



Mark Farrell, Mayor

Trent Rhorer, Executive Director

**MEMORANDUM**

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

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

DATE: MARCH 16, 2018

SUBJECT: GRANT MODIFICATIONS: **ARRIBA JUNTOS** (NON-PROFIT) AND **YOUNG COMMUNITY DEVELOPERS** (NON-PROFIT) FOR THE PROVISION OF TRANSITIONAL EMPLOYMENT SUPPORT SERVICES (TESS)

GRANT TERM: 7/1/2015 – 6/30/2018

TOTAL GRANT AMOUNT: *See below table.*

Funding Source	County	State	Federal	Contingency	Total
MODIFICATION	\$131,732	\$0	\$0	\$45,471	\$177,203
FUNDING:					
PERCENTAGE:	100%				

The Department of Human Services (DHS) requests authorization to modify the existing grant agreements with Arriba Juntos and Young Community Developers for the period of March 1, 2018 through June 30, 2018 with an additional \$131,732 plus a 10% contingency for a revised total not to exceed amount of \$1,122,679. The current grants provide for the Transitional Employment Support Services (TESS) program to Clean Streets and Parks Public Service Trainee (PST) participants. This modification will expand TESS to include participants from the Interrupt, Predict, Organize (IPO) program.

Grantee	Current Grant Amount FY15-18	FY17-18 Modification Amount	New Grant Amount FY15-18
Arriba Juntos	\$472,688	\$55,552	\$528,240
Young Community Developers	\$472,788	\$76,180	\$548,968
<b>Total</b>	<b>\$945,476</b>	<b>\$131,732</b>	<b>\$1,077,208</b>

## **Background**

The Transitional Employment Support Services (TESS) program provides the opportunity for Public Service Trainees (PST), many of whom have been connected to the criminal justice system or are long-term unemployed with significant barriers to employment, to get training and work experience. These individuals are assigned to work at host sites under the supervision of City Departments including Department of Public Works and the Recreation and Parks Department. The intent of the program is to provide the opportunity to learn both soft skills and new tangible job skills during their work experience assignment.

The goal of the IPO program is to Interrupt violence, Predict where violent hot spots may occur, and Organize multiple agencies to work collaboratively in providing violence prevention services and promoting a safer San Francisco. IPO serves 'High At-Risk' (individuals exhibiting delinquent behavior and/or involvement in negative street activities and negative contact with the police-SFPD) and 'In-Risk' (individuals who are formally involved with the Adult Probation Department-SFAPD). The IPO program aims to ensure public safety and offer positive alternative paths to the target populations.

Earlier this fiscal year, FY17/18, the IPO City departmental partners agreed to transfer the case management, behavioral health, education and barrier removal services for IPO participants from HSA to the Adult Probation Department (APD). APD's mission of empowering clients to build self-sufficiency skills and permanently exit the criminal justice system more closely aligns with the overall goals of IPO, while HSA maintains oversight of the job readiness training and employment services through these grants.

## **Services to be Provided**

The current TESS program supports participants in the Public Service Trainee (PST) program working at host sites under the supervision of Department of Public Works (DPW) and the Recreation and Parks Department (RPD). Over the course of their PST placement, participants receive employment services including job readiness, workplace guidelines, and job search skills. Through this modification, IPO participants will receive 20 hours per week over four weeks of structured job readiness training, and employment services including:

- Job coaching to participants to train them on skills to be able to retain and excel at their work sites.
- Workplace rules and guidelines (appropriate work behavior/sexual harassment/ tardiness/drugs & alcohol, etc.)
- Job search tips/interviewing skills
- Resume writing

Arriba Juntos will provide services to one IPO cohort of Transitional Aged Youth (TAY), 18-24 years old. Young Community Developers will provide services to two cohorts – one IPO cohort of Transitional Aged Youth (TAY), 18-24 years old, and one IPO cohort of Family (25-35 years old).

Arriba Juntos will provide services at 1850 Mission Street, San Francisco. Young Community Developers will provide services at 1715 Yosemite Ave.

**Selection**

Contractors were selected for the provision of the Clean Streets services through Request for Proposals #630, which was competitively bid in April 2015.

**Funding**

Funding for these grants will be provided by City and County General Funds.

**ATTACHMENTS****Arriba Juntos**

Appendix A-1, Services to be Provided (TESS IPO)

Appendix B-1, Budget (TESS IPO)

**Young Community Developers**

Appendix A-1, Services to be Provided (TESS IPO)

Appendix B-1, Budget (TESS IPO)

**Appendix A-1**  
**Transitional Employment Support Services (TESS)**  
**For Interrupt, Predict, Organize Program Participants**  
**Services to be Provided**  
**Arriba Juntos**  
**March 1, 2018 – June 30, 2018**

**I. Purpose**

The San Francisco Human Services Agency (HSA), in collaboration with other City departments including the Department of Public Works (DPW) and the Recreation and Parks Department (RPD), operates the Public Service Trainee (PST) program, a transitional jobs program. In order to increase the success of PST participants at their host sites and move towards unsubsidized employment, the Transitional Employment Support Services (TESS) program was developed. TESS provides employment support services including job coaching, workplace guidelines, job search and interview skills to complement the skills acquired through their host sites.

The Interrupt, Predict, Organize (IPO) program is a paid transitional employment program including subsidized employment at various City Departments, job readiness and educational training, behavioral health services, barrier remediation, and case management. This modification expands the TESS program to include job readiness training and employment services to IPO program participants.

**II. Definitions**

APD	San Francisco Adult Probation Department
Basic Job Skills	Punctuality, attendance, following instructions, conveying information effectively, critical thinking, adaptability, judgment and decision making, time management, and customer service.
City Departments	Department of Public Works (DPW), Recreation and Parks Department (RPD), San Francisco Police Department (SFPD), Adult Probation Department (APD), Department of Public Health (DPH), SF Metropolitan Transportation Agency (MTA), SF Airport (SFO), SF Public Utilities Commission (SFPUC), Office of Economic and Workforce Development (OEWD) and others.
Grantee	Arriba Juntos
HSA, also Department	Human Services Agency, City and County of San Francisco
IPO	Interrupt, Predict, Organize; a violence prevention program integrating subsidized employment, professional development, and case management

JRT	Job Readiness Training
MOVPS	Mayor’s Office of Violence Prevention Services
Pre-JRT	A 2-week candidate evaluation and work readiness service before enrollment into the IPO Employment Program
PST Liaison	Public Service Trainee Liaison – HSA staff responsible for PST host site monitoring and HSA payroll and Employee Relations
SVIP	Street Violence Intervention Program; a street outreach and crisis response program for youth-related street violence.
Subsidized Employment	Transitional subsidized job not to exceed 12 months in the public sector that addresses unmet community needs. Job must not displace existing workers and must provide basic job skills that can lead to unsubsidized employment.
TAY	Transitional Aged Youth
TESS	Transitional Employment Support Services
Unsubsidized Employment	Regular employment in the for-profit or non-profit sector that is not transitional and not subsidized.

### **III. Target Population**

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

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

#### **A. Intake and enrollment of Participants**

1. Participate in the IPO Pre-orientation and Orientation events conducted by APD and the other program partners. Recruitment and selection of program participants will be the responsibility of the MOVPS, the Adult Probation Department, SFPD and SVIP. Participants selected through a rated selection process will be enrolled into the IPO Employment Program Job Readiness Training program (JRT). Enrollment in the JRT will be as follows:
  - TAY – Up to 30 or more participants (with the goal of operating 2 cohorts of 30 TAY and a total of 60 TAY participants each year)
  - Grantees shall report to APD within one business day of occurrence, which

- participants attended and didn't attend the JRT orientation.
2. Contractors will report within one business day of occurrence, to APD and HSA which participants attended and didn't attend the JRT orientation.
  3. Grantee agrees to serve the number of participants referred by APD.
  4. Meet bi-weekly (twice a month) with APD, HSA PST Liaisons and partner agencies during the JRT program for case conferencing and coordinated services.
  5. Communicate with partner agencies to work closely together to coordinate services for optimal outcomes for clients.

**B. Job Readiness Services**

1. Provide four (4) weeks of structured Job Readiness Training program to participants. The JRT must be a minimum of 20 hours per week over four weeks. Participants completing each week of the JRT will be provided a stipend.
2. The workforce development, industry standard Job Readiness Training (JRT) is highly structured.
3. Work with APD and HSA IPO Liaison to refine IPO JRT content, and to check on participant progress throughout the PST Work Experience
4. Provide Job Coaching to participants to train them on skills to be able to retain and excel at their work sites.
5. HSA staff and Grantee will coordinate information and logistics to ensure JRT services clarity and streamlined access of selected participants from Pre-JRT into JRT.
6. Communicate with APD and IPO Case Managers on an ongoing basis to address issues related to participant JRT program participation.

**V. Location and Time of Services**

Grantee services are provided at 1850 Mission Street. 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**

For the period of March 1, 2018 to June 30, 2018, Grantee will meet the following objectives:

- A. One cohort with a maximum of 15 participants will enroll in the IPO JRT program.

**VII. Outcome Objectives**

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

- A. A minimum of 90% of enrolled participants will complete the Job Readiness Training. If a participant leaves the JRT program prior to completion due to Employment, he/she will be credited with completion of the program.
- B. 50% of participants who complete the program receive placement in Unsubsidized Employment through the combined efforts of the IPO Partners.
- C. A minimum of 75% of clients actively participating in IPO 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**

Client Activity Reporting: Establish and implement a process for recording clients' daily participation and attendance in Job Readiness Training Services. Communicate immediately via e-mail or telephone with HSA IPO Liaison 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:

- A. Report Orientation Attendance within one business day after it occurs.
- B. Contractor will submit monthly reports to HSA that include information on enrollments, service exits, service completions.
- C. 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.
- D. A Client Exit Report which rates client behaviors pertinent to work success may be requested. Examples of behaviors are punctuality, ability to communicate, ability to accept supervision and getting along with co-workers.
- E. Reports are due on the 10th day following the reporting month or quarter.
- F. Ad Hoc Reports. Grantee will develop and deliver ad hoc reports as requested by HSA.
- G. Service and Outcome Objectives will need to be entered monthly into the HSA online contracting system (CARBON) as aggregate data.

- H. For assistance with reporting requirements or submission of reports, contact
- Andy Beetley-Hagler, Community Services Specialist, E306  
E-mail: [andy.beetley@sfgov.org](mailto:andy.beetley@sfgov.org)
  - or
  - Judy Ng, Contract Manager, GB23  
E-mail: [judy.ng@sfgov.org](mailto:judy.ng@sfgov.org)



	A	B	C	D	E	F
1	<b>HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY BY PROGRAM</b>					
2						
3						
4						
5						
6	Contractor's Name			Contract Term		
7	<b>Arriba Juntos</b>			7/1/15 - 6/30/18		
8	(Check One)    New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>					
9	If modification, Effective Date of Mod.    3/1/2018    No. of Mod.    1					
10	<b>Program: Transitional Employment Support Services</b>					
11	Budget Reference Page No.(s)					Total
12	Program Term	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	Modification 3/1/18-6/30/18	7/1/15 - 6/30/18
13	<b>Expenditures</b>					
14	Salaries & Benefits	\$76,442	\$71,310	\$90,583	\$30,150	\$268,485
15	Operating Expense	\$57,253	\$65,644	\$46,371	\$18,156	\$187,423
16	<b>Subtotal</b>	<b>\$133,695</b>	<b>\$136,954</b>	<b>\$136,954</b>	<b>\$48,306</b>	<b>\$455,909</b>
17	Indirect Percentage (%)	15%	15%	15%	15%	
18	Indirect Cost (Line 16 X Line 15)	\$20,055	\$20,546	\$24,484	\$7,246	\$72,330
19	Capital Expenditure					
20	<b>Total Expenditures</b>	<b>\$153,750</b>	<b>\$157,500</b>	<b>\$161,438</b>	<b>\$55,552</b>	<b>\$528,240</b>
21	<b>HSA Revenues</b>					
22						
23	HSA Funds	\$150,000	\$150,000	\$150,000	\$55,552	\$505,551
24	CODB FY15-17	\$3,750	\$7,500	\$7,500		\$18,749
25	CODB FY17-18			\$3,938		\$3,937
26						
27						
28						
29						
30	<b>TOTAL HSA REVENUES</b>	<b>\$153,750</b>	<b>\$157,500</b>	<b>\$161,438</b>	<b>\$55,552</b>	<b>\$528,240</b>
31	<b>Other Revenues</b>					
32						
33						
34						
35						
36						
37	<b>Total Revenues</b>					
38						
40	Prepared by:    Nenetta Tabernilla		Telephone No.:    (415) 551-1966		Date:    3/6/18	
41	HSA-CO Review Signature: _____					
42	HSA #1 <span style="float: right;">3/16/2018</span>					

Program: Transitional Employment Support Services  
 (Same as Line 9 on HSA #1)

**Salaries & Benefits Detail**

11	12	Modification								13
		7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	3/1/18-6/30/18	7/1/15 - 6/30/18	TOTAL			
13	14	Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	For DHS Program	TOTAL
14	15	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
14	Program Coordinator	\$39,520	100%	20%	20%	\$8,904	\$6,440	\$10,314		\$25,658
15	Case Manager/Barrier Removal Specialist	\$35,360	100%	100%	100%	\$30,360	\$21,020	\$36,400		\$87,780
16	Work Readiness/Job Coach	\$35,360	100%	100%	100%	\$17,360	\$23,754	\$20,384		\$61,498
17	Director of Programs	\$50,000	100%	10%	10%				\$5,000	\$5,000
18	JRT/Job Coach	\$47,840	100%	15%	15%				\$7,176	\$7,176
19	Case Manager	\$37,440	100%	25%	25%				\$9,360	\$9,360
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31	TOTALS		6.00	2.70	2.70	\$56,624	\$51,214	\$67,098	\$21,536	\$196,472
32										
33	FRINGE BENEFIT RATE	30%								
34	EMPLOYEE FRINGE BENEFITS	\$0				\$19,818	\$20,096	\$23,485	\$8,614	\$63,398
35										
36										
37	TOTAL SALARIES & BENEFITS	\$0				\$76,442	\$71,310	\$90,583	\$30,150	\$259,870
38	HSA #2									3/16/2018

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3											Appendix B-1, Page 3		
4											Document Date: 3/16/2018		
5	Program: Transitional Employment Support Services												
6	(Same as Line 9 on HSA #1)												
7													
8	<b>Operating Expense Detail</b>												
9													
10													
11													
12													TOTAL
13	<u>Expenditure Category</u>		<u>TERM</u>	<u>7/1/15-6/30/16</u>	<u>7/1/16-6/30/17</u>	<u>7/1/17-6/30/18</u>	<u>Modification</u>	<u>3/1/18-6/30/18</u>	<u>7/1/15 - 6/30/18</u>				
14	Rental of Property												
15	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$4,700	\$4,684	\$4,200							13,584
16	Office Supplies, Postage			\$3,000	\$4,151	\$2,500							9,651
17	Building Maintenance Supplies and Repair			\$3,100	\$2,647	\$2,600							8,347
18	Printing and Reproduction			\$1,830	\$1,200	\$830							3,860
19	Insurance			\$2,700	\$2,636	\$2,200							7,536
20	Staff Training												
21	Staff Travel-(Local & Out of Town)			\$1,800	\$1,300	\$640							3,740
22	Rental of Equipment			\$2,800	\$2,800	\$2,800							8,400
23	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE												
24	Workshop Speaker Stipend (\$300 x 6)			\$1,800	\$1,800	\$0							3,600
25													
26													
27													
28													
29	OTHER												
30													
31	Barrier Removal			\$35,523	\$44,426	\$30,601							110,550
32	Stipends(15 participants x 20 hrs/wk x 4 wks)							\$18,156					18,156
33													
34													
35													
36	TOTAL OPERATING EXPENSE			\$ 57,253	\$ 65,644	\$ 46,371	\$ 18,156						187,424
37													
38	HSA #3												3/16/2018

**Appendix A-1**  
**Transitional Employment Support Services (TESS)**  
**For Interrupt, Predict, Organize Program Participants**  
**Services to be Provided**  
**Young Community Developers**  
**March 1, 2018 – June 30, 2018**

**I. Purpose**

The San Francisco Human Services Agency (HSA), in collaboration with other City departments including the Department of Public Works (DPW) and the Recreation and Parks Department (RPD), operates the Public Service Trainee (PST) program, a transitional jobs program. In order to increase the success of PST participants at their host sites and move towards unsubsidized employment, the Transitional Employment Support Services (TESS) program was developed. TESS provides employment support services including job coaching, workplace guidelines, and job search and interview skills to complement the skills participants will acquire through their host sites.

The Interrupt, Predict, Organize (IPO) program is a paid transitional employment program including subsidized employment at various City Departments, job readiness and educational training, behavioral health services, barrier remediation, and case management. This modification expands the TESS program to include job readiness training and employment services to IPO program participants.

**II. Definitions**

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Basic Job Skills	Punctuality, attendance, following instructions, conveying information effectively, critical thinking, adaptability, judgment and decision making, time management, and customer service.
City Departments	Department of Public Works (DPW), Recreation and Parks Department (RPD), San Francisco Police Department (SFPD), Adult Probation Department (APD), Department of Public Health (DPH), SF Metropolitan Transportation Agency (MTA), SF Airport (SFO), SF Public Utilities Commission (SFPUC), Office of Economic and Workforce Development (OEWD) and others.
Grantee	Young Community Developers
HSA, also Department	Human Services Agency, City and County of San Francisco
IPO	Interrupt, Predict, Organize; a violence prevention program integrating subsidized employment, professional development, and case management

JRT	Job Readiness Training
MOVPS Pre-JRT	Mayor’s Office of Violence Prevention Services A 2-week candidate evaluation and work readiness service before enrollment into the IPO Employment Program
PST Liaison	Public Service Trainee Liaison – HSA staff responsible for PST host site monitoring and HSA payroll and Employee Relations
SVIP	Street Violence Intervention Program; a street outreach and crisis response program for youth-related street violence.
Subsidized Employment	Transitional subsidized job not to exceed 12 months in the public sector that addresses unmet community needs. Job must not displace existing workers and must provide basic job skills that can lead to unsubsidized employment.
TAY	Transitional Aged Youth
TESS	Transitional Employment Support Services
Unsubsidized Employment	Regular employment in the for-profit or non-profit sector that is not transitional and not subsidized.

**III. Target Population**

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

**IV. Description of Services**

**A. Intake and Enrollment of Participants**

1. Participate in the IPO Pre-orientation and Orientation events conducted by APD and the other program partners. Recruitment and selection of program participants will be the responsibility of the MOVPS, the Adult Probation Department, SFPD and SVIP. Participants selected through a rated selection process will be enrolled into the IPO Employment Program Job Readiness Training program (JRT). Enrollment in the JRT will be as follows:
  - TAY – Up to 30 or more participants (with the goal of operating 2 cohorts of 30 TAY and a total of 60 TAY participants each year)
  - Family – up to 10 or more participants (with the goal of operating 2 cohorts of 10 FAMILY and a total of 20 FAMILY participants each year)
  - Grantees shall report to APD within one business day of occurrence, which participants attended and didn’t attend the JRT orientation.

2. Contractors will report within one business day of occurrence, to APD and HSA which participants attended and didn't attend the JRT orientation.
3. Grantee agrees to serve the number of participants referred by APD.
4. Meet bi-weekly (twice a month) with APD, HSA PST Liaisons and partner agencies during the JRT program for case conferencing and coordinated services.
5. Communicate with partner agencies to work closely together to coordinate services for optimal outcomes for clients.

**B. Job Readiness Services**

1. Provide four (4) weeks of structured Job Readiness Training program to participants. The JRT must be a minimum of 20 hours per week over four weeks. Participants completing each week of the JRT will be provided a stipend.
2. The workforce development, industry standard Job Readiness Training (JRT) is highly structured.
3. Work with APD and HSA IPO Liaison to refine IPO JRT content, and to check on participant progress throughout the PST Work Experience
4. Provide job coaching to participants to train them on skills to be able to retain and excel at their work sites.
5. HSA staff and Grantee will coordinate information and logistics to ensure JRT services clarity and streamlined access of selected participants from Pre-JRT into JRT.
6. Communicate with APD and IPO Case Managers on an ongoing basis to address issues related to participant JRT program participation.

**V. Location and Time of Services**

Grantee services are provided at 1715 Yosemite Ave. 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**

For the period of March 1, 2018 to June 30, 2018, Grantee will meet the following objectives:

- A. Two cohorts with a total maximum of 25 participants (1-TAY cohort and 1-Family cohort) will enroll in the IPO JRT program.

**VII. Outcome Objectives**

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

- A. A minimum of 90% of enrolled participants will complete the Job Readiness Training. If a participant leaves the JRT program prior to completion due to Employment, he/she will be credited with completion of the program.
- B. 50% of participants who complete the program receive placement in Unsubsidized Employment through the combined efforts of the IPO Partners.
- C. A minimum of 75% of clients actively participating in IPO 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**

Client Activity Reporting: Establish and implement a process for recording clients' daily participation and attendance in Job Readiness Training Services. Communicate immediately via e-mail or telephone with HSA IPO Liaison 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:

- A. Report Orientation Attendance within one business day after it occurs.
- B. Contractor will submit monthly reports to HSA that include information on enrollments, service exits, service completions.
- C. 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.
- D. A Client Exit Report which rates client behaviors pertinent to work success may be requested. Examples of behaviors are punctuality, ability to communicate, ability to accept supervision and getting along with co-workers.
- E. Reports are due on the 10th day following the reporting month or quarter.
- F. Ad Hoc Reports. Grantee will develop and deliver ad hoc reports as requested by HSA.
- G. Service and Outcome Objectives will need to be entered monthly into the HSA on-line contracting system (CARBON) as aggregate data.

- H. For assistance with reporting requirements or submission of reports, contact
- Andy Beetley-Hagler, Community Services Specialist, E306  
E-mail: [andy.beetley@sfgov.org](mailto:andy.beetley@sfgov.org)
  - or
  - Judy Ng, HSA Contract Manager, GB23  
E-mail: [judy.ng@sfgov.org](mailto:judy.ng@sfgov.org)



	A	B	C	D	E	F
2	Appendix B-1: Page 1					
3	Document Date:					3/16/2018
4	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>					
5	<b>BY PROGRAM</b>					
6	Contractor's Name			Contract Term:		
7	Young Community Developers, Inc.			7/1/15 - 6/30/18		
8	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>					
9	If modification, Effective Date of Mod. 3/1/2018 No. of Mod. 1					
10	<b>Program: Transitional Employment Support Services</b>					
11	Budget Reference Page No.(s)				Modification	Total
12	Program Term	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	3/1/18-6/30/18	7/1/15 - 6/30/18
13	<b>Expenditures</b>					
14	Salaries & Benefits	\$100,589	\$98,010	\$118,643	\$26,716	\$343,958
15	Operating Expense	\$33,107	\$38,947	\$21,825	\$39,527	\$133,406
16	<b>Subtotal</b>	\$133,696	\$136,957	\$140,468	\$66,243	\$477,364
17	Indirect Percentage (%)	15%	15%	15%	15%	15%
18	Indirect Cost (Line 16 X Line 15)	\$20,054	\$20,543	\$21,070	\$9,936	\$71,604
19	Capital Expenditure	\$0	\$0	\$0	\$0	\$0
20	<b>Total Expenditures</b>	\$153,750	\$157,500	\$161,538	\$76,180	\$548,968
21	<b>HSA Revenues</b>					
22	HSA Funds	\$150,000	\$150,000	\$150,000	\$76,180	\$526,180
23	CODB FY15-17	\$3,750	\$7,500	\$7,598		\$18,848
24	CODB FY17-18			\$3,940		\$3,940
25						
26						
27						
28						
29						
30	<b>TOTAL HSA REVENUES</b>	\$153,750	\$157,500	\$161,538	\$76,180	\$548,968
31	<b>Other Revenues</b>					
32						
33						
34						
35						
36						
37	<b>Total Revenues</b>	\$153,750	\$157,500	\$161,538	\$76,180	\$548,968
38	Full Time Equivalent (FTE)					
40	Prepared by: Tracey A. Taper	Telephone No.: (415) 822-3491			Date: 3/14/2018	
41	HSA-CO Review Signature: _____					
42	HSA #1					3/16/2018

	A	B	C	D	E	F	G	H	I	J	
2	Young Community Developers, Inc.							Appendix B-1: Page 2		3/16/2018	
3								Document Date:			
4											
5	Program: Transitional Employment Support Services										
6	(Same as Line 9 on HSA #1)										
7											
8	<b>Salaries &amp; Benefits Detail</b>										
9											
10											
11	Modification										
12						7/1/16-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	3/1/18-6/30/18	7/1/15-6/30/18	
13		Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	For DHS Program	TOTAL	
	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary		
14	Program Coordinator/Trainer	\$43,680	100%	100%	100%	\$43,680	\$37,440	\$49,920		\$131,040	
15	Case Manager	\$37,440	100%	100%	100%	\$37,440	\$41,600	\$45,760		\$124,800	
16	Program Coordinator/Trainer	\$60,320	100%	50%	35%				\$10,441	\$10,441	
17	Case Manager	\$64,147	100%	50%	35%				\$11,104	\$11,104	
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31	TOTALS		4.00	3.00	2.69	\$81,120	\$79,040	\$95,680	\$21,545	\$277,385	
32											
33	FRINGE BENEFIT RATE	24%									
34	EMPLOYEE FRINGE BENEFITS					\$19,469	\$18,970	\$22,963	\$5,171	\$61,402	
35											
36											
37	TOTAL SALARIES & BENEFIT	\$0				\$100,589	\$98,010	\$118,643	\$26,716	\$338,787	
38	HSA #2									3/16/2018	

	A	B	C	D	E	F	G	H	I	J	K	L	M
2													Appendix B-1, Page 3
3													Document Date:
4													3/16/2018
5	Program: Transitional Employment Support Services												
6	(Same as Line 9 on HSA #1)												
7													
8	<b>Operating Expense Detail</b>												
9													
10													
11													
12													
13	Expenditure Category												TOTAL
				TERM	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18		Modification	3/1/18-6/30/18		7/1/15-6/30/18	
14	Rental of Property				\$5,464	\$8,648	\$6,216		\$2,200			\$22,528	
15	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$3,520	\$3,940	\$1,290		\$534			\$9,284	
16	Office Supplies, Postage				\$4,468	\$4,829	\$1,229		\$2,000			\$12,526	
17	Building Maintenance Supplies and Repair				\$600	\$600	\$300		\$676			\$2,176	
18	Printing and Reproduction				\$505	\$540	\$250		\$117			\$1,412	
19	Insurance				\$2,920	\$2,520	\$900		\$986			\$7,326	
20	Staff Training				\$0	\$250	\$0		\$167			\$417	
21	Staff Travel-(Local & Out of Town)				\$500	\$500	\$0		\$250			\$1,250	
22	Rental of Equipment				\$2,430	\$2,730	\$920		\$1,288			\$7,368	
23	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE												
24													
25													
26													
27													
28													
29	OTHER												
30													
31	Barrier Mitigation Funding: \$240ea x 50 Participants				\$12,000	\$12,000	\$10,295					\$34,295	
32	Transportation: \$25ea x 50 Participants				\$0	\$590	\$250					\$840	
33	Program Materials & Supportive Srv: \$15ea x 125 Participants				\$700	\$1,800	\$175					\$2,675	
34	Stipends (25 participants x 20 hrs/wk x 4 wks)								\$30,260			\$30,260	
35	Nutrition JRT Training: \$300 x 1 training								\$300			\$300	
36	Events-Graduation: 1 graduation @ \$750.00								\$750			\$750	
37													
38	TOTAL OPERATING EXPENSE				\$33,107	\$38,947	\$21,825		\$39,527			\$133,406	
39													
40	HSA #3												3/16/2018