



MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: NOELLE SIMMONS, DEPUTY DIRECTOR  
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JKJ*

DATE: MAY 17, 2019

SUBJECT: NEW GRANT: **FIVE KEYS SCHOOLS & PROGRAMS**  
(NON-PROFIT) TO PROVIDE ACADEMIC ASSESSMENT  
SERVICES FOR WELFARE-TO-WORK PARTICIPANTS AND  
CAL-LEARN EDUCATIONAL SUPPORT SERVICES

GRANT TERM: 7/1/19 - 6/30/22

TOTAL AMOUNT:	<u>New</u>		<u>Contingency</u>		<u>Total</u>
	\$298,584		\$29,858		\$328,442

  

ANNUAL AMOUNT:	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>		
	\$99,528	\$99,528	\$99,528		

  

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING	\$44,788	\$53,745	\$200,051	\$29,858	\$328,442
PERCENTAGE:	15%	18%	67%		100%

The Department of Human Services (DHS) requests authorization to enter into a new grant with Five Keys Schools & Programs for the grant period of July 1, 2019 to June 30, 2022, in an amount of \$298,584 plus a 10% contingency for a total amount not to exceed \$328,442. The purpose of the grant is to provide academic assessment services for Welfare-To-Work participants and educational support services to pregnant and parenting teens in the Cal-Learn program.

## **Background**

Many Welfare-to-Work participants lack the academic skills and educational credentials to compete and progress in the current job market. Most jobs require a minimum of a high school diploma as a starting point, while many of the participants lack even this entry level certification. Five Keys Schools & Programs is an award winning educational program that works with participants individually, based on the participant's academic record/credits and current educational skills. Further, the program assists students, who have been in Special Education, in attaining a high school diploma. Five Keys began by working with the SF County Jail system and have expanded their services to other at-need populations.

Cal-Learn is California's mandated welfare reform program for pregnant and parenting custodial teens who are receiving TANF benefits. The program provides comprehensive case management and linkages to a wide range of supportive services including counseling, medical care, nutrition, job counseling, housing, legal services and child development/parenting education. Cal-Learn is administered by the Department's CalWORKs staff.

## **Services to be Provided**

### ***Academic Assessment Services for Welfare-To-Work Participants***

Grantee will provide the following services as appropriate:

1. Conduct, at minimum, weekly orientations and intake of CalWORKs, PAES, and CalFresh/ABAWD participants.
2. Transcript evaluation, verification of high school diploma, review for past or existing Special Education Plans (IEP) and report of credits needed to apply for graduation.
3. Provide referrals to HSD services, GED and CHSPE preparation services as needed.
4. Assistance with obtaining special education services.

### ***Cal-Learn Educational Support Services***

Grantee will provide the following individual (one-to-one) and/or small group services as appropriate:

1. Assess each participant's educational needs and determine an appropriate service plan
2. Transcript evaluation and diploma planning
3. Identify, administer and interpret appropriate standardized tests and other academic assessment tools
4. GED assessments, planning and/or preparation
5. Academic counseling
6. Direct academic instruction, as needed
7. Assistance with obtaining special education services, interpretation of individual educational plans, and/or mediation services.
8. Assistance with enrollment or re-enrollment into SFUSD schools, CCSF, and/or other educational programs.
9. Intensive case management services provided in accordance with Adolescent Family Life Program (AFLP) Standards which include linking teen parents to needed health and social services.

Cal-Learn services will be provided at the various Five Keys sites throughout San Francisco, including 3120 Mission Street and 1800 Oakdale, with a flexible daily schedule as needed to accommodate the participants.

Academic assessment services will be provided at HSA office locations 3120 Mission and 1800 Oakdale Avenue in San Francisco.

**Selection**

Grantee was selected through Request for Proposals #815, which was competitively bid in November 2018.

**Funding**

Funding for this grant is provided by Federal, State, and County funds.

**ATTACHMENTS**

Appendix A – Services to be Provided - Academic Assessment Services for Welfare-To-Work Participants

Appendix A-1 – Services to be Provided - Cal-Learn Educational Support Services

Appendix B – Program Budget - Academic Assessment Services for Welfare-To-Work Participants

Appendix B-1 – Program Budget - Cal-Learn Educational Support Services

**Appendix A**  
**Services to be Provided**  
**Five Keys Schools & Programs**  
**Academic Assessment Services for Welfare-to-Work Participants**  
**July 1, 2019 to June 30, 2022**

**I. Purpose**

The purpose of this program is to provide academic assessment and high school academic status verification for CalWORKs, PAES, and CalFresh/ABAWD participants.

**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.
CalFresh	Formerly known as Food Stamps. A federal public assistance program that helps children and low-income households improve their diets by providing access to a nutritious diet.
CalWORKs	California Work Opportunity and Responsibility to Kids, welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid.
CHSPE	California High School Proficiency Exam
GED	General Equivalency Diploma. A high school degree awarded by a series of examinations
Grantee	Five Keys Schools and Programs
HSA Employment Specialist	CalWORKs and PAES staff who ensures the participants meets the Employment Plan requirements.
HSA, also Department	Human Services Agency, City and County of San Francisco
HSD	High School Diploma
HSE	High School Equivalency
Launchpad	Client tracking system used by HSA
PAES	Personal Assisted Employment Services for single adults receiving General Assistance

SOGI	Sexual Orientation and Gender Identity Data
TANF	Temporary Assistance to Needy Families, the new welfare eligibility program that has replaced Aid to Families with Dependent Children (AFDC).
WtW	Welfare-to-Work
WDD	Workforce Development Division, a DHS program that provides employment services to economically disadvantaged adults and youth across a variety of programs and funding streams.
ZixCorp	An Email Encryption & Email Data Loss Prevention system

**III. Target Population**

CalWORKs, PAES, and CalFresh/ABAWD participants in an employment activity or path and referred by HSA staff.

**IV. Description of Services**

Grantee will provide the following services as appropriate:

- A. Conduct, at minimum, weekly orientations and intake of CalWORKs, PAES, and CalFresh/ABAWD participants.
- B. Transcript evaluation, verification of high school diploma, review for past or existing Special Education Plans (IEP) and report of credits needed to apply for graduation.
- C. Provide referrals to HSD services, GED and CHSPE preparation services as needed.
- D. Assistance with obtaining special education services.
- E. Through Grantee’s connections to the community, Grantee will refer potential CalWORKs clients to HSA to be screened for CalWORKs eligibility.

**V. Location and Time of Services**

Grantee services are provided at 3120 Mission and 1800 Oakdale Avenue in San Francisco. Services will be Monday through Friday except on the following holidays: New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

**VI. Service Objectives**

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

- A. A minimum of 600 participants will receive academic assessment services including intake and orientations.

**VII. Outcome Objectives**

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

- A. 90% of all participants who complete the assessments and verification process will receive either a copy of their HSD verification, or an academic assessment with recommended goals and referrals to educational services.

- B. 75% of clients will rate the assistance received from by the Grantee (at least 3 or above on a 5-point scale on an annual satisfaction survey administered by the Grantee) was very helpful toward their achieving their academic and/or employment goals. The survey responses rate will be no less than 80% of participants. Survey shall be administered according to HSA guidelines.

### **VIII. Reporting Requirements**

- A. Client Activity Reporting – Grantee will use the HSA Launchpad data system to record clients’ daily participation and attendance in all activities related to academic assessments.
- B. Communicate immediately via e-mail or telephone with client’s ES when a client is not participating. At a minimum, Grantee must report when a client has two unexcused absences, if attendance falls below 80% of the total program hours, or if the participant is being terminated from the program.
- C. Report Orientation Attendance within one business day after it occurs to the referring HSA CalWORKs/PAES/CalFresh ABAWD case manager.
- D. Track, record, and report student attendance and participation in a timely manner.
- E. Monthly and Annual Detailed Statistical Report of services provided for each client. Report must breakdown the status of the client (e.g., GED participant, grade-level), referral status, the service(s) needed according to the individual service plan, and the service(s) provided in the month and year-to-date totals. HSA must approve this report prior to first use.
- F. End of Contract Year Participant Satisfaction Survey Results submitted to HSA by the 10<sup>th</sup> of the month following the end of the program year.
- G. Monthly and Annual Reports, referencing the tasks as described in the Service and Outcome Objectives, will be entered into the Contracts Management System known as Contract Administration, Reporting, & Billing Online (CARBON) or Launchpad. Reports will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the metrics in the CARBON database or Launchpad by the 10th of the following month.
- H. Monthly reports shall contain the following data:
- number of referrals
  - number of enrollments
  - number who complete academic assessment
  - number of program exits
  - number active or currently enrolled as of the last day of the month
  - Demographic information on enrolled participants as prescribed by HSA
- Monthly reports are due on the 10th day following the reporting month
- I. Grantee will enter the annual SOGI aggregate data into the Contracts Management System known as Contract Administration, Reporting, & Billing Online (CARBON) by the 10th of the month following the end of the program year.
- J. Supporting documentation for the numbers presented in the reports must be maintained by the Grantee and must be available for auditing by the Department but need not be attached to the reports.

- K. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA, Launchpad or by using ZixCorp.
- L. Grantee will develop and deliver ad hoc reports as requested by HSA.
- M. For assistance with reporting requirements or submission of reports, contact:

David.Flores@sfgov.org  
Contract Manager, Office of Contract Management  
or  
Eva.Iraheta@sfgov.org  
Program Monitor, Welfare to Work Division

**IX. Monitoring Activities**

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

**Appendix A-1 - Services to be Provided  
Five Keys Schools & Programs  
Cal-Learn Educational Support Services  
July 1, 2019 to June 30, 2022**

**I. Purpose**

The purpose of this program is to provide voluntary academic support services to pregnant and parenting teens who are students in the Cal-Learn program. This program will facilitate academic success through services that include but are not limited to educational counseling, academic assessment, independent instruction, resource referrals, consulting services and administrative assistance.

**II. Definitions**

Cal-Learn	State mandated program for pregnant and parenting teens on cash aid to promote positive parenting, healthy lifestyles, and school attendance
CalWORKs	California Work Opportunity and Responsibility to Kids, welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid.
Client	Client will be either a pregnant and/or parenting teen in the Cal-Learn program.
CHSPE	California High School Proficiency Exam
GED	General Equivalency Diploma. A high school degree awarded by a series of examinations
Grantee	Five Keys Schools & Programs
HSA, also Department	Human Services Agency, City and County of San Francisco
HSD	High School Diploma
HSE	High School Equivalency
Launchpad	Client tracking system used by HSA
SFUSD	San Francisco Unified School District
SOGI	Sexual Orientation and Gender Identity Data



TANF Temporary Assistance to Needy Families, the new welfare eligibility program that has replaced Aid to Families with Dependent Children (AFDC).

ZixCorp An Email Encryption & Email Data Loss Prevention system

### **III. Target Population**

Pregnant and parenting teens that are enrolled in the HSA Cal-Learn Program. Participants who exit out of Cal-Learn without a GED or high school diploma are also eligible to continue receiving services under this grant as long as they are receiving CalWORKs in San Francisco. Focus will be devoted to out-of-school teenage Cal-Learn clients, especially those who need specialized assistance to enroll or re-enroll in SFUSD or other educational programs, students who need support in order to earn their high school diploma or obtain their GED/HSE, and those students in 11th and 12th grade who are at risk of not graduating or dropping out due to truancy or academic challenges. Participation will be voluntary; Cal-Learn teen students will self-select or will be referred for services through their assigned case manager.

### **IV. Description of Services**

Grantee will provide the following individual (one-to-one) and/or small group services as appropriate:

- A. Assess each Cal-Learn participant's educational needs and determine an appropriate service plan
- B. Transcript evaluation and diploma planning
- C. Identify, administer and interpret appropriate standardized tests and other academic assessment tools.
- D. GED assessments, planning and/or preparation
- E. Identification of Math, Reading and/or Writing deficiencies and development of academic prescriptions/realistic plans
- F. Direct academic instruction, as needed.
- G. Identification/diagnosis of barriers to academic success, e.g., special education, illiteracy, environment, family, language, inadequate test-taking skills and application of appropriate educational therapy
- H. Assistance with obtaining special education services, interpretation of individual educational plans, and/or mediation services
- I. Assistance with enrollment or re-enrollment into SFUSD schools, CCSF, and/or other educational programs
- J. Academic counseling
- K. Assistance with college and financial aid applications

- L. Intensive case management services provided in accordance with Adolescent Family Life Program (AFLP) Standards which include linking teen parents to needed health and social services
- M. In-service staff (HSA case manager) trainings on topics related to education
- N. Attend Cal-Learn meetings and other meetings as requested by HSA.
- O. Complete reports as required by HSA.
- P. Provide all assessment/instructional materials, equipment and other supplies necessary to carry out the services.
- Q. Provide consultation to case managers related to the educational and vocational service planning for their clients.
- R. Maintain records of program and participant's activities, to include statistics and socio-demographic information.
- S. Through Grantee's connections to the community, Grantee will refer potential CalWORKs clients to HSA to be screened for CalWORKs eligibility.

**V. Location and Time of Services**

Services will be provided on-site at the various Five Keys sites throughout San Francisco, and 170 Otis Street, and at Hilltop High School, with a flexible daily schedule as needed to accommodate the client.

Active partner learning centers/sites include:

- SF Sheriff's Department Community Programs | PREP  
70 Oak Grove St, San Francisco CA 94107 | Phone: (415) 734-3310
- Arriba Juntos  
1850 Mission St, San Francisco, CA 94103 | Phone: (415) 487-3240
- Bayview YMCA / C.A.R.E. (17-19 years old only)  
1601 Lane Street, San Francisco, CA 94124 | Phone: (415) 822-7728
- Community Assessment and Services Center | CASC  
564 6th Street, SF, CA 94103 | Phone: (415) 489-7313
- The ECS Adult Education Center  
165 8th Street, San Francisco, CA 94103 | Phone: (415) 487-3727
- Goodwill Industries  
1500 Mission St, San Francisco, CA 94103 | Phone: (415) 575-2154
- Homeless Prenatal Program | HPP (Childcare available)  
2500 18th St, San Francisco, CA 94110 | Phone: (415) 546-6756
- Human Services Agency, Mission Career Link Center  
3120 Mission St, San Francisco, CA 94110 | Phone: (415) 308-1689
- Mission Economic Development Agency | MEDA  
2301 Mission Street, Suite 301, San Francisco, CA 94110 | Phone: (415) 308-1689
- Southeast Community Campus, City College of San Francisco  
1800 Oakdale Ave, San Francisco, CA 94124 | Phone: (415) 821-2400

- TURF / Sunnydale Housing Development  
1652 Sunnydale Ave, San Francisco, CA 94134 | Phone: (415) 308-1689
- Visitation Valley Neighborhood Access Point  
1099 Sunnydale Ave, San Francisco, CA 94134 | Phone: 415-308-1689
- Western Addition Success Center  
1449 Webster St, San Francisco, CA 94115 | Phone: 415-308-1689
- Women's Resource Center | WRC (Women and female-transgender population only)  
930 Bryant Street, San Francisco, CA 94103 | Phone: (415) 734-3150
- Young Community Developers: Bayview Neighborhood Access Point  
1715 Yosemite Ave, San Francisco, CA 94124 | Phone: (415) 308-1689

## **VI. Service Objectives**

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

- A. A minimum of 15 Cal-Learn participants for each academic year will enroll in Academic Support Services, including creation of an education plan, transcript evaluation, assessments, and testing.
- B. The Grantee shall provide a minimum of 2 group in-service Cal-Learn staff trainings for the academic year. The Grantee may use other professional presenters/facilitators as deemed appropriate.
- C. The Grantee shall provide Cal-Learn case managers with a minimum of 4 case consultations in reference to clients with special challenges and academic needs or extenuating circumstances that prevent them from academic achievement per year.

## **VII. Outcome Objectives**

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

- A. 15% of the participants enrolled in the program will complete their educational plan as developed between the Grantee and student and obtain a high school diploma, GED, or equivalent.
- B. Overall, 75% of the Cal-Learn participants utilizing the service will participate 20 hours per week and meet one of the following academic goals: passing HSE, GED, passing subtests, earning academic credits, or completing applications to college.
- C. Overall, 75% of the participants utilizing the service will rate (score of 3 or above on a 5 point scale on a satisfaction survey administered by the Grantee) that the Grantee has provided them with the support, tools, and resources they need to meet their academic goals. The survey responses rate will be no less than 80% of participants. Survey shall be administered according to HSA guidelines.
- D. 75% of the case managers who utilized the service and completed the End of Contract Year assessment will rate (score of 3 or above on a 5 point scale on a satisfaction survey administered by the Department) that the Grantee provided participants with the support, tools, and resources they need to meet their academic goals. 100% of the HSA Cal Learn case managers will complete an End of Contract Year assessment on the impact of services for their educationally active participants provided under this grant.

## **VIII. Reporting Requirements**

- A.** Monthly and Annual Reports, referencing the tasks as described in the Service and Outcome Objectives, will be entered into the Contracts Management System known as Contract Administration, Reporting, & Billing Online (CARBON). Reports will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the metrics in the CARBON database by the 10th of the following month. Grantee will enter the annual SOGI aggregate data in the CARBON database by the 10th of the month following the end of the program year.
- B.** Provide monthly Progress Reports to the Cal-Learn Case Manager indicating if the Cal-Learn student participating with Grantee has a minimum of 20 hours per week classroom and homework time, and has satisfactory progress for that month with a GPA of 2.0 or higher.
- C.** Monthly and Annual Detailed Statistical Report of services provided for each client. Report must breakdown the status of the client (e.g., GED participant, grade-level), referral status, service(s) needed according to the individual service plan, and the service(s) provided in the month and year-to-date totals. HSA must approve this report prior to first use.
- D.** End of Contract Year Case Manager Service Assessments and Participant Satisfaction Survey Results
- E.** Monthly reports shall contain the following data:
  - number of referrals
  - number of enrollments
  - number who complete their educational plan
  - number of program exits
  - number active or currently enrolled as of the last day of the month
  - Demographic information on enrolled participants as prescribed by HSAMonthly reports are due on the 10th day following the reporting month
- F.** Supporting documentation for the numbers presented in the reports must be maintained by the Grantee and must be available for auditing by the Department but need not be attached to the reports.
- G.** Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA, Launchpad or by using ZixCorp.
- H.** Grantee will develop and deliver ad hoc reports as requested by HSA.
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David.Flores@sfgov.org

Principal Administrative Analyst, Office of Contract Management

or

Eva.Iraheta@sfgov.org

Program Monitor, Welfare to Work Division

**IX. Monitoring Activities**

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

	A	B	C	D	E
1					Appendix B, Page 1
2					Document Date: 05/03/2019
3	<b>HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY</b>				
4	<b>BY PROGRAM</b>				
5	Contractor's Name			Contract Term	
6	FIVE KEYS SCHOOLS AND PROGRAMS			7/1/2019-6/30/2022	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: WtW Assessment Services				
10	Budget Reference Page No.(s)				
11	Program Term	7/1/2019-6/30/2020	7/1/2020-6/30/2021	7/1/2021-6/30/2022	Total
12	<b>Expenditures</b>				
13	Salaries & Benefits	\$75,600	\$75,600	\$75,600	\$226,800
14	Operating Expense				
15	<b>Subtotal</b>	<b>\$75,600</b>	<b>\$75,600</b>	<b>\$75,600</b>	<b>\$226,800</b>
16	Indirect Percentage (%)	8%	8%	8%	
17	Indirect Cost (Line 16 X Line 15)	\$5,728	\$5,728	\$5,728	\$17,184
18	Capital Expenditure				
19	<b>Total Expenditures</b>	<b>\$81,328</b>	<b>\$81,328</b>	<b>\$81,328</b>	<b>\$243,984</b>
20	<b>HSA Revenues</b>				
21	General Fund	\$12,199	\$12,199	\$12,199	\$36,597
22	State Funding	\$14,639	\$14,639	\$14,639	\$43,917
23	Federal Funding, CFDA #93.558	\$54,490	\$54,490	\$54,490	\$163,470
24					
25					
26					
27					
28					
29	<b>TOTAL HSA REVENUES</b>	<b>\$81,328</b>	<b>\$81,328</b>	<b>\$81,328</b>	<b>\$243,984</b>
30	<b>Other Revenues</b>				
31					
32					
33					
34					
35					
36	<b>Total Revenues</b>				
37					
39	Prepared by:	Telephone No.:		Date	
40	HSA-CO Review Signature: _____				
41	HSA #1				11/15/2007

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

**Salaries & Benefits Detail**

1	2	3	4	5	6	7	8	9	10	11	7/1/2019-6/30/2020		7/1/2020-6/30/2021		7/1/2021-6/30/2022		TOTAL	
											Agency Totals		For HSA Program		For DHS Program	For DHS Program		For DHS Program
											Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary		Budgeted Salary
12	POSITION TITLE																	
13	Operations Coordinator for Human Services Agency	\$70,000	100%	70%	70%	\$49,000	\$49,000	\$49,000	\$147,000									
14	Contract and Assessment Specialist	\$51,000	100%	15%	15%	\$7,000	\$7,000	\$7,000	\$21,000									
15																		
16																		
17																		
18	TOTALS		2.00	0.85	0.85	\$56,000	\$56,000	\$56,000	\$168,000									
19																		
20	FRINGE BENEFIT RATE	35%																
21	EMPLOYEE FRINGE BENEFITS					\$19,600	\$19,600	\$19,600	\$58,800									
22																		
23																		
24	TOTAL SALARIES & BENEFITS					\$75,600	\$75,600	\$75,600	\$226,800									
25	HSA #2								11/15/2007									

	A	B	C	D	E
1					Appendix B-1, Page 1
2					Document Date: 05/03/2019
3	<b>HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY</b>				
4	<b>BY PROGRAM</b>				
5	Contractor's Name			Contract Term	
6	FIVE KEYS SCHOOLS AND PROGRAMS			7/1/2019-6/30/2022	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Cal-Learn Ed Support				
10	Budget Reference Page No.(s)				
11	Program Term	7/1/2019-6/30/2020	7/1/2020-6/30/2021	7/1/2021-6/30/2022	Total
12	<b>Expenditures</b>				
13	Salaries & Benefits	\$16,920	\$16,920	\$16,920	\$50,760
14	Operating Expense				
15	<b>Subtotal</b>	<b>\$16,920</b>	<b>\$16,920</b>	<b>\$16,920</b>	<b>\$50,760</b>
16	Indirect Percentage (%)	8%	8%	8%	
17	Indirect Cost (Line 16 X Line 15)	\$1,280	\$1,280	\$1,280	\$3,840
18	Capital Expenditure				
19	<b>Total Expenditures</b>	<b>\$18,200</b>	<b>\$18,200</b>	<b>\$18,200</b>	<b>\$54,600</b>
20	<b>HSA Revenues</b>				
21	General Fund	\$2,730	\$2,730	\$2,730	\$8,190
22	State Funding	\$3,276	\$3,276	\$3,276	\$9,828
23	Federal Funding, CFDA #93.558	\$12,194	\$12,194	\$12,194	\$36,582
24					
25					
26					
27					
28					
29	<b>TOTAL HSA REVENUES</b>	<b>\$18,200</b>	<b>\$18,200</b>	<b>\$18,200</b>	<b>\$54,600</b>
30	<b>Other Revenues</b>				
31					
32					
33					
34					
35					
36	<b>Total Revenues</b>				
37					
39	Prepared by:	Telephone No.:		Date	
40	HSA-CO Review Signature: _____				
41	HSA #1				11/15/2007



	A	B	C	D	E	F	G	H	I
1									Appendix B-1, Page 2
2									Document Date: 5/3/19
3									
4	Program Name: WW Assessment Services								
5	(Same as Line 9 on HSA #1)								
6									
7	<b>Salaries &amp; Benefits Detail</b>								
8									
9									
10									
11		7/1/2019-6/30/2020			7/1/2020-6/30/2021		7/1/2021-6/30/2022		
12		Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	TOTAL
13	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	7/1/2019-6/30/2022
14	Contract and Assessment Specialist	\$51,000	100%	25%	25%	\$12,533	\$12,533	\$12,533	\$37,599
15									
16									
17									
18	TOTALS		1.00	0.25	0.25	\$12,533	\$12,533	\$12,533	\$37,599
19									
20	FRINGE BENEFIT RATE	35%							
21	EMPLOYEE FRINGE BENEFITS					\$4,387	\$4,387	\$4,387	\$13,161
22									
23									
24	TOTAL SALARIES & BENEFITS					\$16,920	\$16,920	\$16,920	\$50,760
25	HSA #2								11/15/2007