Instructor	\$71,760	100%	75%	\$48,276	\$48,276	\$49,105	\$49,105	\$194,762
17	Program Coordinator	\$69,680	100%	10%	\$3,829	\$3,829	\$0	\$0	\$7,658
31	TOTALS		4.00	2.35	\$168,825	\$168,825	\$172,573	\$184,573	\$694,796
32									
33	FRINGE BENEFIT RATE		30%						
34	EMPLOYEE FRINGE BENEFITS				\$48,959	\$48,959	\$50,046	\$55,372	\$203,336
35									
36									
37	TOTAL SALARIES & BENEFITS	\$0			\$217,784	\$217,784	\$222,619	\$239,945	\$898,131
38	HSA #2								

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													Appendix B-1, Page 3
2													4/9/2024
3													
4	Program Name:												
5	CJP Justice Involved TAY(formerly IPO)												
6													
7	Operating Expense Detail												
8													
9													
10													
11													TOTAL
12	<u>Expenditure Category</u>		TERM	<u>07/21-06/22</u>	<u>07/22-06/23</u>	<u>7/1/23-6/30/24</u>	<u>7/1/24-6/30/25</u>						<u>07/01/21-06/30/25</u>
13	Rental of Property			\$5,000	\$15,000	\$15,000	\$15,450					\$	50,450
14	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$3,000	\$3,000	\$3,000	\$5,000					\$	14,000
15	Office Supplies, Postage			\$1,833	\$1,920	\$2,320	\$3,820					\$	9,893
16	IT Subscriptions(NEW)					\$1,250	\$2,628					\$	3,878
17													
18	Training Supplies/Program Supplies			\$8,588	\$8,588	\$8,588	\$0					\$	25,764
19	Building Maintenance Supplies and Repair												
20	Printing and Reproduction												
21	Insurance			\$1,000	\$1,000	\$4,000	\$4,000					\$	10,000
22	Staff Training			\$0	\$0	\$0	\$0					\$	-
23	Staff Travel-(Local & Out of Town)			\$2,878	\$2,878	\$2,878	\$1,000					\$	9,635
24	Rental of Equipment			\$0	\$0	\$350	\$451					\$	801
31	OTHER												
32	CFET Ineligible Nutrition JRT Training: \$300* 12 trainings			\$3,000	\$3,000	\$3,000	\$3,600					\$	12,600
33	ISSA Membership(Custodial Tech)			\$1,100	\$1,100	\$1,100	\$1,000					\$	4,300
34	Ancillary Support Services (Barriers Remediation)			\$7,000	\$7,000	\$7,000	\$3,375					\$	24,375
35	(Consolidated with above - Ancillary Textbook)			\$1,000	\$1,000	\$1,000	\$0					\$	3,000
36				\$0	\$0	\$0	\$0					\$	-
37													
38	TOTAL OPERATING EXPENSE			\$34,400	\$44,486	\$49,486	\$40,324					\$	168,696
39													
40	HSA #3												