



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

P.O. Box 7988
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MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

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

DATE: MAY 19, 2023

SUBJECT: NEW GRANT: **ARRIBA JUNTOS (NON-PROFIT)** TO PROVIDE FOR THE TRANSITIONAL EMPLOYMENT FOR RE-ENGAGEMENT AND WORK PARTICIPATION ACTIVITIES PROGRAMS

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GRANT TERMS 7/1/23-6/30/27

GRANT AMOUNT:	<u>Grant Amount</u>	<u>Contingency</u>	<u>Total</u>			
	\$8,304,248	\$830,425	\$9,134,673			
ANNUAL AMOUNT	<u>Annual Amount</u>	<u>Total Contract</u>	<u>Contingency</u>	<u>TOTAL</u>		
	\$2,076,062	\$8,304,248	\$830,425	\$9,134,673		
FUNDING:	<u>Funding Source</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
			\$913,467	\$7,390,781	\$830,425	\$9,134,673
PERCENTAGE:		11%	89%	100%		



London Breed
Mayor

Trent Rhorer
Executive Director

The Department of Benefits and Family Support requests authorization to enter into a new grant with Arriba Juntos for the period of July 1, 2023 to June 30, 2027 in an amount of \$8,304,248 plus a 10% contingency for a total amount not to exceed \$9,134,673. The purpose of the grant is to provide Transitional Employment (TE) for Welfare to Work (WTW) Re-Engagement

Background

The Welfare to Work program works diligently to increase the Work Participation Rate for CalWORKs participants, which affects funding for services. In February of 2011, HSA began implementing the TE for Welfare-to-Work Re-Engagement Program. These services include subsidized employment and case management to unengaged CalWORKs participants by providing 1-month jobs in order to re-engage participants in Welfare-to-Work activities and meet the Work Participation requirements.

Services to be Provided

Arriba Juntos will provide the following services:

1. **Transitional Employment for WTW Re-Engagement:** 1-month subsidized employment to CalWORKs participants through community non-profit organizations to re-engage them with Welfare-to-Work services. Program will serve 525 participants per year.

Selection

Grantees were selected through Request for Proposals #1084, which was competitively bid in April 2023.

Funding

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

ATTACHMENTS

Arriba Juntos - Appendix A – Services to be Provided

Arriba Juntos-Appendix B - Budget

Appendix A
Services to be Provided
Arriba Juntos
Transitional Employment for Welfare-to-Work Re-Engagement
July 1, 2023 through June 30, 2027

I. Purpose of Grant

Transitional Employment (TE) for Welfare-to-Work Re-Engagement:

Grantee will provide both Core and Non-Core CalWORKs activities on a full time and part time basis to engage CalWORKs participants and maintain full participation in the CalWORKs Employment plan to meet the Work Participation Requirements (WPR).

This will include:

- A. Transitional Employment - a one month subsidized job at community non-profits sites to CalWORKs participants to re-engage them with Welfare-to-Work services.
- B. Program must also provide job coaching/tutoring, job readiness training and job search assistance to all participants.

II. Definitions

Basic Job Skills	Punctuality, attendance, following instructions, conveying information effectively, critical thinking, adaptability, judgment and decision-making, time management, and customer service.
CalWORKs	California Work Opportunity and Responsibility to Kids welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid
City	City and County of San Francisco, a municipal corporation.
Core Activities	Activities in a Welfare to Work plan that include Job Readiness, Job Search, Employment, On-the-Job training, supported work (DOR), Self-Employment, Vocational training, and Work Study.
Grantee	Arriba Juntos
HSA	Human Services Agency of the City and County of San Francisco
Job Placement	Participant placement in permanent unsubsidized employment, or HSA subsidized employment
Launchpad	A client database tracking system used by HSA
Non-Core Activities	Activities in a Welfare to Work plan that include Adult Basic Education, General Education Diploma, Vocational English as a

	Second Language, Counseling, Education, Job Skills Leading to Employment, and Study time.
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.
WPR	The Federal Work Participation Rate of hourly-approved activities for CalWORKs participants.
ZixCorp	An Email Encryption and Email Data Loss Prevention system

III. Target Population

The target population is San Franciscans of all ethnicities currently participating in CalWORKs referred by HSA staff.

IV. Description of Services

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

A. Work Experience (1 month)

1. Participant is to learn basic job skills, such as, punctuality, attendance, following instructions, convey information effectively, critical thinking, adaptability, judgment and decision-making, time management, and customer service.
2. Work Experience must be performed at a San Francisco nonprofit agency that provides clients with basic work experiences that can lead to employment while meeting a community need and not displace existing workers.
3. 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.
4. Monitor work sites to ensure participants are adequately supervised and given tasks/opportunities that allow participants to develop marketable skills toward their employment goals.
5. Develop and execute Work Experience agreements with the work site agency, which could include participant training, job duties, and supervision, as needed.

6. Grantee will place participants for the calendar month for the number of hours determined by CalWORKs staff in order to comply with CalWORKs Work Participation Requirements.
7. Clients shall be supervised and coached in their jobs. Host Site Supervisor will work with clients to address workplace issues that arise and communicate issues and concerns to Grantee Case Managers. Performance appraisal to ascertain participants' skills acquisition should be done at the end of the 1-month program for each participant by Host Site Supervisor. Host Site attendance is documented through timesheets, which are signed by Host Site Supervisor
8. Wages: Program participants will be paid the San Francisco Minimum Compensation Ordinance wage rate and will be paid by Grantee. New hire payroll documents such as I-9, W-4, W-5 and bi-monthly timesheets and payroll spreadsheet must be kept for at least three years. Wages, Payroll taxes, Workers Compensation Insurance and Payroll costs are part of the budget of this grant.

B. Job Readiness Training

1. Grantee will provide participants with job readiness training that includes basic job seeking skills. Expected services should include but are not limited to:
 - a. Job Search: Job Seeking preparation, career exploration, labor market information, the application process, interviewing techniques, getting the job, maintaining employment, and excelling at your job. Also computer skills such as word processing (Microsoft WORD), spreadsheets (Microsoft Excel), navigating the internet, and email management.
 - b. Job Preparation: personal development, personal care, interpersonal relationships, life management, workplace expectations, workplace culture, communication, and critical thinking.
2. Grantee will assist participants in preparing a Master Application and/or Resume, which will be uploaded into Launchpad.

C. Job Search and Placement

1. Grantee will provide supervised, job search assistance to all participants to obtain employment. For those who do not obtain a job at the end of the 1-month program, the services will end and the participants will be referred back to HSA staff.
2. A job can be either unsubsidized or HSA subsidized placements.
3. Credit for job placements will only be given for those that are documented by Grantee to HSA. Acceptable documentation that must be submitted to HSA within 60 days of the participant's hire date is either a copy of the participant's pay stub or a verification 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.

E. Employer and Payroll Services

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 as the Employer of Record.
2. Grantee will pay participants the San Francisco Minimum Compensation Ordinance wage rate, for hours worked, approved Paid Time Off and HSA approved 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. Work may be done on weekends.
4. Grantee will maintain workers compensation insurance for participants.
5. New hire payroll documents such as I-9, W-4, W-5 and bi-monthly timesheets and payroll spreadsheet must be kept for at least three years.
6. 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.
7. 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 pay date.
8. Grantee will provide HSA, copies of paychecks issued to participants within a week of issuance date.
9. Grantee will issue paychecks and W-2s to participants.

V. Information and Referral

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

VI. Location and Time of Services

Services will be provided at Arriba Juntos, 1850 Mission Street and 49 Julian Avenue, San Francisco, or at various non-profit sites throughout San Francisco. Services will be provided Monday through Sunday between 8 a.m. and 6 p.m. 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. Transitional Employment 1-Month jobs may be done on weekends.

VII. Service Objectives

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

- A. Transitional Employment will serve 525 participants per year, contingent upon HSA referral.

VIII. Outcome Objectives

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

- A. 90% of CalWORKs participants will complete the 1-month program. If a participant leaves work experience prior to completion due to obtaining employment, participant will be credited as a completion. Other Positive Terminations, such as, medical reasons, enrolling in training/education program, income off, etc. will also be considered as a completion, for contract purposes.
- B. 30% of clients who complete the 1-month program will obtain employment. For purposes of this contract, a successful job placement will be defined as 22 hours or more of employment within a 40-hour pay period. Participant's job placement information must be submitted to HSA with verification. Verification can include a copy of a participant pay stub, a letter from the employer on business letterhead, or other method approved by HSA.

IX. Reporting Requirements

- A. Use Launchpad for recording clients' daily participation and attendance in all activities.
- B. Communicate immediately via chat, e-mail or telephone with HSA staff when a client is not participating. Reasonable accommodations 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 Host Site 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 15th day following the reporting month. Grantee must review and make Launchpad data corrections in a timely manner.
- G. Reports shall contain the following data:
 - Number of referrals, enrollments, and completions
 - Number who are placed in jobs
- H. 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.
- I. Additional Attendance Reports may be required by HSA management.

- J. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.
- K. Ad Hoc Reports. Grantee will develop and deliver ad hoc reports as requested by HSA.
- L. Grantee will collect SOGI information and report data results in CARBON on a semi-annual basis.
- M. Annual Reports summarizing the contract activities will be submitted directly to Contracts Monitor by Grantee.
- N. For assistance with reporting requirements or submission of reports, contact:

Marlén Sánchez, Contracts Monitor, E304
Workforce Development Division
E-mail: marlen.sanchez@sfgov.org

Leslie Lau, Contract Manager, GB11
Office of Contract Management
E-mail: leslie.lau1@sfgov.org

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of course descriptions, training curriculum, data maintained for participants, participant case files, program policies and procedures, Grievance/Complaint policies, and any and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Grant Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subgrants, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name ARRIBA JUNTOS					Term FY 23/24 - FY 26/27
(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: Transitional Employment for Welfare-to-Work Re-Engagement					
Budget Reference Page No.(s) _____					
Program Term	FY 23/24	FY 24/25	FY 25/26	FY 26/27	Total
Expenditures					
Salaries & Benefits	\$381,472	\$381,472	\$381,472	\$381,472	\$1,525,888
Operating Expense	\$78,464	\$78,464	\$78,464	\$78,464	\$313,856
Subtotal	\$459,936	\$459,936	\$459,936	\$459,936	\$1,839,744
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$68,990	\$68,990	\$68,990	\$68,990	\$275,960
Capital Expenditure					
Direct Client Pass-through	\$1,547,136	\$1,547,136	\$1,547,136	\$1,547,136	\$6,188,544
Total Expenditures	\$2,076,062	\$2,076,062	\$2,076,062	\$2,076,062	\$8,304,248
HSA Revenues					
State	\$228,367	\$228,367	\$228,367	\$228,367	\$913,467
Federal	\$1,847,695	\$1,847,695	\$1,847,695	\$1,847,695	\$7,390,781
TOTAL HSA REVENUES	\$2,076,062	\$2,076,062	\$2,076,062	\$2,076,062	\$8,304,248
Other Revenues					
Total Revenues	\$2,076,062	\$2,076,062	\$2,076,062	\$2,076,062	\$8,304,248
Full Time Equivalent (FTE)					
Prepared by: _____			Telephone No.: _____		Date
HSA-CO Review Signature: _____					10/25/2016
HSA #1					

Program: Transitional Employment for Welfare-to-Work Re-Engagement
 (Same as Line 9 on HSA #1)

Operating Expense Detail

<u>EXPENDITURE CATEGORY</u>	<u>TERM</u>	<u>FY 23/24</u>	<u>FY 25/26</u>	<u>FY 25/26</u>	<u>FY 26/27</u>	<u>Total</u>
Rental of Property						
Utilities(Elec, Water, Gas, Phone, Garbage)		\$24,300	\$24,300	\$24,300	\$24,300	\$97,200
Office Supplies, Postage		\$8,000	\$8,000	\$8,000	\$8,000	\$32,000
Building Maintenance Supplies and Repair		\$15,500	\$15,500	\$15,500	\$15,500	\$62,000
Printing and Reproduction		\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
Insurance		\$5,400	\$5,400	\$5,400	\$5,400	\$21,600
Staff Training						\$0
Staff Travel-(Local & Out of Town)		\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
Rental of Equipment		\$11,000	\$11,000	\$11,000	\$11,000	\$44,000
<u>CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE</u>						
<u>OTHER</u>						
Barrier Removal - Ancillary Expense		\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
Program Related Expenses CFET Ineligible		\$5,264	\$5,264	\$5,264	\$5,264	\$21,056
Program Materials		\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
TOTAL OPERATING EXPENSE		\$78,464	\$78,464	\$78,464	\$78,464	\$313,856
HSA #3						10/25/2016